

## **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 submitted-**

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 Crochet Lace 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>	Crochet Lace Tailor
<b>Qualification Code-</b>	HCS/Q7705
<b>Nature and purpose of the qualification-</b>	Qualification pack, To prepare people to work in the Crochet 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>	Crochet Lace Tailor
<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>	200
<b>Entry requirements and/or recommendations-</b>	5 <sup>th</sup> class
<b>Progression from the qualification-</b>	Master tailor ,pattern maker
<b>Planned arrangements for the Recognition of Prior learning (RPL)-</b>	A 3-day RPL program has been devised to certify the trainees.
<b>Date of planned review of the qualification-</b>	2018

Formal structure of the qualification

<b>Title of component &amp; identification code</b>	<b>Mandatory/optional</b>	<b>Estimated size(learning hours)</b>	<b>level</b>
HCS/N 7714 Prepare for stitching crochet lace products	Mandatory	40	3
HCS/N 7715 Carry out stitching operation for making crochet lace products	Mandatory	80	3
HCS/N 7716 Contribute to achieve quality in stitching of crochet lace products	Mandatory	40	3
HCS/N 9908 Working in a team	Mandatory	10	3
HCS/N 9912 Maintain work area & tools	Mandatory	20	3
HCS/N 9913 Maintain health, safety and security at workplace	Mandatory	10	3

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.

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.*

**CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role : Crochet Lace Tailor**

**Qualification Pack : HCS/Q 7705**

**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.

		<b>Total Marks (600)</b>	<b>Out of</b>	<b>Theory</b>	<b>Skills practical</b>
1. HCS/N 7714 (Prepare for stitching crochet lace products)	PC1. analyze & interpret the given specifications/ specification sheet of the crochet lace product	<b>100</b>	7	2	5
	PC2. check the pattern as per the given design and measurement		5	1	4
	PC3. check the given materials against the given specifications		6	1	5
	PC4. conform to organisation's quality parameters		5	1	4
	PC5. collect the tools & materials		5	1	4
	PC6. check with in charge /others when unsure of new product details		5	1	4
	PC7. carry out operations at a rate which maintains workflow		5	1	4
	PC8. select the appropriate tools & materials for cutting		7	2	5
	PC9. check the material/fabric with the given specifications		5	1	4
	PC10. ensure there are no defects on the material		7	2	5
	PC11. cut the various components with		7	2	5

	precision as per the given pattern				
	PC12. ensure that the cut material conform to the shape and size of the given crochet lace to be attached with		7	2	5
	PC13. avoid fabric/material wastage while cutting		7	2	5
	PC14. dispose of waste materials safely and return re-useable materials		5	1	4
	PC15. place the cut components for stitching after counting the pieces		5	1	4
	PC16. make sure the cut components are carefully placed to minimise the risk of damage		5	1	4
	PC17. identify and respond to any defects and damage due to mishandling		7	2	5
		<b>TOTAL</b>	<b>100</b>	<b>30</b>	<b>70</b>
2. HCS/N 7715 (Carry out stitching operation)	PC1. follow the instructions & specifications given to stitch the product	<b>100</b>	5	1	4
	PC2. ask questions to obtain more information on tasks when the instructions you have are unclear		3	0	3
	PC3. use the correct machine, tools (eg: Scissors, Measuring tapes and rulers) and equipment		5	2	3
	PC4. select the correct component parts for the design being worked on		3	1	2
	PC5. check that the materials to be used are free from faults		4	2	2
	PC6. ensure the materials used meet the specification matching a. within a product b. between a pair/set of products		5	1	4
	PC7. set up sewing machine according to production requirements		5	2	3
	PC8. cut the thread appropriately		3	0	3
	PC9. thread the needle in the machine and adjust the needle as per the requirements		5	1	4
	PC10. perform a test run to ensure machine is operating correctly		5	1	4
	PC11. check if crochet lace and cut material/fabric is correctly marked and pieces cut as required		5	1	4
	PC12. report defective machines, tools and/or equipment to the responsible person		5	2	3
	PC13. conform to organisation's quality standards		5	2	3
	PC14. operate machines safely and in accordance with guidelines		7	2	5
	PC15. optimize the positioning and layout of materials to ensure a smooth and rapid throughput		5	1	4
	PC16. check the equipment prior to making		3	1	2

	the stitching, including correct controls, correct attachments, correct needle & thread				
	PC17. stitch the correct materials in the right sequence as required by the product specification		5	1	4
	PC18. ensure stitched product conforms to shape and size requirement		5	2	3
	PC19. ensure stitched products meets specification in terms of labels and trimmings		5	2	3
	PC20. sew and apply trims by hand and machine		5	1	4
	PC21. carry out stitching without causing damage to the crochet lace		2	0	2
	PC22. finish the raw edges by hand/machine		5	2	3
		<b>TOTAL</b>	<b>100</b>	<b>28</b>	<b>72</b>
3. HCS/N 7716 (Contribute to achieve quality in stitching of crochet lace products)	PC1. identify and use materials required based on the specifications given	<b>100</b>	6	1	5
	PC2. take the necessary action when materials do not conform to quality standards		6	1	5
	PC3. report and replace identified faulty materials and component parts which do not meet specification		6	1	5
	PC4. identify modifiable defects and rework on them		8	2	6
	PC5. carry out work safely and at a rate which maintains work flow		8	2	6
	PC6. report to the responsible person when the work flow of other production areas disrupts work		6	1	5
	PC7. carry out quality checks at specified intervals according to instructions		7	2	5
	PC8. apply the allowed tolerances		7	2	5
	PC9. fault-find materials and components for creased, stained, damage and incorrectly made-up component parts		6	1	5
	PC10. identify faults and take appropriate action for rectification		6	1	5
	PC11. make adjustments promptly to return product to specification		6	1	5
	PC12. report faults in other processes to the appropriate person		6	1	5
	PC13. maintain the required productivity and quality levels		6	1	5
	PC14. inspect stitched products against specifications		8	2	6
	PC15. ensure that the crochet/fabric edges are finished appropriately		8	2	6
	<b>TOTAL</b>	<b>100</b>	<b>21</b>	<b>79</b>	
4. HCS/N9908 (Working in a team)	PC1. be accountable to one's own role in whole process of developing product	<b>100</b>	12	4	8
	PC2. perform all roles with full responsibility		10	3	7
	PC3. be effective and efficient at workplace		10	3	7

	PC4. properly communicate about organisation's policies		8	4	4
	PC5. talk politely with other team members and colleagues		10	3	7
	PC6. adjust in different work situations		10	3	7
	PC7. give due importance to others' point of view		10	3	7
	PC8. avoid conflicting situations		10	2	8
	PC9. develop new ideas for work procedures		8	2	6
	PC10. improve upon the existing techniques to increase process efficiency		12	2	10
	<b>TOTAL</b>		<b>100</b>	<b>29</b>	<b>71</b>
5. 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>	<b>70</b>
6. HCS/N 9913 (Maintain health, safety and security at workplace)	PC1. Comply with health and safety related instructions applicable to the workplace	<b>100</b>	8	2	6
	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,		5	2	3



	if assigned				
	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>

## NSQF QUALIFICATION FILE GUIDANCE

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### Evidence of level

Title/Name of qualification/component: <b>Crochet Lace Tailor</b>		Level: <b>3</b>	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	<p>The Crochet Lace Tailor carries out a job with limited range of activities. In this case, the tasks carried out are around stitching of crochet lace products as the given specifications, carried out in a routine and predictable manner. The examples for the same include tasks carried out to do the following</p> <ul style="list-style-type: none"> <li>cutting of the base materials as per the given pattern/specifications</li> <li>stitch components to produce crochet lace product</li> </ul>	<p>The Qualification is level 3 since all work is as per routine and there is no need for a clear choice.</p>	3

Professional  
knowledge

The Crochet Lace Tailor needs basic facts, process and principle applied in trade of employment which in this case is stitching of crochet lace products as per specifications provided.

Examples:

- different types of crochet products
- functions of different parts of the sewing machine
- common factors affecting stitching

Factual Knowledge of Field or study is not required for this level, therefore it is level 3.

3

Professional skill	<p>The skills required for the job involve recall and demonstration of practical skill, which is routine and repetitive in narrow range of application.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• cut the various components with precision as per the given pattern</li> <li>• stitch the correct materials in the right sequence as required by the product specification</li> <li>• sew and apply trims by hand and machine</li> <li>• finish the raw edges by hand/machine</li> </ul>	It is at level 3 as the skill of differentiating between bad and good quality is required.	3
Core skill	<p>The Crochet Lace Tailor requires communication skills written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles including understanding of basic financial transactions.</p> <p>These are required for the following tasks:</p> <ul style="list-style-type: none"> <li>• check the pattern as per the given design and measurement</li> <li>• place the cut components for stitching after counting the pieces</li> </ul>	Basic oral and written communication is required therefore level 3	3

Responsibility	<p>The Crochet Lace Tailor works largely on instruction from supervisor and laid down procedures. She/ He also has some responsibility for work including for delivery on time and as per schedules standards, but beyond that is not accountable</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• conform to company quality parameter</li> <li>• carry out operations at a rate which maintains workflow</li> </ul>	<p>Given the limited scope of responsibility for own learning and work this is at level 3</p>	3

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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 7,500 Crochet Lace Tailors are engaged; of which the estimated uptake would be 11,250 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

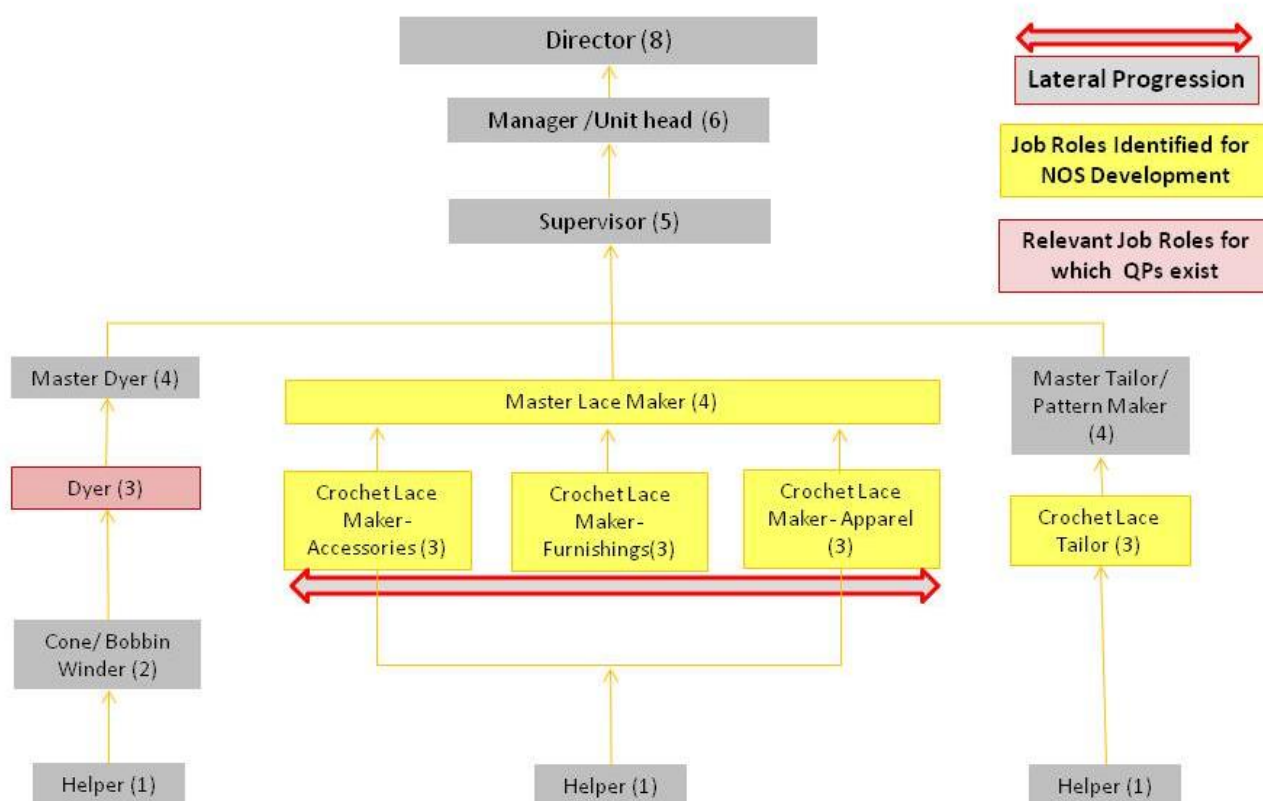
A formal review is scheduled in two year time i.e. 2018

**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 Master tailor and pattern maker

**Crochet Lace Handicrafts Subsector: Detailed Career progression**



### List of companies validating the QP

S. No	Name of Organisation	Contact	Employee Size
1	Lace Park, Narasapuram	Mrs. R. Baby	Large
2	Girija Lace Industries	Mrs. Girija Bondapalli	Large
3	Apoorva Handicrafts, AP	Mr. D. N. Murthy	Large
4	Baby Lace Industries, AP	Mr. M. Ramana Murthy	Large
5	Godavari Delta Women Lace Artisans Co-Operative Cottage Industries Society Ltd, Narsapur	Mr. G. Satish	Large
6	Godavari Village Crafts, AP	Mr. Srihari Rao	Large
7	Golden Lace Exports, AP	Mr. Gopala Krishna	Large
8	Jay Enterprises, AP	Ms. P. Meenakshi	Large
9	Sri J. J. Lakshmi & Co, AP	Mr. K. V. Swamy	Large
10	K. S. Naidu & Co., AP	Mr. K. Dakshina Murty	Large
11	Kalavakolanu Lace, AP	Ms. K. Suryakumari	Large
12	Natesh Kumar Lace Industries, AP	Mr. T. N. Rao	Large
13	P. Veeraiah & Co, AP	Mr. P. Ramachandra	Large



		Murthy	
14	Ramakrishna Paramahansa & Co. (RKPH), AP	Ms. K. N. Tilasi Rao	Large
15	Scads Garment Exorts	Mr. Srinivas Rao	Large
16	Swamy & Co., AP	Mr. Ram Chandrudu K	Large
17	Swarna & Co., AP	Mr. A. S. V. Babu	Large
18	T. M. Rao & Sons, AP	Mr. T. V. Swamy	Large
19	A. V. Exports, AP	Mr. Brahma Rao	Large
20	Devi & Co., Ap	Mr. P. Pratap	Large
21	Excel Handicrafts	Mr. M. T. Girivasu	Large
22	Loyola Exports, AP	Mr. B. Uday Bhaskarnaidu	Large
23	Mallika Lace Industries, AP	Mr. A. Basava	Large
24	Sri Maatha Lace Exporters, AP	Mr. Hari Rama Krishna	Large
25	Sridevi & Co, AP	Ms. T. Sridevi	Large
26	T. Ganapathi & Co., AP	Mr. T. Ganapathi	Large
27	T. S. Prakash Rao & Co., AP	Mr. T. S. Prakash	Large
28	Vennela Lace Crafts, AP	Mr. B. Venkateswara	Large
29	Narasapur Producer Transform Pvt. Ltd	Mr. P. D. Sudheer Kumar	Medium
30	The Laxmaneswaram Village Alankrithi Lace Manufacturing Mahila MAC Society	Mrs. P. Kanakadurga	Medium
31	The Serepalem Village Alankrithi Lace	Mrs. Gade Nagaveni	Medium

	Manufacturing Mahila MAC Society		
32	The Seethampuram Village Alankrithi Lace Manufacturing Mahila MAC Society	Mrs. K.Suryakumari	Medium
33	The Veeravasaram Village Alankrithi Lace Manufacturing Mahila MAC Society- W. Godavari dist.	Mrs. Satyavani	Medium
34	The Elamanchili Village Alankrithi Lace Manufacturing Mahila MAC Society	Mrs. A.Suryakumari	Medium
35	The Doddipatla Village Alankrithi Lace Manufacturing Mahila MAC Society	Mrs. Mathaji	Medium
36	The Pabaladeevi Village Alankrithi Lace Manufacturing Mahila MAC Society- Pabaladeevi	Mrs. Baby Rangisetty	Medium
37	The Kalipatnam Village Alankrithi Lace Manufacturing Mahila MAC Society Ltd	Mrs. P. Mutyalamma	Medium
38	Society for Health, Agriculture and Rural Education	Mrs. N. Subhashini	Medium
39	The Mogalthuru Village Alankrithi Lace Manufacturing Mahila MAC Society- Mogalthuru	Mrs. B. Prabhavathi	Medium

40	Swarna Bharathi (SHG)	Mrs. T. Radhamani	Small
41	The Mastyapuri Village Alankrithi Lace Manufacturing Mahila MAC Society- W. Godavari dist.	Mrs. S. Kasturi	Small
42	The Tholeru Village Alankrithi Lace Manufacturing Mahila MAC Society Ltd	Mrs. Nagamani	Small
43	The S.Chikkala Village Alankrithi Lace Manufacturing Mahila MAC Society	Mrs. Y.Adilakshmi	Small
44	Mahabaleshwar Hastakala Vikas Nigam, Maharashtra	Mr. Suresh. K. Danam	Small
45	The Modi Village Alankrithi Manufacturing Mahila MAC Society Ltd.	Mrs. S. Vijayalakshmi	Small
46	The Thurputallu Village Alankrithi Lace Manufacturing Mahila MAC Society- Thruputallu	Mrs. Ch SubbaLakshmi	Small
47	The Vemuladevi-1 Village Alankrithi Lace Manufacturing Mahila MAC Society- Vemuladeevi	Mrs. Thota Radha	Small
48	The Digamarru Village Alankrithi Lace Manufacturing Mahila MAC Society	Mrs. Y.Rajeswari	Small

49	The Lankalakoderu Village Alankrithi Lace Manufacturing Mahila MAC Society- Lankalakoderu	Mrs. A Satyamamba	Small
50	Lace Knitting and Rural Development Association (LRDA), West Godavari District	Mrs. Girija Bondapalli	Small