**NSDA Reference**

*To be added by NSDA*

**CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE**

**Name and address of submitting body:**

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

KarigariBhavan(5th Floor), Plot-B/7, Action Area-III

New Town, Kolkata-700160

**Name and contact details of individual dealing with the submission**

**Name: SUPARNA KUMAR ROYCHOWDHURY**

**Position in the organisation:Chairman, Board of Studies and Skilling**

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**List of documents submitted in support of the Qualifications File**

1. Curriculum and Course Content
2. Assessment strategy

**SUMMARY**

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| **Qualification Title** | Toy Making (Soft Toys) |
| **Qualification Code** |  |
| **Nature and purpose of the qualification** | Short term Certificate CourseTo become self-employed i.e. entrepreneurs or wage employed under MSME |
| **Body/bodies which will award the qualification** | West Bengal State Council of Technical & Vocational Education and Skill Development |
| **Body which will accredit providers to offer courses leading to the qualification** | Committee on Recognition under the West Bengal State Council of Technical & Vocational Education and Skill Development |
| **Body/bodies which will carry out assessment of learners** | Board of Examination under the West Bengal State Council of Technical & Vocational Education and Skill Development |
| **Occupation(s) to which the qualification gives access** | Soft Toy Making |
| **Licensing requirements** | NA |
| **Level of the qualification in the NSQF** | Level 3 |
| **Anticipated volume of training/learning required to complete the qualification** | 650 hours |
| **Entry requirements and/or recommendations** | Class VIII pass |
| **Progression from the qualification** | Soft Toy Maker --------- Small Entrepreneur |
| **Planned arrangements for the Recognition of Prior learning (RPL)** | RPL will consist of four stages1. Counselling- To inform, advise and guide the candidates regarding RPL
2. Pre-Assessment- To assess the current competencies of the candidates and identifying the gap between the full qualification and current competencies.
3. Orientation &Bridge Training- To train the candidates for bridging the gap.
4. Final assessment & Certification- To assess the candidate for full qualification and certify.
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| **International comparability where known** | N/A |
| **Date of planned review of the qualification.** | Every 3 years (Next Feb 2018) |
| **Formal structure of the qualification** After completion of course the passed out trainee can work as a Soft Toy Maker. and after two years of field experience the passed out trainee can work as a small Entrepreneur.. |
| Title of component and identification code. | Mandatory/ Optional | Estimated size (learning hours) | Level |
| Apply safe working Practices | Mandatory | 25 | 3 |
| Identify and procure the materials and tools needed for this ropes. | Mandatory | 50 | 3 |
| Put the dice on the fun as per drawing. | Mandatory | 20 | 3 |
| Cut the fur according to the arrangement of the plush of the given fur.  | Mandatory | 30 | 3 |
| Sew the doll by from the cut pieces accordingly.  | Mandatory | 20 | 3 |
| Stuff the doll with cotton to give a particular pattern. | Mandatory | 30 | 3 |
| Finish the doll upto an expected shape. | Mandatory | 50 | 3 |
| Design a new dice from her/his imagined suited for making a finished doll. | Mandatory | 100 | 3 |
| Demonstrate the process of making soft toy in front audiences. | Mandatory | 50 | 3 |
| Display different types of soft toy for live hood.  | Mandatory | 150 | 3 |
| Make proper marketing strategy to sell the product. | Mandatory | 50 | 3 |
| Understand and practice soft skills | Mandatory | 25 | 3 |
| Demonstrate knowledge of concept and principles of basic arithmetic and financial calculation, and apply knowledge of specific area to perform practical operations. | Mandatory | 25 | 3 |
| Explain time management, entrepreneurship and manage/organize related task in day to day work for personal & social growth. | Mandatory | 25 | 3 |

| **Title of component and identification code.** | **Mandatory/Optional** | **Estimated size (learning hours)** | **Level** |
| --- | --- | --- | --- |
| **I. Theory****Theory component of the course is to develop relevant basic technical information & knowledge about materials and design related to Toy Making** **II. Practical****Institutional component of Practical training of the course is to impart relevant basic skills to make soft toys for a given design. by using various tools & materials maintaining basic safety.****III. Employability Skills****Employability Skills component of the course is to impart Soft skills which include Communication Skills, Behaviour, IT literacy, Entrepreneurship Skills, Safety, Hygiene etc.** | **Mandatory****Mandatory****Mandatory** | **100****450****100** | **3****3****3** |
| **Total (I+II+III)** |  | **650** |  |

1. Curriculum Document is attached in Annexure-1.
2. Assessment Strategy Component wise distribution of marks is given in the Annexure No. 2
3. Industry Validation

**SECTION 1**

**ASSESSMENT**

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| **Body/Bodies which will carry out assessment:**Board of Examination under West Bengal State Council of Technical & Vocational Education & Skill Development, constituted under the ACT XXVI of 2013 under Department of Technical Education, Training & Skill Development, Govt. of West Bengal**How will RPL assessment be managed and who will carry it out?** RPL will consist of four stages1. Counselling- To inform, advise and guide the candidates regarding RPL
2. Pre-Assessment- To assess the current competencies of the candidates and identifying the gap between the full qualification and current competencies.
3. Orientation &Bridge Training- To train the candidates for bridging the gap.
4. Final assessment & Certification- To assess the candidate for full qualification and certify.

RPL assessment will be managed by PBSSD (PaschimBanga Society for Skill Development) under Department of Technical Education, Training & Skill Development, Govt. of West Bengal.**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.**Assessment will be carried out by Board of Examination under West Bengal State Council of Technical & Vocational Education & Skill Development, under Department of Technical Education, Training & Skill Development, Govt. of West Bengal. The Council has all necessary infrastructure and pool of qualified Assessors/ Examiners to carry out such assessments. Presently the Council is conducting all examinations for all courses which includeDiploma Courses, Vocational Courses in VIII+ level and X+2 level &other Short term Courses. Council also conducts all State Level Entrance tests like JEXPO for admission to Diploma Courses in Polytechnics, VOCLET for lateral entry to Diploma Courses in Polytechnics and CET (Common Entrance Test ) for admission to NCVT courses in ITIs. |

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**ASSESSMENT EVIDENCE**

**Complete a grid for each component as listed in “Formal structure of 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.*

**Title of Component:**

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| --- | --- |
| **Outcomes to be assessed** | **Assessment criteria for the outcome** |
| 1. Apply safe working Practices
 | (1.1) Assessor will note whether the trainee is maintaining procedures to achieve a safe working environment in line with occupational health and safety regulations and requirements according to site policy.(1.2) Assessor can judge the traineeon his ability to recognize any unsafe situations according to site policy, and assess his report accordingly.(1.3) Assessor will note whether the trainee can identify and take necessary precautions on fire and safety hazards and report according to site policy and procedures.(1.4) Assessor will ask the trainee to demonstrate safety alarms accurately.(1.5) Assessor will assess the report/recordsubmitted by trainee to supervisor/ Competent of authority in the event of accident or sickness of any staff, including accident details according to site accident/injuryprocedures(1.6) Trainee will be asked to demonstrate Personal Productive Equipment (PPE) and use the same as per related working environment.(1.7) Trainee will be asked to demonstrate basic first aid & CPR and use them under different circumstances.(1.8) Trainee will be asked to identify different fire extinguishers and to use the same as per requirement in a mock drill |
| 2.Identify and procure the materials and tools needed for this ropes. | (2.1)The trainee can be assessed on the basis of his/her ability to recognize the right materials and tools in an unknown shop.(2.2)The trainee can be examined on the basis of his/her ability to identify and recognize the various types of fur separately. |
| 3.Put the dice on the fun as per drawing. | (3.1)The trainee can be assessed on the basis of his/her ability to put the fur in the right process.(3.2)Assessor can judge the trainee by her/his procedure of putting the dice on the fur, serving him/her an unknown cutting. |
| 4.Cut the fur according to the arrangement of the plush of the given fur.  | (4.1)Assessor can judge the trainee by the technique that he/ she use to cut plush or bushy fun and plane fur. |
| 5.Sew the doll by from the cut pieces accordingly.  | (5.1)The trainee will be asked to assemble the cutting pieces of fur serving roughly.(5.2)Assessor will ask the trainee that which type of stitched are needed to sew the fur with plush and the fur without plush. |
| 6.Stuff the doll with cotton to give a particular pattern. | (6.1)Trainee will be asked by the assessor that how he/she stuffed the toy and which materials he used for stuffing.(6.2)The assessor can judge that what kind of cotton is used by the trainee for stuffing doll. |
| 7.Finish the doll upto an expected shape. | (7.1)The trainee will be asked that which type of stitch is necessary to finish the toy.(7.2) The assessor will assess the doll prepared by the trainee from all the quotients, making sure that all procedures have been done properly. |
| 8.Design a new dice from her/his imagined suited for making a finished doll. | (8.1)The trainee can be asked on the basis of his/her ability to imagine a new cutting of toy and at the same time he/she can prepare the dice also.  |
| 9.Demonstrate the process of making soft toy in front audiences. | (9.1)Trainee will be assessed on the basis of his/her ability to demonstrate the whole process of making toy in front of a unknown person. |
| 10.Display different types of soft toy for live hood.  | (10.1)The assessor will ask the trainee whether he/she had got any previous experience of displaying soft toy.(10.2)If yes, then the assessor will ask how he/she displayed the soft toy and where.(10.3)Now, he/she is asked to display the soft toy in an alternative way.  |
| 11.Make proper marketing strategy to sell the product. | (11.1)The assessor can assess whether he/she will be able to get self employed or not by observing the following points:-(11.2)Whether she or he is able to calculate the price of the toy prepared by him/her, having a parity with the present market.(11.3)Whether she/he has surveyed the present price of the materials used for this purpose.(11.4)Whether he/she has set up any strategy for selling the products prepared by him/her.(11.5)Whether he/she is able to form a group of fine workers to expand the business which is to be run by him/her.(11.6)The assessor can assess by asking him/her to share her vision that what will be the unique selling process of his/her products. |
| 12.Understand and practice soft skills | (12.1)Assessor will rate the trainee on his ability to practice soft skills, including clear and concise communication, in day to day work with team and with higher authority |
| 13.Demonstrate knowledge of concept and principles of basic arithmetic and financial calculation, and apply knowledge of specific area to perform practical operations. | (13.1)Apply basic arithmetic calculations for arriving dimensional parameters as per drawing.(13.2)Apply basic financial calculation to understand cost of materials &labour and basic concepts of profit/loss,(13.3)Engage in basic banking transactions as customer |
| 14.Explain time management, entrepreneurship and manage/organize related task in day to day work for personal & social growth. | (14.1)Ascertain appropriate time for the assigned task.(14.2)Execute the assigned task within time frame.(14.3)Manage own work within specified time.(14.4)Explain importance & factors affect the development of entrepreneurship.(14.5)Identify service providers for developing entrepreneur/business establishment. |
| **Means of assessment 1**There will be two types of Assessments viz. Formative and Summative. The Formative Assessment will be carried out continuously during the conduct of course and Summative Assessment will be carried out at the end of the course. Details are mentioned under means of Assessment-2. Written test, Practical examination/ Skill test & Viva voce |
| **Means of assessment 2**1. **Means of Formative Assessment (Total marks allotted- 350)**
2. Assignments for each module of Theory component
3. Assignments for each module of Employability Skills component
4. Continuous evaluation of each module of Practical
5. **Means of Summative Assessment(Total marks allotted- 650)**
6. Written test for Theory component
7. Written test for Employability Skills component
8. Practical Test & Vivavoce forPractical Component.

Component wise distribution of marks is given in the Annexure 2 |
| **Pass/Fail**

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| **Pass/Fail**Passing criteria is based on marks obtained in Formative and Summative Assessment taken together as mentioned in Annexure No-11. Minimum Marks to pass Theory component– 60%
2. Minimum Marks to pass Employability Skills component– 60%
3. Minimum Marks to pass practical component– 70%
4. Minimum attendance required to appear in the final examination- 75%
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**SECTION 2**

**EVIDENCE OF LEVEL**

**OPTION A**

| **Title/Name of qualification/component: Asst. House Wireman and Motor Winder Level:** 3 |
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| **NSQF Domain**  | **Outcomes of the Qualification/Component** | **How the outcomes relates to the NSQF level descriptors** | **NSQF Level** |
| 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. | Level 3 |
| Professional knowledge | Job holder will be able to* 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) | Level 4 |
| Professional skill | The user/individual will know and understand how to:* 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. | Level 3 |
| Core skill | The job holder will be able to* read at least two languages, preferably in the local language of the siteand basic English
* read and interpret safety sign boards, signage, tags etc. provided atworkplace
* speak in at least one language, preferably in one of the local languages of thesite
* 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. | Level 3 |
| Responsibility | The job holder will work under the close supervision of supervisor and he will be responsible for* 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. | Level 3 |

**SECTION 3**

**EVIDENCE OF NEED**

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| **What evidence is there that the qualification is needed?** Government of West Bengal offers 42 courses in VIII+ category and trains approximately 1.5 lakhs beneficiaries per year through its 2400 approved VTCs since last 10 years. Assessment and Certification is done by the West Bengal State Council of Technical & Vocational Education and Skill Development for these courses. Toy Making is one of these 42 courses which are successfully conducted by Government of West Bengal. |
| **What is the estimated uptake of this qualification and what is the basis of this estimate?**There has been significant opportunities for the particular course as the course is operational for more than 10 years |
| **What steps were taken to ensure that the qualification doesnot duplicate already existing or planned qualifications in the NSQF?**This qualification is being conducted under the West Bengal State Council of Technical & Vocational Education & Skill Development under Department of Technical Education, Training and Skill Development since the academic year 2005 in Vocational Training Centres spread all over West Bengal for class- VIII+ pass dropout youths. In the state of West Bengal the Council is affiliating and awarding body for this qualification. Thus there is no other existing or planned qualification (Short term courses) in the state aligned with NSQF. |
| **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?**The council has three well defined sub-committees namely Board of Studies and Skilling, Board of Examination and Recognition Committee. These committees monitor and review the progress of all qualifications under its purview on a regular basis.This qualification will be reviewed and revised at an interval of three years on the basis of the outcome of the trainees, placement and self-employment data and feedback from concerned industries/employers. |

Please attach any 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**

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| **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?**The trainee on completion of the course does not immediately qualify to work as an independent authority. The trainee has to gain at least 2 years of field experience. Thereafter, he becomes eligible to work as an independent soft toy maker. From there, he can become either an employee of an organization or become self-employed. This is as shown below.Small EntrepreneurSoft Toy Maker |

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