

## NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

**NSDA Reference**

*To be added by NSDA*

## CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

### Name and address of submitting body:

HCSSC,  
Handicrafts and Carpet Sector Skill Council,  
EPCH House,  
Pocket 6 & 7, Sector C,  
Vasant Kunj,  
New Delhi-110070

### Name and contact details of individual dealing with the submission

**Name:** Ms. Anupama Giri

**Position in the organisation:** CEO

**Address if different from above:** NO

**Tel number(s):**011-2613983491

**E-mail address:** ceo@hcsc.in

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

1. Career Progression of Bamboo Handicrafts Sub-Sector
2. Qualification Pack
3. Minutes of the meeting of GC Consultation meeting
4. NSDC Human Resource & Skills Requirement in Handloom & Handicraft Sector
5. List of QP/NOS validating companies

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## SUMMARY

<b>Qualification Title-</b>	Bamboo utility handicrafts assembler
<b>Qualification Code-</b>	HCS/Q 8705
<b>Nature and purpose of the qualification-</b>	Qualification pack , To help people get job in Bamboo product manufacturing sector
<b>Body/bodies which will award the qualification-</b>	Handicrafts and carpet sector skill council(HCSSC)
<b>Body which will accredit providers to offer courses leading to the qualification-</b>	Handicrafts and carpet sector skill council(HCSSC)
<b>Body/bodies which will carry out assessment of learners</b>	Handicrafts and carpet sector skill council(HCSSC)
<b>Occupation(s) to which the qualification gives access-</b>	Bamboo utility handicrafts assembler
<b>Licensing requirements-</b>	N/A
<b>Level of the qualification in the NSQF-</b>	3
<b>Anticipated volume of training/learning required to complete the qualification-</b>	270
<b>Entry requirements and/or recommendations-</b>	5 <sup>th</sup> class
<b>Progression from the qualification-</b>	Bamboo utility product tailor
<b>Planned arrangements for the Recognition of Prior learning (RPL)-</b>	A3 day RPL program has been devised to certify the trainees.
<b>International comparability where known-</b>	not yet established
<b>Date of planned review of the qualification.-</b>	2018

Formal structure of qualification pack

<b>Title of component &amp; identification code</b>	<b>Mandatory/optional</b>	<b>Estimated size(learning hours)</b>	<b>level</b>
HCS/N 8715 Carry out cutting & processing of materials as per given size & shape	Mandatory	70	3
HCS/N 8716 Carry out assembling of different materials	Mandatory	80	3
HCS/N 8717 Contribute to achieve quality in bamboo utility handicraft assembling	Mandatory	40	3
HCS/N 9908 Working in a team	Mandatory	20	3
HCS/N 9912 Maintain work area and tools	Mandatory	30	3
HCS/N 9913 Maintain health, safety and security at workplace	Mandatory	30	3

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

Qualification pack attached in annexure

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## **SECTION 1** **ASSESSMENT**

### **Body/Bodies which will carry out assessment:**

Assessment will be carried out by the assessment agency affiliated to the HCSSC.

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

RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack. The process of RPL assessment is going to be carried out by the agency affiliated to Handicrafts and carpet sector skill council.

### **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.**

The assessment is managed by the assessment agency using the question bank approved by the sector skill council which has both the theory and practical questions ,the questions are then divided into many different sets so that all students don't get the same questions once the assessment is done the result is compiled and sent to the sector skill council .The NSQF level 2 and 3 qualifications has a passing marks of 50% and NSQF level 4 and above has 70% as passing marks.

## 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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Title of Component:

<b><u>CRITERIA FOR ASSESSMENT OF TRAINEES</u></b>
<b>Job Role : Bamboo Utility Product Tailor</b>
<b>Qualification Pack : HCS/Q8706</b>
<b>Sector Skill Council : Handicrafts &amp; Carpet Sector Skill Council</b>

### **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 center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack , every trainee should score a minimum of 70% in every NOS
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.

		<b>Total Marks (500)</b>	<b>Out of</b>	<b>Theory</b>	<b>Skills Practical</b>
1. HCS/N 8718 (Carry out basic pre-stitching	PC1. Identify parts of sewing machine	<b>100</b>	5	2	3
	PC2. Identify different needle sizes		5	2	3
	PC3. Use appropriate threads		5	2	3

operations)	PC4. Maintain pressure on the peddle		5	2	3	
	PC5. Start and stop the machine effectively		5	2	3	
	PC6. Carry out winding of the bobbins correctly		5	2	3	
	PC7. Attach/fix and thread the needle		5	2	3	
	PC8. Adjust needle-thread tension		5	2	3	
	PC9. Adjust the stitch length and knowing the right stitch length for different fabrics		5	2	3	
	PC10. Set up machine (sewing machine) according to manufacturers' instructions and production requirements		5	2	3	
	PC11. Use the correct machine, tools (eg: Scissors, Measuring tapes and rulers) and equipment as per organizational standard		5	2	3	
	PC12. Set machine controls for the materials being stitched, as per operating standards		5	2	3	
	PC13. Make sure the work area is free from hazards		5	2	3	
	PC14. Check that equipment is safe and set up in readiness for use		5	2	3	
	PC15. Select the correct component parts for the product being worked on, as per design specification		5	2	3	
	PC16. Check that the materials are free from faults and are as per design specification		5	2	3	
	PC17. Check if the material to be worked on is correctly marked and pieces cut as per design specification		5	2	3	
	PC18. Report faults in the materials as per organizational protocol		5	2	3	
	PC19. Sort and place work to assist the next stage of production and minimize the risk of damage		5	2	3	
	PC20. Leave work area safe & secure when work is complete		5	2	3	
		<b>TOTAL</b>		<b>100</b>	<b>40</b>	<b>60</b>
	2. HCS/N 8719 (Carry out stitching & post stitching operations)	PC1. Carry out work functions in line with the responsibilities of your job role	<b>100</b>	3	1	2
		PC2. Examine the specific item to identify what type of stitching is best suited		3	1	2
PC3. Ask questions to obtain more information on tasks when the instructions are unclear and finalize the stitching option with the supervisor, in case of queries			3	1	2	
PC4. Perform a test run to ensure machine			3	1	2	

is operating correctly and as per operating standards			
PC5. Carry out stitching in straight lines	5	2	3
PC6. Carry out stitching corners neatly	5	2	3
PC7. Carry out stitching curves	5	2	3
PC8. Make neat hems, joints and seams	5	2	3
PC9. Take appropriate seam allowances while stitching	5	2	3
PC10. Carry out piping attachments	5	2	3
PC11. Carry out attaching of lining in different products	5	2	3
PC12. Stitch different trims (like zippers, velcro etc.) in the correct positions neatly	5	2	3
PC13. Clipp off the extra unwanted threads and fabrics	3	1	2
PC14. Maintain the correct shapes as per the given design	5	2	3
PC15. Identify and rectify faults and defects while stitching	5	3	2
PC16. Report defective machines, tools and/or equipment to the responsible person, as per organizational protocol	4	2	2
PC17. Optimize the positioning and layout of materials to ensure a smooth and rapid stitch throughout	3	1	2
PC18. Stitch the correct materials in the right sequence as per design specification	5	2	3
PC19. Ensure stitched products meets specification and quality	3	2	1
PC20. Check with in-charge /others when unsure of new product details as per organization protocol	3	1	2
PC21. Carry out basic maintenance of machines as per operating standards	5	2	3
PC22. Report risks/ problems likely to affect services to the relevant person promptly and accurately and as per organization protocol	3	1	2
PC23. Carry out Operations at a rate which maintains workflow and meets production targets	3	1	2
PC24. Pass the stitched item to the next stage in the manufacturing process after validation, as per organization protocol	3	1	2
PC25. Minimize and dispose the waste	3	1	2

	materials in the approved manner				
		<b>TOTAL</b>	<b>100</b>	<b>40</b>	<b>60</b>
3. HCS/N 8720 (Contribute to to achieve quality in bamboo utility product stitching)	PC1. Identify and use raw materials as per the specifications provided	<b>100</b>	10	4	6
	PC2. Take the necessary action when materials do not conform to quality standards		10	4	6
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		10	4	6
	PC4. Identify modifiable defects and rework on them		10	4	6
	PC5. Carry out work safely and at a rate which maintains work flow		10	4	6
	PC6. Report to the responsible person when the work flow of other production areas disrupts work		10	4	6
	PC7. Carry out quality checks at specified intervals according to instructions		10	4	6
	PC8. Apply the allowed tolerances		10	4	6
	PC9. Identify faults and take appropriate action for rectification		10	4	6
	PC10. Maintain the required productivity and quality levels		10	4	6
			<b>TOTAL</b>	<b>100</b>	<b>40</b>
4. HCS/N 9912 (Maintain work area and tools)	PC1. Handle materials and tools safely and correctly	<b>100</b>	8	2	6
	PC2. Use materials to minimize waste		10	3	7
	PC3. Maintain a clean and hazard free working area		10	3	7
	PC4. Maintain the tools used for stick making		8	2	6
	PC5. Carry out maintenance and/or cleaning within one's responsibility		10	3	7
	PC6. Report damaged tools and materials		12	4	8
	PC7. Work in a comfortable position with correct posture		10	3	7
	PC8. Dispose of waste safely in designated location		12	4	8
	PC9. Store tools safely after use		10	3	7
	PC10. Carry out cleaning according to schedules and limits of responsibility		10	3	7
			<b>TOTAL</b>	<b>100</b>	<b>30</b>
5. HCS/N 9913 (Maintain	PC1. Comply with safety related instructions applicable to the workplace	<b>100</b>	8	2	6



health, safety and security at workplace)	PC2. Use and maintain personal protective equipment as per protocol		8	2	6
	PC3. Carry out own activities in line with approved guidelines and procedures		8	2	6
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		8	2	6
	PC5. Follow environment management system related procedures		6	2	4
	PC6. Store materials and tools in line with manufacturer's and organisational requirements		5	2	3
	PC7. Safely handle and move waste and debris		4	1	3
	PC8. Minimize health and safety risks to self and others due to own actions		6	2	4
	PC9. Seek clarifications from supervisors or other authorized personnel in case of perceived risks		4	1	3
	PC10. Monitor the workplace and work processes for potential risks and threats		4	1	3
	PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	2	3
	PC12. Report hazards and potential risks/ threats to supervisors or other authorized personnel		7	3	4
	PC13. Participate in mock drills/ evacuation procedures organised at the workplace		5	2	3
	PC14. Undertake first aid, fire fighting and emergency response training, if asked		6	2	4
	PC15. Take action based on instructions in the event of fire, emergencies or accidents		8	2	6
	PC16. Follow organisation evacuation procedures		8	2	6
		<b>TOTAL</b>	<b>100</b>	<b>30</b>	<b>70</b>

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### SECTION 2

#### EVIDENCE OF LEVEL

Title/Name of qualification/component: <b>Bamboo utility handicrafts assembler</b>		Level: 2	
NSQF Domain	Key requirements of the job role	How the job role relates to the NSQF level descriptors	NSQF Level
Process	<p>The Bamboo Utility Handicrafts Assembler carries out processes that are repeated on regular basis with little application of understanding and more practice in the assembling of the various components of Bamboo Utility Handicrafts. The examples for the same include tasks such as</p> <ul style="list-style-type: none"> <li>cutting &amp; processing of materials as per given size &amp; specifications</li> <li>assembling of different materials to get the desired product</li> </ul> <p>ensure that the different components are assembled as per requirement.</p>	<p>It is level 2 as the Bamboo Utility Handicraft Assembler needs previous practice in handling bamboo based material and products</p>	2
Professional knowledge	<p>The Bamboo Utility Handicraft Assembler needs basic knowledge of materials, tools and their application. Examples:</p> <ul style="list-style-type: none"> <li>ensure conformation of the material to be marked to the desired quality &amp; specification</li> <li>handle different cutting tools</li> <li>Ensure that the different components are assembled as per specifications</li> </ul>	<p>It is level 2 as the Bamboo Utility Handicraft Assembler requires the knowledge of tools and its applications. Basic facts and principles applied in trade are not needed; therefore it is not level 3</p>	2

Professional skill	<p>The skills required for the job involve limited service skill used in limited context. It requires the selection and application of the correct materials and methods to carry out the appropriate assembling of Bamboo Utility Handicraft components.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• carry out correct handling of the material surface to be marked</li> <li>• carry out cutting operation effectively based on the markings</li> <li>• handle materials and tools safely and correctly</li> </ul> <p>It is not level 1 as the Bamboo Utility Product Assembler requires the skill to use the tools and materials appropriately.</p>	Limited use of skills and tools therefore at level 2	2
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Core skill	<p>The Bamboo Utility Handicraft Assembler needs to receive and transmit written and oral messages, basic arithmetic personal financing understanding of hygiene and environment</p> <p>These are required for the following tasks:</p> <ul style="list-style-type: none"> <li>• inspect &amp; ensure that the cut pieces conform to the given quality &amp; specification</li> <li>• analyze &amp; position the material appropriately to minimize waste</li> <li>• carry out cutting of multiple units of material on single marking wherever possible</li> <li>• use of rulers &amp; marking templates</li> </ul>	Basic written and oral communication is required therefore it is level 2	2
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Responsibility	<p>The Bamboo Utility Product Assembler is closely supervised at every step of assembling of the various components of Bamboo Handicraft components and does not take up any responsibility.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• carry out operations at a rate which maintains workflow</li> <li>• report to the responsible person when the work flow of other production areas disrupts work</li> </ul>	<p>It is level 2 as the Bamboo Utility Product Assembler has responsibility of his own work only.</p>	2

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### SECTION 3

#### EVIDENCE OF NEED

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

While collecting data from the companies for the occupational map, we also took feedback from industry, which was collected with respect to roles for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of HCSSC gave final approval and endorsement for the same.

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

It is estimated that currently 270,000 Bamboo Utility Handicraft Assemblers are engaged; of which the estimated uptake would be 189,000 of this qualification. The numbers have been estimated based on industry consultations, analysis of existing reports such as Skills Gap analysis Reports.

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

NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work

##### **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?**

Agencies have been appointed by the SSC to interact with training providers to gather feedback in implementation.

Monitoring of results of assessments

Employer feedback will be sought post-placement

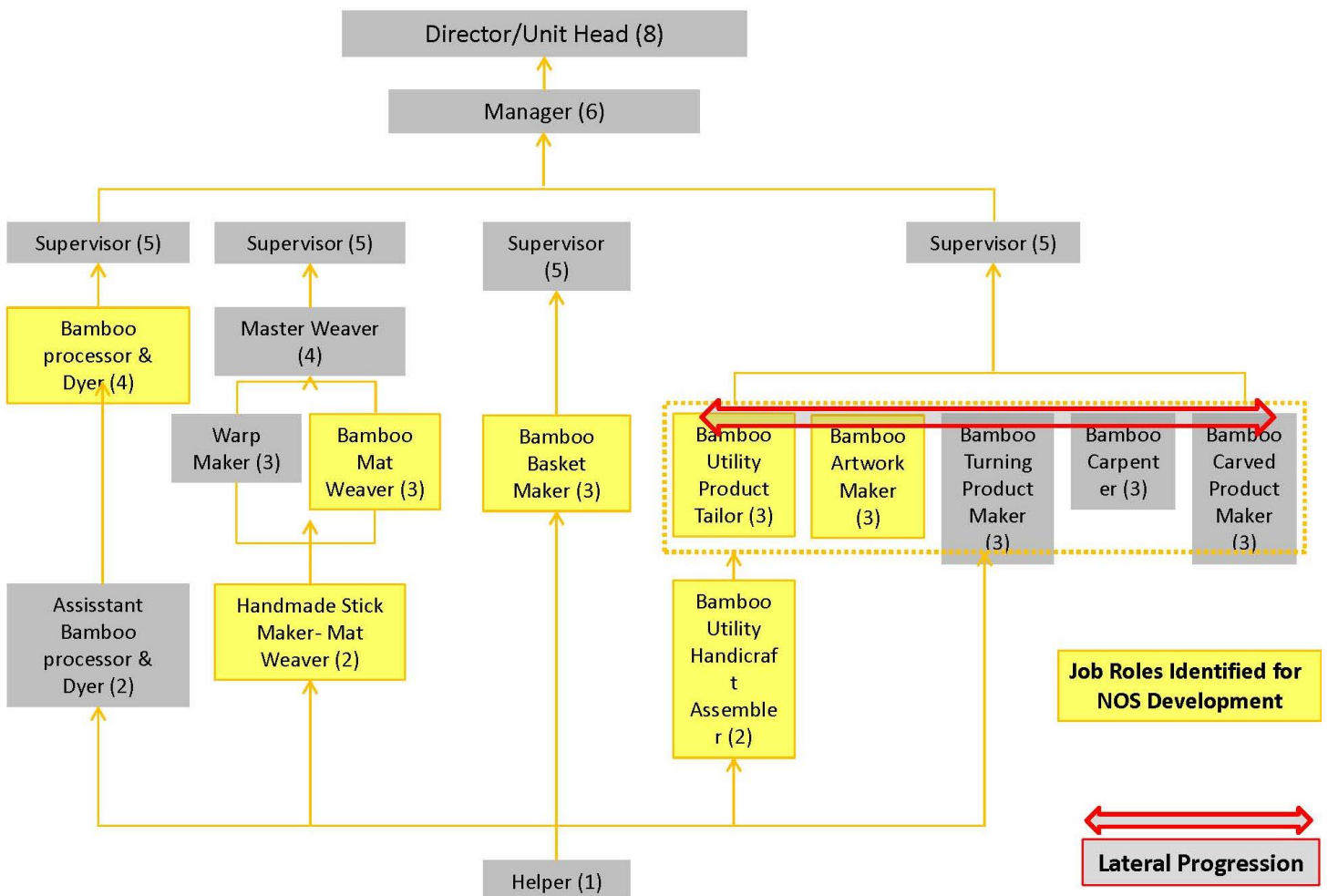
A formal review is scheduled in two year time i.e. 2018

**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?

1. Vertical mobility options have been articulated in the occupational map
2. Vertical mobility option is of a Bamboo Utility Product Tailor

**Bamboo Handicrafts Subsector: Detailed Career progression**



## List of companies validating the QP

S. No	Name of Organisation	Contact Person	Employee Size
1	Tripura Bamboo Mission, Tripura	Mr. V. George Jenner, IFS	Large
2	Tripura Cottage Industries, Tripura	Mr. Manas Debnath	Large
3	Medni crafts Producer Company Ltd, Medinipur (WB)	Mr. Nimesh Kumar Barman	Large
4	Sahaj, Gujarat	Mr. Jabeen Jambhughldawala	Large
5	Benu (Bamboo Enterprises United), Tripura	Mr. Manna Roy	Large
6	Kalika Handicrafts Society, Tripura	Mr. Gauranga Debnath	Large
7	Parivartan, Jharkhand	Mr. Sudeep Saha	Large
8	NRDC, Odisha	Mr. P. K. Mohapatra	Large
9	Contemporary Bamboo Craft Society, Tripura	Mr. Anath Bandhu Sutradhar	Large
10	Gairing Society, Tripura	Mr. Tamash Kangdai	Large
11	Broocklieen, Kerela	Mr. Ashok Kumar. P	Large
12	Umathen Women Weaving and Handicraft Cooperative Society, Manipur	Mrs. M. Ibechoubi Leima	Large
13	Thongjao Rural Upliftment Society, Manipur	Ms. S. Kamala Devi	Large
14	Sristi Crafts & Stores, Tripura	Ms. Nandita Chakraborty	Medium
15	Modern Handicrafts, Tripura	Mr. Manoj Debnath	Medium
16	Mahamaya Handicrafts, Tripura	Mr. Badal Debnath	Medium
17	Chakraborty Handicrafts, Tripura	Mr. Tarun Chakraborty	Medium
18	Natural Weaves & Crafts, Tripura	Ms. Swapna Debnath	Medium
19	Nirmaan Fabrics, Guwahati	Mr. Bapan Sarkar	Medium
20	SHADE, AP	Ms. Sowjanya. P	Medium
21	SHARE, AP	Mr. P. Sudheer Kumar	Medium
22	Orissa Palli Bikash Pratisthan(OPBP), Odisha	Mr. Ojha	Medium
23	Kedar Dhar Industries, Tripura	Mr. Kallol Dhar	Medium
24	MaaKali Handicrafts, Tripura	Mr. Bhajan Sharma	Medium
25	Pioneer Bamboo Craft Society, Tripura	Mr. Bijoy Sutradhar	Medium
26	Women Welfare Society, tripura	Ms. Geeta Chakraborty	Medium
27	Swami Jogananda SHG , Agartala	Mrs. Jyotsna Debnath	Small
28	Creative weaving & Traditional Dresses Unit, Dimapur	Ms Aku Kaurinta Zeliang	Small
29	Art Core, Guwahati	Mr. Peburen Sarmah	Small
30	IndiStore, New Delhi	Ms. Sangeeta Sen	Small
31	Archana Cottage Industries, Tripura	Mr. Prabhod Debnath	Small
32	Bamanchara Nandakirshore Para Craft Producer Group, Tripura	Ms. Chitrita Choudhury	Small
33	Bishwakarama Kalakendra, tripura	Mr. Chunilal Debnath	Small
34	Das Enterprise, Tripura	Mr. Atanu Das	Small
35	Juri Craft Producer Grp, Tripura	Ms. Priyabrata Chabraborty	Small
36	Malancha Craft Producer Grp, Tripura	Ms. Ruma Gope (Barman)	Small
37	Matabari Craft Producer Grp, Tripura	Ms. Suman Sutradhar	Small
38	Rangitilla Craft Producer Grp, Tripura	Mr. Abhijit Sutradhar	Small
39	Sanchay Craft Producer Grp, Tripura	Ms. Mina Rani Das	Small
40	Srijoni, Tripura	Mr. Mithun Dey	Small
41	Uday Craft Producer Grp, Tripura	Ms. Sikha Das	Small
42	Ujjayanta Craft Producer Grp, Tripura	Ms. Purnima Deb(Datta)	Small