

QUALIFICATION FILE

Crochet Lace- Supervisor

☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☐ Apprenticeship

☐ Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA

☒ General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills

NCrF/NSQF Level: **NSQF Level 4**

Submitted By:

Handicrafts and Carpet Sector Skill Council-HCSSC

Tel number(s): 011-26139834

E-mail address: ceo@hcssc.in

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Section1: Basic Details

1.	Qualification Name	Crochet Lace- Supervisor	
2.	Sector/s	Handicrafts and Carpet Sector Skill Council	
3.	Type of Qualification ☐ New ☐ Revised ☐ Has Electives/Options ☒ Rationalized	NQR Code & version of the existing /previous qualification: <i>(change to previous, once approved)</i> Previous NQR Code: QG-3.5-HC-01725-2023-V1.1-HCSSC Version of qualification: 2.0	Qualification Name of the existing version: <i>(previous, once approved)</i> Crochet Lace- Supervisor
4.	National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval)</i>	NQR Code: QG-04-HC-04005-2025-V2-HCSSC Version of qualification: 3.0	5. NCrf/NSQF Level: <i>NSQF Level 4</i>
6.	Award (Certificate/Diploma/ Advanced Diploma/Any Other) <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	NA	
7.	Brief Description of the Qualification	A Crochet Lace- Supervisor is responsible for making samples of crochet lace products according to the requirements and specifications given by the client/ designer. A Crochet Lace- Supervisor should be able to crochet the sample, detail out instructions for production, and make the master pattern of the sample. She/ He must be able to crochet different products with different designs and yarns. This job requires the individual to know crochet lace making, raw materials, and the techniques used for making crochet lace products	

8. Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience <table border="1" data-bbox="1061 240 2063 523"> <tr> <th>S. No.</th><th>Academic/Skill Qualification (with Specialization - if applicable)</th><th>Relevant Experience (with Specialization - if applicable)</th></tr> <tr> <td>1</td><td>12th Grade pass</td><td>1.5-year relevant experience</td></tr> <tr> <td>2</td><td>10th Grade pass</td><td>3 years relevant experience</td></tr> <tr> <td>3</td><td>Previous relevant Qualification of NSQF Level 3.5</td><td>1.5-year relevant experience</td></tr> </table>						S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	1	12th Grade pass	1.5-year relevant experience	2	10th Grade pass	3 years relevant experience	3	Previous relevant Qualification of NSQF Level 3.5	1.5-year relevant experience						
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)																						
1	12th Grade pass	1.5-year relevant experience																						
2	10th Grade pass	3 years relevant experience																						
3	Previous relevant Qualification of NSQF Level 3.5	1.5-year relevant experience																						
9. Credits Assigned to this Qualification (as per National Credit Framework (NCrF))	16	10. Common Cost Norm Category (I/II/III) (wherever applicable): II																						
11. Any Licensing Requirements for Undertaking Training on This Qualification (wherever applicable)	NA																							
12. Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	☒ Offline Only ☐ Online Only ☐ Blended <table border="1" data-bbox="1010 820 2107 1270"> <tr> <th>Training Delivery Modes</th><th>Theor y (Hours)</th><th>Practica l (Hours)</th><th>OJT Mandatory (Hours)</th><th>OJT Recomme nded (Hours)</th><th>Total (Hours)</th></tr> <tr> <td>Classroom (offline)</td><td>160 (Includi ng 40 hrs. of ES modul e)</td><td>320(Incl uding 20 Hrs. of ES module)</td><td></td><td></td><td>480</td></tr> <tr> <td>Online</td><td></td><td></td><td></td><td></td><td></td></tr> </table> (Refer Blended Learning Annexure for details)						Training Delivery Modes	Theor y (Hours)	Practica l (Hours)	OJT Mandatory (Hours)	OJT Recomme nded (Hours)	Total (Hours)	Classroom (offline)	160 (Includi ng 40 hrs. of ES modul e)	320(Incl uding 20 Hrs. of ES module)			480	Online					
Training Delivery Modes	Theor y (Hours)	Practica l (Hours)	OJT Mandatory (Hours)	OJT Recomme nded (Hours)	Total (Hours)																			
Classroom (offline)	160 (Includi ng 40 hrs. of ES modul e)	320(Incl uding 20 Hrs. of ES module)			480																			
Online																								
13. Aligned to NCO/ISCO Code/s (if code is not available, then mention the same)	NCO-2015/7318.6500																							

14.	Progression Path After Attaining the Qualification (Please show Professional and Academic progression) (wherever applicable)	Vertical Progression: Merchandiser (Level 4.5)	
15.	Other Indian Languages in which the Qualification & Model Curriculum are being Submitted	Hindi	
16.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:	
17.	Is the Job Role Amenable to Persons with Disability	☒ Yes ☐ No If “Yes”, specify applicable type of Disability: applicable to all types of disability except vision Impairment, mental health conditions, intellectual disability or (limited to physical disability where hands are used).	
18.	How participation of women will be encouraged?	Handicrafts and Carpet Sector has around 40 to 50% of Women Artisan.	
19.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it), wherever applicable	☒ Yes ☐ No	
20.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No	
21.	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Mr. Krishan Kumar Email: ceo@hcssc.in Contact No.: 011-26139834 Website: www.hcssc.in	
22.	Final Approval Date by NSQC: 30/04/2025	23. Validity Duration: 3 Years	24. Next Review Date: 30/04/2028

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory Pr.-Practical OJT-On the Job Man.-Mandatory Training Rec.-Recommended Proj.-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core / Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT- T- Ma n.	OJT- Rec.	Total	Th.	Pr.	Proj .	Viv a	Total	Weightage (%) (if applicable)
1.	Role of Supervisor in Crochet lace production	HCS/N7721 NOS Version 1.0	Core	4	5	50:00	100:00	NA	00:00	150:00	28	72	-	-	100	
2.	Inventory and Resource Management	HCS/N7722 NOS Version 1.0	Core	4	3	20:00	70:00	NA	00:00	90:00	36	64	-	-	100	
3.	Quality Control and Assurance	HCS/N7723 NOS Version 1.0	Core	4	3	20:00	70:00	NA	00:00	90:00	28	72	-	-	100	
4.	Coordinate with colleagues and work as a team	HCS/N9901 NOS Version 6.0	Non-core	4	1	10:00	20:00	NA	00:00	30:00	35	65	-	-	100	

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core / Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJ T-Ma n.	OJT-Rec.	Total	Th.	Pr.	Proj .	Viva	Total	Weightage (%) (if applicable)
5.	Maintain health, safety and security at workplace	HCS/N9913 NOS Version 1.0	Non-Core	4	1	10:00	20:00	NA	00:00	30:00	30	70	-	-	100	
6.	Maintain Personal Hygiene	HCS/N9903 NOS Version 3.0	Non-core	4	1	10:00	20:00	NA	00:00	30:00	30	70	-	-	100	
7.	Employability & Entrepreneurship Skills	DGT/VSQ/N0102 NOS Version 1.0	Non-core	4	2	40:00	20:00	NA	00:00	60:00	20	30	-	-	50	
Duration (in Hours) / Total Marks					16	160:00	320:00	NA	00:00	480:00	247	503	-	-	750	

Assessment - Minimum Qualifying Percentage

Please specify any one of the following:

Minimum Pass Percentage – Aggregate at qualification level: 70 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: 50 % (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	12 th grade pass with 1 years' experience in the relevant sector and 0.5 year of teaching experience
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Graduate with 3 years' experience in the relevant sector and 4 years of teaching experience
3.	Tools and Equipment Required for the Training	☒ Yes ☐ No (If "Yes", details to be provided in Annexure)
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	12 TH Grade pass/ Graduate with Basic IT skills in the experience of preparation of sample crochet lace product, carrying out crocheting of
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		lace sample as per requirement and making production instructions for crochet lace sample making
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	12 TH Grade pass/ Graduate with Basic IT skills in the experience of preparation of sample crochet lace product, carrying out crocheting of lace sample as per requirement and making production instructions for crochet lace sample making
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	12 TH Grade pass/ Graduate with Basic IT skills in the experience of preparation of sample crochet lace product, carrying out crocheting of lace sample as per requirement and making production instructions for crochet lace sample making
4.	Assessment Mode (Specify the assessment mode)	Blended
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☒ Yes ☐ No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of Need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 30
5.	Estimated nos. of persons to be trained and employed: 750 approx.
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments If "No", why: Yes

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors (Mandatory)	Annexure 1
2.	Annexure: List of tools and equipment relevant for qualification (Mandatory, except in case of online course)	Annexure 2
3.	Annexure: Detailed Assessment Criteria (Mandatory)	Annexure 6
4.	Annexure: Assessment Strategy (Not Mandatory)	Annexure 7
5.	Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is Blended Learning)	Blended learning called a “flipped classroom”, “hybrid learning” or “mixed learning,” is an approach that mixes instructor-led classroom training with online content, which could be in the form of on-demand videos that learners review outside of class. The live instruction can be face-to-face or online (via a live virtual classroom or even two-way video), or there might be no live lecture at all. Blended learning represents a learning model that combines both formal (traditional classroom) and non-formal (online) methodologies. (Annexure 5)
6.	Annexure: Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	The Multiple entry and exit criteria would help in fragmenting an entire program into smaller units with due acknowledgement being given to each unit of learning. The credit transfer mechanism will also enable a student to enter, exit and re-enter the educational ecosystem both general and vocational at any point of time.

7.	Annexure: Acronym and Glossary (<i>Optional</i>)	(Annexure 8)
8.	Supporting Document: Model Curriculum (<i>Mandatory – Public view</i>)	Model Curriculum attached separately
9.	Supporting Document: Career Progression (<i>Optional - Public view</i>)	Career Progression/ Job Role Progression appended below
10.	Any other document you wish to submit:	

Annexure 1: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	The Crochet Lace Supervisor carries out a job that is familiar and predictable. The tasks are carried out in a routine and predictable manner. The tasks revolve around the making of crochet samples and detailing instructions for production. The examples for the same include tasks carried out to do the following. •analyzing the product reference/instructions and requirements provided	The Qualification is at level 4 since all the work is predictable and choices to be made are clear.	4

	• carry out the basic techniques of crocheting for making crochet lace sample • make the master pattern for the sample		
Professional and Technical Skills/ Expertise/ Professional Knowledge	The Crochet Lace Supervisor needs factual knowledge of crochet lace making and its sampling using details/ specifications provided such as • the different raw materials used for making crochet laces for crochet lace products • different crochet lace designs/ patterns for products • different crocheting processes for making crochet products • techniques of making different motifs/ elements	The Qualification is at level 4 since the person on the job needs factual knowledge over and above the knowledge of processes.	4
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The skill required for the job involves recalling and demonstration of practical skill, routine and is repetitive in the narrow range of application, using appropriate rules and tools. There is a need for a clear quality concept. Examples: • estimate the quantity and collect the appropriate yarns required to make the sample • carry out basic crochet stitches to make the product	It is level 4 as the estimation and analysis is required.	4

	• make changes while crocheting to meet the requirements of the client • use the measuring and drawing instruments appropriately to create the pattern • analyze the sample carefully and detail out instructions for positioning of colors, techniques, stitches, finishes, necklines, etc.		
Broad Learning Outcomes/Core Skill	The Crochet Lace Supervisor analyse the sample carefully and detail out instructions for positioning of colors, techniques, stitches, finishes, necklines, etc. These are required for the following tasks: • weigh the yarn and note it down • take complete information about the shape and measurements of the sample • apply the allowed tolerances • calculate and note the amount of yarn required for making the sample	Basic written and oral communication skills required	4
Responsibility	The Master Crochet Lace Maker is largely responsible for his/her work completely and is accountable for the quality of the	This job is at level 4 as the person on the job has no responsibility for other's work and learning	4

	work. Examples: • replace identified faulty materials and parts which do not meet specification • take precautions while making patterns to ensure production of required sample • identify faults and take appropriate action for rectification		
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Annexure 2: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Yarn	It is the fundamental material used in crochet lace making that forms the base of the lace.	8 Types
2	Motifs	Motifs are individual crochet shapes or patterns that are made separately and then joined together to create a larger lace piece.	4 Packets
3	Smaller Crochet units	Smaller crochet units, including various stitches and techniques like picots, clusters, and lace stitches, are used to create intricate details and openwork patterns within the lace.	5 bundles
4	Beads, mirrors, and	Beads, mirrors, and other decorative materials are	3 bags

	other decorative material	embellishments used to enhance the aesthetic appeal of crochet lace.	
5.	Crochet hooks	Crochet hook is a tool used in the craft of crocheting, which involves creating fabric from yarn or thread.	30 each

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. White Board
2. Marker/Pen
3. Duster
4. First-aid
5. PPE Kit

Annexure 3: Industry Validations Summary

S.	Organization	Representative	Designation	Contact Address	Contact Phone	E-mail ID	LinkedIn Profile (if
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No	Name	Name			No		available)
1	Mamta Garment and Manufacturing	Ramakant Kamle	Director	At. Mirkale Nager, Ahmedpur, Latur-413515 (MH)	9922163164	Mamtagarment11@gmail.com	
2	Maha Lakshmi Narayan Institute of Education and Skill Development	Shahil Singh Jambal	Chairman	Omara Morh ward no 17 near tata motors Udampur Jammu and Kashmir 182101	9622177099	mis.mahalakshminarayan@gmail.com	
3	The Patiala Handicraft W.C.I.S. Ltd.	Mrs. Rekha Maan	President	Phulkari Institute, VPO Thuha, Tehsil Rajpura, Dist. Patiyala-140417 (PB)	7837832333	patialahandicraft@gmail.com	
4	National institute of technical and vocational training	Mrs. Vandana Lokhande	Proprietor	Lucky Niwas, Ghoghle Chawl, Room-1, Mhsova Chownk, Kalyan (EAST)-421306 (MH)	8291037949	vandanalokhande97@gmail.com	
5	MSME	Amandeep Kaur	Artisan	Daru Kutla, Patiala-147001 (Punjab)	9829090313		
6	MSME	Anita Devi	Artisan	Dighiyav, Kewty, Darbhanga-847121 (Bihar)	8471525446		

7	MSME	Archana Deepak shirure	Artisan	Ahmedpur, Latur-413515 (Maharashtra)	7262837896		
8	MSME	Asavari Halse	Artisan	Ahmedpur, Latur-413515 (Maharashtra)	9890517822		
9	MSME	Ashwini Kamlakar ka.	Artisan	Vijaygarh, Kandhar, Nanded-431714 (Maharashtra)	9145886178		
10	MSME	Guria Devi	Artisan	Dighiyav, Kewty, Darbhanga-847121 (Bihar)	9430988408		
11	MSME	Heera Dejit	Artisan	H. No.-59, Saho Parri Main Road, Dharbhanga-847201 (Bihar)	9560858417		
12	MSME	Indubai Baikore	Artisan	Maroti Mandira jawal, Ahmadpur, latur-413513 (Maharashtra)	9423350632		
13	MSME	Jyoti Manoj Kharpad	Artisan	BASWESHWAR CHOWK, Ahmedpur, Latur-413515 (Maharashtra)	8767161536		
14	MSME	Jyoti Kumari	Artisan	D. Nath Van, Gangapur,	7631297313		

				Madhubani-847234 (BR)			
15	MSME	Kajal Kumari	Artisan	Kanhaul Sakri, Darbhanga-847239 (BR)	628712677		
16	MSME	Kamini Devi	Artisan	Lohad Sarhad, Madhubani-847231 (BR)	8544220821		
17	MSME	Kiran sasane	Artisan	Telgain, Latur- 413515 (Maharashtra)	9960642581		
18	MSME	Mayuri k. Thitte	Artisan	Ahmedpur, Latur- 413515 (Maharashtra)	98790517822		
19	MSME	Mehak	Artisan	SULAR, Patiala- 147001 (Punjab)	9988498842		
20	MSME	Meenachi Sundaram	Artisan	315 E Railway Pedar Road, Ambasamuduram Rani School, Triuvelveli-627401 (TN)	9994284579		
21	MSME	M Muthiah	Artisan	6/87 Akulathadivial Veedu, Vilavancode, Kuzhitlaudari, Kanyakumari-629163	9791992651		

22	MSME	Nazma Khatoon	Artisan	Dighiyav, Kewty, Darbhanga-847121 (Bihar)	9430988408		
23	MSME	Punam Thakur	Artisan	Lohat, Shripur Hati, Madhubani-847234 (Bihar)	9560858417		
24	MSME	Purva Kanchandas th.	Artisan	Maroti Mandira Jawal, Nadura Ahmedpur, Latur- 413515 (Maharashtra)	9145886178		
25	MSME	Pushpa thakur	Artisan	Ahmadpur, Latur- 413515 (Maharashtra)	9175229252		
26	MSME	Rajni rani	Artisan	Khera Gajju, Patiala- 140602 (Punjab)	9779708506		
27	MSME	Rajwinder kaur	Artisan	Khera Gajju, Patiala- 147001 (Punjab)	8146125253		
28	MSME	Rimpu	Artisan	Khera Gajju, Patiala- 140602 (Punjab)	9878813560		
29	MSME	Rupa	Artisan	SULAR, Patiala- 147001 (Punjab)	9988498842		
30	MSME	Rupinder Kaur	Artisan	Khera Gajju, Patiala- 140602 (Punjab)	9914296474		
31	MSME	Sarvari Begam	Artisan	Dighiyav, Kewty,	9430988408		

				Darbhanga-847121 (Bihar)			
32	MSME	Shanti Devi	Artisan	Sarhad, Madhubani- 847234 (Bihar)	8252392068		
33	MSME	Shivkanya Nalwa	Artisan	Lingdhal Telgaon, Latur-413513 (Maharashtra)	9767737945		
34	MSME	Shubhangi Sarwade	Artisan	Nagoba Nagar, Ahmadpur, Latur- 413515 (Maharashtra)	9359153251		
35	MSME	Swati Kumari	Artisan	Gangapur D.R. Nath Var, Madhubani- 847234 (Bihar)	9835611885		
36	MSME	Yasameen Khatoon	Artisan	Dighiyav, Kewty, Darbhanga-847121 (Bihar)	9430988408		

Annexure 4: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities

2024-25	10000	Self-employment	Approx. 60%	Self-employment	N/A	N/A
2025-26	15000	Self-employment	Approx. 60%	Self-employment	N/A	N/A
2026-27	25000	Self-employment	Approx. 60%	Self-employment	N/A	N/A

Data to be provided year-wise for next 3 years.

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
2.0	2021-2022	100	100	100	Self-employed	More than 60%	More than 60%	More than 60%	Self-employed	NA	NA	NA	NA
2.0	2022-2023	17	17	17	Self-employed	More than 60%	More than 60%	More than 60%	Self-employed	NA	NA	NA	NA
2.0	2023-2024	206	206	206	Self-employed	More than 60%	More than 60%	More than 60%	Self-employed	NA	NA	NA	NA

Applicable for revised qualifications only, data to be provided for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

1. Skill India Mission
2. National Handicrafts Development Program,
3. PM Vishwakarma,
4. Samarth
5. National Urban Livelihood Mission-NULM
6. Sankalp
7. One District One Product
8. National Rural Livelihood Mission-DDU-GKY
9. SFURTI-Ministry of Micro Small and Medium Enterprises

Content availability for previous versions of qualifications:

☐ Participant Handbook ☐ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available:

Annexure 5: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET “Guidelines for Blended Learning for Vocational Education, Training & Skilling” available on:

<https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf>

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	☒ Theory/ Lectures - Imparting theoretical and conceptual knowledge	• Qualification/ Syllabus • Books/ e-books • Presentations	• Without use of appropriate tech tools 80% Offline and only upto 20% online otherwise. • Online Instructor led teaching, can be one-to-one or one to many or many-to-many: up to 80% to 100% online
2	☒ Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	• Presentations • E-Content/ Curated digital content	• Without use of appropriate tech tools, 80% Offline and only upto 20% online otherwise. 100% virtual while working in virtual teams / virtual collaboration
3	☒ Showing Practical Demonstrations to the learners	• Projector, laptop various tools and equipment	• For all skills, where a physical product is created, at least 50% shall be on practical demonstrations and site visits
4	☒ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	• Projector, laptop various tools and equipment	• 100% offline without the use of any technology tools.

5	☒ Tutorials/ Assignments/ Drill/ Practice	• Learning Management system	• 70% offline and upto 30% online where a physical product is created as part of skilling
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	☐ On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure 6: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
HCS/N7721: Role of Supervisor in Crochet lace production	Planning and Organizing work	14	30	-	-
	PC1. Analyse production orders and customer requirements to develop a comprehensive production plan for crochet lace items.	2	3	-	-
	PC2. Estimate and procure raw materials (yarns, threads, hooks, accessories) needed for production, based on the design complexity and volume, ensuring optimal inventory levels.	2	3	-	-
	PC3. Schedule tasks and assign specific production stages to individual artisans or groups, considering their skill level and expertise in crochet techniques.	2	4	-	-
	PC4. Ensure that artisans are provided with clear work instructions and pattern specifications, minimizing errors and maximizing productivity.	2	4	-	-
	PC5. Develop plans for potential production challenges, such as material shortages, artisan absenteeism, or equipment	2	4	-	-

	malfunction, to avoid disruption.				
	PC6. Monitor production progress on a daily basis, ensuring products are being manufactured correctly and making adjustments if necessary.	2	6	-	-
	PC7. Coordinate with the design team to ensure that the lace patterns and motifs are feasible within the production capabilities and timeframe.	2	6	-	-
	Supervision of Production	14	42	-	-
	PC8. Monitor the entire crochet lace production process to ensure that work is being performed according to the planned schedule and quality standards.	2	6	-	-
	PC9. Conduct regular inspections at various stages of production to ensure that patterns, motifs, and designs are being followed accurately by the artisans.	2	6	-	-
	PC10. Identify and resolve any production issues, such as design inconsistencies, equipment malfunctions, or delays in workflow, to prevent disruption in the production process.	2	6	-	-
	PC11. Provide technical guidance and support to artisans on complex crochet techniques and designs, ensuring consistent skill development and production quality.	2	6	-	-
	PC12. Ensure that production tools (crochet hooks, frames, blocking tools) and workstations are properly maintained and set up for efficient operations.	2	6	-	-
	PC13. Track production outputs daily to ensure that target volumes and quality parameters are met, and take corrective action when there are discrepancies	2	6	-	-
	PC14. Ensure that quality checks are performed at each critical stage of production, identifying and rectifying defects in design, stitching, or finishing before final product approval.	2	6	-	-
	Total Marks	28	72	-	-
HCS/N7722:	Inventory Management	10	15	-	-
Inventory and	PC1. Accurately forecast the material requirements based on	2	3	-	-

Resource Management	production schedules and expected demand.				
	PC2. Maintain optimal inventory levels of raw materials (e.g., yarns, threads, hooks) and tools to avoid overstocking or stockouts.	2	3	-	-
	PC3. Monitor and record material usage on a daily basis to ensure efficient utilization and prevent wastage.	2	3	-	-
	PC4. Conduct regular inventory audits to ensure accuracy in stock levels and identify discrepancies.	2	3	-	-
	PC5. Implement stock control measures to ensure materials are stored properly to avoid damage or spoilage.	2	3	-	-
	Resource Allocation and Management	14	25		
	PC6. Assign tasks to artisans based on their skill level, experience, and the complexity of the production requirements.	2	3	-	-
	PC7. Ensure that all artisans are equipped with the necessary tools and materials to carry out their tasks efficiently.	2	3	-	-
	PC8. Monitor the usage of tools and equipment, ensuring proper handling and preventing damage or loss.	2	3	-	-
	PC9. Track the performance and productivity of artisans, making necessary adjustments in task allocation to optimize output.	2	4	-	-
	PC10. Communicate clearly with artisans about production goals, deadlines, and any changes in resource allocation.	2	4	-	-
	PC11. Identify any gaps or shortfalls in resource availability (tools, materials, or workforce) and take prompt corrective action.	2	4	-	-

	PC12. Collaborate with other departments, such as quality control and design, to ensure that resource management aligns with production requirements.	2	4	-	-
	Cost and Budget Management	12	24		
	PC13. Track material costs and ensure purchase remain within the budget allocated for production.	2	4	-	-
	PC14. Ensure that all resources are used efficiently to reduce overhead costs while maintaining product quality.	2	4	-	-
	PC15. Develop a budget plan for material purchase and resource allocation, balancing cost control with production efficiency.	2	4	-	-
	PC16. Regularly review and adjust the budget based on actual material usage and production performance.	2	4	-	-
	PC 17. Coordinate with finance or purchase teams to ensure that purchases are cost-effective without sacrificing quality.	2	4		
	PC 18. Ensure that records of all material costs and resource expenditures are kept for financial reporting and planning.	2	4		
	Total Marks	36	64	-	-
HCS/N7723: Quality Control and Assurance	Establishing Quality Control Standards	8	24	-	-
	PC1. Set quality control standards for materials, production processes, and finished crochet lace products, ensuring alignment with customer specifications and industry level.	2	6	-	-
	PC2. Explain quality control standards effectively to all team members, ensuring their understanding and adherence during the production process.	2	6	-	-
	PC3. Regularly review and update quality standards based on feedback, production outcomes, and market trends to ensure continuous improvement.	2	6	-	-
	PC4. Collaborate with designers and artisans to ensure that quality standards are feasible and practical within the production context.	2	6	-	-
	Conducting Quality Inspections	8	24		

	PC5. Implement a systematic schedule for conducting quality inspections at various stages of the crochet lace production process, including raw material evaluation and final product assessment.	2	6	-	-
	PC6. Perform inspections to identify defects, inconsistencies, and differences from established quality standards in both in-process and finished items.	2	6	-	-
	PC7. Maintain accurate records of inspection results, documenting any defects found and actions taken to address quality issues.	2	6	-	-
	PC8. Provide immediate feedback to artisans during inspections to promote real-time learning and quality awareness.	2	6	-	-
	Implementing Corrective Actions and Continuous Improvement	12	24		
	PC9. Identify and analyse the causes of defects or quality issues and develop appropriate corrective action plans to address them effectively.	3	6	-	-
	PC10. Communicate with team members about identified deficiencies and necessary improvements to foster a collaborative approach to quality enhancement.	3	6	-	-
	PC11. Monitor the effectiveness of implemented corrective actions and make adjustments as needed to ensure ongoing compliance with quality standards.	3	6	-	-
	PC12. Conduct regular team meetings to discuss quality issues, share insights, and brainstorm solutions for continuous improvement.	3	6	-	-
	Total Marks	28	72	-	-
HCS/N9901: Coordinate with colleagues	Interact with supervisor or superior	14	30	-	-
	PC1. Comply with health, safety gender, and PwD (People with disability) related instructions applicable to the workplace	2	5	-	-
	PC2. Actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender,	2	5	-	-

	and PwD awareness organized at the workplace.				
	PC3. Receive job orders and instructions from reporting supervisor and receive feedback on work standards.	2	5	-	-
	PC4. Understand the work output requirements, targets, performance indicators and incentives.	2	5	-	-
	PC5. Deliver quality work on time and report any anticipated reasons for delays and handover completed work to supervisor	3	5	-	-
	PC6. Report on any grievances, production defects and any potential hazards.	3	5	-	-
	Work as a team by coordinating with colleagues within and outside the department and include inputs on PwD & Gender Sensitisation	6	10		
	PC7. Communicate maintenance and repair schedule proactively to the supervisor	3	5		
	PC8. Interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc.	3	5		
	Report and Document	15	25		
	PC9. Report in time for shortage or need of raw materials	3	5		
	PC10. Communicate with colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team	3	5		
	PC11. Maintain the etiquette, use polite language, demonstrate responsible and disciplined behavior towards colleagues.	3	5		
	PC12. Put team over individual goals and multitask or share work where necessary supporting the colleagues	3	5	-	-
	PC13. Document all the details accurately relating to one's role as required.	3	5		
	NOS Total	35	65		
HCS/N9913: Maintain health, safety, and	Comply with health, safety, and security requirements at work	30	70	-	-
	PC1. Comply with health and safety related instructions	2	6	-	-

security at workplace	applicable to the workplace.				
	PC2. Use and maintain personal protective equipment as per protocol.	2	6	-	-
	PC3. Carry out own activities in line with approved guidelines and procedures	2	6	-	-
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants.	2	6	-	-
	PC5. Follow environment management system related procedures	2	4	-	-
	PC6. Store materials and tools in line with manufactures and organizational requirements	2	3	-	-
	PC7. Safely handle and move waste and debris.	1	3	-	-
	PC8. Minimize health and safety risks to self and other due to own actions.	2	4	-	-
	PC9. Seeks clarifications from supervisors or other authorized personnel in case of perceived risks	1	3	-	-
	PC10. Monitor the workplace and work processes for potential risks and threats.	1	3	-	-
	PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	2	3	-	-
	PC12. Report hazards and potential risks/threats to supervisors or other authorized personnel	3	4	-	-
	PC13. Participate in mock drills/ evacuation procedures organized at the workplace	2	3	-	-
	PC14. Undertake first aid, fire-fighting and emergency response training, if asked to do so	2	4	-	-
	PC15. Take action based on instructions in the event of fire, emergencies or accidents	2	6	-	-
	PC16. Follow organization procedures for evacuation when required	2	6	-	-
	Total Marks	30	70	-	-
HCS/N9903:	Adopt healthy work practices	18	48	-	-

Maintain Personal Hygiene	PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	3	8	-	-
	PC2. wear safety shoes while visiting the production unit to avoid any damage	3	8	-	-
	PC3. wear personal protective equipment while visiting the different departments during production. or example mask in the washing section, glasses and mask in an assembly line, and gloves in the printing section, etc.	3	8	-	-
	PC4. always wash sanitize your hands after a factory unit before touching any document, laptop, cell phone, etc.	3	8	-	-
	PC5. undergo preventive health checkups at regular intervals.	3	8	-	-
	PC6. take prompt treatment from the doctor in case of illness.	3	8	-	-
	Achieve work productivity while maintaining health	9	25	-	-
	PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work	3	8	-	-
	PC8. ensure no productivity loss or absenteeism from work due to illness	3	8	-	-
	PC9. ensure no long-term ill effect on personal health.	3	9	-	-
	Total Marks	27	73	-	-
DGT/VSQ/N0102: Employability Skills (60 Hours)	Introduction to Employability Skills	1	1	-	-
	PC1. identify employability skills required for jobs in various industries	-	-	-	-
	PC2. identify and explore learning and employability portals	-	-	-	-
	Constitutional values – Citizenship	1	1	-	-
	PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
	PC4. follow environmentally sustainable practices	-	-	-	-
	Becoming a Professional in the 21st Century	2	4	-	-

	PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
	PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
	Basic English Skills	2	3	-	-
	PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
	PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
	PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
	Career Development & Goal Setting	1	2	-	-
	PC10. understand the difference between job and career	-	-	-	-
	PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
	Communication Skills	2	2	-	-
	PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
	PC13. work collaboratively with others in a team	-	-	-	-
	Diversity & Inclusion	1	2	-	-
	PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
	PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
	Financial and Legal Literacy	2	3	-	-

	PC16. select financial institutions, products and services as per requirement	-	-	-	-
	PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
	PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
	PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
	Essential Digital Skills	3	4	-	-
	PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
	PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
	PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-
	Entrepreneurship	2	3	-	-
	PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
	PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
	PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
	Customer Service	1	2	-	-
	PC26. identify different types of customers	-	-	-	-
	PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
	PC28. follow appropriate hygiene and grooming standards	-	-	-	-
	Getting ready for apprenticeship & Jobs	2	3	-	-

	PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
	PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
	PC31. apply to identified job openings using offline/online methods as per requirement	-	-	-	-
	PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
	PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
	Total Marks	20	30	-	-
Grand Total		247	503		

Annexure 7: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

<1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

-

3. Assessment of Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified
-

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding
-

5. Method of verification or validation:

- Surprise visit to the assessment location
- ...

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored
-

On the Job:

1. Each module (which covers the job profile of Crochet Lace Supervisor) will be assessed separately.
2. The candidate must score 60% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
 -
4. Assessment of each Module will ensure that the candidate is able to:

- Effective engagement with the customers
- Understand the working of various tools and equipment.....>

Annexure 8: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf