

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@hcssc.in

List of documents submitted in support of the Qualifications File

1. Career Progression of Carpet 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

Qualification Title-	Carpet Weaver (Knotted)
Qualification Code-	HCS/Q5701
Nature and purpose of the qualification-	Qualification pack, To prepare people to work in the carpet industry
Body/bodies which will award the qualification-	Handicrafts and carpet sector skill council(HCSSC)
Body which will accredit providers to offer courses leading to the qualification-	Handicrafts and carpet sector skill council(HCSSC)
Body/bodies which will carry out assessment of learners-	Handicrafts and carpet sector skill council(HCSSC)
Occupation(s) to which the qualification gives access-	Carpet making
Licensing requirements- N/A	N/A
Level of the qualification in the NSQF-	4
Anticipated volume of training/learning required to complete the qualification-	400
Entry requirements and/or recommendations-	5 th class
Progression from the qualification-	Loom Supervisor Knotted Carpet
Planned arrangements for the Recognition of Prior learning (RPL)-	A 3-day RPL program has been devised to certify the trainees.
Date of planned review of the qualification-	2018

Formal structure of qualification pack

Title of component & identification code	Mandatory/optional	Estimated size/learning hours	Level
HCS/N5708 Install loom for knotted carpet weaving	Mandatory	100	4
HCS/N5709 Prepare warp structure for knotted carpet weaving and fix into the loom	Mandatory	100	4
HCS/N5710 Perform knotted carpet weaving as per a range of designs	Mandatory	100	4
HCS/N9907 Receive, track and handle payments as per work done	Mandatory	40	4
HCS/N9908 Use basic health and safety practices while weaving carpets	Mandatory	30	4
CSC/N1336 Work effectively with others	Mandatory	30	4

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:-

The assessment bodies affiliated to the handicrafts & carpet sector skill council will carry out the assessment.

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 managed by the Assessment agency affiliated by the HCSSC.

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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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role : Carpet Weaver- Knotted

Qualification Pack : HCS/Q5704

Sector Skill Council : Handicrafts & Carpet Sector 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 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.

Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
HCS/N5708 Install loom for knotted carpet weaving	PC1. use adequate footwear to save from stepping on sharp objects	100	4	0	4
	PC2. state the name and location of people responsible for health and safety in the workplace		4	0	4
	PC3. identify job-site hazardous work and state possible causes of risk or accident in the workplace		5	1	4
	PC4. carry out safe working practices while dealing with hazards to ensure the safety of self and others		7	2	5
	PC5. identify various tools and materials used in installing a loom for knotted carpet weaving		4	0	4
	PC6. prepare the tools appropriately for usage		3	0	3
	PC7. identify any damage or malfunctioning of the tools		5	1	4
	PC8. use appropriate care procedures for routine maintenance or for troubleshooting		6	2	4
	PC9. receive the packaged loom from a valid source along with picture guide for installation		4	0	4
	PC10. extract key information from the picture guide for installation of the loom		4	1	3

	PC11. cross check that all the parts as mentioned in the guide have been received		7	2	5
	PC12. check that all the parts are intact and not damaged in any way		3	0	3
	PC13. communicate to the contact person as per the contact person details mentioned in the order description in case there is a discrepancy		4	1	3
	PC14. assemble the parts of the loom as per instructions provided in the picture guide		6	2	4
	PC15. setup the loom and fix it securely as per instructions		6	2	4
	PC16. fix the interlocking mechanism correctly		7	2	5
	PC17. check alignment using plumb and level		6	2	4
	PC18. make a few inches of warp and fix the warp structure correctly on the loom		6	2	4
	PC19. perform a sample weft and interlocking weaving and adjust the parts to ensure that there are no problems in weaving		6	2	4
	PC20. handle problems with respect to loom installation or alignment during weaving		4	0	4
		Total	100	22	78
HCS/N5709 Prepare warp structure for knotted carpet weaving and fix into the loom	PC1. use protective mask for protection from inhaling cotton and wool dust and adequate footwear to save from stepping on sharp objects,	100	5	1	4
	PC2. state the name and location of people responsible for health and safety in the workplace		4	1	3
	PC3. identify job-site hazardous work and state possible causes of risk or accident in the workplace		4	1	3
	PC4. carry out safe working practices while dealing with hazards to ensure the safety of self and others		5	1	4
	PC5. identify various tools and materials used in carpet weaving		2	0	2
	PC6. prepare the tools appropriately for usage		2	0	2
	PC7. identify any damage or malfunctioning of the tools		3	1	2
	PC8. use appropriate care procedures for routine maintenance or for troubleshooting		4	1	3
	PC9. receive order pack containing processed and dyed raw material, design and description of the work from a valid source		3	0	3
	PC10. extract key information from the design graph and order description		3	0	3
	PC11. read and interpret the terminology used on the design map in local language or English		3	1	2

PC12. read and extract key information in order description in local language and English	3	1	2	
PC13. check the map for any inconsistency or missing information	4	1	3	
PC14. cross check the raw material given with the description given in the order pack and coding given in the design map	4	1	3	
PC15. communicate to the contact person as per the contact person details mentioned in the order description in case there is a discrepancy or doubt in the map or raw material received	3	0	3	
PC16. spool the warp yarn neatly into easily unwindable spools	2	0	2	
PC17. select the warp yarn as per the requirement of the order	3	1	2	
PC18. determine the yardage of yarn required from the dimension details and threads per inch mentioned in the order design and check availability	4	1	3	
PC19. mark the start and end point on the loom structure as per the dimensions of the carpet to be woven leaving an allowance of	5	2	3	
PC20. wind the warp yarn on the warp frame for a standing loom as per strings per inch indicated in the design document	3	1	2	
PC21. count no of warp strings and ensure accuracy as per requirement calculated from order design intermittently and in the end	5	2	3	
PC22. check and ensure that the dimensions of the warp are as per the design	3	1	2	
PC23. perform corrections in case of errors that can be rectified without redoing the warp structure	3	0	3	
PC24. unravel and redo warp in case error can be rectified by redoing the warp structure	3	0	3	
PC25. inform senior or supervisor in case of error that cannot be rectified at own level	4	1	3	
PC26. fix the warp structure on the loom safely and securely	4	1	3	
PC27. check vertical alignment using a plumb and adjust accordingly	3	1	2	
PC28. check horizontal alignment using a chalk and thread and adjust accordingly	3	1	2	
PC29. insert 2 weft yarns as a precautionary measure before starting the weaving part	3	1	2	
	Total	100	23	77

HCS/N5710 Perform advanced knotted carpet weaving as per a range of designs	PC1. use protective mask for protection from inhaling cotton and wool dust and adequate footwear to save from stepping on sharp objects,	100	4	1	3
	PC2. state the name and location of people responsible for health and safety in the workplace		3	1	2
	PC3. identify job-site hazardous work and state possible causes of risk or accident in the workplace		3	1	2
	PC4. carry out safe working practices while dealing with hazards to ensure the safety of self and others		4	1	3
	PC5. identify various tools and materials used in carpet weaving		2	0	2
	PC6. prepare the tools appropriately for usage		2	0	2
	PC7. identify any damage or malfunctioning of the tools		2	0	2
	PC8. use appropriate care procedures for routine maintenance or for simple troubleshooting		3	1	2
	PC9. receive order pack containing processed and dyed raw material, design and description of the work from a valid source		2	0	2
	PC10. extract key information from the design graph and order description		3	1	2
PC11. read and interpret the terminology used on the design map in local language or English		2	1	1	
PC12. read and extract key information in order description in local language and English		2	1	1	
PC13. check the map for any inconsistency or missing information		2	1	1	
PC14. cross check the raw material given with the description given in the order pack and coding given in the design map		2	1	1	
PC15. communicate to the contact person as per the contact person details mentioned in the order description in case there is a discrepancy or doubt in the map or raw material received		2	0	2	
PC16. perform checks on all equipment before starting the weaving		3	1	2	
PC17. rectify problems that are within own's control and seek help if unable to resolve the problem		3	1	2	
PC18. wind the yarn into spools or rolls that can easily unwind		1	0	1	

PC19. set the yarn spools or rolls on the spool rack attached to the warp structure in the form of a beam or rope to keep them from getting tangled or stuck	3	1	2
PC20. sit comfortably on the bench and position self in such a way that the weaving can be done without straining oneself	3	1	2
PC21. tie knots using various knotting techniques on the warp threads with the correct yarn and in the correct sequence as per a range of designs	4	2	2
PC22. insert thicker yarn as a weft (thera) horizontally over each row of knots	2	1	1
PC23. use the interlocking beam that causes the front and back threads of the warp structure to get interchanged after every weft	2	0	2
PC24. knock the three rows together (row of knots, weft and interlocking) with the help of a wooden comb tool (panja) to set them tightly	2	0	2
PC25. weave uptill 16x16 knots per square inch with a minimum tolerance level of 1 knot per 50 square inches	3	1	2
PC26. perform knotted weaving using cotton, wool or silk yarn	2	0	2
PC27. join threads neatly and tightly when broken	2	0	2
PC28. roll the woven area downwards after around 1 feet of weaving in order to keep the last woven row at accessible height	2	1	1
PC29. weave weft and interlocking rows at the beginning and end of the weaving as required by the design	2	1	1
PC30. weave simultaneously with other weavers on the same warp and design by dividing up the design	2	0	2
PC31. convert design into verbal instructions that can be recited (chalta-front, bachcha-back, dhal-up, the colour code or as per an equivalent of the taalim)	3	1	2
PC32. recite the design verbally when working simultaneously on a repetitive pattern	3	1	2
PC33. provide feedback and solutions to junior weavers when they are faced with weaving related problems	2	0	2
PC34. identify errors in weaving and suggest remedial measures where possible	3	1	2

	PC35. check and ensure that the dimensions and design of the carpet weaving is as per the design		3	1	2
	PC36. perform corrections in case of errors that can be rectified without redoing the weaving		3	1	2
	PC37. unravel and redo weaving in case error can be rectified by redoing the last few rows of weaving		2	0	2
	PC38. inform senior or supervisor in case of error that cannot be rectified at own level		2	0	2
	PC39. cut and remove the woven carpet material from the warp frame without damaging or dirtying it		1	0	1
	PC40. Roll, pack and dispatch to the relevant authority as mentioned in the order description along with remaining raw material		2	1	1
	PC41. secure the weaving equipment to keep it safe, dry and dirt free		1	0	1
	PC42. keep the work area tidy and clutter free		1	0	1
		Total	100	26	74
HCS/N9907 Receive, track and handle payments as per work done	PC1. cross check if the correct amount has been received as per the work agreement and/or agreed basis of payment	100	25	5	20
	PC2. keep track of expenses and payments		25	5	20
	PC3. follow up for non-receipt of payment with the appropriate authorities		20	5	15
	PC4. open a bank account and perform basic operations		30	10	20
		Total	100	25	75
HSC/N9908 Use basic health and safety practices while weaving carpets	PC1. use protective clothing/equipment for specific tasks and work conditions	100	4	1	3
	PC2. state the name and location of people responsible for health and safety in the workplace		5	2	3
	PC3. identify job-site hazardous work and state possible causes of risk or accident in the workplace		5	2	3
	PC4. carry out safe working practices while dealing with hazards to ensure the safety of self and others		5	2	3
	PC5. state methods of accident prevention in the work environment of the job role		5	1	4
	PC6. state location of general health and safety equipment in the workplace		4	0	4
	PC7. apply good housekeeping practices at all times		5	0	5
	PC8. identify common hazard signs displayed in various areas		4	1	3

	PC9. use the various appropriate fire extinguishers on different types of fires correctly		5	1	4
	PC10. demonstrate rescue techniques applied during fire hazard		5	2	3
	PC11. demonstrate good housekeeping in order to prevent fire hazards		4	1	3
	PC12. demonstrate the correct use of a fire extinguisher		5	1	4
	PC13. demonstrate how to free a person from electrocution		4	1	3
	PC14. administer appropriate first aid to victims where required e.g. in case of bleeding, burns, choking, electric shock, poisoning, etc.		5	1	4
	PC15. demonstrate basic techniques of bandaging		4	1	3
	PC16. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments		4	0	4
	PC17. perform and organize loss minimization or rescue activity during an accident in real or simulated environments		4	0	4
	PC18. administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases		4	1	3
	PC19. demonstrate the artificial respiration and the CPR Process		5	1	4
	PC20. participate in emergency procedures		4	1	3
	PC21. complete a written accident/incident report or dictate a report to another person, and send report to person responsible		6	2	4
	PC22. demonstrate correct method to move injured people and others during an emergency		4	1	3
		Total	100	23	77
CSC/N1336 Work effectively with others	PC1. accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required	100	10	3	7
	PC2. accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt		10	3	7
	PC3. give information to others clearly, at a pace and in a manner that helps them to understand		10	3	7
	PC4. display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible		10	3	7

PC5. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks	10	3	7
PC6. display appropriate communication etiquette while working	10	3	7
PC7. display active listening skills while interacting with others at work	10	3	7
PC8. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism	10	3	7
PC9. demonstrate responsible and disciplined behaviors at the workplace	10	3	7
PC10. escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict	10	3	7
Total	100	30	70

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SECTION 2

EVIDENCE OF LEVEL

Title/Name of qualification/component: Carpet Weaver – Knotted		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	<p>The incumbent works in familiar and predictable routine of operating a loom machine. The situation of clear choice (descriptor of level 4) is evident through the following examples</p> <ul style="list-style-type: none"> • assemble the parts of the loom as per instructions provided in the picture guide • install the loom, make the warp structure and set the warp in the loom as per requirement • Prepare warp structure for knotted carpet weaving and fix into the loom • Perform advanced knotted carpet weaving as per a range of designs 	<p>This is at level 4 ,it requires clear choice of procedures, as here the procedure is standardised by the direction of the supervisor</p> <p>Example:</p> <ul style="list-style-type: none"> • receive instructions on work requirement from superior • receive and understand the design specification • understand the job sheet and the weaving methods 	4
Professional knowledge	<p>The incumbent has factual knowledge of field of knowledge or study which is in this case includes knotted weaving</p> <p>Examples:</p> <ul style="list-style-type: none"> • various types of knotted weaving loom • assembly sequence for assembling a knotted weaving loom • various types of materials used in warp making of knotted carpet weaving and their handling process • various types of carpet weaving and knotting techniques • various knotting techniques and their characteristics 	<p>It is at level 4 as this level as outlined above requires factual knowledge of field of study and not mere basic facts, process and principle knowledge of trade of employment.</p>	4

Professional skill	<p>Most of the work involves recall and demonstration of practical skill, is routine and repetitive and in a narrow range of application. The incumbent also uses appropriate rule and tool and quality concepts to complete their work. This is evident through:</p> <ul style="list-style-type: none"> • Select the appropriate knot loom. • use the appropriate yarns • Check for defects. • check the raw material and final product, if it matches requirement • make necessary adjustments if any • rectify and rework if any mistakes are found un-matching the design specifications and requirements 	<p>This is at level 4 as it is missing required cognitive skills and range of methods for problem solving which is for level 5.</p> <p>Not level 3 as there is independent work and not mere assisting, at the same time there are variables involved</p>	4
Core skill	<p>The incumbent needs language to communicate written or oral, with required clarity, to interact with customers, various departments, supervisors, personnel and teams, confirm requirements and communicate the same for shared understanding. Also prepare a range of routine documentation.</p> <p>Examples:</p> <ul style="list-style-type: none"> • communicate on process flow improvements • communicate maintenance and repair schedule proactively to the supervisor • document all the details accurately relating to one's role as required • report on the work completed and keep it in records 	<p>Written and oral communication is required with clarity so its level</p>	4

Responsibility	<p>The incumbent also needs skill pertaining to basic arithmetic and algebraic principles, for calculating various quantities and parameters, etc.</p> <p>For example:</p> <ul style="list-style-type: none"> • plan the target on number of pieces to be completed • how to plan for daily production <p>how to plan for budget and material requirement</p>	Responsible for own work and learning therefore at level 4	4
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SECTION 3

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

Please refer to the attached list of job roles and occupations as per the attachment and their career paths as per Annexure 2, which have been derived through extensive industry interactions facilitated from various workshops, and site visits conducted and interaction with representatives from different organizations all over the country. Research was conducted in the Carpet sector to capture revenue and manpower requirement estimates till 2022. The research provides the data that the discussed qualification is one of the critical roles in the sector. 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?

The increase in manpower requirements (as per projections) from 2013 to 2022, especially for roles Covered under Level 3 as per NSQF classification are expected to witness a high demand and are to be provided in research analysis study

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 implementing.

Monitoring of results of assessments

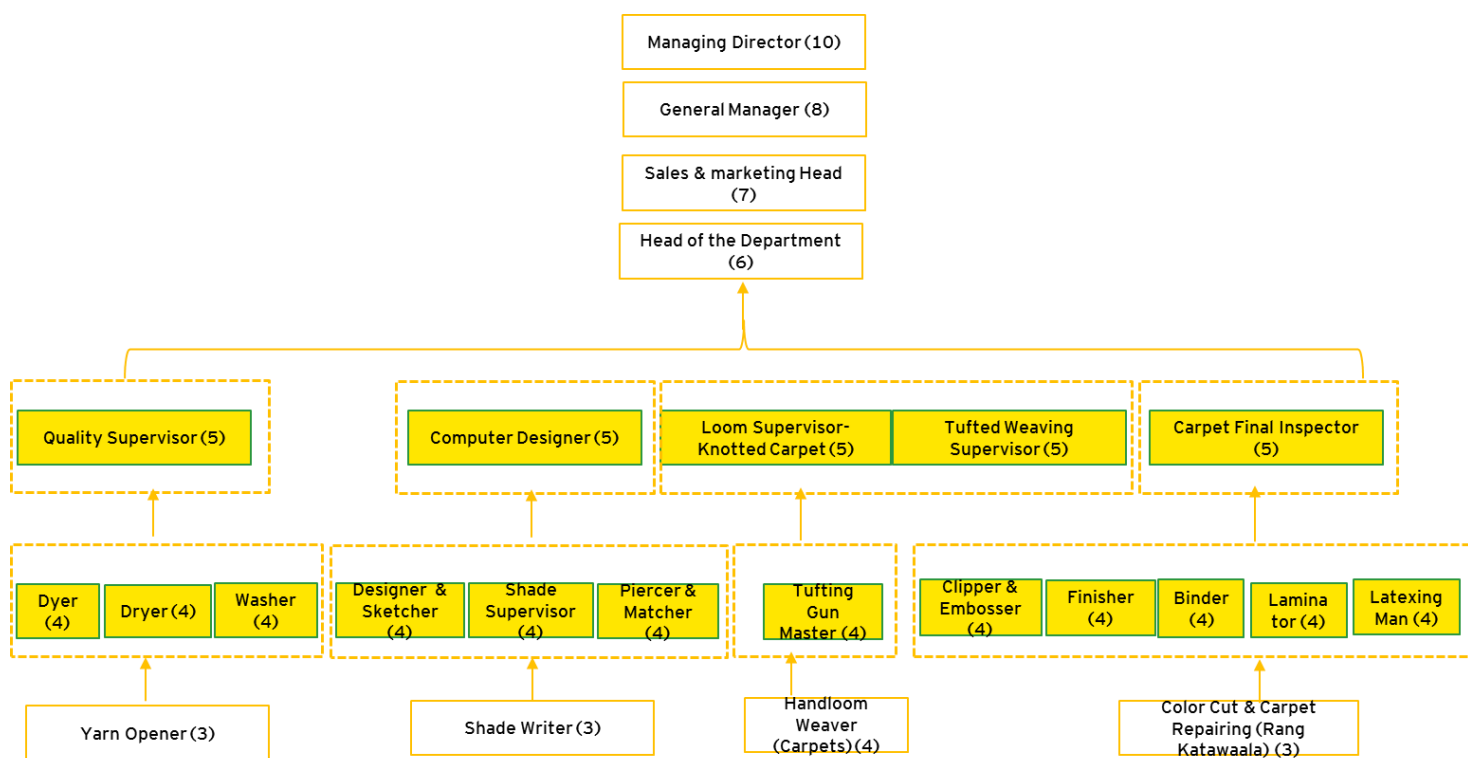
Employer feedback will be sought post-placement

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?

Horizontal and vertical mobility options have been articulated in occupational map & Career Progression matrix.



List of companies validated the QP

S. No	Name of the Organisation	Contact Person	Employee - Size
1	Ajaz Carpets	Haris	Large
2	M.H.Khan Exports	Mohd. Haris Khan	Large
3	Jaipur Rugs	Sanjay Singh	Large
4	Modern Rugs	Mazhar Asif ansari	Large
5	Bhadohi Carpets	Prashant	Large
6	Mughal Carpets Industry	R R Gupta	Large
7	Creative Line	MOHD. ANIS ANSAR	Large
8	Raj Overseas	Dinesh Vashisht	Large
9	Ajay Exports	Jagdish Chand Jaiswal	Large
10	Husain International	Tanvir Hussain	Large
11	Raheem & Sons	Shah Mohammad	Medium
12	Sunder Carpet Company	M. Gupta	Medium
13	Looms Creations	Rama Kant Pandey	Medium
14	M C Design & Trades	H N Maurya	Medium
15	Shamshi Exports	Manoj Kumar Prajapati	Medium
16	AGR Handicrafts	Iqbal Ahmed	Medium
17	Kumar Carpet Industries	Gagan Kumar	Medium
18	Classic Carpet Industries	Dharmendra Kumar	Medium
19	Ravindra Carpets Industries	Pradeep	Medium
20	Pratap Carpets	Prem Shankar Singh	Medium
21	Masnuaat-E-Hind	Aezaz Mahmood	Small
22	Qamrun-Nas & Sons	Riaz mahmod Ansari	Small
23	Shyam Carpets	Dashrath Prasad jaiswal	Small
24	Tiwari Carpet Palace	Shiv Sagar Tiwari	Small

25	Yati Overseas	Anil Kumar	Small
26	Ajay Carpets	Dinesh Chand Jaiswal	Small
27	Hand Rugs Exports	Mohd. Saif Ansari	Small
28	Nisha International	Azhar Mahmood	Small
29	Zeds Carpet	Akhtar Ansari	Small
30	Lucky Export	Shyam Narain Yadav	Small