

Application Documentation Guide: Version 1 Final /4 March, 2015

Guide to completing the Qualification File template

This document is to be used in by bodies completing the Qualification File template to seek inclusion of their qualifications in the NSQF. In this document these are referred to as “submitting bodies”.

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

**National Council for Vocational Training (NCVT)
Under Government of India, Ministry of Skill Development & Entrepreneurship
Shram Shakti Bhavan, Rafi Marg
New Delhi – 110001**

Name and contact details of individual dealing with the submission

Name: Shri. Deepankar Mallick
Position in the organisation Deputy Director General (T)

Tel number(s) 011-23710485
e-mail address deepankar.mallick60@nic.in

List of documents submitted in support of the Qualifications File

Opportunities to submit supporting documents are signalled throughout the Qualification File template. The titles of all such documents should be listed here.

1. Competency-based curriculum attached
2. Assessable outcomes and assessable criteria attached
3. Levelling scorecard attached
4. QP Mapping

QUALIFICATION FILE SECTION

SUMMARY

Competent bodies applying to have a qualification approved for inclusion in the NSQF and the National Qualifications Register must complete this cover sheet for each qualification being submitted along with the necessary additional factual and support materials.

Qualification Title	MECHANIC MOTOR CYCLE Under Craftsman Training Scheme																				
Body/bodies which will assess candidates	National Council for Vocational Training (NCVT)																				
Body/bodies which will award the certificate for the qualification.	National Council for Vocational Training (NCVT)																				
Body which will accredit providers to offer the qualification.	National Council for Vocational Training (NCVT)																				
Occupation(s) to which the qualification gives access	After successful completion of the above course, the trainee shall be able to perform the following skills with proper sequence. - Repairs, services and overhauls motor cycles, auto rickshaws, scooters; etc., to make and keep them roadworthy. - Examines motor cycle or scooter to locate faults by running engine in stationary position or by driving it on road. - Dismantles parts such as engine, ignition system, dynamo forks, shock absorbers, gear box etc., as necessary. - Grinds valves, sets timings, relines brakes, rebushes steering mechanism, replaces worn out parts, assembles gear box clutch etc. - Performs other tasks to effect repair, cleans and sets carburettor, fits driving chain, wheels silencer, kick, gear, clutch and brake levers and other accessories. - Adjusts control cables for brake, clutch and accelerator, sets tappets and wheel alignment, tightens loose parts and makes necessary fittings and connections. - Changes engine and gear box oil, starts engine and tunes it up. - Tests performance of vehicle by driving on road and makes further adjustments to remove defects noticed if any. - May assemble motor cycle or auto-rickshaws from assembled parts.																				
Proposed level of the qualification in the NSQF.	Level 5																				
Anticipated volume of training/learning required to complete the qualification.	Training is covered in 02 semesters, each with 26 weeks of duration. Time distribution amongst the components/ subjects is as under: - <table border="1"> <thead> <tr> <th>Course Elements</th><th>Hourly Distribution</th></tr> </thead> <tbody> <tr> <td>Professional Skills</td><td>1100 HRS</td></tr> <tr> <td>Professional Knowledge</td><td>260 HRS</td></tr> <tr> <td>Workshop Calculation & Science</td><td>90 HRS</td></tr> <tr> <td>Engineering Drawing</td><td>130 HRS</td></tr> <tr> <td>Employability Skills</td><td>110 HRS</td></tr> <tr> <td>Extra Curricular Activities</td><td>90 HRS</td></tr> <tr> <td>In-plant Training/Project Work</td><td>120 HRS</td></tr> <tr> <td>Admission & Examination</td><td>80 HRS</td></tr> <tr> <td>Total</td><td>1980 hrs</td></tr> </tbody> </table>	Course Elements	Hourly Distribution	Professional Skills	1100 HRS	Professional Knowledge	260 HRS	Workshop Calculation & Science	90 HRS	Engineering Drawing	130 HRS	Employability Skills	110 HRS	Extra Curricular Activities	90 HRS	In-plant Training/Project Work	120 HRS	Admission & Examination	80 HRS	Total	1980 hrs
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Entry requirements / recommendations.	Passed 10 th class examination with Maths and Science																				
Progression from the qualification.	On successful completion of the course trainee can get themselves enrolled in Apprenticeship training in reputed Industrial organisation.																				

	The qualified candidates have scope for lateral entry into the Diploma courses offered by some of the State Governments		
Planned arrangements for RPL.	- At present the students who have passed 10th class with minimum 3 years experience can appear for NCVT theory and practical semester examination directly. - The students who have passed SCVT examination can also appear for the NCVT Examination in the relevant semester and Trade directly.		
International recognitions.	- Existence of any official document suggesting the comparability of the qualification with the qualifications in other countries is not known. - However, ITI passed out trainees are getting employment in many Gulf countries, European countries, Australia, New Zealand, Singapore etc.		
Title of unit or other component:	Mandatory/Optional	Estimated size (learning hours)	Level
MECHANIC MOTOR CYCLE			
Professional Skills	Mandatory	1100 HRS	5
Professional Knowledge	Mandatory	260 HRS	5
Workshop Calculation & Science	Mandatory	90 HRS	4
Engineering Drawing	Mandatory	130 HRS	
Employability Skills	Mandatory	110 HRS	
Extra Curricular Activities	Mandatory	90 HRS	-
In-plant Training/Project Work		120 HRS	
Admission & Examination		80 HRS	
		1980 hrs	

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack. This table should be filled in even if such a document is included with the application.

Give details of the document here:

- Competency-based curriculum attached

Name of assessment body:

National Council for Vocational Training (NCVT)
assessment body for this qualification

Will the assessment body be responsible for RPL assessment?

Yes

Pl. See Pg 3

ASSESSMENT POLICY

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

(1) Assessment process:

The assessment for the semester-based qualification is carried out by conducting formative assessments, and end-of-semester examinations for all trainees aspiring for this qualification, as per the guidelines given in Section 12 of the Curriculum. The internal assessments for theory subjects and practical are conducted by the concerned instructors for evaluating the knowledge and skill acquired by trainees and the behavioural transformation of the trainees as per the learning outcomes specified the qualification. This assessment is primarily carried out by collecting evidence of competence gained by the trainees by observing them at work, asking questions and initiating formative discussions to assess understanding and by evaluating records and reports, and sessional marks are awarded to them. Theory examinations are conducted in Trade theory, Workshop Calculation & Science, Engineering Drawing and Employability Skills. The question papers for the theory Examinations contain objective type questions. Trade practical examinations are conducted by the respective State Governments. However, the question papers for the Trade practical are prepared by NCVT. The details of testing and certification for this qualification are given in para (3). The marking pattern and distribution of marks for the qualification are as under:

MARKING PATTERN		
Sl. No.	Subject for the trade test	Maximum marks for the each subject
1	Practical	300
2	Trade Theory	200
3	Employability Skills	Objective type Written Test of 200 marks (Trade Theory 150 Marks & Employability Skills 50 marks)
4	Workshop Calculation and Science.	100
5	Engineering Drawing	Objective Type Written test of 100 marks (Engineering Drawing 50 marks & Workshop Calculation and Science 50 marks)
6	Internal assessment	100
TOTAL		700

(2) Minimum pass mark:

40% for each Theory Examination and 25% for each part/section of the Examination separately, and 60% marks for each Trade practical Examination. Failed candidates are entitled to three chances to clear the paper.

(3) Testing and certifications for the course:

Arrangements are made by NCVT to ensure that the evidence on which assessment judgements made are comparable for all trainees and that the judgements made will not vary from assessor to assessor. Arrangements relating to the conduct and monitoring process of assessment are as follows:

- OMR sheet based question paper.
- Questions papers are prepared by National Instructional Media Institute (NIMI), Chennai.
- A panel of expert paper setters, who are graduates in the concerned field with 5-7 years experience, is prepared for setting question papers for the Trade. The panel is vetted by the Secretary, NCVT.
- Paper setters are appointed from the panel after the approval of the competent authority for setting the question paper.
- The question papers are then moderated by the Board of Moderation to see if the paper is set as per the requirement and syllabus.

- The manuscripts of the moderated question papers are sent to Government Printing Presses for printing.
- Printed question papers, packed in sealed covers, are despatched to Banks/Police Stations for keeping in safe custody.
- The question papers are handed over to the Chairman/Principal of the Testing Centre two hours before the commencement of the Examination.
- An Examination Board consisting of representatives of industry/Employer/State Government are set up to supervise and monitor the conduct of Examinations at every Centre.
- Theory and practical Examinations are carried out with invigilators/examiners with the overall supervision of the Examination Board.
- Examiners called for evaluation of practical should have minimum technical qualification of a Diploma in the respective engineering field. However, when diploma holders not available, the qualification is suitably relaxed.
- Examiners for practical Examinations are appointed preferably from Polytechnics/Engineering colleges/Industry of repute. Government Departments or from amongst retired qualified personnel possessing requisite qualifications and sufficient experience in the trade/discipline.
- Each State Directorate prepares a panel of Examiners according to the norms as mentioned above and the Examiners are appointed from the panel.
- Flying squads from State Governments as well as the Central Government are constituted to check malpractices during the conduct of Examinations.
- OMR based answer sheets are evaluated by the third party evaluator National Institute of Electronics & Information Technology (NIELIT).
- Evaluation of every practical examination is carried out by the concerned examiner with the overall supervision of the Examination Board.
- Till 2014, the marks were compiled by the State Governments as per NCVT guidelines and the results were declared by the State Governments. At present, the marks are compiled by NCVT and the results are declared by the State Governments. Now onwards, results shall be compiled by NCVT on its portal ncvtmis.gov.in
- The successful trainees are awarded National Trade Certificates.

Detail any particular assessment policy or arrangements which have been put in place relating to the validation of prior learning:

1. At present the students who have passed 10th class with minimum 3 years experience can appear for NCVT theory and practical semester examination directly.
2. The students who have passed SCVT examination can also appear for the NCVT theory and practical Examination in the relevant semester and Trade directly, as Private candidates

Please attach any documents giving further information about assessment and/or RPL.
Give details of the document(s) here:

ASSESSMENT EVIDENCE

Assessment for this qualification is evidence based and covers all the outcomes and criteria for the qualification and generates sufficient evidence for all the assessable outcomes of the qualification. Assessment comprises the following components:

- (1) Job carried out in labs/workshop
- (2) Record book/ daily diary
- (3) Answer sheet of assessment
- (4) Viva-voce
- (5) Progress chart
- (6) Attendance and punctuality
- (7) Assignment
- (8) Project work

Complete a grid for each grouping of NOS, assessment unit or other component as listed in the entry on the structure of the qualification on page 1.

Title of NOS/Unit/Component 1: Enter the title of the NOS, assessment unit or other component as listed.

Assessable outcomes	Assessment criteria for the outcome
Enter the elements/outcomes of the unit which will be assessed.	List all the criteria applying to this element/outcome.
[Pl. see the Attachment]	
Means of assessment 1	[Pl. See the attachment]
Means of assessment 2	
Pass/Fail	[Pl. See the attachment]

QUALIFICATION FILE SECTION 2

Calculating the NSQF level of a qualification

Level of qualification:
NSQF Level 5

Summary of Direct Evidence (from learning outcomes):
Established using the levelling scorecard,

Summary of other evidence (if used):
Established using the levelling scorecard,

Levelling Scorecard
The methodology for using the levelling scorecard is set out in an Annex to this Guide.

[Pl. See Annexure]

QUALIFICATION FILE SECTION 3

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

DGET has 60 years of experience in the field of vocational education. With valuable feedbacks

from industries, mid-term evaluation studies, and tracer studies as conducted by Central Staff Training and Research Institute (CSTARI) under DGE&T and other bodies, the need for the qualification has been realized.

Evaluation studies of 'Upgradation of 1396 ITIs in PPP mode' and upgradation of ITIs under World Bank schemes have mentioned about high employment potential of this trade.

The scope and job roles of this qualification are given in section 1 and 2 of the curriculum.

The trade forms a part of the Recruitment Rules of major Employers. (Pl. See Annexure 3)

- the estimated uptake of this qualification and what is the basis of this estimate

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

The qualification is originally designed and approved by NCVT for the Craftsmen Training Scheme and is in existence for the last 60 years. NCVT has been entrusted with the responsibilities of prescribing standards and curricula for craftsmen training, advising the Government of India on the overall policy and programmes, conducting All India Trade Tests and awarding National Trade Certificates.

In the research and/or development, what steps were taken to identify potential barriers to access (eg related to education, race, caste, religion, gender or disability) and eliminate or overcome these?

There is no barrier imposed in taking up this training programme on the basis of race, caste, religion, gender or disability, except for the visually-impaired.

Has the qualification been through a formal approval procedure(s)?

(If so, explain the process and the outcome.)

- (1) The qualification was prepared by a core group having experts from Industry, DGET institutes, and ITIs.
- (2) It was approved by Mentor Council having representatives from Industry, Academic institutions and skill experts.
- (3) The qualification has been approved by the sub-committee of NCVT dealing with norms and courses.

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?

- In a recent initiative, a Mentor Council (MC) for the relevant sector has been formed to review the curriculum of this qualification under the sector.
- CSTARI, the research wing of DGE&T, reviews and updates the qualification, in consultation with industries and other stakeholders, on a regular basis.
- NOS approved by NSDA will also be referred to from time to time.

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

QUALIFICATION FILE SECTION 4 EVIDENCE OF RECOGNITION AND PROGRESSION

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?

1. Qualifying trainee will obtain an NCVT Certificate in MECHANIC MOTOR CYCLE trade which places the trainee in a position to investigate requirements for progression to a National Apprenticeship Certificate or National Craft Instructor Certificate.

This could refer to the link between this qualification and (i) a lower qualification; (ii) a related qualification at the same NSQF level; or (iii) a higher qualification. For example, are there standards in this qualification which mirror the standards in another qualification, but with less/more demanding standards.

Please attach any documents giving further information about any of the topics above.
Give details of the document(s) here:

QUALIFICATION FILE SECTION 6 EVIDENCE OF INTERNATIONAL COMPARABILITY

List any comparisons which have been established.

-Nil-

This information given here needs to be concrete. Reports setting out the evidence for comparability should be attached. The response may relate to:

- (i) Comparisons based on desk research
- (ii) Comparisons based on work with international experts/consultants
- (iii) Contacts with international sectoral bodies
- (iv) Contacts with international qualification bodies