

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

<b>Qualification Title</b>	Qualification Pack- Glazing Operator (LSS /Q0802)		
<b>Body/bodies which will assess candidates</b>	LSSC affiliated Assessment Agency		
<b>Body/bodies which will award the certificate for the qualification.</b>	Leather Sector Skill Council		
<b>Body which will accredit providers to offer the qualification.</b>	Leather Sector Skill Council		
<b>Occupation(s) to which the qualification gives access</b>	Finishing Operations in Finished Leather Segment		
<b>Proposed level of the qualification in the NSQF.</b>	4		
<b>Anticipated volume of training/learning required to complete the qualification.</b>	120 Hours		
<b>Entry requirements / recommendations.</b>	Class X		
<b>Progression from the qualification.</b>	Supervisor in Finished Leather Segment		
<b>Planned arrangements for RPL.</b>	Candidates with relevant experience are identified and tested through a Recognition Prior learning (RPL) test, which is designed by Subject Matter Experts.		
<b>International Comparability</b>	<b>UK NOS</b>  SKSLG6- Manufacture material to add value in leather production (mechanical processing)  SKSL1- Manufacture material to add value in leather production (chemical processing)		
<b>Formal structure of the qualification</b>			
<b>Title of unit or other component</b> (include any identification code used)	<b>Mandatory/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
LSS/N0804 Carry out glazing operation	Mandatory	120	4
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 – eg 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.**

<b><u>CRITERIA FOR ASSESSMENT OF TRAINEES</u></b>
<b><u>Job Role</u></b> Glazing Operator (Finished Leather)
<b><u>Qualification Pack</u></b> LSS/Q0802
<b><u>Guidelines for Assessment</u></b> 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, the trainee is eligible to take subsequent assessment

on the balance NOS to pass the Qualification Pack

Assessable Outcomes	Assessment Criteria for the outcomes	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
1.LSS/N0804 (Carry out glazing operation)	PC1. Make sure the work area is free from hazards	<b>70</b>	2	0	2
	PC2. Follow the instructions on the work ticket/ job card in line with the responsibilities of your job role		2	0	2
	PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear		2	1	1
	PC4. Use the correct tools and roller for glazing like • Glass Roller • Steel Roller		2	0	2
	PC5. Check that tools and machines are safe and set up in readiness for use		2	0	2
	PC6. Select the correct component parts for the skin being worked on		2	0	2
	PC7. Check that the materials to be used are free from faults		3	1	2
	PC8. Ensure the materials used meet the specification matching • Within a product • Between a pair of products where applicable		2	0	2
	PC9. Report faults in the materials		1	0	1
	PC10. Follow company reporting procedures about defective tools and		2	1	1

	machines which affect work and report risks/problems likely to affect services to the relevant person promptly and accurately
	PC11. Check with others when unsure of new product details
	PC12. Examine the specific type of roller which will be best suited for glazing different types of polishing
	PC13. Carry out basic maintenance of own machines
	PC14. Set up glazing machine according to manufacturers' instructions and production requirements
	PC15. Identify the various types of glazing required for various types of leathers
	PC16. Set machine controls for the materials being glazed
	PC17. Perform a test run to ensure machine is operating correctly
	PC18. Adjust machine controls where necessary
	PC19. Check the machine prior to making the glazing, including: <ul style="list-style-type: none"> <li>• Correct controls</li> <li>• Correct attachments</li> <li>• Correct roller</li> <li>• Correct frequency/movement of glazing jack</li> </ul>
	PC20. Position the crust leather on bed of machine for finishing processes
	PC21. Operate machines safely and in accordance

2	1	1
2	0	2
2	0	2
2	0	2
3	1	2
2	0	2
3	1	2
2	0	2
2	0	2
2	0	2
2	0	2

	with guidelines
	PC22. Optimize the positioning and layout of materials to ensure a smooth and rapid process throughout
	PC23. Carry out operations at a rate which maintains work flow and meets production targets
	PC24. Conform to company quality standards
	PC25. Report any damaged work to the responsible person
	PC26. Report defective machines, tools and/or equipment to the responsible person
	PC27. Minimize and dispose of waste materials in the approved manner
	PC28. Clean and make safe machines after use
	PC29. Report risks/problems likely to affect services to the relevant person promptly and accurately
	PC30. Complete forms, records and other documentation
	PC31. Sort leather sheets to assist the next stage of production and minimize the risk of damage
	PC32. Leave work area safe and secure when work is complete
	<b>Total</b>
2. LSS/N8501 (Maintain the work area, tools and machines)	PC1. Handle materials, machinery, equipment and tools safely and correctly
	PC2. Use correct lifting and handling procedures

3	1	2
2	0	2
2	0	2
3	1	2
2	0	2
3	1	2
2	0	2
2	0	2
2	0	2
3	1	2
2	0	2
<b>70</b>	<b>10</b>	<b>60</b>
3	0	3
3	0	3

**50**



	PC3. Use materials to minimize waste	3	1	2
	PC4. Prepare and organize work	3	1	2
	PC5. Maintain a clean and hazard free working area	3	1	2
	PC6. Deal with work interruptions	3	1	2
	PC7. Move about the workplace with care	2	0	2
	PC8. Maintain tools and equipment	2	0	2
	PC9. Carry out running maintenance within agreed schedules	3	0	3
	PC10. Carry out maintenance and/or cleaning outside responsibility	2	0	2
	PC11. Report unsafe equipment and other dangerous occurrences	3	1	2
	PC12. Ensure that the correct machine guards are in place	3	0	3
	PC13. Work in a comfortable position with the correct posture	3	1	2
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out	3	0	3
	PC15. Dispose of waste safely in the designated location	3	1	2
	PC16. Store cleaning equipment safely after use	2	0	2
	PC17. Carry out cleaning according to schedules and limits of responsibility	3	1	2
	PC18. Complete and store accurate records and documentation	3	0	3
	<b>Total</b>	<b>50</b>	<b>8</b>	<b>42</b>

3.LSS/N8601 (Maintain health, safety and security at work)	PC1. Comply with health and safety related instructions applicable to the workplace	<b>40</b>	3	0	3
	PC2. Use and maintain personal protective equipment as per protocol		3	1	2
	PC3. Carry out own activities in line with approved guidelines and procedures		2	0	2
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	1	2
	PC5. Follow environment management system related procedures		3	0	3
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		3	1	2
	PC7. Report any service malfunctions that cannot be rectified		2	0	2
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		2	0	2
	PC9. Safely handle and move waste and debris		3	1	2
	PC10. Minimize health and safety risks to self and others due to own actions		2	0	2
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		2	0	2
	PC12. Monitor the workplace and work processes for potential risks and threats		2	0	2
	PC13. Carry out periodic walk-through to keep work area free from hazards and		3	1	2

	obstructions, if assigned				
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		2	0	2
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		3	0	3
	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	0	2
	PC18. Follow organization procedures for shutdown and evacuation when required		2	0	2
		<b>Total</b>	<b>45</b>	<b>5</b>	<b>40</b>
4. LSS/N8701 (Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	<b>15</b>	3	0	3
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		4	1	3
	PC3. Apply and follow these policies and procedures within the work practices		2	0	2
	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		3	0	3
			<b>Total</b>	<b>15</b>	<b>2</b>

## **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):

Glazing Operator- LSS /Q0802					
Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility	Level
<p>Glazing Operator in Finished Leather Segment is expected to Glaze/polish leather under glazing jack to enhance colour tones and finish different areas of leather as needed.</p> <p>The processing of leather by positioning of crust leather sheet on the bed of the machine as per specifications, set different controls and prepare the work area for glazing operation He/ she completes the required</p>	<p>Glazing Operator is expected to have <b>knowledge of the functioning and operation</b> of the glazing machine, glass roller, steel rollers, glazing jack, etc.</p> <p>He/she should have the knowledge of <b>the Characteristics and varieties of</b> different types of hides, skins leather and its properties, brushes, common faults in the materials, tools and machines and identification procedures.</p> <p>Considering the in-depth <b>professional and factual knowledge</b>, which a glazing operator has for glazing operation; this QP is pegged at Level 4.</p>	<p>Glazing Operator <b>organizes the appropriate</b> materials and equipments used in finishing operation like the leather sheets, polish, appropriate colours, rollers, etc.</p> <p>The operator <b>analyses the processes and sets different</b> machine controls and speed appropriate to the process for different types of pre- finished leather</p> <p>He/ she <b>identifies and reviews the defects</b> in hides and the leather sheets before</p>	<p>Glazing Operator is expected to <b>understand organizational manuals</b> and job cards. He/ she has to <b>prepare the work area and select the</b> quantity of leather sheets, appropriate rollers into machines before starting the processes in glazing operation</p> <p>All of this requires <b>application of problem solving and analytical principles.</b></p> <p>Operator has to continuously give and receive instruction/ feedback from co-workers and supervisors on</p>	<p>The jobholder is mainly responsible for:</p> <ul style="list-style-type: none"> <li>• Preparing for glazing operation</li> <li>• Carrying out glazing operation</li> <li>• Visually inspect for defects in the materials before and after the operation</li> </ul> <p>The processes involved in glazing operations in finished leather could vary from one production unit to another and also could depend on the requirements of the finished leather</p> <p>So the jobholder</p>	4

<p>quality checks to ensure completion of processing, visually inspect the finished leather</p> <p>He/ she is responsible for basic maintenance of the machine and equipments used in glazing operations</p> <p>The activities identified are the <b>familiar and routine activities</b> 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</p>		<p>and after the glazing operation and <b>takes appropriate actions</b> for rectification. He/ she <b>diagnoses the basic problems</b> with the machines based on visual inspection.</p>	<p>glazing operation hence they are expected to be good in <b>communication skills</b>.</p> <p>Jobholder is expected to conduct themselves in ways, which show a basic understanding of the <b>social and professional environment of working in the production unit</b></p>	<p>based on his/her <b>own learning and experience</b>, identifies appropriate process to maximize the productivity and increase one's efficiency. He/she is continuously engaged in the <b>self-learning process</b> and he/she has the <b>responsibility for own</b> 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>	
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