

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		Quality Checker (Fashion Jewellery) HCS/Q1201	
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		Quality Check	
Proposed level of the qualification in the NSQF.		4	
Anticipated volume of training/learning required to complete the qualification.		200 hours	
Entry requirements / recommendations.		12th pass	
Progression from the qualification.		Vertical: Quality Control Supervisor Horizontal: Testing technician	
Planned arrangements for RPL.		RPL arrangements and policies are under development. The guidelines should be ready in 2-3 months.	
International Comparability	Not 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/N1201 Perform quality check on the jewellery	Mandatory	100	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:

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 : Quality Checker (Fashion Jewellery)

Qualification Pack : HCS/Q1201

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.

Assessable Outcomes	Assessment Criteria	Total Marks	Out Of	Theory	Skills Practical
HCS/N1201: Perform quality check on the jewellery	PC1. coordinate with the concerned department to collect the jewel	100	3	1	2
	PC2. understand the procedure of the jewel making and the raw materials used		3	1	2
	PC3. receive the record sheet along with the jewel to note the defects on the specific process		3	1	2
	PC4. receive instructions on work requirement from superior		3	1	2
	PC5. receive the design and the job sheet from concerned person		3	1	2
	PC6. understand the job sheet and the design requirement with respect to weight, type, size, etc. of the jewellery on the quality aspects based on the raw materials used		3	1	2
	PC7. plan the target number of pieces to be checked		3	1	2
	PC8. identify design and specific process related defects with respect to mismatch of design, rough edges and surfaces, polishing standards, colouring, shaping, alignment, secure stone setting, etc.		4	2	2

PC9. report to the concerned department and return the jewellery	4	2	2
PC10. ensure no functional checks are left out for the respective raw material based jewel	4	2	2
PC11. ensure to take any safety precautions before checking on any jewel if required	4	2	2
PC12. pass on the defect jewel to the concerned departments marking the errors identified	4	2	2
PC13. collect the jewel from the respective department once the defects identified are rectified	4	2	2
PC14. check if all the highlighted errors are rectified and the jewel is defect free	4	2	2
PC15. label the jewels for which quality check is done, on ensuring it meets the customer requirement	4	2	2
PC16. deliver the checked jewellery to the concerned department on time	4	2	2
PC17. ensure the local market requirements are satisfied based on the client location and customer requirement	4	2	2
PC18. ensure to adapt the international design and fashion trends according to the different market segments	4	2	2
PC19. ensure the raw materials used are in accordance to the law of the country to which the jewel is exported	4	2	2
PC20. record the results of the quality check	4	2	2
PC21. identify the recurring defects or errors and document the same	3	1	2
PC22. suggest improvements in the process to avoid the recurring defects	3	1	2
PC23. record the number of products checked everyday	2	1	1
PC24. report on any anticipated delays that may affect delivery	2	1	1
PC25. escalate any unresolved problems to the supervisor	2	1	1
PC26. report on the recurring defects if any found during the quality check, to the supervisor	3	1	2
PC27. achieve the targeted number of jewels to be quality checked	4	2	2
PC28. ensure defect free products are sent for packing	4	2	2

	PC29. use only recommended tools for checking of every jewel product		4	2	2
		Total	100	45	55
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	100	40	60
HCS/N9902: Maintain safe work environment	PC1. comply with safety procedures while on work to prevent accidents	100	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 etc. while working		8	2	6
	PC4. undertake basic safety checks before operation of all tools and electrical equipment		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	100	28	72
HCS/N9903: Maintain personal	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

health	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	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: 21277; Estimate uptake 18000 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

Quality Checker (Fashion Jewellery)					HCS/Q1201
Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
<p>The incumbent works in familiar and predictable routine of testing final product for defects and other parameters in fashion jewellery making. The situation of clear choice (descriptor of level 4) is evident through the following examples</p> <ul style="list-style-type: none"> • identify design and 	<p>The incumbent has factual knowledge of field of knowledge or study which is in this case includes quality testing parameters and procedures for jewellery making.</p> <p>Examples:</p> <ul style="list-style-type: none"> • jewellery making process and types of jewellery • various kinds of raw materials involved in the process of making the 	<p>Most of the work involves recall and demonstration of practical skill, is routine and repetitive and in a narrow range of application.</p> <p>Examples:</p> <ul style="list-style-type: none"> • receive the design and the job sheet from concerned person • understand the job sheet and the design requirement with respect to weight, type, size, etc. of the jewellery on the 	<p>The incumbent needs language to communicate written or oral, with required clarity, to interact with various departments, supervisors, personnel and delivery teams, confirm requirements and communicate order and delivery terms. Also interact with other departments and prepare a range of routine documentation.</p>	<p>The incumbent works with responsibility for own work and learning, which is evident from the incumbent's deliverables and also there is no responsibility for the learning of others therefore this is not level 5.</p> <ul style="list-style-type: none"> • achieve the targeted number of jewels to be quality checked • ensure defect free products 	4

<p>specific process related defects with respect to mismatch of design, rough edges and surfaces, polishing standards, colouring, shaping, alignment, secure stone setting, etc.</p> <ul style="list-style-type: none"> report to the concerned department and return the jewellery (in case of rework) pass on the defect jewel to the concerned departments marking the errors identified collect the jewel from the respective department once the defects identified are rectified check if all the highlighted errors are rectified and the jewel is defect free <p>This is not of level 5 which</p>	<p>jewel</p> <ul style="list-style-type: none"> preparing raw materials according to the specific jewel requirement defects and errors involved in every process of jewel making use of different equipment and tools to check the quality <p>This is not level 5 as there is a requirement of principles and general concepts at level 5 which is not required here. Also not level 3 as this level as outlined above requires factual knowledge of field of study and not mere basic facts, process and principle knowledge of trade of employment.</p>	<p>quality aspects based on the raw materials used</p> <ul style="list-style-type: none"> plan the target number of pieces to be checked <p>The incumbent also uses appropriate rule and tool and quality concepts to complete their work. This is evident through:</p> <ul style="list-style-type: none"> use only recommended tools for checking of every jewel product label the jewels for which quality check is done, on ensuring it meets the customer requirement record the results of the quality check identify the recurring defects or errors and document the same suggest improvements in the process to avoid the recurring defects <p>This is not level 5 as it is missing required cognitive skills and range of</p>	<p>Examples:</p> <ul style="list-style-type: none"> receive the design and the job sheet from concerned person record the results of the quality check report to the concerned department and return the jewellery (in case of rework) <p>The incumbent also needs skill pertaining to basic arithmetic and algebraic principles, for calculating various quantities and parameters, etc.</p> <p>For example:</p> <ul style="list-style-type: none"> understand the job sheet and the design requirement with respect to weight, type, size, etc. of the jewellery on the quality aspects based on the raw materials used plan the target number of pieces to be checked <p>The incumbent also needs</p>	<p>are sent for packing</p> <ul style="list-style-type: none"> identify the recurring defects or errors and document the same suggest improvements in the process to avoid the recurring defects 	
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<p>requires clear choice of procedures, as here the procedure is standardised. Example:</p> <ul style="list-style-type: none"> • receive the record sheet along with the jewel to note the defects on the specific process • receive the design and the job sheet from concerned person • understand the job sheet and the design requirement with respect to weight, type, size, etc. of the jewellery on the quality aspects based on the raw materials used 		<p>methods for problem solving.</p> <p>Not level 3 as there is independent work and not mere assisting, at the same time there are variables involved.</p>	<p>understanding of cultural and social settings and considerations for</p> <ul style="list-style-type: none"> • ensure the local market requirements are satisfied based on the client location and customer requirement • ensure to adapt the international design and fashion trends according to the different market segments 		
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 occupational map
- Vertical: Quality Control Supervisor; Horizontal: Testing technician

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	Varun Creations	Mr. Varun Malhotra	Small
2	In-style Exports	Sangeetha Malhotra	Small
3	Kohli Export House	Amarjit Kaur	Small
4	Kohli Intercontinental	Mr. HS Kohli	Small
5	BEADS KINGDOM	VINEET BHATIA	Small
6	Cashmere Crafts Emporium	Waseem	Small
7	Shams Palace	Faroz	Small
8	Earth Arts Emporium	Wajim	Small
9	Shabnam Arts	Irfan	Small
10	SAVANA INTERNATIONAL	MR. SANDEEP CHABBRA	Small
11	VC Exports Inc	Puneet Chhabra	Small
12	VC Overseas Pvt Ltd	Puneet Chhabra	Small
13	New Kashmir Arts and Crafts	Azad.M.Khan	Small
14	Kohli Export Corporation	Mr. Gurdeep Singh Kohli	Medium
15	Dee Kay Overseas	Mrs. Maneet Kohli	Medium
16	Bramah Impex	RS Sharma	Medium
17	VRT Exports Pvt Ltd	Tridev Sadh	Medium
18	Asian Handicrafts Pvt Ltd	Mr. Amit Malhotra	Large
19	Sehaj Impex	Simrandeep Singh Kohli	Large
20	Kohli Overseas Trading Co.	Mr. Sobi Kohli	Large
21	House of Tuhina	Ms. Tuhina Goyal	Large
22	QTL EXPORTS	MR. SAGAR MEHTA	Large
23	Krishna Beads	Mr. Sudhir Singh	Large
24	Pratul Overseas	Mr. rajesh	Large
25	SUNNY IMPEX	MR. B.S. YADAV	Large
26	AHUJA TEXTILES	MR.AHUJA	Large

27	OLD VILLAGE	MR. PARMINDER SINGH GULATI	Large
28	Crafts Overseas	Meenakshi	Large
29	OMX Manufacturer and Exporter of Fashion Jewellery	Mr. Rajesh Yadav	Large
30	UV Handicrafts	Mr. Jayotsana Yadav	Large

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