

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Department for Promotion of Industries and Internal Trade (DPIIT),
Ministry of Commerce & Industry, Govt. of India,
Udyog Bhawan, New Delhi - 110011

Name and contact details of individual dealing with the submission

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Position in the organisation: Senior Manager

Address if different from above:

Footwear Design & Development Institute,
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List of documents submitted in support of the Qualifications File

1. **Annexure 1** - Model Curriculum of Assistant Supervisor Closing – Footwear (Indicating list of tools/ equipment to conduct training, Trainers qualification, Lesson Plan, Training Duration).
2. **Annexure 2** - Guidelines for Human Resource Development Sub-scheme of Indian Footwear, Leather & Accessories Development Programme.
3. **Annexure 3** – List of training tools.
4. **Annexure 4** – Brief on Indian Footwear, Leather & Accessories Development Programme (IFLADP) for 2017-20.
5. **Annexure 5** - Report of NSDC on Human Resource & Skill Requirement in Leather and Leather Goods sector.
6. **Annexure 6** - Report of CLE
7. **Annexure 7** - Case study on Management of HRD requirements in Indian Footwear Industry.
8. **Annexure 8** – Industry Validation Forms.

SUMMARY

1	Qualification Title	Assistant Supervisor Closing – Footwear
2	Qualification Code, if any	DPIIT/FDDI/Q1601
3	NCO code and occupation	7536.0700 Closer, Shoe Upper
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	<p>Nature - A certificate course under Secondary (Skill Upgradation) programme of Indian Footwear, Leather and Accessories Development Programme (IFLADP)(A project of Department for Promotion of Industries and Internal Trade, Govt. of India) for skill upgradation and certification of those already involved in shop-floor operations in both organized and unorganized sector of leather and footwear industry.</p> <p>Purpose– To impart skill development training to worker in in area of supervision of quality and productivity in Closing Department and to control the activities of the line/department, with special preference to SC/ST, Women, Minorities, Weaker Sections and people below the poverty line (BPL). Qualified learner will be capable of carrying out work function of inspection and despatch for the next processes.</p>
5	Body/bodies which will award the qualification	<p>Footwear Design & Development Institute (FDDI)</p> <p>Footwear Design & Development Institute was established in 1986, under the aegis of Ministry of Commerce & Industry, Govt. of India. FDDI is playing a key role in imparting education, facilitating the Indian industry by bridging the skill gap in the areas of Footwear, Leather Accessory & life style product, and because of its continuous contribution towards nation building. FDDI has been granted the status of “An Institution of National Importance” under the FDDI Act 2017. FDDI has Pan India</p>

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		presence with 12 state-of art campuses spread across the country. The Institute is awarded with prestigious certifications and accreditations such as ISO 17025 accreditation by DAkkS – Germany, SATRA Technology Center – UK, ISO 9001 and ISO 14000 Certification and Bureau of Indian Standard Certification among various others.
6	Body which will accredit providers to offer courses leading to the qualification	Department for Promotion of Industries and Internal Trade, Ministry of Commerce & Industry, Government of India
7	Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)	N/A
8	Occupation(s) to which the qualification gives access	Assistant Supervisor Closing – Footwear
9	Job description of the occupation	Assistant Supervisor Closing is an important job-role associated with Footwear sector. The primary responsibility of a Assistant supervisor is to manage the group of workers in conveyor, maintain the required quality and productivity level.
10	Licensing requirements	N/A
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	N/A
12	Level of the qualification in the NSQF	Level – 4
13	Anticipated volume of training/learning required to complete the qualification	The learner would be given training for 80 hours. (As per guidelines of HRD sub scheme of Indian Footwear, Leather & Accessories Development Programme (IFLADP), at least 2 weeks) – Annexure 2
14	Indicative list of training tools required to deliver this qualification	Attached as Annexure 3

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15	Entry requirements and/or recommendations and minimum age	<p>Candidate should be existing employee of leather and footwear industry for minimum experience of 4 years in relevant field. Candidate should be able to do simple calculations, read and write in any language. Class 10th must be the minimum educational qualification required.</p> <p>Individuals having relevant skills and experience are identified and screened through assessment.</p>	
16	Progression from the qualification (Please show Professional and academic progression)	<p>After completion of course and gaining further knowledge, it takes 4-8 years for a trainee to reach next higher levels like, Assistant Supervisor, Supervisor, Quality Controller, and up to Production Manager.</p>	
17	Arrangements for the Recognition of Prior learning (RPL)	N/A	
18	International comparability where known (research evidence to be provided)	N/A	
19	Date of planned review of the qualification	Review after 2 years	
20	Formal Structure of the qualification Mandatory components		
	Title of Component – Assistant Supervisor Closing – Footwear Identification – DPIIT/FDDI/Q1601	Estimated size (learning hours)	Level
(i)	Overview of leather industry & generic skills	04	4
(ii)	FDDI/N1601 Supervising the closing line/department	52	4
(iii)	FDDI/N1602 Achieve product quality and productivity in Closing department	18	4
	FDDI/N1503 Maintaining the		

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(iv)	health safety and security requirements at workplace	06	4
Sub Total (A)		80	

SECTION 1

ASSESSMENT

21	<p>Body/Bodies which will carry out assessment:</p> <p>FDDI would be responsible for setting question paper and organize theory and practical examination at the end of the programme. The trainers involved in training of a particular batch would not be engaged as Assessor/Examiner of the same batch.</p> <p>A third party agency is appointed by Department for Promotion of Industries and Internal Trade (DPIIT) i.e., the 'National Monitoring Unit' (NMU) which is responsible for providing technical support, periodic monitoring, evaluation and assessment of the training conducted by FDDI. It has database of all the trainees. It monitors the scheme and sends the report to DPIIT periodically.</p>
22	<p>How will RPL assessment be managed and who will carry it out?</p> <p>N/A</p>
23	<p>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.</p> <p>The assessment for Assistant Supervisor Closing – Footwear course is carried out by conducting examinations as per the guidelines given in the Curriculum. Theory and Practical exams are conducted in Trade Theory related to communication, use of machines, leather, planning, controlling etc. Trade practical examinations are conducted by assigning different job</p>

assignments and practice on machines for understanding the competency of the student with machines, technical knowledge related to closing, managing, controlling etc. Candidates are to demonstrate that they have gained knowledge and related skill.

Assessment Strategy ensures that the assessment is stringently according to the curriculum.

Validity – The emphasis of training modules is on ‘learning-by-doing’ and practical demonstration of skills and knowledge based on the assessment criteria. The test will be designed according to the assessment criteria and is prepared by subject matter experts who are established in the fields. This practice will ensure the validity of the test.

Consistency – Assessment process generates rational results in spite of change in evaluators, location etc. The assessment for theory, practical and project work is conducted for evaluating the knowledge and skill acquired by trainees and behavioural transformation of the trainees as per the learning outcomes on continuous basis during the training period. The trained assessors who are experts in the field ensure that the test is consistent.

Fairness – All the enrolled trainees are given equal opportunity irrespective of their religion, cultural, social, economic background or gender.

Selection of Assessors

FDDI will select and appoint Assessor. Selected Assessor should have adequate subject knowledge and shall possess below mentioned skills:

- Knowledge of Core Skills – Theory & practical test
- Knowledge of supplementary skills
- Impartial and fair assessment
- Respectful to local languages, customs, rituals and behaviour
- Addressing unexpected challenges and problems

Assessors will be trained for domain and platform skills.

Assessment will consist of two parts: Practical and Theory

The following points describe the process of administering theory assessments:

1. Implement the code of conduct for trainees during examination.
2. No person will be allowed in the examination hall during examination except the trainees concerned and Assessor supervising the examination.
3. All assessors must reach to respective examination venue before 45 minutes of the examination scheduled time.
4. All assessors must maintain silence in the examination hall.

5. Use of mobile phones inside the examination hall is strictly prohibited.
6. Make sure all the desks are cleared and see that each candidate has the required stationery for the test before entering the hall.
7. Assessor must check that the trainees should have occupied their respective seats according to seating plan.
8. Verify the admit card/ I-card or Voter ID Card, Aadhaar Card, and Driving License etc. of the trainee to ascertain identity.
9. Candidates without any identification are not allowed to take the test.
10. Assessor has to take signature of the trainees on attendance sheet and maintain attendance record of the examination hall.
11. 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.
12. Assessor must watch the trainees continuously and must be vigilant.
13. Assessor should not leave examination hall during examination period.
14. Assessor must be vigilant, prevent unfair means and shall report such cases, if any without any discrimination.
15. Assessor will read out the general instructions to trainees and ensures that the trainees are clear about the instructions of the assessments.
General Instructions for Trainees:
 - Trainees must appear at the examination hall at least twenty minutes before the commencement of the examination.
 - Trainees shall bring their photo identification proof which includes Voter ID Card, Aadhaar Card, and Driving License etc.
 - Questions shall be Multiple Choice Questions (MCQ). Each question shall have one correct answer.
 - Trainees shall not communicate with one another in any manner whatsoever during the examination.
 - No malpractice during the test hours
 - No material or electronic devices shall be brought into the room or used at an examination.
 - Trainees shall remain seated at their desks until their examination is over.
 - Each question has only one correct answer
 - There is no negative marking
16. Assessor will answer candidate's questions if any
17. Assessor to ensure that the candidates fill the appropriate information in the required fields
18. 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
19. Ensure that there are signatures of Assessor and candidates filled in the appropriate boxes
 20. All response sheets and question papers should match the head count before candidates leave the hall

The following points describe the process of administering theory 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.

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

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

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

Assessment Outcome	Assessment Criteria	Total Marks	Marks Allocation		
			Out Of	Theory	Practical Skills
FDDI/N1601 Supervising the closing line/department.	1. Ensure that the work area is clean and safe to use		2	0	2
	2. Able to prepare work ticket as per the plan		4	0	4
	3. Can interpret the weekly & monthly planning		3	2	5
	4. Understand instructions in the specification sheet.		2	2	0
	5. Ensure the quality of all closing material		4	0	4
	6. Check the cut components for colour and quality of materials as per the order requirement		4	0	4
	7. Report faults in the		3	0	3

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	materials				
	8. Plan and arrange conveyor as per the design of upper		4	0	4
	9. Operate all machines in closing department		5	0	5
	10. Ensure productivity and quality of each stitching operation		2	0	2
	11. Ensure smooth flow of production		2	0	2
	12. Ensure good timekeeping and attendance		2	0	2
	13. Ensure regular preventive maintenance		2	0	2
	14. Dispatch uppers as per the plan		2	0	2
	15. Work as team		1	0	1
	16. Ensure work is area safe and secure after work is complete		2	0	2
	17. Complete forms, records and other documentation		4	4	0
	NOS Total Marks	Total	50	10	40
FDDI/N1602 Achieve product quality and productivity in Closing department.	1. Ensure all tools and machines are in good condition		1	0	1
	2. Ensure random QC checks on stitching operations and Inspection table.		3	0	3

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	3. Ensure proper loading of all stitches		2	0	2
	4. Ensure material is as per the specification sheet		4	0	4
	5. Use of tools and guides to reduce the rejection		2	0	2
	6. Send defective uppers for repair.		2	0	2
	7. Identify process problems that effect product quality and report them promptly to appropriate people		7	5	2
	8. Maintain the continuity of production with minimum interruptions and downtime		3	0	3
	9. Maintain quality record and documentation		1	0	1
	NOS Total Marks	Total	25	5	20
FDDI/N1503 - Maintain health, safety and security at workplace	1. Follow health and safety related instructions		1	0	1
	2. Use personal protective equipment as per protocol		1	0	1
	3. Follow activities in line with approved guidelines and procedures		1	0	1
	4. Ask supervisor for healthy lifestyle and guard against dependency on		0.5	0	0.5

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	intoxicants			
	5. Maintain proper health and safety as per supervisor instructions	6	4	2
	6. Identify and correct (if possible) malfunctions in machinery and equipment	1	0	1
	7. Report any service malfunctions that cannot be rectified	1	0	1
	8. Store materials and equipment in line with manufacturer's and organizational requirements	0.5	0	0.5
	9. Safely handle and move waste	1	0	1
	10. Minimize health and safety risks to self and others due to own actions	1	0	1
	11. Seek clarifications from supervisors or other authorized personnel in case of perceived risks	1	0	1
	12. Check the workplace and work processes for potential risks and threats	1	0	1
	13. Understand hazards	0.5	0	0.5
	14. Report hazards and potential risks/ threats to supervisors or other authorized personnel	5.5	2	3.5

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	15. Participate in mock drills/ evacuation procedures organized at the workplace		0.5	0	0.5
	16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		1	0	1
	17. Take action based on instructions in the event of fire, emergencies or accidents		0.5	0	0.5
	18. Follow organizational procedures for shutdown and evacuation when required		1	0	1
	NOS Total Marks	Total	25	7	18
Grand Total			100	22	78

24. Assessment evidences

Title of Component:Assistant Supervisor Closing– Footwear

Outcomes to be assessed/NOSs to be assessed	Assessment criteria for the outcome
Practical Outcome: <ul style="list-style-type: none"> • Able to supervise a closing line/department • Maintain the productivity of closing 	<ul style="list-style-type: none"> • It will be observed by the assessor whether trainee is able to supervise in presence of an experienced Supervisor. • It will be observed by the assessor whether trainee is able to do activities required to maintain

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<p>line/department</p> <ul style="list-style-type: none"> • Maintain the quality of cut components in closing line/department • Able to prepare a quality control system for the closing line/department • Able to train other operators as per the need • Able to prepare the different reports for the closing line/department 	<p>high productivity</p> <ul style="list-style-type: none"> • It will be observed by the assessor whether trainee is able to maintain the quality standards required by the company in presence of experienced quality controller. • It will be observed by the Assessor whether trainee is technically sound in the area of closing in all aspects like machine operations, quality, tools, etc.
<p>Theoretical Outcome:</p> <ul style="list-style-type: none"> • Knowledge of basic supervision • Knowledge of quality control systems, • Technical knowledge related to closing material and operations • Knowledge of capacity calculations and productivity improvement techniques 	<ul style="list-style-type: none"> • The trainee will be asked different questions (given in the assessment sheet) about basic terms by the assessor • Randomly the assessor will ask functions of different parts of the machine and how to operate them. • Assessor will ask the tests required to ensure the quality of materials • Assessor will ask how to calculate the capacity and methods one can use to improve productivity
<p>Safety precautions</p>	<p>Different questions regarding safety precautions in Closing line/department</p>
<p>Means of assessment 1 – Questionnaire and practical observations</p>	
<p>Pass/Fail Qualified or Not qualified. Only after qualifying, the certificate will be awarded.</p>	

SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/ Name of qualification/component: Assistant Supervisor Closing– FootwearLevel: 4			
NSQF Domain	Outcomes of the Qualification/ Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	<ul style="list-style-type: none"> Assistant Supervisor closing is responsible to carry out the supervision, in Closingline/ department of footwear industry. The process contains house-keeping, quality control, productivity and proper production flow. Assistant Supervisor would be able to maintain proper record required by the organisation for closing department 	<p>The process consists of Assistant Supervisor closing based on requirement.</p> <p>Process undergoes with</p> <ul style="list-style-type: none"> Managing the closing department Maintain quality as the requirement of the organisation Improve and maintain productivity Reduce rejections Save material 	4
Professional knowledge	<ul style="list-style-type: none"> A Assistant Supervisor closingshould be aware of all technical requirements in closing department He should be capable of operating all the machines. He should have knowledge of seams, skiving, needles, threads, tools, and machines. He should be aware of quality norms and standards of the factory. He should understand the safety standards follow by the industry. 	<ul style="list-style-type: none"> Assistant Supervisor closingwill learn to train other operators, improve productivity, reduce rejection and ensure smooth production flow etc. The Assistant Supervisor closing understands the need of planning, controlling and maintaining quality 	4
Professional skill	<ul style="list-style-type: none"> The Assistant Supervisor closingchecks all machines, materials and other activities for smooth functioning of department 	<ul style="list-style-type: none"> Service skills are required in performing Closingdepartmentoperations. Good communication is required for the same. 	4

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	<ul style="list-style-type: none"> Communication with other supervisory, production manager and with their co-workers is the part of his job profile. 		
Core skill	<ul style="list-style-type: none"> The Assistant Supervisor closing understands weekly planning, specifications and other instructions and often writes short sentences. 	<ul style="list-style-type: none"> Assistant Supervisor closing will learn to receive and transmit written and oral messages. His job include to receive written or oral work instructions and follow them 	4
Responsibility	<ul style="list-style-type: none"> The Assistant Supervisor closing is responsible to perform supervision as per instructions of production manager. He/ She follow the work instructions with production manager. He /She contribute for safe & healthy work environment and follow the industry & organizational compliances. 	<ul style="list-style-type: none"> The Assistant Supervisor closing performs supervision and other related activities for closing as instructed by the production manager. As the Assistant Supervisor closing leaves the factory, work assigned to him should be completed and informed to production manager 	4

EVIDENCE OF NEED

26	<p>What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?</p> <p><u>Need of the qualification& Estimated Uptake</u>–The central government has approved the special package for employment generation in leather and footwear sector. It proposes to train 4.32 lakh unemployed persons over the three financial years. (Annexure 4)</p> <p>As per the report of NSDC on Human Resource & Skill Requirement in Leather and Leather Goods Sector it estimated that currently about 4.42 million people are employed in this sector. Human requirement in the leather and leather goods sector would reach to 6.81 million by the year 2022. Additional employment opportunities by the year 2022 would be of 2.39 million people. (Annexure - 5)</p> <p>According to Council for Leather Exports (CLE) the local footwear market is currently worth US \$3.25 billion a year with 2.3 billion pairs in demand per year. CLE has forecasted that in the coming years by 2020 footwear demand in India will reach 5 billion pairs a year. (Annexure - 6)</p> <p>International Journal of Innovative Research in Science, Engineering and Technology has mentioned in one of its case study on Indian Footwear Industry that around 80-85% distribution of human resource across various footwear industry is in Manufacturing/ Production. (Annexure -7)</p> <p><u>Industry Relevance</u> –FDDI consistently interact with industry and make changes in courses as per requirement of stakeholders. We have also obtained validation from industries for Basic Closing Operator – Footwearcourse. Names of some companies contacted for validation are as under, industry validation forms attached.(Annexure 8)</p> <ol style="list-style-type: none">1. KH Exports, Ranipet2. Royal Leather Exports, Ranipet3. Ram Shoes, Ranipet4. Concept Conceivers and Executors, Agra5. SKS Global Pvt. Ltd., Agra6. Karam Udyog, Agra7. Western Footwear, Agra8. A.T. Exports, Agra
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	<p>9. Wasan & Co., Agra 10. Boneedee Enterprises, Kolkata</p> <p>Usage of the qualification -FDDI has been conducting skill development training for past many years. Under Human Resource Development Sub-Scheme of Indian Leather Development Programme of Govt. of India, FDDI has trained more than 6.29 Lakhs trainees & placed 5.03 lakhs candidates in various Footwear Industries across the country from January 2009 to March 2018.</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Year</th> <th>Trained</th> <th>Placed</th> <th>Placement %</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11th Five Year Plan</td> <td>22,006</td> <td>17,973</td> <td>81.67 %</td> </tr> <tr> <td>2</td> <td>2012 - 13</td> <td>27,000</td> <td>20,758</td> <td>76.88 %</td> </tr> <tr> <td>3</td> <td>2013 - 14</td> <td>59,000</td> <td>47,117</td> <td>79.85 %</td> </tr> <tr> <td>4</td> <td>2014 - 15</td> <td>1,38,003</td> <td>1,12,648</td> <td>81.62 %</td> </tr> <tr> <td>5</td> <td>2015 - 16</td> <td>1,44,093</td> <td>1,15,660</td> <td>80.26 %</td> </tr> <tr> <td>6</td> <td>2016 - 17</td> <td>1,45,164</td> <td>1,16,772</td> <td>80.44 %</td> </tr> <tr> <td>7</td> <td>2017-18</td> <td>94,231</td> <td>72,368</td> <td>76.79 %</td> </tr> </tbody> </table>	S.No.	Year	Trained	Placed	Placement %	1	11 th Five Year Plan	22,006	17,973	81.67 %	2	2012 - 13	27,000	20,758	76.88 %	3	2013 - 14	59,000	47,117	79.85 %	4	2014 - 15	1,38,003	1,12,648	81.62 %	5	2015 - 16	1,44,093	1,15,660	80.26 %	6	2016 - 17	1,45,164	1,16,772	80.44 %	7	2017-18	94,231	72,368	76.79 %
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27	<p>Recommendation from the concerned Line Ministry of the Government/ Regulatory Body. To be supported by documentary evidences.</p> <p>The letter from Ministry is awaited.</p>																																								
28	<p>What 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.</p> <p>No similar QPs for training at level 4 are available for Assistant Supervisor Closing – Footwear.</p>																																								
29	<p>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.</p> <ul style="list-style-type: none"> • FDDI will 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 most relevant and recent documents giving further information about any of the topics above.

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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

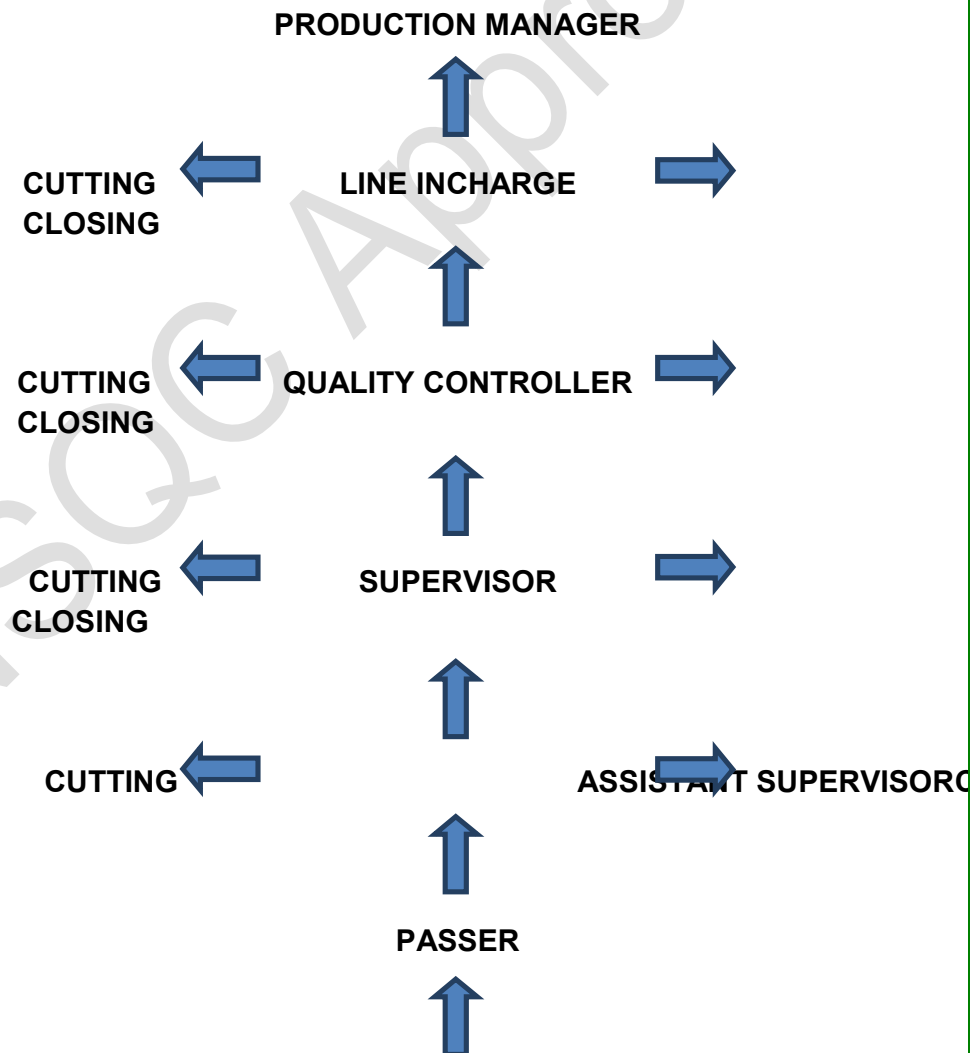
30

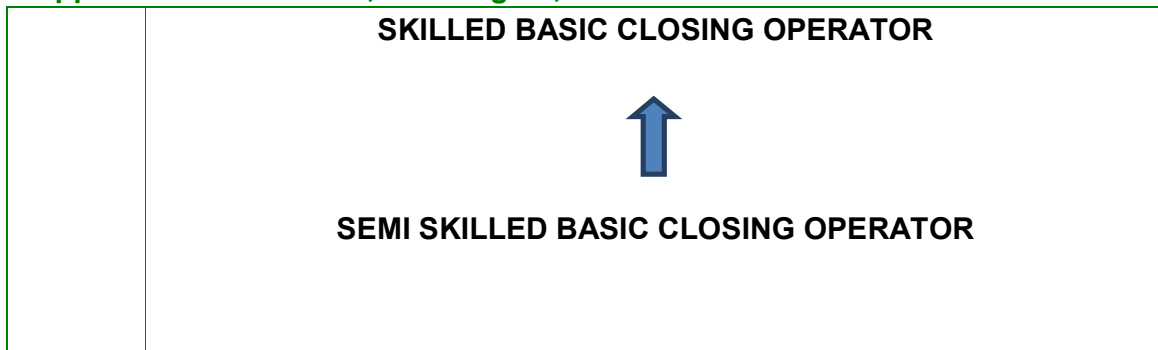
What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

Show the career map here to reflect the clear progression

By acquiring this qualification the operator will be able to operate Closing/ sewing machine and make uppers. After getting some additional training the operator will be able to operate other machines like Zigzag, Thermo Folding, Eyeleting, Storable Machine etc.

CAREER GROWTH CHART FOR ASSISTANT SUPERVISOR CLOSING - FOOTWEAR





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

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