

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

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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
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9. Annexure 9: Standard protocol for accreditation & assessments
10. Annexure 10: Sample RPL Question Paper

QUALIFICATION FILE SUMMARY

Qualification Title	Qualification Pack- Finishing Operator (LSS /Q0803)		
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 X		
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) test, which is designed by 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/N0805 Carry out staking operation using machine	Mandatory	120	4
LSS/N0806 Carry out toggling operation using machine	Mandatory		
LSS/N0807 Carry out auto spray operation using machine	Mandatory		
LSS/N0808 Carry out roll coating operation using machine	Mandatory		
LSS/N0809 Carry out plating operation using machine	Mandatory		
LSS/N0810 Carry out tumbling operation using machine	Mandatory		
LSS/N0811 Carry out measuring operation using machine	Mandatory		
LSS/N8501 Maintain the work area, tools and machines	Mandatory		
LSS/N8601 Maintain health, safety and security at workplace	Mandatory		
LSS/N8701 Comply 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 background 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, envelopes (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

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.

<u>CRITERIA FOR ASSESSMENT OF TRAINEES</u>
<u>Job Role</u> Finishing Operator
<u>Qualification Pack</u> LSS/Q0803
<u>Guidelines for Assessment</u> 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 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

Assessable Outcomes	Assessment Criteria for the outcomes	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
1. LSS/N0805 Carryout staking operation using machine	PC1. Ensure the work area is free from hazards as per the safety norm of the organization	30	1	0	1
	PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standard		1	0	1
	PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role		2	1	1
	PC4. Set the machine parameters as per the manufacturers instruction		4	0	4
	PC5. Ensure the leather is free from leather defects prior to staking operation		3	0	3
	PC6. Load the leather sheets on to the machine as per the operating procedure		4	1	3
	PC7. Operate the staking machine as per the manufacturers instruction		3	0	3
	PC8. Ensure the quality of the staked leather is as per the specified quality standards		1	0	1
	PC9. Manage the helpers work as per the organizational standards and requirements		1	0	1
	PC10. Ensure the sheets are prepared for the next operation as per the standards specified by the organization		4	1	3
	PC11. Ensure the staked product is free from production and handling damages		1	0	1
	PC12. Sort and place leather after staking operation to assist the next stage of production and minimize the risk of damage		4	1	3
	PC13. Leave work area clean, safe and secure when work is complete		1	0	1
		Total	30	4	26

2. LSS/N0806 Carryout toggling operation using machine	PC1. Ensure the work area is free from hazards as per the safety norm of the organization		1	0	1
	PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards		1	0	1
	PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role		1	0	1
	PC4. Set the toggling machine parameters as per the manufacturers instruction		3	0	3
	PC5. Ensure the leather sheets are free from leather defects and handling damages as per the quality standards		3	0	3
	PC6. Ensure the parameters are set as per the manufacturers instruction	30	3	0	3
	PC7. Ensure the leather sheets are loaded and clipped on to the machine as per the operating procedure		4	1	3
	PC8. Operate the toggling machine as per the manufacturers instruction		3	0	3
	PC9. Ensure the quality of the toggled leather is as per the specified quality standards		2	1	1
	PC10. Ensure the sheets are prepared for the next operation as per the standards specified by the organization		1	0	1
	PC11. Ensure the toggled product is free from production and handling damages		3	1	2
	PC12. Sort and place leather after toggling operation to assist the next stage of production and minimize the risk of damage		4	1	3
	PC13. Leave work area clean, safe and secure when work is complete		1	0	1
		Total	30	4	26
3. LSS/N0807 Carryout auto spray operation using machine)	PC1. Ensure the work are is free from hazards as per the safety norm of the organization	30	1	0	1
	PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards		1	0	1

	PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role		1	0	1
	PC4. Set the auto spray machine parameters as per the manufacturers instruction		4	1	3
	PC5. Ensure the leather sheets are free from leather defects and handling damages as per		3	0	3
	PC6. Load the leather sheets on to the machine as per the operating procedure		3	0	3
	PC7. Feed the color into the auto spray machine as per the operating procedure.		3	0	3
	PC8. Operate the auto spray machine as per the manufacturers instruction		4	1	3
	PC9. Ensure the quality of the colored leather is as per the specified quality standards		3	0	3
	PC10. Ensure the sheets are prepared for the next operation as per the standards specified by the organization		3	0	3
	PC11. Ensure the colored product is free from production and handling damages		1	0	1
	PC12. Sort and place leather after auto spray operation to assist the next stage of production and minimize the risk of damage		1	0	1
	PC13. Leave work area clean, safe and secure when work is complete		2	0	2
		Total	30	2	28
4. LSS/N0808 Carryout roll coating operation using machine	PC1. Ensure the work are is free from hazards as per the safety norm of the organization	30	1	0	1
	PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards		2	1	1
	PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role		1	0	1
	PC4. Set the machine parameters as per the manufacturers instruction a. Roll Coating Machine b. Drying Machine		3	0	3

	PC5. Ensure the leather sheets are free from leather defects and handling damages as per the quality standards		4	1	3
	PC6. Load the leather sheets on to the machine as per the operating procedure		3	0	3
	PC7. Operate the roll coating machine as per the manufacturers instruction		3	0	3
	PC8. Feed the chemicals into the roll coating machine as per the operating procedure.		3	0	3
	PC9. Ensure the quality of the roll coated leather is as per the specified quality standards		3	0	3
	PC10. Manage the helper work as per the organizational standards and requirements		3	0	3
	PC11. Ensure the sheets are prepared for the next operation as per the standards specified by the organization		2	0	2
	PC12. Sort and place leather after roll coating operation to assist the next stage of production and minimize the risk of damage		1	0	1
	PC13. Leave work area clean, safe and secure when work is complete		1	0	1
		Total	30	2	28
5. LSS/N0809 Carryout plating operation using machine)	PC1. Ensure the work area is free from hazards as per the safety norm of the organization	30	1	0	1
	PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards		1	0	1
	PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role		1	0	1
	PC4. Ensure appropriate plates are identified as per the product requirement		1	0	1
	PC5. Ensure the plate is set in the plating machine as per the manufacturers instruction		4	1	3
	PC6. Set the plating machine parameters as per the manufacturers instruction		3	0	3
	PC7. Ensure the leather sheets are free from leather defects and handling damages as per the quality standards		3	0	3

	PC8. Ensure the parameters are set as per the manufacturers instruction		3	0	3
	PC9. Load the leather sheets on to the machine as per the operating procedure		3	0	3
	PC10. Operate the plating machine as per the manufacturers instruction		3	0	3
	PC11. Ensure the quality of the plated leather is as per the specified quality standards		1	0	1
	PC12. Ensure the sheets are prepared for the next operation as per the standards specified by the organization		2	1	1
	PC13. Ensure the plated product is free from production and handling damages		1	0	1
	PC14. Sort and place leather after plating operation to assist the next stage of production and minimize the risk of damage		2	0	2
	PC15. Leave work area clean, safe and secure when work is complete		1	0	1
		Total	30	2	28
6. LSS/N0810 Carryout tumbling operation using machine	PC1. Ensure the work area is free from hazards as per the safety norm of the organization	30	1	0	1
	PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards		1	0	1
	PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role		1	0	1
	PC4. Set the tumbling machine parameters as per the manufacturers instruction		3	0	3
	PC5. Ensure the leather sheets are free from leather defects and handling damages as per the quality standards		3	0	3
	PC6. Ensure the parameters are set as per the manufacturers instruction		4	1	3
	PC7. Ensure the leather sheets are loaded in to the machine as per the operating procedure		3	0	3
	PC8. Operate the tumbling machine as per the manufacturers instruction		3	0	3

	PC9. Ensure the quality of the tumbled leather is as per the specified quality standards		3	0	3
	PC10. Ensure the sheets are prepared for the next operation as per the standards specified by the organization		4	1	3
	PC11. Ensure the finished product is free from production and handling damages		1	0	1
	PC12. Sort and place leather after tumbling operation to assist the next stage of production and minimize the risk of damage		2	0	2
	PC13. Leave work area clean, safe and secure when work is complete		1	0	1
		Total	30	2	28
7.LSS/N0811 Carryout measuring operation using machine	PC1. Ensure the work area is free from hazards as per the safety norm of the organization	30	1	0	1
	PC2. Ensure the cleanliness and orderliness of the work place as per the organizational standards		1	0	1
	PC3. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role		2	1	1
	PC4. Set the measuring machine parameters as per the manufacturers instruction		3	0	3
	PC5. Ensure the leather sheets are free from leather defects and handling damages as per the quality standards		3	0	3
	PC6. Ensure the parameters are set as per the manufacturers instruction		3	0	3
	PC7. Ensure the leather sheets are Loaded on to the machine as per the operating procedure		3	0	3
	PC8. Operate the measuring machine as per the manufacturers instruction		3	0	3
	PC9. Ensure the quality of the measured leather is as per the specified quality standards		3	0	3
	PC10. Ensure the sheets are prepared for the next operation as per the standards specified by the organization		4	1	3
	PC11. Ensure the finished product is free from production and handling damages		1	0	1

	PC12. Sort and place leather after measuring operation to assist the next stage of production and minimize the risk of damage		2	1	1
	PC13. Leave work area clean, safe and secure when work is complete		1	0	1
		Total	30	3	27
8. LSS/N8501 Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	30	1	0	1
	PC2. Use correct lifting and handling procedures		4	1	3
	PC3. Use materials to minimize waste		1	0	1
	PC4. Prepare and organize work		1	0	1
	PC5. Maintain a clean and hazard free working area		1	0	1
	PC6. Deal with work interruptions		1	0	1
	PC7. Move around the workplace with care		1	0	1
	PC8. Maintain tools and equipment		1	0	1
	PC9. Carry out running maintenance within agreed schedules		1	0	1
	PC10. Carry out maintenance and/or cleaning outside responsibility		3	0	3
	PC11. Report unsafe equipment and other dangerous occurrences		1	0	1
	PC12. Ensure that the correct machine guards are in place		1	0	1
	PC13. Work in a comfortable position with the correct posture		3	0	3
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		2	1	1
	PC15. Dispose of waste safely in the designated location		1	0	1
	PC16. Store cleaning equipment safely after use		1	0	1
	PC17. Complete and store accurate records and documentation		1	0	1
	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	30	2	28
9.LSS/N8601 Maintain health, safety and security at workplace)	PC1. Comply with health and safety related instructions applicable to the workplace	30	1	0	1
	PC2. Use and maintain personal protective equipment as per protocol		3	0	3
	PC3. Carry out own activities in line with approved guidelines and procedures		1	0	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		1	0	1
	PC5. Follow environment management system related procedures		1	0	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		3	0	3
	PC7. Report any service malfunctions that cannot be rectified		1	0	1
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		4	1	3
	PC9. Safely handle and move waste and debris		1	0	1
	PC10. Minimize health and safety risks to self and others due to own actions		1	0	1
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		1	0	1
	PC12. Monitor the workplace and work processes for potential risks and threats		1	0	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	0	3
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		1	0	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		1	0	1

	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		3	0	3
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		2	1	1
	PC18. Follow organization procedures for shutdown and evacuation when required		1	0	1
		Total	30	2	28
10.LSS/N8701 Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	10	1	0	1
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		2	1	1
	PC3. Apply and follow these policies and procedures within the work practices		3	0	3
	PC4. Provide support to the supervisor and team members in enforcing these considerations		3	1	2
	PC5. Identify and report any possible deviation to these requirements		1	0	1
			Total	10	2

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):

Finishing Operator - LSS /Q0803					
Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility	Level
<p>Finishing Operator in Finished Leather Segment is expected to perform various processes in finished leather segment such as staking, buffing, auto spraying, etc.</p> <p>the processing of hides by loading them into different machines for as per specifications, set different controls and prepare the work area for finishing operation He/ she completes the required quality checks to ensure</p>	<p>Finishing Operator is expected to have knowledge of the functioning and operation of staking, toggling, auto spraying, plating, tumbling machines</p> <p>He/she should have the knowledge of the Characteristics and varieties of different types of hides, skins leather and its properties, chemicals, colours, common faults in the materials, tools and machines and identification procedures.</p> <p>Considering the in-depth professional and factual knowledge, which a finishing operator has for finishing operation; this QP is pegged at Level 4.</p>	<p>Finishing Operator organizes the appropriate materials and equipments used in finishing operation like the leather sheets, chemicals, appropriate colours, rollers, etc.</p> <p>The operator analyses the processes and sets different machine controls and speed appropriate to the process and the hides and skin type.</p> <p>He/ she identifies and reviews the defects in hides and the leather</p>	<p>Finishing Operator is expected to understand organizational manuals and job cards. He/ she has to prepare the work area and select the quantity of leather sheets, colours to be fed into machines before starting the processes in finishing operation</p> <p>All of this requires application of problem solving and analytical principles.</p> <p>Operator has to continuously give and receive instruction/ feedback from co-workers and</p>	<p>The jobholder is mainly responsible for:</p> <ul style="list-style-type: none"> Preparing for different processes in finishing operation Carrying out staking, toggling, auto spraying, plating, tumbling processes Visually inspect for defects in the materials before and after the operation <p>The processes involved in finishing operations in finished leather could vary from one production unit to another</p>	4

<p>completion of processing, visually inspect the finished leather</p> <p>He/ she is responsible for basic maintenance of the machine and equipments used in finishing operations</p> <p>The activities identified are the familiar and routine activities for them as these activities are independent of job and the production unit he/she is deployed in. Considering the outcomes the job roles is pegged at level 04</p>		<p>sheets before and after the finishing operation and takes appropriate actions for rectification. He/ she diagnoses the basic problems with the machines based on visual inspection.</p>	<p>supervisors on finishing operation hence they are expected to be good in communication skills.</p> <p>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</p>	<p>and also could depend on the requirements of the finished leather</p> <p>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.</p> <p>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).</p>	
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Level 4	Level 4	Level 4	Level 4	Level 4	
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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