

Revised Application Documentation: Version 4 /25 May, 2015

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

Rubber Skill Development Council

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Name and contact details of individual dealing with the submission

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List of documents submitted in support of the Qualifications File

1. **Qualification Pack – Bale/Rubber Cutter (Attached as Annexure 1)**
2. **Occupational Map (Attached as Annexure 2)**
3. **RFP for development of National Occupation Standard (Attached as Annexure 3)**
4. **Composition of NOS Subcommittee (Attached as Annexure 5)**
5. **Industry engagement certificate (Attached as Annexure 6)**
6. **Assessment Process flow (Attached as Annexure 8)**
7. **Web Link : Reports of Skill Gap study conducted by RSDC**
<http://rsdcindia.in/knowledge-base.html>

8. QUALIFICATION FILE SUMMARY

Qualification Title	Bale/Rubber Cutter - RSC/ Q 0106		
Body/bodies which will assess candidates	RSDC's affiliated assessment agency		
Body/bodies which will award the certificate for the qualification.	Rubber Skill Development Council		
Body which will accredit providers to offer the qualification.	Rubber Skill Development Council		
Occupation(s) to which the qualification gives access	Bale/Rubber Cutter in Mixing Occupation under Tyre and Non-Tyre manufacturing process		
Proposed level of the qualification in the NSQF.	4		
Anticipated volume of training/learning required to complete the qualification.	350 Hrs		
Entry requirements / recommendations.	Class X, Desirable – 18 Years		
Progression from the qualification.	Bale/Rubber Cutter level role which leads to supervisor Mixing in Mixing Occupation under Tyre and Non-Tyre manufacturing process		
International comparability where known:	Not applicable		
Planned arrangements for RPL.	RPL assessment carries out as per normal RSDC assessment process.		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
RSC/ N 0115 (Prepare material, tools and machine for cutting)	M	90	4
RSC/ N 0116 (Perform cutting operation of bales using cutting tools and machine)	M	80	4
RSC/ N 0117 (Perform post cutting activities)	M	80	4
RSC/ N5001 (To carry out housekeeping)	M	25	Common across level (1 to 5)
RSC/ N5002 (To carry out reporting and documentation)	M	25	Common across level (1 to 5)
RSC/ N5003 (To carry out quality checks)	M	25	Common across level (1 to 5)
RSC/ N5004 (To carry out problem identification and escalation)	M	25	Common across level (1 to 5)

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 – Bale/Rubber cutter

SECTION 1

ASSESSMENT

Name of assessment body:

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

- RSDC's affiliated assessment agency. At present RSDC has two affiliated assessment agency.
 1. Aspiring Minds
 2. Trendsetters

Kindly refer RSDC assessment protocol for selection of assessment agency as Annexure 9

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 assessment will be carries out as per normal RSDC assessment process.

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:

With uniformity and setting of National Occupational Standards (NOS), for different Jobs Roles the assessment of candidates will be at NOS level. Assessment criterion has been defined for each NOS and it includes both theoretical and practical skills on which the candidate will be assessed. The question suite which will be used to check the skills of the trainee would include

- **Theoretical test suite** – Will include multiple choice questions, audio-video question etc. which will test the trainee on his knowledge of the subject
- **Practical Knowledge suite** – Practical knowledge can be tested through Assessor driven evaluation, Situational Judgment Tests and Simulations. A mix of the three would be able to evaluate the trainee on his practical knowledge of the QP

RSDC's assessment strategy:

- Assessment criteria for each Qualification Pack developed, in which each Performance criteria (PC) assigned marks based on NOS separately for theoretical and practical skill
- Set of question bank developed to assess the theoretical and practical knowledge. To ensure the quality, each trainees get the unique set of question
- Student has to score minimum marks separately for theoretical and practical skill and overall percentage should also be 50%.
- Empanelment of subject matter expert as assessor to assess trainee specifically on practical skills
- Assessments are preferably conducted on tablets or pen or papers in regional languages according to the requirement.
- Questions are uploaded in the tablets only on the day of assessment
- It has been ensure that TP/trainer should not be present during assessment

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

Give details of the document(s) here:

Assessment Process flow

ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as listed in the entry on the structure of the qualification on page 1.

Assessable outcomes			Assessment criteria for the outcome		
NOS	Elements	Performance Criteria	Total	Theory	Practical
RSC / N 0115 Prepare material, tools and machine for Cutting	Equipment readiness	PC1. Ensure the availability of all required cutting tools.	1	0	1
		PC2. Ensure that the tools (knife, hydraulic cutter, machine) are clean and well sharpened .	1	0	1
		PC3. Set parameters for the machine as per the organizational SOP.	15	9	6
		PC4. Place the tools on a safe location.	2	0	2
		PC5. Check the sharpness of the knife for the cutting purpose.	2	0	2
		PC6. Check the availability of bales/rubber with reference to the job schedule given by the planning department	8	8	0
	Raw material appropriateness	PC7. Ensure that polymer bales/rubber to be cut are approved and released by the laboratory for further processing.	8	8	0
		PC8. Move the required pallet/gandolla containing the approved Rubber bales to location where bales are to be cut	7	0	7
		PC9. Remove bales from the wooden pallet/gandolla and ensure it is clean of any wooden pieces, poly wrapping / metal straps	23	15	8
		PC10. Collect all wrapping materials, wooden pallet and keep them in their designated places for pick up by scrap /waste handler	12	6	6
	Health & Safety	PC11. Ensure the use of certified/tested cutting tools and machine and check their functioning.	7	5	2
		PC12. Adhere to all safety norms (such as wearing protective gloves and shoes).	9	6	3
		PC13. Ensure that the safety rope is active and is operational	2	0	2
		PC14. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	3	3	0
			100	60	40
RSC / N 0116 Perform Cutting Operation Using The	Raw material appropriateness	PC1. Ensure, through visual inspections, that rubber is of the desired quality (uncontaminated).	21	10	11
	Operation	PC2. Cut rubber pieces as per the required specification (weight /size)	24	8	16
		PC3. Use Hydraulic cutter for larger pieces; for smaller pieces, to make up the required weight specification, use Butcher knife	22	8	14

Tools and Machine		PC4. Load/Feed rubber bales appropriately in the machine to cut it as per the required specification	5	0	5	
		PC5. Monitor the machine properly during the cutting operation.	5	0	5	
	Health & Safety		PC6. Handle the material using hand gloves and other safety equipment.	9	6	3
			PC7. Adhere to all safety norms (such as wearing protective gloves and shoes, safety mask etc)	7	3	4
			PC8. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards.	3	3	0
		PC9. Ensure hands or any part of the body of self or any helper is NOT under the Hydraulic blade while under operation .	4	2	2	
			100	40	60	
RSC / N 0117 Perform Post-cutting Activities	Operation	PC1. Clean tools and keep the tools at designated place after the completion of cutting operation.	4	0	4	
		PC2. Organize to keep the cut rubber pieces appropriately.	5	2	3	
		PC3. Proper marking of rubber pieces– batch number, specified size and quantity, date , shift and the operators name.	20	16	4	
		PC4. Remove remaining portions of the rubber from the cutting area.	7	5	2	
	Material disposal	PC5. Dispose of waste material safely, as per organizational SOP.	5	0	5	
	Batch Marking	PC6. Ensure identification and traceability by batch marking/coding for the right product as per the instructions laid down by the company (in terms of batch number, weight, color and date stamp).	16	10	6	
	Sampling	PC7. Send samples of specified batches in specified form to an accredited lab for testing.	10	8	2	
		PC8. Send the remaining material to designated storage areas.	9	5	4	
	Health & Safety	PC9. Handle the material using hand gloves and other safety equipment.	12	6	6	
		PC10. Adhere to all safety norms (such as wearing protective gloves , shoes, safety goggles etc).	9	5	4	
		PC11. Comply with health, safety, environment guidelines and regulations in accordance with international/national standards or the organizational standards	3	3	0	
			100	60	40	
RSC/N 5001 To Carry Out House keeping	Pre housekeeping activities	PC1. Inspect the area while taking into account various surfaces	3	3	0	
		PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain	3	3	0	
		PC3. Ensure that the cleaning equipment is in proper working condition	3	3	0	
		PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person	3	3	0	
		PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces	3	3	0	
		PC6. Inform the affected people about the cleaning activity	2	2	0	

		PC7. Display the appropriate signage for the work being conducted	3	3	0	
		PC8. Ensure that there is adequate ventilation for the work being carried out	3	3	0	
		PC9. Wear the personal protective equipment required for the cleaning method and materials being used	3	3	0	
	Operations	PC10. Use the correct cleaning method for the work area, type of soiling and surface	3	3	0	
		PC11. Carry out cleaning activity without disturbing others	3	3	0	
		PC12. Deal with accidental damage, if any, caused while carrying out the work	3	3	0	
		PC13. Report to the appropriate person any difficulties in carrying out your work	3	3	0	
		PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill	3	3	0	
	Post housekeeping activities	PC15. Ensure that there is no oily substance on the floor to avoid slippage	9	3	6	
		PC16. Ensure that no scrap material is lying around	9	3	6	
		PC17. Maintain and store housekeeping equipment and supplies	3	3	0	
		PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process	3	3	0	
		PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements	8	2	6	
		PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored	3	3	0	
		PC21. Dispose the waste garnered from the activity in an appropriate manner	9	3	6	
		PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly	9	3	6	
	General	PC23. Maintain schedules and records for housekeeping duty	3	3	0	
		PC24. Replenish any necessary supplies or consumables	3	3	0	
				100	70	30
	RSC/N 5002 To Carry Out Reporting And Documentation	Reporting	PC1. Report data/problems/incidents as applicable in a timely manner	12	8	4
			PC2. Report to the appropriate authority as laid down by the company	12	8	4
			PC3. Follow reporting procedures as prescribed by the company	12	8	4
		Recording and Documentation	PC4. Identify documentation to be completed relating to one's role	10	6	4
			PC5. Record details accurately an appropriate format	16	6	10
PC6. Complete all documentation within stipulated time according to company procedure			14	4	10	
PC7. Ensure that the final document meets with the requirements of the persons who requested it or make any amendments accordingly			6	4	2	
PC8. Make sure documents are available to all appropriate authorities to inspect			6	4	2	
Information		PC9. Respond to requests for information in an appropriate manner whilst following organizational procedures	6	6	0	

	Security	PC10. Inform the appropriate authority of requests for information received	6	6	0
			100	60	40
RSC/N 5003 To Carry Out Quality Checks	Inspection	PC1. Ensure that total range of checks are regularly and consistently performed	24	10	14
		PC2. Use appropriate measuring instruments, equipment, tools, accessories etc ,as required	24	10	14
	Analysis	PC3. Identify non-conformities to quality assurance standards	6	4	2
		PC4. Identify potential causes of non-conformities to quality assurance standards	5	3	2
		PC5. Identify impact on final product due to non-conformance to company standards	5	3	2
		PC6. Evaluating the need for action to ensure that problems do not recur	6	4	2
		PC7. Suggest corrective action to address problem	5	3	2
		PC8. Review effectiveness of corrective action	5	3	2
	Reporting	PC9. Interpret the results of the quality check correctly	4	4	0
		PC10. Take up results of the findings with QC in charge/appropriate authority.	3	3	0
		PC11. Take up the results of the findings within stipulated time	3	3	0
		PC12. Record of results of action taken	3	3	0
		PC13. Record adjustments not covered by established procedures for future reference	3	3	0
		PC14. Review effectiveness of action taken	2	2	0
		PC15. Follow reporting procedures where the cause of defect cannot be identified	2	2	0
			100	60	40
RSC/N 5004 To Carry Out Problem Identification And Escalation	Problem Identification	PC1. Identify defects/indicators of problems	7	4	3
		PC2. Identify any wrong practices that may lead to problems	6	3	3
		PC3. Identify practices that may impact the final product quality	6	3	3
		PC4. Identify if the problem has occurred before	5	3	2
		PC5. Identify other operations that might be impacted by the problem	6	4	2
		PC6. Ensure that no delays are caused as a result of failure to escalate problems	5	3	2
	Necessary Action	PC7. Take appropriate materials and sample, conduct tests and evaluate results to establish reasons to confirm suspected reasons for non-conformance (where required)	8	5	3
		PC8. Consider possible reasons for identification of problems	8	5	3
		PC9. Consider applicable corrections and formulate corrective action	3	3	0
		PC10. Formulate action in a timely manner	3	3	0
		PC11. Communicate problem/remedial action to appropriate parties	7	5	2
		PC12. Take corrective action in a timely manner	2	2	0
		PC13. Take corrective action for problems identified according to the company procedures	2	2	0
		PC14. Report/document problem and corrective action in an appropriate manner	8	5	3

		PC15. Monitor corrective action	2	2	0
		PC16. Evaluate implementation of corrective action taken to determine if the problem has been resolved	2	2	0
		PC17. Ensure that corrective action selected is viable and practical	2	2	0
		PC18. Ensure that correct solution is identified to an identified problem	2	2	0
		PC19. Take corrective action for problems identified according to the company procedures	1	1	0
		PC20. Ensure that no delays are caused as a result of failure to take necessary action	1	1	0
	Problem Escalation	PC21. Escalate problem as per laid down escalation matrix	4	3	1
		PC22. Escalate the problem within stipulated time	4	3	1
		PC23. Escalate the problem in an appropriate manner	3	2	1
		PC24. Ensure that no delays are caused as a result of failure to escalate problems	3	2	1
			100	70	30

Means of assessment 1

The assessment comprise of :

- Written Assessment
- Viva
- Practical assessment

Means of assessment 2

Pass/Fail

The Pass mark of written assessment is 40% and for viva and practical assessment is 40%. Total passing mark is 50%.

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

Qualification pack has been developed by suggestion and approval of RSDC NOS Subcommittee, which consist of senior leaders and experts from rubber Industry and has been further substantiated by skill gap study conducted by RSDC

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

We had conducted skill gap study in different states of the country to understand the demand and supply for estimated uptake. Assuming the study finding base for entire rubber industry across the nation, employment opportunity is expected to grow approximately at the rate of 30% in the coming 5 year.

Reports of Skill gap study conducted uploaded on the below link:

<http://rsdcindia.in/knowledge-base.html>

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

Mapping has been done with National Classification of Occupation 2004 to ensure the qualification does not duplicate.

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?

Qualification Packs shall be revised annually.

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

Give details of the document(s) here:

SECTION 3

SUMMARY EVIDENCE OF LEVEL

Level of qualification: 4

Summary of Direct Evidence (from learning outcomes):

The Bale/Rubber Cutter is accustomed in periodic work, have knowledge to demonstrate skills, using tools & quality concepts and he is able to disseminate with clear responsibility of work, with minimum supervision.

Skill requires fulfil roles and responsibilities along with activities matched with NSQF level 4.

Summary of other evidence (if used):

QUALIFICATION FILE SECTION 4 SUMMARY EVIDENCE OF LEVEL

Level of qualification:

4

Summary of Direct Evidence (from learning outcomes):

Bale/Rubber Cutter - RSC/ Q 0106					
Process Required	Professional Knowledge	Professional Skill	Core Skill	Responsibility	Level
<p>Bale/Rubber Cutter ensures cleanliness & safety in cutting area and prepare the cutting tools and bale cutter machine.</p> <p>He/She ensures polymer bales/rubber to be cut are approved and released by the laboratory for further processing. and move the required pallet/gandola containing the approved Rubber bales to location where bales are to be cut.</p> <p>He/She needs to Cut rubber bales using appropriate cutting tool</p>	<p>Bale/Rubber Cutter is expected to have <i>factual knowledge of processes and understand the risk of not following defined procedures.</i></p> <p>To prepare Escalation matrix for reporting problems</p> <p>He/she needs to have knowledge of cutting tool based on the rubber size and its importance with the parameters of cutting machine and loading of bales</p> <p>He/she needs to know Operation of cutting machine (equipment working, possible setting levels and typical processes followed for different batches) and Effects of improper size cutting on the inefficiency of mixing operation on internal mixer/open mills</p> <p>Bale/Rubber Cutter is expected to have knowledge of Material</p>	<p>Bale/Rubber Cutter handles cutting tools and machine and rubber bales</p> <p>He/She identifies batch codes of each raw material with the batch code on the job schedule as specified by the planning department</p> <p>He/She is expected to Handle of various types of material handling equipment like forklifts, trolleys</p> <p>Thus he is <i>practically engaged</i> in the production activity.</p>	<p>Bale/Rubber Cutter is expected to have basic communication skills to fill appropriate forms, process charts and activity logs, etc and also understand <i>application of basic arithmetic principles.</i></p> <p>Bale/Rubber Cutter is expected to conduct themselves in ways, which show a basic understanding of the <i>social and professional environment of working on the Rubber Adhesive/Cement Mixing.</i></p>	<p>The Bale/Rubber Cutter is responsible for cutting rubber bales into pieces of given specification or per batch requirement using appropriate cutting tools to facilitate loading on to the mixers or open mills efficiently.</p> <p>So the Bale/Rubber Cutter is completely responsible for the work on the Rubber Adhesive/Cement Mixing and his <i>own learning.</i></p> <p>He/She is continuously engaged in the <i>self-learning process</i></p> <p>Bale/Rubber Cutter is majorly</p>	4

<p>(knives), Load bales to the cutting machine and Stack cut bales in appropriate skids/gondolas and place identification tags</p> <p>The activities identified are the familiar and routine activities in nature and he handles all this independently (with minimal or no supervision).</p>	<p>disposal procedures, significance of batch making and also impact of various practices on cost, quality, productivity, delivery and safety.</p>			<p>responsible for his own job and self learning process which justifies the pegging of the QP at level 4 and not directly involved in some learning of others (which is a requirement for Level 5). In his routine activity he is free from supervision (which is a requirement of level 3).</p>	
Level 4	Level 4	Level 4	Level 4	Level 4	

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?

Mobility options to other qualifications are enabled through the alignment of educational qualifications and prior work experience stated as a requirement in the respective qualifications. For example:

Post qualifying the certification of Rubber/Bale Cutter, candidate has an option to qualify for Supervisor Mixing Job role for Vertical Progression and can move to other lateral qualification in Mixing occupation in rubber products manufacturing Process.



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