

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:

Handicrafts and Carpet Sector Skill Council
3rd Floor, OCF,
Plot No. 2, Pocket – 9, Sector – B,
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): 011-26133165

E-mail address: ceo@hcsc.in

List of documents submitted in support of the Qualifications File

1. Career Progression of Hand Crafted Textiles Sub-Sector
2. List of QP/NOS validating companies
3. Qualification Pack
4. Minutes of the meeting of GC Consultation meeting
5. NSDC Human Resource & Skills Requirement in Handloom & Handicraft Sector
6. RFP for development of Occupational Standards
7. Selection process of the Consultants to develop Occupational Standards

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SUMMARY

Qualification Title	Applique Artisan
Qualification Code	HCS/Q7303
Nature and purpose of the qualification	- This is a Qualification Pack (QP) containing National Occupational Standards for the job role – Applique Artisan. The main purpose of the qualification and the target learners is to get unemployed people into work and to upgrade the skills of people already in work.
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	Hand Embroidery
Licensing requirements	N/A
Level of the qualification in the NSQF	4
Anticipated volume of training/learning required to complete the qualification	350 Hours {(NOSs + Bridge module = 290)+ (Entrepreneurship and Soft Skills + Digital Literacy = 60)}
Entry requirements and/or recommendations	Basic literacy, preferably 5th class pass
Progression from the qualification	Master Applique Artisan
Planned arrangements for the Recognition of Prior learning (RPL)	A 3-day RPL program has been devised to certify the trainees.
International comparability where known	N/A
Date of planned review of the qualification.	2019
Formal structure of the qualification	

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Title of component and identification code.	Mandatory/ Optional	Estimated size (learning hours)	Level
(i) HCS/N 7341 Prepare and carrying out applique by hand as per given specifications	Mandatory	100	4
(ii) HCS/N 7342 Prepare and carrying out fabric cutting for applique as per given specifications	Mandatory	100	4
(iii) HCS/N 9914 Contribute to achieve quality in hand embroidery work	Mandatory	25	Common Across 4-5 levels
(iv) HCS/N 9908 Working in a team	Mandatory	20	Common Across 4-5 levels

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(v) HCS/N 9912 Maintain work area & tools	Mandatory	20	Common Across 4-5 levels
(vi) HCS/N 9913 Maintain health, safety and security at workplace	Mandatory	20	Common Across 4-5 levels

Qualification Pack is attached in Annexure 3.

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SECTION 1 **ASSESSMENT**

Body/Bodies which will carry out assessment:

The assessment bodies affiliated to the Handicrafts and 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 under development.

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.

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ASSESSMENT EVIDENCE

Assessment Criteria	
Job Role	Applique Artisan
Qualification Pack	HCS/Q7303, v1.0
Sector Skill Council	Handicrafts and Carpet

Sr. No.	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.	Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4.	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5.	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6.	To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7.	In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate of all the NOSs.

Total Marks				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills practical
1. HCS/Q 7341 (Prepare for carrying out applique by hand as per given specifications)	PC1. analyze the given design specification or design artwork or design sample of the product	100	5	2	3
	PC2. understand and identify the stitches and shapes of fabric to be used for making the design		2.5	1	1.5
	PC3. check with in charge /others when unsure of new product details		2.5	0	2.5
	PC4. check the fabric and ensure that it meets		5	2.5	2.5

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Total Marks				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills practical
	the requirements provided				
	PC5. ensure that the fabric is cut appropriately for appliqué as per design		7.5	2.5	5
	PC6. ensure that the fabric is cut with enough allowance for hemming neatly in the required shapes/ pattern		5	1	4
	PC7. ensure that the glue/ starch is appropriately applied appropriately, if required		5	1	4
	PC8. select the appropriate color and quality of the thread		2.5	1	1.5
	PC9. select the appropriate needle as per the fabric and threads to be used		5	2	3
	PC10. estimate the time required to complete the given work		2.5	0	2.5
	PC11. report defective materials to the person concerned		2.5	1	1.5
	PC12. minimize and dispose the waste materials in the approved manner		2.5	0	2.5
	PC13. carry out operations at a rate which maintains workflow		2.5	0	2.5
	PC14. ensure that the raw materials are prepared as per requirements		2.5	1	1.5
	PC15. carry out blind hem to attach a fabric to another fabric		7.5	2.5	5
	PC16. ensure that the hem stitch is evenly done		5	0	5
	PC17. ensure that the shape of appliqué is maintained while hemming as per the requirement		6	1	5
	PC18. make temporary stitches in places to hold the fabric in place, if required		2.5	0	2.5

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Total Marks				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills practical
	PC19. ensure that the margin of fabric is handled appropriately while carrying out appliqué		5	1	4
	PC20. carry out chain stitch		3	1	2
	PC21. carry out running stitch		3	1	2
	PC22. carry out buttonhole stitch		3	1	2
	PC23. carry out hemming of small pieces of fabric folded in different shapes as per requirement		5	1	4
	PC24. ensure that the correct colour threads are used to as per specifications		2.5	1	1.5
	PC25. avoid damage to fabric/ product while carrying out embroidery		2.5	0	2.5
	PC26. cut the extra threads appropriately while embroidering		2.5	0	2.5
		TOTAL	100	24.5	75.5
2. HCS/Q 7342 (Prepare and carrying out fabric cutting for applique as per given specifications)	PC1. analyse the given design specification or applique artwork or applique sample	100	4	1.5	2.5
	PC2. understand the dimensions of the product/ panel		4	1	3
	PC3. check the fabric and ensure that it meets the requirements provided		4	1	3
	PC4. ensure that the colours of fabric for appliqué match requirement		3	1	2
	PC5. prepare the fabric by ironing for design tracing		3	0.5	2.5
	PC6. identify and prepare the materials required for carrying out tracing		3	1	2
	PC7. ensure that the <i>khaka</i> (design tracing) matches the requirements		4	1	3

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Total Marks				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills practical
	PC8. carry out the tracing of design on the fabric		5	1	4
	PC9. prepare the layers of fabric which can be used to cut in one lot, if required		6	1	5
	PC10. estimate the time required to complete the given work		3	0	3
	PC11. report defective materials to the person concerned		4	1	3
	PC12. minimise and dispose the waste materials in the approved manner		4	1	3
	PC13. carry out operations at a rate which maintains workflow		3	0	3
	PC14. ensure that the raw materials are prepared as per requirements	100	2.5	1	1.5
	PC15. appropriately choose the method to be used for cutting as per requirement		4	1	3
	PC16. identify and prepare the tools for cutting		6	1	5
	PC17. carry out cutting		7.5	1	6.5
	PC18. ensure that the required amount of margin is left for hemming the design		3	0	3
	PC19. use the cutter/ scissor for sharpening the corners and the smoothen the edges of the design		5	1	4
	PC20. avoid damage to fabric/ product while carrying out cutting		3	0	3
	PC21. ensure that the motifs are cut evenly across the same design		3	0	3
	PC22. identify the ingredients required for making the glue for temporarily sticking		3	1	2
	PC23. prepare the glue for pasting the layers temporarily		3	1	2

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Total Marks				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills practical
	PC24. ensure that the viscosity of the glue is appropriate		2	0.5	1.5
	PC25. carry out the pasting of two layers appropriately		4	1	3
	PC26. ensure that the pasting is done without puckering		2	0.5	1.5
	PC27. ensure pasting is done evenly		2	0	2
		TOTAL	100	20	80
3. HCS/N 9914 (Contribute to achieve quality in hand embroidery work)	PC1. identify and use materials required based on the specifications provided	100	5	2	3
	PC2. ensure that the correct type of fabric is used		3	1	2
	PC3. ensure that the correct quality of thread is used for the given embroidery technique		5	2	3
	PC4. ensure that the shape/ size/ pattern/ design is not distorted while embroidering		7	0	7
	PC5. avoid damage to fabric while embroidering like needle holes, cuts, etc		5	0	5
	PC6. ensure that the embroidery floats are of the appropriate size		5	1	4
	PC7. ensure that the embroidered fabric backs are neat		5	0	5
	PC8. ensure that there is no shade difference in the colors used		5	0	5
	PC9. maintain the correct tension while embroidering to avoid puckering and uneven embroidery		5	0	5
	PC10. avoid soiling of the fabric/ product while carrying out embroidery		5	0	5
	PC11. store the embroidered fabric/ product		5	0	5

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Total Marks				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills practical
	appropriately				
	PC12. rip the embroidery appropriately to rework on modifiable defects in embroidery		5	2	3
	PC13. ensure uniformity in raw materials, design and technique a. within a product b. between pair/ set of products		5	2	3
	PC14. apply allowed tolerances		5	2	3
	PC15. ensure that the extra yarns are clipped neatly		5	0	5
	PC16. take the necessary action when materials do not conform to quality standards		5	2	3
	PC17. identify modifiable defects and rework on them		5	2	3
	PC18. maintain the required productivity and quality levels		5	0	5
	PC19. report to the responsible person when the work flow of other production areas disrupts work		5	2	3
	PC20. carry out quality checks at specified intervals according to instructions		5	2	3
		TOTAL	100	20	80
4. HCS/N 9908 (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 organization's policies		8	4	4
	PC5. talk politely with other team members and colleagues		10	3	7

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Total Marks				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills practical
	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	71
5. 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	70		
6. HCS/N 9913 (Maintain health, safety and security at workplace)	PC1. comply with health and safety related instructions applicable to the workplace	100	8	2	6
	PC2. use and maintain personal protective equipment as per protocol		8	2	6

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Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills practical
	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 organizational 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 organized 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 organization evacuation procedures		8	2	6
		TOTAL	100	30	70

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Total Marks				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills practical
Grand Total		600	600	153.5	446.5
Percentage Weightage:				25.58%	74.48%
Minimum Pass % to qualify (aggregate):				70%	

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SECTION 2

EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Applique Artisan		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	<p>Work in familiar, predictable and routine with clear choice:</p> <ul style="list-style-type: none"> understand the embroidery stitches to be used trace/transfer the designs to the fabrics and cut out the shapes and forms as specified select the appropriate thread and needle as per the fabric and threads to be used attach the embroidery frame to the fabric appropriately carry out chain, running and buttonhole stitches to sew fabrics as per requirement carry out hemming of small pieces of fabric folded in different shapes as per requirement 	<p>Applique Artisan carries out a job which is familiar and predictable. The tasks are carried out in a routine, which in this case are cutting and sewing forms & shapes in form o fabrics on fabrics. The situation of clear choice (descriptor of level 4) is evident.</p> <p>This is not of level 5 which requires clear choice of procedures, as here the procedure is standardized.</p> <p>Hence NSQF Level is 4</p>	4
Professional knowledge	<p>Factual Knowledge:</p> <ul style="list-style-type: none"> process of carrying out applique by hand types of threads used different types of fabrics and their usage designs and motifs used in appliqué designs 	<p>The incumbent has factual knowledge of field of knowledge or study which is in this case includes quality parameters and procedures for applique craft.</p> <p>This is not level 5 as there is a requirement of</p>	4

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Title/Name of qualification/component: Applique Artisan		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> the different stitches used basic of color and combinations tools used for embroidery like embroidery frame, needles, clippers, scissors, etc 	<p>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 applique craft.</p> <p>Hence NSQF Level is 4</p>	
Professional skill	<ul style="list-style-type: none"> Practical skill and routine work: study the given design specification or design artwork or design sample of the applique product understand the stitches to be used select the appropriate quality, colours and quantity of the threads to be used for embroidery carry out chain, running and buttonhole stitches to sew fabrics as per requirement carry out operations at a rate which maintains workflow 	<p>Most of the work involves recall and demonstration of practical skill, is routine and repetitive and in a narrow range of application.</p> <p>The incumbent also uses appropriate rule and tool and quality concepts to complete their work. This is not level 5 as it is missing required cognitive skills and range of methods for problem solving. Not level 3 as there is independent work and not mere assisting, at the same time there are variables involved.</p> <p>Hence NSQF Level is 4</p>	4
Core skill	<p>Communication, written and oral ability:</p> <ul style="list-style-type: none"> write in local language read measurements and instructions listen effectively and orally communicate information accurately ask for clarification and advice from 	<p>The incumbent needs language to communicate written or oral, with required clarity, to interact with supervisor and team members, confirm requirements and communicate order and delivery terms.</p>	4

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Title/Name of qualification/component: Applique Artisan		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	<p><i>others</i></p> <ul style="list-style-type: none"> <i>plan and organize work to achieve targets and deadlines</i> 	<p><i>The incumbent also needs skill pertaining to basic arithmetic and algebraic principles, for calculating various quantities and parameters, etc.</i></p> <p><i>The incumbent also needs understanding of cultural and social settings and considerations for ensure to adapt the design and fashion trends according to the different regional market segments</i></p> <p><i>Hence NSQF Level is 4</i></p>	
Responsibility	<p><i>Responsible for own work/learning:</i></p> <ul style="list-style-type: none"> <i>study the given design specification to understand the embroidery stitches to be used</i> <i>ensure that the correct colour threads and fabrics are used to embroider the design as per specifications</i> <i>take the necessary action when materials do not conform to quality standards</i> <i>identify modifiable defects and rework on them</i> <i>make adjustments promptly to ensure the product matches the specification</i> 	<p><i>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.</i></p> <p><i>Hence NSQF Level is 4</i></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?

Employed in the role: 50,000; Estimate uptake 15,000 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. 2019

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SECTION 4

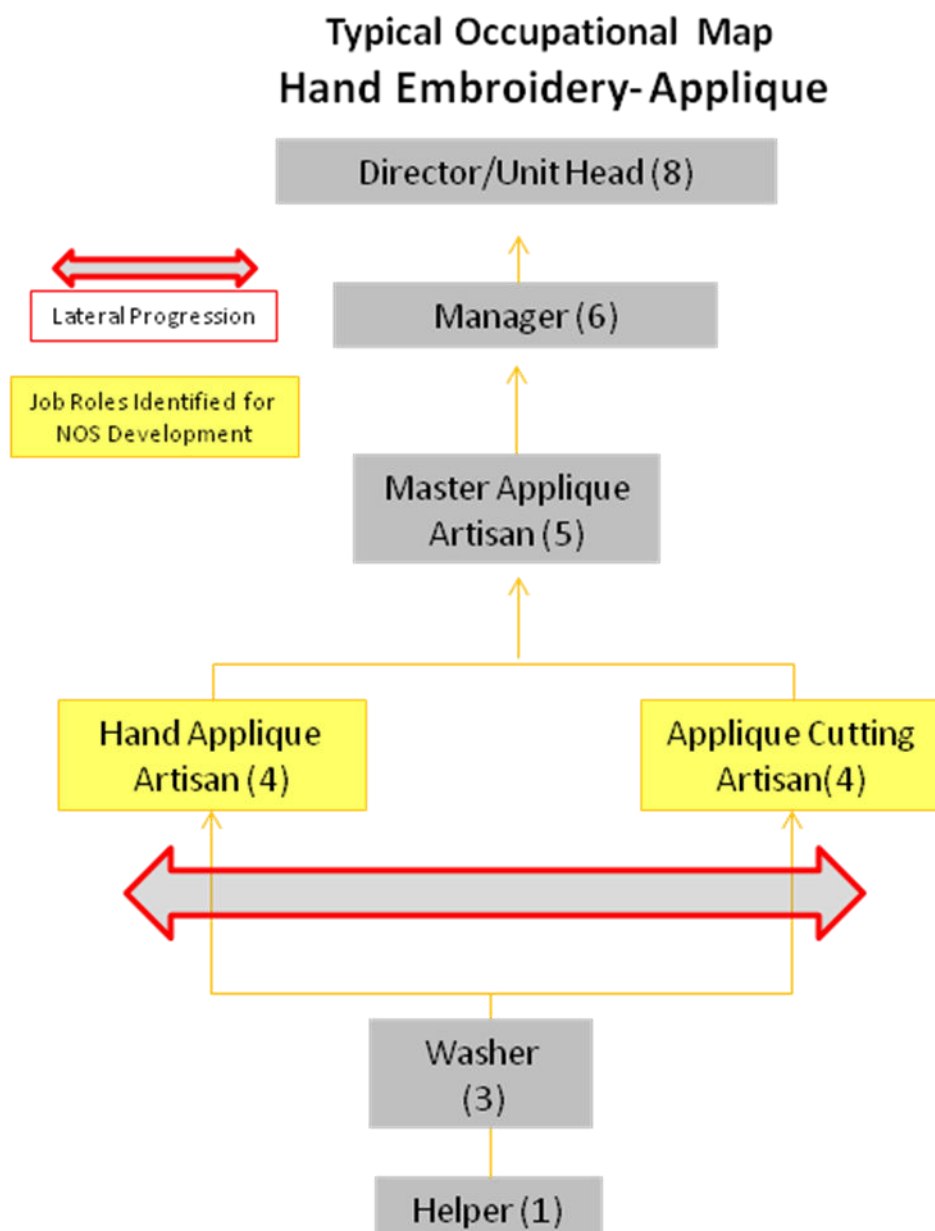
EVIDENCE OF PROGRESSION

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 and horizontal mobility options have been articulated in the occupational map
2. Vertical mobility option is of a Master Applique Artisan

Please refer to attached career path as per annexure 1 which clearly defines the career path.

Career Progression:



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Annexure 2:

List of companies validating the QP

#	Name of Organization	Name of Person met	Designation	Contact No.	Segment
1	Chopasni Art Emporium	Mr Lal	Proprietor	7727802940	Small
2	Hinglaj Vastra Bhandar	Mr Narendra	Proprietor	9414106957	Small
3	Jagdamba Textiles	Mr Naresh	Proprietor	9414493671	Small
4	Shiv Shakti Handicrafts	Mr Mangilal	Proprietor	9414528543	Small
5	Pradeep Handicraft	Mr Tara Chand	Proprietor	02986-287075	Small
6	Rathi Handicraft	Mr Mohan Lal	Proprietor	02986-286349	Small
7	Pita Shree Handicraft	Mr Uttam Chouhan	Proprietor	9587168355	Small
8	Panihari Hand Prints	Mr Khatri	Proprietor	9829399860	Small
9	Naresh Handicraft	Mr Naresh	Proprietor	7405209992	Small
10	Loonkaran Bhohra Handicrafts	Mr Bohra	Proprietor	02989-220021	Small
11	Hem Impex	Mr Bhandari	Proprietor	02982-220878	Medium
12	AK Enterprises	Mr Vikas	Proprietor	9414531005	Medium
13	Indus Creation	Mr Rajesh	Proprietor	9672999514	Medium
14	JK Fab Crafts	Mr Khatri	Proprietor	02982-222480	Medium
15	Rohit International	Mr Rohit Kumar	Proprietor	0141-4039665	Medium
16	Jyoti Creations	Mr Girish	Proprietor	9413343387	Medium
17	Sai Baba Sewa Samiti	Mr Pankaj Kumar	Secretary	8004913244	Medium
18	Jyoti International	Mr Mohta	MD	9982790000	Medium
19	Shree Krishna International	Mr Vikram	Proprietor	9413308843	Medium
20	Shree Govindam	Mr Chand Lal	Manager	9414514630	Medium
21	GK Exports	Mr Bhandari	Director	0291-2511829	Large
22	Hatheli Sansthan	Mr Pokhar Mal	Manager	01463-299207	Large
23	Suprint Textiles (Jaipur) Pvt Ltd	Mr Sodhi	Director	0141 239 5637	Large
24	Rajasthali Cottage Industries	Mr Mohit Gupta	Manager	0291-5111798	Large
25	Rajasthan Textiles Development Corp	Mr Dinesh	Manager	0291-2512999	Large
26	HHDO	Mr Mukesh	Secretary	9314503502	Large
27	Grameen Vikas Evam Chetna Sansthan	Mr Singh	Secretary	9413308843	Large
28	Society To Uplift Rural Economy (SURE)	Ms Lata	Joint Secretary	02982-231103	Large
29	Social Work & Research Center (SWRC)	Mr Roy	Secretary	02989-246202	Large
30	Uttar Pradesh Vigyan Manch (UPVM)	Mr Srivastava	Secretary	9415403059	Large