

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

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List of documents submitted in support of the Qualifications File

1. Qualification Pack
2. Minutes of the meeting of GC meetings
3. NSDC Human Resource & Skills Requirement in Handicrafts & Carpet Sector
4. Occupational Map & Progression matrix
5. List of QP/NOS validating companies.

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SUMMARY

Qualification Title-	Stamping operator
Qualification Code-	HSC/Q2802
Nature and purpose of -the qualification-	Qualification pack, To prepare the person to work in the metal ware 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-	Metal casting & stamping
Licensing requirements-	N/A
Level of the qualification in the NSQF-	4
Anticipated volume of training/learning required to complete the qualification-	240
Entry requirements and/or recommendations-	5 th pass
Progression from the qualification-	shift in charge /Production in charge
Planned arrangements for the Recognition of Prior learning (RPL)-	A 3days RPL program has been devised to certify the trainees
International comparability where known-	not yet established
Date of planned review of the qualification.-	2018

Formal structure of qualification

Title of component & identification code	Mandatory/optional	Estimated size(learning hours)	level
HCS/N2803 Perform stamping on the metal surface	Mandatory	90	4
HCS/N9901 Coordinate with colleagues and work as a team	Mandatory	40	4
HCS/N9902 Maintain safe work environment	Mandatory	40	4
HCS/N9903 Maintain personal health	Mandatory	40	4
HCS/N9904 Basic business management	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:

Assessment body affiliated to 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 and it will be managed by assessment agency affiliated to 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 : Stamping Operator (Metalware)

Qualification Pack : HCS/Q2802

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 (500)	Out Of	Theory	Skills Practical
HCS / N2803 Perform stamping on the metal	PC1. receive instructions on work requirement from superior	100	2	1	1
	PC2. receive and understand the design specifications		2	1	1

surface	PC3. understand the job sheet and the stamping methods	2	1	1
	PC4. plan the target on number of pieces to be completed	2	1	1
	PC5. select the appropriate tool and machine for stamping such as die, puncher, etc.	2	1	1
	PC6. collect and arrange the materials to begin the process	2	1	1
	PC7. report on any shortage or defect of raw materials or machine to the concerned person	2	1	1
	PC8. ensure to stock the required materials in advance	2	1	1
	PC9. collect the metal product to be stamped	2	1	1
	PC10. decide on the relevant stamping process to be performed from hydraulic, mechanical, etc.	2	1	1
	PC11. set the stamping machine if using machine	2	1	1
	PC12. turn on the machine to perform the stamping	2	1	1
	PC13. cut and bend the metal sheet forming it to the desired shape	3	1	2
	PC14. use the appropriate stamping tool	3	1	2
	PC15. ensure to align and space the sheet metal at the appropriate position	3	1	2
	PC16. arrange the metal stamps in the order of using them	3	1	2
	PC17. select the appropriate color to be stamped on the metal in such a way that it is easily seen	3	1	2
	PC18. ensure to wipe off the excess ink if color is given manually to the stamped work	3	1	2
	PC19. insert the flat metal sheet into the die	3	1	2

PC20. activate the stamping machine to create the design	3	1	2
PC21. ensure the appropriate speed is set for the stamp	3	1	2
PC22. ensure the metal sheet inserted is of appropriate size and shape to fit the stamp machine	3	1	2
PC23. ensure to use the appropriate die to stamp the metal sheet if done by hand	2	1	1
PC24. ensure the appropriate punching force is applied when using a hand press	3	1	2
PC25. ensure the same amount of force is given to all the metal sheets	3	1	2
PC26. pierce holes where required for the finished part	3	1	2
PC27. ensure perform stamping in cold metal sheet	2	1	1
PC28. ensure to use the appropriate lubricant to protect the tool and die surface from scratching	2	1	1
PC29. ensure to take necessary safety precautions to perform stamping	3	1	2
PC30. check for defects such as wrinkles, splits, material thinning, etc.	3	1	2
PC31. check the metal after stamping, if it matches requirement	3	1	2
PC32. make necessary adjustments if any	2	1	1
PC33. rectify and rework if any mistakes are found un-matching the design specifications and requirements	2	1	1
PC34. ensure general maintenance of the machine	3	1	2

	PC35. ensure no shut down of machines due to improper maintenance		3	1	2
	PC36. perform regular cleaning process as prescribed by manufacturer		3	1	2
	PC37. ensure a proper finish as per requirement		3	1	2
	PC38. ensure to stamp or punches die the target number of pieces		3	1	2
	PC39. ensure the output delivered is defect free and hazard free		3	1	2
		Total	100	39	61
HCS/N9901 Coordinate with colleagues and work as a team	PC1. receive job order and instructions from reporting supervisor	100	4	3	1
	PC2. understand the work output requirements, targets, performance indicators and incentives		5	4	1
	PC3. deliver quality work on time and report any anticipated reasons for delays		5	1	4
	PC4. report on any grievances, production defects and any potential hazards		4	2	2
	PC5. communicate on process flow improvements		4	2	2
	PC6. communicate maintenance and repair schedule proactively to the supervisor		4	1	3
	PC7. receive feedback on work standards		4	2	2
	PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc		5	2	3
	PC9. report in time for shortage or need of raw materials		4	1	3
	PC10. handover completed work to supervisor		4	2	2

PC11. communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team	5	2	3
PC12. maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues	5	2	3
PC13. interact with colleagues from different functions and understand the nature of their work	4	2	2
PC14. put team over individual goals and multi task or share work where necessary supporting the colleagues	4	2	2
PC15. resolve conflicts and ensure smooth workflow	4	1	3
PC16. interact and understand the production requirement for the day from the previous and successive processing department and work accordingly	4	1	3
PC17. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement	4	1	3
PC18. receive feedback from Quality Control and rework in order to complete work on time	5	1	4
PC19. share information with colleagues to enable efficient delivery of work	6	3	3
PC20. highlight any errors of colleagues, help to rectify and ensure quality output	4	2	2
PC21. work with cooperation, coordination, communication and collaboration, with shared goals and supporting each others performance	4	1	3

	PC22. document all the details accurately relating to one's role as required		4	1	3
	PC23. report on the work completed and keep it in records		4	1	3
		Total	100	40	60
HCS/N9902 Maintain safe work environment	PC1. comply with safety procedures while on work to prevent accidents	100	8	2	6
	PC2. take adequate safety measures while handling materials, chemicals and tools		8	2	6
	PC3. wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working		8	2	6
	PC4. undertake basic safety checks before operation of all tools and electrical equipments		9	2	7
	PC5. wear appropriate and recommended clothing as per the work environment (eg: working in a furnace area)		9	2	7
	PC6. follow recommended material handling procedure to control material and personal damage		8	2	6
	PC7. perform all procedures as per company's work instructions for controlling operational risk		8	4	4
	PC8. perform the duties in a manner which minimizes environmental damage		6	2	4
	PC9. dispose of waste safely and correctly in a designated area as per company's SOP		8	2	6
	PC10. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger		8	4	4
	PC11. ensure zero accident at workplace		10	2	8

	PC12. adhere to safety standards and ensure no material damage		10	2	8
		Total	100	28	72
HCS/N9903 Maintain personal health	PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	100	12	4	8
	PC2. follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it		10	2	8
	PC3. wear protective goggles over eyes and replace them when scratches on it obscure the vision		10	2	8
	PC4. wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts		10	2	8
	PC5. undergo preventive health checkups at regular intervals		10	2	8
	PC6. take prompt treatment from the doctor in case of illness		11	3	8
	PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work		11	4	7
	PC8. ensure no productivity loss or absenteeism from work due to illness		13	3	10
	PC9. ensure no long term ill effect on the personal health		13	3	10
			Total	100	25
HCS/N9904 Basic	PC1. allot work to the employees of the unit according to their skill and experience	100	3	1	2

business management	PC2. train the employees of his/her unit with the appropriate skills required to make market relevant and quality products		3	1	2
	PC3. motivate the employees		2	1	1
	PC4. handle the grievances/issues that are raised by the employees		2	1	1
	PC5. manage the employee expectations		2	1	1
	PC6. gather and analyse the cues from the market		2	1	1
	PC7. ascertain the customer preference		3	1	2
	PC8. create product lines based on current market preference		3	1	2
	PC9. create product lines that are unique and able to price high		3	1	2
	PC10. price the products according to market trends		3	1	2
	PC11. decide the best way to market the product lines		3	1	2
	PC12. make a list of raw materials required according to the product lines		2	0	2
	PC13. ascertain the quantity and right price to procure the materials		3	1	2
	PC14. identify the right locations/agents from where the raw materials can be procured		3	1	2
	PC15. negotiate to get the best price		3	0	3
	PC16. ensure quality materials are procured		4	1	3
	PC17. ensure the procured materials are stored in appropriate conditions		3	1	2
	PC18. maintain the bills and record the prices of procurement for future reference		3	1	2
	PC19. maintain healthy vendor relationships		3	1	2

PC20. identify the nearest market		3	1	2
PC21. analyze the prevalent price for product lines		3	2	1
PC22. decide on the most effective means to access the market		2	1	1
PC23. plan for cost effective transportation to the market		3	1	2
PC24. position the product according to market requirements		3	1	2
PC25. manage customer expectations		2	0	2
PC26. analyze and ascertain the cost of production		3	1	2
PC27. maintain the book of accounts related to the business		3	1	2
PC28. own and operate a bank account		4	2	2
PC29. identify cost effective means of running business		3	1	2
PC30. identify various aspects of business that require recording		3	2	1
PC31. create formats for recording		3	2	1
PC32. make various records pertaining to all aspects of business		3	2	1
PC33. maintain these records with periodic updation		3	2	1
PC34. maintain necessary documents as per local government and regulatory requirement		3	2	1
PC35. analyze the records and glean various trends from the same		3	2	1
	Total	100	40	60

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SECTION 2

EVIDENCE OF LEVEL

Title/Name of qualification/component: Stamping operator		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 stamping machine in metal ware manufacturing. The situation of clear choice (descriptor of level 4) is evident through the following examples</p> <ul style="list-style-type: none"> • set the stamping machine if using machine • turn on the machine to perform the stamping • cut and bend the metal sheet forming it to the desired shape • use the appropriate stamping tool 	<p>This is not of level 5 which 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 stamping methods 	4

Professional knowledge	<p>The incumbent has factual knowledge of field of knowledge or study which is in this case includes die punching or stamping and handling metal ware</p> <p>Examples:</p> <ul style="list-style-type: none"> • metal craft details • metal making process and types of products • various kinds of raw materials involved in the process • different stamping tools and methods to be used based on the requirement • use of stamp machine and its maintenance • appropriate die to be used 	<p>This is not level 5 as there is a requirement of principles and general concepts at level 5 which is not required here. Also not level 3 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> <p>select the appropriate tool and machine for stamping such as die, puncher, etc.</p> <p>use the appropriate stamping tool</p> <p>check for defects such as wrinkles, splits, material thinning, etc.</p> <p>check the metal after stamping, if it matches requirement</p> <p>make necessary adjustments if any</p> <p>rectify and rework if any mistakes are found un-matching the design specifications and requirements</p>	<p>This is not level 5 as it is missing required cognitive skills and range of methods for problem solving.</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 	Needs communication with clarity therefore level 4	4
	<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 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>		

Responsibility	<ul style="list-style-type: none"> • interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc • interact with colleagues from different functions and understand the nature of their work • gather and analyse the cues from the market ascertain the customer preference 	The incumbent works with responsibility for own work and learning, which is evident from the incumbent's deliverables and also there is no responsibility for the learning of others therefore this is not level 5.	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?

Employed in the role: 40000; Estimate uptake 15000 based on requirements for existing and prospective workforce on the basis of Skills Gap analysis Reports and validation of skill gap study through feedback from industry for demand. An LMIS development initiative is being put in place to be more precise regarding the demand and supply

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. 2017

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

Vertical: Shift in charge / Production in charge; Horizontal: Die maker

List of companies validated the QP

Sl.No	Name of the Company	Size of the Company
1	Overcare Markets Pvt Ltd	Medium
2	Visba	Large
3	Globe Exports Corporation	Medium
4	Dewan & Sons	Large
5	Fantasy Exports	Large
6	Akash International	Small
7	Dewan India	Medium
8	Rozy International	Small
9	R.I. Collections	Medium
10	Images Inc.	Small
11	Images Exports	Small
12	KLK International	Medium
13	Sitlax India	Small
14	Lee-Za International	Large
15	Palak International	Medium
16	Paramount Home Collections	Large
17	SAG New Look Home Art Collection	Large
18	Iqbal Paramount Metal Industries	Medium
19	Interseas Metal Finishings	Small
20	Sahar Arts Valley	Medium
21	Global Exports	Small
22	Sealine Collections	Medium
23	Rudraksh International	Medium
24	HAQ Brothers	Large
25	Euro Collection	Small
26	Brassex India	Large
27	Horizon's Collection	Medium
28	Horizon Enterprises	Medium
29	Moradabad Handicrafts Of India	Large
30	Fine Finish Handicrafts	Medium
31	Galaxy Exports	Medium
32	Bansal Impex	Large
33	Artesia Collections	Small
34	ZS Creations	Small
35	Abidsons	Small
36	India Design	Medium
37	Indian Touch	Medium
38	New Design Exports	Small