



QUALIFICATION FILE

TOY MAKER (SOFT TOYS),V2

✓ 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: 3

Submitted By: West Bengal State Council of Technical & Vocational Education and Skill Development

Submitting Body Name> West Bengal State Council of Technical & Vocational Education and Skill Development, Karigari Bhavan (5th Floor), Plot-B/7, Action Area-III
New Town, Kolkata-700160

Submitting Body Contact Details:

Position in the organization: Chief Administrative Officer

Address if different from above: Same as above

Tel number(s): 033-2340-3717

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Section 1: Basic Details

1.	Qualification Name	Toy Maker (Soft Toys),V2 STC-HAC/2022/1505,V2																
2.	Sector/s	Handicrafts & Carpets																
3.	Type of Qualification: <input type="checkbox"/> X New <input checked="" type="checkbox"/> √ Revised <input type="checkbox"/> XHas Electives/Options <input type="checkbox"/> XOEM	NQR Code & version of existing/previous qualification: <i>(change to previous, once approved)</i> STC - APL/NSQF-2018/803, V1	Qualification Name of existing/previous version: Toy Making (Soft Toys)															
4.	a. OEM Name b. Qualification Name <i>(Wherever applicable)</i>	NA																
5.	National Qualification Register (NQR) Code &Version <i>(Will be issued after NSQC approval)</i>	QG-03-HC-00568-2023-V2-WBSC	6. NCrF/NSQF Level: 3															
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other <i>(Wherever applicable specify multiple entry/exits also & provide details in annexure)</i>	Certificate																
8.	Brief Description of the Qualification	Soft toy maker creates soft toy by using various fabrics, threads, decorative materials, etc. The artisan performs various tasks like cutting, stitching to make the end product.																
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a)Entry Qualification & Relevant Experience: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Grade 10</td> <td>Nil</td> </tr> <tr> <td>2</td> <td>Grade 8 pass and pursuing continuous schooling in regular school with vocational subject</td> <td>Nil</td> </tr> <tr> <td>3</td> <td>Grade 8 Pass</td> <td>2 yrs</td> </tr> <tr> <td>4</td> <td>Grade 5 Pass</td> <td>5 yrs</td> </tr> </tbody> </table>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	Grade 10	Nil	2	Grade 8 pass and pursuing continuous schooling in regular school with vocational subject	Nil	3	Grade 8 Pass	2 yrs	4	Grade 5 Pass	5 yrs
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)																
1	Grade 10	Nil																
2	Grade 8 pass and pursuing continuous schooling in regular school with vocational subject	Nil																
3	Grade 8 Pass	2 yrs																
4	Grade 5 Pass	5 yrs																
10.	Credits Assigned to this Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>	13	11. Common Cost Norm Category (I/II/III) <i>(wherever applicable): NA</i>															
12.	Any Licensing requirements for Undertaking Training on	NA																

	This Qualification (wherever 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)	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>120</td> <td>150</td> <td>120</td> <td></td> <td>390</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> (Refer Blended Learning Annexure for details)					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	120	150	120		390	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	120	150	120		390																			
Online																								
14.	Aligned to NCO/ISCO Code/s (if no code is available mention the same)	7318.9900																						
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	Horizontal Progression: NA Vertical Progression: 1. Leather Toy Maker (Artisan) (level 4) 2. Small Entrepreneur																						
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Bengali																						
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																						
18.	Is the Job Role Amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability:																						
19.	How Participation of Women will be Encouraged	Women as part of self-help groups take part in this training and then go for self-employment as well as wage employment																						
20.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Apply Safe Working Practices (HAC/1505/OC1)																						
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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: Saequa Monazza, Chief Administrative Officer Email: caowbsctvesd@gmail.com Contact No.: 033-2340-3717 Website: sctvesd.wb.gov.in																						
23.	Final Approval Date by NSQC: 23.06.2023	24. Validity Duration: 3 years			25. Next Review Date 23.06.2026																			

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.	Apply Safe Working Practices	HAC/1505/OC1	Core	3	1	10	20			30	20	50			70	7%
2.	List out the classification of soft toys and its utility	HAC/1505/OC2	Core	3	1	10	20			30	20	100			120	12%
3.	Identify and procure the raw materials and tools needed for making the soft toys as per design.	HAC/1505/OC3	Core	3	1	10	20			30	20	100			120	12%
4.	Select the design and position each parts as per drawing.	HAC/1505/OC4	Core	3	1	10	20			30	30	100			130	13%
5.	Recognize the manufacturing steps for each types of doll till its finish in expected shape.	HAC/1505/OC5	Core	3	1	10	20			30	40	100			140	14%
6.	Make a bear/elephant with proper design and complete it with stitching and	HAC/1505/OC6	Core	3	1		30			30		100			100	10%

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)
	stuffing and complete it in expected shape.															
7.	Display different types of soft toy for livelihood. Make proper marketing strategy to sell the product.	HAC/1505/OC7	Core	3	1	10	20			30	20	50			70	7%
8.	Work in real job situation with special emphasis on basic safety and hazards in this domain.	HAC/1505/OC8	Core	3	4	0		120		120	0	200			200	20%
9.	Employability Skills- 60 hrs.	DGT/VSQ/N010 2	Core	3	2	60				60	50				50	5%
Duration (in Hours) / Total Marks						13	120	150	120		390	200	800		1000	

Elective NOS/s: NA

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.																
Duration (in Hours) / Total Marks																

Optional NOS/s: NA

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

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.																
Duration (in Hours) / Total Marks																

Assessment - Minimum Qualifying Percentage

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

Minimum Pass Percentage – Aggregate at qualification level: Th. 60% & Pr70% (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: NA ____% (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)	Madhyamik / Higher Secondary (Vocational course in soft toys and hand crafts / pattern and mold maker soft toy) 5 years’ experience OR CTS/ATS (Sewing technology) 3 years’ experience OR B. Tech/BE ((Textile / Apparel) 2 years’ experience AND Certified for Job Role: “Toy Maker (Soft Toys)” mapped to QP: “STC - APL/NSQF -2018/ 803 OR STC-HAC/2022/1505”.Minimum accepted score is 80%. AND To be certified for Platform Training by WBSCTVESD. Minimum accepted score is 80%.
2.	Master Trainer’s Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Madhyamik / Higher Secondary (Vocational course in soft toys and hand crafts / pattern and mold maker soft toy) 5 years’ experience OR CTS/ATS (Sewing technology) 3 years’ experience OR B. Tech/BE ((Textile / Apparel) 2 years’ experience AND Certified for Level 5 course of same sector on similar job role
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If “Yes”, details to be provided in Annexure)

4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NO
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Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	<p>Madhyamik / Higher Secondary (Vocational course in soft toys and hand crafts / pattern and mold maker soft toy)- 5 years experience CTS/ATS (Sewing technology) – 3 yrs experince B. Tech/BE ((Textile / Apparel))- 2 years experience AND Certified for Job Role: “Toy Maker (Soft Toys)” mapped to QP: “STC - APL/NSQF -2018/ 803 OR STC-HAC/2022/1505”.Minimum accepted score is 80%.</p> <p>Should pass TOA conducted by WBSCTVESD with 80% marks.</p>
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	<p>Madhyamik / Higher Secondary (Vocational course in soft toys and hand crafts / pattern and mold maker soft toy)- 5 years experience CTS/ATS (Sewing technology) – 3 yrs experince B. Tech/BE ((Textile / Apparel))- 2 years experience AND Certified for Job Role: “Toy Maker (Soft Toys)” mapped to QP: “STC - APL/NSQF -2018/ 803 OR STC-HAC/-2022/1505”.Minimum accepted score is 80%.</p> <p>With experience in Toy Making industry</p>
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	<p>Madhyamik / Higher Secondary (Vocational course in soft toys and hand crafts / pattern and mold maker soft toy)- 5 years experience CTS/ATS (Sewing technology) – 3 yrs experince B. Tech/BE ((Textile / Apparel))- 2 years experience AND Certified for Job Role: “Toy Maker (Soft Toys)” mapped to QP: “STC - APL/NSQF -2018/ 803 OR STC-HAC/2022/ 1505”.Minimum accepted score is 80%.</p> <p>With experience in Toy Making industry</p>
4.	Assessment Mode (Specify the assessment mode)	Offline
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> 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): No
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): NO
3.	Government /Industry initiatives/ requirement (Yes/No): NO
4.	Number of Industry validation provided: 5
5.	Estimated nos. of persons to be trained and employed: 2000 per year
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Yes 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 (<i>Mandatory</i>)	<i>Annexure 1</i>
2.	Annexure: List of tools and equipment relevant for qualification (<i>Mandatory, except in case of online course</i>)	<i>Annexure 2</i>
3.	Annexure: Detailed Assessment Criteria (<i>Mandatory</i>)	<i>Annexure 6</i>
4.	Annexure: Assessment Strategy (<i>Mandatory</i>)	<i>Annexure 7</i>
5.	Annexure: Blended Learning (<i>Mandatory, in case selected Mode of delivery is "Blended Learning"</i>)	<i>Annexure 5</i>
6.	Annexure: Multiple Entry-Exit Details (<i>Mandatory, in case qualification has multiple Entry-Exit</i>)	<i>NA</i>
7.	Annexure: Acronym and Glossary (<i>Optional</i>)	<i>Annexure 8</i>
8.	Supporting Document: Model Curriculum (<i>Mandatory – Public view</i>)	<i>Yes</i>
9.	Supporting Document: Career Progression (<i>Mandatory - Public view</i>)	<i>Yes in Q file</i>
10.	Supporting Document: Occupational Map (<i>Mandatory</i>)	
11.	Supporting Document: Assessment SOP (<i>Mandatory</i>)	
12.	Any other document you wish to submit:	<i>NO</i>

Annexure 1: 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	Job holder will be able to produce soft toys after collecting materials from local market.	Job holder will understand and comply with safety practices while undertaking works in soft toy making. The nature of work involved is repetitive and routine.	3
Professional and Technical Skills/ Expertise/ Professional Knowledge	Job holder will be able to <ul style="list-style-type: none"> • Understand fundamental process behind soft toy making. • Use different tools & equipments • Understand basic principles for setting soft toy making facility. 	Job holder will understand the basic concepts, facts, principles and processes in relation with toy making (Soft Toys)	3
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	The user/individual will know and understand how to: <ul style="list-style-type: none"> • assess and decide whether safety tools/ gears (if any) are used properly, check condition of materials. • Use dice, stuffing and stitching soft toys as per design. 	The job holder will demonstrate use of various tools and materials and also ensure proper finishing. The range of application of practical skill is narrow and repetitive.	3
Broad Learning Outcomes/Core Skill	The job holder will be able to <ul style="list-style-type: none"> • read at least two languages, preferably in the local language of the site and basic English • read and interpret safety sign boards, signage, tags etc. provided at workplace • speak in at least one language, preferably in one of the local languages of the site • listen and interpret instructions / communication by co-workers • listen and follow instructions given by supervisor • orally and effectively communicate with team members • engage in basic financial and banking transactions • Understand principles of time management and entrepreneurship 	The job holder will be able to communicate clearly, both in writing and orally, with co-workers, supervisors and customers. He will be able to use basic arithmetic calculations for his work and use basic banking services both on professional and personal level.	3
Responsibility	The job holder will work under the close supervision of supervisor and he will be responsible for <ul style="list-style-type: none"> • Making a soft toy all by himself / herself from design stage 	Job holder is required to carry out all functions related to soft toy making independently, with supervision in certain complicated jobs.	3

Annexure2 : Tools and Equipment (Lab Set-Up)

List of Tools and Equipment for **Batch Size: 20**

S. No.	Tool / Equipment Name	Quantity for specified Batch size
1	Measuring Tape 150 cm	21 nos.
2	Scissors	20 nos
3	Needles	As required
4	Racks	5 nos
5	Packing Machine	1 no
6	Seam Ripper	21nos
7	Thimble	21nos
8	Thread cutter	21nos
9	Scale plastic 12"	21nos
10	Compass	21nos
11	Fur cloth	21nos
12	Stuffing material	As required
13	Eyes, Ribbon	As required
14	Cotton Fabric	As required
15	Pattern Table	4 nos
16	Revolving Chairs without arms	20 nos
17	Faculty Table & Chair set	1 no
18	Computer set with UPS & multimedia projector	1 no
19	White Magnetic Board with Felt board & accessories	1 no
20	Display Board	2 nos
21	Storage Almirah	1 no
22	Book Shelf	1 no
23	Sewing machines	10 nos

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. White Board
2. White board writing pen
3. Projector
4. Computer

Annexure 3: 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)
1.	Basirhat Alpana –Srijanshil Sanstha	Ila Adhikarya	Secretary	Basirhat	96140 63756	ILAADHIKARYA@GMAIL.COM	
2.	Amitie Trust, Pioneer SHG, Maa Johora SHG		Project Manager			Bapimou1234@gmail.com Mrinalkantim6@gmail.com	
3.	Egra Nibedita Social Welfare Society (NGO)	Dilip Panda	manager	Kasba Egra, PO +PS- Egra. Dist. Purba Mednipur. Pin. 721429	90642 1020	ensws111@gmail.com	
4.	Ma Sarada Swanirbhar Kendra (NGO)	Dipak Panda	Secretary	Egra, PO +PS- Egra. Dist. Purba Mednipur. Pin. 721429	80173 53837	ensws123@gmail.com	
5.	Funkar National Institute	Piyali Mondal	Teacher	87, B B Chatterjee road, Kasba. Kolkata 700 042	72789 91024	Pilu.roseland91@gmail.com	
6.	Kasba Social Development Society (NGO)	Saraswati Pain	Teacher	3/96A, R. K. Chatterjee road. Kasba Kolkata 700 042	98302 92927		

Annexure 4: 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
2023-24	1080	100% self employed	864	100% self employed	----	----

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
1.0	2019-20	850	668	668	100% (self employed)	861	810	650	100% (self employed)	----	-----	----	----

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

1. State Level Short Term Program under “Utkarsh Bangla” Scheme.

Content availability for previous versions of qualifications:

Participant Handbook Facilitator Guide Digital Content Qualification Handbook Any Other:

Languages in which Content is available: English

Annexure 5: Blended Learning

Blended Learning Estimated Ratio & Recommended Tools: NA

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	<input type="checkbox"/> Theory/ Lectures - Imparting theoretical and conceptual knowledge	NA	NA
2	<input type="checkbox"/> Imparting Soft Skills, Life Skills, and Employability Skills /Mentorship to Learners	NA	NA
3	<input type="checkbox"/> Showing Practical Demonstrations to the learners	NA	NA
4	<input type="checkbox"/> Imparting Practical Hands-on Skills/ Lab Work/ workshop/ shop floor training	NA	NA
5	<input type="checkbox"/> Tutorials/ Assignments/ Drill/ Practice	NA	NA
6	<input type="checkbox"/> Proctored Monitoring/ Assessment/ Evaluation/ Examinations	NA	NA
7	<input type="checkbox"/> On the Job Training (OJT)/ Project Work Internship/ Apprenticeship Training	NA	NA

Annexure 6: 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
HAC/1505/OC1	Apply Safe Working Practices	20	50		
	Total Marks	20	50		
HAC/1505/OC2	List out the classification of soft toys and its utility	20	100		
	Total Marks	20	100		
HAC/1505/OC3	Identify and procure the raw materials and tools needed for making the soft	20	100		

	toys as per design.				
	Total Marks	20	100		
HAC/1505/OC4	Select the design and position each parts as per drawing.	30	100		
	Total Marks	30	100		
HAC/1505/OC5	Recognize the manufacturing steps for each type of doll till its finish in expected shape.	40	100		
	Total Marks	40	100		
HAC/1505/OC6	Make a bear/elephant with proper design and complete it with stitching and stuffing and complete it in expected shape.	0	100		
	Total Marks	0	100		
HAC/1505/OC7	Display different types of soft toy for livelihood. Make proper marketing strategy to sell the product	20	50		
	Total Marks	20	50		
HAC/1505/OC8	Work in real job situation with special emphasis on basic safety and hazards in this domain.	0	200		
DGT/VSQ/N0102 Employability Skills		50			
Grand Total		200	800		

Annexure 7: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

<1. Assessment System Overview:

- Batches assigned to WBSCTVE&SD for conducting the assessment online through Portal with two probable dates for Assessment
- WBSCTVE&SD deploys the ToA certified Assessor for executing the assessment
- WBSCTVE&SD monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then Assessment will spill over to consecutive days.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME

- Questions are mapped to the specified assessment criteria
 - Assessor must be ToA certified.
4. Types of evidence or evidence-gathering protocol:
- reporting of the assessor from assessment location
 - Centre photographs with signboards and scheme specific branding
5. Method of verification or validation:
- Surprise visit to the assessment location
6. Method for assessment documentation, archiving, and access
- Hard copies of the documents are stored

On the Job:

1. Each module will be assessed separately.
2. The pass criteria is as per norms set by WBSCTVE&SD in respect of Qualification Files
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills, understanding needs & requirements, and perform Soft Skills effectively:
 - Videos / portfolio of Trainees during OJT
4. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the stakeholders
 - Understand the working of various tools and equipment
 - Deliver the job assigned to him/her in conformity with job responsibility ascribed to Qualification File.

Annexure 8: 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