

## **NSQF QUALIFICATION FILE GUIDANCE**

### **CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE**

**Name and address of submitting body:**

Handicrafts and Carpet Sector Skill Council  
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**Name and contact details of individual dealing with the submission**

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**Position in the organisation:** CEO

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**List of documents submitted in support of the Qualifications File**

1. Career Progression of Handicrafts (Ceramics) Sub-Sector
2. List of QP/NOS validating companies
3. Requirement and recommendation letter from Line Ministry
4. Qualification Pack
5. Curriculum
6. Minutes of the meeting of GC Consultation meeting
7. NSDC Human Resource & Skills Requirement in Handloom & Handicraft Sector
8. RFP for development of Occupational Standards
9. Selection process of the Consultants to develop Occupational Standards

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### SUMMARY

1	<b>Qualification Title</b>	Engraving/ Carving/ Etching Assistant
2	<b>Qualification Code, if any</b>	HCS/Q7001
3	<b>NCO code and occupation</b>	NCO-2015/7522.1400 Toy Maker, Wood
4	<b>Nature and purpose of the qualification (Please specify whether qualification is short term or long term)</b>	- Qualification pack, To prepare people to work in the Wood craft industry
5	<b>Body/bodies which will award the qualification</b>	Handicrafts and Carpet Sector Skill Council (HCSSC)
6	<b>Body which will accredit providers to offer courses leading to the qualification</b>	Handicrafts and Carpet Sector Skill Council (HCSSC)
7	<b>Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)</b>	The accreditation/affiliation would be processed only through the link below: <a href="http://smart.nsdcindia.org/">http://smart.nsdcindia.org/</a>
8	<b>Occupation(s) to which the qualification gives access</b>	Wood shaping
9	<b>Job description of the occupation</b>	The individual is responsible for the 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 purpose. The assistant constantly verifies the quality of work with the supervisor.
10	<b>Licensing requirements</b>	N/A
11	<b>Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)</b>	The said job role is required in the respective sector (evidence attached in Annexure 3)
12	<b>Level of the qualification in the NSQF</b>	3
13	<b>Anticipated volume of training/learning required to complete the qualification</b>	310 {(NOSs + Bridge module = 250)+(Entrepreneurship and Soft Skills + Digital Literacy = 60)}
14	<b>Indicative list of training tools required to deliver this qualification</b>	Laptop, white board, marker, projector, PPTs, Handbook, trimming tool, cutter/ scissors, scale, measuring tape, cutting table Protective gears like goggles, mask, gloves. Cleaning tools, electricity

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		tester, accident report sheet, Fire Extinguisher, First-Aid Kit	
15	<b>Entry requirements and/or recommendations and minimum age</b>	Basic reading and writing skills, preferably 5th pass	
16	<b>Progression from the qualification (Please show Professional and academic progression)</b>	Supervisor	
17	<b>Arrangements for the Recognition of Prior learning (RPL)</b>	A 3-day RPL program has been devised to certify the trainees.	
18	<b>International comparability where known (research evidence to be provided)</b>	N/A	
19	<b>Date of planned review of the qualification.</b>	2020	
20	<b>Formal structure of the qualification</b>		
	<b>Mandatory components</b>		
	<b>Title of component and identification code/NOSs/Learning outcomes</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
(i)	<b>HCS/N7001 Select suitable type of wood and work according to the design requirement</b>	<b>70</b>	<b>4</b>
(ii)	<b>HCS/N7002 Perform the required engraving, carving and etching operations</b>	<b>175</b>	<b>4</b>
<b>Total</b>		<b>245</b>	

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### SECTION 1 ASSESSMENT

21	<p><b>Body/Bodies which will carry out assessment:</b></p> <p>The assessment bodies affiliated to the Handicrafts and Carpet Sector Skill Council will carry out the assessment.</p> <ul style="list-style-type: none"><li>• Rational Multi Skills (RMS)</li><li>• Trendsetter Skill Assessors</li><li>• CEE Vision Technologies Pvt. Ltd.</li><li>• Cindrel Technologies Private Limited</li><li>• NICE Educational &amp; Welfare Trust</li></ul>
22	<p><b>How will RPL assessment be managed and who will carry it out?</b></p> <p>RPL will be based on the same approved Qualification Pack and Assessment Criteria mentioned in the Qualification Pack. The process of RPL assessment is under development.</p>
23	<p><b>Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.</b></p> <p>The assessment is managed by the assessment agency using the question bank approved by the sector skill council which has both the theory and practical questions, the questions are then divided into many different sets so that all students don't get the same questions once the assessment is done the result is compiled and sent to the sector skill council .The NSQF level 2 and 3 qualifications has a passing marks of 50% and NSQF level 4 and above has 70% as passing marks.</p>

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### ASSESSMENT EVIDENCE

<b>Assessment Criteria</b>	
<b>Job Role</b>	<b>Engraving/ Carving/ Etching Assistant</b>
<b>Qualification Pack</b>	<b>HCS/Q7001, v1.0</b>
<b>Sector Skill Council</b>	<b>Handicrafts and Carpet</b>

<b>Sr. No.</b>	<b>Guidelines for Assessment</b>
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5	To pass the Qualification Pack , every trainee should score a minimum of 70% in every NOS
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

<b>Assessable</b>	<b>Assessment Criteria</b>	<b>Total Mark</b>	<b>Out</b>	<b>Theor v</b>	<b>Practical</b>
HCS/N7001 Select suitable type of wood and work according to the design requirement	PC1. Summarize different types of wood work to be done on different woods pieces and quantities involved	100	10	3	7
	PC2. Correlate advantages and disadvantages of various woods pieces for carrying out the required wood work with		11	4	7
	PC3. Diagnose the quality of wood visually whether it's suitable for the type of wood work that is to be done		9	2	7
	PC4. Diagnose the wood finishing needs before carving		12	2	10
	PC5. Ensure the required finish is achieved before carving and etching		11	2	9
	PC6. Interpret the design specifications appropriately to assess nature of wood work required		11	3	8
	PC7. Finalize and select the wood quality that gives the best finish to the specific design requirement		8	0	8
	PC8. Identify the sequence of operations required for achieving the carving and etching requirements as		10	3	7

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	PC9. Identify and obtain the necessary tools for carving and etching operations		5	0	5
	PC10. Use mathematical calculations and techniques to carry out measurements, calculate area and estimate other material requirements		13	6	7
		<b>Total</b>	100	25	75
HCS/N7002	PC1. Use safe handling procedures for equipment and materials, including use of personal protective equipment		7	2	5
Perform the required engraving, carving and etching operations	PC2. Select appropriate carving tool for performing the wood carving, etching and engraving operations as per the set criteria		7	2	5
	PC3. Check the selected tools for sharpness, safety and usability as per work requirements and organization standards		8	3	5
	PC4. Rectify or refer to qualified person, tools that require maintenance or repair		6	1	5
	PC5. Use supporting and holding tools and equipment to hold the wooden piece in required position for carving operations		5	0	5
	PC6. Carry out the carving and etching operations in the correct sequence to ensure optimal result, minimal wastage and least chance of errors or damage		8	2	6
	PC7. Diagnose the strength and steadiness of the board to work on it		6	1	5
	PC8. Calculate the force with which to work on the boards and apply force accordingly to achieve results as per product specifications		9	3	6
	PC9. Perform the operations without causing the damage to the boards and minimize wastage		5	0	5
	PC10. Plan and work to achieve 100% target of daily production		5	1	4
	PC11. Plan and work to achieve zero errors as per the company's standards		9	3	6

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	PC12. Record any defects/inadequacies noted during the engraving and carving process		7	2	5
	PC13. Maintaining the uniformity and consistency in the work throughout the whole production batch		6	1	5
	PC14. Maintain safety standards as per company policy		5	2	3
	PC15. Clear the work area and remove waste as per approved procedures		7	2	5
		<b>Total</b>	100	25	75



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### SECTION 2

#### 25. EVIDENCE OF LEVEL

##### OPTION A

Title/Name of qualification/component: Engraving/ Carving/ Etching Assistant		Level: 3	
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	The Incumbent's role as a Engraving/ Carving/ Etching Assistant is a job role in wood ware department. The responsibility of Engraving/ Carving/ Etching Assistant is to draw the picture of designs on the wood boards and then carves, engraves and etches it according to design specification.	<p>The situation of clear choice (descriptor of level 3) is evident through the following</p> <p>To creating drawings and perform carving, engraving, and etching efficiently as per buyer design so as to get maximum output with minimum defects</p> <p>Examples-</p> <ul style="list-style-type: none"> <li>To draw designs</li> <li>To give due importance to product quality, process safety and environmental aspects.</li> </ul>	3
Professional knowledge	<p>The incumbent has basic knowledge in the field which contributes to the effect output / finished product in which is in this case includes</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>Type and properties of different</li> </ul>	Limited range of activities which are routine and predictable therefore level 3	3

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Title/Name of qualification/component: Engraving/ Carving/ Etching Assistant			Level: 3
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	<ul style="list-style-type: none"> <li>wood quality</li> <li>• Wood designing process</li> <li>• Wood carving, etching and engraving process</li> <li>• Wood carving, engraving and etching tools</li> <li>• Various categories of wooden products</li> <li>• Basic geometric shapes and arithmetic calculations</li> <li>• Density, hardness, moisture and its impact on carving, engraving and etching operations</li> <li>• Various relevant carving, engraving and etching techniques available in the industry</li> <li>• Various technical developments in the field of wood designing and carving</li> <li>• Various kinds of raw materials used in the production process according to the final product finish required</li> <li>• Defects and possible errors involved in the production process</li> </ul>		
Professional skill	Most of the work involves complying and adhering to the guidelines with no major task	it is level 3 as there no independent work and mere assisting in the preparatory process	3

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Title/Name of qualification/component: Engraving/ Carving/ Etching Assistant			Level: 3
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	<p>of application. This is evident through the following</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Identify and list variables in the operational process that impact achievement and quality</li> <li>• Consider time, safety and quality as parameters to escalate issues to supervisor or modify work schedules</li> <li>• Importance of appropriate planning of carving and etching operations to maintain a smooth production schedule under supervision</li> <li>• 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</li> </ul>		
Core skill	<p>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</p>	Requires basic oral and written communication skills	3

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Title/Name of qualification/component: Engraving/ Carving/ Etching Assistant			Level: 3
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	<p>tasks such as</p> <ul style="list-style-type: none"> <li>• Read basic terms and terminologies to accurately interpret design documents, supervisor instructions in the local language</li> <li>• Read and interpret accurate information from various relevant logs and records</li> <li>• Read production schedules and operation manuals to derive accurate information from these</li> <li>• Read the organization's policy documents pertaining to employee work rules and regulations to derive accurate information from these</li> </ul>		
Responsibility	<p>Wood Carving Artisan is to run draw design and perform carving, engraving and etching on the wood to create artwork.</p> <p>Examples</p> <ul style="list-style-type: none"> <li>• To give due importance to product quality, process safety and environmental aspects</li> </ul>	<p>The incumbent works with the basic responsibility under clear instructions / compliance list / under a supervisor therefore this is level 3.</p>	3

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### SECTION 3 EVIDENCE OF NEED

26	<b>What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?</b>		
	<b>Basis</b>	<b>In case of SSC</b>	<b>In case of other Awarding Bodies (Institutes under Central Ministries and states departments)</b>
	<b>Need of the qualification</b>	<p>Please refer to the attached list of job roles and occupations as per the attachment and their career paths as per Annexure 2, which have been derived through extensive industry interactions facilitated from various workshops, and site visits conducted and interaction with representatives from different organizations all over the country. Research was conducted in the Carpet sector to capture revenue and manpower requirement estimates till 2022. The research provides the data that the discussed qualification is one of the critical roles in the sector. While collecting data from the companies for the occupational map, we also took feedback from industry, which was collected with respect to roles for which qualification packs development, was to be prioritized. This was largely based on volume</p>	

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	<p>of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of HCSSC gave final approval and endorsement for the same</p> <p><b>Industry Relevance</b> This job role is required in the specific industry and thus is also validated by organizations of the industry – the list of which is attached below</p> <p><b>Usage of the qualification</b> It would used for training purposes to skill and up-skill candidates.</p> <p><b>Estimated uptake</b> The increase in manpower requirements (as per projections) from 2013 to 2022, especially for roles Covered under Level 3 as per NSQF classifications are expected to witness a high demand and are to are provided in research analysis study.</p>
27	<p><b>Recommendation from the concerned Line Ministry of the Government/Regulatory Body. To be supported by documentary evidences</b></p> <p>Recommendation received from the office of Development Commissioner (Handicrafts), Ministry of Textiles, Govt. Of India (evidence attached in Annexure 3).</p>
28	<p><b>What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification</b></p> <p>NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work.</p>
29	<p><b>What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated? Specify the review process here</b></p> <ul style="list-style-type: none"> <li>• Agencies have been appointed by the SSC to interact with training providers to gather feedback in implementation.</li> <li>• Monitoring of results of assessments</li> <li>• Employer feedback will be sought post-placement</li> <li>• A formal review is scheduled in two year time i.e. 2020</li> </ul>

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### SECTION 4 EVIDENCE OF PROGRESSION

<b>30</b>	<p><b>What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?</b></p> <ol style="list-style-type: none"> <li>1. Vertical mobility options have been articulated in the occupational map</li> <li>2. Vertical mobility option is of a Supervisor</li> </ol>
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#### Career Progression:

	Product Designing	Purchase and Stores	Saw mill			Assembly Line		Finishing		Checking and Packing	Quality Control
Level 8	MD/ proprietor 8										
Level 7	Product Development 7	Operations Head 7									
Level 6	Merchandiser 6	Purchase and stores Supervisor 6	Production Manager 6							Quality Manager 6	
Level 5	Designer 5	Purchase and stores Supervisor 5	Supervisor 5			Supervisor 5		Supervisor 5		Supervisor 5	
Level 4	Sampler 4		Carving, Engraving and Etching Artisan 4	Cutting, Sanding and Planing Operator 4		Assembly Machine Operator 4	Gluing , Joining and Nailing Assembler 4	Finisher 4	Lacquerer 4	Quality Controller 4	
Level 3		Purchase Assistant 3	Store Assistant 3			Bundler 3		Seasoning and Chemical Treatment Assistant 3		Table head checker 3	Packer 3
Level 2								Helper (Surface Finishing Process) 2		Checker 2	
Level 1											

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### List of companies validated the QP

S. No	Name of the Organisation	Contact Person	Employee - Size
1	Balaji Handicrafts	Rameshwar Singh	Large
2	Famous Art & Antiques International	Ibrahim Adnan	Large
3	M/S Assam Wooden and Arts	Sri Hira Roy	Large
4	Paramount Exports	Ashish Mahajan	Large
5	Royal Wood Crafts	Naved Alam	Large
6	Safe Earth	Sudesh Kumar	Large
7	Saraf Export Palace	Surendra Kumar Saraf	Large
8	Shri Balaji Trading Company	Gaurav Panwar	Large
9	Vallabh Metal Inc	Neeraj Soni	Large
10	Vidhi Exports	Renu Chaudhary	Large
11	Wahid Ahmed Wood Carving	Wahid Ahmed	Medium
12	Abdullah Handicraft	Osman	Medium
13	Art Collection & Creation	Jeet Singh	Medium
14	Astha Handicrafts & Furniture	Babloo Prajapati	Medium
15	Azeem Handicrafts	Kaleem Ahmad	Medium
16	Basant	Jetendra Gehlot	Medium
17	Bhavya Art & Crafts	Rajendra Shekhawat	Medium
18	Chandni Crafts	Ghanshyam Agarwal	Medium
19	Intzar Handicrafts	Intzar	Medium
20	J.P.Arts	M.K.Sharma	Medium
21	Md. Irshad Wooden Carving	Md. Irshad	Small
22	Mohd. Imran hand works	Mohd. Imran	Small
23	Raja Wood Handicrafts	Md. Shakir	Small
24	Saharanpur Shilp Kala Sewa Samiti	Salman Ahmad	Small



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25	Shahrukh Handicrafts	Imran	Small
26	Shekhawati Art Exports	Rahul Johari	Small
27	Weaving Industrial Centre	Noketozo Angami	Small
28	Asian Handicrafts Pvt. Ltd.	M.P.Yadav	Small
29	Assume Exports	Parveen Nagraj	Small
30	B.B.Modes	Pawan Kumar Bohra	Small