

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:

Skill Council for Mining Sector (SCMS)
FIMI House, B-311, Okhla Industrial, Phase-1
New Delhi-110020

Name and contact details of individual dealing with the submission

Name: A. K. Bhandari

Position in the organisation: Chief Executive Officer

Address if different from above

Same as above

Tel number(s): +91-11-26814593

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List of documents submitted in support of the Qualifications File

1. Sector Profiling
2. Occupational Map & Progression matrix
3. Protocol for Affiliation of Assessment Bodies and Assessment Framework
4. List of Companies which participated in the NOS development process including validation
5. Validation of Occupational Standards by Industry

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

SUMMARY

Qualification Title	Survey Helper
Qualification Code	MIN/Q0214
Nature and purpose of the qualification	<p>This is a Qualification Pack (QP), corresponding to Level – 2 and includes three (3) NOSs.</p> <p>Targeted learners: This qualification will equip the trainees to become Skilled Helper. He/she would assist to respective senior to do survey operation properly and carrying requires tools and equipments for survey. Main purpose of the qualification – is to get unemployed people into work and also to upgrade the skills of Workers / Helpers already in employment and to enable them to take up this job roles.</p>
Body/bodies which will award the qualification	Skill Council for Mining Sector
Body which will accredit providers to offer courses leading to the qualification	Skill Council for Mining Sector
Body/bodies which will carry out assessment of learners	<ol style="list-style-type: none">1. Anant Learning and Development, New Delhi.2. Aspiring minds, New Delhi3. Ayman Trainer Wings Pvt. Ltd, Haryana4. Eduworld Consultants Pvt. Ltd, Punjab5. India Skills Pvt. Ltd, New Delhi6. Navriti Technologies Private limited, Karnataka7. Prima Competencies Pvt. Ltd., New Delhi8. Skill Mantra Edutech Consulting India Pvt. Ltd, MP9. Trendsetters Skill Assessors Pvt. Ltd, Haryana10. METTL, New Delhi11. MFEELD, New Delhi12. SP Institute of Workforce Development, Uttar Pradesh
Occupation(s) to which the qualification gives access	<p>Survey Helper</p> <p>Brief Job Description: Survey Helper supports Mine Surveyor and assistant Surveyors in handling survey instruments and assisting in surveying the mine site and taking measurements. The Skilled Helper is primarily responsible for packaging, handling and carrying the Survey tools and instruments to the survey site. The role will further assist in basic setting of the instruments at the work site as per instruction from Surveyor and Assistant Surveyor.</p>

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

Licensing requirements	No Licensing required. But must undergo Technical and gallery training as per first schedule, Mining Vocational Training Rules (MVTR) 1966.		
Level of the qualification in the NSQF	2		
Anticipated volume of training/learning required to complete the qualification	250 Hours		
Entry requirements and/or recommendations	Class-VIII		
Progression from the qualification	<p>This qualification provides entry to one or more of the following:</p> <ul style="list-style-type: none"> - Horizontal access at the same NSQF Level: Other Skilled Helper roles in Mining Operations. - Vertical access to Level- 4 role ‘ Assistant Mine Surveyor’ with requisite up skilling and qualification enhancement. 		
Planned arrangements for the Recognition of Prior learning (RPL)	RPL arrangements for in-service workers at mine location as per policies laid out by MSDE.		
International comparability where known	NA		
Date of planned review of the qualification.	26/09/2019		
Formal structure of the qualification			
Title of component and identification code.	Mandatory/ Optional	Estimated size (learning hours)	Level
Includes 3 NOSs -			
1. MIN/N 0245 – Upkeep, handling and carriage of survey instruments	M	250 Hours	2
2. MIN/N 0246 – Assist in survey operation and measurements.	M		
3. MIN/N 0901 – Comply with work site health and safety.	M		

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

SECTION 1 **ASSESSMENT**

Body/Bodies which will carry out assessment:

Name of assessment bodies :

1. Anant Learning and Development, New Delhi.
2. Aspiring minds, New Delhi
3. Eduworld Consultants Pvt. Ltd, Punjab
4. India Skills Pvt. Ltd, New Delhi
5. Navriti Technologies Private limited, Karnataka
6. Prima Competencies Pvt. Ltd., New Delhi
7. Skill Mantra Edutech Consulting India Pvt. Ltd, MP
8. Trendsetters Skill Assessors Pvt. Ltd, Haryana
9. METTL, New Delhi
10. MFEELD, New Delhi
11. SP Institute of Workforce Development, Uttar Pradesh

Will the assessment body be responsible for RPL assessment?

Yes. RPL assessment process as laid out by MSDE.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

In line with defined assessment criteria, comprises written test, viva and practical assessment through certified assessors only. It has planned to use audio-video recording of assessment.

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

ASSESSMENT EVIDENCE

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Survey Hand / Survey Support

Qualification Pack: MIN / Q 0214

Sector Skill Council: Mining

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 of the theory/knowledge will be based on written test/viva-voce or both while skill test shall be hands on practical. Behaviour and attitude will be assessed while performing the task.
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training Centre (as per assessment criteria given)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training Centre based on these criteria.
5	To pass the Qualification Pack, every trainee should score a minimum of 50% 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.

Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
		100	100	30	70
1. MIN/N0245- To ensure proper upkeep, packaging, handling and carriage of all survey instruments.	PC1.Handle all survey equipment and instruments, including boxing and packing.	40	8	2	6
	PC2.Clean using the right cleaners and chemicals, store with dehumidifiers and pest repellents etc. as appropriate.		8	2	6
	PC3.Ensure proper storage and handling of equipments and instruments, and upkeep in right environment.		8	2	6
	PC4.Apply proper care during carriage such that they do not get damaged.		8	2	6
	PC5.Unpacking and installing at the site.		8	2	6
	PC6. Carry all the tools and tackles to complete the		8	2	6

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

	job.				
			40	12	28
2. MIN/N0246: To assist in survey operation and measurements and data capturing. Overview	PC1.Follow the instruction of Mine Surveyors and assist the survey team in carrying out regular activities in the mine area or exploration area.	40	3	1	2
	PC2.To carry out preliminary and basic Installation at the site and assist in final setting and alignments.		7	2	5
	PC3.To assist in fine setting and levelling of survey instruments & survey tools.		5	2	3
	PC4.To handle conventional instruments and help take measurements as per Surveyors instructions. Primary purpose – identify specific coordinates of a location across 3 dimension.		6	2	4
	PC5.To assist in selection of site (direct visibility) based on requirement and purpose.		5	2	3
	PC6.To carry out works as per Surveyors instructions for modern instruments like xyro-theodolites, DGPS (Dual Global Positioning system), laser scanner etc.		4	2	2
	PC7. Assisting surveyor for taking measurements in levels, EDM, theodolites etc.		5	1	4
	PC8. To note down measurements and Recording in conventional survey instruments and notify the same to surveyor.		5	1	4
		Total		40	13
3. MIN/N0901- Workplace Health and Safety	PC1. Comply with occupational health and safety regulations adopted by the employer.	20	2	1	1
	PC2. Follow mining operations procedures with respect to materials handling and accidents.		2	1	1
	PC3. Follow the correct safety steps in case of accident or major failure.		2	1	1
	PC4. Comply with safety regulations and procedures in case of fire hazard.		2	0	2

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

	PC5. Operate various grades of fire extinguishers.		2	1	1
	PC6. Work responsibly and as safe and careful as possible so as not to put the health and safety of self or others at risk, including members of the public.		2	1	1
	PC7. Perform storage and transport of hazardous materials compliant with safety guidelines prescribed by DGMS.		2	0	2
	PC8. Deal with misfires as per statutory requirement.		1	1	0
	PC9. Identify characteristics of post-blast fumes and take necessary precautions.		2	1	1
	PC10. Wears safety gear such as hard hat, respiratory protection, eye protection, ear protection.		1	0	2
	PC11. Follow the manufacturer's instructions for care and safe operation of the equipment.		1	0	1
		Total	20	7	13
		QP Total	100	30	70
		Percentage (%) Weightage		30%	70%
		Passing Percentage		50%	

Means of assessment 1

Written test, viva and practical assessment, in line with defined assessment criteria and approved assessment policy.

Pass/Fail

To pass the Qualification Pack, every trainee should score a minimum of 50% in every NOS.

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

SECTION 2

EVIDENCE OF LEVEL

Summary of Direct Evidence:

Generic NOS is/are linked to the overall authority attached to the job role.

OPTION A

Title/Name of qualification/component: Survey Helper. QP Number - MIN/Q0245			Level: 2
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
Process	This process required concentration and expertise to perform all kind of skilled assistance without committing any accidents and assisting Assistant Surveyor or Surveyor to perform survey job completely. Adhere to the instruction from seniors and carrying the right tools and measurement instruments at worksite.	Assist in surveying, arranging equipments to carry out process that are repetitive on regular basis, more of practice	2
Professional knowledge	This includes the knowledge understanding the survey design, survey plans. Knowledge about the different types of survey tools (including conventional & Modern both). Skilled helper should know the basic terminology of survey to communicate effectively with seniors.	Material tools and application in a limited context of visual inspections, understands context of inspection and maintenance work and right quality	2
Professional skill	It's showcasing the capabilities of carrying the right tools according to survey plan, site nature. Also capabilities of cleaning the tools and instruments according to their nature.	limited service skill, used in limited context, select and apply tools, assist in operation and maintenance works with no variables,	2
Core skill	It's include the noting, reading, and maintain the safety guidelines by adhering the senior's instruction to assist	receive and transmit written and oral messages, basic arithmetic knowledge, understanding hygiene and	2

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

Title/Name of qualification/component: Survey Helper. QP Number - MIN/Q0245			Level: 2
NSQF Domain	Outcomes of the Qualification/Component	How the job role relates to the NSQF level descriptors	NSQF Level
	them to perform accurate survey.	environment and work place safety	
Responsibility	<p>Skilled Helper (Surveying) supports Mine Surveyor and assistant Surveyors in handling survey instruments and assisting in surveying the mine site and taking measurements.</p> <p>The Skilled Helper is primarily responsible for packaging, handling and carrying the Survey tools and instruments to the survey site. The role will further assist in basic setting of the instruments at the work site as per instruction from Surveyor and Assistant Surveyor.</p>	No direct responsibility. Works under instruction and close supervision of Operator and Technicians.	2

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

SECTION 3

<p>What evidence is there that the qualification is needed?</p> <p>SCMS carried out comprehensive survey and collected feedback from industry with respect to roles for which qualification packs development are required. The occupational map was finalised accordingly. The need of this particular qualification was revalidated during the comprehensive interaction with Industry in the process of seeking their input for QP/NOS development.</p>
<p>What is the estimated uptake of this qualification and what is the basis of this estimate?</p> <ul style="list-style-type: none">• Skills Gap analysis Reports for industry demand.• RPL certification of approx. 300-400 in-service workers yearly.
<p>What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?</p> <ul style="list-style-type: none">• NSDC list of Approved and Under-Development QPs were checked prior to commissioning the work.• NSDC QRC team also confirmed the same.• Checked at www.nqr.gov.in
<p>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?</p> <ul style="list-style-type: none">• SKILL COUNCIL FOR MINING SECTOR Review committee will review all QP/NOS at regular periodicity or as per NSDC guidelines.• Review will be based on –<ol style="list-style-type: none">a) Revalidation of minimum requisites to perform in a Job role from pan India industry partners.b) Any change in technology and process relevant to the particular QP and Job roles.
<p>Has the qualification been through a formal approval procedure(s)? (If so, explain the process and the outcome.)</p> <p>Yes, NSDC QRC process has been adhered to. This includes minimum 30 validations for the QP from employers in the sector. This has been across small, medium and large companies.</p>
<p>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?</p> <p>SKILL COUNCIL FOR MINING SECTOR Review committee will review all QP/NOS at regular periodicity or as per NSDC guidelines. The review will factor in -</p> <ul style="list-style-type: none">• Feedback from the Industry and Industry Association• Recommendation and suggestions from the Industry Player and Industry Association
<p>What arrangements are in place to inform people about the qualification(s) and the advantages it offers?</p> <ul style="list-style-type: none">• Employer workshops for buy-in and recognition• Training centres are being enrolled and informed of the potential• Counselling sessions by training provider for potential recruits are being encouraged

NSQF QUALIFICATION FILE GUIDANCE

Version 6: Draft of 08 March 2016

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?

This qualification allows Horizontal and vertical mobility options.

- a) Horizontal mobility as Skilled Helper roles in Mining Operation or Engineering services.
- b) Vertical mobility as Assistant Surveyor (L-3) or Asst. Operator / Operator roles of Mine extraction machinery / HEMM or as Technician in Engineering services with requisite upskilling and qualifications.

Businesses or organisations are expected to use this qualification as a basis in recruiting workers

Annexure 1: Occupational Map