

Revision made by NSDA_25 May 2015

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

HCSSC,
Handicrafts & Carpet Sector Skill Council,
EPCH House,
Pocket 6 & 7, Sector C,
Vasant Kunj,
New Delhi-110070

Name and contact details of individual dealing with the submission

Name: Rajesh Rawat

Position in the organisation: Chief Executive Officer

Address if different from above

Tel number(s): 011-26139834

E-mail address: ceo@hcssc.in

List of documents submitted in support of the Qualifications File

1. Qualification Pack
2. RFP for development of Occupational Standards
3. Selection process of the Consultants to develop Occupational Standards
4. Minutes of the meeting of GC meetings
 - i. Composition of the Technical Committee
 - ii. Approval of Occupational Standards by Technical Committee and Governing Council
5. NSDC Human Resource & Skills Requirement in Handicrafts & Carpet Sector
6. Occupational Map & Progression matrix
7. List of QP/NOS validating companies.

QUALIFICATION FILE SUMMARY

Qualification Title	Final Product Maker (Fashion Jewellery) HCS/Q1102		
Body/bodies which will assess candidates	Handicrafts & Carpet Sector Skill Council		
Body/bodies which will award the certificate for the qualification.	Handicrafts & Carpet Sector Skill Council		
Body which will accredit providers to offer the qualification.	Handicrafts & Carpet Sector Skill Council		
Occupation(s) to which the qualification gives access	Finishing		
Proposed level of the qualification in the NSQF.	4		
Anticipated volume of training/learning required to complete the qualification.	240 hours		
Entry requirements / recommendations.	5th pass preferably		
Progression from the qualification.	Vertical: Production Incharge		
Planned arrangements for RPL.	RPL arrangements and policies are under development. The guidelines should be ready in 2-3 months.		
International Comparability	Not yet established		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
HCS/N1103 Perform final finish of the jewellery	Mandatory	100	4
HCS/N9901 Coordinate with colleagues and work as a team	Mandatory	20	Common across 1-5 levels
HCS/N9902 Maintain safe work environment	Mandatory	40	Common across 1-5 levels
HCS/N9903 Maintain personal health	Mandatory	40	Common across 1-5 levels
HCS/N9904 Basic business management	Mandatory	40	Common across 1-5 levels

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.

Give details of the document here:

- Qualification Pack is attached as Annexure 1

SECTION 1

ASSESSMENT

Name of assessment body:

If there will be more than one assessment body for this qualification, give details.

Assessment bodies are in the process of affiliation.

Will the assessment body be responsible for RPL assessment?

Yes

Give details of how RPL assessment for the qualification will be carried out and quality assured.

RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack.

The process of RPL assessment is under development.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

The assessment strategy is under development.

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as per the assessment criteria. Insert the required number of rows.

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role : Final Product Maker (Fashion Jewellery)

Qualification Pack : HCS/Q1102

Sector Skill Council : Handicrafts & Carpet Sector Skill Council

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. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack , every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Assessable Outcomes	Assessment Criteria	Total Marks	Out Of	Theory	Skills Practical
HCS/N1103: Perform final finish of the jewellery	PC1. receive instructions on work requirement from superior	100	2	1	1
	PC2. receive the design and the job sheet from concerned person		2	1	1
	PC3. understand the job sheet and the design requirement		3	1	2
	PC4. plan the target number of pieces to be checked		2	1	1
	PC5. coordinate with the concerned department to collect the jewel		2	1	1
	PC6. understand the requirements of the final finish to jewel received and the raw materials to be used		2	1	1
	PC7. collect and arrange the materials to begin the process		2	1	1
	PC8. report on any shortage or defect of raw materials to the concerned person		2	1	1
	PC9. ensure to stock the required materials in advance		3	1	2
	PC10. check the received jewel for errors		4	2	2
	PC11. return the jewel with defects to the concerned department		4	2	2

PC12. assemble different components of the jewel piece as per requirement	4	1	3
PC13. link and solder the different components to finish the final jewel as per design requirements	4	1	3
PC14. improve and alter the received jewel in a creative way with respect to colour, design, shape, etc.	4	1	3
PC15. mix and match the various materials according to the specifications or based on latest fashion trends	4	1	3
PC16. trim or cut the excess fabrics or other materials from the received jewel	3	1	2
PC17. file and polish the received jewel for smooth and proper finish	4	1	3
PC18. decorate the jewel piece with gems, stones, stickers, bone, horn or other decorative materials to embellish the finishing jewel	3	1	2
PC19. ensure the decorative materials are of the correct size, shape and weight	3	1	2
PC20. ensure the stones set are fit to position and do not fall off	3	1	2
PC21. perform coloring, pasting, cutting, hammering, brushing, etc. to the jewel as per the design requirement	3	1	2
PC22. insert clasp, do final stringing (if required and other requirements to the jewel based on the specifications	4	1	3
PC23. ensure the finish is with extreme preciseness	2	1	1
PC24. ensure to take necessary safety precautions while performing the process	4	1	3
PC25. ensure to clean the finished jewel from dust, sand, etc. before passing on to the next department	3	1	2
PC26. check the jewel if it matches the design	3	1	2
PC27. make necessary adjustments if any	3	1	2
PC28. rectify and rework if any mistakes are found un-matching the design specifications and requirements	4	1	3
PC29. ensure to take any safety precautions before checking on any jewel if required	4	2	2
PC30. deliver the checked jewellery to the concerned department on time	1	0	1
PC31. achieve the targeted number of jewels to be finished	3	1	2

	PC32. ensure the jewel is according to the design prescribed and to the customer or client requirement		3	1	2
	PC33. ensure the output delivered is defect free and on time		3	1	2
		Total	100	35	65
HCS/N9901: Coordinate with colleagues and work as a team	PC1. receive job order and instructions from reporting supervisor	100	4	3	1
	PC2. understand the work output requirements, targets, performance indicators and incentives		5	4	1
	PC3. deliver quality work on time and report any anticipated reasons for delays		5	1	4
	PC4. report on any grievances, production defects and any potential hazards		4	2	2
	PC5. communicate on process flow improvements		4	2	2
	PC6. communicate maintenance and repair schedule proactively to the supervisor		4	1	3
	PC7. receive feedback on work standards		4	2	2
	PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc		5	2	3
	PC9. report in time for shortage or need of raw materials		4	1	3
	PC10. handover completed work to supervisor		4	2	2
	PC11. communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team		5	2	3
	PC12. maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues		5	2	3
	PC13. interact with colleagues from different functions and understand the nature of their work		4	2	2
	PC14. put team over individual goals and multi task or share work where necessary supporting the colleagues		4	2	2
	PC15. resolve conflicts and ensure smooth workflow		4	1	3
	PC16. interact and understand the production requirement for the day from the previous and successive processing department and work accordingly		4	1	3

	PC17. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		4	1	3
	PC18. receive feedback from Quality Control and rework in order to complete work on time		5	1	4
	PC19. share information with colleagues to enable efficient delivery of work		6	3	3
	PC20. highlight any errors of colleagues, help to rectify and ensure quality output		4	2	2
	PC21. work with cooperation, coordination, communication and collaboration, with shared goals and supporting each other's performance		4	1	3
	PC22. document all the details accurately relating to one's role as required		4	1	3
	PC23. report on the work completed and keep it in records		4	1	3
		Total	100	40	60
HCS/N9902: Maintain safe work environment	PC1. comply with safety procedures while on work to prevent accidents	100	8	2	6
	PC2. take adequate safety measures while handling materials, chemicals and tools		8	2	6
	PC3. wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working		8	2	6
	PC4. undertake basic safety checks before operation of all tools and electrical equipment		9	2	7
	PC5. wear appropriate and recommended clothing as per the work environment (eg: working in a furnace area)		9	2	7
	PC6. follow recommended material handling procedure to control material and personal damage		8	2	6
	PC7. perform all procedures as per company's work instructions for controlling operational risk		8	4	4
	PC8. perform the duties in a manner which minimizes environmental damage		6	2	4
	PC9. dispose of waste safely and correctly in a designated area as per company's SOP		8	2	6
	PC10. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger		8	4	4
	PC11. ensure zero accident at workplace		10	2	8
	PC12. adhere to safety standards and ensure no material damage		10	2	8

		Total	100	28	72
HCS/N9903: Maintain personal health	PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	100	12	4	8
	PC2. follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it		10	2	8
	PC3. wear protective goggles over eyes and replace them when scratches on it obscure the vision		10	2	8
	PC4. wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts		10	2	8
	PC5. undergo preventive health checkups at regular intervals		10	2	8
	PC6. take prompt treatment from the doctor in case of illness		11	3	8
	PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work		11	4	7
	PC8. ensure no productivity loss or absenteeism from work due to illness		13	3	10
	PC9. ensure no long term ill effect on the personal health		13	3	10
		Total	100	25	75
HCS/N9904: Basic business management	PC1. allot work to the employees of the unit according to their skill and experience	100	3	1	2
	PC2. train the employees of his/her unit with the appropriate skills required to make market relevant and quality products		3	1	2
	PC3. motivate the employees		2	1	1
	PC4. handle the grievances/issues that are raised by the employees		2	1	1
	PC5. manage the employee expectations		2	1	1
	PC6. gather and analyse the cues from the market		2	1	1
	PC7. ascertain the customer preference		3	1	2
	PC8. create product lines based on current market preference		3	1	2
	PC9. create product lines that are unique and able to price high		3	1	2
	PC10. price the products according to market trends		3	1	2
	PC11. decide the best way to market the product lines		3	1	2

PC12. make a list of raw materials required according to the product lines	2	0	2
PC13. ascertain the quantity and right price to procure the materials	3	1	2
PC14. identify the right locations/agents from where the raw materials can be procured	3	1	2
PC15. negotiate to get the best price	3	0	3
PC16. ensure quality materials are procured	4	1	3
PC17. ensure the procured materials are stored in appropriate conditions	3	1	2
PC18. maintain the bills and record the prices of procurement for future reference	3	1	2
PC19. maintain healthy vendor relationships	3	1	2
PC20. identify the nearest market	3	1	2
PC21. analyze the prevalent price for product lines	3	2	1
PC22. decide on the most effective means to access the market	2	1	1
PC23. plan for cost effective transportation to the market	3	1	2
PC24. position the product according to market requirements	3	1	2
PC25. manage customer expectations	2	0	2
PC26. analyze and ascertain the cost of production	3	1	2
PC27. maintain the book of accounts related to the business	3	1	2
PC28. own and operate a bank account	4	2	2
PC29. identify cost effective means of running business	3	1	2
PC30. identify various aspects of business that require recording	3	2	1
PC31. create formats for recording	3	2	1
PC32. make various records pertaining to all aspects of business	3	2	1
PC33. maintain these records with periodic updation	3	2	1
PC34. maintain necessary documents as per local government and regulatory requirement	3	2	1
PC35. analyze the records and glean various trends from the same	3	2	1
Total	100	40	60

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

While collecting data from the companies for the occupational map, we also took feedback from industry, which was collected with respect to roles for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of HCSSC gave final approval and endorsement for the same.

What is the estimated uptake of this qualification and what is the basis of this estimate?

Employed in the role: 75000; Estimate uptake 40000 based on requirements for existing and prospective workforce on the basis of Skills Gap analysis Reports and validation of skill gap study through feedback from industry for demand. An LMIS development initiative is being put in place to be more precise regarding the demand and supply

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

- NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

- Agencies have been appointed by the SSC to interact with training providers to gather feedback in implementation.
- Monitoring of results of assessments
- Employer feedback will be sought post-placement
- A formal review is scheduled in two year time i.e. 2017

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

- NSDC Human Resource & Skills Requirement in handicrafts & Carpet Sector

SECTION 3

SUMMARY OF DIRECT EVIDENCE OF LEVEL

Justify the NSQF level allocated to the QP. Relate information about the job role and build upon the five descriptors for the level to justify.

Health and safety, Work effectively and a basic business management are common for all roles from NSQF levels 1-5 and cover the minimum in a workplace.

Level 4

Final Product Maker (Fashion Jewellery)

HCS/Q1102

Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
<p>The incumbent works in familiar and predictable routine of creating models from customer cues and brief in ceramics manufacturing. The situation of clear choice (descriptor of level 4) is evident through the following examples</p> <ul style="list-style-type: none"> • mix and match the various materials according to the specifications or based on latest fashion trends • improve and alter the received jewel in a creative way with respect to colour, design, shape, etc. • decorate the jewel piece with gems, stones, stickers, bone, horn or other decorative materials to embellish the finishing jewel • check the jewel if it matches the design • make necessary adjustments if any • rectify and rework if any mistakes are found un-matching the design specifications and requirements <p>The Qualification is not at level 5 since all work is as per routine and there is no choice of procedures.</p>	<p>The incumbent has factual knowledge of field of knowledge or study which is in this case includes jewellery making and design</p> <ul style="list-style-type: none"> • jewellery making process and types of jewellery • various kinds of raw materials involved in the process of making the jewel • preparing raw materials according to the specific jewel requirement • defects and errors involved in every process of jewel making <p>This is not level 5 as there is a requirement of principles and general concepts at level 5 which is not required here. Also not level 3 as this level as outlined above requires factual knowledge of field of study and not mere basic facts, process and principle knowledge of trade of employment.</p>	<p>Most of the work involves recall and demonstration of practical skill, is routine and repetitive and in a narrow range of application. The incumbent also uses appropriate rule and tool and quality concepts to complete their work. This is evident through:</p> <p>Examples:</p> <ul style="list-style-type: none"> • perform coloring, pasting, cutting, hammering, brushing, etc. to the jewel as per the design requirement • perform final finish to the jewellery • insert clasp, do final stringing (if required and other requirements to the jewel based on the specifications • decorate the jewel piece with gems, stones, stickers, bone, horn or other decorative materials to embellish the finishing jewel • ensure the decorative materials are of 	<p>The incumbent needs language to communicate written or oral, with required clarity, to interact with customers, various departments, supervisors, personnel and teams, confirm requirements and communicate the same for shared understanding. Also prepare a range of routine documentation. These are required for the following tasks:</p> <ul style="list-style-type: none"> • understand the job sheet and the design requirement • plan the target number of pieces to be checked • coordinate with the concerned department to collect the jewel • rectify and rework if any mistakes are found un-matching the design specifications and requirements • report on any shortage or 	<p>The incumbent works with responsibility for own work and learning, which is evident from the incumbent's deliverables and also there is no responsibility for the learning of others therefore this is not level 5.</p> <p>Examples:</p> <ul style="list-style-type: none"> • coordinate with the concerned department to collect the jewel • understand the requirements of the final finish to jewel received and the raw materials to be used • improve and alter the received jewel in a creative way with respect to colour, design, shape, etc. 	<p align="center">4</p>

		<p>the correct size, shape and weight</p> <ul style="list-style-type: none"> usage of sharp tools, safety equipments, such as scissor, plier, cutter, etc. for final jewel making quality standards to be followed <p>This is not level 5 as it is missing required cognitive skills and range of methods for problem solving. Not level 3 as there is independent work and not mere assisting, at the same time there are variables involved.</p>	<p>defect of raw materials to the concerned person</p> <ul style="list-style-type: none"> understand the requirements of the final finish to jewel received and the raw materials to be used communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc 		
4	4	4	4	3	

OTHER EVIDENCE OF LEVEL [This need only be filled in where evidence other than primary outcomes was used to allocate a level] **(Optional)**

Summary of other evidence (if used):

nil

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

- Horizontal and vertical mobility options have been articulated in occupational map
- Vertical mobility option is Production Incharge

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

- Occupational Map and progression matrix

List of companies validated the QP

S. No	Name of the Organisation	Contact Person	Employee - Size
1	Varun Creations	Mr. Varun Malhotra	Small
2	In-style Exports	Sangeetha Malhotra	Small
3	Kohli Export House	Amarjit Kaur	Small
4	Kohli Intercontinental	Mr. HS Kohli	Small
5	BEADS KINGDOM	VINEET BHATIA	Small
6	Cashmere Crafts Emporium	Waseem	Small
7	Shams Palace	Faroz	Small
8	Earth Arts Emporium	Wajim	Small
9	Shabnam Arts	Irfan	Small
10	SAVANA INTERNATIONAL	MR. SANDEEP CHABBRA	Small
11	VC Exports Inc	Puneet Chhabra	Small
12	VC Overseas Pvt Ltd	Puneet Chhabra	Small
13	New Kashmir Arts and Crafts	Azad.M.Khan	Small
14	Kohli Export Corporation	Mr. Gurdeep Singh Kohli	Medium
15	Dee Kay Overseas	Mrs. Maneet Kohli	Medium
16	Bramah Impex	RS Sharma	Medium
17	VRT Exports Pvt Ltd	Tridev Sadh	Medium
18	Asian Handicrafts Pvt Ltd	Mr. Amit Malhotra	Large
19	Sehaj Impex	Simrandeep Singh Kohli	Large
20	Kohli Overseas Trading Co.	Mr. Sobi Kohli	Large
21	House of Tuhina	Ms. Tuhina Goyal	Large
22	QTL EXPORTS	MR. SAGAR MEHTA	Large
23	Krishna Beads	Mr. Sudhir Singh	Large
24	Pratul Overseas	Mr. rajesh	Large
25	SUNNY IMPEX	MR. B.S. YADAV	Large
26	AHUJA TEXTILES	MR.AHUJA	Large

27	OLD VILLAGE	MR. PARMINDER SINGH GULATI	Large
28	Crafts Overseas	Meenakshi	Large
29	OMX Manufacturer and Exporter of Fashion Jewellery	Mr. Rajesh Yadav	Large
30	UV Handicrafts	Mr. Jayotsana Yadav	Large

Further contact details and a copy of the validation are submitted both with NSDC and NSDA