

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

**E-mail address:** ceo@hcssc.in

### **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

<b>Qualification Title</b>	Moulder (Ceramics) HCS/Q0401		
<b>Body/bodies which will assess candidates</b>	Handicrafts & Carpet Sector Skill Council		
<b>Body/bodies which will award the certificate for the qualification.</b>	Handicrafts & Carpet Sector Skill Council		
<b>Body which will accredit providers to offer the qualification.</b>	Handicrafts & Carpet Sector Skill Council		
<b>Occupation(s) to which the qualification gives access</b>	Moulding		
<b>Proposed level of the qualification in the NSQF.</b>	3		
<b>Anticipated volume of training/learning required to complete the qualification.</b>	220 hours		
<b>Entry requirements / recommendations.</b>	5th pass preferably		
<b>Progression from the qualification.</b>	Vertical: Moulding Supervisor Horizontal: Mixing Machine Operator		
<b>Planned arrangements for RPL.</b>	RPL arrangements and policies are under development. The guidelines should be ready in 2-3 months.		
<b>International Comparability</b>	Not yet established		
<b>Formal structure of the qualification</b>			
<b>Title of unit or other component</b> (include any identification code used)	<b>Mandatory/ Optional</b>	<b>Estimated size (learning hours)</b>	<b>Level</b>
HCS/N0401 Prepare the mould for production	Mandatory	80	3
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
HCS/N9904 Basic business management	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:**

If there will be more than one assessment body for this qualification, give details.

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:

### **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 : Moulder (Ceramics)**

**Qualification Pack : HCS/Q0401**

**Sector Skill Council : Handicrafts & Carpet Sector Skill Council**

**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 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 Outcomes</b>	<b>Assessment Criteria</b>	<b>Total Marks</b>	<b>Out Of</b>	<b>Theory</b>	<b>Skills Practical</b>
<b>HCS/N0401: Prepare the mould for production</b>	PC1. locate the raw materials like plaster of paris, water, etc	<b>100</b>	3	1	2
	PC2. select the appropriate materials for making moulds		3	1	2
	PC3. ascertain the right proportion of the raw materials		5	2	3
	PC4. mix these raw materials as per the formulation / standard procedure		6	2	4
	PC5. ensure that the mix is with adequate consistency		4	1	3
	PC6. ensure that the mix does not harden prior to the mould making		4	1	3
	PC7. store the moulding mix in locations that can be easily accessed for moulding		3	1	2
	PC8. return the excess raw materials to the store for further usage		3	1	2
	PC9. clean the area after mixing		3	1	2
	PC10. receive the model for moulding		1	0	1
	PC11. analyse and study the model before moulding		3	1	2
	PC12. ascertain the model specifications before readying for moulding		3	1	2
	PC13. ready the canisters for placing the model		3	1	2

	PC14. place the model inside the canisters carefully		3	1	2
	PC15. access the moulding mix carefully		3	1	2
	PC16. take the appropriate amount of the mix for moulding		4	1	3
	PC17. pour the mix in a uniform manner in the canisters with the model		4	1	3
	PC18. smoothen the surface of the canister for uniform spread of the mix		4	1	3
	PC19. ensure that the leakage of the excess mix is halted		4	1	3
	PC20. set aside the canister for appropriate time for the setting		5	2	3
	PC21. monitor the time to ensure proper setting		2	1	1
	PC22. remove the mould from the canister after the requisite time has elapsed		3	1	2
	PC23. ensure that mould does not suffer damage while removing		3	1	2
	PC24. clean the mould by smoothing the overall circumference		3	1	2
	PC25. wipe the mould		2	1	1
	PC26. clean the canisters		2	1	1
	PC27. return the canisters to the designated store area		2	1	1
	PC28. clean the overall area		2	1	1
	PC29. able to visually examine the moulds for fidelity with the product		4	1	3
	PC30. ensure that there is no wastage of the materials		3	1	2
	PC31. able to visually examine the if the final mould looks neat		3	1	2
		<b>Total</b>	<b>100</b>	<b>33</b>	<b>67</b>
<b>HCS/N9901: Coordinate with colleagues and work as a team</b>	PC1. receive job order and instructions from reporting supervisor	<b>100</b>	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 others 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
		<b>Total</b>	<b>100</b>	<b>40</b>	<b>60</b>
<b>HCS/N9902: Maintain safe work environment</b>	PC1. comply with safety procedures while on work to prevent accidents	<b>100</b>	8	2	6
	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		8	2	6

	etc. while working				
	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
		<b>Total</b>	<b>100</b>	<b>28</b>	<b>72</b>
<b>HCS/N9903: Maintain personal health</b>	PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	<b>100</b>	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

		<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>
<b>HCS/N9904: Basic business management</b>	PC1. allot work to the employees of the unit according to their skill and experience	<b>100</b>	3	1	2
	PC2. train the employees of his/her unit with the appropriate skills required to make market relevant and quality products		3	1	2
	PC3. motivate the employees		2	1	1
	PC4. handle the grievances/issues that are raised by the employees		2	1	1
	PC5. manage the employee expectations		2	1	1
	PC6. gather and analyse the cues from the market		2	1	1
	PC7. ascertain the customer preference		3	1	2
	PC8. create product lines based on current market preference		3	1	2
	PC9. create product lines that are unique and able to price high		3	1	2
	PC10. price the products according to market trends		3	1	2
	PC11. decide the best way to market the product lines		3	1	2
	PC12. make a list of raw materials required according to the product lines		2	0	2
	PC13. ascertain the quantity and right price to procure the materials		3	1	2
	PC14. identify the right locations/agents from where the raw materials can be procured		3	1	2
	PC15. negotiate to get the best price		3	0	3
	PC16. ensure quality materials are procured		4	1	3
	PC17. ensure the procured materials are stored in appropriate conditions		3	1	2
	PC18. maintain the bills and record the prices of procurement for future reference		3	1	2
	PC19. maintain healthy vendor relationships		3	1	2
	PC20. identify the nearest market		3	1	2
	PC21. analyze the prevalent price for product lines		3	2	1
	PC22. decide on the most effective means to access the market		2	1	1
	PC23. plan for cost effective transportation to the market		3	1	2
	PC24. position the product according to market requirements		3	1	2
	PC25. manage customer expectations		2	0	2
	PC26. analyze and ascertain the cost of production		3	1	2



	PC27. maintain the book of accounts related to the business		3	1	2
	PC28. own and operate a bank account		4	2	2
	PC29. identify cost effective means of running business		3	1	2
	PC30. identify various aspects of business that require recording		3	2	1
	PC31. create formats for recording		3	2	1
	PC32. make various records pertaining to all aspects of business		3	2	1
	PC33. maintain these records with periodic updation		3	2	1
	PC34. maintain necessary documents as per local government and regulatory requirement		3	2	1
	PC35. analyze the records and glean various trends from the same		3	2	1
		<b>Total</b>	<b>100</b>	<b>40</b>	<b>60</b>

## 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: 2834; Estimate uptake 2500 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 3

<b>Moulder (Ceramics)</b>					<b>HCS/Q0401</b>
<b>Process required</b>	<b>Professional Knowledge</b>	<b>Professional Knowledge</b>	<b>Professional Skills</b>	<b>Core Skills</b>	<b>Responsibility</b>
<p>The incumbent carries out a job which requires limited range of activities, routine and predictable which in this case are around creating of patterned moulds for the manufacturing of ceramic items. The examples for the same include tasks such as</p> <ul style="list-style-type: none"> <li>• ascertain the right proportion of the raw materials</li> <li>• mix these raw materials as per the formulation / standard</li> </ul>	<p>The incumbent needs basic facts, process and principle applied in trade of employment in this case is of preparation of ceramics. Example:</p> <ul style="list-style-type: none"> <li>• mixing techniques</li> <li>• the properties of the raw materials</li> <li>• the significance of the moulding process in the production</li> <li>• finishing skills</li> <li>• examining techniques</li> </ul> <p>Factual Knowledge of Field of knowledge of study is not required for this level, therefore not level 4.</p>	<p>The skills required for the job involve recall and demonstration of practical skill, which is routine and repetitive in narrow range of application. Examples:</p> <ul style="list-style-type: none"> <li>• mix these raw materials as per the formulation / standard procedure</li> <li>• ascertain the model specifications before readying for moulding</li> <li>• pour the mix in a uniform manner in the canisters with the model</li> <li>• smoothen the surface of the canister for</li> </ul>	<p>The incumbent requires communication skills written and oral, with minimum required clarity, skill of basic arithmetic and algebraic principles including understanding of basic financial transactions. These are required for the following tasks:</p> <ul style="list-style-type: none"> <li>• ascertain the right proportion of the raw materials</li> <li>• mix these raw materials as per the formulation</li> </ul>	<p>The incumbent works largely independently and according to laid down procedures. The incumbent also has some responsibility for work including for delivery on time and as per schedules standards. Examples:</p> <ul style="list-style-type: none"> <li>• receive job order and instructions from reporting supervisor</li> <li>• ascertain the model specification</li> </ul>	3

<p>procedure</p> <ul style="list-style-type: none"> <li>pour the mix in a uniform manner in the canisters with the model</li> <li>remove the mould from the canister after the requisite time has elapsed</li> </ul> <p>The Qualification is not at level 4 since all work is as per routine and there is no clear choice.</p> <p>It is not level 2 as the incumbent needs understanding and apply the same.</p>		<p>uniform spread of the mix</p> <ul style="list-style-type: none"> <li>ensure that the leakage of the excess mix is halted</li> </ul> <p>This is not at level 4 as there are no tools. Also there is no need for quality concepts but only simple parameter compliances as given above.</p>	<p>/ standard procedure</p> <ul style="list-style-type: none"> <li>ascertain the model specifications before readying for moulding</li> <li>take the appropriate amount of the mix for moulding</li> <li>communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</li> <li>report on any grievances, production defects and any potential hazards</li> </ul>	<p>s before readying for moulding</p> <ul style="list-style-type: none"> <li>ready the canisters for placing the model</li> <li>place the model inside the canisters carefully</li> <li>access the moulding mix carefully</li> </ul> <p>Given the limited scope of responsibility for own learning and work this cannot be deemed as Level 4, even though most of the work is carried out independently.</p>	
3	3	3	3	3/4	

**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 occupational map
- Vertical: Moulding Supervisor; Horizontal: Mixing 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	B.L.Ceramic Industries	Sami Ahmad Khan	Small
2	Blue Art Flower Vases works	SP Dadoo	Small
3	Dadoo Industries	Naman Dadoo	Small
4	Krishna Ceramics	Khalid Ahmad	Small
5	Chhabra & Sons	Mohd. Yusuf Khan	Small
6	Gopal Grinding Mills	Hari Dadoo	Small
7	Chhabra Industries	Mohd. Abdiul Raheem Khan	Small
8	Central glass & ceramic research institute	Dr. LK Sharma	Medium
9	Neerja International		Large
10	Minhas Pottery	Rajesh Kumar Tomar	Large
11	Chhatwal Ceramics	Vineet Sharma	Large
12	Silico & Chemico Porcelain Works	Darshan Chhatwal	Large

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