

QUALIFICATION FILE

Crochet Lace Tailor

Short Term Training (STT) Long Term Training (LTT) Apprenticeship

Upskilling Dual/Flexi Qualification For ToT For ToA

General Multi-skill (MS) Cross Sectoral (CS) Future Skills

NCrF/NSQF Level: **NSQF Level 3**

Submitted By:

Handicrafts and Carpet Sector Skill Council-HCSSC

Tel number(s): 011-26139834

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Section1: Basic Details

1.	Qualification Name	Crochet Lace Tailor	
2.	Sector/s	Handicrafts and Carpet Sector Skill Council	
3.	Type of Qualification <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options	NQR Code & version of the existing /previous qualification: <i>(change to previous, once approved)</i> NA	Qualification Name of the existing version: <i>(previous, once approved)</i> Crochet Lace Tailor
4.	National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval)</i>	NQR Code: 2022/HC/HCSSC/06735 Version of qualification: 1.0	5. NCrf/NSQF Level: <i>NSQF Level 3</i>
6.	Award (Certificate/Diploma/ Advanced Diploma/Any Other) <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	NA	
7.	Brief Description of the Qualification	A Crochet Lace Tailor is responsible for developing/ tailoring crochet lace products as per the given specifications/ instructions. A crochet lace tailor should be able to perform basic cutting and stitching operations for developing crochet products of different designs as per quality standards. This job requires the individual to have knowledge of measurements, sewing and finishing for making quality crochet lace products.	

<p>8. Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</p>	<p>a. Entry Qualification & Relevant Experience</p> <table border="1" data-bbox="1064 240 2067 719"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Relevant Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Ability to read and write</td> <td>5 year experience</td> </tr> <tr> <td>2</td> <td>Grade 5 pass</td> <td>5 year experience</td> </tr> <tr> <td>3</td> <td>8th Grade pass</td> <td>1-year relevant experience</td> </tr> <tr> <td>4</td> <td>8th grade pass and pursuing continuous schooling in regular school with vocational subject</td> <td></td> </tr> <tr> <td>5</td> <td>Previous relevant Qualification of NSQF Level 1</td> <td>1-year relevant experience</td> </tr> </tbody> </table> <p>b. Age: 18 years</p>						S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	1	Ability to read and write	5 year experience	2	Grade 5 pass	5 year experience	3	8th Grade pass	1-year relevant experience	4	8th grade pass and pursuing continuous schooling in regular school with vocational subject		5	Previous relevant Qualification of NSQF Level 1	1-year relevant experience
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5	Previous relevant Qualification of NSQF Level 1	1-year relevant experience																						
<p>9. Credits Assigned to this Qualification (as per National Credit Framework (NCrF))</p>	<p>16</p>			<p>10. Common Cost Norm Category (I/II/III) (wherever applicable): II</p>																				
<p>11. Any Licensing Requirements for Undertaking Training on This Qualification (wherever applicable)</p>	<p>NA</p>																							
<p>12. Training Duration by Modes of Training Delivery (Specify <i>Total Duration</i> as per selected training delivery modes and as per requirement of the qualification)</p>	<p><input checked="" type="checkbox"/> Offline Only <input type="checkbox"/> Online Only <input type="checkbox"/> Blended</p> <table border="1" data-bbox="1023 1058 2123 1391"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>110 (Including 20 hrs of ES)</td> <td>370 (Including 40 Hrs of ES module)</td> <td></td> <td>90</td> <td>480</td> </tr> </tbody> </table>						Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	110 (Including 20 hrs of ES)	370 (Including 40 Hrs of ES module)		90	480						
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
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			modul e)				
		Online					
		<i>(Refer Blended Learning Annexure for details)</i>					
13.	Aligned to NCO/ISCO Code/s <i>(if code is not available, then mention the same)</i>	NCO-2015/7318.6500					
14.	Progression Path After Attaining the Qualification <i>(Please show Professional and Academic progression) (wherever applicable)</i>	Vertical Progression Crochet Lace Supervisor (Level 3.5) Horizontal Progression Hand Crochet Lace Maker (Level 3)					
15.	Other Indian Languages in which the Qualification & Model Curriculum are being Submitted	Hindi					
16.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:					
17.	Is the Job Role Amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If "Yes", specify applicable type of Disability:</i> applicable to all types of disability except vision Impairment, mental health conditions, intellectual disability or (limited to physical disability where hands are used).					
18.	How participation of women will be encouraged?	Handicrafts and Carpet Sector has around 40 to 50% of Women Artisan.					
19.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it), wherever applicable</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
20.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
21.	Name and Contact Details of Submitting / Awarding Body SPOC	Name: Mr. Krishan Kumar Email: ceo@hcssc.in Contact No.: 011-26139834					

	(In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Website: www.hcssc.in			
22.	Final Approval Date by NSQC: 27/01/2022	23. Validity Duration: 3 Years			24. Next Review Date: 27/01/2025

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory Pr.-Practical OJT-On the Job Man.-Mandatory Training Rec.-Recommended Proj.-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core / Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJ T- Man.	OJT- Rec.	Total	Th.	Pr.	Proj .	Viva	Total	Weightage (%) (if applicable)
1.	Prepare for stitching crochet lace products	HCS/N77 14 NOS Version 2.0	Core	3	4	20:00	100:00	NA	30:00	120:00	34	66	-	-	100	
2.	Carry out stitching operation	HCS/N77 15 NOS Version 2.0	Core	3	4	20:00	100:00	NA	30:00	120:00	28	72	-	-	100	

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core / Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJ T-Ma n.	OJT-Rec.	Total	Th.	Pr.	Proj .	Viv a	Total	Weighta ge (%) (if applicabl e)
3.	Contribute to achieve quality in stitching of crochet lace products	HCS/N7716 NOS Version No. 2.0	Non-core	3	2	10:00	50:00	NA	30:00	60:00	30	70	-	-	100	
4.	Working in a team	HCS/N9908 NOS Version No.2.0	Non-core	3	1	10:00	20:00	NA	00:00	30:00	30	70	-	-	100	
5.	Maintain Work Area and tools	HCS/N9912 NOS Version 6.0	Non-core	4	1	10:00	20:00	NA	00:00	30:00	26	74	-	-	100	
6.	Maintain Health, Safety, and Security at Workplace	HCS/N9913	Non-Core	3	2	20:00	40:00	NA	00:00	60:00	28	72	-	-	100	

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core / Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJ T-Ma n.	OJT-Rec.	Total	Th.	Pr.	Proj .	Viv a	Total	Weighta ge (%) (if applicabl e)
		NOS Version 3.0														
7.	Employability & Entrepreneurship Skills	DGT/VSQ /N0102 NOS Version 1.0	Non-core	4	2	20:00	40:00	NA	00:00	60:00	20	30	0	0	50	
Duration (in Hours) / Total Marks					16	110:00	370:00	N A	90:00	480:00	196	454	-	-	650	

Assessment - Minimum Qualifying Percentage

Please specify any one of the following:

Minimum Pass Percentage – Aggregate at qualification level: 50 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: 30 % (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	12 th grade pass with 2 years' experience in the relevant sector and 1 year of teaching experience
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate with 3 years' experience in the relevant sector and 4 years of teaching experience
3.	Tools and Equipment Required for the Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	12 TH Grade pass/ Graduate with Basic IT skills is responsible for developing/Tailoring crochet lace products as per the given specifications
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	12 TH Grade pass/ Graduate with Basic IT skills is responsible for developing/Tailoring crochet lace products as per the given specifications
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	12 TH Grade pass/ Graduate with Basic IT skills is responsible for developing/Tailoring crochet lace products as per the given specifications
4.	Assessment Mode (Specify the assessment mode)	Blended

5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(details to be provided in Annexure- if it is different for Assessment)</i>
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Section 5: Evidence of Need for the Qualification

Provide Annexure/Supporting documents name.

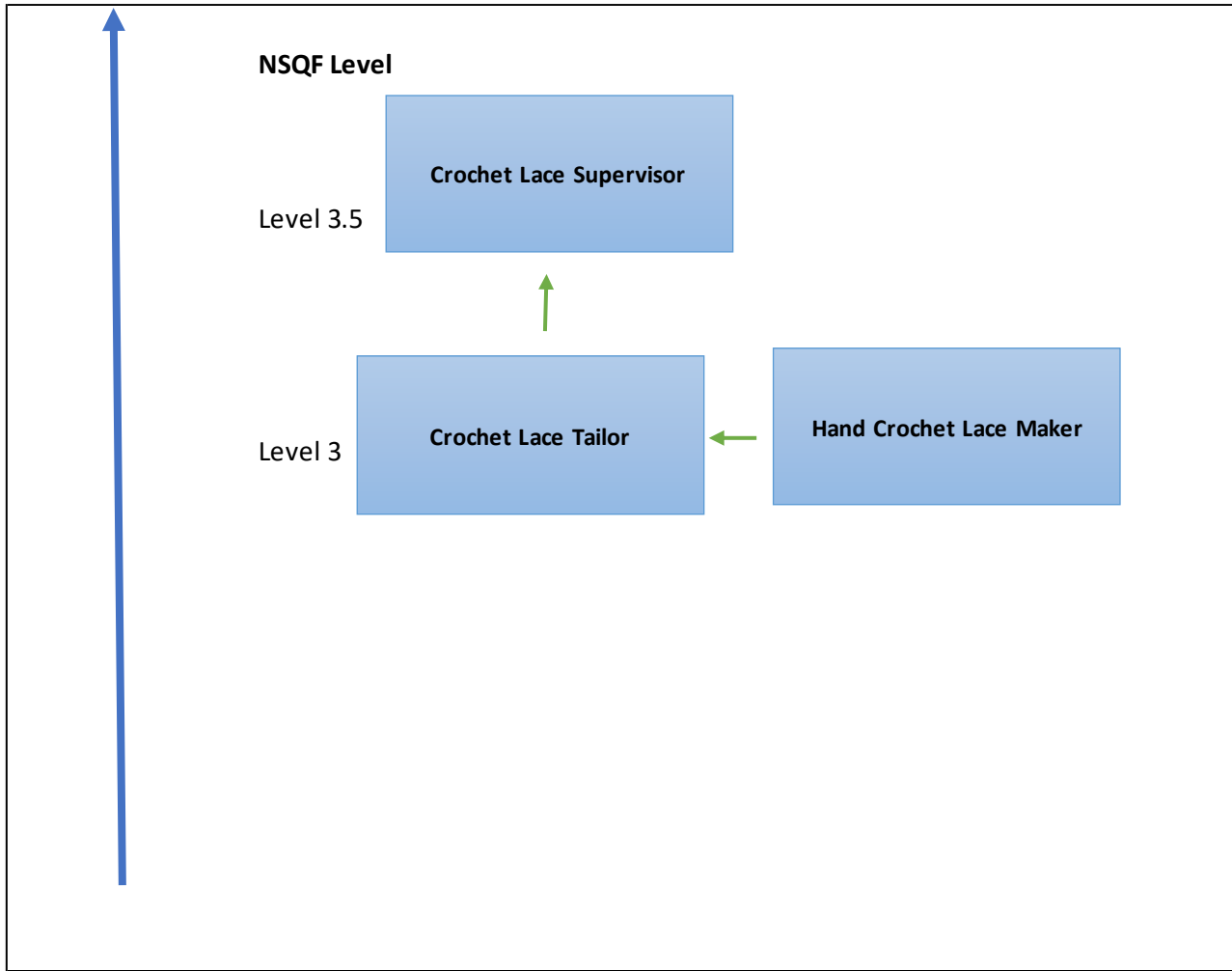
1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 30
5.	Estimated nos. of persons to be trained and employed: 750 approx.
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments If “No”, why: Yes

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	Annexure 1
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Annexure 2

3.	Annexure: Detailed Assessment Criteria (Mandatory)	Annexure 6
4.	Annexure: Assessment Strategy (Not Mandatory)	Annexure 7
5.	Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is Blended Learning)	<p>Blended learning called a “flipped classroom”, “hybrid learning” or “mixed learning,” is an approach that mixes instructor-led classroom training with online content, which could be in the form of on-demand videos that learners review outside of class. The live instruction can be face-to-face or online (via a live virtual classroom or even two-way video), or there might be no live lecture at all.</p> <p>Blended learning represents a learning model that combines both formal (traditional classroom) and non-formal (online) methodologies.</p> <p>(Annexure 5)</p>
6.	Annexure: Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	The Multiple entry and exit criteria would help in fragmenting an entire program into smaller units with due acknowledgement being given to each unit of learning. The credit transfer mechanism will also enable a student to enter, exit and re-enter the educational ecosystem both general and vocational at any point of time.
7.	Annexure: Acronym and Glossary (Optional)	(Annexure 8)
8.	Supporting Document: Model Curriculum (Mandatory – Public view)	Model Curriculum attached separately
9.	Supporting Document: Career Progression (Optional - Public view)	Career Progression/ Job Role Progression appended below
10.	Any other document you wish to submit:	



Annexure 1: Evidence of Level

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

<p>Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill</p>	<p>The skills required for the job involve recall and demonstration of practical skills, which is routine and repetitive in the narrow range of applications. Examples:</p> <ul style="list-style-type: none"> • cut the various components with precision as per the given pattern • stitch the correct materials in the right sequence as required by the product specification • sew and apply trims by hand and machine • finish the raw edges by hand/machine 	<p>It is at level 3 as the skill of differentiating between bad and good quality is required.</p>	<p>3</p>
<p>Broad Learning Outcomes/Core Skill</p>	<p>The Crochet Lace Tailor requires communication skills written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles including understanding of basic financial transactions. These are required for the following tasks:</p> <ul style="list-style-type: none"> • check the pattern as per the given design and measurement 	<p>Written and oral communication is required with clarity so its level 2.5.</p>	<p>3</p>

	<ul style="list-style-type: none"> place the cut components for stitching after counting the pieces 		
Responsibility	<p>The Crochet Lace Tailor works largely on instruction from supervisor and laid down procedures. She/ He also has some responsibility for work including for delivery on time and as per schedules standards, but beyond that is not accountable Examples:</p> <ul style="list-style-type: none"> conform to company quality parameter carry out operations at a rate which maintains workflow 	<p>Given the limited scope of responsibility for own learning and work this is at level 3</p>	3

Annexure 2: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Measuring tape	Used to measure the dimensions of crochet lace projects accurately for precise sizing.	30 Eqpt Nos
2	Rotary cutter	Used to cut fabric strips or yarn with precision, ensuring neat and clean edges in crochet lace creations	30 Eqpt Nos
3	Thimbles	Protect fingers from needle pricks during intricate crochet lacework	30 Eqpt Nos
4	Scissor	Essential for trimming excess yarn and thread	1 Each
5	Knitting needle	Utilized for intricate lace stitches and working with fine yarns	30 Pair
6	Measuring scale	Assists in checking gauge and maintaining uniformity in crochet lacework	30 Eqpt Nos
7	Needle	Used for the actual crocheting process, allowing for the creation of various stitches and patterns in crochet lace	5 Bundle
8	Thread	The primary material for crochet lace, chosen for its color, texture, and thickness to achieve the final product	7 Bundle
9	Chalk	Used for marking patterns and guidelines on fabric or yarn, aiding in the precision of intricate crochet lace designs	5 Bundle

Classroom

Aids

The aids required to conduct sessions in the classroom are:

1. White Board
2. Marker/Pen
3. Duster

4. First-aid
5. PPE Kit

Annexure 3: Industry Validations Summary

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	Layola Exports	Uday	Proprietor	D.NO. 1-15-7, Tillapudi village, Palakol-534260 W.G.DT., A.P.	9866016960	layolaexports@gmail.com	
2	P. Veeraiah & CO.	Pramachandra	Partner	43-1-30, main road, palakol-534260 W.G.DT., A.P.	9848177671	pveeraiah@gmail.com	
3	Parmeshwara self help group	Kayala Savithri	President	Rustumbada, Narsapur, 534275 AP	7018955016	NA	
4	Sri mannarayana docra group	Bandaru udaya lakshmi	Operational executive	Yerrasamsetti palem, near flaiz Adventist college mogalthur	9553633008	NA	
5	Sri ramanajaneya group	Ghantasala nagamani	President	Manda vari peta rustumbada, near toy city	8985495413	Sugunamma496@gmail.com	
6	Sri satya self help docra group	Yalla sugunamma	President	Chinimamidipall, railway station 534275 AP	9701864747	Yalla8067@gmail.com	
7	Ellora enterprises	Vineet kumar	President				
8	Hassan textile	Gulam hassan teli			9149919288		

Annexure 4: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2023-24	750	Self-employment	Approx. 60%	Self-employment	N/A	N/A
2024-25	1000	Self-employment	Approx. 60%	Self-employment	N/A	N/A
2025-26	1250	Self-employment	Approx. 60%	Self-employment	N/A	N/A

Data to be provided year-wise for next 3 years.

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed

Applicable for revised qualifications only, data to be provided for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

- 1.
- 2.

Content availability for previous versions of qualifications:

Participant Handbook Facilitator Guide Digital Content Qualification Handbook Any Other:

Languages in which Content is available:

Annexure 5: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	<input checked="" type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	<ul style="list-style-type: none"> • Qualification/ Syllabus • Books/ e-books • Presentations 	<ul style="list-style-type: none"> • Without use of appropriate tech tools 80% Offline and only upto 20% online otherwise. • Online Instructor led teaching, can be one-to-one or one to many or many-to-many: up to 80% to 100% online
2	<input checked="" type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	<ul style="list-style-type: none"> • Presentations • E-Content/ Curated digital content 	<ul style="list-style-type: none"> • Without use of appropriate tech tools, 80% Offline and only upto 20% online otherwise. 100% virtual while working in virtual teams / virtual collaboration
3	<input checked="" type="checkbox"/> Showing Practical Demonstrations to the learners	<ul style="list-style-type: none"> • Projector, laptop various tools and equipment 	<ul style="list-style-type: none"> • For all skills, where a physical product is created, at least 50% shall be on practical demonstrations and site visits
4	<input checked="" type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	<ul style="list-style-type: none"> • Projector, laptop various tools and equipment 	<ul style="list-style-type: none"> • 100% offline without the use of any technology tools.
5	<input checked="" type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	<ul style="list-style-type: none"> • Learning Management system 	<ul style="list-style-type: none"> • 70% offline and upto 30% online where a physical product is created as part of skilling

6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure 6: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
HCS/N7714: Prepare for stitching crochet lace products	Analyzing the design and collecting tools and materials	14	22	-	-
	PC1. analyze & interpret the given specifications/ specification sheet of the crochet lace product	2	3	-	-
	PC2. check the pattern as per the given design and measurement	2	3	-	-
	PC3. check the given materials against the given specifications	2	3	-	-
	PC4. conform to the organisation's pre-set quality parameters	2	3	-	-
	PC5. collect the tools & materials as are required to conduct the job	2	3	-	-
	PC6. consult with in-charge /supervisor when unsure of new product details	2	3	-	-
	PC7. carry out operations at a rate which maintains workflow to ensure smooth production flow.	2	4	-	-
	Cutting of the base materials as per the given pattern/ specifications	20	44	-	-
	PC8. identify and select the appropriate tools & materials for cutting	2	3	-	-
PC9. check the material/fabric with the given specifications	2	3	-	-	

	PC10. ensure there are no visual and manufacturing defects on the material	2	3	-	-
	PC11. cut the various components with precision as per the given pattern	2	4	-	-
	PC12. ensure that the cut material conforms to the shape and size of the given crochet lace to which it needs to be attached to	2	5	-	-
	PC13. reduce the fabric/material wastage while cutting and handling	2	5	-	-
	PC14. practise safe disposal of waste materials and return of re-usable materials and tools.	2	5	-	-
	PC15. place the cut components for stitching after counting the pieces	2	5	-	-
	PC16. place the cut panels / components carefully to minimise any damage.	2	5	-	-
	PC17. identify and check / rectify any defects and damage due to mishandling of panels and material.	2	6	-	-
	Total Marks	34	66		
HCS/N7715: Carry out stitching operation	Stitch components to produce crochet lace product	28	72	-	-
	PC1. follow the instructions & specifications given to stitch the product	1	3	-	-
	PC2. ask questions to clarify when the instructions received are unclear	1	3	-	-
	PC3. know the correct usage of machine, tools (eg: scissors, measuring tapes and rulers) and equipment	1	3	-	-
	PC4. select the correct component parts for the design being worked on	1	3	-	-
	PC5. check that the materials to be used are free from any visual and manufacturing defects	1	3	-	-
	PC6. • ensure the materials used meets the specification of coordination	1	3	-	-

	<ul style="list-style-type: none"> a. within a product b. between a pair/set of products 				
	PC7. set up sewing machine according to production requirements	1	3	-	-
	PC8. cut the thread neatly	1	3	-	-
	PC9. thread the needle in the machine and adjust the needle as per the requirements	1	3	-	-
	PC10. perform a test run to ensure machine is operating correctly	1	3	-	-
	PC11. check if crochet lace and cut material/fabric is correctly marked and pieces cut as required	1	3	-	-
	PC12. report defective machines, tools and/or equipment to the person concerned	1	3	-	-
	PC13. conform to organisations quality standards	1	3	-	-
	PC14. operate machines keeping the guidelines of safety in mind	1	3	-	-
	PC15. optimize the positioning and layout of materials to ensure a smooth and rapid throughput	1	3	-	-
	PC16. check the equipment with regards to its functioning, prior to making the stitching, including correct controls, correct attachments, correct needle & thread	1	3	-	-
	PC17. stitch the correct materials in the right sequence as required by the product specification	2	4	-	-
	PC18. ensure stitched product conforms to shape and size requirement	2	4	-	-
	PC19. ensure stitched products meets specification in terms of labels and trimmings	2	4	-	-
	PC20. sew and apply trims by hand and machine, as required	2	4	-	-
	PC21. carry out stitching without causing damage to the crochet lace	2	4	-	-
	PC22. finish the raw edges by hand/machine	2	4	-	-

	Total Marks	28	72	-	-
HCS/N7716: Contribute to achieve quality in stitching of crochet lace products	Contribute to achieving the quality in stitching of crochet lace products	30	70	-	-
	PC1. identify and use materials required based on the specifications given	2	4	-	-
	PC2. take the necessary action when materials do not conform to quality standards	2	4	-	-
	PC3. report and replace identified faulty materials and component parts which do not meet specification to the concerned authority	2	4	-	-
	PC4. identify defects which can be repaired and rework on them	2	4	-	-
	PC5. carry out work safely and at a rate which maintains workflow to the others the assembly line	2	4	-	-
	PC6. report to the concerned authority when the workflow of other production areas impacts work	2	5	-	-
	PC7. carry out quality checks at specified intervals according to instructions	2	5	-	-
	PC8. apply the allowed tolerances	2	5	-	-
	PC9. fault-find materials and components for creased, stained, damage and incorrectly madeup component parts	2	5	-	-
	PC10. identify faults and take appropriate action for rectification in a finished product	2	5	-	-
	PC11. make adjustments promptly in the assembly and/or workmanship to ensure product to specification	2	5	-	-
	PC12. report faults in other processes to the concerned person	2	5	-	-
	PC13. maintain the required productivity and quality levels	2	5	-	-
	PC14. inspect stitched products against specifications	2	5	-	-
PC15. ensure that the crochet/fabric edges are finished appropriately	2	5	-	-	
	Total Marks	30	70	-	-

HCS/N9908: Working in a Team	Commitment and trust	6	14	-	-
	PC1. be accountable to one's role in the whole process	3	7	-	-
	PC2. perform all roles with full	3	7	-	-
	Communication	9	21	-	-
	PC3. report problems faced during the process	3	7	-	-
	PC4. talk politely with other team members and colleagues	3	7	-	-
	PC5. submit a daily report of own performance	3	7	-	-
	Adaptability	9	21	-	-
	PC6. adjust in different work situations	3	7	-	-
	PC7. give due importance to other's point of view	3	7	-	-
	PC8. avoid conflicting situations	3	7	-	-
	PC9. develop new ideas for work procedures	3	7	-	-
PC10. improve upon the existing techniques to increase process efficiency	3	7	-	-	
Total Marks	30	70	-	-	
HCS/N9912: Maintain Work Area and Tools	Maintain the work area, tools and machines	26	74	-	-
	PC1. carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	2	4	-	-
	PC2. apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices	2	4	-	-
	PC3. actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes.	2	6	-	-
	PC4. handle materials and tools safely and correctly	2	6	-	-
	PC5. use materials to minimize waste	2	6	-	-
	PC6. maintain a clean and hazard free working area	2	6	-	-
	PC7. maintain the tools	2	6	-	-
	PC8. carry out maintenance and/or cleaning within one's responsibility	2	6	-	-

	PC9. report damaged tools & materials	2	6	-	-
	PC10. work in a comfortable position with the correct posture	2	6	-	-
	PC11. dispose of waste safely in the designated location	2	6	-	-
	PC12. store cleaning equipment safely after use	2	6	-	-
	PC13. carry out cleaning according to schedules and limits of responsibility	2	6	-	-
	Total Marks	26	74	-	-
HCS/N9913: Maintain health, safety and security at workplace	Comply with health, safety and security requirements at work	28	72	-	-
	PC1. comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.	2	5	-	-
	PC2. actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace	2	5	-	-
	PC3. comply with health and safety related instructions applicable to the workplace	2	5	-	-
	PC4. use and maintain personal protective equipment as per protocol	2	5	-	-
	PC5. maintain a healthy lifestyle and guard against dependency on intoxicants	2	5	-	-
	PC6. follow environment management system related procedures	2	5	-	-
	PC7. store materials and tools in line with manufacturers and organisational requirements	2	5	-	-
	PC8. safely handle and move waste and debris	2	5	-	-
	PC9. minimize health and safety risks to self and others due to own actions	2	5	-	-
	PC10. seek clarifications, from supervisors or other authorized personnel in case of perceived risks	2	5	-	-
	PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	2	5	-	-

	PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel	2	5	-	-
	PC13. take action based on instructions in the event of fire, emergencies or accidents	2	6	-	-
	PC14. follow organisation procedures for evacuation when required	2	6	-	-
	Total Marks	28	72	-	-
DGT/VSQ/N0102: Employability Skills (60 Hours)	Introduction to Employability Skills	1	1	-	-
	PC1. identify employability skills required for jobs in various industries	-	-	-	-
	PC2. identify and explore learning and employability portals	-	-	-	-
	Constitutional values – Citizenship	1	1	-	-
	PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
	PC4. follow environmentally sustainable practices	-	-	-	-
	Becoming a Professional in the 21st Century	2	4	-	-
	PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
	PC6. practice the 21st Century Skills such as SelfAwareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
	Basic English Skills	2	3	-	-
	PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
	PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-	

	PC10. understand the difference between job and career	-	-	-	-
	PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
	Communication Skills	2	2	-	-
	PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
	PC13. work collaboratively with others in a team	-	-	-	-
	Diversity & Inclusion	1	2	-	-
	PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
	PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
	Financial and Legal Literacy	2	3	-	-
	PC16. select financial institutions, products and services as per requirement	-	-	-	-
	PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
	PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
	PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
	Essential Digital Skills	3	4	-	-
	PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
	PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
	PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-
	Entrepreneurship	2	3	-	-

PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
Customer Service	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
Getting ready for apprenticeship & Jobs	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
Total Marks	20	30	-	-
Grand Total	196	454		

Annexure 7: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

<1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
-

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified
-

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding
-

5. Method of verification or validation:

- Surprise visit to the assessment location
- ...

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored
-

On the Job:

1. Each module (which covers the job profile of Crochet Lace Tailor) will be assessed separately.
2. The candidate must score 60% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
 -
4. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment.....>

Annexure 8: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
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National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf