

NSQF QUALIFICATION FILE

Version 6: Draft of 08 March 2016

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Furniture & Fittings Skill Council,
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Gurgaon, Haryana-122002

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List of documents submitted in support of the Qualifications File

1. Level descriptor of Carpenter- Wooden Furniture- Annexure 1
2. Qualification Pack of Carpenter- Wooden Furniture - Annexure 2
3. List of QP/NOS validating companies – Annexure 3

NSDA Reference

*To be added by
NSDA*

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SUMMARY

Qualification Title	Carpenter Wooden Furniture
Qualification Code	FFS/Q0102
Nature and purpose of the qualification	<p>Nature of the qualification</p> <ul style="list-style-type: none">- a Qualification Pack (QP) <p>The main purpose of the qualification</p> <ul style="list-style-type: none">- Furniture carpenters work indoors and outdoors to create customized woodwork that serve as an integral part of a furniture.- They are responsible for making and repairing of furniture and fixtures using different types of wood ranging from chairs, table, stairs, cupboard, and doors, beds etc.- S/he is required to study the technical drawings, measure, cut and shape raw material, for converting into finished furniture product.
Body/bodies which will award the qualification	Furniture & Fittings Skill Council (FFSC)
Body which will accredit providers to offer courses leading to the qualification	Furniture & Fittings Skill Council (FFSC)
Body/bodies which will carry out assessment of learners	CII, Aspiring Minds, Navriti Technologies, Co Cubes, Mettl, I assess, India Skills
Occupation(s) to which the qualification gives access	Carpentry
Licensing requirements	N/A
Level of the qualification in the NSQF	Level 4
Anticipated volume of training/learning required to complete the qualification	308 hours (mandatory) + 48 hours (optional)

Entry requirements and/or recommendations	Class V , preferable 1-2 year relevant experience
Progression from the qualification	Supervisor Production (Level 5)

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Planned arrangements for the Recognition of Prior learning (RPL)	RPL arrangements and policies are as per the guidelines of MSDE.
International comparability where known	
Date of planned review of the qualification.	30/06/2017

Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
FFS/N0102 Carry out cutting and trimming of the wood	Mandatory	184	4
FFS/N0103 Carry out assembling of different parts of the furniture	Mandatory	84	4
FFS/N8501 Maintain the work area, tools and machines	Mandatory	24	Common across levels
FFS/N8601 Maintain health, safety and security at workplace	Mandatory	8	Common across levels
FFS/N8701 Carry out work effectively at the workplace	Mandatory	8	Common across level 1-4

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum Document or a Qualification Pack.

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

1. Qualification Pack of Carpenter-Wooden Furniture - Annexure 2

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SECTION 1

ASSESSMENT

Body/Bodies which will carry out assessment:

The assessment bodies include CII, Aspiring Minds, Navriti Technologies, Co Cubes, Mettl, I assess, India Skills

How will RPL assessment be managed and who will carry it out?

FFSC recognizes that there may be candidates who have prior learning experience in the Furniture & Fittings Sector and are desirous of being certified. Such candidates can apply to FFSC for testing and certification of their skills, and they will be allotted a Training Provider /TC for being tested. Documentation for such candidates will be done by the Training Provider / TC. Certificates of successful candidates will be dispatched to the TP / TC for distribution to them.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

Assessment will be based on the concept of Independent Assessors empaneled with Assessment Agencies, identified, selected, trained and certified on Assessment techniques. These assessors would be aligned to assess as per the laid down criteria.

Assessment Agency would conduct assessment only at the training centres of Training Partner or designated testing centers authorized by FFSC.

Ideally, the assessment will be a continuous process comprising of three distinct steps:

- A. Mid- term assessment
- B. Term / Final Assessment

Each National Occupational Standard (NOS) in the respective QPs will be assigned weightage. Therein each Performance Criteria in the NOS will be assigned marks for theory and / or practical based on relative importance and criticality of function.

This will facilitate preparation of question bank / paper sets for each of the QPs. Each of these papers sets / question bank so created by the Assessment Agency will be validated by the industry subject matter experts through FFSC, especially with regard to the practical test and the defined tolerances, finish, accuracy etc.

The following tools are proposed to be used for final assessment:

- i. *Written Test*: This will comprise of (i) True / False Statements (ii) Multiple Choice Questions (iii) Matching Type Questions. Online system for this will be preferred.
- ii. *Practical Test*: This will comprise a test job to be prepared as per project briefing following appropriate working steps, using necessary tools, equipment and instruments.

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Through observation it will be possible to ascertain candidate's aptitude, attention to details, quality consciousness etc. The end product will be measured against the pre-decided MCQ filled by the Assessor to gauge the level of his skill achievements.

iii. *Structured Interview*: This tool will be used to assess the conceptual understanding and the behavioral aspects as regards the job role and the specific task at hand.

Please attach any 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.

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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 – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

Title of Component: Carpenter Wooden Furniture

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Carpenter Wooden Furniture

Qualification Pack: FFS/Q0102

Sector Skill Council: Furniture & Fittings Skill Council

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. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
FFS/N0102 Carry out cutting and trimming of the wood	PC1. Collect technical drawings or instructions from supervisors		1	0	1
	PC2. Clarify with the supervisor in case the design or instructions are unclear		1	0	1
	PC3. Prepare sketches taking as per the requirements of the customer, in case of absence of such drawing / sketch		3	1	2

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	PC4. Estimate height, width, length, and other proportions for preparation of the layout	2	0	2
	PC5. Prepare list of components required based on specific measurements and characteristic	1	1	0
	PC6. Select materials and the type of timber as per customer requirements	1	0	1
	PC7. Determine the quantity of materials required for the job	1	0	1
	PC8. Ensure the availability of cutting tools and equipment as per the requirement	2	1	1
	PC9. Sharpen the tools if required	1	0	1
	PC10. Organize the tools and equipment used for the process as per the requirement of the process	1	1	0
	PC11. Identify the appropriate power sockets to be used for different electrical equipment	2	0	2
	PC12. Check for safety and proper functioning of the power sockets	1	0	1
	PC13. Test run the electrical equipment before starting the actual work	2	0	2
	PC14. Report to the supervisor in case of unsafe electrical equipment and power socket	1	1	0
	PC15. Take measurements as per the technical drawings or the instructions of the supervisor	2	0	2
	PC16. Mark appropriately on the wood/ laminates based on the measurement	1	0	1
	PC17. Place the cutting tool or equipment appropriately on the wood to be cut and as per the measurement	1	0	1
	PC18. Cut the wood using appropriate tools and equipment as per the specified measurements	2	1	1
	PC19. Prepare wood based boards and laminating sheets as per the requirement of the size and shape	1	0	1

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	PC20. Prepare components to facilitate joining and fixing and to provide for fittings and fixtures		2	0	2
	PC21. Remove excess wood by trimming the cut wood in case the wood is not cut as per the measurement		2	1	1
	PC22. Prepare templates, jigs and fixtures for furniture using material such as wood, plastic, fiberglass, or drywall		2	0	2
	PC23. Ensure cut components are positioned in their designated place as per the instructions of the supervisor		2	0	2
	PC24. Ensure all the components are arranged for the next stage of production		1	0	1
	PC25. Conduct a visual check for any errors or damages to the cut components		1	0	1
	PC26. Verify if the cut components are in line with the technical drawings and the design specification		1	1	0
	PC27. Rectify the errors within one's own responsibility and as per instructions of the supervisors		1	0	1
		Total	39	8	31
FFS/N0103 Carry out assembling of different parts of the furniture	PC1. Collect technical drawings or instructions from supervisors	44	1	0	1
	PC2. Clarify with the supervisor in case the design or instructions are unclear		1	0	1
	PC3. Prepare sketches taking as per the requirements of the customer, in case of absence of such drawing / sketch		2	0	2
	PC4. Estimate height, width, length, and other proportions for preparation of the layout		2	0	2

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	PC5. Identify different components and their respective positions as per the design requirement	2	0	2
	PC6. Ensure the availability of required materials, tools and equipment for the assembling process	2	0	2
	PC7. Organize the tools and equipment used for the process as per the requirement of the process	1	0	1
	PC8. Identify the appropriate power sockets to be used for different electrical equipment	2	0	2
	PC9. Check for safety and proper functioning of the power sockets	1	0	1
	PC10. Test run the electrical equipment before starting the actual work	1	0	1
	PC11. Report to the supervisor in case of unsafe electrical equipment and power socket	1	0	1
	PC12. Follow technical drawings or instructions from supervisors	1	1	0
	PC13. Prepare templates, jigs and fixtures for furniture using material such as wood, plastic, fiberglass, or drywall	3	1	2
	PC14. Align and position the components according to the drawing and as required for joining	3	1	2
	PC15. Assemble the components ensuring correct fit and as per instructions of the supervisor	3	1	2
	PC16. Perform operations using the appropriate tools and equipment - chisels, planes, saws, drills, and sanders to repair and erect structures	1	0	1
	PC17. Join the materials with nails, screws, staples, or adhesives as per the specifications	3	1	2
	PC18. Ensure appropriate amount of adhesive is applied as per the material and requirement	1	0	1
	PC19. Check overall accuracy in terms of measurements and standard work practices	1	0	1
	PC20. Check quality of the product in terms of rigidity, steadiness, angular accuracy and neatness	1	1	0

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	PC21. Apply hard putty on the furniture		2	0	2
	PC22. Clean the furniture in case of dust accumulation as per instructions of the supervisor		2	0	2
	PC23. Conduct a visual check for any misfits in the assembled parts		1	1	0
	PC24. Conduct a visual check for any scratches or defects in the furniture		1	0	1
	PC25. Verify if the furniture is in line with the blueprint and the design specification		1	0	1
	PC26. Rectify the errors within one's own responsibility and as per instructions of the supervisors		1	0	1
	PC27. Check alignment and snag in assembled parts and furniture		2	0	2
	PC28. Conduct performance test of the finished product as per supervisor's instructions		1	0	1
		Total	44	7	37
FFS/N8501 Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	25	2	0	2
	PC2. Use correct handling procedures		2	0	2
	PC3. Use materials to minimize waste		2	0	2
	PC4. Prepare and organize work		1	1	0
	PC5. Maintain a clean and hazard free working area		1	0	1
	PC6. Deal with work interruptions		1	0	1
	PC7. Move around the workplace with care		2	0	2
	PC8. Maintain tools equipment and consumables		1	0	1
	PC9. Carry out maintenance and/or cleaning outside responsibility		1	1	0

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	PC10. Report unsafe equipment and other dangerous occurrences		1	0	1
	PC11. Ensure that the correct machine guards are in place		1	0	1
	PC12. Work in a comfortable position with the correct posture		1	1	0
	PC13. Use cleaning equipment and methods appropriate for the work to be carried out		1	0	1
	PC14. Dispose of waste safely in the designated location		1	0	1
	PC15. Store cleaning equipment safely after use		1	0	1
	PC16. Complete and store accurate records and documentation		2	0	2
	PC17. Give inputs and assist in completing documentation		1	1	0
	PC18. Report the need for maintenance and/or cleaning outside your area of responsibility		1	0	1
	PC19. Ensure safe and correct handling of materials, equipment and tools		1	0	1
	PC20. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	1
		Total	25	4	21
FFS/N8601 Maintain health, safety and security at workplace	PC1. Follow health and safety related instructions applicable to the work locations at all times	13	1	1	0
	PC2. Carry out own activities in line with approved guidelines and procedures		1	0	1
	PC3. Ensure the worksite is free from health and safety hazards		1	0	1

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	PC4. Follow manufacturers' and other relevant instructions relating to safe use of equipment and materials		1	1	0
	PC5. Safely handle and move waste and debris		1	1	0
	PC6. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		1	1	0
	PC7. Monitor the workplace and work processes for potential risks and threats		1	0	1
	PC8. Identify and report any hazards and potential risks/ threats to supervisors or other authorized personnel		2	1	1
	PC9. Undertake first aid like fractures, cuts, bleeding, fire and electrocution if asked to do so		1	1	0
	PC10. Take appropriate action in case of fire emergency		1	0	1
	PC11. Use safety equipment and personal protection equipment eg gloves , goggles ,mask and shoes correctly		1	0	1
	PC12. Follow agreed work location procedures in the event of an emergency and of any injury		1	0	1
		Total	13	6	7
FFS/N8701 Carry out work effectively at the workplace	PC1. Ensure all the required resources before beginning work	14	1	0	1
	PC2. Whenever necessary work with others to achieve set work objectives		1	1	0
	PC3. Keep work area in a tidy and organized state		1	0	1
	PC4. Complete allocated tasks within the desired time frame and quality Standards		1	1	0
	PC5. Display courteous behavior at all times		1	1	0
	PC6. Respond politely to customer queries		1	0	1

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	PC7. Seek assistance as and when required from appropriate authority at the workplace in an appropriate manner		1	0	1
	PC8. Ask questions and seek clarifications on work tasks whenever required		1	0	1
	PC9. Follow dress code as applicable at the work location		2	1	1
	PC10. Carry out work functions in accordance with the norms of the organization and work place		1	0	1
	PC11. Follow organizational policies and procedures		1	1	0
	PC12. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		1	0	1
	PC13. Identify and report any possible deviations to appropriate authority		1	0	1
		Total	14	5	9

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SECTION 2

EVIDENCE OF LEVEL

Awarding bodies will enter a proposed NSQF level for the qualification in the Qualification File Summary. This section asks for the evidence on which that proposal is based. The evidence must refer to the level descriptors of the NSQF.

NSDA recommends an approach to working out the level of qualifications which starts with the level descriptor domains (Process, Professional knowledge, Professional skill, Core skill and Responsibility: see annex A).

Level of qualification:

Four

Summary of Direct Evidence (from learning outcomes):

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF. Explain the reasons for allocating the level to the QP.

Generic NOS is/are linked to the overall authority attached to the job role

Summary of other evidence (if used):

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OPTION A

Title/Name of qualification/component: Carpenter- Wooden Furniture		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	<p>Carpenter is expected to perform activities such as cutting material such as wooden planks and assemble them together to create a piece of furniture as per the requirements of the customer / supervisor.</p> <p>He/she has to identify the correct tools and equipment and organize the work area for the processes.</p> <p>He/she has to maintain the required productivity and quality of the furniture being produced</p>	<p>The activities identified are the familiar and routine activities for them as these activities are independent of the worksite or customer he is working for. Considering the outcomes the job roles is pegged at level 04</p>	Level 4
Professional knowledge	<p>Carpenter is expected to have knowledge of the equipment and tools used for furniture making such as Sharpening saws, chisels, bench planes, shoulder planes, scrapers, and spoke shaves</p> <p>The Characteristics of different types of furniture making components, different types of timber, adhesives, nails, etc. Understanding of Replacement of faulty equipment and tools</p> <p>Knowledge of common defects in the cut pieces and furniture components</p>	<p>Considering the in-depth professional and factual knowledge, which a carpenter has for furniture making; this QP is pegged at Level 4.</p>	Level 4
Professional skill	<p>Carpenter Furniture making organizes the appropriate tools and equipment used for furniture making operations. Identifies and reviews the defects in the</p>	<p>He/ she diagnoses the basic problems with the equipment based on visual inspection.</p>	Level 4

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Title/Name of qualification/component: Carpenter- Wooden Furniture		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	furniture during preparation and takes appropriate actions for rectification		
Core skill	<p>Carpenter is expected to understand technical drawings. He/ she has to prepare the work area and select the right tools before starting the operation.</p> <p>He/she is required to check the quality of the cut components and assemble them at the appropriate places with the help of the correct tools and equipment and the correct amount of adhesive</p>	<p>All of this requires application of problem solving and analytical skills</p> <p>Carpenter has to continuously give and receive instruction/ feedback from co-workers and supervisors on the processes hence they are expected to be good in communication skills.</p> <p>Jobholder is expected to conduct themselves in ways, which show a basic understanding of the social and professional environment of working in the production</p>	Level 4
Responsibility	<p>The jobholder is mainly responsible for:</p> <ul style="list-style-type: none"> • Carrying out furniture making process • Visually inspect for defects in the furniture being prepared • Maintaining the work area <p>The process of furniture making could vary from product to product as also dependent on the material being used for making the furniture</p>	<p>So the jobholder based on his own learning and experience, identifies appropriate accessories and process to maximize the productivity and increase one's efficiency. He/she is continuously engaged in the self-learning process and he/she has the responsibility for own work.</p> <p>Jobholder is majorly responsible for his own job and self-learning process which justifies the pegging of the QP at level 4 and not directly involved in some learning of others (which is a requirement for Level 5). In his routine activity he is free from supervision (which is a requirement of level 3).</p>	Level 4

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SECTION 3

EVIDENCE OF NEED

<p>What evidence is there that the qualification is needed?</p> <ul style="list-style-type: none">• Fast track QPs, recommended by the Governing council• Part of job roles covering 80% of workforce
<p>What is the estimated uptake of this qualification and what is the basis of this estimate?</p> <ul style="list-style-type: none">• “Human Resource and skills requirements in the Furniture and Furnishing Sector –2017-22” report by NSDC projects employment growth in furniture manufacturing to be 2.56 Million by 2017-22 *
<p>What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?</p> <ul style="list-style-type: none">• NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work
<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?</p> <ul style="list-style-type: none">• Agencies have been appointed by the SSC to 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 any documents giving further information about any of the topics above.

Give details of the document(s) here:

- List of QP NOS validating companies- Annexure 3
- Human Resource and skills requirements in the Furniture and Furnishing Sector –2017-22” report by NSDC

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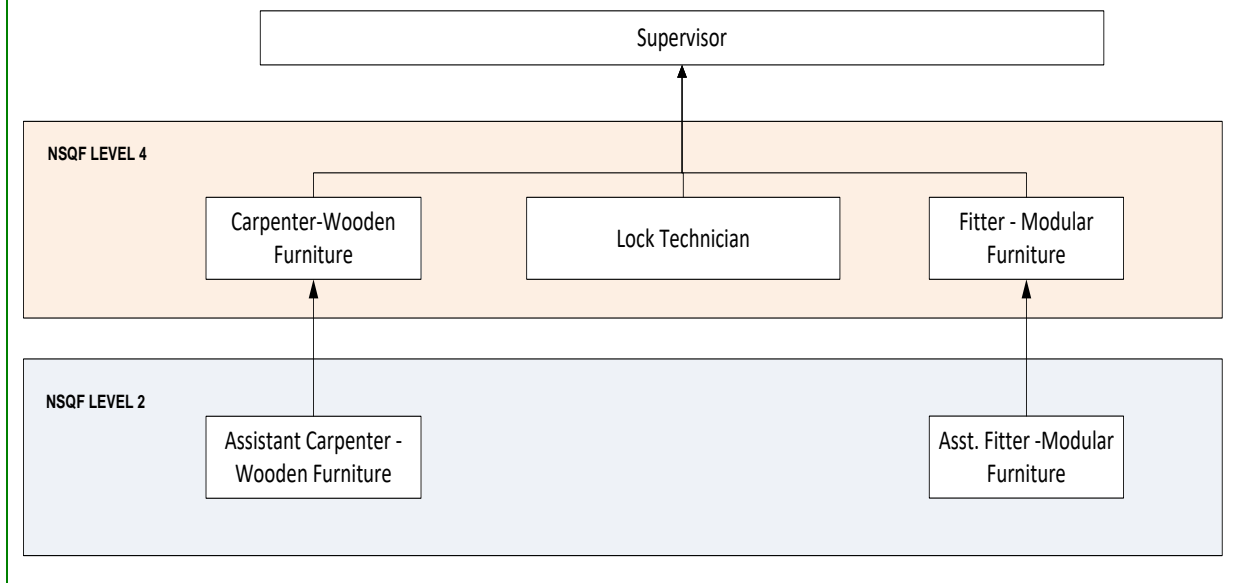
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SECTION 4

EVIDENCE OF PROGRESSION

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?

Limited occupational mapping was done while designing the national occupational standards as this was fast tracked and more in-depth analysis will be done during next phases of the development.



Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

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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.

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ANNEX A

NSQF LEVEL DESCRIPTORS

LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
1	Prepares person to/carry out process that are repetitive on regular basis require no previous practice,	Familiar with common trade terminology, instructional words, meanings and understanding.	Routine and repetitive, takes safety and security measures.	Reading and writing; addition, subtraction; personal financing; familiarity with social and religious diversity, hygiene and environment.	No responsibility; always works under continuous instruction and close supervision.
2	Prepares person to/carry out processes that are repetitive, on a regular basis, with little application of understanding, more of practice.	Material, tools and applications in a limited context, understands context of work and quality.	Limited service skills used in limited context; select and apply tools; assist in professional works with no variables; differentiate good and bad quality.	Receive and transmit written and oral messages, basic arithmetic, personal financing, understanding of social, political, and religious diversity, hygiene and environment.	No responsibility; works under instruction and close supervision.
3	Person may carry out a job which may require limited range of activities routine and predictable.	Basic facts, process and principle applied in trade of employment.	Recall and demonstrate practical skill, routine and repetitive in narrow range of application	Communication written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles, personal banking, basic understanding of social and natural environment.	Under close supervision. Some responsibility for own work within defined limit.

LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
4	Work in familiar, predictable, routine, situation of clear choice.	Factual knowledge of field of knowledge or study.	Recall and demonstrate practical skill, routine and repetitive in narrow range of application, using appropriate rule and tool, using quality concepts.	Language to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social political and natural environment.	Responsibility for own work and learning.
5	Job that requires well developed skill, with clear choice of procedures in familiar context.	Knowledge of facts, principles, processes and general concepts, in a field of work or study.	A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying basic methods, tools, materials and information.	Desired mathematical skill; understanding of social, political; and some skill of collecting and organising information, communication.	Responsibility for own work and learning and some responsibility for others' works and learning.
6	Demands a wide range of specialised technical skill, clarity of knowledge and practice in broad range of activity involving standard and	Factual and theoretical knowledge in broad contexts within a field of work or study.	A range of cognitive and practical skills required to generate solutions to specific problems in a field of work or study.	Reasonable good in mathematical calculation, understanding of social, political and reasonably good in data collecting organising information, and logical communication.	Responsibility for own work and learning and full responsibility for other's works and learning.

LEVEL	Process required	Professional knowledge	Professional skill	Core skill	Responsibility
	non-standard practices.				
7	Requires a command of wide-ranging specialised theoretical and practical skills, involving variable routine and non-routine contexts.	Wide-ranging factual and theoretical knowledge in broad contexts within a field of work or study.	Wide range of cognitive and practical skills required to generate solutions to specific problems in a field of work or study.	Good logical and mathematical skill understanding of social political and natural environment and organising information, communication and presentation skill.	Full responsibility for output of group and development.
8	Comprehensive, cognitive, theoretical knowledge and practical skills to develop creative solutions to abstract problems. Undertakes self-study; demonstrates intellectual independence, analytical rigour and good communication.			Exercise management and supervision in the context of work/study having unpredictable changes; responsible for the work of others.	
9	Advanced knowledge and skill. Critical understanding of the subject, demonstrating mastery and innovation, completion of substantial research and dissertation.			Responsible for decision making in complex technical activities involving unpredictable work/study situations.	
10	Highly specialised knowledge and problem solving skill to provide original contribution to knowledge through research and scholarship.			Responsible for strategic decisions in unpredictable complex situations of work/study.	