

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@hcssc.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

Qualification Title-	Master Crochet Lace Maker
Qualification Code-	HCS/Q7704
Nature and purpose of the qualification-	Qualification pack, To prepare people to work in the Crochet sector
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-	Crochet Lace Maker- Apparel
Licensing requirements-	N/A
Level of the qualification in the NSQF-	4
Anticipated volume of training/learning required to complete the qualification-	200
Entry requirements and/or recommendations-	5 th class
Progression from the qualification-	supervisor
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 the qualification

Title of component & identification code	Mandatory/optional	Estimated size(learning hours)	level
HCS/N 7710 Prepare for sampling of crochet lace product	Mandatory	40	3
HCS/N 7711 Carry out crocheting of crochet lace sample as per requirement	Mandatory	80	3
HCS/N 7712 Making production instructions for crochet lace sample	Mandatory	40	3
HCS/N 7713 Contribute to achieve quality in crochet lace sample making	Mandatory	10	3
HCS/N 9908 Working in a team	Mandatory	20	3
HCS/N 9912 Maintain work area & tools	Mandatory	10	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:-

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 : Master Crochet Lace Maker

Qualification Pack : HCS/Q 7704

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.

		Total Marks (700)	Out of	Theory	Skills practical
1. HCS/N 7710 (Prepare for sampling of crochet lace product)	PC1. discuss with requirements and specifications with the client/ designer	100	7	2	5
	PC2. understand the product requirements		7	3	4
	PC3. analyse the reference product picture, if given		7	3	4
	PC4. analyse the specification sheet if given		7	3	4
	PC5. analyse the given reference sample		7	3	4
	PC6. understand the yarns to be used		5	2	3
	PC7. understand the positioning of embellishments like beads, mirrors, sequence or buttons, if any		5	2	3
	PC8. understand the placement and use of colours in the sample		5	2	3
	PC9. discuss the designs and crochet stitches to be used in the sample		5	2	3
	PC10. estimate the quantity and collect the appropriate yarns required to make the sample		5	2	3
	PC11. estimate the quantity and collect the beads/ mirrors/ buttons required to make the sample		5	2	3
	PC12. ensure that the yarn procured is of optimum strength and as per the client requirements		5	2	3
	PC13. draw all the coloured yarn from the cone		5	2	3

	PC14. weigh the yarn and note it down		5	2	3
	PC15. ensure that the yarn does not get dirty and entangled		5	1	4
	PC16. select the suitable crochet hook as per the yarn count		5	2	3
	PC17. ensure the hook to be used is free from faults and dirt. In case of any report them.		5	1	4
	PC18. identify and prepare the tools required for crochet lace making		5	2	3
		TOTAL	100	38	62
2. HCS/N 7711 (Carry out the crocheting of the crochet lace sample as per client requirements)	PC1. ask questions to obtain more information on tasks, in case of any doubts resolve them		3	0	3
	PC2. ensure that correct thickness and colour of yarn are used to start crocheting		3	0	3
	PC3. ensure that the raw materials used are as per the specifications and requirements of the client		4	1	3
	PC4. replace identified faulty yarn which does not meet requirement		3	0	3
	PC5. identify the starting point for crocheting		3	0	3
	PC6. start crocheting with the required crochet stitch		5	1	4
	PC7. carry out basic crochet stitches for to make the product		7	2	5
	PC8. carry out crocheting of motifs/ elements in the required sizes		7	2	5
	PC9. manipulate the number of stitches row-wise to attain the required shape of the crochet lace		7	2	5
	PC10. check for the tension of the yarn from all direction and ensure the evenness of crocheting	100	5	1	4
	PC11. carry out the panel making by using appropriate method/s to join motifs/smaller crochet units		7	2	5
	PC12. carry out the finishing of the crochet lace product as per the requirements provided by the client/ designer		7	2	5
	PC13. ensure the correct dimension and shape of the crochet lace		5	1	4
	PC14. join the crochet panels using appropriate method to make product without any attachment defects		7	2	5
	PC15. carry out the process of making neck lace with the appropriate crochet stitches in case of apparel products		7	2	5
	PC16. carry out the process of neck lace attachment for apparel products		7	2	5
	PC17. carry out the attachment of trims like beads, mirrors, etc as per the design		5	1	4
	PC18. make changes while crocheting to meet		5	1	4

	the requirements of the client				
	PC19. trim the extra knots, fold and pack the sample appropriately		3	0	3
		TOTAL	100	22	78
3. HCS/N 7712 (Make production instructions for crochet lace sample)	PC1. measure the master sample appropriately	100	7	2	5
	PC2. take complete information about the shape and measurements of the sample		5	1	4
	PC3. analyse the shape of the sample and its components		7	2	5
	PC4. make a rough sketch of the of the product and its components		4	1	3
	PC5. prepare the paper and pattern making instruments to make pattern		7	2	5
	PC6. use the measuring and drawing instruments appropriately to create the pattern		12	1	3
	PC7. cut the pattern appropriately		10	1	7
	PC8. ensure that the cut pattern is as per the sample		6	1	5
	PC9. calculate and note the amount of yarn required for making the sample		8	2	6
	PC10. note down the number and position of knots required to begin crocheting		8	2	6
	PC11. count the knots/crochets row wise		8	2	6
	PC12. analyse the sample carefully and detail out instructions for positioning of colours, techniques, stitches, finishes, neck lines etc		10	3	7
	PC13. estimate the amount of time required to make the sample		8	2	6
	TOTAL	100	22	68	
4. HCS/N 7713 (Contribute to achieve quality in crochet sample making)	PC1. take the necessary action when materials do not conform to quality standards	100	7	1	6
	PC2. replace identified faulty materials and component parts which do not meet specification		6	2	4
	PC3. discuss all the specifications with the designer and maintain quality accordingly		8	2	6
	PC4. take precautions while making patterns to ensure production of required sample		6	3	3
	PC5. ensure that the yarn ends are clipped neatly, so that the crochet yarns don't unravel		5	1	4
	PC6. carry out work safely and at a rate which maintains work flow and quality requirements		6	1	5
	PC7. ensure that panel attachment problems are corrected		6	2	4
	PC8. report to the responsible person when the work flow of other production areas disrupts work		6	1	5
	PC9. carry out quality checks at specified intervals according to instructions		6	2	4
	PC10. apply the allowed tolerances		6	2	4

	PC11. identify faults and take appropriate action for rectification		7	2	5
	PC12. make adjustments promptly to ensure the sample meets specification		6	2	4
	PC13. ensure that the tension of the crochet lace being produced is maintained		6	1	5
	PC14. ensure that the shape of the produced crochet lace matches the requirements		6	1	5
	PC15. while making units for bigger panels ensure that the units are similar in size, shape and material		7	2	5
	PC16. ensure uniformity in materials, size, design and shape a. within a sample b. between a pair/set of samples		6	1	5
		TOTAL	100	26	74
5. HCS/N9908 (Working in a team)	PC1. be accountable to one's own role in whole process of developing product	100	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
			TOTAL	100	29
6. HCS/N 9912 (Maintain work area and tools)	PC1. handle materials and tools safely and correctly	100	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
			TOTAL	100	30
7. HCS/N 9913 (Maintain health, safety)	PC1. comply with health and safety related instructions applicable to the workplace	100	8	2	6
	PC2. use and maintain personal protective		8	2	6

and security at workplace)	equipment as per protocol			
	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
	TOTAL	100	30	70

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Evidence of level

Title/Name of qualification/component: Master Crochet Lace Maker		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	<p>The Master Crochet Lace Maker carries out a job which is familiar and predictable. The tasks are carried out in a routine and predictable manner. The tasks revolve around the making of crochet samples and detailing out instructions for production. The examples for the same include tasks carried out to do the following</p> <ul style="list-style-type: none"> analyzing the product reference/instructions and requirements provided carry out the basic techniques of crocheting for making crochet lace sample make master pattern for the sample 	<p>The Qualification is at level 4 since all the work is predictable and choices to be made are clear.</p>	4

Professional
knowledge

The Master Crochet Lace Maker needs factual knowledge of crochet lace making and its sampling using details/ specifications provided such as

- the different raw materials used for making crochet laces for crochet lace products
- different crochet lace designs/ patterns for products
- different crocheting processes for making crochet products
- techniques of making different motifs/ elements

The Qualification is at level 4 since the person on the job needs factual knowledge over and above the knowledge of processes.

4

Professional skill	<p>The skill required for the job involves recall and demonstration of practical skill, routine and is repetitive in narrow range of application, using appropriate rule and tool. There is a need for clear quality concept. Examples:</p> <ul style="list-style-type: none"> • estimate the quantity and collect the appropriate yarns required to make the sample • carry out basic crochet stitches for to make the product • make changes while crocheting to meet the requirements of the client • use the measuring and drawing instruments appropriately to create the pattern • analyse the sample carefully and detail out instructions for positioning of colors, techniques, stitches, finishes, neck lines etc 	It is level 4 as the estimation and analysis is required.	4
Core skill	<p>The Master Crochet Lace Maker analyse the sample carefully and detail out instructions for positioning of colours, techniques, stitches, finishes, neck lines etc These are required for the following tasks:</p> <ul style="list-style-type: none"> • weigh the yarn and note it down • take complete information about the the shape and measurements of the sample • apply the allowed tolerances <p>calculate and note the amount of yarn required for making the sample</p>	Basic written and oral communication skills required	4

Responsibility	<p>The Master Crochet Lace Maker is largely responsible for for his/her own work completely and is accountable for the quality of the work.</p> <p>Examples:</p> <ul style="list-style-type: none"> • replace identified faulty materials and component parts which do not meet specification • take precautions while making patterns to ensure production of required sample <p>identify faults and take appropriate action for rectification</p>	<p>This job is at level 4 as the person on the job has no responsibility for other's work and learning.</p>	4
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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 15,000 Master Crochet Lace Makers are engaged; of which the estimated uptake would be 10,500 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

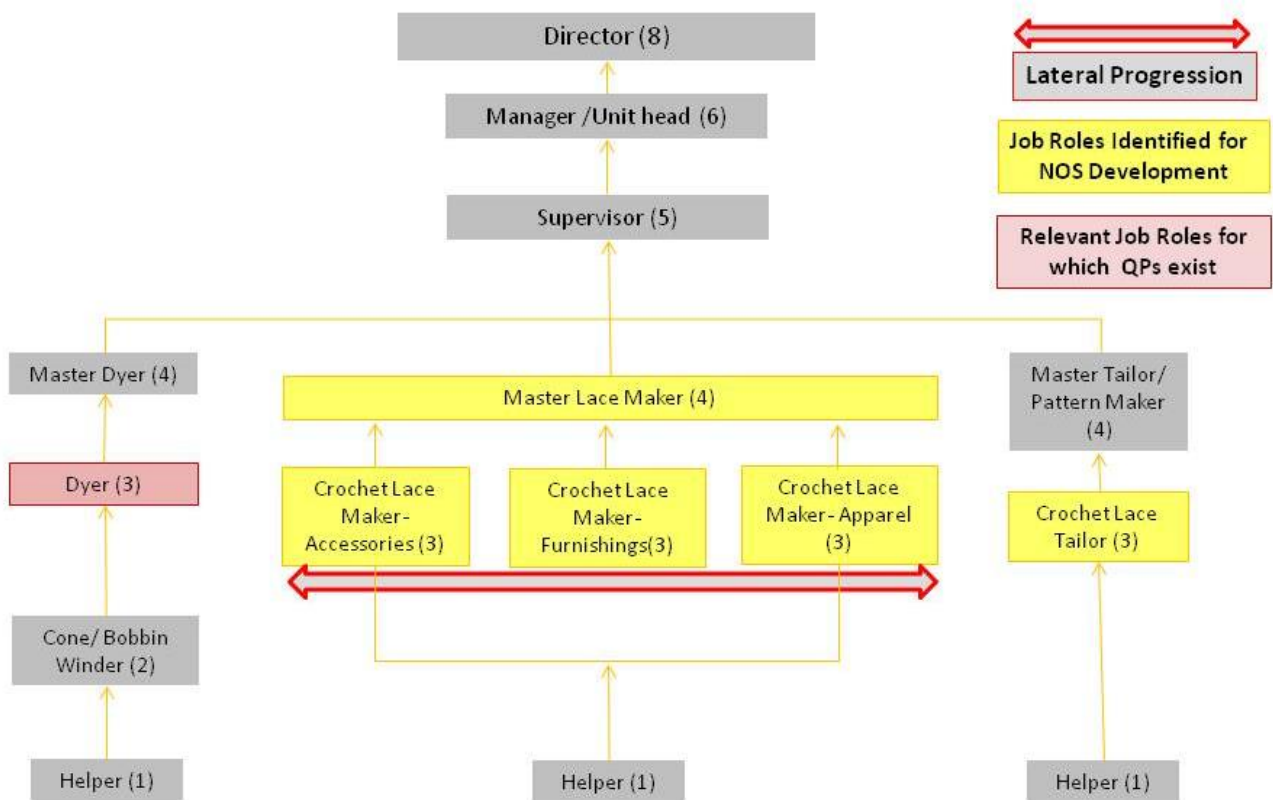
A formal review is scheduled in two year time i.e. 2018

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 Supervisor

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 Seetharampuram 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