

# 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

<b>Qualification Title</b>	Decorative Painter — Glassware		
<b>Qualification Code</b>	HCS/Q2502		
<b>Nature and purpose of the qualification</b>	- Qualification pack, To prepare people to work in the Glassware 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>	Decoration (Etching, Pasting & Painting)☐		
<b>Licensing requirements</b>	N/A		
<b>Level of the qualification in the NSQF</b>	4		
<b>Anticipated volume of training/learning required to complete the qualification</b>	300 Hours {(NOSs + Bridge module = 240)+ (Entrepreneurship and Soft Skills + Digital Literacy = 60)}		
<b>Entry requirements and/or recommendations</b>	5th Standard pass, preferably		
<b>Progression from the qualification</b>	Production Incharge		
<b>Planned arrangements for the Recognition of Prior learning (RPL)</b>	A 3-day RPL program has been devised to certify the trainees.		
<b>International comparability where known</b>	N/A		
<b>Date of planned review of the qualification.</b>	2019		
<b>Formal structure of the qualification</b>			
<b>Title of component and identification code.</b>	<b>Mandatory/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>

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(i) HCS/N2503 Prepare for making decorative design on glass articles	Mandatory	60	4
(ii) HCS/N2504 Making decorative design on glass articles	Mandatory	110	4
(iii) HCS/N9907 Use basic health and safety practices appropriate to working with glassware crafts	Mandatory	30	4
(iv) CSC/N1136 Work effectively with others	Mandatory	30	4

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

<b>Assessment Criteria</b>	
<b>Job Role</b>	<b>Decorative Painter — Glassware</b>
<b>Qualification Pack</b>	<b>HCS/Q2502, v1.0</b>
<b>Sector Skill Council</b>	<b>Handicrafts and Carpet</b>

<b>Sr. No.</b>	<b>Guidelines for Assessment</b>
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 these 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>Assessable Outcomes</b>	<b>Assessment Criteria</b>	<b>Total Marks</b>	<b>Out of</b>	<b>Theory</b>	<b>Practical Skills</b>
1. HCS/N2503 Prepare for making decorative design on glass articles	PC1. obtain job instructions and design from responsible personnel	100	8	2	6
	PC2. read and confirm that the given instructions and design are complete and correct		8	2	6
	PC3. obtain appropriate tools, materials and raw material suitable for the required work using approved work procedures		8	2	6
	PC4. report on any shortage or defect of raw materials to the concerned person before commencement of work		6	2	4
	PC5. plan out an efficient sequence of work as per the job requirement in accordance with approved procedure		8	2	6
	PC6. check that the selected tools and machine are in safe working condition and approved for use		6	0	6
	PC7. use approved procedures to inspect glass articles visually for any possible defects as per required standard parameters prior to work		6	0	6
	PC8. identify the surfaces and dimensions of the article to be painted accurately		8	2	6

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	PC9. use appropriate Personal Protective Equipment as specified and required for carrying out various tasks		9	2	7
	PC10. comply with health and safety requirements and procedures for decorative glass painting at all times		9	3	6
	PC11. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines		8	3	5
	PC12. maintain correct body postures while seating for long hours in allocated work space		6	2	4
	PC13. lift, carry or move glass articles from one place to another using safe working practices		6	2	4
	PC14. ensure that the work area is free of clutter and the environment suitable to carry out glass painting work		4	1	3
		<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>
2. HCS/N2504 Make decorative design on glass articles	PC1. obtain appropriate tools, materials and raw material suitable for the required work using approved work procedures	100	5	2	3
	PC2. obtain job instructions and design from responsible personnel		4	1	3
	PC3. read and confirm that the given instructions and design are complete and correct		5	2	3
	PC4. use approved procedures to inspect glass articles visually for any possible defects as per required standard parameters prior to work		5	1	4
	PC5. Identify the surfaces and dimensions of the article to be painted		3	0	3
	PC6. draw the design on the glass article with the help of the marker		4	0	4
	PC7. identify the suitable type of colour to be used as per design instructions		4	0	4
	PC8. prepare the design on the surface of the glass article with base colour		4	1	3
	PC9. perform step by step colouring process on the glass article as per design requirement		5	0	5
	PC10. apply the final finishing coat on the glass article after intermediate coat dries up and before keeping in firing oven		5	2	3

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	PC11. maintain required production output and product quality		5	0	5
	PC12. perform painting in a well ventilated and lightened place		4	2	2
	PC13. use proper painting techniques while painting the glass articles		10	4	6
	PC14. ensure the paint is spread evenly across the design as per requirement		5	2	3
	PC15. set the firing oven at the appropriate temperature for baking		8	2	6
	PC16. put and take out the glass articles in/from the firing oven after final coat at correct temperature		5	1	4
	PC17. comply with health and safety requirements and procedures for decorative glass painting at all the times		4	1	3
	PC18. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines		4	2	2
	PC19. maintain correct body postures while seating for long hours in allocated work space		4	2	2
	PC20. lift, carry or move glass articles from one place to another using safe working practices		5	0	5
	PC21. ensure that the work area is free of clutters and the environment favourable to carry out glass painting work		2	0	2
		<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>
3. HCS/N9907 Use basic health and safety practices appropriate to working with glassware crafts	PC1. take safety measures while handling glass, materials, chemicals and tools	100	3	1	2
	PC2. use appropriate personal protective gears such as gloves, protective goggles, masks etc. while working		4	2	2
	PC3. Perform basic safety checks before operation of all machines, tools and electrical equipment		4	2	2
	PC4. follow recommended material handling procedure to control damage and personal injury		3	1	2
	PC5. dispose of waste safely and correctly in a designated area as per company's SOP		2	0	2

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PC6. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger	3	1	2
PC7. state the name and location of people responsible for health and safety in the workplace	5	1	4
PC8. identify job-site hazardous work and state possible causes of risk or accident in the workplace	3	0	3
PC9. carry out safe working practices while dealing with hazards to ensure the safety of self and others	3	0	3
PC10. state methods of accident prevention in the work environment of the job role	4	1	3
PC11. state location of general health and safety equipment in the workplace	3	0	3
PC12. apply good housekeeping practices at all times	4	1	3
PC13. identify common hazard signs displayed in various areas	3	1	2
PC14. adhere to relevant occupational safety policies while handling sharp handicrafts tools	3	1	2
PC15. comply with restrictions imposed on harmful chemicals inside work area during working hours	4	2	2
PC16. lift, carry or move objects from one place to another using appropriate safe working practices	3	1	2
PC17. maintain correct body posture while working in designated location for long hours	2	0	2
PC18. ensure work area is well-lighted and ventilated	3	1	2
PC19. use the various appropriate fire extinguishers on different types of fires correctly	5	2	3
PC20. demonstrate rescue techniques applied during fire hazard	3	1	2
PC21. demonstrate good housekeeping in order to prevent fire hazards	2	0	2
PC22. demonstrate the correct use of a fire	3	0	3



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	extinguisher				
	PC23. demonstrate how to free a person from electrocution		3	1	2
	PC24. administer appropriate first aid to victims where required e.g. in case of bleeding, burns, choking, electric shock, poisoning, etc.		3	1	2
	PC25. demonstrate basic techniques of bandaging		1	0	1
	PC26. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments		4	1	3
	PC27. perform and organize loss minimization or rescue activity during an accident in real or simulated environments		3	1	2
	PC28. administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases		4	1	3
	PC29. demonstrate the artificial respiration and the CPR Process		2	0	2
	PC30. participate in emergency procedures		2	0	2
	PC31. complete a written accident/incident report or dictate a report to another person, and send report to person responsible		3	1	2
	PC32. demonstrate correct method to move injured people and others during an emergency		3	0	3
		<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>
4. CSC/N1336 Work effectively with others	PC1. accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required	100	10	3	7
	PC2. accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt		10	3	7
	PC3. give information to others clearly, at a pace and in a manner that helps them to understand		10	3	7
	PC4. display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible		10	3	7
	PC5. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks		10	3	7

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	PC6. display appropriate communication etiquette while working		10	3	7
	PC7. display active listening skills while interacting with others at work		10	3	7
	PC8. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism		10	3	7
	PC9. demonstrate responsible and disciplined behaviors at the workplace		10	3	7
	PC10. escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict		10	3	7
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
<b>Grand Total</b>		<b>400</b>	<b>400</b>	<b>105</b>	<b>295</b>
<b>Percentage Weightage</b>				<b>26.25%</b>	<b>73.75%</b>
<b>Minimum Pass % to qualify (aggregate)</b>				<b>70%</b>	

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### SECTION 2 EVIDENCE OF LEVEL

#### OPTION A

Title/Name of qualification/component: <b>Decorative Painter — Glassware</b>		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 using models or design to create product sketches and paintings for glassware manufacturing. The situation of clear choice (descriptor of level 4) is evident through the following examples:</p> <ul style="list-style-type: none"> <li>Prepare the design on the surface of the glass article with base colour</li> <li>Perform step by step colouring process on the glass article as per design requirement</li> </ul>	<p>This is not of level 5 which requires clear choice of procedures, as here the procedure is standardised by the direction of the director.</p>	4
Professional knowledge	<p>The incumbent has factual knowledge of field of knowledge or study which is in this case includes designing</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>Use approved procedures to inspect glass articles visually for any possible defects as per required standard parameters prior to work</li> <li>Obtain appropriate tools, materials and accessories suitable for the required work</li> </ul>	<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

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Title/Name of qualification/component: <b>Decorative Painter — Glassware</b>		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
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.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Use approved procedures to inspect glass articles visually for any possible defects as per required standard parameters prior to work</li> <li>• Identify the surfaces and dimensions of the article to be painted</li> </ul>		
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"> <li>• Obtain job instructions and design from responsible personnel</li> <li>• Read and confirm that the given instructions and design are complete and correct</li> </ul>	Level 4 as the incumbent also needs skill pertaining to basic arithmetic and algebraic principles, for calculating various quantities and parameters, etc.	
Responsibility	The incumbent works with responsibility for own work and learning which is evident from the incumbent's deliverables and also there is no	The incumbent works with responsibility for own work and learning, which is evident from the incumbent's deliverables and also there is no	4

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Title/Name of qualification/component: <b>Decorative Painter — Glassware</b>		Level: 4	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	<i>responsibility for the learning of others therefore this is not level 5.</i>	<i>responsibility for the learning of others therefore this is not level 5.</i>	

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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?**

The increase in manpower requirements (as per projections) from 2013 to 2022, especially for roles Covered under Level 4 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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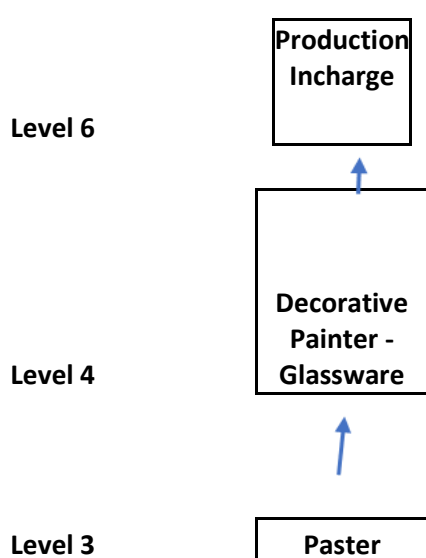
## SECTION 4

### 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 Production Incharge

Career Progression:



List of companies validated the QP

S. No	Name of the Organisation	Contact Person	Employee - Size
1	Palak International	Arvind	Small
2	ABIDSONS	Mohd. Sajid	Small
3	Palak Exports	Palak	Small
4	Shubham Overseas Inc.	Shubham Agarwal	Small
5	M/S Exports India Exports	Farhan	Small
6	M/S Glass Designer	Tanveer Ahmed	Small
7	M/S Tagafive	Mubeen Ahmed	Small
8	Marg Shree Enterprises	Singh Raj Yadav	Small
9	Overcare Markets Pvt. Ltd.	Abdul Wasim	Small
10	Nikita Exports	Sadhna	Small
11	Manas Exports	Manvi	Small
12	Akash International	R.K. Malhotra	Small

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13	MH Exports	Shakir Husain	Small
14	Moradabad Corrugation Centre Pvt. Ltd.	Anoop Kumar	Medium
15	S. Gopal Overseas	Somey Sharma	Medium
16	Chandra Glass House	Sharad Gupta	Medium
17	Aakriti Handicrafts Development Center Pvt. Ltd.	Anoop Kumar	Medium
18	HAQ Brothers	Ikramul Haq	Medium
19	Sree Sai De Art	Seema Garg	Medium
20	Glasscraft Export	Prateek	Medium
21	Arvind Handicrafts	Vinod Kumar Jain	Medium
22	Ceery Exports Shades Headlights Lens	Anuj Kumar Jain	Medium
23	M/S Access Manufacturing & Exports	Prakash Dixit	Medium
24	M/S Shree Sitaram Glassworks	Shailesh Bansal	Medium
25	BKG Overseas	Kapil Agarwal	Large
26	Transperant Overseas	B.K Bansal	Large
27	Paramount Home collections	Mohd. Akhtar Shamsi	Large
28	VISBA	Abdul Azim	Large
29	DESIGNCO	Sanjeev Kumar Saxena	Large
30	Globe Export Corporation	Satya Pal	Large
31	Fantasy Exports	Vikas	Large
32	Firozabad Glass Shell Industries	Krishan Mohan Gupta	Large
33	Allegiance Overseas	Vinod Kumar Jain	Large
34	Rajan Overseas Inc.	Naman Agarwal	Large
35	Bansal Impex	Sharad Bansal	Large
36	DBA Exports Pvt. Ltd.	Anoop	Large
37	Leeza International	Arvind	Large