**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

Karigari Bhavan(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** | **Wooden Furniture Maker** | | | |
| **Qualification Code** |  | | | |
| **Nature and purpose of the qualification** | Short term Certificate Course  To become self-employed i.e. entrepreneurs or wage employed | | | |
| **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** | **Wooden Furniture Maker** | | | |
| **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** | Jr. Wooden Furniture Maker ----. Wooden Furniture Maker ----Sr. Wooden Furniture Maker | | | |
| **Planned arrangements for the Recognition of Prior learning (RPL)** | RPL will consist of four stages   1. 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. | | | |
| **International comparability where known** | N/A | | | |
| **Date of planned review of the qualification.** | Every 3 years(Next Feb 2021) | | | |
| **Formal structure of the qualification**  After completion of course the passed out trainee can work as Junior Wooden Furniture Maker and after two years of field experience the passed out trainee can work as Wooden Furniture Maker and after that with appropriate experience, the person can work as a Senior Wooden Furniture Maker. | | | | |
| Title of component and identification code. | | Mandatory/ Optional | Estimated size (learning hours) | Level |
| Apply safe working Practices | | Mandatory | 25 | 3 |
| Understand the fundamentals of wood work and safety | | Mandatory | 50 | 3 |
| Acquire the thorough knowledge of tools used in wood work and types of wood | | Mandatory | 150 | 3 |
| To have practical expertise in the wood work | | Mandatory | 150 | 3 |
| Prepare tools and machines, collect products and carry out assembling | | Mandatory | 100 | 3 |
| To carry out housekeeping | | Mandatory | 50 | 3 |
| To Carry Out Quality Checks | | 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 |
| Total | | | **650** |  |

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

**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 stages   1. 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 (Paschim Banga 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 | * 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. * Assessor will note whether the trainee can identify and demonstrate the application of safety devices * 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 * Trainee will be asked to demonstrate Personal Productive Equipment (PPE) and use the same as per related working environment. * Trainee will be asked to demonstrate basic first aid and use them under different circumstances. * Trainee will be asked to identify different fire extinguishers and to use the same as per requirement in a mock drill |
| 1. Understand the fundamentals of wood work and safety | * Describe the Role of Carpenter and description of trade Have knowledge of fundamentals of a Human Resource Planning, various components involved in job evaluation and job analysis * Explain the different types of tools and * equipment used in Carpentry and Knowledge of measurements and its conversion to other system * Describe the Safety precautions of followings: * While using different hand tools * While using raw materials * With co-workers |
| 1. Acquire the thorough knowledge of tools used in wood work and types of wood | * Describe the elementary understanding of identification of timber as per quality and classification, care and safe uses of tools * Explain the understanding of tolerances & house keeping * Describe the followings: * Identification, care and safe uses of timber jointing tools, * Various joints and appropriate applications, their relative merits and demerits. * Describe comprehend of the followings: * Identification of plywood as per quality, use and classification, care and safe uses of tools. * Understanding tolerances. * Storage & maintenance of plywood. |
| 1. To have practical expertise in the wood work | * Demonstrate the following: * Identification of tools and equipment used in carpentry & shuttering * Use of protective clothing, boots, goggles and equipment as applicable to a task * Good housekeeping practices, proper handling of materials and waste disposal. * Safety precautions and safety belts while working at site * Measurement length, width & depth in MKS &   FPS system   * Perform the following: * Use and store of tools and equipment in a safe manner |
| 1. Prepare tools and machines, collect products and carry out assembling | * Ensure that the assembling tools and equipments are clean and ready to use * Prepare and set parameters of machines as per the SOP * Inspect the products carefully for any defect * Check that OK stamp or release tags are available on the products meant for assembling * Ensure the availability of products to be assembled as per the schedule * Carry out assembling of products as per the guidelines * Use tools and equipments appropriately for assembling products * Make proper Jigs and Fixtures required for each machine for making furniture. * Inspect assembled product for any visual defect * Organize for transporting the assembled product to the designated area * Record the quantity of the components received for assembling * Record the quantity of the assembled product sent to the storage area * Record the products rejected due some defect. * Achieve the target for assembling per shift efficiently * Report any defect in the product * received for assembling to the concerned person * Report any problems faced while assembling the components |
| 1. To carry out housekeeping | * Inspect the area while taking into account various surfaces * Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain * Ensure that the cleaning equipment is in proper working condition * Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person * Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces * Inform the affected people about the cleaning activity * Display the appropriate signage for the work being conducted |
| 1. To Carry Out Quality Checks | * Ensure that total range of checks are regularly and consistently performed * Use appropriate measuring instruments, equipment, tools, accessories etc. ,as required * Identify non-conformities to quality assurance standards * Identify potential causes of non- conformities to quality assurance standards * Identify impact on final product due to non-conformance to company standards * Evaluating the need for action to ensure that problems do not recur * Suggest corrective action to address problem * Review effectiveness of corrective action * Interpret the results of the quality check correctly * Take up results of the findings with QC in charge/appropriate authority. * Take up the results of the findings within stipulated time * Record of results of action taken * Record adjustments not covered by established procedures for future reference * Review effectiveness of action taken * Follow reporting procedures where the cause of defect cannot be identified |
| 1. Understand and practice soft skills | * 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 |
| 1. Demonstrate knowledge of concept and principles of basic arithmetic and financial calculation, and apply knowledge of specific area to perform practical operations. | * Apply basic arithmetic calculations for arriving dimensional parameters as per drawing. * Apply basic financial calculation to understand cost of materials & labour and basic concepts of profit/loss, * Engage in basic banking transactions as customer |
| 1. Explain time management, entrepreneurship and manage/organize related task in day to day work for personal & social growth. | * Ascertain appropriate time for the assigned task. * Execute the assigned task within time frame. * Manage own work within specified time. * Explain importance & factors affect the development of entrepreneurship. * 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 & Viva voce forPractical Component.   Component wise distribution of marks is given in the Annexure 2 | |
| **Pass/Fail**   |  | | --- | | **Pass/Fail**  Passing criteria is based on marks obtained in Formative and Summative Assessment taken together as mentioned in Annexure No-1   1. 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% | | |

**SECTION 2**

**EVIDENCE OF LEVEL**

**OPTION A**

| **Title/Name of qualification/component: 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 | * Acquire the thorough knowledge of tools used in wood work and types of wood * To have practical expertise in the wood work * Prepare tools and machines, collect products and carry out assembling | Individual at this job role carry out jobs which requires limited range of activities, routine and predictable like cleaning and preparation of tools and equipment, basic wood work, assembling of furniture, quality checks etc . | Level 3 |
| Professional knowledge | * Understand the fundamentals of wood work and safety * To have practical expertise in the wood work * Prepare tools and machines, collect products and carry out assembling * To Carry Out Quality Checks | The individual need to know the basics off various tools and equipment used in wood work. The individual also needs to have knowledge on work place safety. | Level 3 |
| Professional skill | * Acquire the thorough knowledge of tools used in wood work and types of wood * To have practical expertise in the wood work * Prepare tools and machines, collect products and carry out assembling * To carry out housekeeping * To Carry Out Quality Checks | The individual needs to recall and demonstrate practical skills in activities like use of tools and equipment on wood. They have to use tools and equipment to prepare furniture. They have to perform routine and repetitive tasks like cleaning and preparation of tools and equipment, basic wood work etc. | Level 3 |
| Core skill | * Acquire the thorough knowledge of tools used in wood work and types of wood * To have practical expertise in the wood work * Prepare tools and machines, collect products and carry out assembling | In order to correctly perform the tasks related to application of general principles of handling tools and equipment and safety guidelines, to understand the safety issues in the work environment, etc. Individual requires communication skills with required clarity, and basic understanding of social, political and natural environment. They requires basic writing skill. | Level 3 |
| Responsibility | * Understand the fundamentals of wood work and safety * Prepare tools and machines, collect products and carry out assembling * To carry out housekeeping * To Carry Out Quality Checks | The individual will not be able to work independently and has to work under supervision as there are multiple concerns on safety. | 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. Wooden Furniture Maker 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 does not 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?**  In case of employment under an employer, he can progress to various level-wise designations, based on either experience or on obtaining subsequent qualifications. This is as shown below.  Jr. Wooden Furniture Maker  Wooden Furniture Maker  Sr. Wooden Furniture Maker |