



QUALIFICATION FILE

Visual Merchandiser

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: 4.5

Submitted By:

Retailers Association's Skill Council of India

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Section 1: Basic Details

1.	Qualification Name	Visual Merchandiser																			
2.	Sector/s	Retail																			
3.	Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: 2021/RET/RASCI/04286: Version 2.0 (Change to previous, once approved)	Qualification Name of existing/previous version: Visual Merchandiser																		
4.	a. OEM Name b. Qualification Name (Wherever applicable)	Not Applicable																			
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-4.5-OR-02430-2024-V2-RASCI	6. NCrF/NSQF Level: 4.5																		
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate																			
8.	Brief Description of the Qualification	Individual in this position is responsible for implementing visual merchandising concepts and elements as per guidelines laid down by the head office/store/various brands in the store. This person will also execute merchandising themes and plots as per business need.																			
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: <table border="1" style="margin-left: 20px;"> <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>3-year diploma after 10th</td> <td>1-year relevant experience</td> </tr> <tr> <td>2.</td> <td>12th Grade pass</td> <td>1.5 -year relevant experience</td> </tr> <tr> <td>3.</td> <td>10th Grade pass</td> <td>4.5 -year relevant experience</td> </tr> <tr> <td>5.</td> <td>Previous relevant Qualification of NSQF Level 4</td> <td>1.5-year relevant experience</td> </tr> <tr> <td>6.</td> <td>Previous relevant Qualification of NSQF Level 3.5</td> <td>3-year relevant experience</td> </tr> </tbody> </table> b. Age: <Please specify age only in case of any legal restrictions>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1.	3-year diploma after 10th	1-year relevant experience	2.	12th Grade pass	1.5 -year relevant experience	3.	10th Grade pass	4.5 -year relevant experience	5.	Previous relevant Qualification of NSQF Level 4	1.5-year relevant experience	6.	Previous relevant Qualification of NSQF Level 3.5	3-year relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																			
1.	3-year diploma after 10th	1-year relevant experience																			
2.	12th Grade pass	1.5 -year relevant experience																			
3.	10th Grade pass	4.5 -year relevant experience																			
5.	Previous relevant Qualification of NSQF Level 4	1.5-year relevant experience																			
6.	Previous relevant Qualification of NSQF Level 3.5	3-year relevant experience																			
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	18	11. Common Cost Norm Category (I/II/III) (wherever applicable): II																		

12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	Not Applicable																						
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 type="checkbox"/> Offline <input type="checkbox"/> Online <input checked="" type="checkbox"/> Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>105</td> <td>162</td> <td>60</td> <td>NA</td> <td>327</td> </tr> <tr> <td>Online</td> <td>105</td> <td>108</td> <td>NA</td> <td>NA</td> <td>213</td> </tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i>					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	105	162	60	NA	327	Online	105	108	NA	NA	213
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	105	162	60	NA	327																			
Online	105	108	NA	NA	213																			
14.	Aligned to NCO/ISCO Codels <i>(if no code is available mention the same)</i>	NCO-2015/1221.9900																						
15.	Progression path after attaining the qualification <i>(Please show Professional and Academic progression)</i>	Marketing Manager																						
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Not Applicable																						
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: NA																						
19.	How Participation of Women will be Encouraged	Through women's organisations for social welfare, Corporates, Fashion Design Institutions, Higher and General education institutes, designated NGOs for Women's Welfare & Development																						
20.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																						
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input 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: Mr. James Raphael Email: james.rafael@rasci.in Contact No: +91 22 40058210-5; Ext. 17 Website: https://www.rasci.in																						
23.	Final Approval Date by NSQC: 30-04-24	24. Validity Duration: 3 years			25. Next Review Date: 29-04-27																			

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.	Enhance store visibility by implementing attractive visual displays to support store profitability	RAS/N0401	Core	4.5	3	35	45	10	NA	90	50	50	NA	NA	100	16
2.	Comply to store policies, merchandising norms and statutory regulations while executing themes and plots	RAS/N0402	Core	4.5	3	35	45	10	NA	90	50	50	NA	NA	100	16
3.	Collect and analyze data to track the visual impact of promotions and events	RAS/N0403	Core	4.5	3	35	45	10	NA	90	50	50	NA	NA	100	16
4.	Maintain visual merchandising elements in the store as per brand and store guidelines	RAS/N0404	Core	4.5	3	35	45	10	NA	90	50	50	NA	NA	100	16
5.	Update self on industry trends and best practices through continuous learning and innovation	RAS/N0405	Non-Core	4.5	2	23	27	10	NA	60	50	50	NA	NA	100	10
6.	Liaise effectively with internal and external stakeholders to effectively implement visual merchandising plans	RAS/N0406	Core	4.5	2	23	27	10	NA	60	50	50	NA	NA	100	16
7.	Employability Skills	DGT/VSQ/N0102	Non-Core	4	2	24	36	0	NA	60	20	30	NA	NA	50	10
Duration (in Hours) / Total Marks					18	210	270	60	NA	540	320	330	NA	NA	650	100

Elective NOS/s:

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.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
2.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Duration (in Hours) / Total Marks																

Optional NOS/s:

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.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
2.	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Duration (in Hours) / Total Marks																

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: ____% (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)	<ul style="list-style-type: none"> 12th pass and qualified at minimum NCrf/ NSQF level of 5.5 in the sub sector of Retail Store Operations or Sales and having a minimum of 4 years of experience in visual merchandising in retail store operations or training experience in Visual Merchandising with at least 2 year of industry experience in Visual merchandising. <p>OR</p> <ul style="list-style-type: none"> Graduate (In any Field)/ Diploma in Retail Management and qualified at minimum NCrf/ NSQF level of 5.5 in the sub sector of retail store operations and having a minimum of 2 years of experience in visual merchandising in retail store operations or training experience in Visual Merchandising with at least 1 year of industry experience in Visual merchandising. <p>Platform Certification: Recommended that the Trainer is certified for the Job Role Visual Merchandiser: "Trainer (VET and skills)", mapped to the Qualification Pack: "MEP/Q2601, v2.0". The minimum accepted score is 80%.</p>
2.	Trainer's Qualification and experience for Employability skills	<ul style="list-style-type: none"> Graduate in any discipline with 2 years of Training Experience Certified current EEE trainers with 155 hours from Management SSC (MEPSC) Certified Trainer in Qualification Pack: Trainer (MEP/Q0102) <p>Prospective ES trainer should:</p> <ul style="list-style-type: none"> have good communication skills. be well versed in English. have digital skills. pay attention to detail. be adaptable. have willingness to learn
3.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	<ul style="list-style-type: none"> ToT certified trainer with minimum 5 years of training experience in visual merchandising in store operations, upskilled and certified in the qualification of Visual Merchandising RAS/Q0402.
4.	Master Trainers Qualification and Experience for Employability Skills	<ul style="list-style-type: none"> Graduate in any discipline with 3 years in Employability Skills curriculum training experience with an interest to train as well as orient other peer trainers. Certified Master Trainer in Qualification Pack: Master Trainer (MEP/Q2602) with 3 years of experience in EEE training of Management SSC (MEPSC) (155 hours) <p>Prospective ES Master trainer should:</p> <ul style="list-style-type: none"> have good communication skills be well versed in English have basic digital skills have attention to detail be adaptable have willingness to learn

		<ul style="list-style-type: none"> be able to grasp concepts fast and is creative with teaching practices and likes sharing back their learning with others
5.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure)
6.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	TOT Certification in Employability Skills

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	<ul style="list-style-type: none"> 12th pass and qualified at minimum NCrf/ NSQF level of 5.5 in the sub sector of Retail Store Operations or Sales and having a minimum of 5 years of Industry experience in visual merchandising in store operations. <p>OR</p> <ul style="list-style-type: none"> Graduate (In any field)/ Diploma in Retail Management and qualified with at least minimum NCrf/ NSQF level of 5.5 in the sub sector of retail operations and having a minimum of 3 years of Industry experience in visual merchandising in store operations. <p>Platform Certification: Recommended that the Assessor is certified for the Job Role Visual Merchandiser: "Assessor (VET and skills)", mapped to the Qualification Pack: "MEP/Q2701, v2.0". The minimum accepted score is 80%.</p>
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	<ul style="list-style-type: none"> 12th grade pass with 2 years of experience in exam invigilation including minimum 1 year exam proctoring experience on a digital assessment platform.
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	<ul style="list-style-type: none"> Graduate and above with a minimum of 10 years of industry experience in Visual Merchandising.
4.	Assessment Mode (Specify the assessment mode)	Online on physically proctored/ remote proctored digital assessment platform with comprehensive auditable trails in the presence of a certified assessor at the Assessment Centre/ Training Centre.
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

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): 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: 23
5.	Estimated nos. of persons to be trained and employed: 665
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Annexure Enclosed

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>)	<i>Enclosed</i>
2.	Annexure: List of tools and equipment relevant for qualification (<i>Mandatory, except in case of online course</i>)	<i>Enclosed</i>
3.	Annexure: Detailed Assessment Criteria (<i>Mandatory</i>)	<i>Enclosed</i>
4.	Annexure: Assessment Strategy (<i>Mandatory</i>)	<i>Enclosed</i>
5.	Annexure: Blended Learning (<i>Mandatory, in case selected Mode of delivery is “Blended Learning”</i>)	<i>Enclosed</i>
6.	Annexure: Multiple Entry-Exit Details (<i>Mandatory, in case qualification has multiple Entry-Exit</i>)	<i>Not applicable</i>
7.	Annexure: Acronym and Glossary (<i>Optional</i>)	<i>Enclosed</i>
8.	Supporting Document: Model Curriculum (<i>Mandatory – Public view</i>)	<i>Enclosed</i>
9.	Supporting Document: Career Progression (<i>Mandatory - Public view</i>)	<i>Enclosed</i>
10.	Supporting Document: Occupational Map (<i>Mandatory</i>)	<i>Enclosed</i>
11.	Supporting Document: Assessment SOP (<i>Mandatory</i>)	<i>Enclosed</i>
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	Individual in this job role is responsible for promoting the organization's brand image, products and services by creating/designing attractive window and in-store displays to draw customers to the store and encourage purchase decisions, thereby supporting top-line sales Hence requires to be updated on the basic statutory compliances under retail trade practices including the organisational operating procedures.	The individual is required to: <ul style="list-style-type: none"> • Possesses knowledge in multidisciplinary contexts, broadly, within the chosen fields of technology/ skills/ job role. • Deeper knowledge and understanding of specialized field of technology / skills/ job role and its underlying principles. • Acquired specialized knowledge and a range of cognitive and practical skills to accomplish tasks like basic design, prototyping, testing so as to solve a problem by selecting appropriate information, methods, tools, and materials 	4.5
Professional and Technical Skills/ Expertise/ Professional Knowledge	The individual on the job needs to know and understand: Standard Operating Procedures, processes and policies followed in the company and by brands, the techniques of layout design, including drawing conventions and standards how to put together merchandising displays for use inside the store and outside the store, the visual merchandising dressing techniques to use for different types of merchandise, how to analyse the visual impact of promotions and events, how to maintain visual merchandising elements in the store as per guidelines. Furthermore, the individual must be able to apply principles and elements of visual merchandise to demonstrate that he/ she has the skills to ensure desired business outcomes are achieved.	The individual is required to: <ul style="list-style-type: none"> • Demonstrates cognitive specialised professional and technical skills required for performing and accomplishing difficult tasks relating to the chosen field/s of technology / skills/ job role; successfully applying techniques in routine or non-routine • Possesses a range of professional and technical skills, displays clarity of knowledge and practice in broad range of activities/ tasks. • Project Management Skills. • Skill to clearly identify the relevant tools or sometimes improvise the available tools and techniques; and has advance knowledge of materials in difficult situations and different contexts. • Very good in data collecting organizing information, analysis and communication of results for informed decision making. 	4.5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The individual needs to demonstrate good oral and written communication skills whilst working in harmony with the internal and external stakeholders to maintain good customer relationships for maximization of the business. The incumbent needs to have an entrepreneurial and intrapreneurial mindset to build to analyze and interpret the business requirements and implement visual merchandising standards in the routine job to achieve the expected outcomes in the area of her/ his work. The individual needs to understand the socio-economic conditions of the stakeholders and needs to have the ability	The individual is required to: <ul style="list-style-type: none"> • Possesses excellent oral and written communication and collaboration skills for clearly taking the vision of the leaders to the shop floor level workforce. • Possesses very good Digital, Financial and Legal Literacy to use them effectively • Has a good understanding the constitutional, humanistic, ethical, and moral values. • Organisation and Time Management • Very good in complex calculations, and mathematical and financial analysis skills for applied solutions. 	4.5

	<p>to work in diverse environment with diverse individuals who have various different ethnical/ language/ demographical background.</p> <p>The job holder is required to have professional skills required for performing the job, which includes decision making, planning and organizing, customer centricity, analytical thinking, critical thinking and problem solving.</p>	<ul style="list-style-type: none"> • Has well informed practical understanding of the social, political and work environment. • Exercise self- management within the work contexts. • Emotional Intelligence <p>May have an entrepreneurial Mind-set for creating a start-up/ small business and its end to end management.</p>	
Broad Learning Outcomes/Core Skill	<p>The individual is expected to be working closely with the corporate as well as store leadership less or no supervision most of the time. The role holder is expected to demonstrate business acumen whilst ensuring the implementation of the visual merchandising plan received from the corporate/ head office within the store while taking the store leadership in confidence. The individual in this role needs to be an expert in delivering the below as an outcome of his/ her job role –</p> <ul style="list-style-type: none"> • Enhance store visibility by implementing attractive visual displays to support store profitability. • Comply with store policies, merchandising norms and statutory regulations while executing themes and plots. • Collect and analyze data to track the visual impact of promotions and events. • Maintain visual merchandising elements in the store as per brand and store guidelines. • Update self on industry trends and best practices through continuous learning and innovation • Liaise effectively with internal and external stakeholders to effectively implement visual merchandising plans. 	<p>The individual is required to:</p> <ul style="list-style-type: none"> • Demonstrates a wide range of specialized professional and technical skill in broad range of activity involving standard and non-standard practices. • Apply the acquired specialized knowledge and a range of cognitive and practical skills to accomplish tasks like basic design, prototyping, testing so as to solve problems by selecting appropriate information, methods, tools, and materials. • Communication and collaboration skills to act as a layer between the senior management and workforce/ shopfloor. • Should be able to listen and understand properly and present complex information in a clear and concise manner. • make judgement and take decision, based on the analysis and evaluation of information, for determining solutions to a variety of unpredictable problems associated with the chosen fields of learning, • Takes responsibility for the nature and quality of outputs. • Is able to work on processes to improve the quality of outputs • Can analyze and synthesize ideas • Uses discretion and judgement over a range of known and innovative responses to familiar and un-familiar problems and issues. 	4.5
Responsibility	<p>The individual is responsible for completing complex routine tasks without supervision and intervention, however, must be able to demonstrate co-working skills in group / team whilst acquiring mastery on the routine job and tasks.</p>	<p>The individual is required to:</p> <ul style="list-style-type: none"> • Is accountable for determining and achieving personal and /or group tangible outcomes • Handles/ adapts/ accommodates change requirements and change management at the ground/ shop floor level. • Team Building • Manages processes and procedures within broad parameters for defined activities. 	4.5

		<ul style="list-style-type: none">• Supervises the routine work of others, takes the required responsibility for the evaluation and improvement of work or study activities.• Constantly motivates, guides, mentors and trains the workforce.• At level 5.0 the candidate is a Technical supervisor or junior/ deputy manager.• Is responsible for managing an independent work unit/ shop floor/ section/ business activity/ assignment	
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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	Products for display (mix of apparels, accessories, consumer durables, food/grocery products etc.)	Multibranded	30
2	Product planogram	Customised	15
3	Shelves for Stacking Products	Size 3' X 1.5' X 5, Non Branded	2
4	Gondola	Size 3' X 1.5' X 5, Non Branded	1
5	Table	Size 3' X 1.5' X 5, Non Branded	1
6	Mannequins (full & half bust)	Multibranded	3
7	Danglers, Wobblers, Hangers, Fixtures, banners	17 each	17
8	POS display (led lightbox)	Multibranded	17
9	Signage board	Customised	10
10	Offer /policy signage	Customised	10
11	Software (photoshop/illustrator/2D/3D design)	Branded	10
12	Camera that provide good picture quality (Mobile Camera/Digital Camera)	Branded	6
13	Laptop/Tab/Computer with built in internet	Branded	10
14	Glass window for Window Display	Customised	15
15	Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed) (all software should either be latest version or one/two version below)		As required
16	UPS, Scanner cum Printer		As required
17	Computer Tables & Chairs		As required
18	LCD Projector & White Board 1200mm x 900mm		As required

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. LCD Projector
2. Desktop / Laptop computer with internet connections
3. white board and white board marker
4. pen & notepad
5. Participant Handbook
6. Faculty Guide
7. Presentation deck

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	Poulpro Solutions	NSP Murthy	CEO	Telangana	9502721133	nspmurthy@poulpro.in	-
2	ABFRL (Pantaloons)	Soumavo chatterjee	GM	Maharashtra	8105709090	soumavo.chatterjee@abfrel.adityabirla.com	-
3	Titan	Sabharatnam Narayanan	Head -Retail Training	Bengaluru	992025444115	narayanans@titan.co.in	-
4	Joyallukas	Joseph christo	DGM HR & Admin	Kerala	9447767916	christo@joyallukas.com	-
5	Manyavar (EKGE Retail)	Shahin Raza Kapadia	Head HR	Telangana	7306438385	srkemail7@gmail.com	-
6	Shoppers Stop	Aniruddha Mahajan	Deputy VP HR operations	Maharashtra	022-42497000	aniruddha.mahajan@shoppersstop.com	-
7	QUESS	Shashank Shivashankar	Assistant VP	Bengaluru	7411539956	shashanks@Quess.com	-
8	M baazar	Arun Chaurasia	Chief Human Resource Officer	West Bengal	9051900082	hrd@mbaazar.in	-
9	Viveks	Vasumathi K	Manager HR	Chennai	9566151348	Vasumathi.k@viveks.com	-
10	Vijetha supermarket	Rupesh Kumar	Sr.HR Manager	Telangana	9154090179	rupeshkumar.s@vijetha.in	-
11	Pay Nearby	Alok jha	Chief strategic initiative officer	Maharashtra	9004080990	alokjha@paynearby.in	-
12	Infinity Retail (Croma)	Robin Sharma	Head HRBP	Maharashtra	7738384471	robin.sharma@croma.com	-
13	Reliance SMART	Jeeva Balakrishnan	Chief Talent Officer	Maharashtra	9940011500	Jeeva.balakrishnan@ril.com	-
14	Reliance digital						
15	Jio mart, Netmeds.com, AJIO.com, Urban Ladder, Jio Mart digital, Jio Digital Life						
16	Reliance TRENDS, Reliance Jewels, TRENDS Footwear						

17	7 Eleven, Reliance Fresh signature, Freshpik,SMART Point						
18	Hamleys						
19	GAP						
20	METRO wholesale						
21	Fashion Factory						
22	Reliance mall						
23	BIBA	Umesh Agarwal	Senior Manager - HR	Delhi	9711988055	umesh.agarwal@bibaindia.com	-

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
2023-24	200	140	80	50	NA	NA
2024-25	300	210	120	80	NA	NA
2025-26	450	315	180	125	NA	NA

Note: Tentative projection for next 3 Years

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
1.0	2020-21	-	-	-	-	-	-	-	-	-	-	-	-
2.0	2021-22	-	-	-	-	-	-	-	-	-	-	-	-
2.0	2022-23	-	-	-	-	-	-	-	-	-	-	-	-

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. RPL
2. India Skills
3. World Skill Competitions.

Content availability for previous versions of qualifications:

Participant Handbook Facilitator Guide Digital Content Qualification Handbook Any Other:

Languages in which Content is available: English

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	<input checked="" type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	<ul style="list-style-type: none"> • Books/ e-books, • Presentations, • Reference Material • eContent • Video/ Virtual classroom sessions 	0:100
2	<input checked="" type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	<ul style="list-style-type: none"> • Self-Learning Videos • Video/ Virtual classroom sessions 	50:50
3	<input checked="" type="checkbox"/> Showing Practical Demonstrations to the learners	<ul style="list-style-type: none"> • Self-Learning Videos • Drill & Practice in Virtual classroom sessions 	60:40
4	<input checked="" type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	<ul style="list-style-type: none"> • Video/ Virtual Video Sessions for roleplays 	70:30
5	<input checked="" type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	<ul style="list-style-type: none"> • Online Question Bank • Mobile Quick test app • MCQ based tests 	0:100
6	<input checked="" type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	<ul style="list-style-type: none"> • Digital assessment platforms for online assessments with auto proctoring and physical proctoring ability 	0:100
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	Not Applicable	

Annexure: 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
RAS/N0401 Enhance store visibility by implementing attractive visual displays to support store profitability.	Identify company trends with respect to products and marketing thereof	1.5	1.5	-	-
	Identify target customer base, category-wise sales pattern, market trends	1.5	1.5	-	-
	Identify elements such as available space, lighting, props and visual merchandising accessories in order to design relevant and effective plots and themes	1.5	1.5	-	-
	Identify possible problems in putting layouts together and work out ways of sorting them out	2	2	-	-
	Create displays that achieve the visual effect as required and are consistent with the company's visual design policy	1.5	1.5	-	-
	Follow company procedures for using ladders, tools and equipment safely	1.5	1.5	-	-
	Use the design brief to identify the focal points of the display	1.5	1.5	-	-
	Identify seasonality and past sales patterns with respect to the merchandise category	1.5	1.5	-	-
	Identify related categories across which merchandising themes and events can be planned	1.5	1.5	-	-
	Match customer needs to category advantages and benefits	1.5	1.5	-	-
	Identify opportunities for cross selling across related categories in order to design effective schemes	1.5	1.5	-	-
	Design and validate relevant offers and merchandising themes	1.5	1.5	-	-
	Implement relevant offers and merchandising themes	1.5	1.5	-	-
	Position merchandise, graphics and signs according to guidelines and in ways that attract the attention and interest of customers and give customers the information they need	1.5	1.5	-	-
	Implement and adhere to themes and plots in accordance with the above variables so as to maximize returns for the desired category in the store	1.5	1.5	-	-
	Choose shapes, colors and groupings that are suited to the purpose and style of the display	1.5	1.5	-	-
Check that the finished display meets health and safety guidelines and legal requirements	1.5	1.5	-	-	

	List tasks and activities involved in the merchandising plan	1.5	1.5	-	-
	Create visual displays based on the requirements set by the marketing department	1.5	1.5	-	-
	Finalize designs and create detailed floor plans	1.5	1.5	-	-
	Assemble and dismantle displays, if and when required	1.5	1.5	-	-
	Assess resources involved in executing the merchandising plan	1.5	1.5	-	-
	Ensure the availability of resources required to execute the merchandising plan	1.5	1.5	-	-
	Implement merchandising plan/theme at the store	1.5	1.5	-	-
	Assess the merchandising plan and record observations related to the same	1.5	1.5	-	-
	Measure performance of merchandising plans/themes	1.5	1.5	-	-
	Group merchandise appropriately for the purpose and style of display, the selling features of the merchandise and the visual effect needed under the design brief	1.5	1.5	-	-
	Keep abreast of information on faltering categories, slow moving categories and ageing products in store	1.5	1.5	-	-
	Create innovative merchandising themes and plots to improve performance of such categories for the specific store	1.5	1.5	-	-
	Validate merchandising themes and plots with all concerned stakeholders	1.5	1.5	-	-
	Implement the approved merchandising themes and plots	1.5	1.5	-	-
	Evaluate performance of merchandising themes and plots post implementation	1.5	1.5	-	-
	Accurately identify health, safety and security arrangements from plans, elevations and drawings	1.5	1.5	-	-
	Total marks	50	50	-	-
RAS/N0402 Comply to store policies, merchandising norms and statutory regulations while executing themes and plots.	Identify and adhere to store policies and budgets with respect to visual merchandising	8	8	-	-
	Identify and adhere to statutory guidelines with respect to visual merchandising	8	8	-	-
	Describe vendor guidelines with respect to visual merchandising	8	8	-	-
	Describe category and brand norms with respect to visual merchandising	8	8	-	-
	Check the suitability and availability of merchandise with the relevant decision-makers	6	6	-	-
	Reach agreement with decision-makers concerning realistic arrangements and timescales for supply of merchandising elements	6	6	-	-
	Promptly make other arrangements to get hold of merchandise if it is not available within your timescales and cost limits	6	6	-	-
	Total marks	50	50	-	-

<p>RAS/N0403 Collect and analyze data to track the visual impact of promotions and events.</p>	Track visual impact of all promotions and events organized by the head office/brands/store	3	3	-	-
	Identify parameters to be observed and recorded to assess impact of promotions and events	3.3	3.3	-	-
	Compare current data trends with past data trends	3.3	3.3	-	-
	Agree suitable standards for assessing the effect of displays and layouts	3.3	3.3	-	-
	Draw inferences that are reasonable in terms of the purpose of the display and customers' responses to it	3.3	3.3	-	-
	Identify improvements in the way visual merchandising is carried out at the store	3	3	-	-
	Report findings and recommendations clearly to decision-makers	3	3	-	-
	Assess information fairly when reviewing the effect of displays and layouts	3	3	-	-
	Check that all the parts of the display are suitable for the purpose of the display and meet requirements	3	3	-	-
	Check that the display meets requirements for easy access, safety and security	3	3	-	-
	Identify safety and security risks to the display and choose suitable ways of reducing risks	3	3	-	-
	Promptly make any adjustments within scope of authority that are needed to achieve the visual effect and to make the display safe and secure	3	3	-	-
	Regularly check the display's visual effect from the customers view	3	3	-	-
	Promptly report to the right person any problems and risks that are beyond the scope of responsibility	3.3	3.3	-	-
	Gather enough information to allow you to make judgments about customers' responses to displays and layouts	3.2	3.2	-	-
	Accurately interpret information about customers' responses	3.3	3.3	-	-
Total Marks		50	50	-	-
<p>RAS/N0404 Maintain visual merchandising elements in the store as per brand and store guidelines.</p>	Implement checks and balances to ensure up-keep of tools, displays, fixtures and props of existing themes	4.1	4.1	-	-
	Organize for new props in case of damaged/ distressed props, displays, fixtures and tools	4.1	4.1	-	-
	Establish uniformity of displays across stores	4.1	4.1	-	-
	Collect and record accurate information on price changes	4.2	4.2	-	-
	Give accurate, up-to-date price information to the staff who need it	4.2	4.2	-	-
	Regularly check price marking and promptly sort out any pricing problems you spot	4.2	4.2	-	-
	Make sure that stock replenishment plans are up-to-date and realistic	4.2	4.2	-	-
	Deal with out-of-date or deteriorating stock in line with company policy and any relevant laws	4.2	4.2	-	-

	Involve staff in spotting potential improvements to the way stock is organised and presented	4.2	4.2	-	-
	Get permission from the right person, where necessary, to improve the way stock is organised and presented	4.2	4.2	-	-
	Make sure that you maintain customer goodwill and staff morale while stock is being reorganized	4.2	4.2	-	-
	Ensure compliance to all safety measures	4.1	4.1	-	-
	Total Marks	50	50	-	-
RAS/N0405 Update self on industry trends and best practices through continuous learning and innovation.	Collect information about business operations from relevant sources to evaluate the potential for improvement within one's area of responsibility	3	3	-	-
	Monitor and analyse information sufficiently to reveal any actual or potential problems	3	3	-	-
	Encourage staff and colleagues to identify potential improvements and to comment constructively on others' ideas	2	2	-	-
	Assess potential improvements for their relevance, practicality, consistency with organisation policy and style and ease of implementation	3	3	-	-
	Select ideas for suggestion and implementation which offer the greatest potential for maximising the benefits to the business and the client	3	3	-	-
	Make recommendations for improvements to management in a form which is suitable for their use and supported by relevant information	3	3	-	-
	Explain the benefits which improvements could bring and the resources needed to implement improvements	2	2	-	-
	Communicate appropriately to the decision makers	2	2	-	-
	Give decision makers adequate opportunities to ask questions and to seek clarification	2	2	-	-
	Monitor and evaluate information about improvements and their purpose to find out whether they are effective	2	2	-	-
	Confirm and clarify the content and time-scales of implementation with decision makers	2	2	-	-
	Explain plans to relevant individuals in a manner which encourages understanding and effective implementation	2	2	-	-
	Give appropriate support, encouragement, advice and orientation to individuals for as long as is necessary to achieve effective implementation	2	2	-	-
	Seek advice and support as soon as possible when specific implementation problems come to light	2	2	-	-
	Demonstrate, in your behaviour, commitment to achieving the benefits of the improvement throughout implementation	2	2	-	-
	Identify market trends and running offers from comparative brands	3	3	-	-
	Share data and relevant reports with concerned stakeholders	2	2	-	-
	Co-create promotions and offers as per business demand	3	3	-	-
	Study success stories and examples	2	2	-	-

	Identify running offers and their returns from wholesale and brand stores	3	3	-	-
	Share data with store managers and marketing supervisors	2	2	-	-
	Total Marks	50	50	-	-
RAS/N0406 Liase effectively with internal and external stakeholders to effectively implement visual merchandising plans	Identify external stakeholders and the nature of their interest in the activities and performance of the organisation	2.5	2.5	-	-
	Establish working relationships with relevant internal and external stakeholders	2.5	2.5	-	-
	Recognise and respect the roles, responsibilities, interests and concerns of stakeholders and particularly in situations of matrix management, their managers' requirements	2.5	2.5	-	-
	Create a climate of trust and mutual respect, particularly where one has no authority, or shared authority, over those he/she is working with	2.5	2.5	-	-
	Understand difficult situations and issues from stakeholders' perspectives and provide support, where necessary, to move things forward	2.5	2.5	-	-
	Provide stakeholders with appropriate information to enable them to perform effectively	2.5	2.5	-	-
	Consult stakeholders in relation to key decisions and activities and take account of their views, including their priorities, expectations and attitudes to potential risks	2.5	2.5	-	-
	Fulfil agreements made with stakeholders and let them know	2.5	2.5	-	-
	Advise stakeholders promptly of any difficulties or where it will be impossible to fulfil agreements	2.5	2.5	-	-
	Identify and resolve conflicts of interest and disagreements with stakeholders in ways that minimise damage to work and activities and to the stakeholders involved	2.5	2.5	-	-
	Monitor and review the effectiveness of working relationships with stakeholders in order to identify areas for improvement	2.5	2.5	-	-
	Seek and provide feedback in order to improve one's own and stakeholders' performance	2.5	2.5	-	-
	Monitor wider developments in order to identify issues of potential interest or concern to stakeholders in the future and to identify new stakeholders	2	2	-	-
	Enhance store team awareness about visual merchandising and its importance	2	2	-	-
	Collaborate with team to create design themes and plans and to ensure smooth and efficient implementation of events	2.5	2.5	-	-
	Collaborate with business, sales managers and retail managers to discuss sales strategies	2.5	2.5	-	-
	Identify resources needed for implementation of visual merchandising guidelines/events/themes	2	2	-	-
Identify vendor support required for store specific events	2	2	-	-	

	Liaison with vendor to ensure availability of required resources in a timely manner	2.5	2.5	-	-
	Adhere to checklist for vendor payments	2	2	-	-
	Ensure vendor meets the terms and conditions of business	2.5	2.5	-	-
	Total Marks	50	50	-	-
DGT/VSQ/N0102 Employability skills	Introduction to Employability Skills	1	1	-	-
	Constitutional values - Citizenship	1	1	-	-
	Becoming a Professional in the 21st Century	2	4	-	-
	Basic English skills	2	3	-	-
	Career development & goal setting	1	2	-	-
	Communication skills	2	2	-	-
	Diversity & inclusion	1	2	-	-
	Financial and Legal Literacy	2	3	-	-
	Essential digital skills	3	4	-	-
	Entrepreneurship	2	3	-	-
	Customer service	1	2	-	-
	Getting Ready for Apprenticeship & Jobs	2	3	-	-
	Total Marks	20	30	-	-
Grand Total		320	330	-	-

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 are assigned to the NCVET recognized RASCI empaneled Assessment Agencies (AA) for conducting all Government funded NSQF assessment on SIP and or email 7 days to 15 days in advance or based on the availability of the complete information received from the training entities on completion dates and receipt of assessment fee for assessment of the training batches.
- Assessment Agencies (AA) send the assessment confirmation to VTP/TC looping RASCI within 24 hours of receipt of information on assessment assignment from RASCI.
- Assessment agency reviews the assessment centre/ Training Centre (TC)/ VTP centre before the commencement of assessments against the prescribed infrastructure and equipment.
- Assessment agency deploys the certified Assessor for executing the assessment. A qualified proctor is recommended to accompany the certified assessor.
- The assessment will be conducted online on digital devices such as computers, Tabs, Laptops, Smart Phones either through web browser or apps having the ability to auto proctor and remote physical proctor the assessments.
- The candidate/ learner must possess the OJT completion certificate (**If OJT is mandatory for the qualification**) duly signed and stamped by the authorised signatory on the letter head of the employer where the OJT was imparted. The candidates/ learners without the OJT completion certificate must not be allowed to undertake the assessments (**If OJT is mandatory for the qualification**).
- **Theory Assessment (Online):** Theory assessments will be Multiple Choice Questions (MCQ) based.
- **Practical:** This test will be administered by and under the supervision of a certified assessor. The candidates/ learner will be assessed based on their performance against the rubrics/ observation checklist. The practical assessment will consist of case study or scenario-based Viva Voce, Role Play, or Demonstration. The learner will be graded/ marked on a digital assessment platform. Based on the grade/ marks provided by the assessor, the digital assessment platform automatically determines the results. The entire intervention must be video recorded as evidence and made available to the AB as and when demanded. The AA is required to store comprehensive auditable trails as per the SOP of the AB.
- **A certified assessor is mandatory** for this qualification as the practical assessments are conducted through case study / scenario-based Viva Voce/ Role Play/ Demonstration on digital platform with comprehensive auditable trails under the supervision of qualified/ certified assessor. The results are auto determined by the digital assessment platform based on the grading provided by the certified assessor.
- Assessment Agency must ensure the Assessor and Proctor arrives 1 hour before the commencement of assessments.

- Assessment agency confirms the commencement and conduct of assessments to the training entity and RASCI provided the Assessment centre/ TC/ VTP Centre for assessment complies to the infrastructure and equipment prescribed by RASCI for conduct of assessments.
- The assessment agency monitors and records the proceedings of the assessment on ground and will share the access of live feeding/ audit trails of the proceedings from its digital assessment platform.
- RASCI audits the assessment process & records.
- **For Remote Online Assessments:** AA must follow and implement all the guidelines of RASCI for conducting remote online assessments.

2. Testing Environment:

- AA/ Assessor/ Proctor to note the Assessment location, date and time.
- If the batch size is more than 30, then there should be 2 Assessors/ proctors deployed by the AA.
- The assessor and proctors must conduct the orientation session to the candidates on the assessment protocols and processes as prescribed by RASCI.
- Check and confirm that the allotted time to the candidates to complete Theory & Practical Assessment is correct as per the assessment blueprint.
- Assessment centre/ TC/ VTP centre must verify the identity of the Assessor/ Proctor in alignment with the SOP for assessments released by RASCI.
- The Assessor/ Proctor of the AA must verify the identity and the training attendance of the candidate as per the scheme and or RASCI assessment SOP.
- Only those candidates complying with the requisite training attendance prescribed by the scheme guidelines and or RASCI guidelines must be allowed to proceed and undertake the assessments.
- AA will be held responsible for any deviation on the above and will be levied penalties including revoking of Assessment Agency status of RASCI as per NCVET guidelines and RASCI assessment guidelines.
- The Assessment Centre/ VTP/TC including the Assessment Agency, Assessor and or Proctor will adhere to all the guidelines under the SOP for assessments of RASCI.
- **For Remote Online Assessments:** AA must follow and implement all the guidelines under conducting remote online assessments.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) from the Assessment Agency and are verified by the other SME and approved by RASCI.
- Questions are mapped to the specified assessment criteria/ assessment blueprint approved by RASCI for the qualification.
- Assessor must be ToA certified/ Proctor must be certified as per the guidelines of RASCI.
- Trainer must be ToT Certified by RASCI on this qualification and must possess a valid ToT certificate during the conduct of training of the batch being assessed.
- Assessor/ Proctor must verify the validity of the ToT certificate of the trainer.

- The assessment must **NOT** be allowed to continue if the ToT certificate of the trainer was or is not valid during the duration/ tenure of training of the batch being assessed.
- Ensure all assessment data and evidence is collected and stored as per the requirements.
- AA/ Assessor/ Proctor must report any noncompliance/ malpractices to RASCI immediately.
- The Assessment Centre/ VTP/TC including the Assessment Agency, Assessor and or Proctor will adhere to all the guidelines under the SOP for assessments of RASCI.
- **For Remote Online Assessments:** AA must follow and implement all the guidelines under conducting remote online assessments.

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
- The attendance sheet signed by the candidates with the declaration certifying the validity of the candidate by the VTP/ TC Official/ Assessment Centre official with stamp/ seal and signature of the authorised signatory of VTP/TC/ Assessment Centre.
- Assessment attendance sheets co-certified by Assessor/ Proctor
- Training attendance records of the candidate, AEBAS attendance records wherever applicable.
- Feedback forms prescribed by RASCI on the assessment process from the assessed candidates.
- Group Photograph of the trainees, assessor and training centre officials with geotagging and time stamp.
- The soft copy of the answer sheets and or hard copies including marking sheet signed by the Assessor/ Proctor approved by authorised official of Assessment Agency with signature and stamp.
- Video recording and still photographs (minimum 5) of the entire assessment process of the batch supported by video recording and intermittent still photographs on the digital assessment platform of each candidate while she/ he is undergoing assessments.
- The credibility score report on the digital online assessment platform in alignment with RASCI SOP for assessment.
- A timestamped image of the candidate on the assessment platform including the image of the Govt. authorised identity card of the candidate must be made available once the candidate takes the assessment.
- A timestamped image of the candidate is available once the candidate takes the assessment.
- Every candidate must produce their OJT Completion Certificate (**if OJT is mandatory for the qualification**) duly signed and stamped from the authorised signatory of the employer where the OJT was completed. The copy of the same must be collected and stored by the assessor/ proctor/ AA and submitted to RASCI/ AB on demand (**if OJT is mandatory for the qualification**).

- **Candidate Photograph/ ID photograph:** A candidate snapshot and his/her ID snapshot is being captured before the candidate is allowed to start the test.
- **Assessment Logs:** AA Maintains a detailed audit log of each assessment that is administered. Audit logs should be recoverable on requests from RASCI. Assessment audit log should include:
 - The time when the assessment is being started.
 - Flags in case an additional person is there
 - Flags in case candidate navigate away from the window.
 - Candidate away from the test window
 - Any other device spotted.
 - The time when the candidate finishes the test.
 - Question wise and NOS-wise summary of the attempt
 - Response sheets/ Answer sheets including the question paper.
 - All applicable other credibility scores including the above of the candidate.
- **For Remote Online Assessments:** AA must follow and implement all the guidelines under conducting remote online assessments.

5. Method of verification or validation of assessment processes:

- AA must provide live feed access/ records to RASCI through the appropriate digital infrastructure such as IP camera etc to seamlessly to remotely monitor the assessments happening at the Assessment centre/ VTP Centre/ TC.
- Surprise visit to the assessment location by RASCI authorised personnel and or agency including RASCI officials.

6. Method for assessment documentation, archiving, and access

- Hard and hard copies converted to soft copies of the documents are stored.
- The assessment logs including the response sheets and documentation recommended by RASCI from time to time must be maintained by the AA in soft and hard form for 5 years and access to validate/ Audit and comment must be provided to RASCI.
- The documentation mentioned in the above SI No 1 to SI No 6 needs to be archived on the cloud server and maintained by the Assessment Agency soft form with constant seamless access being provided to RASCI by AA. The hard copies of the same needs to be maintained by AAs and given access to RASCI on demand.

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