

NSQC QUALIFICATION FILE

Approved in 22nd NSQC Meeting, 19th December 2018

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Leather Sector Skill Council
Annex Building, CFTI Campus,
No.65/1, GST Road,
Guindy,
Chennai, 600032

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 9: Standard protocol for accreditation & assessments
9. Annexure 10: Sample RPL Question Paper
10. Annexure 11: Model Curriculum

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• SUMMARY

1	Qualification Title	Qualification Pack- Harness Maker
2	Qualification Code, if any	LSS/Q7201
3	NCO code and occupation	NCO-2015/ 7536.1800, Harness Making
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	Short Term. Purpose of the course is to impart Skill development training to the unemployed (layman) and convert them into skilled worker. To upgrade the skills of people already in work. To allow people in particular area to learn new Skills to deal with the technological change.
5	Body/bodies which will award the qualification	Leather Sector Skill Council
6	Body which will accredit providers to offer courses leading to the qualification	Leather Sector Skill Council
7	Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)	Yes
8	Occupation(s) to which the qualification gives access	Harness Making
9	Job description of the occupation	To perform the harness making process by cutting, assembling leather parts and other material to form harness
10	Licensing requirements	N/A
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	As Attached
12	Level of the qualification in the NSQF	4
13	Anticipated volume of training/learning required to complete the qualification	200 Hours
14	Indicative list of training tools required to deliver this qualification	<ul style="list-style-type: none"> • Cutting mat • Stitching Machine Other tools as mentioned in the Model Curriculum
15	Entry requirements and/or recommendations and minimum age	Prior experience in harness making for a minimum 3 - 4 years.
16	Progression from the	Harness Maker >> Supervisor (Goods &

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	qualification (Please show Professional and academic progression)	Garment)	
17	Arrangements for the Recognition of Prior learning (RPL)	Candidates with relevant experience are identified and tested through a Recognition Prior learning (RPL) evaluation, which is designed by Technical experts and Subject Matter Experts.	
18	International comparability where known (research evidence to be provided)	UK NOS SKSFL2- Contribute to production flow by carrying out complex footwear / leather goods / saddlery SKSFL3- Create complex patterns for footwear / leather goods / saddlery products SKSFI6- Create basic patterns for footwear / leather goods / saddlery products	
19	Date of planned review of the qualification.	01/04/20	
20	Formal structure of the qualification		
	Mandatory components		
	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)	Level
(i)	Overview on Leather Industry and Generic Skills	14	N/A
(ii)	LSS/N7201 Carry out the harness making operations	118	
(iii)	LSS/N7202 Contribute to achieving product quality	46	4
(iv)	LSS/N8501 Maintain the work area, tools and machines	10	4
(v)	LSS/N8601 Maintain health, safety and security at workplace	8	4
(vi)	LSS/N8701 Comply with industry, regulatory and organisational requirements	4	4
	Sub Total (A)	200	
	Optional components		
	Title of component and identification code/NOSs/ Learning outcomes	Estimated size (learning hours)	Level

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	Sub Total (B)		

	<u>Total (A+B)</u>	200	
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SECTION 1
ASSESSMENT

21	<p>Body/Bodies which will carry out assessment:</p> <ul style="list-style-type: none"> • Navriti Technologies Pvt Ltd, Bangalore • CLRI, Chennai • Mike Mirams Training Services India (Pvt) Ltd, Kolkata
22	<p>How will RPL assessment be managed and who will carry it out?</p> <p>When the individual has relevant experience, he is assessed through a Recognition of Prior Learning (RPL) programme.</p> <p>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.</p> <p>Upon successful completion of the test the candidate is declared competent for yet to be competent, depending upon which the training is advised.</p> <p>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.</p>
23	<p>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</p> <p>The process of assessment followed ensures that the assessment is strictly in accordance to the qualification pack, the NOS and PCs mentioned.</p> <p>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.</p> <p>Consistency of the test is dependent on the fact that the assessment generates consistent results inspite of change in evaluators, location etc.</p> <p>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.</p> <p>Fairness is ensured as the students are given equal opportunity irrespective of their religion, social back ground or gender. The roll numbers assigned to the candidates conceal their identity and making the evaluation impartial.</p> <p>Training Assessors The Assessors selected after the interview are given training by a team of</p>

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:

Relevant question papers for each candidate scheduled and one for the Assessor

Relevant response sheets for each candidate, plus one for the assessor
Attendance sheet (Theory and Practical)

Stationary like Pens, envelops (for packing theory and practical response sheets, question papers), staplers, etc.

Administration

Assessments consists of two parts: Practical and Theory

Theory

1. The process of theory assessment is described below:
2. Assessor should reach the venue 45 minutes before the start of the test.
3. Make sure all the desks are cleared and see that each candidate has the required stationery for the test before entering the hall.
4. 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).
5. 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.
6. Gather all candidates in examination hall.
7. 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.
8. Assessor will read out the general instructions to candidates and ensures that the candidates are clear about the instructions of the assessments
9. 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.

10. Assessor will answer candidate's questions if any

11. Distribute the question papers and response sheets to the candidates

12. Assessor to ensure that the candidates fill the appropriate information in the required fields

13. 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

14. Assessor will distribute attendance sheet during the test and ensure all candidates sign on the attendance sheet

15. Assessor will collect response sheets, question papers and copy of candidate's ID proof from all candidates post completion of test

16. Ensure that there are signatures of Assessor and candidates filled in the appropriate boxes.

17. 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

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	<p>task given to the candidate</p> <ol style="list-style-type: none">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 boxes10. 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. <p>All the practical response sheets are packed in an envelope</p>
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ASSESSMENT EVIDENCE

24. Assessment evidences

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Harness Maker–Goods &Garments

Qualification Pack LSS/Q7201

Sector Skill Council Leather

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS				Marks Allocation	
Total Marks:190					
Assessment Outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
1. LSS/N7201 (Carry out the harness making operations)	PC1. ensure the work area is free from hazards as per the safety norm of the organization	50	2	0	2
	PC2. ensure the cleanliness and orderliness of the work place as per the organizational standards		2	0	2

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	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 all the harness components are free from defects as per the set quality parameters	2	0	2
	PC5. ensure all the required materials are available, as per production requirements	3	1	2
	PC6. study the design and clarify doubts with supervisor in case of any questions, as per organization protocol	2	0	2
	PC7. plan the harness making operations as per the design requirements	3	1	2
	PC8. ensure the cut leather components are as per the specified quality parameters	2	0	2
	PC9. perform the edge cutting of the cut components, as per specifications	3	1	2
	PC10. ensure the cut components are skived as per the specification	2	0	2
	PC11. ensure the edges of the cut components are buffed appropriately, as per specification	3	1	2
	PC12. ensure the edges of the cut components are colored appropriately, as per specifications	2	0	2
	PC13. ensure the edges of the cut components are finished appropriately, as per specifications	3	1	2
	PC14. ensure the leather strips are marked appropriately for stitching, as per specifications	2	0	2
	PC15. ensure the leather strips are assembled appropriately, as per specifications	3	1	2
	PC16. ensure the harness is completed within the prescribed time, as per specifications	2	0	2
	PC17. monitor each operation to ensure design specifications are	2	0	2

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	being met				
	PC18. provide technical advice to the operators as and when required as per the organizational protocol	2	0	2	
	PC19. ensure each component complies to the design specifications	3	1	2	
	PC20. ensure the assembled components complies to the design specifications	2	0	2	
	PC21. ensure the final product meets all the design specifications	2	0	2	
	PC22. ensure the final sample is approved by the supervisor	2	1	1	
	Total	50	8	42	
2. LSS/N7202 (Contribute to achieving product quality in harness making)	PC1. check the performance of the machines for signs of faulty operations and take action in accordance with workplace procedures	40	4	0	4
	PC2. ensure materials and component parts meet specifications		4	1	3
	PC3. identify causes of faults to maintain product quality		3	0	3
	PC4. report and replace faulty materials and component parts which do not meet specification		4	0	4
	PC5. report faults outside personal responsibility to the appropriate person		3	0	3
	PC6. ensure the final quality of the harness is as per the specified quality standards		4	0	4
	PC7. carry out quality checks at agreed intervals and in the approved way		3	0	3
	PC8. identify process problems that effect product quality and report them promptly to appropriate people		5	1	4

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	PC9. ensure the harnesses are free from production and handling damages		3	0	3
	PC10. identify faults in finished harness, if any, and trace their causes		4	0	4
	PC11. manage the helpers work as per the organizational standards and requirements		3	0	3
		Total	40	2	38
3. LSS/N8501 (Maintain the work area, tools and machines)	PC1. handle materials, machinery, equipment and tools safely and correctly	50	2	0	2
	PC2. use correct lifting and handling procedures		2	0	2
	PC3. use materials to minimize waste		3	0	3
	PC4. prepare and organize work		2	0	2
	PC5. maintain a clean and hazard free working area		3	0	3
	PC6. deal with work interruptions		2	0	2
	PC7. move around the workplace with care		3	0	3
	PC8. maintain tools and equipment		3	0	3
	PC9. carry out running maintenance within agreed schedules		4	2	2
	PC10. carry out maintenance and/or cleaning outside responsibility		2	1	1
	PC11. report unsafe equipment and other dangerous occurrences		3	2	1
	PC12. ensure that the correct machine guards are in place		1	0	1
	PC13. work in a comfortable position with the correct posture		2	1	1
	PC14. use cleaning equipment and methods appropriate for the work to be carried out		3	2	1
	PC15. dispose of waste safely in the designated location		3	2	1

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	PC16. store cleaning equipment safely after use		2	1	1
	PC17. complete and store accurate records and documentation		2	1	1
	PC18. maintain proper lighting, ventilation to make sure general comfort is there while working		2	1	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		2	1	1
	PC22. maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		2	1	1
		Total	50	15	35
4.LSS/N8601 (Maintain health, safety and security at work)	PC1. comply with health and safety related instructions applicable to the workplace	25	1	0	1
	PC2. use and maintain personal protective equipment as per protocol		0.5	0	0.5
	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		2 5.5	0 5	2 0.5
	PC5. follow environment management system related procedures		0.5	0	0.5
	PC6. identify and correct (if possible) malfunctions in machinery and equipment		1	0	1
	PC7. report any service malfunctions that cannot be rectified		1	0	1
	PC8. store materials and equipment in line with manufacturer's and		1	0	1

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	organizational requirements				
	PC9. safely handle and move waste and debris	0.5	0	0.5	
	PC10. minimize health and safety risks to self and others due to own actions	0.5	0	0.5	
	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	0.5	0	0.5	
	PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	5.5	5	0.5	
	PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel	0.5	0	0.5	
	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	0.5	0	0.5	
	PC17. take action based on instructions in the event of fire, emergencies or accidents	1	0	1	
	PC18. follow organization procedures for shutdown and evacuation when required	0.5	0	0.5	
		Total	25	10	15
5. LSS/N8701 (Comply with industry, regulatory and organizational requirements)	PC1. carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	25	8	5	3
	PC2. seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		3	0	3

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	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		9	5	4
	PC5. carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures		3	0	3
		Total	25	10	15
Grand Total			190	45	145

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SECTION 2

25. EVIDENCE OF LEVEL

Title/Name of qualification/component: Harness Maker		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	<p>Harness Maker is expected to perform <i>different operations in harness making such as marking, cutting, assembling, etc.</i></p> <p>He/ she <i>completes the required quality checks to ensure completion of processing, visually inspect the leather harness.</i></p> <p>He/ she is responsible for <i>basic maintenance of the machine</i> and equipment used in harness making operations</p>	<p>The activities identified are <i>the familiar and routine activities</i> for them as these activities are <i>independent of job and the production unit he/she is deployed in.</i> Considering the outcomes the job roles is pegged at level 04</p>	4
Professional knowledge	<p>Harness Maker is expected to have knowledge of the <i>functioning and operation of machine used in harness making such as sewing machine, skiving, etc. and the various designs in harness.</i></p> <p>He/she should have the knowledge of the Characteristics and varieties <i>of different types of materials used in harness making process</i> such as leather sheets, stitching</p>	<p>Considering the <i>in-depth professional and factual knowledge, which a Harness Maker has for making</i> the Harness this QP is pegged at Level 4.</p>	4

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Title/Name of qualification/component: Harness Maker		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	materials, glues, etc.		
Professional skill	Harness Maker organizes the appropriate materials and equipments used in harness making operation like the leather sheets, adhesives, scissors, sock, stamps, etc.	The harness maker analyses the processes and assesses the harness for meeting with client's specifications	4
Core skill	<p>Harness Maker is expected to understand organizational manuals and job cards. He/ she has to prepare the work area and select the appropriate amount of materials to be used in harness making operation</p> <p>All of this requires application of problem solving and analytical principles.</p>	<p>Harness maker has to continuously give and receive instruction/ feedback from co-workers, Product Developer on the Harness Making processes 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>	4
Responsibility	<p>The jobholder is mainly responsible for:</p> <ul style="list-style-type: none"> • Carry out and ensure harness making operation • Visually inspect the harness for defects • Maintaining the work area 	Jobholder is majorly responsible for his own job and self-learning process which justifies the pegging of the QP at level 4 and not directly involved in some learning of others (which is a requirement for Level 5). In his routine activity he is free from supervision (which is a	4

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Title/Name of qualification/component: Harness Maker		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	<p>The process involved in making harness could <i>vary from one production unit to another and also could depend on the type of harness being produced</i></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>requirement of level 3).</p>	

SECTION 3

EVIDENCE OF NEED

26	What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?		
	Basis	In case of SSC	Evidence
	Need of the qualification	The SSC would undertake market study and would enclosed demand forecast for the proposed job role both on short-term and long-term basis to substantiate the requirement of the Qualification proposed. The SSC can produce the data from primary or authorized secondary sources as well.	Skills Gap Analysis Reports for industry demand and secondary research data, though these do not lend to accurate demand projection. <i>Occupational map and industry projections attached</i>
	Industry Relevance	The SSC would undertake validation of the job roles with actual end-user industry where such employment are going to be generated and absorbed instead of generic validation of industry. The SSC would submit the endorsements from users/intended users of the qualification clearly supporting or otherwise the need for trained people against specific job role. <i>(The industry validation format to be used)</i>	<ul style="list-style-type: none"> • Feedback from industry for demand though sample size may not lend to accurate figures • Training duration, and current and potential training capacity envisaged • The Qualification Pack has been validated by the industry as well. A total of 17 companies have validated which comprises of small, medium and large entities <i>Industry Participation and Validations Attached</i>
Usage of the	The SSC would submit details of the employment	As of now, the Qualification Pack has	

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	qualification	generated (wherever applicable) and realised by virtue of training in the Qualifications of the sector earlier submitted for NSQF alignment. In case of unorganized sector, case studies or evidences may be given	not been utilised for training programmes in the sector. However there is demand for training in harness maker and therefore will be taken up in the future training programmes.
	Estimated uptake	The SSC would submit the estimated uptake of the qualification and What steps were carried out to test the likely uptake of the qualification? The basis of this estimate should include data about the number of jobs or places in courses of learning which will be available to people who are awarded the qualification.	A growth of 35% in Leather Goods & Garments sub-segment is estimated. The manpower in this sub segment is estimated to grow 5% annually. Considering these figures along with the current employment, the estimated uptake is approximated to be around 2,100 in the coming years.
27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</p> <p>The two premium institutes in the Leather Sector- Central Leather Research Institute (CLRI) and Central Footwear Training Institute (CFTI) have analysed the QP and the process for its development and have provided their endorsements</p> <p><i>Endorsement attached</i></p>		
28	<p>What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</p> <ul style="list-style-type: none"> • 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 		
29	<p>What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the</p>		

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	<p>qualification(s) be revised or updated? Specify the review process here</p> <ul style="list-style-type: none">• 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 three years
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SECTION 4

EVIDENCE OF PROGRESSION

30	<p>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?</p> <p><i>Show the career map here to reflect the clear progression</i></p> <p>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.</p> <p>Harness Maker >> Supervisor (Goods & Garments)</p>
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