

Revised Application Documentation: Version 4 /22 April, 2015

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

NSDA Reference
To be added by NSDA

Name and address of submitting body:

**National Council for Vocational Training (NCVT)
Government of India, Ministry of Skill Development & Entrepreneurship
Shram Shakti Bhavan, Rafi Marg
New Delhi – 110001**

Name and contact details of individual dealing with the submission

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List of documents submitted in support of the Qualifications File

1. Curriculum
2. QP Mapping

QUALIFICATION FILE SUMMARY

Qualification Title and Code	YARN PACKER – CARTON PACKING (WDG 702) under Skill Development Initiative Scheme (SDIS) based on Modular Employable Skills (MES) format		
Body/bodies which will assess candidates	Independent Agency empanelled as Assessing Bodies (ABs)		
Body/bodies which will award the certificate for the qualification.	National Council for Vocational Training (NCVT)		
Body which will accredit providers to offer the qualification.	Concerned department of the respective State/UT Govts.		
Occupation(s) to which the qualification gives access	This course is meant for the candidates who aspire to become a yarn packer.		
Proposed level of the qualification in the NSQF.	2		
Anticipated volume of training/learning required to complete the qualification.	400hrs + 100hrs		
Entry requirements / recommendations.	Minimum 7 th Standard and 14 yrs. of age		
Progression from the qualification.	This qualification shall enable the trainee to find employment as a yarn packer in the textile sector.		
Planned arrangements for RPL.	Testing centres for RPL are registered by the States on the same line as that for VTPs. Candidates who desire to get the skills certified have to apply on-line or through the Testing Centres. Assessing Bodies/assessors are allotted automatically by the IT application. This facility is being provided on the web-portal of Skill Development Initiative (SDI) scheme.		
International comparability where known.	Not known		
Formal structure of the qualification			
YARN PACKER – CARTON PACKING (WDG 702)	Mandatory/ Optional	Estimated size (learning hours)	Level
Understanding the packing requirements of the cones being packed, i.e. the cones per Carton, the number of plies and the carton dimension, total weight, markings to be made, covering of individual cones, putting separators, fixing discs in the cones, and covering the carton with cloth or not, Keeping the floor area clean, Wearing clean gloves, clean apron and head cover, Checking the labels and markings inside the cones before starting the work of packing, Weighing the required number of cones and adjust the cones to get the required weight, Doing the packing work as required, Packing the cartons, marking the details and finally strapping as required, Mock drill for fire fighting and first aid.	Mandatory	400	2
Soft & Entrepreneurship Skills	Mandatory	100	
Total	Mandatory	500	

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: Attached Curriculum

SECTION 1 ASSESSMENT

Name of assessment body:
DGT empanelled Assessing Bodies (ABs)

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.

- Testing centres are registered by States on the same line as for VTPs. Candidates who desire to get the skills certified have to apply on-line or through Testing Centres. Assessing Bodies /assessors are allotted automatically by the IT application. This facility is being provided on the web-portal of SDI scheme. Until then following procedure is adopted for direct assessment:
- Assessing Bodies handle registration of candidates for testing. It may do so directly or through its designated centres or VTPs.
- Candidates are allowed to get registered themselves either directly on the portal or through Testing Centre concerned.
- Assessing Bodies apply an online list of candidates to be assessed to respective RDAT who, in turn, acknowledge the same by allotting ABN. RDAT make a schedule of trade test, including date, time, a list of candidates and location of designated Testing Centre under intimation to AB.
- AB inform in advance about the courses, candidates list, and the requirement of raw material to Testing Centre in advance.
- ABs handle the preparation of question papers both for theory and practical test based on the approved criteria etc.

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:

Criteria for selection of Assessment body

Minimum Eligibility Criteria

- The applicant shall be a legal entity, registered in India.
- The applicant should have in last two years carried out competency / skill assessment for minimum 1000 persons or should have trained minimum 1000 persons and got tested by some agencies such as NCVT, Sector Skill Council, State, board/ council and reputed Industry Association. Organizations having experience in testing of competencies would be preferred.
- In case a larger number of applications is received, preference is given to those organizations that have trained/assessed a larger number of persons.
- The applicant is not a Vocational Training Provider in the same sector and same State in SDI scheme, but it can be VTP in other States, other Sectors or another scheme.
- The applicant shall have access to technically qualified personnel of repute and integrity in different industrial trades and technology.
- The applicant shall develop a dedicated human resource for handling the processes in SDIS assessment process.
- The applicant shall declare its linkages with other organization(s) if any to ensure independence and avoid any conflict of interest.
- Institutions/ Firms blacklisted by any Government Department shall not be considered in this RFP.
- The Applicant shall provide the information and supporting documents towards their claims.
- Initially, provisional empanelment is awarded to the organizations based on the evaluation of eligibility of the Assessing Body based on the criteria.
- Based on the module and sector that is handled by the assessor, the assessing body shall send its assessor for competency evaluation in the institutions that are notified by DGT time to time. The assessor is assessed to ascertain the competency to carry out the competency-based assessment under SDIS.
- Final empanelment is granted subject to the Assessing Body fulfilling the following conditions of getting the competencies of 2 assessors of each module per State evaluated in the institutes notified by the DGT. Testing charges for evaluating the competencies of the assessors are borne by the Assessing Bodies.

(1) Assessment process:

The assessment process under SDI Scheme aims to test and certify the competency of the persons through Assessing Bodies who seek certification of their skills acquired informally or the persons who have been trained at the registered VTPs. The competency assessment of the candidate is being done the Assessor Competency Evaluation (ACE) qualified assessor of the independent Assessing Bodies (AB) which is not involved in training delivery, to ensure an impartial assessment. In the assessment process of SDIS, identification of competency, ways to measure the competency and deciding on the type of evidence that has to be collected are the responsibility of the Assessing bodies whereas administering the assessment and collecting the evidence and reporting the results are the responsibility of the assessors. The assessment process consists of following components:

Theory Test:

- It must assess the knowledge that is essential for a person to do the job. Without this knowledge, the person cannot be able to do the job.
- The questions shall be normally of the objective type involving selection of correct response rather than writing sentences.
- The question paper should contain sketches/ diagrams/ photographs/ drawing to overcome the problems of reading comprehension.
- The test shall be of short duration.

Practical Test:

It shall be able to test:

- Manipulative skills to handle tools and equipment.
- Speed in doing work.
- Accuracy maintained
- Quality in workmanship.
- The sequence of performance.
- Economical use of the material.
- Neatness & housekeeping.
- All the competencies prescribed in the course curriculum.

The Assessment Parameters adopted during assessment:

- Knowledge of equipment, limitation of use of tools and equipment, and methods & procedure.
- Understanding of functioning of equipment & tool, criteria to be used in selecting tools for given job, and the process of measurement.
- Skill in finishing to required measurement, handling measurement & calculations, handling tools and equipment with ease, finishing neatly.
- Abilities to take corrective steps, use correct work habits, take measurements, complete the job within stipulated time, and adopt safe practices.
- Attitude towards the work, accurate & precise work and co-workers and supervisor.

(2) Duration of Test:

The duration of the test varies according to the task. Theory test shall be of 1-hour duration and practical test for engineering trade be 6 to 8 hours minimum and non-engineering it shall be of 4 hours minimum. Assessing Bodies while preparing practical test shall ensure that candidate shall be tested on all the competencies prescribed in the course module. The marking pattern and distribution of marks for the qualification are as under:

Terminal competency	Maximum marks
Application of knowledge	30
Care for tools & equipment	15
Economic use of materials	15
Safety consciousness	10
Speed	10
Accuracy	15
Quality of workmanship	20
Amount of work	15
No. of attempts	10
Attitude	10
Total maximum marks for Practical	150
Maximum marks for theory	50

(3) Minimum pass mark:

Minimum passing marks for Practical is 60%

Minimum pass marks for theory is 40%

(4) Testing and certifications process for the course:**Pre- Assessment**

- RDAT allots batches to the Assessing Bodies on a rotational basis depending on the presence of assessing body in that region sector wise and the assessing body in coordination with VTP and assessor should confirm and schedule the assessment.
- The Assessing Body confirm the date of assessment in consultation with VTP and communicate to the RDAT/State.
- The Assessing Body forms a panel of ACE qualified assessors of high repute and integrity SDIS sector wise and location wise.
- The assessment of the candidates is done by the Assessing Bodies in designated Testing Centre (TC). The Testing Centre where the assessment is carried out and Testing Centre can be VTP also. The Assessing Body select the TC based on the location, accessibility and the infrastructure facilities available for conducting the test.
- The Assessing Body provide details of selected TC along with skill areas in which assessment can be done at the TC, to the RDAT and respective States/UTs.
- The Assessing Bodies depute ACE qualified assessors for assessments whose details are furnished by Assessing Bodies to DGT in advance.
- Assessing Body has to communicate to the Testing Centre following:
 - Details of the candidates to appear for assessment in various MES courses.
 - Details of Assessors selected with their contact details.
 - The requirement of infrastructure, raw material, etc.
 - Testing charges to be reimbursed to Testing Centre

Preparation of assessment tools and prerequisites:

- The assessment tools contain components for testing the knowledge, application of knowledge and demonstration of skill. The knowledge test is objective paper based test or short structured questions based. The application of knowledge is verified based on questioning or seeking response for a case. Demonstration of skill is verified based on a practical demonstration by the candidate by using competency checklist.
- The type of assessment tools to be used for assessment are to be prepared in advance by the assessing body by the guidelines as prescribed below:
 - Define the performance objective – This is based on the course objectives and competency in the workplace as prescribed by MES curriculum. The written tests and practical tests assess all the competencies mentioned in the course curriculum.
 - In case of practical test, the operations that are to be observed in case of process test (how a particular task is being carried out) are clearly mentioned and the specifications of the final product in case of product test (the task in itself).
 - List of tools, infrastructure, and equipment to carry out the assessment are prepared based on the test instruments that are planned to be used.
 - Written directions are given to the candidates before the task is attempted.
 - The scoring system, observational checklist, and the rating scale is prepared for each competency that is going to be assessed.
 - The checklist and rating scale have sufficient space to record observations.

Pre-assessment activities for Assessor at the Testing Centre

- Verification of student credentials: The assessor checks the application form submitted by the candidates and verifies the photo pasted on the forms with candidates who are taking assessment by checklist
- Verification of testing centre for adequate infrastructure, tools, and equipment: The assessor verifies the availability of infrastructure, tools and equipment for carrying out both theory and practical assessments. The minimum requirement prescribed under the MES modules is used as a benchmark.
- Verification of qualification of instructor: The assessor verifies the qualification and experience of the instructors in the training centre
- Attendance verification: The assessor checks the attendance register of candidates and instructors until the time biometric attendance system is put in place. Once the biometric

attendance system is in place, the biometric attendance of assessors along with that of trainees/candidates has to be captured during the assessment at the start as well as end of theory and practical test.

- Attendance during assessment: The assessor takes the attendance of all the students who appear for assessment after the successful verification of the student credentials and before the start of the assessment. The assessor also provides his/her attendance at start and end of the practical and theory test.
- Pre-Assessment checklist: The assessor fills the pre-assessment checklist along with the start time and end time of assessment after verifying all the above tasks as per checklist.
- Verification of the documents related test carried out by VTP/ Testing Centre (TC) for candidates who were not able to produce a document in support of having passed the qualification.

Assessment activities

- Before the start of assessment, read out the instructions to the students.
- The written test & practical test is for fixed duration as prescribed.
- It is ensured that individual attention is given to all the candidates during the practical test.
- The assessor takes photographs during the assessment process of all the students in the testing centre, the students during theory and practical tests, practical lab/workshop showing the equipment to be used for assessment, the assessor along with the students appearing for the assessment.

Post-assessment activities

- The assessor consolidates all the theory and practical test papers and ensures that all the mandatory information is filled. The total score for each student should be calculated and recorded in Result sheet.
- The assessor sends the attendance sheet, Result sheet, answer papers by courier/post to the assessing body immediately after the completion of assessment
- Uploading outcome of the assessment and photos in portal by assessing body
- Assessing body upload the results within one week of the assessment date.
- Photos taken by the assessors during assessment are sent to respective RDATs through e-mail only. Non dispatch of photos of assessment to RDAT makes assessment void. Re-assessment of such batch is done by the Assessing Bodies on their expenses.
- Details of assessors are emailed to RDAT at the time of uploading the outcome of the assessment. The outcome of the assessment is not accepted in case details of assessors are not emailed to respective RDAT.
- Maintaining assessment records
- Publishing of results and Certificate issue
- RDAT verifies the outcome of the assessment, details of assessors, photos, and print and sign the certificates for successful candidates and send it to the respective candidates. In case of direct candidate's assessment, the Certificates are sent to the Assessing Body.
- Certificates that will be issued carry a photograph of the trainee, name of VTP, start date & end date of training and duration of training once the systems for the same are put in place.
- The certificate is issued under the aegis of NCVT.

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 listed in the entry on the structure of the qualification on page 1.

ASSESSABLE OUTCOMES WITH ASSESSMENT CRITERIA**Note:**

1. The training shall be conducted as per the syllabus.
2. The trainee shall demonstrate the competencies that are defined below in assessable outcomes and assessment criteria.
3. All the assessable outcomes are to be tested during the formative assessment, observations, and viva-voce.
4. Assessable outcomes of Soft Skills & entrepreneurship shall be tested separately and through Theory and practical tests.
5. These assessable outcomes and assessment criteria serve as a set of guidelines for Trainers and Assessors.
6. The trainees must be able to carry out the each assessable outcome,
 - in a process that are repetitive, on a regular basis, with little application of understanding,
 - with the knowledge of materials, tools and applications in a limited context, and understanding of the context of the work and quality,
 - with the ability to select and apply tools, and differentiate good and bad quality,
 - with the ability to receive and transmit written and oral messages, perform basic arithmetic calculations, carry out personal financing, understand social, political, and religious diversity, and maintain hygiene, and
 - under instruction and close supervision.

Generic assessable outcomes:

ASSESSABLE OUTCOMES	ASSESSMENT CRITERIA
1. Recognize & comply safe working practices, environment aspect and housekeeping.	1.1 Follow and maintain procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements and according to site policy.
	1.2 Identify and take necessary precautions on fire and safety hazards and report according to site policy and procedures.
	1.3 Report supervisor/ Competent of authority in the event of accident or sickness of any staff and record accident details correctly according to site accident/injury procedures.
	1.4 Identify Personal Productive Equipment (PPE) and use the same as per related working environment.
	1.5 Identify basic first aid and use them under different circumstances.
	1.6 Take opportunities to use energy and materials in an environmentally friendly manner
	1.7 Avoid waste and dispose waste as per procedure
	1.8 Recognize different components of 5S and apply the same in the working environment.
2. Understand and practice soft skills, working with Computer and communicate with required clarity.	2.1 Recognize & practice soft skills in day to day work.
	2.2 Conduct appropriate discussions with within the team and report to higher authority.
	2.3 Present facts and circumstances and use appropriate terminology related to work.
	2.4 Conduct written communication.
	2.5 Use computers and access internet for day to day activity
3. Demonstrate knowledge of concept and principles of basic arithmetic calculation, co-ordinate system and apply knowledge of specific area to perform practical operations.	3.1 Apply basic arithmetic calculations for arriving dimensional parameters as per drawing.
	3.2 Use co-ordinate system for part programming.
4. Explain time management, entrepreneurship and manage/organize related task in	4.1 Ascertain appropriate time for the assigned task.
	4.2 Execute the assigned task within time frame.
	4.3 Manage own work within specified time.

day to day work for personal & social growth.	4.4 Explain importance & factors affect the development Of entrepreneurship.
	4.5 Identify service providers for developing Entrepreneur/business establishment.

Specific Outcomes:

Assessable outcomes	Assessment criteria
1. Pack yarn cones in carton bags under instruction and close supervision, having limited skill requirements that are repetitive on regular basis with little application of understanding, with the ability to select and apply tools, understand the context of work using bakery machineries and quality, and with the knowledge of materials, tools and application in a limited context.	<ul style="list-style-type: none"> • Follow safety precautions • Identify all part and accessories of all packing devices. • Cleaning, sanitization and assembling of the devices. • Plan and operate the device. • Select the cone with reference to colour coding. • Prepare cone for packing. • Fill processed product in cone bag with required length and weight. • Seal the bag. • Preserve and store • Identify basic faults of machinery and rectify. • Carry out maintenance of machinery.

Means of assessment

Assessment details are given in the Section 1.

Minimum pass mark:

Minimum passing marks for Practical is 60%

Minimum pass marks for theory is 40%

NCVT issues certificate of skills acquired through informal means/competence assessed.

SECTION 2
SUMMARY EVIDENCE OF LEVEL

Name of the qualification: YARN PACKER – CARTON PACKING

Level of qualification: Level 2

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

Each of the outcomes is designed to achieve the objectives of the following five levelling parameters:

Qualification Title and Code: YARN PACKER – CARTON PACKING (WDG 702)					
Process required	Professional knowledge	Professional skill	Core skill	Responsibility	Level
The trainee handles the work of packing of yarn cones in carton bags, involving repetitive operations along with the required housekeeping activities and safety measures well-defined in the learning outcomes as well as in the detailed syllabus contents.	The trainee knows the details of packing cones in cartons, knowledge of colour codification and concepts of length measured cones and the tolerance for the total weight per Carton, in a limited context. The trainee also acquires the knowledge of safety gadgets, fire-fighting and first aid as well as the knowledge of cleanliness.	The trainee applies the skill in packing cones in carton bags, marking the details and finally strapping as required, in a narrow range of applications. The trainee can differentiate good and bad quality.	The trainee, in general, maintains hygiene, demonstrates the ability to receive and transmit written and oral messages with minimum required clarity, perform basic arithmetic and algebraic calculations, carry out personal banking, and understand social, and natural environment.	The trainee carries out the work of packing of cones in carton under instruction and close supervision.	2
Level: 2	Level: 2	Level: 2	Level: 2	Level: 2	

SECTION 3 EVIDENCE OF NEED

What evidence is there that the qualification is needed?

Skill Development Initiative (SDI) scheme based on Modular Employable Skill (MES) has been developed in close consultancy with Industry, State Governments & Experts in pursuance of excellence in vocational training. MES is 'Minimum Skill Set' which is sufficient to get employment in the world of work. MES allows skills up gradation/formation, multi-entry and exist, vertical and horizontal mobility and lifelong learning opportunities in a flexible manner and allows recognition of prior learning.

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

The qualification is designed in consultation with the industry with the expectation of reasonable intake.

Details of Registered VTPs and trained candidates in the textile sector			
Sector	Sector Code	No. of VTPs Registered	No. of trained candidates
Cotton Spinning	SPG	23	1648
Winding	WDG	10	1127
Weaving Preparation	WPN	5	193
Weaving	WVG	14	1234
Chemical Processing	TCP	21	462
Quality Control	TQC	1	200
Knitting	KNT	6	515
PP/HDPE -Extrusion	HDP	2	465

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

The qualification is originally designed and approved by NCVT for the SDI scheme based on Modular Employable Skills. NCVT has been entrusted with the responsibilities of prescribing standards and curricula for Skill Development Initiative Scheme (SDIS) in Modular Employable Skills (MES) format, advising the Government of India on the overall policy and programmes. The Core Group for converting the syllabus checks for any duplication of existing qualifications in the NSQF.

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?

- Mentor Council (MC) for the relevant sector has been formed to review the curriculum of this qualification under the sector. Details of the Mentor Council and the Core Group are given in the attached Curriculum (Section 14).
- CSTARI, the research wing of DGT, reviews and updates the qualification, in consultation with industries and other stakeholders, on a regular basis.
- NOS approved by NSDA will also be referred to from time to time.

Please attach any documents giving further information about any of the topics above.
Give details of the document(s) here:

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?

The modules in a sector, when grouped together, could lead to an entry for a qualification equivalent to National Trade Certificate or higher.

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

Give details of the document(s) here: NA

SECTION 5
EVIDENCE OF INTERNATIONAL COMPARABILITY

List any comparisons which have been established.

The existence of any official document suggesting the comparability of the qualification with the qualifications in other countries is not known.