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# QUALIFICATIONS REVIEW COMMITTEE (QRC):

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## PROCESS OF PROMULGATION OF STANDARDS



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National Skill Development Corporation (NSDC), New Delhi, India

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## Introduction

The Qualifications Review Committee (QRC) plays a vital facilitative role, acting as (1) a peer-consultative group; and (2) an inter-/intra-Sector Skill Council (SSC) quality management mechanism. The Committee continues to evolve with renewed commitments to strengthen the development and deployment of Qualification Pack and National Occupational Standards (QP-NOS) and Model Curricula.

The QRC is the executive mechanism to reviewing Occupational Standards (OS) proposed by any Sector Skill Council (SSC) while working with the National Skill Development Corporation (NSDC) to support the transition of an Occupational Standard (OS) into a National Occupational Standard (NOS).

### National Occupational Standards

National Occupational Standards (NOS) describe the functions, standards of performance, and knowledge or understanding an individual must achieve when carrying out a function in the workplace. Based on the Competency Based Education and Training (CBET) model of development; Occupational Standards are driven by assessment or learning considerations. In other words, standards are seen as being those aspects of performance which can be assessed (1) at work, or (2) in the learning programme, which will result in effective performance.

Rather than design curricula to meet assumed needs, SSCs identify ‘occupational standards’ which are clear and precise statements describing what effective performance means in distinct occupational areas. The standards are then used to develop ‘new’ skill qualifications and the assessment which underpins them; along with learning programmes which deliver the achievements identified in the standards.

SSCs collaborate with industry members, partners and employers; and technical and subject matter experts to develop a draft NOS. Therefore, the NOS are laid down by industry/employers through their representative SSCs. A Qualification Pack (QP) is a set of NOS aligned to a job or work role. The SSC then receives acceptance and validation for the QP from employers of the proposed job/work role. The QP is used to develop ‘new’ vocational qualifications or Short-Term-Training (STT) programs, and the assessment which underpins them. The QP also acts as the base design document for instructional strategies and mechanisms to deliver the competencies identified in the standards

SSCs follow protocols laid down by NSDC for developing NOS. As part of the QRC dossier each SSC is required to submit a case or evidence of need for the development of a QP and/or NOS, which includes but isn’t limited to:

- governance protocols,
- industry market size and forecasts,
- occupational map, career progression,
- labor market information,
- stakeholder map and consultations,
- QP-NOS and Model Curriculum, and
- proof of industry validation of the finalized job/work role.

The complete NSDC due-diligence check-list and formats for occupational mapping, career progression, and data collection are available at <https://nsdcindia.org/national-occupational-standards>.



Once the QP-NOS is approved by the QRC, it is uploaded on the NSDC & SSC website along with its Model Curriculum for public view and feedback. Concurrently the QP and all its functional parameters are updated on the meta-data sheet on the NSDC website after every QRC meeting.

The QPs are then recognized in the National Skills Qualification Framework (NSQF) – a competency-based framework that organizes all TVET/SD qualifications according to a progressive series of levels of knowledge, skills and accountability.

QPs are available for practically every job role in each industry sector. These drives the creation of curriculum, content and assessments. Thus, NSQF will theoretically make it possible to drive competency-based training for every job role in industry. It would be possible for all current vocational courses, like MES, ITI Courses, or similar vocational courses in schools, colleges and polytechnics to be aligned to job roles at specific NSQF Levels. An ITI Course in Plumbing would say they are training for plumbers at NSQF Level 3. Similarly, a polytechnic, training in fashion design, may say it is training for NSQF Level 5 for Garment Cutters.

## Pre-QRC: Documents Submitted by SSC to NSDC

- Proposing SSC will inform QRC Secretariat, NSDC about their plan to submit draft QP-NOS, at least two months in advance.
- Proposing SSC will submit complete and verified QRC documents in specified formats/as per QP-NOS Protocol at least 5 weeks ahead of the QRC meeting.
- The QRC Secretariat will not accept incomplete/partial submissions.
- The QRC Secretariat will accept draft QP-NOS under Industry validation, only in exceptional cases. However, the SSC will give a written assurance of completion of the development process within three months and then get the QP-NOS regularized by QRC.
- QRC Secretariat will verify submitted documents and give feedback to the SSC on QP-NOS within 0 - 15 working days.
- After closure of QP-NOS, SSC will submit the Curriculum. QRC Secretariat will review the Curriculum and give feedback to the SSC within 5-10 working days.
- SSC will submit closed QRC dossier, at least 3 working days ahead of QRC meeting.
- If QRC Secretariat finds the QRC dossier is incorrect or incomplete, the SSC will not be invited to present in the forthcoming QRC meeting. SSC will be invited to present Draft QP-NOS and Curriculum after Secretariat completes the verification process.
- QRC Secretariat will not give feedback more than twice to each SSC on documents as SSC is expected to assimilate the learning and submit verified documents.
- SSC will be allowed to make next presentation to QRC after correct & revised documents for former QRC have been submitted
- SSC will facilitate NSDC in contacting industry during Due Diligence process for verification of the industry's involvement in the validation process.

## Process of Promulgation of Standards by QRC in Meetings

QRC Secretarial support will be provided by NSDC. QRC members will confirm their presence after receiving notification of meeting from QRC Secretariat as per tentative calendar. This calendar is shared with QRC in advance. NSDC may revise dates, if necessary.

Members of QRC meeting will conduct the meetings as per the following process:

- Evaluate the business case for the draft QP-NOS, labor market information, occupational map, and career progression for the proposed role.
- Review the draft QP-NOS for compliance with QP and NOS format; coherence, nomenclature protocol; and the appropriateness of NSQF level and endorse the QP-NOS. In case the QRC does not endorse the draft QP-NOS, and recommends revision or review, the proposing SSC will comply and resubmit.

- Parameters of review include:
  - The appropriateness of the NSQF level of a QP, as per level descriptors. In case QRC feels that the proposing SSC needs to reconsider the level given to the QP, it will send it back for re-consideration.
  - QP-NOS compliance with NOS format, nomenclature, occupational mapping, and industry-validation as per defined protocols.
  - The scope of rationalization in the draft QP-NOS for, and propose inter-/intra- SSC collaboration
  - Ensuring the draft QP-NOS does not overlap with the existing QP-NOS repository, and is relevant to the sector
  - Corroborating the QP-NOS with the accompanying Model Curriculum.
  - Ensuring that the Model Curriculum is compliant with the prescribed format, and covers the modules for all the NOSs as per the QP in the optimum manner
  - Granting provisional endorsement of the draft QP-NOS, when all the above factors have been cleared in review.
  - Other deliberations related to QP-NOS governance and administration as required.
- QRC members will examine at least 20% of all the QP-NOS & Curriculum presented by each SSC
- The QRC will provisionally endorse the NOS, post completion of the above-mentioned points. Conflicting draft QP-NOS will be discussed by the Committee for Rationalization of Qualifications (CRQ). If that Committee is unable to resolve the issue, the matter will be handed over to the Issue Resolution Committee.
- QRC members will record their observations of each Proposing SSC presentation in the QRC Member Observation sheet and sign it.
- The QRC Secretariat will fill up the Joint Declaration Sheet and QRC members will cosign said sheet
- Secretariat will share the Joint Declaration Sheet with the Proposing SSC for further action within specified timelines.

## Promulgation of Reviewed QP-NOS

QRC Secretariat will publish the reviewed QP-NOS and Curriculum on NSDC website. SSC will publish the same on their website and open it for public viewing for one month. During this period, SSC will monitor the responses giving by the public.

Minutes of the meeting of every meeting will be maintained and actionable progressed by QRC Secretariat.

Post public viewing and incorporation of any feedbacks, SSCs will work with NSDC to submit the NSQF dossier to NSDA for register/ promulgate the NOS as a National Standard. SSC will submit a summary of the feedback and action taken, if any, to QRC Secretariat for recording it.

## Formation of the QRC

The QRC draws its members from NSDC-funded SSCs which have a Governing Council or Board and a CEO. Considering the importance of QRC, only CEOs with at least two years' experience in the role are eligible for QRC members

- All the CEOs of SSCs will nominate or elect or self-nominate members to the QRC. In the event of an election, an election meeting will be held. CEOs of at least 80% should be present for this meeting and they will cast their votes in case of election meeting.
- Eligibility criteria for QRC membership:
  - The CEO must have a minimum of Two (2) years' experience in the same executive role; and the SSC be operational for a minimum period of Two (2) years.
  - The CEO must have experienced the full life cycle of Qualification Pack-National Occupational Standard (QP-NOS) development, through to National Skill Qualifications Committee (NSQC) approval.
  - The CEO must ensure availability for meetings. Previous QRC members with an attendance record of below 50% in the preceding membership-cycle, will be considered ineligible.
- The QRC membership will include 10 elected or self-nominated CEOs from existing SSCs, one representative from an industry association like CII, FICCI, etc., one representative from NSDA, and one representative from NSDC.
- An SSC CEO may serve as a QRC member for no more than three consecutive financial years. The SSC CEO will be eligible for membership after a gap of one financial year.
- Minimum quorum required to conduct a QRC meeting is 50% of the total membership.
- QRC Secretariat will share a tentative calendar for QRC meetings. The Secretariat will notify QRC about the meeting ahead of the meeting as per this calendar. Members will confirm their presence to the Secretariat.
- Any member who is absent for three consecutive meetings, will cease to be a member.
- CEOs of SSC must be present for their QRC presentation. Else, the QPs can be presented during the next QRC.
- QRC will interface with NSQC as and when required.

## Committee for Rationalization of Qualifications

- Will interact with the SSC, proposing a draft QP to QRC that overlaps with an existing QP, and an SSC, which already has a QP
- Will interact with SSCs which have developed QPs that are unrelated to their domain
- Will arbitrate between two SSCs for overlapping QPs and the decision will be final. However, if any SSC does not accept the decision of the CRQ, the issue will be forwarded to the Issue-Resolution Committee.

## Issue-Resolution Committee

- This Committee will comprise of Director- MSDE; CPO – NSDC; Head SSC Governance - NSDC, Head Standards NSDC.
- QRC Secretariat will present the documents and a summary of conflicting/overlapping QP-NOS to this Committee.
- The Committee may or may not have a meeting with the SSCs seeking a resolution for conflicting/overlapping QP-NOS. The Committee will make a decision, which will be final and SSCs will be bound by it.