

QUALIFICATION FILE – Micro Credentials

<Qualification Name>

Public Private

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>

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Section 1: Basic Details

1.	Micro Credential-Qualification Name											
2.	Sector/s											
3.	National Qualification Register (NQR) Code & Version <i>(Will be issued after NSQC approval.)</i>		4. NCrF/NSQF Level:									
5.	Brief Description of the Micro Credential											
6.	Eligibility Criteria for Entry for Students/Trainee/Learner/Employee	<p>a. Entry Qualification & Relevant Experience</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 10%;">S. No.</th> <th style="width: 50%;">Academic/Skill Qualification (with specialization- if applicable)</th> <th style="width: 40%;">Relevant Experience (with specialization- if applicable)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>b. Age <Please specify age only in case of any legal restrictions>:</p>		S. No.	Academic/Skill Qualification (with specialization- if applicable)	Relevant Experience (with specialization- if applicable)						
S. No.	Academic/Skill Qualification (with specialization- if applicable)	Relevant Experience (with specialization- if applicable)										
7.	Credits Assigned to this Qualification, Subject to Assessment <i>(as per National Credit Framework (NCrF))</i>		8. Common Cost Norm Category (I/II/III) <i>(wherever applicable):</i>									
9.	Any Licensing Requirements/ Pre-requisites for Undertaking Training <i>(wherever applicable)</i>											
10.	Expected Outcomes of the Micro Credential	<p>Terminal learning outcomes are:</p> <ul style="list-style-type: none"> 										

11.	Training Duration by Modes of Training Delivery (<i>Specify Total Duration as per selected training delivery modes and as per requirement of the qualification</i>)	<input type="checkbox"/> Offline Only <input type="checkbox"/> Online Only <input type="checkbox"/> Blended															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Training Delivery Mode</th> <th style="width: 17%;">Theory (Hours)</th> <th style="width: 17%;">Practical (Hours)</th> <th style="width: 33%;">Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Training Delivery Mode	Theory (Hours)	Practical (Hours)	Total (Hours)	Classroom (offline)				Online				(Refer Blended Learning Annexure for Details)			
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Theory (Marks)	Practical (Marks)	Project (Marks)	Viva (Marks)	Total (Marks)	Passing %age												
13.	Is the Qualification Amenable to Persons with Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", specify applicable type of Disability:															
14.	How participation of women will be encouraged?																
15.	Other Indian Languages in which the Micro Credential will be implemented.																
16.	Is similar Micro Credential Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input type="checkbox"/> No URLs of similar Qualifications:															
17.	Name and Contact Details Submitting / Awarding Body SPOC	Name: Email: Contact No.: Website:															
18.	NSQC Approval Date:	19. Validity Duration:	20. Next Review Date:														

Section 2: Training Related

1.	Trainer’s Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	
2.	Master Trainer’s Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	
3.	Tools and Equipment Required for Training	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If “Yes”, details to be provided in Annexure)</i>

Section 3: Assessment Related

1.	Assessor’s Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	
2.	Proctor’s Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	
3.	Lead Assessor’s/Proctor’s Qualification and experience in relevant sector (in years) <i>(as per requirement and NCVET guidelines)</i>	
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Mode: <input type="checkbox"/> Online Only <input type="checkbox"/> Offline Only <input type="checkbox"/> Blended
5.	Tools and Equipment Required for Assessment	<input type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

Section 4: Evidence of Need of the Micro Credential

As per the NCVET Guidelines for evidence of need, provide the required Annexure/Supporting documents.

1.	Government /Industry initiatives/ requirement (Yes/No):
2.	Number of Industry validation provided: <i>< Specify both Annexure & Supporting document details for Industry validation summary & Industry validations (as per format)></i>
3.	Estimated number of people to be trained: <i><Specify details in annexure></i>

Section 5: Annexure Check List

Specify Annexure Number and Name.

1.	Annexure: NCrf/NSQF level justification based on NCrf Level/NSQF descriptors <i>(Mandatory)</i>	
2.	Annexure: Learning Outcomes and Assessment Criteria <i>(Mandatory)</i>	
3.	Annexure: Assessment Strategy <i>(Mandatory)</i>	
4.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory – Except in case of online course)</i>	
5.	Annexure: Blended Learning <i>(Mandatory in case selected mode of delivery is “Blended Learning”)</i>	
6.	Annexure: Acronym and Glossary <i>(Optional)</i>	

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: Learning Outcomes and Assessment Criteria

Detailed learning outcomes and assessment criteria for the qualification are as follows:

S. No.	Learning Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
1.					
2.					
3.					
Total Marks					

Annexure: Assessment Strategy

Specify the assessment strategy and plan to evaluate the Candidate on the required competencies of the qualification.

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Annexure: Tools and Equipment

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

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

Annexure: Training Details

Training Projections:

Year	Estimated Training # of Total Candidates	Estimated training # of Women	Estimated training # of People with Disability

Data to be provided year-wise for next 3 years.

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

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
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
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 based on their main economic function, product, service or technology.