

QUALIFICATION FILE

Assistant Wood Craft (Engraving/ Carving/ Etching Assistant)

☒ 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: 2.5

Submitted By:

Handicrafts and Carpet Sector Skill Council-HCSSC

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Section1: Basic Details

1.	Qualification Name	Assistant Wood Craft (Engraving/ Carving/ Etching Assistant)							
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> 2022/HC/HCSSC/06738 Version of qualification: 3.0	Qualification Name of the existing version: <i>(previous, once approved)</i> Engraving/Carving/Etching Assistant						
4.	National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval)</i>	NQR Code: QG-2.5-HC-03854-2025-V2-HCSSC Version of qualification: 4.0	5. NCrf/NSQF Level: <i>NSQF Level 2.5</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 individual is responsible for drawing on the board and performing the operations of carving or engraving or etching on it according to the design and under supervision. It involves removal of material from either base or relief to achieve design specifications for artistic purposes. The assistant constantly verifies the quality of work with the supervisor.							
8.	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>Relevant Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>8th Grade pass</td> <td></td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)	1	8th Grade pass	
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Relevant Experience (with Specialization - if applicable)							
1	8th Grade pass								

		2	5th Grade pass	2 years relevant experience			
		3	Ability to read and write	4 years relevant experience			
		4	Previous relevant Qualification of NSQF Level 2	6 months relevant experience			
9.	Credits Assigned to this Qualification (as per National Credit Framework (NCrF))	10	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 Total Duration as per selected training delivery modes and as per requirement of the qualification)	☒ Offline Only ☐ Online Only ☐ Blended					
		Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)
		Classroom (offline)	110 (Including 20 hrs. of ES module)	190 (Including 10 Hrs. of ES module)		00	300
		Online					
		(Refer Blended Learning Annexure for details)					
13.	Aligned to NCO/ISCO Code/s (if code is not available, then mention the same)	NCO-2015/7522.1200					

14.	Progression Path After Attaining the Qualification (Please show Professional and Academic progression) (wherever applicable)	Vertical Progression Assembly Machine Operator (Woodware) (Level 3) Horizontal Progression Lacquerer (Woodware) (Level 2.5)	
15.	Other Indian Languages in which the Qualification & Model Curriculum are being Submitted	Hindi	
16.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	☐ Yes ☒ No URLs of similar Qualifications:	
17.	Is the Job Role Amenable to Persons with Disability	☒ Yes ☐ No If “Yes”, specify applicable type of Disability: applicable to all types of disability except vision Impairment, mental health conditions, intellectual disability or (limited to physical disability where hands are used).	
18.	How participation of women will be encouraged?	Handicrafts and Carpet Sector has around 40 to 50% of Women Artisan.	
19.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it), wherever applicable	☒ Yes ☐ No	
20.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No	
21.	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Mr. Krishan Kumar Email: ceo@hcsc.in Contact No.: 011-26139834 Website: www.hcsc.in	
22.	Final Approval Date by NSQC: 18/02/2025	23. Validity Duration: 3 Years	24. Next Review Date: 18/02/2028

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-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1.	Select suitable wood and work according to the design requirement	HCS/N7001 NOS Version 2.0	Core	2.5	2	20.00	40:00	NA	00:00	60:00	23	77	-	-	100	
2.	Perform the engraving, carving, and etching operations	HCS/N7002 NOS Version 2.0	Core	2.5	2	20.00	40:00	NA	00:00	60:00	25	75	-	-	100	
3.	The art of Rattan woodwork	HCS/N6610 NOS Version 1.0	Core	2.5	2	20.00	40:00	NA	00:00	60:00	28	72	-	-	100	
4.	Entrepreneurship skills for Wood craft Assistant	HCS/N8521	Core	2.5	1	10.00	20.00	NA	00.00	30.00	28	72	-	-	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.	Pr oj.	Viva	Total	Weightage (%) (if applicable)
		NOS Version 1.0														
5.	Working together as a team	HCS/N9952 NOS Version 1.0	Non-core	2.5	1	10.00	20.00	NA	00.00	30.00	26	74	-	-	100	
6.	Managing workplace safety	HCS/N9946 NOS Version 1.0	Non-core	2.5	1	10.00	20.00	NA	00.00	30.00	28	72	-	-	100	
7.	Employability & Entrepreneurship Skills	DGT/VSQ/N0101 NOS Version 1.0	Non-core	2	1	20:00	10:00	NA	00:00	30:00	20	30	-	-	50	
Duration (in Hours) / Total Marks					10	110:0	190:	NA	00:00	300	178	472	-	-	650	

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core / Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJ T-Man.	OJT-Rec.	Total	Th.	Pr.	Pr oj.	Viva	Total	Weightage (%) (if applicable)
						0	00									

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)	12 TH Grade pass/ Graduate with Basic IT skills in the experience of drawing on the board and performing the operations of carving or engraving or etching on it according to design under supervision
2.	Proctor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	12 TH Grade pass/ Graduate with Basic IT skills in the experience of drawing on the board and performing the operations of carving or engraving or etching on it according to design under supervision
3.	Lead Assessor’s/Proctor’s Qualification and experience in relevant sector (in years) (as per NCVET guidelines) wherever applicable	12 TH Grade pass/ Graduate with Basic IT skills in the experience of drawing on the board and performing the operations of carving or engraving or etching on it according to design under supervision
4.	Assessment Mode (Specify the assessment mode)	Blended
5.	Tools and Equipment Required for Assessment	☒ Same as for training ☒ Yes ☐ No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of Need for the Qualification

Provide Annexure/Supporting documents name.

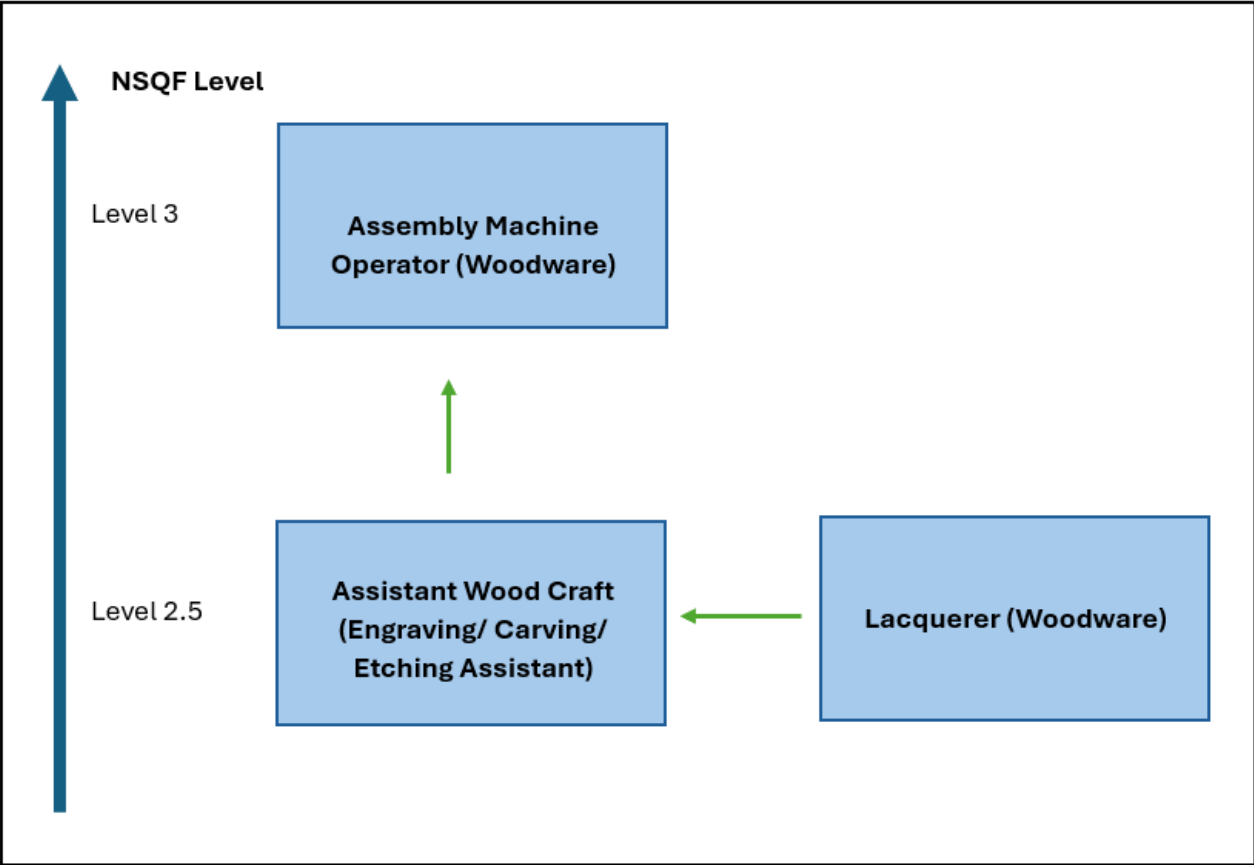
1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 30
5.	Estimated nos. of persons to be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

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors (Mandatory)	Annexure 1
2.	Annexure: List of tools and equipment relevant for qualification (Mandatory, except in case of online course)	Annexure 2
3.	Annexure: Detailed Assessment Criteria (Mandatory)	Annexure 6
4.	Annexure: Assessment Strategy (Not Mandatory)	Annexure 7
5.	Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is Blended Learning)	Blended learning called a “flipped classroom”, “hybrid learning” or “mixed learning,” is an approach that mixes instructor-led classroom training with online content, which could be in the form of on-demand videos that learners review outside of class. The live instruction can be face-to-face or online (via a live virtual classroom or even two-way video), or there might be no live lecture at all.

		Blended learning represents a learning model that combines both formal (traditional classroom) and non-formal (online) methodologies. (Annexure 5)
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	The Multiple entry and exit criteria would help in fragmenting an entire program into smaller units with due acknowledgement being given to each unit of learning. The credit transfer mechanism will also enable a student to enter, exit and re-enter the educational ecosystem both general and vocational at any point of time.
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	(Annexure 8)
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Model Curriculum attached separately
9.	Supporting Document: Career Progression <i>(Optional - Public view)</i>	Career Progression/ Job Role Progression appended below
10.	Any other document you wish to submit:	



Annexure 1: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	The Incumbent's role as an Assistant wood craft (Engraving/ Carving/ Etching Assistant) is a job role in wood ware department. The responsibility of Assistant wood craft (Engraving/ Carving/ Etching Assistant) is to draw the picture of designs on the wood boards and then carves, engraves and etches according to design specification	The clear choice (descriptor of level 3) is evident through the following to creating drawings and perform carving, engraving, etching efficiently as per buyer design so as to get maximum output with minimum defects Examples- • To draw designs • To give due importance to product quality, process safety and environmental aspects.	3
Professional and Technical Skills/ Expertise/ Professional Knowledge	The incumbent has basic knowledge in the field which contributes to the effect output / finished product in which is in this case includes Examples: • Type and properties of different Wood quality • Wood designing process • Wood carving, etching and engraving process • Wood carving, engraving and etching tools	Limited range of activities which are routine and predictable therefore level 3	3

	• Various categories of wooden products • Basic geometric shapes and arithmetic calculations • Density, hardness, moisture and its impact on carving, engraving and etching operations • Various relevant carving, engraving and etching techniques available in the industry • Various technical developments in the field of wood designing and carving • Various kinds of raw materials used in the production process according to the final product - Finished required • Defects and possible errors involved in production process		
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	Most of the work involves complying and adhering to the guidelines with no major task of application. This is evident through the following Examples: • Identify and list variables in the operational process that impact achievement and quality	It is level 3 as there is no independent work and mere assisting in the preparatory process	3

	• Consider time, safety and quality as parameters to escalate issues to supervisor or modify work schedules • Importance of appropriate Planning of carving and etching operations to maintain a smooth production schedule under supervision • Work with co-workers and supervisor to resolve any issues that threaten disruption, increase risk, cause delays or under achievement of quality and targets as per the planned schedule		
Broad Learning Outcomes/Core Skill	The incumbent needs language to communicate written or oral, with required clarity, to interact with supervisor, buyers and customers, also prepare a range of routine tasks such as • Read basic terms and terminologies to accurately interpret design documents, supervisor instructions in the local language • Read and interpret accurately information from various relevant	Requires basic oral and written communication skills	3

	logs and records • Read production schedules and operation manuals to derive accurate information from these • Read the organization's policy documents pertaining to employee work rules and regulations to derive accurate information from these		
Responsibility	Wood Carving Artisan is to run draw design and perform carving, engraving and etching on the wood to create artwork. Examples • To give due importance to product quality, process safety and environmental aspects	The incumbent works with the basic responsibility under clear instructions / compliance list / under a supervisor therefore this is level 3	3

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	Marker	Used to outline and mark designated areas on materials	5 Eqpt Nos
2	Weighing machine	Employed to measure and ensure precise quantities of materials	4 Eqpt Nos
3	Buffing tool	Utilized for polishing and smoothing engraved or carved surfaces	3 Eqpt Nos
4	Carving tool	Essential for the actual engraving or carving process	8 Types
5	Fire extinguisher	A safety tool to quickly and effectively respond to potential fire hazards in the engraving or carving workspace	1 Eqpt Nos
6	Accident report sheet	Used to document and report any accidents or incidents that occur during the engraving or carving process	1 Eqpt Nos
7	Cleaning tools	Employed to maintain a clean and organized workspace	6 Types
8	Engraving tools	Engraving tools like burins, gravers, chasing tools, liner etc to help in the engraving process	5 Types
9	Etching tools	Etching tools like etching needle, burnisher etc to help in etching process	3 Types

Classroom Aids

The aids required to conduct sessions in the classroom are:

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

Annexure 3: Industry Validations Summary

Sr. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile (if available)
1	SHRI BYRAVESHWARA TOYS	Harshitha M.U	Proprietor	Muniyappana Doddi, Lalaghatta post, Channapatna Taluka, Ramanagara District, Karnataka State-562160.	9902614008/7483736343	umeshjeevan22@gmail.com	
2	AGARWAL TOYS EMPORIUM	Bihari Lal Agarwal	Proprietor	B-2/44, Lolark Kund, Tulsi Ghat Road, Bhadaini, Varanasi-221005 (UP)	9984267168, 9415225024, 0542-2393550	agrtoysemporium@gmail.com	
3	KASHI HASTKALA CO-OPERATIVE SOCIETY LTD.	Gopeshwar Singh	Proprietor	B24/93 A Kashmiri Ganj, Khojhwa, Varanasi, Uttar Pradesh-	6386272122,8934954012	gopeshwarsinghsingh@gmail.com	

				221010.			
4	MSME	AMRITA SINGH	Artisan	Khojwa, Varanasi- 221005 (UP)	8858219594		
5	MSME	KOMAL SINGH KUNDER	Artisan	B-24/93A, Khowa, Kashmiri Ganj, Varanasi- 221005 (UP)	9336922199		
6	MSME	ASHVANI TIWARI	Artisan	B-217, Police Station, Assi, Varanasi- 221005 (UP)	8960001979		
7	MSME	BINDU N VALMIKI	Artisan	H. NO. 384-3rd Ward, Kinnal, Koppal (New)- 583230 (KR)	9148260537		
8	MSME	DASRATH BIND,	Artisan	D-59/227 AK- 5, Padmini, Shivpurva, Varanasi- 221010 (UP)	9335755373		
9	MSME	DEEPAK KUMAR	Artisan	Khojwa Mehmood Ganj, Kusum, Varanasi- 221005 (UP)	8853128126		
10	MSME	GOPESHWAR SINGH	Artisan	B-24/93A, Kashmiri Ganj, Khojwa, Varanasi- 221005 (UP)	8858219594		
11	MSME	M.M. MYLARI	Artisan	Lalagatta Muniyappana Doddi, Raman agra-562160,	9139509593		

				(KR)			
12	MSME	MANJUNATH	Artisan	Near Biralingesar, Kuvempu School, Kinnal 2 rd Ward, Koppal (New)- 583230 KR	7353836341		
13	MSME	MEGHANA	Artisan	Aruda Nilaya,, Kinnal, Koppal (New)-583230 (KR)	7619191676		
14	MSME	M.V. SWAMI	Artisan	21 Lalagatta Channapatnaa, Muniyappana Doddi, Ramnagara- 562110, (KR)	8453780441		
15	MSME	NEELAPPA	Artisan	Hosmani Cross, Kinnal, Koppal (New)- 583230 (KR)	8431572629		
16	MSME	PARVATI	Artisan	Huvunhal, Koppal (New)- 583238 (KR)	8722210501		
17	MSME	PRAMOD KUMAR	Artisan	H NO.- 13/11/113, Vijaya Nagar Colony, Kinnal, Koppal (New)- 583230 (KR)	8971306691		
18	MSME	PRASHANTA	Artisan	W No-6, khdc Clony, Kinnal, Koppal (New)- 583230 (KR)	8431572629		
19	MSME	PRATIBHA V.	Artisan	Kinnal, Koppal	9901970750		

		KATURAKI		(New)-583230 (KR)			
20	MSME	PRUTHIRAJ	Artisan	Near-116 ONI, Kinnal, Koppal (New)-583230 (KR)	9353710196		
21	MSME	R RAMACHANDRA	Artisan	319-Lalagatta Channapatnaa, Muniyappana Doddi, Ramnagara-562160, (KR)	8904148551		
22	MSME	RESHMA	Artisan	W. NO.-6, Kinnal Uppar Kalana, Koppal (New)-583230 (KR)	8970942417		
23	MSME	SAIJAL SINGH KUNDE	Artisan	B-22/24, Khojwa, Varanasi-221005 (UP)	8858219594		
24	MSME	SAIVARAM	Artisan	Near Kuvempu School, Kinnal, Koppal (New)-583230 (KR)	6361851728		
25	MSME	SANTOSH KUMAR SINGH	Artisan	B-22/24, AKhojwa, Bhelupur, Varanasi-221005 (UP)	8419092750		
26	MSME	SARASVATHI	Artisan	W. NO.-9 Happa Colony, Kinnal, Koppal (New)-583230 (KR)	9035592642		

27	MSME	SATNTOSH CHANDI	Artisan	Near Kuvempu School, Kinnal 2 rd Ward, Koppal (New)- 583230 KR	6362062175		
28	MSME	SHASHI KUMAR	Artisan	H. No.- 12W No-3, Kinnal, Koppal (New)- 583230 (KR)	8867642735		
29	MSME	SHIVAMMA	Artisan	2-Ward, Kinnal, Koppal (New)-583230 (KR)	8123778525		
30	MSME	SRI RAM PRAJAPATI	Artisan	B-7/196, Kedarnath, Varanasi- 221001 (UP)	8400137538		
31	MSME	SURESH	Artisan	Chitraghar Oni, Kinnal Basaveshwara, Koppal (New)- 583230 (KR)	8971306691		
32	MSME	TIPPESH	Artisan	W No-2, Kinnal, Koppal (New)-583230 (KR)	8748035520		
33	MSME	UMA	Artisan	W NO-9, Kudarimoti, Kinnal, Koppal (New)-583230 (KR)	9742238032		
34	MSME	VIKASH PRAJAPATI	Artisan	D-54/108, Jaddumandi Laksa, Tekra, Matth, Varanasi-	9554606027		

				221010 (UP)			
35	MSME	VIRESH	Artisan	Near Hosmani, Kinnal Jatiger Onivinayaka Nagara, Koppal (New)-583230 (KR)	8431737730		

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

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	140	120	120	Self-employment	More Than 60%	More Than 60%	More Than 60%	Self-employment	NA	NA	NA	NA
3.0	2022-2023	172	165	165	Self-employment	More Than 60%	More Than 60%	More Than 60%	Self-employment	NA	NA	NA	NA
3.0	2023-2024	1374	1200	1200	Self-employment	More Than 60%	More Than 60%	More Than 60%	Self-employment	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. PMKVY 4.0
2. ODOP

Content availability for previous versions of qualifications:

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

Languages in which Content is available:

Annexure 5: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

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

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

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	☒ Theory/ Lectures - Imparting theoretical and conceptual knowledge	• Qualification/ Syllabus • Books/ e-books • Presentations	• Without use of appropriate tech tools 80% Offline and only upto 20% online otherwise. • Online Instructor led teaching, can be one-to-one or one to many or many-to-many: up to 80% to 100% online
2	☒ Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	• Presentations • E-Content/ Curated digital content	• Without use of appropriate tech tools, 80% Offline and only upto 20% online otherwise. 100% virtual while working in virtual teams / virtual collaboration

3	☒ Showing Practical Demonstrations to the learners	• Projector, laptop various tools and equipment	• For all skills, where a physical product is created, at least 50% shall be on practical demonstrations and site visits
4	☒ Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	• Projector, laptop various tools and equipment	• 100% offline without the use of any technology tools.
5	☒ Tutorials/ Assignments/ Drill/ Practice	• Learning Management system	• 70% offline and upto 30% online where a physical product is created as part of skilling
6	☐ Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	☐ On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure 6: Detailed Assessment Criteria

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

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
HCS/N7001: Select suitable wood and work according to the design requirement	Select suitable type of wood	17	56	-	-
	PC1. summaries different types of wood work to be done on different wood types and quantities involved.	3	7	-	-
	PC2. correlate advantages and disadvantages of various wood types for carrying out the required wood work with design requirements.	3	7	-	-
	PC3. diagnose the quality of wood visually whether it is suitable	2	7	-	-

	for the type of wood work that is to be done.				
	PC4. diagnose the wood finishing needs before carving.	2	10	-	-
	PC5. ensure the required finish is achieved before carving, engraving and etching.	2	9	-	-
	PC6. interpret the design specifications appropriately to assess nature of woodwork required.	3	8	-	-
	PC7. finalise and select the wood quality that gives the best finish to the specific design requirement as per supervisor instructions or specifications.	2	8	-	-
	Plan wood work for carving, engraving and etching	6	21	-	-
	PC8. identify the sequence of operations required for achieving the carving, engraving and etching requirements as per design and instructions.	2	7	-	-
	PC9. identify and obtain the necessary tools for carving, engraving and etching operations.	2	7	-	-
	PC10. use mathematical calculations and techniques to carry out measurements, calculate area and estimate other material requirements.	2	7	-	-
	Total Marks	23	77	-	-
HCS/N7002: Perform the Engraving, Carving and Etching operations	Prepare for wood carving operations	8	20	-	-
	PC1. use safe handling procedures for equipment and materials, including use of personal protective equipment.	2	5	-	-
	PC2. select appropriate tool for performing the wood carving, engraving and etching operations as per the predefined criteria and instructions.	2	5	-	-
	PC3. check the selected tools for sharpness, safety and usability as per work requirements and organization standards.	3	5	-	-
	PC4. rectify or refer to qualified persons tools that require maintenance or repair.	1	5	-	-
	Perform wood engraving, etching and carving	8	27	-	-
	PC5. use supporting and holding tools and equipment to hold	1	5	-	-

	the wooden piece in required position for carving operations.				
	PC6. carry out the carving, engraving and etching operations in the correct sequence to ensure optimal result, minimal wastage and least chance of errors or damage.	2	6	-	-
	PC7. diagnose the strength and steadiness of the board to work on it.	1	5	-	-
	PC8. calculate the force with which to work on the boards and apply force accordingly to achieve results as per product specifications.	3	6	-	-
	PC9. perform the operations without causing damage to the boards and minimize wastage.	1	5	-	-
	Achieve productivity, quality and safety standards as per company's policy	9	28	-	-
	PC10. plan and work to achieve 100% target of daily production.	1	4	-	-
	PC11. plan and work to achieve zero errors as per the company's standards.	1	6	-	-
	PC12. record any defects/inadequacies noted during the engraving and carving process.	2	6	-	-
	PC13. maintaining the uniformity and consistency in the work throughout the whole production batch.	1	4	-	-
	PC14. maintain safety standards as per company policy.	2	3	-	-
	PC15. clear the work area and remove waste as per approved procedures.	2	5	-	-
	Total Marks	25	75	-	-
HCS/N6610: The art of Rattan woodwork	Material Understanding	4	8	-	-
	PC1. Accurately identify and select appropriate rattan based on their physical properties (flexibility, strength, and aesthetic qualities) for specific projects.	2	4	-	-
	PC2. Demonstrate knowledge of sustainable sourcing practices for rattan.	2	4	-	-
	Design Interpretation	4	8	-	-

	PC3. Analyze and interpret design specifications to determine the appropriate types, sizes, and quantities of rattan required for various products.	2	4	-	-
	PC4. Collaborate effectively with designers or clients to finalize design concepts.	2	4	-	-
	Preparation Techniques	4	8	-	-
	PC5. Prepare rattan materials by cutting, soaking, or steaming to enhance flexibility and ease of use.	2	4	-	-
	PC6. Ensure all rattan strips are free from defects and meet quality standards before assembly.	2	4	-	-
	Crafting Techniques	8	24	-	-
	PC7. Utilize appropriate tools (e.g., knives, scissors, steamers) for cutting and shaping rattan effectively.	2	6	-	-
	PC8. Apply various weaving, lashing, and binding techniques to construct products according to specified designs.	2	6	-	-
	PC9. Assemble rattan components accurately and securely, ensuring alignment with design specifications.	2	6	-	-
	PC10. Demonstrate skill in creating complex shapes and patterns through effective construction methods.	2	6	-	-
	Finishing Techniques	8	24	-	-
	PC11. Implement finishing processes (e.g., sanding, varnishing, oiling) to enhance the aesthetic appeal and durability of the final product.	2	6	-	-
	PC12. Ensure that all surfaces are smooth, visually appealing, and protected from environmental damage.	2	6	-	-
	PC13. Conduct inspections of completed rattan work to ensure adherence to design specifications and overall quality standards.	2	6	-	-
	PC14. Identify and rectify any flaws, such as structural weaknesses or aesthetic imperfections, prior to final delivery.	2	6	-	-
	NOS Total	28	72	-	-
HCS/N8521:	Market Research and Trend Analysis	4	8	-	-

Entrepreneurship skills for Wood craft Assistant	PC1. Conducting research on current design trends and consumer preferences in the wooden carving and etching industry.	2	4	-	-
	PC2. Identifying potential niche markets and product innovations based on demand analysis.	2	4	-	-
	Business Planning and Strategy Development	4	8	-	-
	PC3. Understanding the essential elements of a business plan, including defining vision, mission, objectives, and financial forecasts.	2	4	-	-
	PC4. Developing sound business strategies through SWOT analysis, identifying strengths, weaknesses, opportunities, and threats.	2	4	-	-
	Budgeting, Cost Estimation, and Pricing	4	8	-	-
	PC5. Estimating costs associated with materials, tools, labor, and production time for woodcraft projects.	2	4	-	-
	PC6. Setting pricing strategies that balance affordability with profitability, while ensuring high-quality output.	2	4	-	-
	Marketing and Branding	4	12	-	-
	PC7. Applying both traditional and digital marketing techniques to promote products.	2	6	-	-
	PC8. Developing a unique brand identity that highlights craftsmanship, sustainability, and heritage value of wooden engravings.	2	6	-	-
	Quality Control and Assurance	8	24	-	-
	PC9. Ensuring high standards of craftsmanship through quality control frameworks at different stages of production.	2	6	-	-
	PC10. Continuously improving processes based on inspection feedback to minimize defects and ensure product durability.	2	6	-	-
	PC11. Implementing customer service best practices to improve satisfaction and loyalty.	2	6	-	-
	PC12. Using feedback mechanisms such as reviews, surveys, and direct communication to enhance product quality and	2	6	-	-

	service.				
	Legal and Regulatory Compliance	4	12	-	-
	PC13. Understanding legal requirements for running a woodcraft business, including labor laws, trade regulations, and environmental standards.	2	6	-	-
	PC14. Complying with intellectual property laws and protecting unique designs through registration and trademarks.	2	6	-	-
	NOS Total	28	72	-	-
HCS/N9952 Working together as a team	Commitment and trust	6	14	-	-
	PC1. be accountable to one's role in the whole process	3	7	-	-
	PC2. perform all roles with full	3	7	-	-
	Communication	9	21	-	-
	PC3. report problems faced during the process	3	7	-	-
	PC4. talk politely with other team members and colleagues	3	7	-	-
	PC5. submit a daily report of own performance	3	7	-	-
	Adaptability	9	21	-	-
	PC6. adjust in different work situations	3	7	-	-
	PC7. give due importance to other's point of view	3	7	-	-
	PC8. avoid conflicting situations	3	7	-	-
	Creative freedom	6	14	-	-
	PC9. develop new ideas for work procedures	3	7	-	-
	PC10. improve upon the existing techniques to increase process efficiency	3	7	-	-
	NOS Total	30	70	-	-
HCS/N9946 Managing workplace safety	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	2	6		

	and procedures				
	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 manufacturers and organizational requirements	2	3		
	PC7. safely handle and move waste and debris.	1	3		
	PC8. minimize health and safety risks to self and others due to own actions	2	4		
	PC9. seek clarifications from supervisors or other authorized personnel in case of perceived risks	1	3		
	PC10. monitor the workplace and work processes for potential risks and threats.	1	3		
	PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	2	3		
	PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel	3	4		
	PC13. participate in mock drills/ evacuation procedures organized at the workplace	2	3		
	PC14. undertake first aid, fire-fighting and emergency response training, if asked to do so	2	4		
	PC15. take action based on instructions in the event of fire, emergencies or accidents	2	6		
	PC16. follow organization procedures for evacuation when required	2	6		
	NOS Total	30	70		
DGT/VSQ/N0101: Employability Skills (30 Hours)	Introduction to Employability Skills	1	1	-	-
	PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
	Constitutional values – Citizenship	1	1	-	-

	PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
	Becoming a Professional in the 21st Century	1	3	-	-
	PC3. 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.	-	-	-	-
	Basic English Skills	2	3	-	-
	PC4. speak with others using some basic English phrases or sentences	-	-	-	-
	Communication Skills	1	1	-	-
	PC5. follow good manners while communicating with others	-	-	-	-
	PC6. work with others in a team	-	-	-	-
	Diversity & Inclusion	1	1	-	-
	PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
	PC8. report any issues related to sexual harassment	-	-	-	-
	Financial and Legal Literacy	3	4	-	-
	PC9. use various financial products and services safely and securely	-	-	-	-
	PC10. calculate income, expenses, savings etc.	-	-	-	-
	PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
	Essential Digital Skills	4	6	-	-
	PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
	PC13. use internet and social media platforms securely and safely	-	-	-	-
	Entrepreneurship	3	5	-	-
	PC14. identify and assess opportunities for potential business	-	-	-	-

	PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
	Customer Service	2	2	-	-
	PC16. identify different types of customers	-	-	-	-
	PC17. identify customer needs and address them appropriately	-	-	-	-
	PC18. follow appropriate hygiene and grooming standards	-	-	-	-
	Getting ready for apprenticeship & Jobs	1	3	-	-
	PC19. create a basic biodata	-	-	-	-
	PC20. search for suitable jobs and apply	-	-	-	-
	PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
	Total Marks	20	30	-	-
Grand Total		178	472		

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 Engraving/ Carving/ Etching Assistant- Wooden Handicrafts) 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