

QUALIFICATION FILE

Lab Assistant - Ceramics

☒ 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 3.5**

Submitted By:

Handicrafts and Carpet Sector Skill Council-HCSSC

Tel number(s): 011-26139834

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Table of Contents

Section1: Basic Details	3
Section 2: Module Summary	6
NOS/s of Qualifications	6
Mandatory NOS/s:	6
Assessment - Minimum Qualifying Percentage	8
Section 3: Training Related	9
Section 4: Assessment Related	9
Section 5: Evidence of Need for the Qualification	10
Section 6: Annexure & Supporting Documents Check List	10
Annexure 1: Evidence of Level	12
Annexure 2: Tools and Equipment (Lab Set-Up)	15
Annexure 3: Industry Validations Summary	Error! Bookmark not defined.
Annexure 4: Training & Employment Details	21
Annexure 5: Blended Learning	22
Annexure 6: Detailed Assessment Criteria	24
Annexure 7: Assessment Strategy	39
Annexure 8: Acronym and Glossary	41

Section1: Basic Details

1.	Qualification Name	Lab Assistant (Ceramics)	
2.	Sector/s	Handicrafts and Carpet Sector Skill Council	
3.	Type of Qualification ☐ New ☒ Revised ☐ Has Electives/Options	NQR Code & version of the existing /previous qualification: <i>(change to previous, once approved)</i> Previous NQR Code: QG-3.5-HC-01734-2023-V1.1-HCSSC Version of qualification:2.0	Qualification Name of the existing version: <i>(previous, once approved)</i> Lab Assistant (Ceramics)
4.	National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval)</i>	NQR Code: QG-3.5-HC-04011-2025-V2-HCSSC Version of qualification:3.0	5. NCrf/NSQF Level: <i>NSQF Level 3.5</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	The lab assistant receives and understands the incoming materials tests, defects and acceptance parameters after which he/she performs the associated tests on the materials to determine the acceptance and issue/share test results for records	

8. Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience <table border="1"> <tr> <th data-bbox="1050 252 1106 368">S. No.</th><th data-bbox="1106 252 1621 368">Academic/Skill Qualification (with Specialization - if applicable)</th><th data-bbox="1621 252 2054 368">Relevant Experience (with Specialization - if applicable)</th></tr> <tr> <td data-bbox="1050 368 1106 411">1</td><td data-bbox="1106 368 1621 411">11th grade pass</td><td data-bbox="1621 368 2054 411"></td></tr> <tr> <td data-bbox="1050 411 1106 454">2</td><td data-bbox="1106 411 1621 454">8th grade pass</td><td data-bbox="1621 411 2054 454">1-year relevant experience</td></tr> <tr> <td data-bbox="1050 454 1106 497">3</td><td data-bbox="1106 454 1621 497">5th grade pass</td><td data-bbox="1621 454 2054 497">2.5- years relevant experience</td></tr> <tr> <td data-bbox="1050 497 1106 541">4</td><td data-bbox="1106 497 1621 541">Ability to Read and Write</td><td data-bbox="1621 497 2054 541">5 year of relevant experience</td></tr> <tr> <td data-bbox="1050 541 1106 584">5</td><td data-bbox="1106 541 1621 584">Previous relevant Qualification of NSQF Level 3</td><td data-bbox="1621 541 2054 584">1.5-year relevant experience</td></tr> </table>						S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	1	11th grade pass		2	8th grade pass	1-year relevant experience	3	5th grade pass	2.5- years relevant experience	4	Ability to Read and Write	5 year of relevant experience	5	Previous relevant Qualification of NSQF Level 3	1.5-year relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)																						
1	11th grade pass																							
2	8th grade pass	1-year relevant experience																						
3	5th grade pass	2.5- years relevant experience																						
4	Ability to Read and Write	5 year of relevant experience																						
5	Previous relevant Qualification of NSQF Level 3	1.5-year relevant experience																						
9. Credits Assigned to this Qualification (as per National Credit Framework (NCrF))	14		10. Common Cost Norm Category (I/II/III) (wherever applicable): III																					
11. Any Licensing Requirements for Undertaking Training on This Qualification (wherever applicable)	NA																							
12. Training Duration by Modes of Training Delivery (Specify <i>Total Duration</i> as per selected training delivery modes and as per requirement of the qualification)	☒ Offline Only ☐ Online Only ☐ Blended																							
	Training Delivery Modes	Theor y (Hours)	Practica l (Hours)	OJT Mandatory (Hours)	OJT Recomme nded (Hours)	Total (Hours)																		
	Classroom (offline)	170 (includi ng 40 hrs. of ES modul	250 (includin g 20 hrs. of ES module)			420																		

			e)				
		Online					
		(Refer Blended Learning Annexure for details)					
13.	Aligned to NCO/ISCO Code/s (if code is not available, then mention the same)	NCO-2015/3116.10					
14.	Progression Path After Attaining the Qualification (Please show Professional and Academic progression) (wherever applicable)	Vertical Progression Quality checker Technician- Ceramics (Level 4)					
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?	Participants of women in the handicrafts and carpet sector can be encouraged by providing them skill development programs and creating accessible work opportunities for handicrafts products which is well known by the women of India.					
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	Name: Mr. Krishan Kumar Email: ceo@hcsc.in					

	(In case of CS or MS, provide details of both Lead AB & Supporting ABs)	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 .	Viva	Total	Weightage (%) (if applicable)
1.	Receive and Understand the associated procedures	HCS/N1005 NOS Version No. 1.0	Core	3.5	3	30:00	60:00	00:00	00:00	90:00	27	73	-	-	100	
2.	Perform the Tests	HCS/N1006 NOS Version	Core	3.5	4	50:00	70:00	00:00	00:00	120:00	29	71	-	-	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.	OJT-Ma n.	OJT-Rec.	Total	Th.	Pr.	Proj .	Viva	Total	Weightage (%) (if applicable)
		No. 1.0														
3.	Clean Up and Equipment Maintenance	HCS/N1009 NOS Version No. 1.0	Core	3.5	1	10:00	20:00	00:00	00:00	30:00	20	80	-	-	100	
4.	Record keeping and Documentation	HCS/N1010 NOS Version No. 1.0	Core	3.5	1	10:00	20:00	00:00	00:00	30:00	30	70	-	-	100	
5.	Working in a team	HCS/N9929 NOS Version No. 1.0	Non-Core	3.5	1	10:00	20:00	00:00	00:00	30:00	35	65	-	-	100	
6.	Maintain health and safety at workplace	HCS/N9931 NOS Version No. 1.0	Non-Core	3.5	1	10:00	20:00	00:00	00:00	30:00	30	70	-	-	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.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
7.	Managing Personal Sanitation	HCS/N9934 NOS Version No. 1.0	Non-Core	3.5	1	10:00	20:00	00:00	00:00	30:00	30	70	-	-	100	
8.	Employability & Entrepreneurship Skills	DGT/VSQ/N0102: NOS Version No. 1.0	Non-Core	4	2	40:00	20:00	00:00	00:00	60:00	20	30	-	-	50	
Duration (in Hours) / Total Marks					14	170:00	250:00	NA	00:00	420:00	221	529	-	-	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 2 years' experience in the relevant sector and 1 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)	Graduate with 1 year experience in operating and maintaining ceramic laboratory equipment, including kilns, pottery wheels, extruders, potters' tools, and other specialized machinery.
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	Graduate with 1 year experience in operating and maintaining ceramic laboratory equipment, including kilns, pottery wheels, extruders, potters' tools, and other specialized machinery.
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	Graduate with 1 year experience in operating and maintaining ceramic laboratory equipment, including kilns, pottery wheels, extruders, potters' tools, and other specialized machinery.

4.	Assessment Mode (<i>Specify the assessment mode</i>)	Blended
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☒ Yes ☐ No (<i>details to be provided in Annexure-if it is different for Assessment</i>)

Section 5: Evidence of Need for the Qualification

Provide Annexure/Supporting documents name.

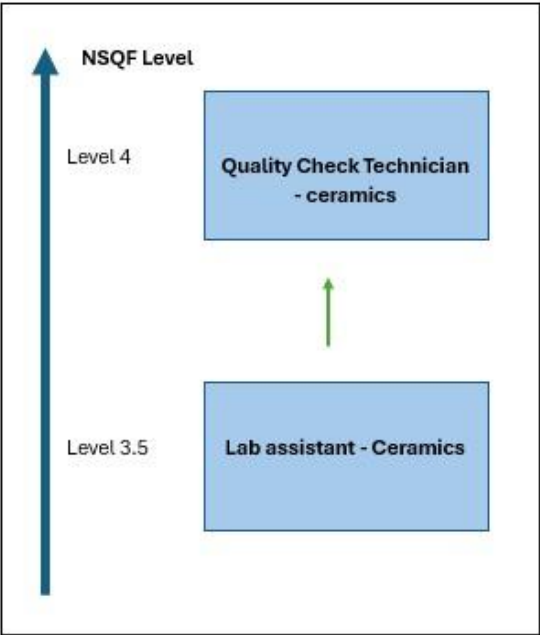
1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 30
5.	Estimated nos. of persons to be 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 (<i>Mandatory</i>)	Annexure 1
2.	Annexure: List of tools and equipment relevant for qualification (<i>Mandatory, except in</i>	Annexure 2

	<i>case of online course)</i>	
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)	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 (Optional)	Annexure 8
8.	Supporting Document: Model Curriculum (Mandatory – Public view)	Model Curriculum attached separately
9.	Supporting Document: Career Progression (Optional - Public view)	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 incumbent works in familiar and predictable routine of testing for defects and other parameters in ceramics manufacturing. The situation of clear choice (descriptor of level 3.5) is evident through the following examples ○ take the appropriate amount of sample after weighing ○ perform the appropriate tests on the	The Qualification is level 3.5 since all work is as per routine and there is no need for a clear choice.	3.5

	samples ○ deduce how to access the samples This is not of level 4 which requires clear choice of procedures, as here the procedure is standardised by the direction of the director Example: • receive the defects, tests, acceptance criteria and sampling plan list from technical director and understand the same		
Professional and Technical Skills/ Expertise/ Professional Knowledge	The incumbent has factual knowledge of field of knowledge or study which is in this case includes testing parameters and procedures and physical and chemical basis of it. Examples: • different materials and associated tests • typical acceptance criteria • typical defects observed • the chemistry knowledge behind the tests • material properties This is not level 4 as there is a requirement of principles and general concepts at level 4 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.	Factual Knowledge of Field or study is not required for this level, therefore it is level 3.5.	3.5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Most of the work involves recall and demonstration of practical skill, is routine and repetitive and in a narrow range of application. Examples: • recall the sample amount for the respective materials • apply the appropriate sampling methodology	It is at level 3.5 as the skill of differentiating between bad and good quality is required.	3.5

	• take the appropriate amount of sample after weighing • handle the samples carefully • use the various testing equipment appropriately • observe the test process • observe the defects • The incumbent also uses appropriate rule and tool and quality concepts to complete their work. This is evident through: • use the various testing equipment appropriately • retire the equipment after the test • complete all activities as per internal standards • comprehend the rationale behind the determination n of the acceptance criteria This is not level 4 as it is missing required cognitive skills and range of methods for problem solving. Not level 3 as there is independent work and not mere assisting, at the same time there are variables involved.		
Broad Learning Outcomes/Core Skill	The incumbent needs language to communicate written or oral, with required clarity, to interact with various departments, supervisors, personnel and delivery teams, confirm requirements and communicate order and delivery terms. Also interact with other departments and prepare a range of routine documentation. Examples: • discuss the above parameters with the lab team • clarify any doubts on the above parameters with the technical director • liaison with various internal teams on various testing issues	Basic oral and written communication is required so its level 3.5	3.5

	- communicate where rework is required The incumbent also needs skill pertaining to basic arithmetic and algebraic principles, for calculating various quantities and parameters, etc. For example: - compute the percentages required - compute details for achieving the acceptance criteria - compute any other details required - take the appropriate amount of sample after weighing		
Responsibility	The incumbent works with responsibility for own work and learning, which is evident from the incumbent's deliverables and also there is no responsibility for the learning of others therefore this is not level 4. - perform testing on the targeted number per day - complete all activities as per internal standards - analyze the test results	Given the limited scope of responsibility for own learning and work this is at level 4.	3.5

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	Pottery Wheels	Used for shaping and forming clay into desired shapes	1 Eqpt Nos
2	Kilns	Electric or gas-fired kilns for bisque firing and glaze firing ceramic pieces	1 Eqpt Nos

3	Extruders	Used to extrude or shape clay into consistent forms, often for creating uniform coils or slabs	6 Eqpt NOS
4	Clay Mixers/Pug Mills	Machines that mix and de-air clay, ensuring it is consistent and free of air bubbles.	4 Eqpt Nos
5	Sieves	Used to sift glazes to remove particles and ensure a smooth application	4 Eqpt Nos
6	Glaze Mixing Equipment	Tools for mixing glaze materials, including scales, buckets, and mixing sticks	2 Eqpt Nos
7	Callipers	Instruments for measuring dimensions accurately, useful for checking thickness and size of ceramic pieces	5 types
8	Hydrometers	Instruments used to measure the specific gravity of glaze to ensure proper consistency	4 Eqpt Nos
9	Thermocouples	Devices for measuring and monitoring temperature in kilns	2 Eqpt Nos
10	Potter's Aprons and Smocks	Protective clothing to keep lab assistants clean and safe during work	4 Eqpt Nos
11	Brushes	For cleaning fine dust and residue from ceramic surfaces and tools	5 types
12	Sponges	Used to wipe surfaces and smooth clay or glaze applications	
13	Vacuum Cleaner	Removes dust and debris from workspaces and kiln interiors	5 eqpt nos
14	Scrapers	Used to remove dried clay, glaze, or debris from surfaces	8 types
15	Mop and Bucket	For cleaning and maintaining wet clay studio floors	6 eqpt nos
16	Cleaning Cloths/Rags	Wipes off surfaces and tools for basic maintenance	2 bundle
17	Dust Masks	Protects from inhaling fine ceramic dust during cleaning	5 packets
18	Kiln Cleaning Tool	Removes debris, glaze drips, or residue from kiln shelves and interiors	8 types

19	Laboratory Notebook	For manual documentation of experiments, observations, and results	10 eqpt nos
20	Spreadsheet Software	Used for organizing, analyzing, and presenting data in tabular form	12 eqpt nos
21	Quality Management Software	Tracks and manages quality control processes and standards	8 eqpt nos
22	Digital Data Logger	Records and monitors real-time data like temperature and humidit	5 eqpt nos
23	Label Printer	Prints labels for sample identification and organization	2 eqpt nos
24	Document Scanner	Converts physical documents into digital formats for archiving	10 eqpt nos
25	Cloud Storage Services	Provides secure online storage and access to files from anywhere	30 eqpt nos
26	Desktop/Laptop Computer	Used for data entry, analysis, and report generation	30 eqpt nos
27	Laboratory Information Management System (LIMS)	Centralized system for managing lab operations and data	30 eqpt nos

Classroom Aids

The aids required to conduct sessions in the classroom are:

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

Annexure 3: Industry Validations Summary

Sr.	Organization Name	Representative	Designati	Contact Address	Contact	E-mail ID	LinkedIn Profile (if
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No.		Name	on		Phone No.		available)
1	Mahamana Ceramic Development Organization	Dr. K.L. Sharma	CEO	34, Hazratpur, Agwal Crossing, Khurja-Aligarh Bypass, Khurja-203131(UP)	98100446600	mahamanaceramic@gmail.com	
2	Bidula Clay Studio	P.B. Bidula	Proprietor	Kizhakkeputhalatha HO, Kozikode-673303 (Kerala)	9400536408	Pbbidula999@gmail.com	
3	Mati Srijan	Mrs. Meenakshi Rajendra	Director	C-46, Street No.-15, Madhu Vihar Market, IP Extension, New Delhi-110092	9810148561	meenakshi251272@gmail.com	
4	K.L .Mati kala Aangan	Lakhmi Narayan	Proprietor	Rahila Road, Chhavi Jhajjar-124103 (HR)	9817250041	klmatikalaangan@gmail.cim	
5	Pakhi Creation	Dr. Namita Mandal	Proprietor	MIG-302, Girnar hills Near Malhotra college, BDA road, Awadhpuri-462022, Bhopal (Madhya Pradesh)	9165014165	pakhicreations39@gmail.com	
6	MSME	BHATERI DEVI	Artisan	764, Chawani Mohala, Jhajjar-124103 (HR)	9991013251		
7	MSME	CHHAIL BIHARI PRAJA	Artisan	Chandra Nagar, Chhattarpur-471101 (MP)	9754536421		
8	MSME	DEV KARAN	Artisan	Chhawani, Jhajjar-124103 (HR)	9991013251		
9	MSME	DEVIDEEN PRAJAPATI	Artisan	152 Ward no.-6, Chandranagar,	9981316985		

				Chhattarpur-471101			
10	MSME	Hira Bai Prajapati	Artisan	152 Ward No.-6, Chandra Nagar, Chhattarpur-471101 (MP)	9981321689		
11	MSME	Jeevanlal Prajapati	Artisan	71 W/NO. 19 Lalpur, Ramnagar, Chhattarpur-471625 (MP)	9770316143		
12	MSME	Kamlesh	Artisan	Raina Colony, Jhajjar-124103 (HR)	9812080797		
13	MSME	Krishan Kumar	Artisan	206, Jatiya Mohalla, Jhajjar-124103 (HR)	9416188169		
14	MSME	Lakshmi Narayan	Artisan	Chhavni Mohalla, Ward No.-14, Jhajjar, Harayana-124103	7404526806		
15	MSME	Maman Chand	Artisan	Chhawani, Jhajjar-124103 (HR)	7404066856		
16	MSME	Nikhil Paul	Artisan	Mata khali, Bardhaman West Bengal.	9957997969		
17	MSME	Parvati Prajapati	Artisan	Lalpur, Ramnagar, Chhattarpur-471625 (MP)	9893955029		
18	MSME	Poonam Prajapati	Artisan	Ward no.-3 Kharka, Rampur Chhattarpur-471101	7725094813		
19	MSME	Prakash	Artisan	Machhipur Khurja, Bulandshahar -203131	NA		

				(UP)			
20	MSME	Prem Chand	Artisan	Chhawani Mohalla, Jhajjar, Harayana-124103	7206504070		
21	MSME	Pushpa Prajapati	Artisan	Mahroad, Chandra Nagar, Chhattarpur-471101 (MP)	7024030125		
22	MSME	Rajbir Singh	Artisan	Chhwani Mohalla, Jhajjar-124103 (HR)	8059178170		
23	MSME	Radha Prajapati	Artisan	Chandra Nagar, Chhattarpur-471101 (MP)	8959961640		
24	MSME	Ravindra Prajapati	Artisan	Mahal Road, Chandra Nagar, Chhattarpur-471101	9752734083		
25	MSME	Raj Kumar Prajapati	Artisan	204 Ward No.-5, Dhamna, Chhattarpur-471101 (MP)	9575873126		
26	MSME	Rekha	Artisan	Jhajjar-124103 (HR)	7404066856		
27	MSME	Roshini Devi	Artisan	Bhatti Gate, Jhajjar-124103 (HR)	8059178170		
28	MSME	Sachin Kumar	Artisan	Machhipur Khurja, Bulandshahar -203131 (UP)	8126040944		
29	MSME	Shasikant prajapati	Artisan	W/NO.-3, Kharka, Rampur, Chhattarpur-471101 (MP)	8959345778		
30	MSME	Sheela Devi	Artisan	Chhwani Mohalla, Jhajjar-124103 (HR)	7206504070		
31	MSME	Shiv Raj	Artisan	Ward No.-15, Raniya Colony, Jhajjar, Harayana-	9812080797		

				124103			
32	MSME	Sunil Kumar	Artisan	Chhwani Mohalla, Jhajjar-124103 (HR)	9896774377		
33	MSME	Sunita	Artisan	Chhawani, Jhajjar-124103 (HR)	NA		
34	MSME	Suraj Bhan	Artisan	Ward no.-14, Mohalla Chavni, Jhajjar-124103 (HR)	9812440249		
35	MSME	Yadvendra Prajapati	Artisan	Mahal Road, Chandranagar, Chhattarpur -471101 (MP)	9752734083		

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
2023-24	750	Self-employment	Approx. 60%	Self-employment	N/A	N/A
2024-25	1000	Self-employment	Approx. 60%	Self-employment	N/A	N/A

2025-26	1250	Self-employment	Approx. 60%	Self-employment	N/A	N/A
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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
3.0	2021-2022	-	-	-	Self-employed	More than 60%	More than 60%	More than 60%	Self-employed	NA	NA	NA	NA
3.0	2022-2023	-	-	-	Self-employed	More than 60%	More than 60%	More than 60%	Self-employed	NA	NA	NA	NA
3.0	2023-2024	161	132	132	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: Yes

☐ Participant Handbook ☐ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☒ Any Other: Qualification Pack/ MC/QF

Languages in which Content is available: English and Hindi

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/N1005: Receive and Understand the associated procedures	Receive the appropriate parameters	5	15	-	-
	PC1. communicate with the technical director	1	3	-	-
	PC2. receive the defects, tests, acceptance criteria and sampling plan list from the technical director and understand the same	1	3	-	-
	PC3. discuss the above parameters with the lab team	1	3	-	-
	PC4. clarify any doubts on the above parameters with the technical director	1	3	-	-
	PC5. highlight any discrepancies are observed	1	3	-	-
	Understand the various defects	6	18	-	-
	PC6. understand material-wise list of defects	1	3	-	-
	PC7. map defects like the difference in residue, colour changes, variation in melting point, litre weight, flow per second for various materials	1	3	-	-

PC8. understand when typically these defects will be displayed	1	3	-	-
PC9. analyze the causes of defects	1	3	-	-
PC10. map the effects of the defects	1	3	-	-
PC11. assess the impact of the defects in the production	1	3	-	-
Understand the various tests	6	18	-	-
PC12. understand material-wise list of tests	1	3	-	-
PC13. map tests like %residue colour, %residue mesh, setting time find, initial residue, etc for various materials	1	3	-	-
PC14. understand when the tests have to be performed	1	3	-	-
PC15. understand what the tests are supposed to reveal keeping in mind the end product and its usage	1	3	-	-
PC16. analyze the test results	1	3	-	-
PC17. map the impact of the test on the overall material quality	1	3	-	-
Understand the acceptance criteria	2	6	-	-
PC18. understand material-wise list of acceptance criteria	1	3	-	-
PC19. comprehend the rationale behind the determination of the acceptance criteria	1	3	-	-
Understand the sampling plan	4	8	-	-
PC20. make note of the typical sampling quantities	1	2	-	-
PC21. understand how to handle the samples	1	2	-	-
PC22. deduce how to access the samples	1	2	-	-
PC23. comprehend how to dispose of the samples	1	2	-	-
Understand reporting and recording	4	8	-	-
PC24. understand the manner in which test data has	1	2	-	-

	to be recorded				
	PC25. analyze the implications of test reporting	1	2	-	-
	PC26. help in creation of the appropriate templates	1	2	-	-
	PC27. fill the template with correct data and interpretation	1	2	-	-
	Total Marks	27	73	-	-
HCS/N1006: Perform the Tests	Taking the appropriate samples	6	18	-	-
	PC1. understand the reason for the sampling	1	3	-	-
	PC2. recall the sample amount for the respective materials	1	3	-	-
	PC3. apply the appropriate sampling methodology	1	3	-	-
	PC4. take the appropriate amount of sample after weighing	1	3	-	-
	PC5. handle the samples carefully	1	3	-	-
	PC6. replace the materials in location after taking the samples	1	3	-	-
	Testing the samples	10	27	-	-
	PC7. correlate the testing methodology according to the material and test	1	3	-	-
	PC8. place the samples appropriately on the equipment	1	3	-	-
	PC9. perform the appropriate tests on the samples	1	3	-	-
	PC10. use the various testing equipment appropriately	1	3	-	-
	PC11. observe the test process	1	3	-	-
	PC12. observe the defects and know what defects can be observed in the test process	1	3	-	-
	PC13. understand why the defects arise	1	3	-	-
	PC14. make notes during the process	1	2	-	-
	PC15. retire the equipment after the test	1	2	-	-
	PC16. remove the samples and clean the equipment	1	2	-	-

	after the test				
	Documentation of the testing process and findings	8	16	-	-
	PC17. record details of the batch	1	2	-	-
	PC18. record the details of the samples	1	2	-	-
	PC19. record the details on the product lines	1	2	-	-
	PC20. compute the percentages and any other details required	1	2	-	-
	PC21. compute details for achieving the acceptance criteria	1	2	-	-
	PC22. note the same appropriately	1	2	-	-
	PC23. interpret the results when required	1	2	-	-
	PC24. ensure all results recorded are in line with the template	1	2	-	-
	Ensure quality and productivity standards	5	10	-	-
	PC25. alert about any recurrent issue	1	2	-	-
	PC26. avoid overall production losses due to quality	1	2	-	-
	PC27. communicate where rework is required	1	2	-	-
	PC28. perform testing on the targeted number per day	1	2	-	-
	PC29. complete all activities as per internal standards	1	2	-	-
	Total Marks	29	71	-	-
HCS/N1009: Clean Up and Equipment Maintenance	Clean up Tasks	8	32	-	-
	PC1. ensure the cleanliness of the surfaces like tables and counters to remove clay, glaze, and dust after each use. Use damp cloths or sponges, and dry surfaces thoroughly to prevent residue hardening and mold growth.	2	8	-	-
	PC2. to wash all tools (carving tools, rolling pins, brushes, etc.) after use to remove clay and glaze.	2	8	-	-

	Store them properly and ensure they are completely dry before storage to prevent damage.				
	PC3. to wash all tools (carving tools, rolling pins, brushes, etc.) after use to remove clay and glaze. Store them properly and ensure they are completely dry before storage to prevent damage.	2	8	-	-
	PC4. dispose of ceramics waste safely by emptying bins regularly and allowing clay scraps to dry before disposing or recycling. Follow safety protocols for glaze residue and chemicals to avoid contamination.	2	8	-	-
	Equipment Maintenance	8	32	-	-
	PC5. regularly inspect all equipment, including pottery wheels, slab rollers, and hand tools, for wear and tear. Check for loose parts, lubrication, and dust build-up. Report any damage or malfunction to a supervisor immediately	2	8	-	-
	PC6. regularly check kilns for wear, ensuring elements, temperature gauges, and insulation are in good condition. Test temperature controls for accuracy, and ensure electrical components are safe.	2	8	-	-
	PC7. ensure the cleanliness of pottery wheels after each use to prevent clay build-up. Check for wobbling or noise, ensuring foot pedals function properly. Clean slab rollers and lubricate them periodically.	2	8	-	-
	PC8. regularly clean and maintain dust collection systems to protect against harmful ceramic dust. Replace clogged filters and empty dust bins often.	2	8	-	-
	General Lab Cleanliness and Organization	4	16	-	-
	PC9. regularly check the inventory of clay, glazes, and other materials. Monitor stock levels, restock as	2	8	-	-

	necessary, and dispose of expired items safely. Clearly label and organize materials for easy access.				
	PC10. ensure all safety equipment, such as fire extinguishers and emergency eyewash stations, is functional and accessible. Safety signs should be visible and well-maintained.	2	8	-	-
	NOS Total	20	80	-	-
HCS/N1010: Record keeping and Documentation	Maintain Detailed Inventory Records	4	10	-	-
	PC1. accurately track all ceramic materials, including but not limited to various types of clay (such as stoneware, earthenware, and porcelain), glazes, oxides, underglazes, and other consumables.	1	3	-	-
	PC2. log all incoming materials with precision, noting the supplier information, delivery dates, and specific storage conditions.	1	3	-	-
	PC3. monitor daily logs of clay, glaze mixtures, and other consumables utilized by lab users, including students and artists, and update the inventory records accordingly to mitigate the risk of overuse or waste.	1	2	-	-
	PC4. vigilantly track the expiration dates and shelf lives of materials, such as glazes or chemicals, and proactively reorder them to ensure uninterrupted availability before stock depletion occurs.	1	2	-	-
	Replenishment, Stock Rotation and Equipment Maintenance Logs	4	8	-	-
	PC5. implement a systematic approach for inventory management by prioritizing the use of older materials before newer supplies.	1	2	-	-
	PC6. conduct regular inspections to ensure that all materials are stored under the appropriate	1	2	-	-

	conditions, such as temperature-controlled environments for specific glazes and clay types.				
	PC7. maintain a thorough log of all maintenance activities related to laboratory equipment, including pottery wheels, kilns, slab rollers, extruders, and mixing machines.	1	2	-	-
	PC8. schedule regular inspections of the equipment to ensure optimal performance and to extend their operational lifespan.	1	2	-	-
	Problem Diagnosis and Repair Documentation	2	6	-	-
	PC9. document any equipment malfunctions or breakdowns, noting the exact nature of the issue, corrective measures taken, and timeframes for resolution.	1	3	-	-
	PC10. maintain a service history for each piece of equipment, which is essential for diagnosing recurring problems and ensuring compliance with safety standards.	1	3	-	-
	Kiln Firing Records and Troubleshooting	3	9	-	-
	PC11. meticulously record specific firing details, including the type and quantity of materials placed in the kiln, the complete firing schedule—encompassing temperature settings, ramping rates, and hold durations—and the firing atmosphere, whether oxidizing or reducing.	1	3	-	-
	PC12. log the kiln's temperature at each stage, such as preheat, ramp-up, soak, and cooling phases.	1	3	-	-
	PC13. document the outcomes of each firing, noting both successful results and any issues encountered, such as glaze defects or cracking, along with potential causes. record any kiln failures should be including instances of over-firings, under-firings, or	1	3	-	-

	material-specific concerns.				
	Attendance and Activity Logs	2	6	-	-
	PC14. to maintain accurate records of laboratory users, including students, artists, and technicians.	1	3	-	-
	PC15. to record any special requirements or accommodations made for users, such as specific material preferences, safety considerations, or instructions provided.	1	3	-	-
	Feedback and Instruction Logs	2	6	-	-
	PC16. record any feedback received from users concerning the laboratory's facilities, equipment, or materials.	1	3	-	-
	PC17. to document any specific instructions or safety guidelines provided to users, particularly pertaining to equipment usage (e.g., kiln operation, pottery wheels) and the handling of hazardous materials (e.g., glazes that may contain lead or other toxic substances).	1	3	-	-
	Regulatory and Safety Compliance	3	9	-	-
	PC18. ensure that all laboratory operations adhere to local, institutional, and environmental regulations.	1	3	-	-
	PC19. document compliance with safety standards, maintain valid equipment certifications, and prepare regulatory reports, including environmental impact assessments related to waste disposal. kiln emissions.	1	3	-	-
	PC20. keep up-to-date records of safety training sessions attended by lab users or staff, ensuring that training aligns with current safety practices and lab standards.	1	3	-	-
	Document Storage and Labelling	10	16	-	-

	PC21. store all records, whether physical or digital, in an organized and secure system.	1	2	-	-
	PC22. ensure that digital records are backed up regularly and that physical records are stored in safe, climate-controlled areas to prevent deterioration or loss.	2	2	-	-
	PC23. develop a system that allows quick retrieval of any document when needed. For example, an inventory discrepancy might require fast access to material usage logs, or a safety audit might require quick access to recent inspection records	2	2	-	-
	PC24. prepare and submit regular reports on key aspects of lab operations, such as inventory levels, equipment status, maintenance activities, and safety inspection outcomes.	1	2	-	-
	PC25. create detailed reports following significant events, such as equipment failures, safety incidents, or changes in procedures.	1	2	-	-
	PC26. ensure that all materials used in the ceramics lab, including clays, glazes, chemicals, and tools, are correctly labelled with information such as material name, content, hazards, usage instructions, and expiration dates (for glazes or chemicals).	1	2	-	-
	PC27. maintain a clear record of material sources, suppliers, and batch numbers to facilitate traceability for quality control and safety.	1	2	-	-
	PC28. index and categorize archived records, ensuring that they are easily accessible for future use, audits, or compliance checks.	1	2	-	-
	NOS Total	30	70	-	-
HCS/N9929:	Interact with supervisor or superior	14	30	-	-

Working in a team	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, and PwD awareness organized at the workplace.	2	5	-	-
	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 ones role as required.	3	5	-	-
	Total Marks	35	65	-	-
HCS/N9931: Maintain health and safety at workplace	Comply with health, safety, and security requirements at work	30	70	-	-
	PC1. Comply with health and safety related instructions applicable to the workplace.	2	6	-	-
	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	2	3	-	-

	area free from hazards and obstructions, if assigned				
	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 organisation procedures for evacuation when required	2	6	-	-
	NOS Total	30	70	-	-
HCS/N9934: Managing Personal Sanitation	Adopt healthy work practices	18	48	-	-
	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. orexample 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	12	22	-	-

	health				
	PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work	4	7	-	-
	PC8. ensure no productivity loss or absenteeism from work due to illness	4	7	-	-
	PC9. ensure no long-term ill effect on personal health.	4	8	-	-
	Total Marks	30	70	-	-
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	221	529	-	-

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 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 Lab Assistant Ceramics) 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