QUALIFICATION FILE

<Qualification Name>

☐ **Short Term Training (STT)** ☐ **Long Term Training (LTT)** ☐ **Apprenticeship**

☐ **Upskilling** ☐ **Dual/Flexi Qualification** ☐ **For ToT**   ☐ **For ToA**

☐**General** ☐ **Multi-skill (MS)** ☐ **Cross Sectoral (CS)** ☐ **Future Skills** ☐ **OEM**

NCrF/NSQF Level:

Submitted By:

< Submitting Body Name>

<Submitting Body Contact Details>

Table of Contents

Section 1: Basic Details

1.	**Qualification Name**		
2.	**Sector/s**		
3.	**Type of Qualification:** ☐ **New** ☐ **Revised** ☐ **Has Electives/Options** ☐**OEM**	**NQR Code & version of existing/previous qualification:** *(change to previous, once approved)*	**Qualification Name of existing/previous version:**
4.	a. **OEM Name** b. **Qualification Name** *(Wherever applicable)*		
5.	**National Qualification Register (NQR) Code &Version** *(Will be issued after NSQC approval)*		6. **NCrF/NSQF Level:**
7.	**Award (Certificate/Diploma/Advance Diploma/ Any Other** *(Wherever applicable specify multiple entry/exits also & provide details in annexure)*		
8.	**Brief Description of the Qualification**		
9.	**Eligibility Criteria for Entry for Student/Trainee/Learner/Employee**	a. **Entry Qualification & Relevant Experience:** (see table below) b. **Age:** <Please specify age only in case of any legal restrictions>	
10.	**Credits Assigned to this Qualification, Subject to Assessment** *(as per National Credit Framework (NCrF))*		11. **Common Cost Norm Category (I/II/III)** *(wherever applicable)*:
12.	**Any Licensing requirements for Undertaking Training on This Qualification** *(wherever applicable)*		

Entry Qualification & Relevant Experience table (item 9a):

S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)

13.	Training Duration by Modes of Training Delivery *(Specify **Total Duration** as per selected training delivery modes and as per requirement of the qualification)*	□Offline □Online □Blended					
		Training Delivery Modes	**Theory (Hours)**	**Practical (Hours)**	**OJT Mandatory (Hours)**	**OJT Recommended (Hours)**	**Total (Hours)**
		Classroom (offline)					
		Online					
		(Refer Blended Learning Annexure for details)					

14.	Aligned to NCO/ISCO Code/s *(if no code is available mention the same)*	
15.	Progression path after attaining the qualification *(Please show Professional and Academic progression)*	
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	□ Yes □ No URLs of similar Qualifications:
18.	Is the Job Role Amenable to Persons with Disability	□ Yes □ No If "Yes", specify applicable type of Disability:
19.	How Participation of Women will be Encouraged	
20.	Are Greening/ Environment Sustainability Aspects Covered *(Specify the NOS/Module which covers it)*	□ Yes □ No
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools □ Yes □ No Colleges ☒ Yes □ No
22.	Name and Contact Details of Submitting / Awarding Body SPOC *(In case of CS or MS, provide details of both Lead AB & Supporting ABs)*	Name: Email: Contact No.: Website:
23.	Final Approval Date by NSQC:	24. Validity Duration:	25. Next Review Date

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Section 2: Module Summary

NOS/s of Qualifications
(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory Pr.-Practical OJT-On the Job Man.-Mandatory Training Rec.-Recommended Proj.-Project

S. No	NOS/Module Name	NOS/Module Code & Version *(if applicable)*	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) *(if applicable)*
1.																
2.																
3.																
4.																
5.																
6.																
Duration (in Hours) / Total Marks																

Assessment Components	NOS Included	Duration (in mins)	Marks
Theory Paper 1 –			
Theory Paper 2-			
Practical Paper 1-			
Employability Skills			
OJT/Project*			
Major Project/Dissertation(Marks)*			

	Total	

Assessment - Minimum Qualifying Percentage

*Please specify **any one** of the following:*

Minimum Pass Percentage – Aggregate at qualification level: ____% *(Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)*

Minimum Pass Percentage – NOS/Module-wise: ____% *(Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)*

Section 3: Training Related

1.	**Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	
2.	**Master Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	
3.	**Tools and Equipment Required for Training**	☐Yes ☐No (*If "Yes", details to be provided in Annexure*)
4.	**In Case of Revised Qualification, Details of Any Upskilling Required for Trainer**	

Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	
3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	
4.	**Assessment Mode** *(Specify the assessment mode)*	

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5.	**Tools and Equipment Required for Assessment**	☒ Same as for training ☐ Yes ☐ No *(details to be provided in Annexure-if it is different for Assessment)*

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	**Latest Skill Gap Study (not older than 2 years) (Yes/No):**
2.	**Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):**
3.	**Government /Industry initiatives/ requirement (Yes/No):**
4.	**Number of Industry validation provided:**
5.	**Estimated nos. of persons to be trained and employed:**
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** If "No", why:

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	**Annexure:** NCrF/NSQF level justification based on NCrF level/NSQF descriptors *(Mandatory)*	
2.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory, except in case of online course)*	
3.	**Annexure:** Detailed Assessment Criteria *(Mandatory)*	
4.	**Annexure:** Assessment Strategy *(Mandatory)*	
5.	**Annexure:** Blended Learning *(Mandatory, in case selected Mode of delivery is "Blended Learning")*	
6.	**Annexure:** Multiple Entry-Exit Details *(Mandatory, in case qualification has multiple Entry-Exit)*	
7.	**Annexure:** Acronym and Glossary *(Optional)*	
8.	**Supporting Document:** Model Curriculum *(Mandatory – Public view)*	
9.	**Supporting Document:** Career Progression *(Mandatory - Public view)*	
10.	**Supporting Document:** Occupational Map *(Mandatory)*	
11.	**Supporting Document:** Assessment SOP *(Mandatory)*	
12.	**Any other document you wish to submit:**	

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Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process			
Professional and Technical Skills/ Expertise/ Professional Knowledge			
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill			
Broad Learning Outcomes/Core Skill			
Responsibility			

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment
> **Batch Size:**

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size

Classroom Aids
The aids required to conduct sessions in the classroom are:

1.
2.

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S. No	Organization Name	Representative Name	Designation	Contact Address	Contact Phone No	E-mail ID	LinkedIn Profile *(if available)*

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Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

1.
2.

Content availability for previous versions of qualifications:

☐ Participant Handbook ☐ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available:

<Qualification Name>

Annexure: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools:

Refer NCVET "Guidelines for Blended Learning for Vocational Education, Training & Skilling" available on:
https://ncvet.gov.in/sites/default/files/Guidelines%20for%20Blended%20Learning%20for%20Vocational%20Education,%20Training%20&%20Skilling.pdf

S. No.	Select the Components of the Qualification	List Recommended Tools – for all Selected Components	Offline : Online Ratio
1	☐Theory/ Lectures - Imparting theoretical and conceptual knowledge		
2	☐Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners		
3	☐Showing Practical Demonstrations to the learners		
4	☐Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training		
5	☐Tutorials/ Assignments/ Drill/ Practice		
6	☐Proctored Monitoring/ Assessment/ Evaluation/ Examinations		
7	☐On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training		

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

NOS/Module Name	Assessment Criteria for Performance Criteria/Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<NOS/ Module 1>					
	Total Marks				
<NOS/ Module 2>					
	Total Marks				
	Grand Total				

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Annexure: Assessment Strategy

• Assessment of the qualification evaluates candidates to ascertain that they can integrate knowledge, skills and values for carrying out relevant tasks as per the defined learning outcomes and assessment criteria.

• The underlying principle of assessment is fairness and transparency. The evidence of the outcomes and assessment criteria. competence acquired by the candidate
• can be obtained by conducting Theory (Online), Practical assessment, Internal assessment, Project/Presentation/ Assignment, Major Project. The emphasis is on the
• practical demonstration of skills & knowledge gained by the candidate through the training. Each OUTCOME is assessed & marked separately.

A candidate is required to pass all OUTCOMES individually based on the passing criteria. About Examination Pattern:

1. The question papers for the theory and practical exams are set by the Examination wing (assessor) of NIELIT HQS.

2. The assessor assigns roll number

3. The assessor carries out theory online assessments through remote proctoring methodology. Theory examination would be conducted online and the paper comprise of MCQ. Conduct of assessment are through trained proctors. Once the test begins, remote proctors have full access to candidate's video feeds and computer screens. Proctors authenticate the candidate based on registration details, pre-test image captured and I- card in possession of the candidate. Proctors can chat with candidates or give warnings to candidates. Proctors can also take screenshots, terminate a specific user's test session, or re-authenticate candidates based on video feeds.

4. An External Examiner/ Observer may be deployed including NIELIT officials for evaluation of Practical examination/ internal assessment / Project/ Presentation/. Major Project (if applicable) would be evaluated preferably by external/ subject expert including NIELIT officials.

5. Pass percentage would be 50% marks in each component.

6. Candidates may apply for re-examination within the validity of registration (only in the assessment component in which the candidate failed).

7. For re-examination prescribed examination fee is required to be paid by the candidate only for the assessment component in which the candidate wants to reappear.
8. There would be no exemption for any paper/module for candidates having similar qualifications or skills.

9. The examination will be conducted in English language only.

• Quality assurance activities: A pool of questions is created by a subject matter expert and moderated by other SME. Test rules are set beforehand. Random set of questions which are according to syllabus appears which may differ from candidate to candidate. Confidentiality and impartiality are maintained during all the examination and evaluation processes.

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Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf

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