



QUALIFICATION FILE

Sports Goods Craftsperson

☒ 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 ☐ OEM

NCrF/NSQF Level: 4

Submitted By:

Sports, Physical Education, Fitness and Leisure Sector Skill Council (SPEFL-SC)
207, DLF Galleria Mall, Mayur Vihar Extension, Delhi- 110091

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Section 1: Basic Details

1.	Qualification Name	Sports Goods Craftsperson																
2.	Sector/s	Sports																
3.	Type of Qualification: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: <i>(change to previous, once approved)</i>	Qualification Name of existing/previous version:															
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>	NA																
5.	National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>	QG-04-SP-01018-2023-V1-SPEFLSC	6. NCrf/NSQF Level: 4															
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other) <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	Certificate																
8.	Brief Description of the Qualification	Sports goods craftsperson produce, assemble, and finish multiple varieties of sports equipment such as balls, bats and racquets of all types and categories. They have the experience of working with different types of materials like rubber, leather, wood, plastic, etc. used in the production of popular sports equipment.																
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>12th Class</td> <td>1 Year of relevant experience</td> </tr> <tr> <td>2.</td> <td>10th Class</td> <td>2 Year of relevant experience</td> </tr> <tr> <td>3.</td> <td>10th grade pass with two years of any combination of NTC/NAC/CITS or equivalent</td> <td></td> </tr> <tr> <td>4.</td> <td>Certificate-NSQF, (Level 3- Sports Bat & Racquet Craftsperson (Junior) / Sports Ball Craftsperson (Junior))</td> <td>3 Years of relevant experience</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	12th Class	1 Year of relevant experience	2.	10th Class	2 Year of relevant experience	3.	10th grade pass with two years of any combination of NTC/NAC/CITS or equivalent		4.	Certificate-NSQF, (Level 3- Sports Bat & Racquet Craftsperson (Junior) / Sports Ball Craftsperson (Junior))	3 Years of relevant experience
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		b. Age: 18																
10.	Credits Assigned to this Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	15	11. Common Cost Norm Category (I/II/III) <i>(wherever applicable):</i> NA															

12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>																												
13.	Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <i>(Refer Blended Learning Annexure for details)</i> <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Man. (Hours)</th> <th>OJT Rec. (Hours)</th> <th>ES (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>90</td> <td>210</td> <td>90</td> <td>-</td> <td>60</td> <td>450</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Man. (Hours)	OJT Rec. (Hours)	ES (Hours)	Total (Hours)	Classroom (offline)	90	210	90	-	60	450	Online						
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14.	Aligned to NCO/ISCO Code/s <i>(if no code is available mention the same)</i>	NCO-2015/3423.0200																											
15.	Progression path after attaining the qualification <i>(Please show Professional and Academic progression)</i>	Level-5 (Vertical)- Sports Goods Production Supervisor																											
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																											
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																											
18.	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability:																											
19.	How Participation of Women will be Encouraged	<p>In India, encouraging the participation of women in the Sports goods craftsperson job-role requires addressing specific challenges and taking into account the prevalent scenarios. Here are some practical strategies that can be implemented:</p> <ol style="list-style-type: none"> 1. Women-centric skill development programs: Collaborate with vocational training institutes and organizations to implement skill development programs specifically targeted at women interested in equipment servicing. These programs should focus on practical training in machine operation, assembly techniques, quality control, and safety protocols, providing women with the necessary skills to excel in the job-role. 2. Government incentives and support: Advocate for government incentives and support for companies hiring and training women in equipment servicing. This could include subsidies for training programs, and financial assistance for setting up women-centric servicing units 3. Addressing safety concerns: Establish stringent safety protocols and provide a safe working environment for women in the servicing units 4. Collaborations with women's organizations: form partnerships with women's organizations and NGOs working towards women's empowerment. 																											

		5. Flexibility in working hours: Recognize the responsibilities women may have outside of work and provide flexible working hours. This could include options for part-time work, job-sharing arrangements, or shift timings that accommodate their personal commitments.	
20.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
22.	Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Priya Dwivedi Email: Priya.dwivedi@sportsskills.in Contact No.: 011-47563351 Website: www.sportsskills.in	
23.	Final Approval Date by NSQC: 29/09/2023	24. Validity Duration: 3 Years	25. Next Review Date: 29/09/2026

Section 2: Module Summary

NOS/s of Qualifications*(In exceptional cases these could be described as components)***Mandatory NOS/s:**

SPF/N8118: Plan manufacturing of sports goods

SPF/N8114: Maintain health and safety at manufacturing workplace

SPF/N1169: Improve workplace resource usage

DGT/VSQ/N0102: Employability Skills (60 Hours)

Electives NOS/s:

SPF/N8119: Manufacture a variety of sports ball

SPF/N8120: Manufacture a variety of sports bats and racquets

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer to the 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/N SQF 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)
1.	Plan manufacturing of sports goods	SPF/N8118, v1.0	Core	4	5	35	85	30	-	150	28	72			100	18
2.	Maintain health and safety at manufacturing workplace	SPF/N8114, v1.0	Core	4	2	15	45	-	-	60	40	60			100	18
3.	Improve workplace resource usage	SPF/N1169, v1.0	Non-core	3	1	10	20	-	-	30	20	30			50	9
4.	Employability Skills (60 Hours)	DGT/VSQ/N 0102, v1.0	Non-core	4	2	30	30	-	-	60	20	30			50	10
Duration (in Hours) / Total Marks				4	10	90	180	30		300	108	192			300	55

Elective NOS/s: Sports Ball

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/N SQF 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)
1.	Manufacture a variety of sports ball	SPF/N8119, v1.0	Core	4	5	30	60	60	-	150	73	177			250	45
Duration (in Hours) / Total Marks				4	5	30	60	60	-	150	73	177			250	45

Elective NOS/s: Sports Bat and Racquets

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/N SQF 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)
1.	Manufacture a variety of sports bats and racquets	SPF/N8120, v1.0	Core	4	5	30	60	60	-	150	73	177			250	45
Duration (in Hours) / Total Marks				4	5	30	60	60	-	150	73	177			250	45

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: 70 % (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)	12th Class with specialization as a Sports Goods Craftsperson with 1 year of academic/industry experience and 1 year of training experience.
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2.	Master Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	12th Class with specialization as a Sports Goods Craftsperson with 2 years of academic/industry experience and 2 years of training experience.
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(If "Yes", details to be provided in Annexure)</i>
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) <i>(as per NCVET guidelines)</i>	12th Class with specialization as a Sports Goods Craftsperson with 2 years of academic/industry experience and 2 years of training experience.
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Theoretical and Practical Assessment
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Work in Progress
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):
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: 200 in three years
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: If "No", why: SPEFL-SC submitted the qualification for the line ministry concurrence.

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>	Yes
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	Yes
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Yes
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Yes
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	-
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	-
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	Yes
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Yes
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	Yes
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	Yes
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	Yes
12.	Any other document you wish to submit:	

Annexure: 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 Sports Goods Craftsperson ensures the availability of all required equipment and tools for the production and reports any damaged equipment to the supervisor. They identify the materials used to produce sports ball and sports bat and racquets for multiple sports.	The job requires well-developed skills, with a clear choice of procedures in a familiar context which involves the inspection and assistance to the clients. The Sports Goods Craftsperson requires knowledge, skills and aptitudes that are needed to carry out equipment servicing.	4

Professional and Technical Skills/ Expertise/ Professional Knowledge	The Sports Goods Craftsperson categorizes different types of cutting Tools – stitching awls, stitch components. They also have a knowledge of characteristics of wood, moisture, density, etc	The Sports Goods Craftsperson must have knowledge of facts, principles, processes and general concepts, in a field of work or study. The Sports Goods Craftsperson is responsible for completion of their own work and expected to learn and improve their performance on the job. They will require well-developed practical and cognitive skills to complete their work such as creating training schedules based on the age, abilities and skill levels of the clients. They may also have some responsibility for others' work and learning like those of the clients and sometimes the PATs who might be assisting them.	4
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<ol style="list-style-type: none"> 1. speak with others using some basic English phrases or sentences. 2. follow good manners while communicating with others 3. communicate and behave appropriately with all genders and PwD 4. calculate income, expenses, savings etc. use internet and social media platforms securely and safely 5. identify customer needs and address them appropriately 	Recall and demonstrate practical skill, routine and repetitive in a narrow range of application, using appropriate tools.	4

Broad Learning Outcomes/Core Skill	The Sports Goods Craftsperson discusses the process of manufacturing and assembly of different sports balls and sports bat and racquets. They understand the nuances and work under the instruction of a sports goods supervisor.	Desired mathematical skill; understanding of social, political; and some skill of collecting and organising information, communication. S/he must be able to communicate and demonstrate the previous knowledge and skills in the occupation, and know the application of facts, principles, processes and general concepts in the occupation. They are expected to conduct themselves in ways which show an understanding of the social and political environment.	4
Responsibility	The Sports Goods Craftsperson are responsible for crafting high quality sports goods by following the instructions provided to them. They deliver their work as per the requirement.	Responsibility for own work and learning and some responsibility for others' works and learning. They are expected to understand the quality of the work that needs to be delivered. They are expected to operate hygienically and demonstrate an understanding of environmental issues. They will take account of health and safety issues as they affect the work they carry out or supervise.	4

Annexure: 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	First aid kit		1
2	Whistle		30
3	Stopwatch		5
4	Raw materials (synthetic leather, animal leather, rubber)		-
5	Panel cutting dye (hexagon, pentagon, etc.)		
6	Traditional silk screen printing		1
7	Industrial computerized printing		1
8	Die cutting machine		1
9	Rubber bladder mold		5
10	Industrial single needle lock-stitch sewing machine		15
11	Needle guard		15
12	Stool		30
13	Overlock machine(5 thread)		2
14	Flat lock machine		2
15	Feed of the arm machine		2
16	Straight knife cutting machine		2
17	Pattern making set		2
18	Tracing wheel		1
19	Storage boxes		2
20	Quality tag		
21	Latex adhesive		1
22	Machine oil		1 bottle
23	Packaging Equipment		1
24	Sanitizing agents		1 Litre
25	Gloves		30
26	Safety goggles	Impact-resistant	30
27	Ladder	Portable, adjustable	1
28	Raw materials (English/Kashmir/White willow, plywood, aluminium frames)		
29	Rubber grips		2 packets
30	Nylon strings) incubator		2
31	Draw knife/pod haver		2

32	Earplugs		30
33	Nose mask		30
34	Safety shoes		30
35	Steel ruler		30

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Laptop
2. Whiteboard
3. Marker
4. Projector
5. Chart paper
6. Clipboards
7. Height & Weight chart

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1.	Cosco Polymers Industries Private Ltd.	Neeraj Jain	Managing Director	Roop Nagar, Delhi	011-23843000	mail@cosco.in	
2.	FICCI	Pranav Yadav	Assistant Director	Federation House, tansen marg, Delhi	9911132393	Pranav.yadav@ficci.com	
3.	ACME India	Santosh P. Channalwar	Director	Acme India Microsys Pvt Ltd, 1st Floor, Zunjarrao Building, Above Deccan Tailor, Zunjarrao Market, Kalyan West, Dist : Thane, Maharashtra, www.acmeskillsindia.com	9987933332	director@acmeskillsindia.com	

4.	Proskills Global Skill Developers Pvt Ltd	Supriya Mishra	Operations Head	Proskills Global Skill Developers Pvt Ltd, A 005,004 Shree Krishna Villa, Near Durga Nagar Complex, Chinchpada, Kalyan East, Dist : Thane, Maharashtra, www.proskillsindia.com	7777052578	proskillsindia@gmail.com	
5.	Kaahilan Pvt. Ltd.	Rajani kant	Chief Executive Officer	Housing Society, Mahada Colony, Andheri- Mumbai	98201154757	Rajni.kant@rozgarkhoj.com	
6.	Cosco India Limited	Nitian Yadav	Sales Representative	Roop Nagar, Delhi-110007	9999734533	mail@cosco.in	
7.	Nelco India Pvt. Ltd.	Abhishek Mishra	Zonal Head	Delhi Road, Meerut-250002	+91-121-2511149	sales@nelcoworld.com	
8.	Garg Sports Pvt. Ltd.	Manas Rastogi	Business Executive	Khasra No. 867, Village- Datawli, Meerut	080-486034373	info@gargsports.com	
9.	MPS Sports Equipment Pvt. Ltd.	Subhash Yadav	Chief	Vikas Nagar, Mehta Enclave, New Delhi	9136735802		
10.	SportsFitIndia	Sumit Saini	Customer Manager	Sector 5, Noida	9205303733	sales@sportsfitindia.com	
11.	Vinex	A Bhalla	Chief Executive for Production	A1/1Udyogpuram Industrial Estate, Delhi road, Meerut	+91-121-2441111	info@vinex.co.in	

Annexure: 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
1	50	50	10	10	-	-
2	75	75	15	15	-	-
3	75	75	15	15	-	-

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

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

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

- 1.
- 2.

Content availability for previous versions of qualifications:

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

Languages in which Content is available:

Annexure: 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	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners		
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice		
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure: Detailed Assessment Criteria

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

SPF/N8118: Plan Manufacturing of Sports Goods

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare equipment for the production of multi-sports goods</i>	8	24	-	-
PC1. ensure the availability of all required equipment and tools for the production	1	3	-	-
PC2. use the correct tools and equipment	1	3	-	-

PC3. check that equipment is safe and set up in readiness for use	1	3	-	-
PC4. select the correct component parts for the style being worked on	1	3	-	-
PC5. conform to production quality standards	1	3	-	-
PC6. report any damaged equipment to the supervisor	1	3	-	-
PC7. follow company reporting procedures about defective tools and machines which affect work and are risks/ problems	1	3	-	-
PC8. sort and place work to assist the next stage of production and minimise the risk of damage	1	3	-	-
<i>Select materials for the production of multi-sports goods</i>	16	40	-	-
PC9. select materials to manufacture sports ball (football, basketball, volleyball, handball, tennis ball, cricket ball)	1	3	-	-
PC10. identify the materials used to produce sports ball	1	3	-	-
PC11. identify the properties of leather and synthetic leather: Animal skin, PU (polyurethane) TPU (thermoplastic polyurethane) PVC (Polyvinyl Chloride)	1	3	-	-
PC12. select type of leather or synthetic material based on the product to be manufactured	1	3	-	-
PC13. select the leather that can be used in making leather-based cricket ball, football, basketball, etc.	1	3	-	-
PC14. ensure coloring of the leather material before it is put in use	1	3	-	-

PC15. identify the process in coloring the material	1	3	-	-
PC16. select materials to manufacture sports Bat and Racquet (Cricket, Baseball, Hockey, Lawn Tennis, Table Tennis)	1	3	-	-
PC17. identify the properties of wood	1	2	-	-
PC18. select a type of wood based on the product to be manufactured	1	2	-	-
PC19. select the wood that can be used in making cricket bats, baseball bats, table tennis racquets, etc.	1	2	-	-
PC20. identify the process of grading wood	1	2	-	-
PC21. select types of tools and equipment that should be used for shaping the wood	1	2	-	-
PC22. ensure correct wood is selected before it is put in use	1	2	-	-
PC23. check quality of wood and maintain its standards	1	2	-	-
PC24. identify the process of drying of wood	1	2	-	-
<i>Ensure hygiene and sanitation at the production area</i>	4	8	-	-
PC25. ensure personal hygiene	1	2	-	-
PC26. ensure equipment, workshop, etc. are sanitized before and after the usage	1	2	-	-
PC27. guide others about hygiene and sanitation workplace requirements	1	2	-	-
PC28. report advanced hygiene and sanitation issues to appropriate authority	1	2	-	-
NOS Total	28	72	-	-

SPF/N8114: Maintain Health and Safety at manufacturing workplace

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Develop safety measures at manufacturing processes</i>	14	21	-	-
PC1. apply suitable measures for protection of workers from chemicals, sharp objects, rotating machines, and loose items	2	3	-	-
PC2. perform visual checks to the safety components (such as protective clothing, machine leakages, gangways, electrical fittings.) prior to their use for concealed wiring purposes in order to ascertain their appropriate specifications and usability	2	3	-	-
PC3. demonstrate necessary checks around the workplace to ensure that the workplace is safe to conduct work	2	3	-	-
PC4. mark clearly on walls and floors where concealed hazards could be posing danger to workers	2	3	-	-
PC5. assist in planning and mark locations of gangways and electrical fixtures/fittings to be installed on walls	2	3	-	-
PC6. arrange machines in the workshop in a logical sequence to promote safe movement between workstations	2	3	-	-
PC7. design safety and healthy schedule for specific workplaces	2	3	-	-
<i>Maintain personal hygiene and safety</i>	14	21	-	-
PC8. create effective routines to ensure healthy and hygienic conditions during all workshop practice	2	3	-	-

PC9. design work premises that are constantly monitored/inspected for undesirable breaches in the protection provided by health and hygiene measures	2	3	-	-
PC10. perform safety checks before operation of any equipment	2	3	-	-
PC11. wear protective clothing and gear as and when required and ensure adherence to safety guidelines	2	3	-	-
PC12. report potential hazards to the manager immediately	2	3	-	-
PC13. create standard procedures to deal with accidents and emergency situations	2	3	-	-
PC14. use first aid kit as and when required and provide appropriate treatment in case of any injuries	2	3	-	-
<i>Maintain safety and efficiency of equipment</i>	12	18	-	-
PC15. identify recyclable and non-recyclable, and hazardous waste generated	2	3	-	-
PC16. analyse workshop equipment so that it is maintained to specifications at all times with frequent test	2	3	-	-
PC17. perform routine checks/tests for occupational related infections	2	3	-	-
PC18. examine all equipment and tools used so that they are decontaminated, cleaned and switched off after use	2	3	-	-
PC19. restrict access only to authorised personnel	2	3	-	-
PC20. implement effective security measures for prevention of theft/sabotage	2	3	-	-

NOS Total	40	60	-	-
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SPF/N1169: Improve workplace resource usage

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>conservation procedures for materials</i>	4	12	-	-
PC1. determine ways to optimize usage of material including water in various tasks/activities/processes	1	3	-	-
PC2. examine various tasks/activities/processes for spills/leaks	1	3	-	-
PC3. eliminate spills/leaks and escalate to appropriate authorities if they cannot be corrected	1	3	-	-
PC4. conduct routine cleaning of tools, machines, and equipment	1	3	-	-
<i>power conservation practices</i>	8	10	-	-
PC5. determine ways to optimize usage of electricity/energy in various tasks/activities/processes	2	3	-	-
PC6. ensure if the equipment/machine is functioning normally before commencing work and rectify wherever required	2	2	-	-
PC7. report equipment malfunctions (fumes/sparks/emission/vibration/noise) and lapses in maintenance	2	2	-	-
PC8. ensure that all electrical equipment and appliances are correctly connected and turned off when not in use	2	2	-	-
<i>waste management/recycling procedures</i>	8	8	-	-
PC9. determine recyclable and non-recyclable, and hazardous waste generated	2	2	-	-
PC10. separate waste into different categories	2	2	-	-
PC11. discard non-recyclable waste appropriately	2	2	-	-
PC12. store recyclable and reusable materials in a designated spot	2	2	-	-

Total Marks	20	30	-	-
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DGT/VSQ/N0102: Employability Skills (60 Hours)

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1		
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
PC2. identify and explore learning and employability portals				
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC3. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
PC4. follow environmentally sustainable practices				
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment				
PC6. explain 21st Century Skills such as Self Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc	-	-	-	-
<i>Basic English Skills</i>	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	-	-	-	-
<i>Career Development & Goal Setting</i>	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. communicate and behave appropriately with all genders and PwD	-	-	-	-
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				
NOS TOTAL	20	30	-	-

SPF/N8119: Manufacture a variety of sports ball

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Manufacture football, basketball, volleyball, handball, cricket ball, tennis ball</i>	33	66	-	-
PC1. select the tools and materials for the work	1	2	-	-
PC2. check the quality and characteristics of the material	1	2	-	-
PC3. match the required standards before starting to cut	1	2	-	-
PC4. identify defects on the material if any	1	2	-	-
PC5. calculate the number of components needed for production	1	2	-	-
PC6. use scissors or cutting knife to cut the leather piece as per the markings given on the components	1	2	-	-
PC7. use clicking machine or dyes to cut the batch of materials	1	2	-	-
PC8. ensure safety during cutting of materials	1	2	-	-
PC9. organize the cut materials into bundles, batches or groups	1	2	-	-
PC10. utilize materials efficiently to get maximum cut pieces with minimum wastage	1	2	-	-
PC11. ensure the number of cut pieces are as per the requirement	1	2	-	-
PC12. identify any imperfections in the material when cutting	1	2	-	-
PC13. agree and review the agreed upon work targets with the supervisor	1	2	-	-

PC14. produce the required batch of components to match the production targets	1	2	-	-
PC15. dispose of waste materials safely and return re-useable materials	1	2	-	-
PC16. work in conformance to legal requirements, organizational policies and procedures	1	2	-	-
PC17. select the quantity of rubber to be used for the batch of balls	1	2	-	-
PC18. identify any imperfections in the material, if any, before using	1	2	-	-
PC19. use rollers to kneed and thin the rubber	1	2	-	-
PC20. identify the process, duration, techniques required to flatten	1	2	-	-
PC21. cut the flattened rubber using hand or clipping machine into slugs	1	2	-	-
PC22. use heat molds to create half-shells	1	2	-	-
PC23. check the temperature and pressure of the moulds to ensure perfection	1	2	-	-
PC24. cut, trim the extra rubber from the half-shells to get perfect semi-circle balls	1	2	-	-
PC25. buff the half-shell seams using sanding paper	1	2	-	-
PC26. glue the two half-shells together using an adhesive	1	2	-	-
PC27. load the glued half-shells into the hydraulic molds to create a solid core	1	2	-	-
PC28. rough the surface of the balls using a sanding drum	1	2	-	-

PC29. apply uniform amount of rubber adhesive to the rough balls through tumbling operation	1	2	-	-
PC30. cut the nylon/woolen felts into 'dogbones' shape and stack them	1	2	-	-
PC31. dip the stacked felt to the vat of adhesive to adhere it to the core	1	2	-	-
PC32. use hand or ball-covering machine to apply two felts to the rubber core (2in wide, 6in long)	1	2	-	-
PC33. use roll-down conveyor to remove any lumps or wrinkles along the sim	1	2	-	-
<i>Perform final assembly of sports ball</i>	29	78	-	-
PC34. identify the points of inspection of the assembling goods	1	2	-	-
PC35. ensure the quantity of cut items meet specifications	1	2	-	-
PC36. organise and prepare components for sewing	1	2	-	-
PC37. execute the process for Inner and outer joint sewing	1	2	-	-
PC38. carry out test sews	1	2	-	-
PC39. sew cut items to specifications and in the correct sequence	1	2	-	-
PC40. assemble the balls by stitching the panels together	1	2	-	-
PC41. identify if sewn product conforms to shape and size requirements	1	2	-	-

PC42. inspect sewn products against specification	1	2	-	-
PC43. identify, mark and place rejects in the designated location	1	3	-	-
PC44. use tools and equipment correctly, efficiently and safely	1	3	-	-
PC45. prepare sewn work for transfer on to the next stage of the process	1	3	-	-
PC46. complete and store accurate records and documentation	1	3	-	-
PC47. identify the type of balls and their final assembly process – ball with bladder, hollow rubber ball, cricket bal	1	3	-	-
PC48. inspect bladders after removing from the molds	1	3	-	-
PC49. perform visual inspection to identify the faulty printed panels if any	1	3	-	-
PC50. identify missed stitches if any	1	3	-	-
PC51. ensure bladder of the ball is glued to the air valve panel before final stitching	1	3	-	-
PC52. inflate the ball to ensure that the bladder has not been punctured by a needle during stitching	1	3	-	-
PC53. use vulcanizing machine to heat the bladder to make it more flexible, durable and stronger	1	3	-	-
PC54. use twining or winding machines to wrap polyester or nylon threads around the inner bladder, to prevent the ball from being deformed	1	3	-	-
PC55. ensure the shape, size and weight of the ball is as per the manufacturing standards	1	3	-	-

PC56. identify the use of core in leather-based cricket ball	1	3	-	-
PC57. identify the characteristics of core used in leather-based cricket ball	1	3	-	-
PC58. differentiate cork and the wool	1	3	-	-
PC59. check quality of the cork and wool	1	3	-	-
PC60. identify ratio of the cork to the wool	1	3	-	-
PC61. measure weight to be maintained for preparation of core	1	3	-	-
PC62. perform final stitching of the outer layer of the ball	1	3	-	-
<i>Carry out final quality and standards check of sports ball</i>	9	27	-	-
PC63. trim excess threads from the article	1	3	-	-
PC64. check for any incorrect/ damaged stitch/design embroidery	1	3	-	-
PC65. handover to alteration section to mend minor defects	1	3	-	-
PC66. minimise waste and dispose of all waste materials in the approved manner	1	3	-	-
PC67. sort and place work to assist the next stage of production and to minimise the risk of damage	1	3	-	-
PC68. check if the final product meets the standards and international specification	1	3	-	-
PC69. attach brand labels, barcodes/price tags on the article	1	3	-	-

PC70. clean the final article to remove all residue, dirt, adhesive or any other contamination by hand/ machine	1	3	-	-
PC71. wrap the article in paper and prepare for packing in boxes	1	3	-	-
<i>Work effectively with others</i>	2	6	-	-
PC72. interact (verbal, non-verbal and written) in a gender, disability, and culturally sensitive manner	1	3	-	-
PC73. promote a safe and interactive environment	1	3	-	-
NOS Total	73	177	-	-

SPF/N8120: Manufacture variety of sports bats and racquets

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Manufacture cricket bats, baseball bats, hockey sticks, lawn tennis and table tennis racquets</i>				
PC1. select appropriate willow to craft bats	1	2	-	-
PC2. identify the properties of Kashmir willow, English willow, and White willow	1	2	-	-
PC3. ensure the willows are free from moisture before using them	1	2	-	-
PC4. cut or match the willow to create clefts	1	2	-	-
PC5. use waxing technique to smoothen the edges	1	2	-	-
PC6. grade clefts as per four levels based on straightness, width, blemishes	1	2	-	-

PC7. ensure the standard size of the bats are 38inches and width as 4.25 inches	1	2	-	-
PC8. use pressing machine to compress the willow to a solid compact state	1	2	-	-
PC9. cut/slice the willow or the blade to create space for the handle	1	2	-	-
PC10. assemble handle with the blades using wood adhesive	1	2	-	-
PC11. use drawknife to shape the shoulders of the blades to the cricket bat	1	2	-	-
PC12. ensure rounding off the tow and filling away unnecessary pieces on the bat	1	2	-	-
PC13. use sanding process to smoothen the surface of the bat	1	2	-	-
PC14. operate foot treadle to bind the handle of the bats with twine	1	2	-	-
PC15. transfer bats for the quality check and next stage of production	1	2	-	-
PC16. identify the types of laminated woods to be used to craft table tennis racquet	1	2	-	-
PC17. dry the wood using sun drying techniques or an incubator	1	2	-	-
PC18. measure the dryness of the wood using appropriate tool	1	2	-	-

PC19. identify the properties of plywood cypress, wood balsa, soft ash, walnut, etc.	1	2	-	-
PC20. select appropriate laminated wood to craft table tennis racquet	1	2	-	-
PC21. slice the wood into core blades	1	2	-	-
PC22. ensure uniformity of all sliced blades – shape and size	1	2	-	-
PC23. ensure the rubber and sponge used as the surface of the racquet is ITTF approved (International Table Tennis Federation)	1	2	-	-
PC24. identify the implications of using inward and outward pointing pimped rubber on the surface of the racquet	1	2	-	-
PC25. apply sponge and rubber to the wood using adhesive	1	2	-	-
PC26. utilise rubber pieces efficiently to get maximum cut pieces with minimum wastage	1	2	-	-
PC27. ensure no defects on the material	1	2	-	-
PC28. check the stretchability and tightness of the rubber as per the ITTF standards	1	2	-	-
PC29. transfer racquets for the quality check and next stage of production	1	2	-	-
PC30. avoid any imperfections in the material when assembling	1	2	-	-

PC31. dispose of waste materials safely and return re-useable materials	1	2	-	-
PC32. transfer bats for the quality check and next stage of production	1	2	-	-
PC33. assemble composite materials as 'flat sandwich' (graphite, fiberglass, boron, Kevlar, etc.)	1	2	-	-
PC34. cut layered materials into strips	1	2	-	-
PC35. roll the strips to hollow, flexible tube to create frame	1	2	-	-
PC36. bind layers of sandwiched materials using air-pumped mold or fill the hollow with polyurethane foam	1	2	-	-
PC37. create yoke using drilling machine for string holes	1	2	-	-
PC38. use multiple spindles to hold drill bits to create multiple string holes	1	2	-	-
PC39. use sander to smoothen the rough surface created during drilling	1	2	-	-
PC40. temper the frame using heat and rapid cooling process	1	2	-	-
PC41. anodize the frame by immersing in a mild sulfuric acid solution, and passing through an electric current	1	2	-	-
PC42. ensure the treatment changes the surface of the aluminum, and gives the rackets a shiny finish	1	2	-	-
PC43. fix pre-drilled flexible grommet strip in the groove around the edge of the head	1	3	-	-
PC44. ensure grommet strip fit over the string holes in the frame head	1	3	-	-

<i>Perform final assembly to produce sports bats</i>				
PC45. rasp the handles using appropriate tools	1	3	-	-
PC46. ensure the handles are rasped to provide comfort and efficiency to the user	1	3	-	-
PC47. bind the handle with traditional linen thread which is applied on a custom-made binding lather	1	3	-	-
PC48. operate foot treadle to bind the handle	1	3	-	-
PC49. apply appropriate glue to the binding and leave it for drying	1	3	-	-
PC50. polish the cricket bat once the bindings dry	1	3	-	-
PC51. use compression machine to ensure rubber, foam and plywood stuck together on a table tennis racquet	1	3	-	-
PC52. use stringing machine to force the strings through the holes using threader	1	3	-	-
PC53. stress test the racquets to determine proper stiffness and hardness	1	3	-	-
PC54. inspect weight of racquets, usually before and after stringing, to make sure they meet specifications	1	3	-	-
PC55. check the balance of the racquets to ensure it is not too heavy at the head or at the handle	1	3	-	-
PC56. wound the grip smoothly ensuring no nicks or scratches	1	3	-	-
PC57. ensure the length-wise strings are threaded through forcefully first	1	3	-	-

PC58. use stringing machine to adjust the tension of the strings	1	3	-	-
PC59. ensure cross strings are threaded through afterward and the tension is adjusted	1	3	-	-
PC60. the end cut off a plastic cap is placed	1	3	-	-
PC61. wrap handle in double sided tape and apply vinyl grip tap	1	3	-	-
<i>Carry out final quality and standards check of sports bats</i>				
PC62. perform visual inspection to identify the faults, if any	1	3	-	-
PC63. transfer finished racquets to lab tests to ensure the rackets are within the given constraints	1	3	-	-
PC64. ensure the quality of semi-finished goods meet specifications	1	3	-	-
PC65. identify if the product conforms to shape and size requirements	1	3	-	-
PC66. ensure the shape, size and weight of the finished goods is as per the manufacturing standards	1	3	-	-
PC67. identify, mark and place rejects in the designated location	1	3	-	-
PC68. use tools and equipment correctly, efficiently and safely	1	3	-	-
PC69. complete and store accurate records and documentation	1	3	-	-
PC70. handover to alteration section to address minor defects	1	3	-	-

PC71. attach brand labels, barcodes/price tags on the article	1	3	-	-
PC72. clean the final article to remove all residue, dirt, adhesive or any other contamination by hand/ machine	1	3	-	-
PC73. wrap the article in paper and prepare for packing in boxes	1	3	-	-
NOS Total				

Annexure: 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.

Mention the detailed assessment strategy in the provided template.

<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 Automotive Service Assistant Technician) 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: 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