

India-EU Skills Development project: QUALIFICATION FILE

Version 2/19 December, 2014

Competent bodies applying to have a qualification approved for inclusion in the NSQF and the National Qualifications Register must complete this cover sheet for each qualification being submitted along with the necessary additional factual and support materials.

QUALIFICATION FILE COVER SHEET (Headline Information)

Guidance notes on the entries are attached as Annex A.

Qualification Type	NATIONAL TRADE CERTIFICATE- NTC
Qualification Title	<FITTING ENGINEER>
Classification code	<BLANK>
Body which has developed the qualification.	DGE&T
Body/bodies which will award the qualification.	NCVT
Body which will accredit providers to offer the qualification.	NCVT
Legal and/or other basis of the qualification.	NCO/ NOS
Occupation(s) to which the qualification gives access	<FITTING> OCCUPATION ACROSS INDUSTRIES – MANUFACTURING/ SERVICE/ RAILWAYS/ DEFENCE
Proposed level of the qualification in the NSQF.	<L4>
Structure of the qualification	MANDATORY COMPONENTS/ SUBJECTS ARE: TRADE PRACTICAL, TRADE THEORY, <W/SHOP> CALCULATION & SCIENCE, <ENGINEERING DRG.>, EMPLOYABILITY SKILLS NO OPTIONAL SUBJECTS

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<p>Anticipated volume of training/learning required to complete the qualification.</p>	<p>FOUR SEMESTERS Each of 26 weeks duration</p> <p>Time distribution amongst the components/ subjects is as under:</p> <table border="1" data-bbox="667 398 1353 927"> <thead> <tr> <th>Components/Subjects</th> <th>Hrs /Sem</th> <th>Total hrs</th> </tr> </thead> <tbody> <tr> <td>Trade Practical</td> <td>545</td> <td>2200</td> </tr> <tr> <td>Trade Theory</td> <td>135</td> <td>540</td> </tr> <tr> <td><W/SHOP> CALCULATION & SCIENCE</td> <td>50</td> <td>200</td> </tr> <tr> <td>ENGINEERING DRAWING</td> <td>60</td> <td>240</td> </tr> <tr> <td>Employability Skills (For 1st and 2nd Sem)</td> <td>55</td> <td>110</td> </tr> <tr> <td>Industrial Training/ Project Work (Except 1st Sem)</td> <td>80</td> <td>240</td> </tr> <tr> <td>Library and Co-curricular Activities</td> <td>40</td> <td>160</td> </tr> <tr> <td>Assessment and Examination</td> <td>40</td> <td>160</td> </tr> <tr> <td style="text-align: right;">Total</td> <td>~1000</td> <td>~3850</td> </tr> </tbody> </table> <p><i>Note: Total notional Hrs is not exact multiple of number of semesters</i></p>	Components/Subjects	Hrs /Sem	Total hrs	Trade Practical	545	2200	Trade Theory	135	540	<W/SHOP> CALCULATION & SCIENCE	50	200	ENGINEERING DRAWING	60	240	Employability Skills (For 1 st and 2 nd Sem)	55	110	Industrial Training/ Project Work (Except 1 st Sem)	80	240	Library and Co-curricular Activities	40	160	Assessment and Examination	40	160	Total	~1000	~3850
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<p>Entry requirements / recommendations.</p>	<p>Passed 10th class in 10+2 system with Maths and Science</p>																														
<p>Planned progression from the qualification.</p>	<ol style="list-style-type: none"> 1. National Apprenticeship Certificate 2. National Craft Instructor Certificate 3. Lateral Entry to Second year of Diploma in Mechanical/ Production/ Industrial/ Automobile Engineering as permitted by State Boards of Technical Education 																														
<p>International equivalency where known.</p>	<p>To be worked out</p>																														

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QUALIFICATION FILE APPLICATION CHECKLIST

Competent bodies applying to have a qualification approved for inclusion in the NSQF and the National Qualifications Register should use this checklist to ensure that they have supplied all the necessary evidence to support their application. Document supporting the application should be numbered and the numbers entered as appropriate on the checklist.

Guidance notes on using the checklist are attached as Annex B and the draft NQSF approval criteria are attached as Annex C.

The checklist can be used with a single qualification or with a suite of qualifications. However, a copy of the cover sheet should be attached to each cover sheet. The NSQF approval criteria are annexed to this document.

Item	Document Number *
<p>1. Evidence of the need for the qualification(s) and evidence of support for the qualification. (NSQF approval criteria 1 & 2)¹</p> <p>Name(s) of doc(s) attached:</p>	
<p>2. Report(s) of approval procedure(s) to which the qualification has / qualifications have been subject. (NSQF approval criteria 1 & 2)</p> <p>Name(s) of doc(s) attached:</p>	
<p>3. Formal structure of the qualification(s) and outline of recommended training programme leading to the qualification(s). (NSQF approval criteria 2 & 4)</p> <p>Name(s) of doc(s) attached:</p>	
<p>4. Details of the evidence requirements / assessment regime for the qualification(s) (including RPL). (NSQF approval criterion 3)</p> <p>Name(s) of doc(s) attached:</p>	

* Please number the documents attached to the application and enter the name and number of the document in the space provided.

¹ See draft form NSQC01, "Evidence of need for a qualification" below.

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Item

Document
Number *

5. **Accreditation** (NSQF approval criterion 3)

Name(s) of doc(s) attached:

6. **Evidence supporting the proposed level of the qualification(s).**
(NSQF approval criterion 4)

Name(s) of doc(s) attached:

DRAFT DRAFT

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DRAFT FORM NSCQCO1

Version 5/19 December, 2014

EVIDENCE OF NEED FOR A QUALIFICATION

Organisations applying to have a qualification approved for inclusion in the NSQF and the NQR need to provide evidence that their application meets criterion 1: **“The qualification meets a genuine economic or social need”** and criterion 2: **“The qualification must contain well-founded standards based on appropriate research and/or consultation.”** This form may be used to structure the evidence that these criteria are met.

Each response box should be expanded as required.

Where appropriate, the entry may refer to an existing document which can be attached to the form.

Context: What is the purpose of the qualification(s)? What was the starting point for the development – eg link with government policies?

Purpose: What need(s) is/are the qualification(s) designed to meet? Is this/Are these a current or an emerging need?

Links to Labour Market: How do the scope and structure of the qualification(s) relate to the Labour Market? What is the evidence for this? (Attach any occupational mapping.)

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

Coverage: Is/Are the qualification(s) intended to be applicable throughout India? If not, why not?

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Progression: What is the nature of the progression offered by the qualification(s) – eg entry to employment, work towards higher level qualifications, further study, etc?

Users: Who are the intended users of the qualification(s) Who is expected to: take the qualification? offer education/training programmes? accept/recognise the qualification?

Market research: What investigations were carried out to test out the need for and likely uptake of the qualification(s)? What is the market profile and what steps were taken to ensure that the investigations truly reflected this market and provided robust estimates of uptake?

Recognition: In the course of the research and/or development was there any direct evidence that the qualification(s) will be recognised by particular bodies – eg for entry to work or further study?

International comparisons: Have any steps been taken to compare the qualification(s) with related qualifications in other countries? If so, explain the steps taken and the results of the comparison.

Access: In the research and/or development, what steps were taken to identify potential barriers to access (eg related to education, race, caste, religion, gender or disability) and eliminate or overcome these?

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Marketing: What arrangements are in place to inform people about the qualification(s) and the advantages it offers/they offer?

Review: 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?

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ANNEX A

Guidance on filling in the cover sheet.

Qualification Type	A formal structure of types of qualification in the NSQF will be decided on later. Organisations trialling this form can either leave this blank or enter a wording which reflects their view of the nature of the qualification.
Qualification Title	This should indicate the job role or area of competence covered by the qualification.
Classification code	A formal agreement on codes will be decided on later. Enter any classification codes which you are currently using.
Body which has developed the qualification.	
Body/bodies which will award the qualification.	le the body/bodies which will issue the certificates.
Body which will accredit institutes/providers to offer the qualification.	
Legal and/or other basis of the qualification.	This would include NOS.
Occupation(s) to which the qualification gives access	
Proposed level of the qualification in the NSQF.	
Structure of the qualification	Mandatory and Optional Unit titles and levels in the NSQF. Rules governing the selection of options.
Anticipated volume of training/learning required to complete the qualification.	This may be stated in semesters or notional learning hours (1 semester = 600 notional learning hours). It should include time for the study of theory, practical application and assessment as required for the qualification. This figure should represent a norm or average based on the anticipated entry qualification/ experience of learners. It should not be presented as a fixed requirement.
Entry requirements / recommendations.	These may be specific qualifications or experience, or a combination of these, which are assumed in the design of the training programme.
Planned progression from the qualification.	This is an aim of the NSQF. Normally bodies proposing entry of a qualification into the NSQF should be able to indicate adjacent and/or related qualifications offering vertical and/or horizontal progression. This should be based on planning and relate to the design of the qualification and any recognition given to the qualification. It should not be solely based on speculation.
International equivalency where known.	This is an aim of the NSQF. Bodies proposing entry of a qualification into the NSQF should give a firm statement of equivalence.

1. **Evidence of the need for the qualification(s) and evidence of support for the qualification(s).** (NSQF approval criteria 1 & 2)

The full range of issues to be addressed are set out in Draft Form NSQC01, *Evidence of need for a qualification* which can be used to provide the information. This is attached as Annex D.

This should include information about approach taken to ensure that the qualification will match the needs of users and learners. It should also include details of consultations undertaken in processes such as occupational mapping and in designing the qualification and its contents. Any specific evidence of support from significant stakeholders could also be attached.

2. **Report(s) of approval procedure(s) to which the qualification(s) has/have been subject.** (NSQF approval criteria 1 & 2)

Reports of any scrutiny or review bodies should be used here.

3. **Formal structure of the qualification(s) and outline of recommended training programme leading to the qualification(s).** (NSQF approval criteria 2 & 4)

This will be entered in the forms attached to the Project document *Guidance on Levelling Qualifications in the NSQF*.

4. **Details of the evidence requirements / assessment regime for the qualification(s).** (NSQF approval criterion 3)

A document/document setting out any strategic issues regarding assessment and the verification of assessment, and a full account of assessment for each qualification should be attached. Further guidance will be developed.

Arrangements for RPL should be included.

5. **How will the quality of delivery of the qualification be assured?** (NSQF approval criterion 3)

A document explaining how the competent body will ensure the quality of delivery of the qualification should be attached. This should cover the accreditation and monitoring of provider institutions. Further guidance will be developed.

6. **Evidence supporting the proposed level of the qualification(s).** (NSQF approval criterion 4)

Use the forms attached to the Project document *Guidance on Levelling Qualifications in the NSQF*.

Draft NSQF/NQR Approval Criteria

The qualification(s) must

1. meet a genuine economic or social need
2. contain well-founded standards based on appropriate research and/or consultation
3. be awarded using quality assurance arrangements which guarantees the validity and reliability of the training and assessment
4. match to a level of the qualification framework and meets the other requirements of the Framework

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