

NSQF QUALIFICATION FILE

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

NCVET Code

2022/ES/SCGJ/06020

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Skill Council for Green Jobs
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Name and contact details of individual dealing with the submission

Name: Dr. Praveen Saxena
Position in the organisation: Chief Executive Officer
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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 Sales & Maintenance Executive
2	Qualification Code, if any	SGJ/Q2104
3	NCO code and occupation	NCO-2015/ 5243.0401 Distributor Sales Representative
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	Nature of Qualification: - Responsibility for own work and learning (Long term) Main purpose of the qualification: - Portable clean cookstove sales and maintenance executive is responsible for marketing, selling and aftersales service of cookstove
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	Marketing & Sales Executive
9	Job description of the occupation	Clean cookstove sales and maintenance executive is responsible for marketing, selling and aftersales service of cookstove. He/she visits prospective customers, demonstrates the product, promotes sales and provides aftersales maintenance services
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	4
13	Anticipated volume of training/learning required to complete the qualification	390 hours (120 hours Theory + 150 hours Practical + 60 hours Employability skills + 60 hours OJT)

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14	Indicative list of training tools required to deliver this qualification	Safety Gloves, Plier, steel rules, carpenter square, White board, calculator, Clean cookstoves and other energy efficient cookstoves, utensil/pot, firewood, lighter, Kerosene, record book, etc.
15	Entry requirements and/or recommendations and minimum age	11 th Grade pass Or 10 grade pass and pursuing continuous schooling Or 10 th Grade pass with 2 years of relevant experience Or Certified Portable Improved Cookstove Assembler at NSQF level 3 with minimum education as 5th grade pass with 2 year of relevant work experience Minimum Job entry age: 16 years
16	Progression from the qualification (Please show Professional and academic progression)	Vertical Progression: Clean Cookstove Distributor (Level 5) Horizontal Progression: NA
17	Arrangements for the Recognition of Prior learning (RPL)	SCGJ recognizes that there may be candidates who have prior learning experience in the Clean cooking and are desirous of being certified. <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 08-5243
19	Date of planned review of the qualification.	29 th June 2025
20	Formal structure of the qualification	
	Mandatory components	

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	Title of component and identification code/NOSs/Learning outcomes	Estimated size (learning hours)	Level
(i)	SGJ/N2127: Introduction to clean Cookstove	30	4
(ii)	SGJ/N2127: Clean Cookstove & its Operation	60	4
(iii)	SGJ/N2113: Demonstration and Handling of Sales of clean Cookstove	90	4
(iv)	SGJ/N6205: Maintain Personal Health & Safety	30	3
(v)	SGJ/N2115: Aftersales and Maintenance Services of clean Cookstoves	60	4
(vi)	DGT/VSQ/N0102:Employability Skills	60	4
(vii)	On the Job training	60	
	Sub Total (A)	390	

SECTION 1
ASSESSMENT

21	Body/Bodies which will carry out assessment: Skill Council for Green Jobs through its affiliated and accredited Assessment Agency
22	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 with affiliated Assessment Agency of SCGJ, as per RPL Policy and Guidelines
23	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. This section includes the processes involved in identifying, gathering and interpreting information to evaluate the learner on the required competencies of the program. 1. Assessment System Overview: <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. 2. Testing Environment: Assessor must: <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.m.• Check that the allotted time to the candidates to complete Theory &

	<p>Practical Assessment is correct.</p> <ul style="list-style-type: none">• 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 <p>5. Method of verification or validation:</p> <ul style="list-style-type: none">• Surprise visit to the assessment location
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	<ul style="list-style-type: none">• 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
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24. Assessment evidences

Title of Component: Clean Cookstove Sales and Maintenance Executive

Qualification Pack : SGJ/Q2104

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 Sales and Maintenance Executive		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	The Clean Cookstove Sales and Maintenance Executive demonstrate and handle aftersales services of Portable Clean Cookstoves	<p>Professionally trained individual on this job role involve wide range of standard & non-standard practices as he used to sell the portable clean cookstove as per BIS standard. Individual would be responsible for carrying out a range of jobs in familiar, predictable, routine situation of clear choice and approach such as he/she can extend aftersales service period based on market demand in consultation with his/her supervisor. The user/individual must know and understand how to prepare for carrying out cookstove sales and maintenance, perform necessary routine checks of the cookstove, carry out assembly of repaired and serviced parts, maintain health and safety at the workplace.</p> <p>The role qualifies as a Level 4 role, since it involves making several choices to be made even in a familiar</p>	4

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Title/Name of qualification/component: Clean Cookstove Sales and Maintenance Executive		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
		<p>context like creating the maintenance schedule, choosing amongst various types of equipment or products. The role does not qualify for Level 5 as the job role is not required to make choices of the best procedures.</p> <p>Since the job requires working in a familiar, predictable, routine, situation of clear choice, it has been placed at Level 04. Since it does not involve limited range of activities, it cannot be placed at Level 03.</p>	
Professional knowledge	Clean Cookstove Sales & Maintenance Executive should be able to properly identify different components of Clean Cookstove and perform the selling activity of the product	<p>The user/individual on the job must have knowledge pertaining to different components of clean cookstove along with the benefits, working principles, functioning, types of tools and equipment required for sales and maintenance of clean cookstove, servicing schedule and check-ups before, during and after sale services.</p> <p>Since all the above-mentioned areas are related to factual knowledge of field of knowledge, the role qualifies for Level 4. Since the job requires more than basic facts, process, and principles, it cannot be</p>	4

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NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
		<p>placed at Level 03.</p> <p>Further, since the job holder is not expected to be aware of principles/ process & general concepts in the field of sales, marketing and maintenance as a whole, it can't be pegged at level 5.</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 is expected to recall and demonstrate practical skills such as how to assess general wear and tear and decide on whether the parts are to be replaced or repaired, arrange all prerequisites required for the dismantling process such as tools, protective clothing, etc., The job holder is expected to carry out routine and repetitive sales activities in a narrow range of application, using appropriate rule and tool. Hence it has been placed at Level 04. Since this involved usage of quality concepts as well, it cannot be placed at Level 03.</p> <p>Further the job holder doesn't require to use much cognitive skills to accomplish tasks and solve problems at the workplace. The activities performed primarily practical skill. Hence the role can't be</p>	4

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Title/Name of qualification/component: Clean Cookstove Sales and Maintenance Executive		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
		placed at level 5.	
Core skill	The individual is should read vernacular language, understand various signage, sources-books, poster, brochures, understand the nomenclature of various tools as per standards and communicate with clarity.	<p>A basic knowledge of written/oral communication and understanding of various benefits related to the cookstove.</p> <p>The user/individual must know and understand how to read the manufacturer's manual for maintenance schedule, specifications of components and accessories to follow the prescribed dismantling procedures as defined in service manual.</p> <p>The job holder is expected to communicate with clarity, have basic arithmetic skills and a basic understanding of political and natural environment. Hence it has been placed at Level 04. Since the job holder is required to communicate with more than minimum required clarity, the job role cannot be placed at Level 03.</p> <p>Further since the job holder doesn't require to use detailed mathematical skill or skill of collecting & organizing information such as collecting information</p>	4

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Title/Name of qualification/component: Clean Cookstove Sales and Maintenance Executive		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
		regarding plant operating parameters, getting information from sub-ordinates and peers to identify possible issues and faults, the role can't be placed at level 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?	
	Basis	In case of SSC
	Need of the qualification	<p>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.</p> <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 this work function. A major growth driver for Skill Development in this sector is assembling of clean 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 Clean Cookstove Sales and Maintenance Executive” 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. The details of statistics and research analysis are provided separately as a research analysis report</p>
Industry Relevance	<p>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 users/intended users of the qualification clearly supporting or otherwise the need for trained people against specific job role. (<i>The industry validation format to be used</i>)</p> <p>Evidence of the qualification is supported by validations with representation from across sub sectors. The complete list of validating companies has been</p>	

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		<p>enclosed as an annexure to the Q file.</p> <p>The qualification has been validation by 30 leading industry players, details of which have been attached in the validation sheet</p>
	Usage of the qualification	It is expected that the Qualification may create good potential in sales profiles of clean cookstoves
	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 Clean Cookstoves are being promoted in the country. At this rate of promotion Clean 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 Clean 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 clean health benefits.</p> <p>As per KPMG and SCGJ research analysis report every 1 million increases in unit sales of ICSs will require 7600 jobs in manufacturing and 1867 jobs in marketing and sales.</p>
27	<p>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</p> <p>This Qualification creation was recommended by Ministry of New and Renewable Energy</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>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</p>	

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	<p>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 qualification3. Ensuring that there is a clear role up in terms of performance criteria qualification experience and skill requirement from lower NSQF Level to higher levels in the hierarchy. <p>Please refer to attached career path as per annexure II which clearly defines the career path.</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> <p>Periodic review is scheduled after 3 years w.r.t NSQC approval date</p>

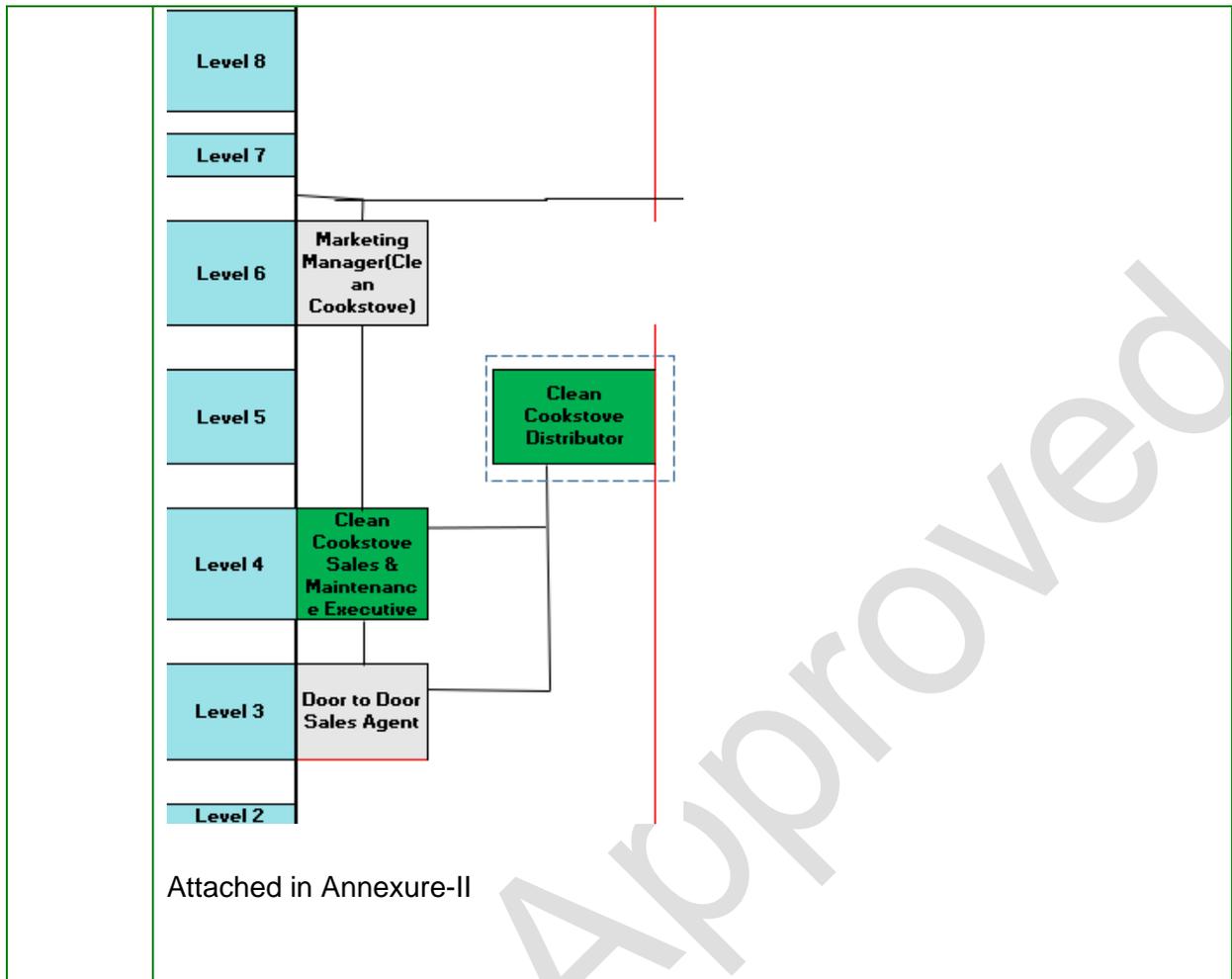
SECTION 4

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?</p> <p><i>Show the career map here to reflect the clear progression</i></p>
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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.

Annexure II: Career Map

