

Revised Application Documentation: Revision made By NSDA 25 May 2015

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

Leather Sector Skill Council

CMDA Tower II

Gandhi Irwin Bridge Road

Egmore, Chennai – 600008

Name and contact details of individual dealing with the submission

Name:R. Ramesh Kumar, IAS,

Position in the organization: CEO, LSSC

Address if different from above

Same as above

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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
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8. Annexure 8: NSDC QRC observation and feedback sheet
9. Annexure 9: Standard protocol for accreditation & assessments
10. Annexure 10: Sample RPL Question Paper

QUALIFICATION FILE SUMMARY

Qualification Title	Qualification Pack-Helper- Finishing (LSS/Q5601)		
Body/bodies which will assess candidates	LSSC affiliated Assessment Agency		
Body/bodies which will award the certificate for the qualification.	Leather Sector Skill Council		
Body which will accredit providers to offer the qualification.	Leather Sector Skill Council		
Occupation(s) to which the qualification gives access	Finishing Operations in Leather Goods & Garments Segment		
Proposed level of the qualification in the NSQF.	2		
Anticipated volume of training/learning required to complete the qualification.	120 Hours		
Entry requirements / recommendations.	Class V		
Progression from the qualification.	Operator in Goods & Garments Segment		
Planned arrangements for 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.		
International Comparability	UK NOS SKSFW6-Finished footwear/leather goods/saddlery		
Formal structure of the qualification			
Title of unit or other component (Include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
LSS/N6201 Carryout supporting operations in the finishing process of leather goods and garments	Mandatory	120	2
LSS/N6202 Contribute to achieving product quality in finishing operations	Mandatory		
LSS/N8501 Maintain the work area, tools and machines	Mandatory		
LSS/N8601 Maintain health, safety and security at workplace	Mandatory		
LSS/N8701 Comply with industry, regulatory and organizational requirements	Mandatory		

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

Give details of the document here:

Annexure1: Qualification Pack

SECTION 1

ASSESSMENT

Name of assessment body:

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

Navriti Technologies Pvt Ltd, Bangalore

CLRI, Chennai

Mike Mirams Training Services India (Pvt) Ltd, Kolkata

Will the assessment body be responsible for RPL assessment? Yes

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

When the individual has relevant experience, he is assessed through a Recognition of Prior Learning (RPL) programme.

The candidate is assessed through a combination of theory test, practical knowledge and verbal questioning or VIVA. The test is designed by SME or Subject Matter Expert who prepares the test material with total integrity and objectivity. The candidate is administered a written test of 45 minutes and a practical test of 1.5 to 2 hours duration.

Upon successful completion of the test the candidate is declared competent for yet to be competent, depending upon which the training is advised.

The assessment is conducted by trained and qualified assessors following the guidelines of the LSSC. The tests are administered under strict confidentiality and absolute lack of bias or prejudice.

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

The process of assessment followed ensures that the assessment is strictly in accordance to the qualification pack, the NOS and PCs mentioned.

Validity depends upon how well the assessment actually measures the learning outcome. The test is prepared against the assessment criteria set by the council, which has in turn identified the core skills and the supplementary skills in terms of NOS and PC. That the test is designed according to the assessment criteria and is prepared by subject matter experts who are established in their fields ensures the validity of the test.

Consistency of the test is dependent on the fact that the assessment generates consistent results inspite of change in evaluators, location etc. The MCQ pattern followed for the theory rules out any element of prejudice or subjectivity on the part of the evaluator. The practical is designed in such a manner that the core skills and supplementary skills are tested and evaluated. The trained assessors who are experts in the field ensure that the test is consistent.

Fairness is ensured as the students are given equal opportunity irrespective of their religion, social background or gender. The roll numbers assigned to the candidates conceal their identity and making the evaluation impartial.

Training Assessors

The Assessors selected after the interview are given training by a team of Certified Senior Assessors on the process flow of assessment administration. The 2 day workshop addresses following key issues in assessment.

Communication & Confidence Building

- Testing of Core Skills- Administering/ theory & practical test
- Testing of Supplementary Skills- Administering theory and practical
- Impartial and fair assessment
- Being respectful to local languages, customs and behavior patterns
- Giving instructions correctly ensuring proper compliance to norms
- Addressing unexpected challenges and problems

Training For Assessments Administration Process

Materials to be carried by the Assessor to Assessment Centre:

1. Relevant question papers for each candidate scheduled and one for the Assessor
2. Relevant response sheets for each candidate, plus one for the assessor
3. Attendance sheet (Theory and Practical)
4. Stationary like Pens, envelopes (for packing theory and practical response sheets, question papers), staplers, etc.

Administration

Assessments consists of two parts: Practical and Theory

Theory

The process of theory assessment is described below:

1. Assessor should reach the venue 45 minutes before the start of the test.
2. Make sure all the desks are cleared and see that each candidate has the required stationery for the test before entering the hall.
3. Check if candidates have the valid training ID card or else an ID card approved by the Government of India (PAN Card, Aadhar Card, DL, etc).
4. Candidates without any identification are not allowed to take the test. This has to be adhered to without any tolerance. Candidates without ID card should be asked to leave the test venue.
5. Gather all candidates in examination hall.
6. Cross check attendance of each candidate on the attendance sheet and ensure that only those candidates that are present on it are taking the test. Candidates' whose names are not available on the attendance sheet are informed to leave the test venue.
7. Assessor will read out the general instructions to candidates and ensures that the candidates are clear about the instructions of the assessments

General Instructions for candidates:

- No usage of electronic devices (mobiles and calculators) during the test
 - No malpractice during the test hours
 - Talking is not allowed during the test
 - Do not mark anything on question papers
 - There are 35(Varies for different QPs) multiple choice questions
 - Each question has only one correct answer
 - There is no negative marking
 - The questions are spread across multiple pages. You need to attempt questions on all pages to complete the test.
 - In the answer sheet, pencil is preferable but you can mark responses in black/blue pen.
 - The duration of the test is for 60 minutes
 - After completing the test, you must return all the question papers and response sheets.
8. Assessor will answer candidate's questions if any
 9. Distribute the question papers and response sheets to the candidates
 10. Assessor to ensure that the candidates fill the appropriate information in the required fields
 11. Once testing begins, assessor is required to help candidate with regards to marking, understanding the meaning of questions, but do not help them with responses
 12. Assessor will distribute attendance sheet during the test and ensure all candidates sign on the attendance sheet
 13. Assessor will collect response sheets, question papers and copy of candidate's ID proof from all candidates post completion of test
 14. Ensure that there are signatures of Assessor and candidates filled in the appropriate boxes.
 15. All response sheets and question papers should match the head count before candidates leave the

hall

Practical

The following points describe the process of administering practical assessments

1. Cross check the candidate names with theory attendance sheet and ID cards of each candidate to see if the same candidates who have attended the theory test are attending practical too.
2. Before starting the assessment, assessor to build a rapport with the candidate so that he/she is comfortable during test.
3. Assessors to fill the mandatory information of candidate in the assessment checklist.
4. Assessor to ensure that candidate fills the details and signs in the attendance sheet.
5. Give an activity for candidates to perform. Observe him/her carefully while performing the task and assign scores against each PC provided in the assessment checklist. Each PC should not be asked separately instead evaluate against each PC based on the particular task given to the candidate
6. Ask viva questions to the candidate wherever applicable, and accordingly provide scores in the appropriate box.
7. Total the score obtained by the candidate for all the NOSs and calculate the grand total score.
8. Assessor should ensure that he has scored all the NOSs, if not remarks have to be provided.
9. Signatures of candidate and assessors to be filled in the appropriate boxes
10. The same procedure is followed for all candidates appearing for practical assessment.
11. On completion of practical assessments, count the response sheets and match it with the head count of candidates attended the test.
12. On completion of the test, attach ID card copy with assessment checklist of each candidate. These need to be carefully stapled.

All the practical response sheets are packed in an envelope

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

Give details of the document(s) here:

Annexure 9: Standard protocol for accreditation & assessments

Annexure 10: A sample RPL question paper is attached

ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as listed in the entry on the structure of the qualification on page 1.

<u>CRITERIA FOR ASSESSMENT OF TRAINEES</u>
<u>Job Role</u> Helper- Finishing
<u>Qualification Pack Code</u> LSS/Q5601
<u>Sector Skill Council</u> Leather
<u>Guidelines for Assessment:</u> 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 these criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessable Outcomes	Assessment criteria for the outcome	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
1. LSS/N6201(Carry out supporting operations in finishing of leather goods and garments)	PC1. Check that the work area is free from hazards	100	1	0	1
	PC2. Follow the instructions on the work ticket/ job card		1	0	1
	PC3. Assist in carrying out foundation operations safely and at a rate which maintains work flow and meets production targets		6	5	1
	PC4. Report any damaged work to the responsible person		4	3	1
	PC5. Sort and place work to assist the next stage of production and minimise the risk of damage		3	2	1
	PC6. Leave work area safe and secure when work is complete		1	0	1
	PC7. Adhere to legal requirements and organizational procedures and guidelines while undertaking tasks		4	3	1
	PC8. Apply colour with the help of a sponge on the garments		3	2	1
	PC9. Dry the garments		1	0	1
	PC10. Carry the garments to the washing department		1	0	1
	PC11. Sort and place work to assist the next stage of production and to minimise the risk of damage		2	0	2
	PC12. Clean the final article to remove all residue, dirt, adhesive or any other contamination by hand/ machine		3	0	3
	PC13. Shine the metal parts of the articles, like buckles, buttons etc		3	0	3
	PC14. Sort and place work to assist the next stage of production and to minimise the risk of damage		2	0	2
	PC15. Burn the extra threads of the good / garment		3	0	3

	PC16. Sort and place work to assist the next stage of production and to minimise the risk of damage		2	0	2
	PC17. Trim excess threads from the article		2	0	2
	PC18. Check for any incorrect/ damaged stitch/design embroidery		3	0	3
	PC19. Hand over to alteration section to mend minor defects		7	5	2
	PC20. Minimise waste and dispose of all waste materials in the approved manner		1	0	1
	PC21. Sort and place work to assist the next stage of production and to minimise the risk of damage		2	0	2
	PC22. Wrap the metal parts of the good/ garment		5	3	2
	PC23. Attach brand labels on the article		6	2	4
	PC24. Attach barcodes/price tags on the article		2	0	2
	PC25. Fill all the pockets with packing material to prevent distortion of shape		2	0	2
	PC26. Wrap the article in paper and prepare for packing in boxes		3	0	3
	PC27. Count the number of packed boxes		5	3	2
	PC28. Arrange the specified number of boxes in cartons		7	2	5
	PC29. Seal the cartons and prepare for dispatch		5	0	5
	PC30. Load the cartons in vehicles to dispatch to client		5	0	5
	PC31. Minimise waste and dispose of all waste materials in the approved manner		2	0	2
	PC32. Sort and place work to assist the next stage of production and to minimise the risk of damage		2	0	2
	PC33. Safely store and dispose of waste materials		1	0	1
		Total	100	30	70
2.LSS/N6202 (Contribute to achieving product quality in finishing operations)	PC1. Set up and test equipment to meet quality standard	50	1	0	1
	PC2. Ensure materials and component parts meet specifications		7	5	2
	PC3. Ensure the quality of the product meets specification during production		6	5	1
	PC4. Ensure that there are no residues of adhesive /stray marks or similar defects on the outer surface of the component		6	5	1
	PC5. Check for visible faults on the good/garment		6	5	1
	PC6. Ensure immediate movement of faulty materials for alteration		1	0	1

	PC7. Ensure proper and full covering of metal parts of the good/ garment to prevent scratches during dispatch		6	5	1
	PC8. Maintain the required productivity and quality levels		6	5	1
	PC9. Assist in quality checks at agreed intervals and in the approved way		1	0	1
	PC10. Maintain the continuity of production with minimum interruptions and downtime		6	5	1
	PC11. Identify process problems that effect product quality and report them promptly to appropriate people		1	0	1
	PC12. Identify faults and irregularities in equipment and machinery and take action within the limits of your responsibility		1	0	1
	PC13. Follow reporting procedures where the cause of faults cannot be identified		1	0	1
	PC14. Maintain records and documentation		1	0	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	1	0	1
	PC2. Use correct lifting and handling procedures		7	5	2
	PC3. Use materials to minimize waste		2	0	2
	PC4. Prepare and organize work		1	0	1
	PC5. Maintain a clean and hazard free working area		2	0	2
	PC6. Deal with work interruptions		7	5	2
	PC7. Move around the workplace with care		1	0	1
	PC8. Maintain tools and equipment		7	5	2
	PC9. Carry out running maintenance within agreed schedules		1	0	1
	PC10. Carry out maintenance and/or cleaning outside responsibility		2	0	2
	PC11. Report unsafe equipment and other dangerous occurrences		2	0	2
	PC12. Ensure that the correct machine guards are in place		3	0	3
	PC13. Work in a comfortable position with the correct posture		2	0	2
	PC14. Use cleaning equipment and methods appropriate for the work to be carried out		1	0	1
	PC15. Dispose of waste safely in the designated location		1	0	1
	PC16. Store cleaning equipment safely after use		2	0	2
	PC17. Complete and store accurate records and documentation		1	0	1

	PC18.Maintain proper lighting, ventilation to make sure general comfort is there while working		2	0	2
	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		2	0	2
	PC21.Ensure safe and correct handling of materials, equipment and tools		1	0	1
	PC22.Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	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	5.5	5	0.5
	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		0.5	0	0.5
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		0.5	0	0.5
	PC5.Follow environment management system related procedures		1	0	1
	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 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		4	3	1
	PC11.Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		3	2	1
	PC12.Monitor the workplace and work processes for potential risks and threats		1	0	1
	PC13.Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		1	0	1
	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		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		1	0	1

	of fire, emergencies or accidents				
	PC18. Follow organization procedures for shutdown and evacuation when required		1	0	1
		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	7	5	2
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		7	5	2
	PC3. Apply and follow these policies and procedures within your work practices		2	0	2
	PC4. Provide support to your supervisor and team members in enforcing these considerations		4	0	4
	PC5. Identify and report any possible deviation to these requirements		5	0	5
		Total	25	10	15

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

Based on industry feedback and extrapolating from the limited data received from various visits and questionnaires we have arrived at roles which comprise of approximately 80% of the workforce within the leather sector across the respective sub-sectors undertaken in this study.

This have been prioritized keeping the following criteria in consideration:

- They have the highest incremental requirements in terms of human resource
- Acquired with a short/modular and focused intervention and thereby enhancing employability of those with minimal education
- Such skills can also be obtained in lesser time duration as compared to engineering or ITI

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

Skills Gap Analysis Reports for industry demand and secondary research data, though these do not lend to accurate demand projection.

- Feedback from industry for demand though sample size may not lend to accurate figures
- Training duration, and current and potential training capacity envisaged

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

- NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work
- Consultations with Leather Sector Skill Council
- NSDC QRC team also confirmed the same

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

- Agencies have been appointed by the SSC to assess the training delivery and implementation
- Monitoring of evaluation of assessments
- Employer feedback will be sought post-placement
- Periodic review is scheduled after two years

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

Give details of the document(s) here:

Annexure 4: Approval of Occupational Standards by Technical Committee and Governing Council

Annexure 5: Occupational Map & Progression matrix

Annexure 8: NSDC QRC observation and feedback sheet

SECTION 3

SUMMARY EVIDENCE OF LEVEL

Level of qualification:

Two

Summary of Direct Evidence (from learning outcomes):

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF. Explain the reasons for allocating the level to the QP.

Generic NOS is/are linked to the overall authority attached to the job role

Summary of other evidence (if used):

Helper- Finishing (LSS/Q5601)					
Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility	Level
<p>Helper- Finishing is multi-skilled and is expected to support in various process involved in leather goods and garment finishing such as Colour garments, cleaning, lamping, final finishing, packing, etc.</p> <p>He/she assists in preparing the work area for leather goods and garment finishing, assist in contributing to product quality.</p> <p>The activities identified are</p>	<p>Helper- Finishing is expected to have knowledge of the functioning of different tools and equipment used in the process of leather goods and garment finishing.</p> <p>The importance of quality and meeting organizational and customer standards.</p> <p>Considering the professional and factual knowledge in a limited context, which a helper has for leather goods and garments; this QP is pegged at Level 2.</p>	<p>Helper- Finishing prepares the work area by assisting the operator in organizing tools and equipment used for goods and garment finishing like keeping the work area clean and safe. He/she is also involved in cleaning of tools and equipments, movements of materials and products from the previous stage of production and to the next stage of production.</p> <p>They also report/ inform the operator in case of faulty materials, tools or equipment</p>	<p>Helper- Finishing is expected to report and inform the operator for faulty parts and stocks. He is required to understand manufacturing manuals and job instructions.</p> <p>All of this requires application of basic mathematic skills and organizing skills</p> <p>Helper has to continuously receive and understand instruction/ feedback from the operators and supervisors, therefore are expected to be good in communication</p>	<p>The jobholder is mainly responsible for:</p> <ul style="list-style-type: none"> Assist in leather goods and garment finishing Prepare the work area for the processes Assist in maintenance of tools and equipments used in the processes <p>The role of a leather goods and garment finishing helper could vary from one production unit to another and also could depend on the type of leather</p>	2

<p>the repetitive on regular basis with little application of understanding and more of in the production unit he/she is deployed in. Considering the outcomes the job roles is pegged at level 02</p>		<p>identified during assistance.</p>	<p>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</p>	<p>good and garment being produced So the jobholder works based on instructions and close supervision of operators/ supervisors involved in goods and garment finishing 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).</p>	
<p>Level 2</p>	<p>Level 2</p>	<p>Level 2</p>	<p>Level 2</p>	<p>Level 2</p>	

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

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

While designing the national occupational standards, occupational mapping was done on a large sample size and validated across the country. The career progression for roles in each occupation was also analysed and decided, based on industry validation across the country. The current challenges faced by the industry, at large, was also kept in mind.

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

Give details of the document(s) here

Annexure 5: Occupational Map & Progression matrix

Annexure 6: List of companies and Industry associations participated in the development of these qualification packs (part of report)