

**Guidelines on Adoption of NSQF aligned Qualifications by various
Awarding Bodies**

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1. RATIONALE FOR ADOPTION OF QUALIFICATIONS

- 1.1. The National Skill Qualification Framework (NSQF) gazette notification dated 27th Dec 2013 defines Qualification as ‘a formal outcome of an assessment & validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards’. National Skill Development Agency (NSDA) receives Qualifications from various Awarding Bodies for NSQF alignment along with details of assessment and certification. Qualifications across various Awarding Bodies are aligned to NSQF and uploaded on National Qualification Register (NQR). Till date more than 2900 Qualifications are aligned to NSQF across various Awarding Bodies in last five years.
- 1.2. A number of challenges have emerged during this period related to different operational aspects of NSQF like:
 - i. Duplication of Qualifications
 - ii. Limited Capacity at State level to develop Qualifications
 - iii. Uniformity / Quality Assurance in Assessment and Certification
 - iv. Availability of information on NQR
- 1.3. NSQF notification states *“The NSQF Register will be the official national public record of all qualifications aligned to NSQF levels, qualification pathways and accrediting authorities. The qualifications register will be made available on a web portal and regularly updated. Every institution offering an NSQF-aligned qualification will have to keep details of its training programs updated on the portal”*.
- 1.4. A well defined mechanism is required to facilitate use of already approved Qualifications by multiple Awarding Bodies. The information for the same will also be made available on NQR for learners keeping in view the challenges and the spirit of the NSQF notification. These guidelines have been framed for facilitating adoption of Qualifications by different Awarding Bodies that can help in following:

i. **Access to Standardised Qualifications**

Various Awarding Bodies in the skill ecosystem can have access to standardised Qualifications that are already aligned to NSQF

ii. **Focus on traditional skills by States**

Considering that States may not require to work on development of common Qualifications that may be already aligned to NSQF, they can focus on strengthening and working towards development of traditional crafts/state native skills that get neglected otherwise.

iii. **Learner Centric- availability of choice for the learner**

A similar Qualification being offered by various Awarding bodies can lead to competitive situation where a learner can choose the combination of training programme and Awarding Body thus making the entire process learner centric.

iv. **Utilisation/channelization of resources**

With the option of adopting NSQF aligned Qualifications by Multiple awarding bodies , the effort/ resources spent on developing similar Qualifications at times just for retaining assessment and certification rights may be reduced ,making the process more efficient and productive.

v. **Information on NQR for public use**

The process of adoption of NSQF aligned Qualifications needs to be transparent and time bound. NQR will mention specific steps/ process to be followed by various Awarding Bodies to adopt Qualifications that are already aligned to NSQF. Information on Qualifications that have been adopted by various Awarding Bodies will be reflected on NQR so that learners can make an informed choice on basis of which Qualifications are run by which all Awarding Bodies in the system. This can also lead to healthy competition among Awarding Bodies that may encourage quality in training delivery.

2. SCOPE OF GUIDELINES

Initially, the guidelines will be limited to the adoption of Qualifications by existing Government Awarding Bodies like Central Ministries, State Governments, SCVT, NCVT, Sector Skill Councils and those recognised by NSDA/NCVET .

3. KEY PRINCIPLES IN ADOPTION OF QUALIFICATIONS

The key principles to be followed for adoption of NSQF aligned Qualifications across various Awarding Bodies are:

3.1. Maintaining the Quality of Qualification/ Standards

The Awarding Body adopting the Qualification should ensure quality of the Qualification in terms of its NOS/Learning Outcomes, curriculum, list of tools, training norms, TOT requirement, training delivery tools etc. as specified in the original Qualification.

3.2. Accountability for the Qualification

An awarding Body adopting the Qualification should take ownership of the Qualification in its totality like quality of training delivery, fair and reliable assessment process as per the norms (laid down by developer of Qualification) and market failure also.

3.3. Adherence to the Assessment Norms /Criteria of the original Qualifications

Assessment norms as spelt out in the original Qualification need to be followed by other Awarding Bodies adopting the Qualification

3.4. Addressing the local (specific) requirements/ flexibility in adoption

The purpose of these guidelines is to ensure timely and effective utilisation of existing approved Qualifications and not investing resources in developing duplicate or similar Qualifications. At the same time, it is also important to consider that some flexibility in addressing specific local needs should be provided when Qualifications are being adopted by various other Awarding Bodies i.e Adopting Body (AB) . The flexibility may range from

addition of NOS/ learning outcomes of an already approved Qualification. However, it will be ensured that:

- i. There is no change in the nomenclature of the Qualification.
- ii. There is no change in the mandatory components of the original Qualification. Training should be undertaken on all mandatory components. The Developer of the Qualification should clearly state the mandatory components of the Qualification being adopted in case it is not mentioned otherwise
- iii. Addition of NOS/ learning outcomes does not change the NSQF level and job role as specified in the Qualification being adopted. Additional NOS / learning outcome that may be added by the Adopting Body can be categorised as an optional NOS of the Qualification for that Adopting Body. Information on which NOS is being added may also be provided to NSDA/NCVET.

The flexibility currently may be permitted only for 20% of the notional hours of the Qualification that is being adopted.

3.5. Complying with the review/update in the original Qualification

If the Developer of the Qualification undertakes any change in the mandatory components of the Qualification, it is mandated that the same should be informed to the Adopting Body which in turn will have to comply / abide by those changes.

3.6. Scope of Adoption of Qualifications

Adoption of Qualifications in context to the guidelines refers to taking the Qualification (NSQF aligned and uploaded on NQR) developed by one Awarding Body by another Awarding Body in its totality without altering the basic structures like eligibility criteria, level, mandatory NOS/ Learning outcomes, equipments ,accreditation and assessment norms. Awarding Body adopting the Qualification can either:

- i. Adopt just the Qualification (along with standards, assessment norms and accreditation norms) and develop its own content based on the original curriculum. The availability and distribution of content may vary from case to case basis and is not mandatory for the developer to provide the content.

- ii. Adopt the Qualification along with its curriculum and content. In case of Qualifications developed by Government Bodies, the content needs to be publicly available. In case of private Bodies, the provision may vary from case to case basis and the same needs to be informed to the Committee during consultation.

3.7. Role of Developer of the Qualification and its recognition:

It is expected that the Developer of the Qualification will facilitate the adoption of Qualifications by other Awarding Bodies (Adopting Bodies). The same will be highlighted on the NQR. The reflection on NQR will provide due recognition to the developer of the qualification.

3.8. Sector Expertise/ Rationale for Adoption:

Adoption of Qualifications should be preferred for those Awarding bodies which have sector expertise and necessary capacity and capability of conducting training and assessment in that sector. It needs to be supported by a well-defined rationale for adoption of Qualifications. Some of the broad parameters for evaluating sector expertise are given in the Request Form and Quality Assurance form at Annexure I and II respectively.

4. STAKEHOLDERS

The stakeholders will be the Awarding Body which is Adopting the Qualification (Adopting Body), the Awarding Body whose Qualification is being adopted (Developer) and NSDA/NCVET who will anchor and facilitate the process of adoption of Qualifications across various Awarding Bodies. Due diligence will be undertaken by NSDA/NCVET to ensure that Awarding Body seeking adoption of Qualifications has required capacity and capability of conducting training, assessment and certifications (as the case may be) for that sector. Information to National Skill Qualification Committee (NSQC) / seeking approval of NSQC (as per case to case requirement) will also be undertaken.

5. **PROCESS OF ADOPTION**

Adoption of NSQF aligned Qualifications by various Awarding Bodies will be facilitated through following procedure.

- i. Awarding Body (seeking adoption of Qualification) will submit Request Form as per Annexure I along with Quality Assurance Form as per Annexure II to NSDA/NCVET
- ii. NSDA /NCVET will undertake due diligence to evaluate the sector expertise and other relevant parameters of the Awarding Body seeking adoption of Qualifications
- iii. If the Awarding Body adopting the qualification, in future, makes any addition to the list of Qualifications for the same sector for which the earlier recognition had been granted, then it just needs to inform NSDA/NCVET about the same.
- iv. However if this Awarding Body intends to add/adopt Qualifications of some other sector , then the process as outlined in 5 (i) and (ii) needs to be followed.
- v. NSDA/NCVET will convey its acceptance of the proposal within a period of four weeks*.
- vi. The key decisions will be compiled for the information/approval from NSQC.

** NSDA /NCVET will acknowledge the receipt of proposal to the Awarding Body seeking adoption of Qualifications, and the four weeks period will be calculated after this date.*

Also, Ministry of Skill Development & Entrepreneurship has notified the National Council for Vocational Education and Training (NCVET) on 5th Dec 2018 as an overarching skills regulator. NCVET in future will lay out its norms for recognition of Awarding Bodies in future and the process of adoption of Qualifications may also be modified accordingly as and when required. The regulator may also undertake periodic review / appraisal of Awarding Bodies(including both Developer Body and Adopting Body). If by any chances the Adopting body gets de-recognised by the regulator, then it no longer can adopt the Qualifications and will cease to use the existing ones. Apart from this, any Awarding Body is liable to be derecognised in case they are not able to meet the parameters as laid down by the regulator from time to time.

The guidelines are subject to change depending on development of technology interface or and other policy decision in this regard in future.

6. REFLECTION ON NQR

NQR will clearly reflect the Developer of the Qualification and the Adopting Body for that Qualification. Information on the Qualifications that have been adopted by various Awarding Bodies will be reflected on NQR as mentioned below so that learner can take an informed choice while selecting a training programme offered by a competing Awarding Bodies.

The screenshot displays the National Qualifications Register (NQR) website. The header includes the logo of the Government of India, the text "NATIONAL QUALIFICATIONS REGISTER", and "Owned and Maintained by National Skill Development Agency, Ministry of Skill Development and Entrepreneurship". The "Skill India" logo is also present. The main content area is titled "Qualifications Listing" and shows a search filter on the left and a list of results on the right. The search filter includes fields for "Qualification Title", "Proposed Occupation", "Sector" (set to "Capital Goods & Manufacturing"), "NSQF Level" (set to "Any"), and "Job Description". The search results show "145 records found." and list three qualifications:

- Advance certificate course in CNC machining**
Code : MSME/ACCCM/35 NSQF Level : Level 5 Notional Hours : 1560 Sector : Capital Goods & Manufacturing
Buttons: State, SSC, Central Ministry, DGT, More Details
- Advance Certificate Course in Foundry Technology**
Code : MSME/ACCF7/20 NSQF Level : Level 5 Notional Hours : 2340 Sector : Capital Goods & Manufacturing
Buttons: More Details
- Advance Certificate Course in Inspection & Quality Control**
Buttons: Download PDF

7. TIMELINES IN THE PROCESSES

S. No.	Activity	Indicative Timeline
1	Receipt of Request form as per Annexure I along with Quality Assurance form as per Annexure II by NSDA/NCVET	First Week
2	NSDA /NCVET will undertake due process to evaluate the sector expertise and other relevant parameters of the Awarding Body seeking adoption of Qualifications.	First – Third Week
3	Once finalised, the information / key decisions will be compiled for information/ approval from NSQC while the same will be communicated to the Awarding Body seeking adoption.	Fourth Week

The Request Form and Quality Assurance Form will be uploaded on NSDA and MSDE website along with the process flow for the use of various Awarding Bodies.

REQUEST FORM

1. Name of the Awarding Body
2. Name of the Nodal officer
3. Address
4. List of the Qualifications to be adopted along with the Awarding Bodies(from whom to be adopted)

S.No	Name of the Qualification to be adopted	Name of the concerned Awarding Body (Developer)

5. Rationale for adopting the Qualifications
6. Assessment and Certification Rights (Tick one of the below)
 - i. Will assessment and certification be done by the Body adopting the Qualification
 - ii. Will assessment and certification be done by the original Developer of Qualification
 - iii. Will there be joint assessment and certification by both Bodies

 **All the points / questions be supported by evidences**

QUALITY ASSURANCE FORM

(To be filled by prospective Adopting Body in respect to Qualifications being adopted. Separate form to be filled for each Developer along with the list of Qualifications to be adopted)

S. No	Criteria	Response from Adopting Body										
1	Name of the Awarding Body intending to adopt the Qualification											
2	Name and Contact Details of the Nodal Officer											
3	Any other recognition /accreditation by any other regulator in past?											
4	List of Qualifications to be adopted from this Developer Body.											
5	<p>Details of the trainings conducted in other or similar Qualifications pertaining to this sector:</p> <table border="1"> <thead> <tr> <th>Sector</th> <th>Name of the Qualification (on which training conducted in last three years)</th> <th>No. of Students trained</th> <th>No. of Students Certified</th> <th>No. of Students Placed</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sector	Name of the Qualification (on which training conducted in last three years)	No. of Students trained	No. of Students Certified	No. of Students Placed						
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6	List of locations where currently trainings are being conducted along with the name of the sector.											
7	<p>Details of the engagement with Industry</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Name of the Industry</th> <th>Sector</th> <th>Type of Engagement</th> <th>Duration</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S.No.	Name of the Industry	Sector	Type of Engagement	Duration						
S.No.	Name of the Industry	Sector	Type of Engagement	Duration								
8	Details of Assessment systems in place in Adopting Body											
9	Will the Adopting Body provide content to learners for the Qualifications adopted	Yes or No										

10	Does Adopting Body agree that that if developer of Qualification undertakes any change in the Qualification in the mandatory components in future, it will abide by these changes	Yes or No
11	Tentative numbers/ Expected number of trainings, assessments and certifications (as the case may be) that will be conducted in the Qualification adopted	

Glossary

1. **Qualification:** 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.
2. **Awarding Body:** An Awarding Body is the Body, which sets the assessment norms for the qualification and makes the final decision to award the qualification and issue certificates to successful learners.
3. **Adopting Body:** Awarding Body that adopts the NSQF aligned Qualification that is developed by a different Awarding Body .
4. **Developer Body:** Awarding Body which has developed the Qualification that is being adopted.
5. **National Qualification Register:** It is the official national public record of all Qualifications aligned to NSQF Levels, Qualification Pathways and accreditation Authorities
6. **National Occupational Standard (NOS):** NOS describe best practices by bringing together performance criteria, knowledge and skills pertaining to a job role. A set of NOSs related to a specific job role is called Qualification Pack (QP).
7. **Sector:** Grouping of professional activities on the basis of their main economic function, product, service or technology