

NSQF QUALIFICATION FILE

Approved in 20th NSQC Meeting – NCVET – Dated 30th June 2022

NCVET Code

2022/ES/SCGJ/06021

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Skill Council for Green Jobs
3rd Floor, CBIP Building
Malcha Marg, Chanakyapuri, New Delhi – 110021

Name and contact details of individual dealing with the submission

Name: Dr. Praveen Saxena
Position in the organisation: Chief Executive Officer
Address if different from above: (Same as above)
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List of documents submitted in support of the Qualifications File

1. Occupational Map
2. Model Curriculum

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SUMMARY

| | | |
|----|---|--|
| 1 | Qualification Title | Clean Cookstove Distributor |
| 2 | Qualification Code, if any | SGJ/Q2105 |
| 3 | NCO code and occupation | NCO-2015/ 5249.0700 Stockist |
| 4 | Nature and purpose of the qualification (Please specify whether qualification is short term or long term) | Nature of Qualification: - Full responsibility for others work and learning (Long term) Main purpose of the qualification: - Clean Cookstove Distributor is responsible for increasing market for portable improved cookstoves through vendor selection, warehouse development, logistic and aftersales service support |
| 5 | Body/bodies which will award the qualification | Skill Council for Green Jobs |
| 6 | Body which will accredit providers to offer courses leading to the qualification | Skill Council for Green Jobs |
| 7 | Whether accreditation/affiliation norms are already in place or not, if applicable (if yes, attach a copy) | Yes |
| 8 | Occupation(s) to which the qualification gives access | Stockist |
| 9 | Job description of the occupation | A Clean Cookstove Distributor is responsible for increasing market for clean cookstoves through vendor selection, warehouse development, logistic and aftersales service support. He / She develops a portfolio of products, undertakes targeted promotion, and ensures availability of the products to potential customers |
| 10 | Licensing requirements | N/A |
| 11 | Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided) | |
| 12 | Level of the qualification in the NSQF | 5 |
| 13 | Anticipated volume of training/learning required to complete the qualification | 480 hours (120 hours Theory + 150 hours Practical + 60 hours employability skills + 150 hours OJT) |

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| | | |
|----|---|--|
| 14 | Indicative list of training tools required to deliver this qualification | Types of clean cookstoves- improved cookstoves, portable improved cookstove, other energy efficient cookstove, Ceramic liner; Steel Cladding; combustion Chamber; Grate and types of Handle; Safety tool kits (including gloves, mask, boots etc.) |
| 15 | Entry requirements and/or recommendations and minimum age | <p>12th Pass with 1 year vocational education & training (NTC or NAC or CITS)</p> <p>Or</p> <p>Certified Clean Cookstove Sales and Maintenance Executive/ Improved Cookstove Installer at NSQF level 4 with minimum education as 8th grade pass with 3 years of relevant work experience</p> <p>Or</p> <p>12th grade pass with 2 years of relevant experience</p> <p>Or</p> <p>10th grade pass with 4 years of relevant experience</p> <p>Min Age: 18 Years</p> |
| 16 | Progression from the qualification (Please show Professional and academic progression) | <p>Vertical Progression: As this job role is independent, there is no progression is available</p> <p>Horizontal Progression: NA</p> |
| 17 | Arrangements for the Recognition of Prior learning (RPL) | <p>SCGJ recognizes that there may be candidates who have prior learning experience in the Clean cooking and are desirous of being certified.</p> <ul style="list-style-type: none"> • Propose to carry out RPL for candidates working in Clean cooking • Identify the candidates through training need analysis of the industry • Develop the RPL curriculum and bridge course for bridging the skill gap • Training and certification of the candidates |
| 18 | International comparability where known (research evidence to be provided) | ISCO-3322 |
| 19 | Date of planned review of the qualification. | 29 th June 2025 |

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|-----------------------------|--|--|--------------|
| 20 | Formal structure of the qualification | | |
| Mandatory components | | | |
| | Title of component and identification code/NOSs/Learning outcomes | Estimated size (learning hours) | Level |
| (i) | SGJ/N2116: Introduction to Clean Cookstove | 30 | |
| (ii) | SGJ/N2116: Ensure statutory compliances, laws, policies and procedures | 30 | 5 |
| (iii) | SGJ/N2117: Develop product portfolio | 60 | 5 |
| (iv) | SGJ/N2118: Recruit key personnel for management of Operations | 30 | 5 |
| (v) | SGJ/N2119: Develop demand and distribution channel | 30 | 5 |
| (vi) | SGJ/N2120: Manage overall operations of the business and its expansion | 60 | 5 |
| (vii) | SGJ/N2121: Ensure health and safety in operations | 30 | 5 |
| (viii) | DGT/VSQ/N0102: Employability Skills | 60 | 4 |
| (ix) | On the job training | 150 | |
| | Sub Total (A) | 480 | |

SECTION 1
ASSESSMENT

| | |
|----|--|
| 21 | <p>Body/Bodies which will carry out assessment: Skill Council for Green Jobs through its affiliated and accredited Assessment Agency</p> |
| 22 | <p>How will RPL assessment be managed and who will carry it out? The RPL assessment will be carried out through pre-assessment, identifying the skills gaps, provide bridge training to cover the competency gap, where required, and then conduct final assessment of the candidates through Affiliated Assessment Agency of SCGJ, as per RPL Policy and Guidelines</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>This section includes the processes involved in identifying, gathering and interpreting information to evaluate the learner on the required competencies of the program.</p> <p>1. Assessment System Overview:</p> <ul style="list-style-type: none"> • Batches assigned to the assessment agencies for conducting the assessment on SDSM/SIP or email • Assessment agencies send the assessment confirmation to VTP/TC looping SSC • Assessment agency deploys the ToA certified Assessor for executing the assessment • SSC monitors the assessment process & records • If the batch size is more than 30, then there should be 2 Assessors. <p>2. Testing Environment: Assessor must:</p> <ul style="list-style-type: none"> • Confirm that the centre is available at the same address as mentioned on SDMS or SIP <ul style="list-style-type: none"> • Check the duration of the training. • Check the Assessment Start and End time to be as 10 a.m. and 5 |

| | |
|--|--|
| | <p>p.m.</p> <ul style="list-style-type: none">• Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.• Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).• Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.• Check the availability of the Lab Equipment for the particular Job Role. <p>3. Assessment Quality Assurance levels / Framework:</p> <ul style="list-style-type: none">• Question papers created by the Subject Matter Experts (SME)• Question papers created by the SME should be verified by the other subject Matter Experts along with the approval required from SSC• Questions are mapped with NOS and PC• Question papers are prepared considering that level 1 to 3 is for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management• Assessor must be ToA certified• Assessment agency must follow the assessment guidelines to conduct the assessment <p>4. Types of evidence or evidence-gathering protocol:</p> <ul style="list-style-type: none">• Time-stamped & geotagged reporting of the assessor from assessment location• Centre photographs with signboards and scheme specific branding• Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period• Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos |
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| | <p>5. Method of verification or validation:</p> <ul style="list-style-type: none">• Surprise visit to the assessment location• Random audit of the batch• Random audit of any candidate <p>6. Method for assessment documentation, archiving, and access</p> <ul style="list-style-type: none">• Hard copies of the documents are stored• Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage and are stored in the Hard Drives |
|--|--|

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 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.

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24. Assessment evidences

Title of Component: Clean Cookstove Distributor

Qualification Pack: SGJ/Q2105

Sector Skill Council Green Jobs

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Outcome Please refer to the QP-NOS for the assessment outcome

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SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

| Title/Name of qualification/component: Clean Cookstove Distributor | | | Level: 5 |
|--|---|--|------------|
| NSQF Domain | Outcomes of the Qualification/Component | How the outcomes relates to the NSQF level descriptors | NSQF Level |
| Process | <p>The Clean Cookstove Distributor is responsible for the following processes:</p> <ul style="list-style-type: none"> •Ensure statutory compliances, laws, policies and procedures •Develop product portfolio •Recruit key personnel for management of operations •Develop demand and distribution channel •Manage overall operations of the business and its expansion •Ensure health and safety in operations | <p>A professionally trained individual's work consists of a wide range of specialized knowledge & skills and his role very much involve wide range of standard & non-standard practices as he used to distribute the cookstove to vendors using strong analytical & critical thinking.</p> <p>The role qualifies as a Level 5 role, required to set up overall cookstove distribution network and manage operations and implement safety and environmental policies at the workplace. This demands wide range of technical skill, clarity of knowledge and practice in broad range of activity, involving standard practices, hence it has been placed at Level 5.</p> | 5 |
| Professional knowledge | <p>Clean Cookstove Distributor should have knowledge of identifying processes involve in the cookstove business operation along with regulation</p> | <p>The job holder is expected to exhibit factual & theoretical knowledge of Clean Cookstove and should have knowledge pertaining to different logistic</p> | 5 |

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| Title/Name of qualification/component: Clean Cookstove Distributor | | | Level: 5 |
|--|---|---|------------|
| NSQF Domain | Outcomes of the Qualification/Component | How the outcomes relates to the NSQF level descriptors | NSQF Level |
| | involved in logistic and distribution | <p>and distribution process available</p> <p>The job holder is required to have knowledge about process improvement tools and techniques, budgetary systems, methods to monitor, control and evaluate performance against budgets, procurement methods for cookstoves, standard distribution operating procedures, methods of carrying out audits to meet and maintain industry standards . Since this requires the job holder to have factual and theoretical knowledge in broad contexts within a field of work or study, it has been placed at Level 05. Since the job requires factual knowledge in wider context , it cannot be place at Level 04.</p> | |
| Professional skill | <p>This job requires the individual to concentrate and undertake the work regularly to meet deadlines. He should work constructively and collaboratively with others and maintain discipline in work and conduct.</p> | <p>The job holder activities are requiring supervisory skill in order to solve the real time problem, the role qualifies for Level 5.</p> <p>The user/individual on the job needs to know and understand how to analyse critical points in day to day tasks through experience and observation and identify control measures to solve the issue, plan and organize the work order and jobs received. Also, the job holder also need to have customer centricity skills like how to understand customer requirements and</p> | 5 |

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| Title/Name of qualification/component: Clean Cookstove Distributor | | Level: 5 | |
|--|---|--|------------|
| NSQF Domain | Outcomes of the Qualification/Component | How the outcomes relates to the NSQF level descriptors | NSQF Level |
| | | <p>their priority and respond as per their needs, support manager in solving problems by detailing out problem, discuss the possible solutions with the manager for problem solving. As the job requires a range of cognitive and practical skills required to generate solutions to specific problems of field of work or study, it has been placed at Level 05.</p> | |
| Core skill | <p>The individual is should read vernacular & English language, interpret data sheet and should have a good communication skill</p> | <p>The job holder is expected to have good written/oral communication and understanding of various types of cookstove distribution business. Hence the role qualifies for Level 5</p> <p>The user/individual must be able to communicate the organization policies and goals clearly to the employees of workshop, make them understand and commit their energy and expertise to achieve organization goals, make a plan to achieve organization goals by understanding the organization and employees, decide on layout of stores. Since the job requires reasonably good mathematical calculation, understanding of social and political environment, reasonably good data collection and logical communication, it has been placed at Level</p> | 5 |

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| Title/Name of qualification/component: Clean Cookstove Distributor | | Level: 5 | |
|--|---|---|------------|
| NSQF Domain | Outcomes of the Qualification/Component | How the outcomes relates to the NSQF level descriptors | NSQF Level |
| | | 05. Since the role requires a holistic knowledge of organizing information, it cannot be placed at Level 04. | |
| Responsibility | Individual will manage and look-after the work of his/her subordinates and worker in order to run the distribution business properly. | The Clean Cookstove Distributor responsible for own work and learning and full responsibility for other's works and learning. Thus s/he can be placed at level 5. S/he is responsible for leading and managing the employees at the workshop, scheduling distribution and operations, co-ordinate maintenance activities at the site, establishing processes, policies and best practices for efficient working, assessing the total manpower requirement in the distribution channel, procuring the required resources through suppliers, carrying out storage and maintenance of cookstove, monitoring safety and environmental management policies and procedures. Since the job holder is responsible for his own work and learning and also fully responsible for other's work and learning, it has been placed at Level 05. | 5 |

SECTION 3

EVIDENCE OF NEED

| 26 | 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? | | | | | | | | | | |
|--|---|--|---------------------------|---|--------------------|---|----------------------------|--|------------------|---|--|
| <table border="1"> <thead> <tr> <th data-bbox="336 483 635 528" style="text-align: center;">Basis</th> <th data-bbox="635 483 1394 528"></th> </tr> </thead> <tbody> <tr> <td data-bbox="336 528 635 1245">Need of the qualification</td> <td data-bbox="635 528 1394 1245"> <p>During extensive industry interactions carried out while creating occupational maps and prioritization of job roles for Qualification Pack development, the mentioned qualification was indicated as a key requirement by the industry. In addition, the Skill Gap Report for the sector has indicated that a significant proportion of the workforce is involved in distribution of improved cookstoves follows BIS standard which aligns with the National Programme “Unnat Chulha Abhiyan” being promoted by Ministry of New & Renewable Energy, Government of India. The Qualification Pack “Portable Improved Cookstove Distributor” has been developed to meet this element of the National Programme. The research provides the data that the discussed qualification is one of the critical roles in the sector.</p> </td> </tr> <tr> <td data-bbox="336 1245 635 1536">Industry Relevance</td> <td data-bbox="635 1245 1394 1536"> <p>Evidence of the qualification is supported by validations with representation from across sub sectors. The complete list of validating companies has been enclosed as an annexure to the Q file.</p> <p>The qualification has been validation by 30 leading industry players when originally created</p> </td> </tr> <tr> <td data-bbox="336 1536 635 1682">Usage of the qualification</td> <td data-bbox="635 1536 1394 1682"> <p>As per the job projections it is expected that with increase with production job roles are required</p> </td> </tr> <tr> <td data-bbox="336 1682 635 2042">Estimated uptake</td> <td data-bbox="635 1682 1394 2042"> <p>Indoor air pollution caused due to burning of biomass fuels in inefficient traditional chulhas is one of the potential hazards which Indian women and children are facing every day. As per the WHO report 16.60 crore households still use traditional inefficient chulhas with biomass and about five lakh premature deaths of women and children take place annually due to indoor air pollution. Under the National Programme of Unnat Chulha Abhiyan about 3 million Improved Cookstoves are being promoted in the country. At this rate of</p> </td> </tr> </tbody> </table> | Basis | | Need of the qualification | <p>During extensive industry interactions carried out while creating occupational maps and prioritization of job roles for Qualification Pack development, the mentioned qualification was indicated as a key requirement by the industry. In addition, the Skill Gap Report for the sector has indicated that a significant proportion of the workforce is involved in distribution of improved cookstoves follows BIS standard which aligns with the National Programme “Unnat Chulha Abhiyan” being promoted by Ministry of New & Renewable Energy, Government of India. The Qualification Pack “Portable Improved Cookstove Distributor” has been developed to meet this element of the National Programme. The research provides the data that the discussed qualification is one of the critical roles in the sector.</p> | Industry Relevance | <p>Evidence of the qualification is supported by validations with representation from across sub sectors. The complete list of validating companies has been enclosed as an annexure to the Q file.</p> <p>The qualification has been validation by 30 leading industry players when originally created</p> | Usage of the qualification | <p>As per the job projections it is expected that with increase with production job roles are required</p> | Estimated uptake | <p>Indoor air pollution caused due to burning of biomass fuels in inefficient traditional chulhas is one of the potential hazards which Indian women and children are facing every day. As per the WHO report 16.60 crore households still use traditional inefficient chulhas with biomass and about five lakh premature deaths of women and children take place annually due to indoor air pollution. Under the National Programme of Unnat Chulha Abhiyan about 3 million Improved Cookstoves are being promoted in the country. At this rate of</p> | |
| Basis | | | | | | | | | | | |
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| Industry Relevance | <p>Evidence of the qualification is supported by validations with representation from across sub sectors. The complete list of validating companies has been enclosed as an annexure to the Q file.</p> <p>The qualification has been validation by 30 leading industry players when originally created</p> | | | | | | | | | | |
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| | <p>promotion Improved Cookstove would contribute significantly in the reduction of emission of carbon dioxide contributing to the INDC goals of India. Hence there is a lot of scope for Improved Cookstoves as one of the clean cooking intervention which will reduce consumption of fuel wood & emissions (smoke) due to better combustion efficiency leading to saving in time for collection of wood and cooking time and also reducing drudgery with improved health benefits.</p> <p>Every 1 million increase in annual unit sales of solar lantern, ICS and portable biogas requires roughly:</p> <p>500 Area sales and marketing managers in adjoining semi-urban areas. 50-100 highly skilled business development managers and product engineers in urban areas. (Ref: Skill Solutions for off grid clean energy; April 2015). There it is considered for every 1 million ICs 600/3=200 marketing & distribution personals are required. As per the job projections it is expected that with increase with production about 3020 jobs by 2030 will be generated</p> |
| <p>27</p> | <p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</p> <p>This qualification creation was supported by Ministry of New and Renewable Energy(MNRE)</p> |
| <p>28</p> | <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>Currently, Skill Council for Green Jobs is the only Sector Skill Council set up which has the mandate of Certification and Assessment of candidates undergoing Skill Development courses in Clean cooking domain. NSDC list of Approved QPs was checked prior to commissioning the work. There is no overlap of these Qualification Packs with existing Qualification Packs.</p> <p>The NCO/2015 Classification was cross examined for existing trades, wherein no overlap / existing trade was found.</p> <ol style="list-style-type: none"> 1. Discussing the growth trajectory within each occupation after studying organisational charts of various industry players across small, medium and large-scale organizations. 2. Exploring various lateral career opportunities for the discussed qualification 3. Ensuring that there is a clear role up in terms of performance criteria qualification experience and skill requirement from lower NSQF Level to higher |

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| | <p>levels in the hierarchy.</p> <p>Please refer to attached career path as per annexure II which clearly defines the career path.</p> <pre>graph TD; L2[Level 2] --- L3[Level 3: Door to Door Sales Agent]; L3 --- L4[Level 4: Clean Cookstove Sales & Maintenance Executive]; L4 --- L5[Level 5: Clean Cookstove Distributor]; L5 --- L6[Level 6: Marketing Manager (Clean Cookstove)]; L6 --- L7[Level 7]; L7 --- L8[Level 8];</pre> |
| 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> <p>Periodic review is scheduled after 3 years w.r.t NSQC approval date</p> |

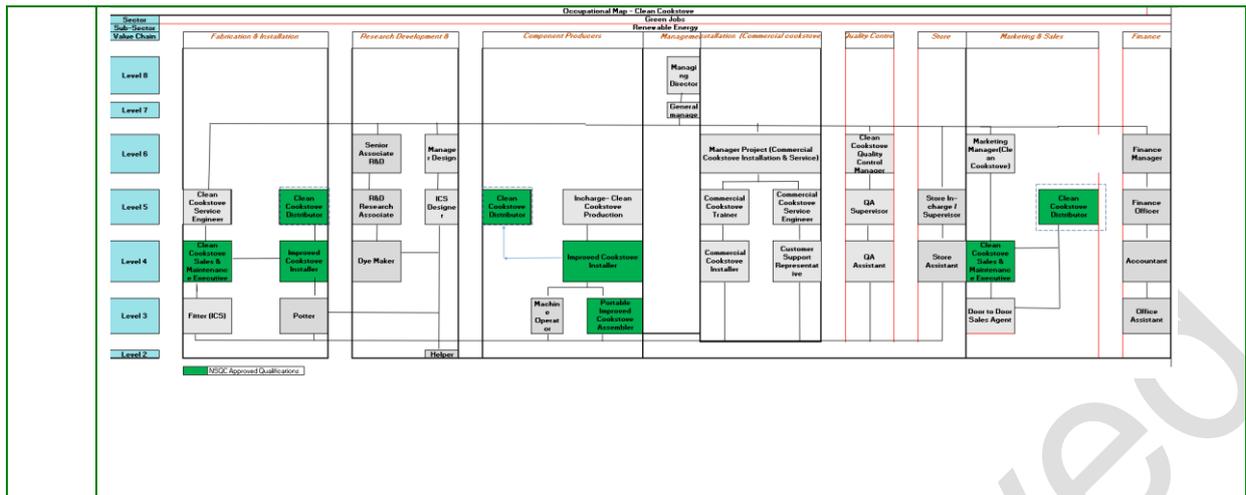
SECTION 4

EVIDENCE OF PROGRESSION

| | |
|----|--|
| 30 | <p>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</p> <p>Attached in Annexure-II</p> |
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