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
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Name and contact details of individual dealing with the submission

Name: R. Ramesh Kumar, IAS,

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List of documents submitted in support of the Qualifications File

1. Annexure 1: Qualification Pack
2. Annexure 2: RFP for development of Occupational Standards
3. Annexure 3 Selection process of the Consultants to develop Occupational Standards
    - 3a. Minutes of the meeting of GC meetings
    - 3b. Composition of the Technical Committee
4. Annexure 4: Approval of Occupational Standards by Technical Committee and Governing Council
5. Annexure 5: Occupational Map & Progression matrix
6. Annexure 6: List of companies and Industry associations participated in the development of these qualification packs
7. Annexure 7: List of QP/NOS validating companies
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- Helper- Bottom Making
2	**Qualification Code, if any**	LSS/Q3302
3	**NCO code and occupation**	NCO–2015/8156.2601, Bottom Making Operations
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**	Bottom Making Operations
9	**Job description of the occupation**	A Helper– Bottom Making provides assistance to the footwear machine operators involved in material lasting, buffing, roughing, adhesive adding etc. He/ she is required to co-ordinate with team members and is required to assist the operators to carry out activities based on the production schedule
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**	2
13	**Anticipated volume of training/learning required to complete the qualification**	200 Hours
14	**Indicative list of training tools**	• Counter moulding machine

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	required to deliver this qualification	• Toe moulding machine • Mulling machine Other tools and machines as mentioned in the Model Curriculum
15	**Entry requirements and/or recommendations and minimum age**	Not Applicable
16	**Progression from the qualification (Please show Professional and academic progression)**	Helper- Bottom Making >> Operator (Footwear)
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** SKSFW3-Carry out multiple operations in footwear manufacture SKSFW5-Carry out complex lasting, making and associated operations
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	24	N/A
(ii)	LSS/N3303 Carry out supporting operations within footwear bottom making	88	2
(iii)	LSS/N3304 Support to achieving product quality in footwear bottom making activities	32	2
(iv)	LSS/N8501 Maintain the work area, tools and machines	24	2
(v)	LSS/N8601 Maintain health, safety and security at workplace	29	2
(vi)	LSS/N8701 Comply with industry, regulatory and organizational requirements	3	2

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	Sub Total (A)	200	
	Optional components		
	Title of component and identification code/NOSs/ Learning outcomes	**Estimated size (learning hours)**	**Level**
	Sub Total (B)		

Total (A+B)	200	

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SECTION 1
ASSESSMENT

21	**Body/Bodies which will carry out assessment:** • Navriti Technologies Pvt Ltd, Bangalore • CLRI, Chennai • Mike Mirams Training Services India (Pvt) Ltd, Kolkata
22	**How will RPL assessment be managed and who will carry it out?** 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.
23	**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.** The process of assessment followed ensures that the assessment is strictly in accordance to the qualification pack, the NOS and PCs mentioned. Validity depends upon how well the assessment actually measures the learning outcome. The test is prepared against the assessment criteria set by the council, which has in turn identified the core skills and the supplementary skills in terms of NOS and PC. That the test is designed according to the assessment criteria and is prepared by subject matter experts who are established in their fields ensures the validity of the test. Consistency of the test is dependent on the fact that the assessment generates consistent results inspite of change in evaluators, location etc. The MCQ pattern followed for the theory rules out any element of prejudice or subjectivity on the part of the evaluator. The practical is designed in such a manner that the core skills and supplementary skills are tested and evaluated. The trained assessors who are experts in the field ensure that the test is consistent. Fairness is ensured as the students are given equal opportunity irrespective of their religion, social back ground or gender. The roll numbers assigned to the candidates conceal their identity and making the evaluation impartial. Training Assessors The Assessors selected after the interview are given training by a team of Certified Senior Assessors on the process flow of assessment administration. The 2 day workshop addresses following key issues in

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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

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- 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 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.

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	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

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ASSESSMENT EVIDENCE

24. Assessment evidences

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Helper - Bottom Making(Footwear)

Qualification Pack Code LSS/Q3302

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 **Total Marks: 250**				**Marks Allocation**	
Assessment outcomes	**Assessment Criteria for outcomes**	**Total Marks**	**Out Of**	**Theory**	**Skills Practical**
1. LSS/N3303 Carry out supporting operations within footwear bottom making	PC1. follow the instructions on the work ticket/ job card	**100**	1	0	1
	PC2. check that the work area is free from hazards and report risks/ problems likely to affect services to the relevant person promptly and accurately		5.5	5	0.5
	PC3. support the operator in checking the materials used		1	0	1

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	meet the specification matching • within a product • between a pair of products where applicable				
	PC4. agree and review your agreed upon work targets with your supervisor		0.5	0	0.5
	PC5. assist in carrying out foundation footwear operations safely and at a rate which maintains work flow and meets production targets		0.5	0	0.5
	PC6. report any damaged work to the responsible person		0.5	0	0.5
	PC7. ask questions to obtain more information on tasks when the instructions you have are unclear		0.5	0	0.5
	PC8. anticipate and respond to requests for assistance from colleagues willingly and politely		1	0	1
	PC9. update and develop knowledge of the products, check with others when unsure of new product details		6	5	1
	PC10. sort and place work to assist the next stage of production and minimize the risk of damage		1	0	1
	PC11. choose the tools and materials required for the lasting process and get the closed uppers from the closing section		1	0	1
	PC12. check that the numbers of closed uppers are equal to that in the work ticket/job card		1	0	1
	PC13. place the closed uppers in the mulling chamber for vaporizing		1	0	1
	PC14. correctly sort and place the work to assist the next stage of production		1	0	1
	PC15. clean and oil the machinery and report any repairs, if required		6	5	1
	PC16. collect the closed uppers from the mulling chamber and puts the insole onto the lasts		1	0	1
	PC17. correctly sort and place the work to assist the next stage of production		0.5	0	0.5

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	PC18. cleans the tools and keep the workplace tidy		0.5	0	0.5
	PC19. choose the tools and materials required for the lasting process and get the closed uppers from the closing section		1	0	1
	PC20. place the closed uppers onto the counter tightening machine for counter tightening		1	0	1
	PC21. takes the closed uppers from the machine after counter tightening and place the uppers to toe molding machine		1	0	1
	PC22. clean and oil the machinery and report any repairs, if required		0.5	0	0.5
	PC23. choose the tools and materials required for the lasting process and get the uppers from the upper making section		0.5	0	0.5
	PC24. check that the numbers of closed uppers are equal to that in the work ticket/job card		1	0	1
	PC25. place the closed uppers on to the forepart/toe lasting machine		1	0	1
	PC26. take the closed uppers from the forepart lasting machine and place them on to the side lasting machine		1	0	1
	PC27. take the closed uppers from the side lasting machine and place them on to the seat lasting machine		1	0	1
	PC28. mark the back height on the last by tack		1	0	1
	PC29. check the amount of wrinkles or folds and see that the lasting is properly done		1	0	1
	PC30. correctly sort and place the work to assist the next stage of production		1	0	1
	PC31. clean and oil the machinery and report any repairs, if required		1	0	1
	PC32. choose the tools and materials required for the heat setting process and get the lasted uppers from the lasting section		1	0	1
	PC33. check that the numbers of lasted uppers are equal to that		6	5	1

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	in the work ticket/job card				
	PC34. keep the lasted footwear in the heat setting machine		1	0	1
	PC35. take the footwear out of the machine after the heat setting		6	5	1
	PC36. correctly sort and place the work to assist the next stage of production		1	0	1
	PC37. clean and oil the machinery and report any repairs, if required		1	0	1
	PC38. choose the tools and materials required for the roughening process and get the lasted uppers from the heat setting section		1	0	1
	PC39. check that the numbers of lasted uppers are equal to that in the work ticket/job card		0.5	0	0.5
	PC40. flatten the bottom of the lasted uppers with pounding machine		1	0	1
	PC41. assist the operator in roughening out the finishing/peripheral layer of the lasted uppers		1	0	1
	PC42. correctly sort and place the work to assist the next stage of production		0.5	0	0.5
	PC43. cleans the tools and keep the workplace tidy		0.5	0	0.5
	PC44. choose the tools and materials required for the buffing process and get the footwear from the roughened section		0.5	0	0.5
	PC45. help in sorting the roughened uppers to ensure quality norms are adhered to		0.5	0	0.5
	PC46. assist the buffing operator to buff the roughened upper to make it dust free		5.5	5	0.5
	PC47. correctly sort and place the work to assist the next stage of production		0.5	0	0.5
	PC48. clean the tools and keep the workplace tidy		0.5	0	0.5
	PC49. choose the tools and materials required for the bottom filling and get the footwear pieces from the buffing section		0.5	0	0.5
	PC50. check that the numbers of buffed uppers are equal to that		1	0	1

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	in the work ticket/ job card				
	PC51. attach bottom fillers to the buffed uppers		1	0	1
	PC52. check the quality and appearance of the product as per job card		1	0	1
	PC53. correctly sort and place the work to assist the next stage of production		0.5	0	0.5
	PC54. clean the tools and keep the workplace tidy		1	0	1
	PC55. choose the tools and materials required for adhesive adding and get the footwear pieces from the bottom filling section		1	0	1
	PC56. apply two thin layers of adhesive on the lasted part of the uppers		1	0	1
	PC57. apply one thin layer of adhesive on the sole		1	0	1
	PC58. dry the adhesive in normal condition		1	0	1
	PC59. correctly sort and place the work to assist the next stage of production		1	0	1
	PC60. clean the tools and keep the workplace tidy		1	0	1
	PC61. choose the tools and materials required for the reactivation		1	0	1
	PC62. place the lasted bottom and sole in the reactivation chamber/machine		1	0	1
	PC63. take the lasted bottom and sole out of the chamber after the reactivation process		1	0	1
	PC64. correctly sort and place the work to assist the next stage of production		1	0	1
	PC65. clean and oil the machinery and report any repairs, if required		1	0	1
	PC66. choose the tools and materials required for the sole pressing		0.5	0	0.5
	PC67. put the sole on to the lasted uppers by hand		1	0	1
	PC68. place the lasted footwear on the sole pressing machine		1	0	1
	PC69. take the completed footwear out of the sole pressing machine		0.5	0	0.5

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	PC70. correctly sort and place the work to assist the next stage of production		1	0	1
	PC71. clean and oil the machinery and report any repairs, if required		0.5	0	0.5
	PC72. choose the tools and materials required for the sole pressing		1	0	1
	PC73. place the lasted footwear for cooling in the machine		0.5	0	0.5
	PC74. take the footwear out, after the cooling		1	0	1
	PC75. place the footwear in the de-lasting machine		0.5	0	0.5
	PC76. check the quality and appearance of the product as per job card		1	0	1
	PC77. correctly sort and place the work to assist the next stage of production		0.5	0	0.5
	PC78. clean and oil the machinery and report any repairs, if required		1	0	1
	PC79. insert the socks into the footwear		0.5	0	0.5
	PC80. check the quality and appearance of the product as per job card		1	0	1
	PC81. correctly sort and place the work to assist the next stage of production		1	0	1
	PC82. check that the number of lasted uppers are equal to that in the work ticket/job card		1	0	1
	PC83. clean the tools and keep the workplace tidy		1	0	1
		Total	**100**	**30**	**70**
2. LSS/N3304 Support to achieving product quality in footwear bottom making activities	PC1. ensure materials and component parts meet specifications	**50**	1	0	1
	PC2. ensure the quality of the product meets specification during production		6	5	1
	PC3. maintain the required productivity and quality levels		1	0	1
	PC4. carry out quality checks at		6	5	1

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	agreed intervals and in the approved way				
	PC5. count and verify the number of uppers are as specified in the job card		1	0	1
	PC6. check for any imperfections/dust/contaminations on the uppers and report them		6	5	1
	PC7. sort the components as per the job card after counter moulding, lasting and roughening, pounding, buffing, reactivation etc before passing it to the next stage of production		6	5	1
	PC8. ensure that the quality and appearance of the uppers are not affected during materials movement		1	0	1
	PC9. check for excess glue/adhesives on the vamp and clean/report them		6	5	1
	PC10. checks the brand, logo, price, size and other stampings are neat and as per job card		2	0	2
	PC11. maintain the continuity of production with minimum interruptions and downtime		2	0	2
	PC12. identify causes of faults and take action to rectify the same to maintain product quality		6	5	1
	PC13. follow reporting procedures where the cause of faults cannot be identified		6	5	1
		Total	**50**	**35**	**15**
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		3	0	3

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	with care				
	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
	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 workplace	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		1	0	1

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	procedures				
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants		2	0	2
	PC5. follow environment management system related procedures		5.5	5	0.5
	PC6. identify and correct (if possible) malfunctions in machinery and equipment		0.5	0	0.5
	PC7. report any service malfunctions that cannot be rectified		1	0	1
	PC8. store materials and equipment in line with manufacturer's and organizational requirements		1	0	1
	PC9. safely handle and move waste and debris		1	0	1
	PC10. minimize health and safety risks to self and others due to own actions		0.5	0	0.5
	PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks		0.5	0	0.5
	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 obstructions, if assigned		0.5	0	0.5
	PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel		5.5	5	0.5
	PC15. participate in mock drills/ evacuation procedures organized at the workplace		0.5	0	0.5
	PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so		1	0	1
	PC17. take action based on instructions in the event of fire, emergencies or accidents		0.5	0	0.5
	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,	PC1. carry out work functions in accordance with legislation and regulations, organizational	**25**	8	5	3

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regulatory and organizational requirements	guidelines and procedures				
	PC2. seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		3	0	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		9	5	4
	PC5. identify and report any possible deviation to these requirements		3	0	3
	Total		**25**	**10**	**15**
Grand Total			**250**	**100**	**150**

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SECTION 2

25. EVIDENCE OF LEVEL

Title/Name of qualification/component: Helper- Bottom Making			**Level: 2**
NSQF Domain	**Outcomes of the Qualification/Component**	**How the outcomes relates to the NSQF level descriptors**	**NSQF Level**
Process	Helper- Bottom Making is multi-skilled and is expected to ***support in various process involved in making footwear bottom*** such as mulling , insole putting, Counter Tightening & Toe Attaching, Lasting Operations , Heat Setting , Pounding & Roughing Operations , Buffing Operations, Bottom filling, Reactivation, Sole Pressing, Cooling & De-lasting He/she ***assists in preparing*** the work area for Bottom making, assist in contributing to product quality.	The activities identified are the ***repetitive on regular basis with little application of understanding in the production*** unit he/she is deployed in. Considering the outcomes the job roles is pegged at level 02.	2
Professional knowledge	Helper- Bottom Making is expected to have ***knowledge of the functioning of different tools and equipment*** used in the process of Bottom making the importance of quality and meeting organizational and customer standards.	Considering the ***professional and factual knowledge in a limited context,*** which a helper has for bottom making; this QP is pegged at Level 2.	2
Professional skill	Helper- Bottom Making ***prepares the work area by assisting the operator*** in organizing tools and equipment used for making bottom	They also ***report/ inform the operator*** in case of faulty materials, tools or equipment identified during assistance.	2

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Title/Name of qualification/component: Helper- Bottom Making			**Level: 2**
NSQF Domain	**Outcomes of the Qualification/Component**	**How the outcomes relates to the NSQF level descriptors**	**NSQF Level**
	like ***keeping the work area clean and safe.*** He/ she is involved in ***cleaning of tools and equipment, movements*** of materials and products from the previous stage of production and to the next stage of production		
Core skill	Helper- Bottom Making is expected to ***report and inform the operator for faulty parts and stocks***. He is required to ***understand manufacturing manuals and job instructions.*** All of this requires application of basic mathematic skills and organizing skills	Helper has to ***continuously receive and understand instruction/ feedback from the operators*** and supervisors therefore are expected to be good in communication skills. Jobholder is expected to conduct themselves in ways, which show a ***basic understanding of the social and professional environment*** of working in the production unit	2
Responsibility	The jobholder is mainly responsible for: • **Assist in making bottom of the leather footwear** • **Prepare the work area for the processes** • **Assist in maintenance of tools and equipment** The role of a bottom making helper could vary from one production unit to another and also could depend on the type of footwear being	The jobholder works based on instructions and close ***supervision of operators/ supervisors*** involved in bottom making, therefore justifies the pegging of the QP at level 2 and ***not being responsible for ones work within defined limits*** (which is a requirement for Level 3). In his routine activity he/she ***does not always require continuous supervision*** (which is a requirement of level 1).	2

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Title/Name of qualification/component: Helper- Bottom Making			Level: 2
NSQF Domain	**Outcomes of the Qualification/Component**	**How the outcomes relates to the NSQF level descriptors**	**NSQF Level**
	produced.		

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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. *Occupational map and industry projections attached*
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.(*The industry validation format to be used*)	• 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 **40 companies have validated** which comprises of small, medium and large entities *Industry Participation and Validations Attached*
Usage of the qualification	The SSC would submit details of the employment generated (wherever	As of now, the Qualification Pack has not been utilised for

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		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	training programmes in the sector. However there is demand for training in saddle making 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 49% in Leather Footwear 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 15,680 in the coming years.**
27	**Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences** 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 *Endorsement attached*		
28	**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** • 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	**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? Specify the review process here** • Agencies have been appointed by the SSC to assess the training delivery and implementation		

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	• 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	**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?** ***Show the career map here to reflect the clear progression*** 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. Helper- Bottom Making >> Operator (Footwear)

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