NSQF QUALIFICATION FILE

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Name and contact details of individual dealing with the submission

Name:

Position in the organisation:

Address if different from above:

Tel number(s):

E-mail address:

List of documents submitted in support of the Qualifications File

1. x
2. x
3. x

Model Curriculum to be added which will include the following:
- **Indicative list of tools/equipment to conduct the training**
- **Trainers qualification**
- **Lesson Plan**
- **Distribution of training duration into theory/practical/OJT component**

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SUMMARY

1	Qualification Title	
2	Qualification Code, if any	
3	NCO code and occupation	
4	Nature and purpose of the qualification (Please specify whether qualification is short term or long term)	-
5	Body/bodies which will award the qualification	
6	Body which will accredit providers to offer courses leading to the qualification	
7	Whether accreditation/affiliation norms are already in place or not , if applicable (if yes, attach a copy)	
8	Occupation(s) to which the qualification gives access	
9	Job description of the occupation	
10	Licensing requirements	
11	Statutory and Regulatory requirement of the relevant sector (documentary evidence to be provided)	
12	Level of the qualification in the NSQF	
13	Anticipated volume of training/learning required to complete the qualification	
14	Indicative list of training tools required to deliver this qualification	
15	Entry requirements and/or recommendations and minimum age	
16	Progression from the qualification (Please show Professional and academic progression)	
17	Arrangements for the Recognition of Prior learning (RPL)	
18	International comparability	

	where known (research evidence to be provided)		
19	Date of planned review of the qualification.		
20	**Formal structure of the qualification** **Mandatory components**		
	Title of component and identification code/NOSs/Learning outcomes	**Estimated size (learning hours)**	**Level**
(i)			
	Sub Total (A)		
	Optional components		
	Title of component and identification code/NOSs/ Learning outcomes	**Estimated size (learning hours)**	**Level**
	Sub Total (B)		

	Total (A+B)		

SECTION 1
ASSESSMENT

21	Body/Bodies which will carry out assessment:
22	How will RPL assessment be managed and who will carry it out?
23	Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.

Please attach most relevant and recent documents giving further information about assessment and/or RPL.

Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in "Formal structure of the the qualification" in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – ie Learning Outcomes to be assessed, assessment criteria and the means of assessment.

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24. Assessment evidences

Title of Component:

Outcomes to be assessed/NOSs to be assesed	Assessment criteria for the outcome
Means of assessment 1	
Means of assessment 2 Add boxes as required.	
Pass/Fail	

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SECTION 2
25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Enter the title here number		Level: Add level	
NSQF Domain	**Outcomes of the Qualification/Component**	**How the outcomes relates to the NSQF level descriptors**	**NSQF Level**
Process			
Professional knowledge			
Professional skill			
Core skill			
Responsibility			

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OPTION B

Title/Name of qualification/component: Enter the title here		Level: Add level number	
NSQF Domain	**Key requirements of the job role**	**How the job role relates to the NSQF level descriptors**	**NSQF Level**
Process			
Professional knowledge			
Professional skill			
Core skill			
Responsibility			

SECTION 3
EVIDENCE OF NEED

26	What evidence is there that the qualification is needed? What is the estimated uptake of this qualification and what is the basis of this estimate?		
	Basis	**In case of SSC**	**In case of other Awarding Bodies (Institutes under Central Ministries and states departments)**
	Need of the qualification	The SSC would undertake market study and would enclosed demand forecast for the proposed job role both on short-term and long-term basis to substantiate the requirement of the Qualification proposed. The SSC can produce the data from primary or authorized secondary sources as well.	The Submitting Body would produce any reputable and reliable research reports, such as labour market information reports; occupational mapping or similar research carried out by Ministry/State/Any other authentic source forecasting the demand for the proposed qualification
	Industry Relevance	The SSC would undertake validation of the job roles with actual end-user industry where such employment are going to be generated and absorbed instead of generic validation of industry. The SSC would submit the endorsements from users/intended users of the qualification clearly supporting or otherwise the need for trained people against specific job role.(*The industry validation format to be used*)	The Submitting Body would submit the list of industry participation while preparation of the curriculum/ course content of the qualifications. These could include minutes of the meeting/ reports of these consultations
	Usage of the qualification	The SSC would submit details of the employment generated (wherever applicable) and realised	The submitting body would submit the details of trained and

		by virtue of training in the Qualifications of the sector earlier submitted for NSQF alignment. In case of unorganized sector, case studies or evidences may be given	~~placed data in the~~ proposed qualification (if an existing qualification is being proposed for NSQF alignment) Information about the success of the qualification should be given (eg. uptake figures, examples of use in recruitment and placement rates (if known) should be given. However, many of the bodies that do not have placement tracking mechanism established in place would provide necessary endorsements by the state/ ministry stating that a tracking mechanism would be institutionalized and placement records shall be provided annually or later , depending on length of qualification.
	Estimated uptake	The SSC would submit the estimated uptake of the qualification and What steps were carried out to test the likely uptake of the qualification? The basis of this estimate should include data about the number of jobs or places in courses of learning which will be available to people who are awarded the qualification.	The Submitting Body should submit the estimated uptake by reflecting the number of the takers for this qualification for at least two years from submission of the qualification
27	**Recommendation from the concerned**		**Line Ministry of the**

	Government/Regulatory Body. To be supported by documentary evidences
28	**What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF? Give justification for presenting a duplicate qualification**
29	**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? Specify the review process here**

Please attach most relevant and recent documents giving further information about any of the topics above.
Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.

SECTION 4
EVIDENCE OF PROGRESSION

30	**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?** *Show the career map here to reflect the clear progression*

Please attach most relevant and recent documents giving further information about any of the topics above.
Give the titles and other relevant details of the document(s) here. Include page references showing where to find the relevant information.