

## QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

### Name and address of submitting body:

Skill Council for Persons with Disability  
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### Name and contact details of individual dealing with the submission

Name: Mr. Ravindra Singh

Position in the organization: Chief Executive Officer

Address if different from above: same as above

Tel number(s): + 91-011-2808558-59

Email address: [ravindra.singh@scpwd.in](mailto:ravindra.singh@scpwd.in)

### List of documents submitted in support of the Qualification File

1. Qualification Pack for CRM Domestic Non-Voice and Model curriculum aligned for Persons with **Low Vision (Visual Impairment)**.
2. QRC approval (Joint observation sheet) on CRM Domestic Non-Voice for Persons with **Low Vision (Visual Impairment)**.
3. Guidelines for Persons with **Low Vision (Visual Impairment)** for Assessors.
4. List of Assistive Tools, Trainer Pre-requisites and Break up of proposed extended hours

## QUALIFICATION FILE SUMMARY FOR THE PwD

<b>Qualification Title</b>	CRM Domestic Non-Voice-PwD LV
<b>Qualification code, If any</b>	PWD/SSC/Q2211
<b>Body/ Bodies which will assess candidates</b>	SCPwD affiliated assessment agency
<b>Body/ bodies which will award the certificate for the qualification</b>	Skill Council for Persons with Disability
<b>Body which will accredit providers to offer the qualification</b>	Skill Council for Persons with Disability
<b>National Learning Hours</b>	696
<b>Disability</b>	Low Vision (Visual Impairment)
<b>Entry Requirement</b>	10 <sup>th</sup> Pass

**Formal Structure of the Qualification**

<b>Low Vision (Visual Impairment)</b>				
<b>Title of the unit or other component (Include any identification code used)</b>	<b>Mandatory/ Optional</b>	<b>Estimated size</b>		<b>Level</b>
		<b>(learning hours)</b> Theory	Practical	
Handling touch screen user interface (Bridge Module-PwD)	Mandatory	0	4	
Calling and Messaging (Bridge Module-PwD)	Mandatory	0	3	
Reading books and documents (Bridge Module-PwD)	Mandatory	0	4	
Web browsing and E-mail (Bridge Module-PwD)	Mandatory	0	3	
Other daily use applications (Bridge Module-PwD)	Mandatory	0	4	
Computer Application (Bridge Module-PwD)	Mandatory	18	120	
Language Skills (Bridge Module-PwD)	Mandatory	20	20	
Deal remotely with customer queries (SSC/N3021)	Mandatory	60	256	4
Manage work to meet requirements (SSC/N9001)	Mandatory	30	93	4
Managing Health and Safety and secure working environment (SSC/N9003)	Mandatory	10	51	4
<b>Total</b>		<b>100</b>	<b>596</b>	

**Name of Assessment Agency (AA):**

If there will be more than one Assessment Agency (AA) for this qualification, give details.

- Aspiring Minds Assessments Private Limited
- Induslynk Training Services Pvt. Ltd. (Mercer - Mettl)
- Aon Consulting Private Limited

The list of Assessment Agencies is not limited to above and can extend basis their empanelment with SCPwD and having certified Assessor for the Job role from Domain SSC as well as SCPwD.

**ASSESSMENT PROCESS**

**NOTE:** SCPwD adopts the Criteria of the Domain SSC and Assessment is conducted by the AA's which are approved by the Domain SSC as well as empaneled with SCPwD. SCPwD develops Assessment guidelines for Persons with Blindness, Low vision (Visual Impairment), Speech and Hearing Impairment and Locomotor Disability to assist the assessors during assessment of the candidate. SCPwD conducts Training of Assessors (ToA) and provide them Disability Orientation and Sensitization.

Process followed by SCPwD for assessments:

Being a Horizontal Council, the prerequisites to the assessment process shared by the Domain SSC is followed mandatorily by the Assessment Agencies. Additionally, they must also follow the guidelines of SCPwD. Below is the assessment process in brief:

**Pre-Assessment Phase-**

1. Batch allocated to the Assessment Agency by SCPwD through Portal/ Email.
2. Assessment Agency to connect with Training Provider and communicate/confirm the date of assessment through email.
3. Assessment Agency to share requisite lab infrastructure & checklist with TP and discuss about the availability through email.
4. Assessment Agency aligns the Assessor for the assessment (Assessor should be Dual Certified by the Domain SSC as well as SCPwD, and the certification should be valid).
5. Prepare the Assessment link, formats and share with the Assessor over an email.
6. Share the Assessment demo link with the Training Partner over an email.

**Assessment Phase-**

1. The Assessor verifies the identity and disability through Aadhar Card and Disability Certificate and reports to SCPwD in-case of any discrepancy [*In case of J&K and NE Voter ID & Pan Card also allowed for Candidates Identification*].
2. The candidates are briefed on the assessment process (Prior to starting of the assessment).
3. The Assessor verifies the lab equipment's and reports to SCPwD in-case of any variance.
4. Post validation of photo Id proof for each candidate, Attendance of candidate is captured according to the scheme's requirement. i.e., under PMKVY, attendance of the candidates is captured through Aadhar Enabled Assessor Application, however, under other schemes candidates sign the attendance sheet.
5. The candidates attempt the assessment on TAB/Computer System.

6. The Assessor takes the photos and videos of respective activities and complete the documentation formalities.

**Post Assessment Phase-**

1. The Assessment Agency prepares the result based on responses captured in server.
2. The Assessment Agency shares the result with SCPwD in the prescribed format.

**SECTION 2**

**EVIDENCE OF NEED**

**What evidence is there that the qualification is needed?**

The Job role has been shortlisted and mapped with Low Vision (Visual Impairment), based on demand from the Industry, Training Partners, Experts and views from the reverent Persons with Low Vision (Visual Impairment) themselves.

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

IT Sector is one of the fastest growing Sector, out of total training, SCPwD has trained around 30% candidates in PMKVY 2.0 and 13% in PMKVY 1.0 across disabilities in IT sector which has been observed as the second highest after Retail. SCPwD has also initiated research in order to capture demand aggregation sector wise/job role wise/disability wise.

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

Non duplication has been ensured by the Domain SSC.

**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?**

The Qualification Pack for CRM Domestic Non-Voice was adopted based on the industry demand for Persons with Disability. SCPwD develops disability specific Expository which contains expounded information on tools/technology /assistive devise for specific disability. The QP is revised at frequent intervals by Domain SSC, to capture updates in the sector. Similarly, Expository is also reviewed and revised to capture updates on any further development /innovations in the specific disability for facilitating the trainers as well as the assessors in addition to the learners. It may be noted that as and when the Domain SSC revises the QP corresponding adoption and updating is done by SCPwD in the related Job Role.

Annexure 1: QRC approval (Joint observation sheet)

SCPWD/24MCS/8 Feb 19

N S D C  
National Skill Development Corporation

Date - 11<sup>th</sup> March, 2019


### QRC Members Joint Declaration/Recommendations Sheet

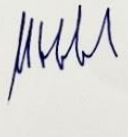
QRC Members Roopak Varshista, Manik Sahrawat, Meghna Mishra, Praveen Roy, Praveen Saxena, MN Mohapatra, J V Rao, Anup Srivastava


SSC Representatives Niharika Nigam, Nishu, Anup Srivastava

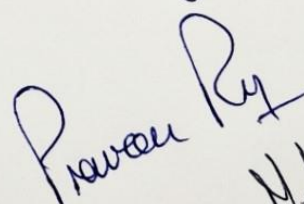
	Recommendations
<p>Need for giving extra training was emphasized</p>	<p>- LRT team said doubling the duration will have financial implications. <span style="float: right;">in the MCS of PMKVY</span></p> <p>- SCPWD has come with a formula that has been arrived at for padding up of hours.</p> <p>- QIs giving computer skills have an additional value hits for blindness</p> <p>- Detailed explanation of the mechanism of padding of hours was done</p> <p>- Speech and hearing, blindness and LV are the only disabilities involved in the change.</p> <p>- QRC members said since these are adding value and not to be the best judge for the requirement financial in discussion</p>
	<p><b>Resolutions as Accepted by SSC</b></p> <p>- SSC to submit the industrial validation document (minimum 5) supporting the duration enhancement to LRT</p> <p>- Validations from experts/industries and trainers to be provided as it needs to be furnished to the CFO as an evidence</p> <p>- All MCS approved.</p>
	<p><b>Submission Date</b></p> <p>Validations to be submitted by <del>11/3/19</del> <del>11/3/19</del> by <del>11/3/19</del> March end.</p>

Signature of QRC Members and Presenting SSC's CEO:

  
 Praveen Roy  
 11/3/19

  
 Manik Sahrawat  
 11/3/19

  
 Niharika Nigam  
 11/3/19

  
 Anup Srivastava  
 11/3/19

**Annexure 2: Guidelines for the assessment of Persons with Low Vision (Visual Impairment)**

**Common guidelines for assessment of Trainees from all the categories of Disability**

- Validate the type of Disability of the candidate along with the original Disability Certificate (Please note: In PMKVY, the batch should not have the candidates with Multiple Disabilities and the Disability type should be same as provided in SDMS).
- Do ask questions openly. Do not assume anything. For example, ask your trainees with disability if they need any change in the kind of assessment setup provided.
- Be prepared to make your assessments person-specific including the practical part too without compromising on the criteria set up by the Domain SSC.
- Provide the candidate with the desired assistive devices which may vary from candidate to candidate.
- Do understand that every trainee with disability has a journey: he/she are likely to have identified solutions that best work for him/her. Do not expect your trainees with disability to go through the same processes with the same rigour as your trainees without disability.
- Remember that your trainees with disability are going to work with persons without disability. Pitying, belittling or lowering the standards would defeat the purpose.
- An extension of 20 minutes per hour is recommended. This can be further increased as per circumstances/ requirement of the candidate (for details please refer to the Examination Guideline developed by MSJE).
- Services of scribe/ writer/ reader/ lab assistant should be allowed to any person who has Disability of 40% or more if so desired by the person.
- General comfort of the candidate should be kept in view inside the assessment room.
- Follow the health/ safety guidelines if any issued by the authorities.

**Specific Guidelines:**

- When greeting a Person with Low Vision (Visual Impairment), always identify yourself and others who may be with you e.g., “my name is Rohit and on my right is Sushma.”
- When conversing in a group, give a vocal cue by announcing the name of the person to whom you are speaking e.g., “Mary, what do you think about the process.”
- Speak in a normal tone of voice, indicate in advance when you will be moving from one place to another and let it be known when the conversation is at an end.
- Offer a Person with Low Vision (Visual Impairment) the opportunity to take your arm or the elbow, this enables you to guide them rather than propel or lead them.
- Provide detailed, clear and descriptive information.
- Minimize unnecessary noise in the background so that students can hear you speak.
- For computer assessment, the computer must have screen reader software installed for ease of access, and assessment software should be compatible with screen reader and magnifier.
- Visual elements in assessment paper needs to be given with alternate question or description.
- For Persons with Low Vision (Visual Impairment), assessment papers in hard copy should be printed in large font based on the person’s convenience of reading.
- Labels and signs should be clearly lettered in contrasting colors. It is easiest for most people with Low Vision (Visual Impairment) to read bold white letters on black background.

## NSQF QUALIFICATION FILE

Approved in 4<sup>th</sup> NSQC Meeting – NCVET – 24<sup>th</sup> December, 2020

- For Persons with Low Vision (Visual Impairment), try displaying important information in bold and in larger print; avoid underlining and use of italics and hyphenation.
- Good lighting is important for Persons with Low Vision (Visual Impairment), but it shouldn't be too bright.

### **Annexure 3: Assistive Tools, Trainer Pre-requisites and Break up of proposed extended hours**

#### **List of tools/equipment to conduct the training**

Any of the following tools may be used during the training of Persons with Low Vision (Visual Impairment)

- Clear View+ Speech
- ZoomEx,
- Kurzweil,
- ABBY Fine Reader,
- Tesseract
- Non-Visual Desktop Access (NVDA),
- Job Access with Speech (JAWS),
- System Access to Go (SATAGO),
- Voiceover and Talkback

#### **Trainer Qualification:**

**Minimum Educational Qualifications:** Minimum 10<sup>th</sup> Standard; Preferred Master's degree in any discipline.

In addition to Domain SSC (as above) Disability specific additional requirement for the trainer are:

**Disability Specific Top Up module (Visual Impairment):** The Inclusive Trainer should be certified by SCPwD with minimum accepted score of 80% as per SCPwD guidelines in Disability Specific Top Up on Visual Impairment / QP of Trainer-PwD. A Diploma in Computer Education (Visual Impairment)-D.C.E. (VI) offered by Rehabilitation Council of India, Ministry of Social Justice and Empowerment is preferred.

**Disability specific Experience:** For smart phone training one-year experience of training IT skills to Persons with Low Vision (Visual Impairment) is recommended.

Training DurationBreak up of pre training/ foundation course:

S.NO.	MODULE	THEORY (hours)	PRACTICAL (hours)	TOTAL (hours)
1	<b>SMART PHONE TRAINING (18 hours)</b>			
	Handling Touch Screen User Interface	0	4	4
	Calling and Messaging	0	3	3
	Reading Books and Documents	0	4	4
	Web Browsing and E-mail	0	3	3
	Other Daily Use Applications	0	4	4
2	<b>IT SKILLS (138 hours)</b>			
	Computer Application	18	120	138
3	<b>LANGUAGE SKILLS (40 hours)</b>			
	English Language Skills	20	20	40
<b>GRAND TOTAL</b>		<b>38</b>	<b>158</b>	<b>196</b>

- In addition to the above Pre-Training Modules, for each job role, increase of 1/3rd of the total Domain wise practical duration in the training hours has been recommended for Persons with Low Vision (Visual Impairment).
- Please note that Points 2 and 3 in the table (Computer Application and English Language Skills), are applicable only for the job roles that have an IT Skills component.
- Since this course has the requirement of IT Skills hence, we are recommending 178 hours for IT and Language, and the total **additional hours** recommended by SCPwD are 296 hours.