

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	Computer Designer		
Qualification Code	HCS/Q5202		
Nature and purpose of the qualification	- Qualification pack; To prepare people to work in the Carpet 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	Designing		
Licensing requirements	N/A		
Level of the qualification in the NSQF	5		
Anticipated volume of training/learning required to complete the qualification	370 Hours {(NOSs + Bridge module = 310)+ (Entrepreneurship and Soft Skills + Digital Literacy = 60)}		
Entry requirements and/or recommendations	Preferably Class XII with Science		
Progression from the qualification	Head of Department		
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			
Title of component and identification code.	Mandatory/ Optional	Estimated size (learning hours)	Level

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(i) HCS/N5202 Development of Design with Auto CAD	Mandatory	190	5
(ii) HCS/N9906 Maintaining work area, tools and equipments	Mandatory	35	5
(iii) HCS/N9907 Maintain health, safety and security at work place	Mandatory	35	5
(iv) HCS/N9910 Manage and lead a team	Mandatory	40	5

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	Computer Designer
Qualification Pack	HCS/Q5202, 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	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
5	To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS.
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
1. HCS/N5202 - Development of Design with Auto CAD	PC1. Market Research for design trends from various sources of information	75	5	3	2
	PC2. Downloading and organizing information obtained by designer/buyer		5	2	3
	PC3. Identify basic trends based on past review and analysis		7	5	2
	PC4. Analysis of design motifs received from buyer		5	2	3
	PC5. Analyzing specific information and translating according to company procedure		7	5	2
	PC6. Coordinate with concerned authority/personnel to ensure clarity of information and resolve any possible misinterpretations		5	1	4
	PC7. Draft the design on CAD as per specifications		8	2	6
	PC8. Digitize the manual design after scanning with the help of CAD, where applicable		5	2	3
	PC9. Adjust the specifications as per		3	1	2

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	standard allowances required				
	PC10. Adjust design as per carpet size and carpet quality (hand knotted/tufted)		5	2	3
	PC11. Take print out of the design sketch		5	2	3
	PC12. Hand over the print out to weaving		2	0	2
	PC13. Ensure the work is saved before shutting down CAD		5	2	3
	PC14. Shut down CAD after use		8	3	5
		Total	75	32	43
2. HCS/N9906 - Maintain work area, tools and machines	PC1. handle materials, machinery, equipment and tools with care and use them in correct way	25	5	2	3
	PC2. maintain a clean and hazard free working area		3	1	2
	PC3. Organize with proper identification, storage and preservation of graphs, stencils and design maps		6	2	4
	PC4. use of clean equipment and methods appropriate for the work to be carried out		4	2	2
	PC5. disposal of waste safely in the designated location		4	1	3
	PC6. store cleaning of equipment safely after use		3	1	2
		Total	25	9	16
3. HCS/N9907 - Maintain Health, Safety and Security at Workplace	PC1. Comply with health and safety related instructions applicable to the workplace	50	3	1	2
	PC2. Carry out own activities in line with approved guidelines and procedures		3	1	2
	PC3. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	1	2
	PC4. Follow environment management system related		3	1	2

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	procedures				
	PC5. Store materials and equipment in line with organizational requirements		3	1	2
	PC6. Minimize health and safety risks to self and others due to own actions		3	1	2
	PC7. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		3	1	2
	PC8. Monitor the workplace and work processes for potential risks and threat		3	1	2
	PC9. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	1	2
	PC10. Report hazards and potential risks/threats to supervisors or other authorized personnel		3	1	2
	PC11. Participate in mock drills/ evacuation procedures organized at the workplace		4	1	3
	PC12. Undertake first aid, fire-fighting and emergency response training, if asked to do so		5	1	4
	PC13. Take action based on instructions in the event of fire, emergencies or accidents		5	2	3
	PC14. Follow organization procedures for shutdown and evacuation when required		6	2	4
		Total	50	16	34
Grand Total		150	150	57	93
<u>Percentage Weightage</u>				38%	42%
Minimum Pass % (aggregate)				70%	

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SECTION 2 EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Computer Designer		Level: 5	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	<p>The incumbent works in specific software (CAD). The role requires well developed skill, with clear choice of procedures in familiar context.</p> <p>Examples:</p> <ul style="list-style-type: none"> Draft the design on CAD as per specifications Digitize the manual design after scanning with the help of CAD, where applicable Adjust design as per carpet size and carpet quality (hand knotted/tufted) 	<p>This is at level 5 as it requires specific and well developed skills.</p> <p>Examples:</p> <ul style="list-style-type: none"> Market Research for design trends from various sources of information Downloading and organizing information obtained by designer/buyer Identify basic trends based on past review and analysis 	5
Professional knowledge	<p>The incumbent has Knowledge of facts, principles, processes and general concepts, in a field of work or study which is in this case includes designing in CAD</p> <ul style="list-style-type: none"> Ensure the work is saved before shutting down CAD Shut down CAD after use 	<p>It is level 5 as the incumbent requires Knowledge of facts, principles, processes and general concepts, in a field of work or study.</p>	5
Professional skill	<p>The work requires a range of cognitive and practical skills to accomplish tasks and solve problems by selecting and applying basic methods,</p>	<p>It is level 5 as the range of cognitive and practical required to accomplish tasks and solve problems are high and needs specific knowledge on various</p>	5

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Title/Name of qualification/component: Computer Designer		Level: 5	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	<p><i>tools, materials and information.</i></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> • <i>Adjust the specifications as per standard allowances required</i> • <i>Adjust design as per carpet size and carpet quality (hand knotted/tufted)</i> 	<p><i>methods, tools, etc.</i></p>	
Core skill	<p><i>The incumbent needs mathematical skills; understanding of social, political; and some skill of collecting and organising information, communication.</i></p> <p><i>Example:</i></p> <ul style="list-style-type: none"> • <i>Aptitude and flair for art and designs</i> • <i>Measurement Tools, Equipment and Techniques</i> • <i>Knowledge of carpet types and its salient characteristics</i> 	<p><i>It is level 5 as it requires more than just clear written and oral communication in the form of understanding mathematics and designs.</i></p>	5
Responsibility	<p><i>The incumbent is responsibility for own work and learning and some responsibility for others' work and learning.</i></p> <p><i>Example:</i></p> <ul style="list-style-type: none"> • <i>Recognize need and responding positively to cultural differences with change of behaviours</i> • <i>Take print out of the design sketch from plotter</i> 	<p><i>Level 5 as responsible for own work as well as for some of others'.</i></p>	5

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SECTION 3

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

Please refer to the attached list of job roles and occupations as per the attachment and their career paths as per Annexure 2, which have been derived through extensive industry interactions facilitated from various workshops, and site visits conducted and interaction with representatives from different organizations all over the country. Research was conducted in the Carpet sector to capture revenue and manpower requirement estimates till 2022. The research provides the data that the discussed qualification is one of the critical roles in the sector. While collecting data from the companies for the occupational map, we also took feedback from industry, which was collected with respect to roles for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of HCSSC gave final approval and endorsement for the same

What is the estimated uptake of this qualification and what is the basis of this estimate?

The increase in manpower requirements (as per projections) from 2013 to 2022, especially for roles Covered under Level 5 as per NSQF classifications, are expected to witness a high demand and are provided in research analysis study.

What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF?

NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work.

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

- Agencies have been appointed by the SSC to interact with training providers to gather feedback 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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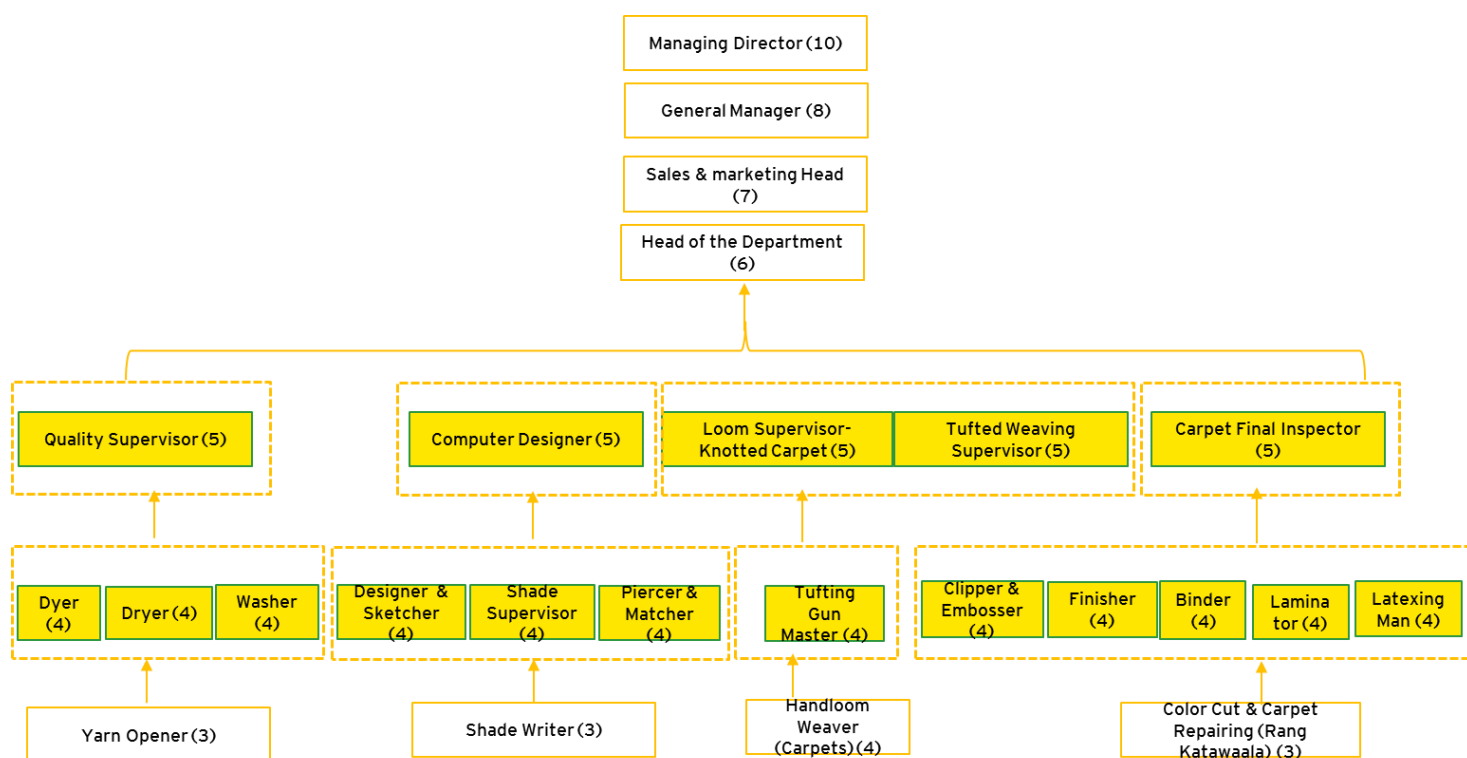
SECTION 4

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 the Head of Department

Career Progression:



List of companies validated the QP

S. No	Name of the Organisation	Contact Person	Employee - Size
1	Ajaz Carpets	Haris	Large
2	M.H.Khan Exports	Mohd. Haris Khan	Large
3	Jaipur Rugs	Sanjay Singh	Large
4	Modern Rugs	Mazhar Asif ansari	Large

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5	Bhadohi Carpets	Prashant	Large
6	Mughal Carpets Industry	R R Gupta	Large
7	Creative Line	MOHD. ANIS ANSAR	Large
8	Raj Overseas	Dinesh Vashisht	Large
9	Ajay Exports	Jagdish Chand Jaiswal	Large
10	Husain International	Tanvir Hussain	Large
11	Raheem & Sons	Shah Mohammad	Medium
12	Sunder Carpet Company	M. Gupta	Medium
13	Looms Creations	Rama Kant Pandey	Medium
14	M C Design & Trades	H N Maurya	Medium
15	Shamshi Exports	Manoj Kumar Prajapati	Medium
16	AGR Handicrafts	Iqbal Ahmed	Medium
17	Kumar Carpet Industries	Gagan Kumar	Medium
18	Classic Carpet Industries	Dharmendra Kumar	Medium
19	Ravindra Carpets Industries	Pradeep	Medium
20	Pratap Carpets	Prem Shankar Singh	Medium
21	Masnuaat-E-Hind	Aezaz Mahmood	Small
22	Qamrun-Nas & Sons	Riaz mahmod Ansari	Small
23	Shyam Carpets	Dashrath Prasad jaiswal	Small
24	Tiwari Carpet Palace	Shiv Sagar Tiwari	Small
25	Yati Overseas	Anil Kumar	Small
26	Ajay Carpets	Dinesh Chand Jaiswal	Small
27	Hand Rugs Exports	Mohd. Saif Ansari	Small
28	Nisha International	Azhar Mahmood	Small
29	Zeds Carpet	Akhtar Ansari	Small
30	Lucky Export	Shyam Narain Yadav	Small