

Revision made by NSDA_25 May 2015

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

HCSSC,
Handicrafts & Carpet Sector Skill Council,
EPCH House,
Pocket 6 & 7, Sector C,
Vasant Kunj,
New Delhi-110070

Name and contact details of individual dealing with the submission

Name: Rajesh Rawat

Position in the organisation: Chief Executive Officer

Address if different from above

Tel number(s): 011-26139834

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List of documents submitted in support of the Qualifications File

1. Qualification Pack
2. RFP for development of Occupational Standards
3. Selection process of the Consultants to develop Occupational Standards
4. Minutes of the meeting of GC meetings
 - i. Composition of the Technical Committee
 - ii. Approval of Occupational Standards by Technical Committee and Governing Council
5. NSDC Human Resource & Skills Requirement in Handicrafts & Carpet Sector
6. Occupational Map & Progression matrix
7. List of QP/NOS validating companies.

QUALIFICATION FILE SUMMARY

Qualification Title	Turner – Stonecraft (HCS/Q1404)		
Body/bodies which will assess candidates	Handicrafts & Carpet Sector Skill Council		
Body/bodies which will award the certificate for the qualification.	Handicrafts & Carpet Sector Skill Council		
Body which will accredit providers to offer the qualification.	Handicrafts & Carpet Sector Skill Council		
Occupation(s) to which the qualification gives access	Pre - Crafting		
Proposed level of the qualification in the NSQF.	4		
Anticipated volume of training/learning required to complete the qualification.	220 hours		
Entry requirements / recommendations.	8th pass		
Progression from the qualification.	Vertical: Supervisor Horizontal: Drill Machine Operator		
Planned arrangements for RPL.	RPL arrangements and policies are under development. The guidelines should be ready in 2-3 months.		
International Comparability	No yet established		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
HCS/N1405 Prepare stone components on lathe machine	Mandatory	120	4
HCS/N9901 Coordinate with colleagues and work as a team	Mandatory	20	Common across 1-5 levels
HCS/N9902 Maintain safe work environment	Mandatory	40	Common across 1-5 levels
HCS/N9903 Maintain personal health	Mandatory	40	Common across 1-5 levels

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.

Give details of the document here:

- Qualification Pack is attached as Annexure 1

SECTION 1

ASSESSMENT

Name of assessment body:

Assessment bodies are in the process of affiliation.

Will the assessment body be responsible for RPL assessment?

Yes

Give details of how RPL assessment for the qualification will be carried out and quality assured.

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.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

The assessment strategy is under development.

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

- Sample assessors guide

ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as per the assessment criteria. Insert the required number of rows.

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role : Turner (Stonecraft)

Qualification Pack : HCS/Q1404

Sector Skill Council : Handicrafts & Carpet

Guidelines for Assessment:

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 each PC.
2. Each NOS will be assessed both for theoretical knowledge and practical
3. The assessment will be based on knowledge bank of questions created by the SSC.
4. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center
5. To pass the Qualification Pack, every trainee should score a minimum of 60% 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

Assessable Outcomes	Assessment Criteria	Total Marks (500)	Out Of	Theory	Skills Practical
HCS/N1405 Prepare stone components on lathe machine	PC1. receive raw alabaster stone from the supervisor	100	1	0	1
	PC2. receive the information about the type and quantity of components of different products to be made in the day		4	1	3
	PC3. receive work specific instructions from the supervisor		4	1	3
	PC4. get daily production targets from the supervisor		4	1	3
	PC5. cut the stone into manageable size for lathe machine if required		7	0	7
	PC6. cut off any large corners or any protrusions in the stone		7	0	7
	PC7. check the lathe machine and its settings		8	1	7
	PC8. mount the stone on the lathe machine		8	1	7
	PC9. position the stone correctly on the machine		7	0	7

	PC10. correctly set the range of work holding devices like chucks; drive plates; fixtures; magnetic or pneumatic devices etc.		8	1	7
	PC11. correctly set the range of cutting tools like turning, facing, boring, knurling, parting off, forming, central drill, twist drill, reamers etc.		6	1	5
	PC12. switch on the machine and operate it as per the operational manual		6	1	5
	PC13. perform turning operations using various equipment to produce stone components with various shapes		6	1	5
	PC14. change the position of the stone and slide the blades inside it to create gradual round shape as per product requirements		6	1	5
	PC15. demount the shaped stone once the desired form is achieved		4	1	3
	PC16. give back the shaped stone to the supervisor for further processing		2	1	1
	PC17. give shape to the stone as per the product specifications		4	1	3
	PC18. do the minimum wastage of the stone during the turning operations		4	1	3
	PC19. shape the stone without damaging it for further processing		4	1	3
	TOTAL POINTS		100	15	85

HCS/N9901 Coordinate with colleagues and work as a team	PC1. receive job order and instructions from reporting supervisor	100	4	3	1
	PC2. understand the work output requirements, targets, performance indicators and incentives		5	4	1
	PC3. deliver quality work on time and report any anticipated reasons for delays		5	1	4
	PC4. report on any grievances, production defects and any potential hazards		4	2	2
	PC5. communicate on process flow improvements		4	2	2
	PC6. communicate maintenance and repair schedule proactively to the supervisor		4	1	3
	PC7. receive feedback on work standards		4	2	2
	PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc		5	2	3

	PC9. report in time for shortage or need of raw materials		4	1	3
	PC10. handover completed work to supervisor		4	2	2
	PC11. communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team		5	2	3
	PC12. maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues		5	2	3
	PC13. interact with colleagues from different functions and understand the nature of their work		4	2	2
	PC14. put team over individual goals and multi task or share work where necessary supporting the colleagues		4	2	2
	PC15. resolve conflicts and ensure smooth workflow		4	1	3
	PC16. interact and understand the production requirement for the day from the previous and successive processing department and work accordingly		4	1	3
	PC17. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		4	1	3
	PC18. receive feedback from Quality Control and rework in order to complete work on time		5	1	4
	PC19. share information with colleagues to enable efficient delivery of work		6	3	3
	PC20. highlight any errors of colleagues, help to rectify and ensure quality output		4	2	2
	PC21. work with cooperation, coordination, communication and collaboration, with shared goals and supporting each other's performance		4	1	3
	PC22. document all the details accurately relating to one's role as required		4	1	3
	PC23. report on the work completed and keep it in records		4	1	3
	Total Points		100	40	60

HCS/N9902 Maintain	PC1. comply with safety procedures while on work to prevent accidents	100	8	2	6
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safe work environment	PC2. take adequate safety measures while handling materials, chemicals and tools		8	2	6
	PC3. wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working		8	2	6
	PC4. undertake basic safety checks before operation of all tools and electrical equipments		9	2	7
	PC5. wear appropriate and recommended clothing as per the work environment (eg: working in a furnace area)		9	2	7
	PC6. follow recommended material handling procedure to control material and personal damage		8	2	6
	PC7. perform all procedures as per company's work instructions for controlling operational risk		8	4	4
	PC8. perform the duties in a manner which minimizes environmental damage		6	2	4
	PC9. dispose of waste safely and correctly in a designated area as per company's SOP		8	2	6
	PC10. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger		8	4	4
	PC11. ensure zero accident at workplace		10	2	8
PC12. adhere to safety standards and ensure no material damage		10	2	8	
	Total Points		100	28	72

HCS/N9903 Maintain personal health	PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	100	12	4	8
	PC2. follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it		10	2	8
	PC3. wear protective goggles over eyes and replace them when scratches on it obscure the vision		10	2	8
	PC4. wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts		10	2	8
	PC5. undergo preventive health checkups at regular intervals		10	2	8
	PC6. take prompt treatment from the doctor in case of illness		11	3	8

	PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work		11	4	7
	PC8. ensure no productivity loss or absenteeism from work due to illness		13	3	10
	PC9. ensure no long term ill effect on the personal health		13	3	10
	TOTAL POINTS		100	25	75

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

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 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.

What is the estimated uptake of this qualification and what is the basis of this estimate?

Employed in the role: 160; Estimate uptake 300 over a period of time based on requirements for existing and prospective workforce on the basis of Skills Gap analysis Reports and validation of skill gap study through feedback from industry for demand. An LMIS development initiative is being put in place to be more precise regarding the demand and supply

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

- NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work

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?

- Agencies have been appointed by the SSC to interact with training providers to gather feedback in implementation.
- Monitoring of results of assessments
- Employer feedback will be sought post-placement
- A formal review is scheduled in two year time i.e. 2017

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

- NSDC Human Resource & Skills Requirement in handicrafts & Carpet Sector

SECTION 3

SUMMARY OF DIRECT EVIDENCE OF LEVEL

Justify the NSQF level allocated to the QP. Relate information about the job role and build upon the five descriptors for the level to justify.

Health and safety, Work effectively and a basic business management are common for all roles from NSQF levels 1-5 and cover the minimum in a workplace.

Level 4

Turner - Stonecraft					HCS/Q1404
Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
<p>The incumbent carries out a job which requires operating the lathe machine for producing range of stone components having different features. The individual continuously monitor the machine operations and make adjustments in its settings whenever required</p> <p>The role is familiar, predictable, routine, and situation of clear choice.</p> <p>Examples:</p> <ul style="list-style-type: none"> receive the information about the type and quantity of components of different products to be made in the day receive work 	<p>The incumbent needs factual knowledge of the field of study</p> <p>The examples supporting it are as follows: The tasks involve understanding:</p> <ul style="list-style-type: none"> types of stone and their basic qualities how to cut the stone into manageable size for lathe machine how to cut off the large corners or any protrusions without damaging the whole piece usage of stone cutting machine, variety of chisels and hammer changing parts of the machine maintainenc 	<p>The skills required for the job involve recall and demonstration of</p> <p>Practical skill, which is routine and repetitive in narrow range of application using appropriate rule and tool, using quality concepts</p> <p>Examples :</p> <ul style="list-style-type: none"> report to supervisor and deal with a colleague individually, depending on the type of concern communicate with customers / clients and understand their preferences spot and communicate potential areas of 	<p>Require to communicate written or oral, with required clarity, skill to basic arithmetic and algebraic principles, basic understanding of social, political and natural environment</p> <p>Examples</p> <ul style="list-style-type: none"> how to read the work requirements how to document the quantity of stones received from the supervisor express the information, both technical and non-technical, to seniors and colleagues effectively. report on the work completed 	<p>The incumbent must have responsibility for own work and learning</p> <p>Examples :</p> <ul style="list-style-type: none"> deliver quality work on time and report any anticipated reasons for delays report on any grievances, production defects and any potential hazards communicate on process flow improvements ensure zero accident at workplace adhere to safety standards and ensure no material damage resolve conflicts and ensure 	4

<p>specific instructions from the supervisor</p> <ul style="list-style-type: none"> • get daily production targets from the supervisor • cut the stone into manageable size for lathe machine if required • cut off any large corners or any protrusions in the stone • mount the stone on the lathe machine • position the stone correctly on the machine • set the range of work holding devices like chucks; drive plates; fixtures; magnetic or pneumatic devices etc. correctly • set the range of cutting tools like turning, facing, boring, knurling, parting off, forming, central drill, twist drill, reamers etc. correctly • switch on the machine and operate it as per the 	<p>e and repair lathe machine</p> <ul style="list-style-type: none"> • how to mount the heavy stone on the lathe machine • what is the right position of the stone on the lathe machine to work upon • how to operate and monitor the lathe machine • how to change the parts of the lathe machine as per product requirements • how to set the tools and working parts on the machine • how to change the position of the stone on the lathe machine as per design requirements 	<p>disruptions to work process and report the same</p> <ul style="list-style-type: none"> • analyse the usage of appropriate tools and consumables • spot errors and any other disruptions and communicate with solutions • How decide the use of appropriate use of tools and machines • to plan the work and organize all the tools; parts and equipments required to perform the job 	<p>and keep it in records</p> <ul style="list-style-type: none"> • to document the job activity as required like the check sheets, history sheets, etc. • read job sheets, design sheet and information displayed at the workplace 	<p>smooth workflow</p> <ul style="list-style-type: none"> • highlight any errors of colleagues, help to rectify and ensure quality output 	
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operational manual <ul style="list-style-type: none"> perform turning operations using various equipment to produce stone components with various shapes change the position of the stone and slide the blades inside it to create gradual round shape as per product requirements demount the shaped stone once the desired form is achieved give back the shaped stone to the supervisor for further processing 					
4	4	4	4	4	

OTHER EVIDENCE OF LEVEL [This need only be filled in where evidence other than primary outcomes was used to allocate a level] **(Optional)**

Summary of other evidence (if used):

nil

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

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?

- Horizontal and vertical mobility options have been articulated in the occupational map
- Vertical: Supervisor; Horizontal: Drill Machine Operator

Please attach any documents giving further information about any of the topics above.
Give details of the document(s) here:

- Occupational Map and progression matrix

List of companies validated the QP

S. No	Name of the Organisation	Contact Person	Employee - Size
1	New Kashmir Arts and Crafts	Azad.M.Khan	Small
2	Shams Palace	Faroz	Small
3	Earth Arts Emporium	Wajim	Small
4	Shabnam Arts	Irfan	Small
5	SK Industries	Mr. Sunil	Small
6	Ahmad handicrafts industries	Mr. Afsar Ahmad	Small
7	Pushpanjali fair trade pvt ltd	anurag mittal	Small
8	CB Marble works	Naveen Bansal	Small
9	Infra International	Rajesh Agarwal	Small
10	Agra Handicraft Industries	O.N.Agarwal	Small
11	M/S Rama & Co	Anil Kumar	Small
12	B.L.Ceramic Industries	Sami Ahmad Khan	Small
13	Blue Art Flower Vases works	SP Dadoo	Small
14	Dadoo Industries	Naman Dadoo	Small
15	Krishna Ceramics	Khalid Ahmad	Small
16	Chhabra & Sons	Mohd. Yusuf Khan	Small
17	Gopal Grinding Mills	Hari Dadoo	Small
18	Gee Cee Minerals	Amit Agarwal	Small
19	GM Creation	rajeev Maheshwari	Small
20	Maheshwari Enterprise	Rajat Maheshwari	Small
21	Krafts Palace	Ajay jain	Small
22	Sharma India (P) Ltd	bhaskar Sharma	Small
23	World One Enterprises	Sudha Jain	Small
24	M/s Stone craft India	Ravi Verma	Small
25	M/s bansal handicrafts emporium	Arun Bansal	Small
26	M.A. Exports	Anil Kumar Gupta	Small
27	Lamparts	Shamsher Singh	Small
28	The ferry International	Rohit Goyal	Small
29	Creative Crafts of India	Dr. SK. Tyagi	Small
30	Tyagi Handicrafts	Rahul Tyagi	Medium
31	Indian Handicraft Industries	Mahendra Kumar Rajput	Medium
32	Creative hands	Satyendra sharma	Medium
33	Overseas trade linkers	S.C Aggarwal	Medium
34	Central glass & ceramic research institute	Dr. LK Sharma	Medium

35	Ancient Lighting Pvt Ltd	Rayal	Medium
36	Stonemen Crafts International	Rayal	Medium
37	Oswal arts pvt ltd	Yashwant Singh	Medium
38	1 Artifact Décor (India)	Kalpana Pachaurj	Medium
39	Arvind Handicrafts	Devendra Verma	Medium
40	Stonemen Crafts (I) Pvt Ltd	Rajat Asthana	Large
41	Sharma Artistic Stone Gallery	Mr. Bhaskar Sharma	Large
42	Sharma International	Ramesh Sharma	Large
43	Minhas Pottery	Rajesh Kumar Tomar	Large
44	Chhatwal Ceramics	Vineet Sharma	Large
45	Chhabra Industries	Mohd. Abdiul Raheem Khan	Large
46	Akbar International	Salim Uddin	Large
47	Amit Exports	Amit Mehra	Large

Further contact details and a copy of the validation are submitted both with NSDC and NSDA