

## **NSQF QUALIFICATION FILE**

**Approved in 15<sup>th</sup> NSQC Meeting- NCVET- Dated 27<sup>th</sup> January 2022**

### **CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE**

**Name and address of submitting body:**

Handicrafts and Carpet Sector Skill Council-HCSSC  
Third Floor, OCF, Plot No. 2, Pocket 9, Sector B,  
Landmark - Behind JIMS  
Vasant Kunj, New Delhi – 110070

**NCVET Code**

**2022/HC/HCSSC/05151**

**Name and contact details of individual dealing with the submission**

**Name:** Mr.Krishan Kumar

**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. Composition of NOS Subcommittee
5. Minutes of the meeting of GC meetings
  - i. Composition of the Technical Committee
  - ii. Approval of Occupational Standards by Technical Committee and Governing Council
6. NSDC Human Resource & Skills Requirement in Handicrafts and Carpet Sector
7. Occupational Map & Progression matrix
8. List of QP/NOS validating companies.

**Model Curriculum to be added which will include the following:**

- **Indicative list of tools/equipment to conduct the training**
- **Trainers qualification**
- **Lesson Plan**
- **Distribution of training duration into theory/practical/OJT component**

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1	<b>Qualification Title</b>	Assistant Ceramics and Terracotta Toy Maker
2	<b>Qualification Code, if any</b>	HCS/Q0403
3	<b>NCO code and occupation</b>	NCO-2015/8139.25
4	<b>Nature and purpose of the qualification (Please specify whether qualification is short term or long term)</b>	Both
5	<b>Body/bodies which will award the qualification</b>	Handicrafts and Carpet Sector Skill Council
6	<b>Body which will accredit providers to offer courses leading to the qualification</b>	Handicrafts and Carpet Sector Skill Council
7	<b>Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)</b>	Handicrafts and Carpet Sector Skill Council
8	<b>Occupation(s) to which the qualification gives access</b>	Moulding
9	<b>Job description of the occupation</b>	This OS unit is about assisting senior in mixing various raw materials, mold making shaping, baking and coloring toys to make a final ceramic toy product.
10	<b>Licensing requirements</b>	NA
11	<b>Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)</b>	NA
12	<b>Level of the qualification in the NSQF</b>	3
13	<b>Anticipated volume of training/learning required to complete the qualification</b>	425 hours (including introduction to industry 10 hours + employability 60 hours) + OJT Hours 80  Total hours 425+80 (OJT).
14	<b>Indicative list of training tools required to deliver this qualification</b>	Attached here with

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15	Entry requirements and/or recommendations and minimum age	5th Pass with 3 years of relevant experience OR 8th Pass with 1 years of relevant experience Or 10th Pass Minimum Age-18 years
16	Progression from the qualification (Please show Professional and academic progression)	NSQF Level 4 Ceramics and Terracotta Toy Maker Toy Maker
17	Arrangements for the Recognition of Prior learning (RPL)	Will be done at the clusters where required facility could be arranged.
18	International comparability Where known (research evidence to be provided)	Not Yet Established
19	Date of planned review of the qualification	27/01/2025
20	Formal Structure of the qualification  Mandatory component	

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>Bridge Module</b>	<b>10:00</b>	<b>00:00</b>	<b>NA</b>	<b>NA</b>	<b>10:00</b>
Module 1 Introduction to Ceramics Industry in India	<b>10:00</b>	<b>00:00</b>	<b>NA</b>	<b>NA</b>	<b>10:00</b>
<b>HCS/N0404: Assist senior in making ceramic toy NOS Version No. 1.0 NSQF Level 3</b>	<b>05:00</b>	<b>115:00</b>	<b>NA</b>	<b>40:00</b>	<b>120:00</b>
Module 2 Assist senior in making ceramic toy	<b>05:00</b>	<b>115:00</b>	<b>NA</b>	<b>40:00</b>	<b>120:00</b>
<b>HCS/N0405: Assist senior in making terracotta toys</b>	<b>05:00</b>	<b>110:00</b>	<b>NA</b>	<b>40:00</b>	<b>115:00</b>

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<b>NOS Version No. 1.0 NSQF Level 3</b>					
Module 3 Assist senior in making terracotta toys	<b>05:00</b>	<b>110:00</b>	<b>NA</b>	<b>40:00</b>	<b>115:00</b>
<b>HCS/N9901: Coordinate with colleagues and work as a team NOS Version No. 6.0 NSQF Level 4</b>	<b>10:00</b>	<b>50:00</b>	<b>NA</b>	<b>00:00</b>	<b>60:00</b>
Module 4 Coordination with colleagues and work as a team	<b>10:00</b>	<b>50:00</b>	<b>NA</b>	<b>00:00</b>	<b>60:00</b>
<b>HCS/N9902: Maintain Safe and Healthy Work Environment NOS Version No. 6.0 NSQF Level 4</b>	<b>05:00</b>	<b>25:00</b>	<b>NA</b>	<b>00:00</b>	<b>30:00</b>
Module 5 Maintaining safe and healthy work environment	<b>05:00</b>	<b>25:00</b>	<b>NA</b>	<b>00:00</b>	<b>30:00</b>
<b>HCS/N9903: Maintain Personal Hygiene NOS Version No. 3.0 NSQF Level 4</b>	<b>05:00</b>	<b>25:00</b>	<b>NA</b>	<b>00:00</b>	<b>30:00</b>
Module 5 Maintaining personal hygiene	<b>05:00</b>	<b>25:00</b>	<b>NA</b>	<b>00:00</b>	<b>30:00</b>
<b>Bridge Module Employability &amp; Entrepreneurship Skills</b>	<b>40:00</b>	<b>20:00</b>	<b>NA</b>	<b>00:00</b>	<b>60:00</b>
Module 6 Employability & Entrepreneurship Skills	<b>40:00</b>	<b>20:00</b>	<b>NA</b>	<b>00:00</b>	<b>60:00</b>
<b>Total Duration</b>	<b>80:00</b>	<b>345:00</b>	<b>NA</b>	<b>80</b>	<b>425</b>

### **SECTION 1 ASSESSMENT**

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21	<p><b>Body/Bodies which will carry out assessment:</b></p> <p>If there will be more than one assessment body for this qualification, give details.</p> <ul style="list-style-type: none"><li>• CEE Vision Technologies Pvt. Ltd.</li><li>• Rational Multiskills Pvt. Ltd. (RMS)</li><li>• Trendsetters Skill Assessors Pvt. Ltd.</li><li>• Mirams Training Services (I) Pvt. Ltd.)</li><li>• TAG Assessors Guild Pvt. Ltd.</li><li>• IRIS Corporate Solutions Pvt. Ltd.</li><li>• Glocal Skill Management Pvt. Ltd.</li><li>• Ace Assessment Agency Pvt. Ltd.</li><li>• E &amp; E Skill Development &amp; Technologies Pvt Ltd (Eins &amp; Erste)</li><li>• Sai Skill Technology Pvt. Ltd.</li></ul>
22	<p><b>How will RPL assessment be managed and who will carry it out?</b></p> <p>Give details of how RPL assessment for the qualification will be carried out and quality assured.</p> <p>RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack.</p> <p>The process of RPL assessment is developed.</p>
23	<p><b>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.</b></p> <p>The assessment strategy is mentioned below</p>

Please attach most relevant and recent documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information

### ASSESSMENT EVIDENCE

### ASSESSMENT CRITERIA

Marks Allocation					
Assessment Outcomes	Assessment criteria for the outcome	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>HCS/N0404: Assist senior in making ceramic toy</b>	<b>assist senior to prepare required raw materials to make ceramic toy</b>	<b>8</b>	<b>16</b>	<b>-</b>	<b>-</b>
	<b>PC1.</b> assist senior to place raw materials like ball clay, mud clay, black clay, plaster of paris, etc. for making the master model, mould to make a final end product	1	2	-	-
	<b>PC2.</b> assist senior to arrange raw materials at designated locations	1	2	-	-
	<b>PC3.</b> help senior to collect required tools like chisel, fine pen, painting brush, sieve	1	2	-	-
	<b>PC4.</b> help senior in preparing collected clay by breaking down solid pieces of mud and blend it with water prior to the casting stage by using appropriate tools like, blender, hammer, etc.	1	2	-	-
	<b>PC5.</b> assist senior				

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	in sieving the blended mixture using sieve of fine mesh to remove tiny stone pieces	1	2	-	-
	<b>PC6.</b> help senior to air dry sieved mixture for two days to make it of right consistency	1	2	-	-
	<b>PC7.</b> arrange raw materials carefully for further usage in making appropriate master model, mold and toy	1	2	-	-
	<b>PC8.</b> deliver remaining raw material to the designated storage locations	1	2	-	-
	<b>help senior in the standard process of toy making</b>	<b>15</b>	<b>29</b>	-	-
	<b>PC9.</b> help senior in sculpting master model to create mould for casting either by plaster of paris or clay	1	2	-	-
	<b>PC10.</b> assist senior in giving basic shape to master model by hands	1	2	-	-
	<b>PC11.</b> help senior in giving correct stance and detailing to master model using sculpting tools like	1	2	-	-

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	chisel, sharp pen, etc.				
	<b>PC12.</b> assist senior to bake master model in furnace	1	2	-	-
	<b>PC13.</b> help senior in preparing fine clay to make temporary base for building mould	1	2	-	-
	<b>PC14.</b> assist senior to fill prepared fine clay mixture in the master model to create mould	1	2	-	-
	<b>PC15.</b> apply layer of kerosene on the model inorder to avoid sticking of mould material	1	2	-	-
	<b>PC16.</b> prepare slurry like mixture of plaster of paris, cement and water and pour it above the clay model	1	2	-	-
	<b>PC17.</b> help senior to remove extra materials sticking to the mould using chisel once the mould is dried.	1	2	-	-
	<b>PC18.</b> assist senior to carefully break open the mould using a chisel	1	2	-	-
	<b>PC19.</b> help senior to remove clay from mould and clean it	1	2	-	-
	<b>PC20.</b> dust chalk				

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	powder inside mould to avoid sticking of clay cavities	1	1	-	-
	<b>PC21.</b> assist senior to create toys using the mould prepared by filling the mould with thick clay	1	2	-	-
	<b>PC22.</b> help senior in filling two halves of the mould, press it firmly to give shape and join it together to get one complete toy	1	2	-	-
	<b>PC23.</b> remove toy from the mould	1	2	-	-
	<b>assist senior in baking process of toys as per standard procedures</b>	7	13	-	-
	<b>PC24.</b> place the prepared toy in open air for sun drying for 2 days	1	1	-	-
	<b>PC25.</b> assist senior in preheating the kiln at appropriate temperature using wood as fuel to burn the toys to give them strength	1	1	-	-
	<b>PC26.</b> assist senior to place the prepared toys in kiln to be burnt for three hours	1	2	-	-
	<b>PC27.</b> help senior to monitor the	1	2	-	-

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	temperature and the height of the flames during firing to ensure that all the toys are baked evenly, especially those placed at higher levels in the kiln				
	<b>PC28.</b> assist senior to remove toys from kiln, clean them and send for painting	1	2	-	-
	<b>PC29.</b> help senior in cleaning the burnt toys, applying primer and base paint to the toy	1	2	-	-
	<b>PC30.</b> assist senior in applying detailed coloring after base paint using bright colors	1	3	-	-
	<b>help senior to check toy quality and productivity standards</b>	6	6	-	-
	<b>PC31.</b> help senior in inspecting the quality standard parameters to ensure master model is created as per standard procedures	1	1	-	-
	<b>PC32.</b> assist senior to ensure no excess clay is chipped to mould and toy is sun dried, burnt, and	1	1	-	-

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	colored appropriately				
	<b>PC33.</b> ensure that there is no wastage of materials	1	1	-	-
	<b>PC34.</b> assist senior to prepare a sample template to collect information during inspection based on master model, mold and toy	1	1	-	-
	<b>PC35.</b> ensure there are no process delays	1	1	-	-
	<b>PC36.</b> identify different types of parameters required to ensure appropriate amount of inventory is being stored at the time of production	1	1	-	-
<b>NOS Total</b>		<b>36</b>	<b>64</b>	<b>-</b>	<b>-</b>
<b>Assessment Outcomes</b>	<b>Assessment criteria for the outcome</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>HCS/N0405: Assist senior in making terracotta toys</b>	<b>assist senior in preparing required raw materials for toy making</b>	<b>8</b>	<b>24</b>	<b>-</b>	<b>-</b>
	<b>PC1.</b> help senior in placing raw materials like ball clay, mud clay, black clay, etc. for making terracotta toy	1	3	-	-
	<b>PC2.</b> arrange raw	1	3	-	-

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	materials at workplace				
	PC3. collect required raw tools like chisel, fine pen, sieve	1	3	-	-
	PC4. assist senior in preparing collected clay by breaking down solid pieces of mud and blend it with water by using appropriate tools like, blender, hammer, etc.	1	3	-	-
	PC5. help senior in sieving the blended mixture using sieve of fine mesh to remove tiny stone pieces	1	3	-	-
	PC6. air dry sieved mixture for two days to make it of right consistency	1	3	-	-
	PC7. arrange raw materials carefully for further usage in making appropriate terracotta toy	1	3	-	-
	PC8. deliver unused raw material to the designated storage locations	1	3	-	-
	<b>assist senior in the standard process of terracotta toy making</b>	<b>8</b>	<b>24</b>	-	-

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	<b>PC9.</b> assist senior to place a lump of clay mixture on the turning wheel	1	3	-	-
	<b>PC10.</b> observe senior how he/she play lump on the turning wheel to make terracotta toy	1	3	-	-
	<b>PC11.</b> observe senior how he/she provide shape like doll, animal or any desirable shape to the clay mixture on the turning wheel	1	3	-	-
	<b>PC12.</b> observe senior how he/she cut off the clay from the turning wheel using string of thread and keep it for drying	1	3	-	-
	<b>PC13.</b> observe senior how he/she provide shape and details to the toy by using tools like chisel, knife, pointed tool, etc.	1	3	-	-
	<b>PC14.</b> observe senior how he/she provide shape to the toy by dabbing water to attach more clay and shape to the toy	1	3	-	-
	<b>PC15.</b> assist senior to perform standard process to complete the	1	3	-	-

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	parts of toy with fine clay				
	<b>PC16.</b> assist senior to perform sculpting process using wooden tool to blend excess clay	1	3	-	-
	<b>assist senior in the baking process of toys</b>	<b>5</b>	<b>10</b>	-	-
	<b>PC17.</b> assist senior in placing the prepared toy in open air for sun drying for 2 days	1	2	-	-
	<b>PC18.</b> assist senior in preheating the kiln at appropriate temperature using wood as fuel to burn the toys to give them strength	1	2	-	-
	<b>PC19.</b> help senior to place the toys in preheated kiln to be burnt for three hours	1	2	-	-
	<b>PC20.</b> monitor the temperature and the height of the flames during firing to ensure that all the toys are baked evenly, especially those placed at higher levels in the kiln	1	2	-	-
	<b>PC21.</b> remove toys from kiln and clean them	1	2	-	-
	<b>help senior in</b>				

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	<b>checking toy quality and productivity standards</b>	7	14	-	-
	<b>PC22.</b> assist senior in inspecting the quality standard parameters to ensure mixture of clay is created as per standard procedures	1	2	-	-
	<b>PC23.</b> help senior to ensure parts of toy are attached properly and toy is sun dried and burnt appropriately	1	2	-	-
	<b>PC24.</b> ensure that there is no wastage of materials	1	2	-	-
	<b>PC25.</b> assist senior in preparing a sample template to collect information during inspection based on mixture, and final toy	1	2	-	-
	<b>PC26.</b> ensure there are no process delays	1	2	-	-
	<b>PC27.</b> achieve periodical targets set by the supervisor	1	2	-	-
	<b>PC28.</b> identify different types of parameters required to ensure	1	2	-	-

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	appropriate amount of inventory is being stored at the time of production				
<b>NOS Total</b>		<b>28</b>	<b>72</b>	<b>-</b>	<b>-</b>
<b>Assessment Outcomes</b>	<b>Assessment criteria for the outcome</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>HCS/N9901: Coordinate with colleagues and work as a team</b>	<b>Interact with supervisor or superior</b>	<b>14</b>	<b>30</b>	<b>-</b>	<b>-</b>
	<b>PC1.</b> comply with health, safety gender, and PwD (People with disability) related instructions applicable to the workplace	2	5	-	-
	<b>PC2.</b> actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender, and PwD awareness organized at the workplace.	2	5	-	-
	<b>PC3.</b> receive job orders and instructions from reporting supervisor and receive feedback on work standards.	2	5	-	-
	<b>PC4.</b> understand the work output	2	5	-	-

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	requirements, targets, performance indicators and incentives.				
	<b>PC5.</b> deliver quality work on time and report any anticipated reasons for delays and handover completed work to supervisor	3	5	-	-
	<b>PC6.</b> report on any grievances, production defects and any potential hazards.	3	5	-	-
	<b>Work as a team by coordinating with colleagues within and outside the department and include inputs on PwD &amp; Gender Sensitisation</b>	<b>6</b>	<b>10</b>	-	-
	<b>PC7.</b> communicate maintenance and repair schedule proactively to the supervisor	3	5	-	-
	<b>PC8.</b> interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc.	3	5	-	-
	<b>Report and Document</b>	<b>15</b>	<b>25</b>	-	-
	<b>PC9.</b> report in time for shortage	3	5	-	-

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	or need of raw materials				
	<b>PC10.</b> communicate with colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team	3	5	-	-
	<b>PC11.</b> maintain the etiquette, use polite language, demonstrate responsible and disciplined behavior towards colleagues.	3	5	-	-
	<b>PC12.</b> put team over individual goals and multi-task or share work where necessary supporting the colleagues.	3	5	-	-
	<b>PC13.</b> document all the details accurately relating to one's role as required.	3	5	-	-
<b>NOS Total</b>		<b>35</b>	<b>65</b>	<b>-</b>	<b>-</b>
<b>Assessment Outcomes</b>	<b>Assessment criteria for the outcome</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>HCS/N9902: Maintain Safe and Healthy Work Environment</b>	<b>Follow safety procedures and practices</b>	<b>18</b>	<b>46</b>	<b>-</b>	<b>-</b>
	<b>PC1.</b> carry out work functions in accordance with organizational	2	5	-	-

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	standards, greening solutions, procedures, policies, legislation and regulations				
	<b>PC2.</b> apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices	2	5	-	-
	<b>PC3.</b> actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes	2	5	-	-
	<b>PC4.</b> comply with safety procedures while on work to prevent accidents	2	5	-	-
	<b>PC5.</b> take adequate safety measures while handling materials, chemicals and tools	2	6	-	-
	<b>PC6.</b> wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while	2	5	-	-

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	working				
	<b>PC7.</b> wear appropriate and recommended clothing as per the work environment	2	5	-	-
	<b>PC8.</b> follow recommended material handling procedure to control material and personal damage.	2	5	-	-
	<b>PC9.</b> perform all procedures as per companys work instructions for controlling operational risk	2	5	-	-
	<b>Achieve safety standards</b>	<b>10</b>	<b>26</b>	-	-
	<b>PC10.</b> perform the duties in a manner which minimizes environmental damage	2	5	-	-
	<b>PC11.</b> dispose off waste safely and correctly in a designated area as per companys sop	2	5	-	-
	<b>PC12.</b> report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger	2	5	-	-
	<b>PC13.</b> ensure zero accident at	2	5	-	-

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	workplace				
	<b>PC14.</b> adhere to safety standards and ensure no material damage	2	6	-	-
<b>NOS Total</b>		<b>28</b>	<b>72</b>	-	-
<b>Assessment Outcomes</b>	<b>Assessment criteria for the outcome</b>	<b>Theory Marks</b>	<b>Practical Marks</b>	<b>Project Marks</b>	<b>Viva Marks</b>
<b>HCS/N9903: Maintain Personal Hygiene</b>	<b>Adopt healthy work practices</b>	<b>18</b>	<b>48</b>	-	-
	<b>PC1.</b> always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust.	3	8	-	-
	<b>PC2.</b> wear safety shoes while visiting the production unit to avoid any damage	3	8	-	-
	<b>PC3.</b> wear personal protective equipment while visiting the different departments during production. Or example mask in the washing section, glasses and mask in an assembly line, and gloves in the printing section, etc.	3	8	-	-
	<b>PC4.</b> always wash sanitize your hands after a factory unit before touching any	3	8	-	-

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	document, laptop, cell phone, etc.				
	PC5. undergo preventive health checkups at regular intervals.	3	8	-	-
	PC6. take prompt treatment from the doctor in case of illness.	3	8	-	-
	<b>Achieve work productivity while maintaining health</b>	<b>9</b>	<b>25</b>	-	-
	PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work	3	8	-	-
	PC8. ensure no productivity loss or absenteeism from work due to illness	3	8	-	-
	PC9. ensure no long-term ill effect on personal health.	3	9	-	-
<b>NOS Total</b>		<b>27</b>	<b>73</b>	-	-

**Complete a grid for each component as listed in “Formal structure of the the qualification” in the Summary.**

*NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.*

### 24. Assessment evidences

**Title of Component:**

Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
<b>HCS/N0404: Assist senior in making ceramic toy</b>	
<b>assist senior to prepare required raw materials to make ceramic toy</b>	<p><b>PC1.</b> assist senior to place raw materials like ball clay, mud clay, black clay, plaster of paris, etc. for making the master model, mould to make a final end product</p> <p><b>PC2.</b> assist senior to arrange raw materials at designated locations</p> <p><b>PC3.</b> help senior to collect required tools like chisel, fine pen, painting brush, sieve</p> <p><b>PC4.</b> help senior in preparing collected clay by breaking down solid pieces of mud and blend it with water prior to the casting stage by using appropriate tools like, blender, hammer, etc.</p> <p><b>PC5.</b> assist senior in sieving the blended mixture using sieve of fine mesh to remove tiny stone pieces</p> <p><b>PC6.</b> help senior to air dry sieved mixture for two days to make it of right consistency</p> <p><b>PC7.</b> arrange raw materials carefully for further usage in making appropriate master model, mold and toy</p> <p><b>PC8.</b> deliver remaining raw material to the designated storage locations</p>
<b>help senior in the standard process of toy making</b>	<p><b>PC9.</b> help senior in sculpting master model to create mould for casting either by plaster of paris or clay</p> <p><b>PC10.</b> assist senior in giving basic shape to master model by hands</p> <p><b>PC11.</b> help senior in giving correct stance and detailing to master model using sculpting tools like chisel, sharp pen, etc.</p> <p><b>PC12.</b> assist senior to bake master model in furnace</p> <p><b>PC13.</b> help senior in preparing fine clay to make temporary base for building mould</p> <p><b>PC14.</b> assist senior to fill prepared fine clay mixture in the master model to create mould</p> <p><b>PC15.</b> apply layer of kerosene on the model in order to avoid sticking of mould material</p> <p><b>PC16.</b> prepare slurry like mixture of plaster of paris, cement and water and pour it above the clay</p>

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	<p><b>PC17.</b> help senior to remove extra materials sticking to the mould using chisel once the mould is dried.</p> <p><b>PC18.</b> assist senior to carefully break open the mould using a chisel</p> <p><b>PC19.</b> help senior to remove clay from mould and clean it</p> <p><b>PC20.</b> dust chalk powder inside mould to avoid sticking of clay cavities</p> <p><b>PC21.</b> assist senior to create toys using the mould prepared by filling the mould with thick clay</p> <p><b>PC22.</b> help senior in filling two halves of the mould, press it firmly to give shape and join it together to get one complete toy</p> <p><b>PC23.</b> remove toy from the mould</p>
<b>assist senior in baking process of toys as per standard procedures</b>	<p><b>PC24.</b> place the prepared toy in open air for sun drying for 2 days</p> <p><b>PC25.</b> assist senior in preheating the kiln at appropriate temperature using wood as fuel to burn the toys to give them strength</p> <p><b>PC26.</b> assist senior to place the prepared toys in kiln to be burnt for three hours</p> <p><b>PC27.</b> help senior to monitor the temperature and the height of the flames during firing to ensure that all the toys are baked evenly, especially those placed at higher levels in the kiln</p> <p><b>PC28.</b> assist senior to remove toys from kiln, clean them and send for painting</p> <p><b>PC29.</b> help senior in cleaning the burnt toys, applying primer and base paint to the toy</p> <p><b>PC30.</b> assist senior in applying detailed coloring after base paint using bright colors</p>
<b>help senior to check toy quality and productivity standards</b>	<p><b>PC31.</b> help senior in inspecting the quality standard parameters to ensure master model is created as per standard procedures</p> <p><b>PC32.</b> assist senior to ensure no excess clay is chipped to mould and toy is sun dried, burnt, and colored appropriately</p> <p><b>PC33.</b> ensure that there is no wastage of materials</p>

	<p><b>PC34.</b> assist senior to prepare a sample template to collect information during inspection based on</p> <p><b>PC35.</b> ensure there are no process delays</p> <p><b>PC36.</b> identify different types of parameters required to ensure appropriate amount of inventory is</p>
<b>HCS/N0405: Assist senior in making terracotta toys</b>	
<b>assist senior in preparing required raw materials for toy making</b>	<b>PC1.</b> help senior in placing raw materials like ball clay, mud clay, black clay, etc. for making terracotta toy
	<b>PC2.</b> arrange raw materials at workplace
	<b>PC3.</b> collect required raw tools like chisel, fine pen, sieve
	<b>PC4.</b> assist senior in preparing collected clay by breaking down solid pieces of mud and blend it with water by using appropriate tools like, blender, hammer, etc.
	<b>PC5.</b> help senior in sieving the blended mixture using sieve of fine mesh to remove tiny stone pieces
	<b>PC6.</b> air dry sieved mixture for two days to make it of right consistency
	<b>PC7.</b> arrange raw materials carefully for further usage in making appropriate terracotta toy
	<b>PC8.</b> deliver unused raw material to the designated storage locations
<b>assist senior in the standard process of terracotta toy making</b>	<b>PC9.</b> assist senior to place a lump of clay mixture on the turning wheel
	<b>PC10.</b> observe senior how he/she play lump on the turning wheel to make terracotta toy
	<b>PC11.</b> observe senior how he/she provide shape like doll, animal or any desirable shape to the clay mixture on the turning wheel
	<b>PC12.</b> observe senior how he/she cut off the clay from the turning wheel using string of thread and keep it for drying
	<b>PC13.</b> observe senior how he/she provide shape and details to the toy by using tools like chisel, knife, pointed tool, etc.
	<b>PC14.</b> observe senior how he/she provide shape to the toy by dabbing water to attach more clay and shape to the toy
	<b>PC15.</b> assist senior to perform standard process to complete the parts of toy with fine clay

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	<p><b>PC16.</b> assist senior to perform sculpting process using wooden tool to blend excess clay</p>
<p><b>assist senior in the baking process of toys</b></p>	<p><b>PC17.</b> assist senior in placing the prepared toy in open air for sun drying for 2 days</p>
	<p><b>PC18.</b> assist senior in preheating the kiln at appropriate temperature using wood as fuel to burn the toys to give them strength</p>
	<p><b>PC19.</b> help senior to place the toys in preheated kiln to be burnt for three hours</p>
	<p><b>PC20.</b> monitor the temperature and the height of the flames during firing to ensure that all the toys</p>
	<p><b>PC21.</b> remove toys from kiln and clean them</p>
<p><b>help senior in checking toy quality and productivity standards</b></p>	<p><b>PC22.</b> assist senior in inspecting the quality standard parameters to ensure mixture of clay is created as per standard procedures</p>
	<p><b>PC23.</b> help senior to ensure parts of toy are attached properly and toy is sun dried and burnt appropriately</p>
	<p><b>PC24.</b> ensure that there is no wastage of materials</p>
	<p><b>PC25.</b> assist senior in preparing a sample template to collect information during inspection based on mixture, and final toy</p>
	<p><b>PC26.</b> ensure there are no process delays</p>
	<p><b>PC27.</b> achieve periodical targets set by the supervisor</p>
	<p><b>PC28.</b> identify different types of parameters required to ensure appropriate amount of inventory is</p>
<p><b>HCS/N9901: Coordinate with colleagues and work as a team</b></p>	
<p><b>Interact with supervisor or superior</b></p>	<p><b>PC1.</b> comply with health, safety gender, and PwD (People with disability) related instructions applicable to the workplace.</p>
	<p><b>PC2.</b> actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender, and PwD awareness organized at the workplace.</p>
	<p><b>PC3.</b> receive job orders and instructions from reporting supervisor and receive feedback on work standards.</p>

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	<p><b>PC4.</b> understand the work output requirements, targets, performance indicators and incentives.</p>
	<p><b>PC5.</b> deliver quality work on time and report any anticipated reasons for delays and handover completed work to supervisor</p>
	<p><b>PC6.</b> report on any grievances, production defects and any potential hazards.</p>
<p><b>Work as a team by coordinating with colleagues within and outside the department and include inputs on PwD &amp; Gender Sensitisation</b></p>	<p><b>PC7.</b> communicate maintenance and repair schedule proactively to the supervisor</p>
	<p><b>PC8.</b> interact and clarify doubts on design, usage of materials &amp; tools, quality &amp; standards</p>
<p><b>Report and Document</b></p>	<p><b>PC9.</b> report in time for shortage or need of raw materials</p>
	<p><b>PC10.</b> communicate with colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team</p>
	<p><b>PC11.</b> maintain the etiquette, use polite language, demonstrate responsible and disciplined behavior towards colleagues.</p>
	<p><b>PC12.</b> put team over individual goals and multi-task or share work where necessary supporting the colleagues.</p>
	<p><b>PC13.</b> document all the details accurately relating to ones role as required.</p>
<p><b>HCS/N9902: Maintain Safe and Healthy Work Environment</b></p>	
<p><b>Follow safety procedures and practices</b></p>	<p><b>PC1.</b> carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.</p>
	<p><b>PC2.</b> apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices</p>
	<p><b>PC3.</b> actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes</p>
	<p><b>PC4.</b> comply with safety procedures while on work to prevent accidents</p>

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	<p><b>PC5.</b> take adequate safety measures while handling materials, chemicals and tools</p>
	<p><b>PC6.</b> wear appropriate personal protective gears such as gloves, protective goggles, masks etc.</p>
	<p><b>PC7.</b> wear appropriate and recommended clothing as per the work environment</p>
	<p><b>PC8.</b> follow recommended material handling procedure to control material and personal damage.</p>
	<p><b>PC9.</b> perform all procedures as per companys work instructions for controlling operational risk</p>
<b>Achieve safety standards.</b>	<p><b>PC10.</b> perform the duties in a manner which minimizes environmental damage</p>
	<p><b>PC11.</b> dispose off waste safely and correctly in a designated area as per companys sop</p>
	<p><b>PC12.</b> report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger.</p>
	<p><b>PC13.</b> ensure zero accident at workplace</p>
	<p><b>PC14.</b> adhere to safety standards and ensure no material damage</p>
<b>HCS/N9903: Maintain Personal Hygiene</b>	
<b>Adopt healthy work practices</b>	<p><b>PC1.</b> always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust.</p>
	<p><b>PC2.</b> wear safety shoes while visiting the production unit to avoid any damage.</p>
	<p><b>PC3.</b> wear personal protective equipment while visiting the different departments during production. orexample mask in the washing section, glasses and mask in an assembly line, and gloves in the printing section, etc.</p>
	<p><b>PC4.</b> always wash sanitize your hands after a factory unit before touching any document, laptop, cell phone, etc.</p>
	<p><b>PC5.</b> undergo preventive health checkups at regular intervals.</p>
	<p><b>PC6.</b> take prompt treatment from the doctor in case of illness.</p>
	<p><b>PC7.</b> follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work.</p>
<b>Achieve work productivity while</b>	

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<b>maintaining health</b>	<b>PC8.</b> ensure no productivity loss or absenteeism from work due to illness.
	<b>PC9.</b> ensure no long-term ill effect on personal health.
	<b>PC31.</b> design formats for recording.
	<b>PC32.</b> compile various records of all aspects of the business.
	<b>PC33.</b> maintain these records with periodic updates.
	<b>PC34.</b> maintain necessary documents as per local government and regulatory requirements.
	<b>PC35.</b> reframe the procurement strategy according to local scenarios like weather conditions,
<b>Means of assessment 1</b>	Assessment online & TAB Based
<b>Means of assessment 2</b>	Offline With equipment required
<b>Assessment Guidelines:</b>	
<p>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.</p> <p>2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC</p> <p>3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS. examination/training centre (as per assessment criteria below)</p> <p>4. Individual assessment agencies will create unique question papers for theory part for each candidate at each.</p> <p>5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criterion.</p> <p>6. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP.</p> <p>7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.</p>	
<b>Pass/Fail</b>	

**NSQF QUALIFICATION FILE**Approved in 15<sup>th</sup> NSQC Meeting- NCVET- Dated 27<sup>th</sup> January 2022**SECTION 2****25. EVIDENCE OF LEVEL****OPTION A**

<b>Title/Name of qualification/component: Assistant Ceramics and Terracotta Toy Maker</b>			
<b>Level: 3</b>			
<b>NSQF Domain</b>	<b>Outcome of the Qualification/Component</b>	<b>How the outcome relates to the NSQF Level descriptors</b>	<b>NSQF Level</b>
<b>Process</b>	<p>The incumbent's role as a assistant ceramic and terracotta toy maker is to prepare various raw materials to make ceramic and terracotta toy.</p> <p>Example:</p> <ul style="list-style-type: none"> <li>assist senior to prepare required raw materials to make ceramic toy</li> <li>help senior in the standard process of toy making</li> <li>assist senior in baking process of toys as per standard procedures</li> <li>help senior check toy quality and productivity standards</li> </ul>	<p>This is at level 3 ,it requires clear choice of procedures, as here the procedure is standardised by the direction of the supervisor</p> <p>Example</p> <ul style="list-style-type: none"> <li>inspect the quality standard parameters to ensure master model is created as per standard procedures</li> </ul>	3
<b>Professional Knowledge</b>	<p>The incumbent has factual knowledge of field of knowledge or study Examples:</p> <ul style="list-style-type: none"> <li>place raw materials like ball clay, mud clay, black clay, plaster of paris, etc. for making the master model, mould to make a final end product</li> <li>collect required tools like chisel, fine pen, painting brush, sieve</li> </ul>	<p>It is at 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>	3

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	<ul style="list-style-type: none"> <li>preheat the kiln at appropriate temperature using wood as fuel to burn the toys to give them strength</li> </ul>		
<b>Professional Skill</b>	<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> <ul style="list-style-type: none"> <li>monitor the temperature and the height of the flames during firing to ensure that all the toys are baked evenly, especially those placed at higher levels in the kiln.</li> </ul>	<p>This is at level 3 as it is missing required cognitive skills and range of methods for problem solving which is for level 4.</p>	3
<b>Core Skill</b>	<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. Examples:</p> <ul style="list-style-type: none"> <li>write down master model making, mold making, sculpting, burning, coloring techniques</li> <li>read about various mould related information</li> <li>communicate the gaps in process, if any to supervisor</li> </ul>	<p>Written and oral communication is required with clarity so its level 3</p>	3
<b>Responsibility</b>	<p>The incumbent also needs skill pertaining to basic arithmetic and</p>	<p>Responsible for own work and learning</p>	3

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	<p>algebraic principles, for calculating various quantities and parameters, etc. For example:</p> <ul style="list-style-type: none"><li>• production how to plan for material requirement</li></ul>	<p>therefore at level 3</p>	
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**SECTION 3**

**EVIDENCE OF NEED**

26	estimated uptake of estimate? Basis	where that the qualification is needed? What is the this qualification and what is the basis of this	In case of other Awarding Bodies (Institutes under Central Ministries and states departments)
	Need of 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.	The Submitting Body would produce any reputable and reliable research reports, such as labour market information reports; occupational mapping or similar research carried out by Ministry/State/Any other authentic source forecasting the demand for the proposed qualification
	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	The Submitting Body would submit the list of industry participation while preparation of the curriculum/ course content of the qualifications. These could include minutes of the meeting/

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		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)	reports of these consultations
	Usage of the qualification	<p>The SSC would submit details of the employment generated (wherever applicable) and realised by virtue of training in the Qualifications of the sector earlier submitted for NSQF alignment.</p> <p>In case of unorganized sector, case studies or evidences may be given</p>	<p>The submitting body would submit the details of trained and proposed qualification (if an existing qualification is being proposed for NSQF alignment) Information about the success of the qualification should be given (eg. uptake figures, examples of use in recruitment and placement rates (if known) should be given. However, many of the bodies that do not have placement tracking mechanism established in place would provide necessary endorsements by the state/ ministry stating that a tracking mechanism would be institutionalized</p>

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			and placement records shall be provided annually or later , depending on length of qualification.
	Estimated uptake	The SSC would submit The Submitting Body the estimated uptake of should submit the the qualification and What estimated uptake by steps were carried out to reflecting the number test the likely uptake of of the takers for this the qualification? The basis of this estimate qualification for at least should include data about two years from the number of jobs or submission of the places in courses of qualification learning which will be available to people who are awarded the qualification.	
27	Recommendation	from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences	
28	w hat 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		
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		

Please attach most relevant and recent documents giving further information about any of the topics above.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information

**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
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Please attach most relevant and recent documents giving further information about any of the topics above.  
 Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

Sub-Sectors		Ceramics							
Occupations	Production Management-Ceramics	Product R&D - Ceramics	Mixing and Milling	Moulding	Jigging	Casting	Blue pottery making	Finishing and Painting	Quality Control & Testing-Ceramics
Occupation Code # (01-99)	01	02	03	04	05	06	07	08	10
Level 10									
Level 9									
Level 8									
Level 7									
	Plant Head	R&D Head							
Level 6	Production Head	Studio Potter							Quality Control Head-Ceramics
Level 5						Bisque Firing and Stamping Supervisor			Testing Incharge-Ceramics
		Ceramic Product Designer		Moulding Supervisor	Jigging Supervisor	Casting Supervisor	Pottery Supervisor	Ceramic Product Decorator	Quality Control Supervisor-Ceramics
Level 4	Floor Supervisor		Pug Miller					Sketching and Painting Technician	Quality Check Technician-Ceramics
			Blunger Machine Operator	Ceramics and Teracotta Toy Maker					Lab Assistant-Ceramics
		Modeller	Mixing operator	Abrasive Wheel Moulder		Kilnman	Trimmer and Shaper Operator		Tile Quality Checker
Level 3				Assistant Ceramics and Teracotta Toy Maker			Engobing Artisan	Fettler	
				Crushing Dry Clay Artisan		Ceramics Preparation Artisan	Pottery Maker	Glazing Artisan	
	Packager					Sand Core	Material	Spray Painter	

**List of companies validated the QP**

Sl.No	Name of the Company	Size of the Company
1	Bhavna Sharma	Artisan

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2	Motiram Bairwa	Artisan
3	Nandkishor Prajapat	Artisan
4	Nirmal Kumar	Artisan
5	Prem Chand Raj	Artisan
6	Raju Lal Bairwa	Artisan
7	Sita Devi	Artisan
8	Supyar Devi	Artisan
9	Vimal Prajapati	Artisan

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