



Maharshi Karve Stree Shikshan Samstha's

School of Fashion Technology (SOFT)

Learner's Handbook

For

Pearson BTEC HN Qualification

Academic Year 2023-24

Welcome to School Of Fashion Technology (SOFT)

Learning is not the product of teaching.

Learning is the product of the activity of the learners.

-John Holt

Learner's Handbook

The Learners Handbook aims to help and guide through the programme- Pearson BTEC HN Qualification at SOFT, Pune. The Handbook contains all the necessary information related to the qualification, programme structure, assessment process, procedures, rules & regulation. All learners are expected to acquaint themselves to the terminology used in the programme and whom to contact for help and advice.

Let's begin the new academic years with zeal and enthusiasm!

Let it bring new concepts, knowledge, innovations and challenges!

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1. Introduction to MKSSS & SOFT

Maharshi Karve Stree Shikshan Samstha (MKSSS)

The Samstha is a 125-years-old body that is committed to “**Empowerment of Women through Education**”. The Institution works relentlessly towards educating the women and thereby making them self-reliant. The Samstha was established in 1896 by the great visionary and social worker **Bharat Ratna Maharshi Dhondo Keshav Karve** to provide shelter to destitute women.

Maharshi Karve founded this Institution with the objectives of upliftment, emancipation and education of women who formed a major section of the socially downtrodden. He dedicated his whole life for this humanitarian cause with great determination and courage. For his sacrifice and dedicated social work and his contribution to the noble cause he was awarded “**Bharat Ratna**” the highest National Civilian Award.

Maharshi Karve Stree Shikshan Samstha, Pune has branches all over Maharashtra in India and more than 35,000 girl learners are learning in these institutions and at present it runs 65 educational units.

The Institution offers education from Kindergarten, Pre-Primary, Primary, Secondary, Higher Secondary schools to Higher Education Colleges. At present the Institution runs higher education units like, Engineering, Architecture, Management, Nursing, Fashion Technology, Vocational Training Institute, Laser Technology & Applications, Jewellery Design, etc. With the changing trends in the jobs market, the courses like Data Science, Artificial Intelligence, Machine learning, laser technology, Automotive Mechatronics are also planned in near future.

MKSSS strives hard to develop women into truly performing citizens in today’s globalization era.

School of Fashion Technology (SOFT)

Established in 1998 under the tutelage of 125 year old Maharshi Karve Stree Shikshan Samstha (MKSSS), Pune, India, School of Fashion Technology (SOFT) is the pioneer of fashion education and one of the top fashion design schools in the country, and the only school that equips learners with quality education.

School Of Fashion Technology has been working for the past many years to impart quality education and career to its learners in the areas of Fashion Design, Fashion Technology,

Production, Merchandising, Fashion Communication, Jewellery Design, Textile Design and Sustainable Fashion.

Highly qualified faculties and experts from the industry train the learning minds and endow them with the required skill sets for the fashion industry. School of Fashion Technology aims at equipping the learner's mind with creativity, intellect and confidence and prepares them for a promising future.

Keeping the legacy of quality education, SOFT is now an approved center for delivering Pearson BTEC HN qualification for Level 4 & 5.

Vision of SOFT

To take forward the MKSSS's Vision of Women Empowerment through Education, SOFT is committed to Evolve as a most Conscious and Internationally known Fashion Organization.

Mission of SOFT

SOFT is committed to provide an enriched experience to all its stake holders by providing Conscious Quality input and by governing the required output so as to satisfy the needs of the Industry as well as society with utmost competencies. By default the International Connectivity on one side and the Social Connectivity at the Grass Root level on the other side will be a phenomenal Identity that will make SOFT a unique organization.

2. Pearson BTEC Programme

**Kindly note below (page 3 to 6) information has been taken from Pearson website. The same has been published here for easy reference*

About Pearson

Pearson is the world's leading learning company, with 35,000 employees in more than 70 countries working to help people of all ages to make measurable progress in their lives through learning.

Pearson puts the learner at the centre of everything they do, because wherever learning flourishes, so do people.

About BTEC

BTEC (Business and Technology Education Council) is one of the world's most recognized applied learning brands, engaging learners in practical, interpersonal and thinking skills, for more than thirty years.

BTEC are work-related qualifications for learners taking their first steps into employment, or for those already in employment and seeking career development opportunities. BTEC provide progression into the workplace either directly or via study at university and are also designed to meet employer's needs. Therefore, Pearson BTEC Higher National qualifications are widely recognized by industry and higher education as the principal vocational qualification at Levels 4 and 5.

When developing the Pearson BTEC Higher National qualifications in Art and Design, Pearson collaborated with a wide range of learners, employers, higher education providers, colleges and subject experts to ensure that the new qualifications meet the needs and expectations.

Pearson also worked closely with the relevant Professional Bodies, to ensure alignment with recognized professional standards.

There is now a greater emphasis on employer engagement and work readiness. The new Pearson BTEC Higher National qualifications in Art and Design are designed to reflect this increasing need for high quality professional and technical education pathways at Levels 4 and 5, thereby providing learners with a clear line of sight to employment and to progression to a degree at Level 6.

Awarding Body

Pearson Education Ltd.

Qualification Titles

Pearson BTEC Level 4 Higher National Certificate in Art & Design- Fashion & Textile

Pearson BTEC Level 5 Higher National Diploma in Art & Design- Fashion

Qualification Codes

Pearson BTEC Level 4 Higher National Certificate in Art & Design- 603/0908/8

Pearson BTEC Level 5 Higher National Certificate in Art & Design- 603/0909/X

Programme Overview

Pearson BTEC Higher National qualifications in Art and Design offer the following:

- A stimulating and challenging programme of study that will be both engaging and memorable for learners.
- Essential subject knowledge that learners need to progress successfully into further study and the world of work.
- A simplified structure: learners undertake a substantial core of learning in the Higher National Certificate and can build on this in the Higher National Diploma, with optional units linked to their specialist area of study.
- Specialist pathways in the Level 4 Certificate, and in Level 5 Diploma, give each learners preference of study and future progression plans.
- Refreshed content that is closely aligned with Professional Body, vendor, employer and higher education needs.
- Assessments that consider cognitive skills (what learners know) along with affective and applied skills (how they behave and what they can do, respectively).
- Unit-specific grading and Pearson- set assignments.
- A diverse approach to assessment that supports progression to Level 6 and also allows centers to offer assessment relevant to the industry, thereby accommodating and enhancing different learning styles.
- Quality assurance measures—as outlined in the Programme Specification—to ensure that all stakeholders (e.g. professional bodies, vendors, universities, businesses, colleges and

learners) can feel confident in the integrity and value of the qualifications.

- A Qualification designed to meet the needs and expectations of learners aspiring to work in an international creative industries environment.

Who is this qualification for?

The BTEC Higher National qualifications in Art and Design are aimed at learners wanting to continue their education through applied learning. Higher Nationals provide a wide-ranging study of the Art and Design sector and are designed for learners who wish to pursue or advance their career in Art and Design. In addition to the knowledge, understanding and skills that underpin the study of the Art and Design sector, Pearson BTEC Higher Nationals in Art and Design give learners experience of the breadth and depth of the sector that will prepare them for further study or training.

What could these qualifications lead to?

The Pearson BTEC Level 4 BTEC Higher National Certificate provides a solid grounding in Art and Design, and may lead to vendor accredited certification, upon which learners can build; should they decide to continue their studies beyond the Certificate stage. The Pearson BTEC Level 5 Higher National Diploma allows learners to specialize by committing to specific career paths and progression routes to degree level study. In addition, the qualifications may provide links to industry-related and employer-supported internship schemes that can provide further opportunities for enhanced employability.

On successful completion of the Pearson BTEC Level 5 BTEC Higher National Diploma, learners can develop their careers in the Art and Design sector through:

- Entering employment
- Continuing existing employment
- Linking with the appropriate vendor accredited certificates
- Committing to Continuing Professional Development(CPD)
- Progressing to university

Progression to University

The Pearson BTEC Level 5 Higher National Diploma in Art and Design is recognized by higher education providers as meeting admission requirements for many relevant degree programme in subject specialisms such as:

- BA Art & Design
- BA Fashion & Textiles
- BA Fashion Design
- BA Textile Design

University recognition and articulations

Pearson works with a number of universities around the world to recognize and accept Pearson BTEC Higher Nationals as a qualification for entry onto an undergraduate degree. Many universities now allow advanced entry onto the second or third year of a degree. Some universities have direct articulations onto these condor third year of a bachelor's degree programme with Pearson BTEC Higher Nationals. Learners should be aware that a university admission criterion is always subject to change and understand the course entry requirements for subject, year and grade before applying.

Eligible Universities

Learners after completing their Pearson BTEC Higher National Diploma in Art and Design – Fashion and Textile will be eligible to the final year of the bachelor's degree in the known Universities of United Kingdoms (UK)

Admission will be at discretion of the eligible universities

Please look up – Degree coursefinder.pearson.com ; Select Qualification as Level 5 and specialization as Art and Design.

https://www.highernationals.com/degree-finder?utm_source=pearson%20qualifications%20website&utm_medium=news%20article&utm_campaign=degree%20finder%20launch

3. Registration and Certification Information

Registration

SOFT informs every applicant about Pearson qualification and its certification procedures at the beginning of a programme.

The exam officer ensures a robust system of registration that all the learners are registered on Edexcel Online as per the guidelines of the awarding body Pearson within the deadline. Exam Officer will cross check the registration details with Programme Leaders and Senior Manager.

The Exams Officer shall ensure that all learners are aware of their learner status and that withdrawal, transfers or changes to any learners details are kept up-to-date and that examination boards have been notified.

Certification

Certification is the acknowledgment that an individual has attained a well-defined level of understanding or ability against a particular body of knowledge or skill set and is committed to maintain a high quality of professionalism while in the practice. Certificate will be issued by Pearson to learners only after the successful completion of the course.

The Exams Officer will ensure that timely certificate claims are made and are based solely on internally verified records which are approval by External Verifiers. The Exams Officer ensures that all records are kept safely and securely post certification for recommended periods of time in line with examination board requirements. All certificates will be audited to ensure accuracy and completeness.

3.1 English Language Requirement

As BTEC HN qualification is taught and assessed in English learners who are non-native English speakers and who have not undertaken their final two years of schooling in English need to submit their IELTS Score of 5.5 for the qualification.

4. Programme Specification

4.1 Programme Structure

BTEC HNC Level 4 in Art & Design (Fashion & Textiles)			
Unit number	Unit	Status	Credits
1.	Professional Development	Core Mandatory	15
2.	Contextual studies	Core Mandatory	15
3.	Individual Project (Pearson -Set Assignment)	Core Mandatory	15
4.	Techniques & Processes	Core Mandatory	15
7.	Computer Aided Design	Specialist Mandatory	15
9.	Fashion & Textile Practices	Specialist Mandatory	15
8.	Pattern Cutting & Garment Making	Optional	15
23.	Fashion Collection	Optional	15

BTEC HND Level 5 in Art & Design (Fashion)			
Unit number	Unit	Status	Credits
32	Professional Practice	Core Mandatory	15
33	Applied Practice Collaborative (Pearson -Set Assignment)	Core Mandatory	30
37	Advanced Fashion Studies	Core Mandatory	30
48	Conceptual Practice	Core Mandatory	15
47	Branding & Identity	Optional	15
62	Trend Forecasting	Optional	15

4.2 Programme Team of SOFT

Sr.no	Role	Responsibility	Name
1.	Head of Center	Person who has overall accountability for the delivery of Pearson Qualifications.	Dr.M.M Hundekar principal@soft.ac.in
2.	Quality Nominees	Responsible for coordinating and monitoring the learner details held with Pearson	Dr. M. M Hundekar principal@soft.ac.in
3.	Programme Leaders	Responsible for managing programme delivery and assessment of the learners, to ensure coverage of all units and grading criteria	Mr. Suresh Karale. Ms. Anjali Chavan
4.	Senior Managers	Responsible for overseeing the registration, transfer, withdrawal and Certificate claims for learners to ensure that Pearson's deadlines are met	Dr. Yogesh Bokil yogesh@soft.ac.in
6.	Examinations Officers	Responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners	Ms. Mohika Joshi exampearson@soft.ac.in
7.	Assessors	Responsible for carrying out assessment to the required standards. The assessor provides feedback to learners; assures the authenticity of learner work; records and tracks achievement	Subject Experts
8.	Internal Verifiers	A member of staff able to verify assessor decisions, and validate assignments.	Subject Experts

4.2.1 Teaching Staff

School Of Fashion Technology appoints faculty for individual units keeping in mind their expertise and forte and area of interests. The faculties appointed for the subject ensure to impart the learners with quality education. The faculties who are involved in imparting sessions are mentioned below.

1. Mr. Suresh Karale
2. Anjali Chavan
3. Ms. Varsha Bandal
4. Ms. Saimah Shaikh
5. Mr. Neerav Mota
6. Ms. Ankita Brahmi
7. Ms. Shweta Divgi
8. Ms. Diana Linda
9. Ms. Pooja Chavan Prabhune

4.3 Programme Planning

HNC Level 4 –Academic Annual Programme Year Plan, July 2023 to May2024.

Programme Duration	Mid July 2023- Mid May 2024 (36 weeks)	
Working days	Monday to Friday	
College Timings	9.15am to 4.15pm	
Induction week	26 th June- 28th 2023	
Working hours per week	30 hours	
Lectures scheduled	Mid July onwards 2023	
Units Delivery	Unit 2.Contextual studies	
	Unit 4. Techniques & Processes	
	Unit 9. Fashion & Textile Practices	
	Unit 7. Computer Aided Design	
	Unit 8. Pattern Cutting & Garment Making	
	Unit 23- Fashion Collection	
	Unit 3- Individual Project	
	Unit 1- Professional Development	
	Diwali Break- 6 th November to 19 th November 2023	
	Christmas Break- 24th December 2022 to 1 st Jan 2023	
	Local Visits	1per semester

HND Level 5 –Academic Annual Programme Year Plan, August 2022 to May2023.

Programme Duration	July 2022- May 2023 (36 weeks)	
Working days	Monday to Friday	
College Timings	9.15am to 4.15pm	
Working hours per week	24-30 hours	
Lectures scheduled	July onwards	
Units Delivery	Unit 47. Branding & Identity	
	Unit 36.Advanced Fashion Studies	
	Unit 62.Trend Forecasting	
	Unit 48.Conceptual Practice	
	Unit 33.Applied Practice Collaborative (Pearson Set)	
	Unit 32 Professional Practice	
	Diwali Break- 8 th November to 19 th November 2023	
	Christmas Break- 24th December 2022 to 1 st Jan 2023	
	Local Visits	1 per semester

4.4 Units, Credits, Total Qualification Time (TQT) and Guided Learning (GL)

The Higher National Certificate (HNC) is a Level 4 qualification made up of 120 credits.

The Higher National Diploma (HND) is a Level 4 and Level 5 qualification made up of 240 credits.

Qualification credit value: a minimum of 120 credits. This is made up of eight units, each with a value of 15 credits.

- Total Qualification Time (TQT) = 1,200 hours
- Total Guided Learning (GL) = 480 hours
- There is a required mix of core, specialist and optional units totaling 120 credits.

TQT is an estimate of the total amount of time that could reasonably be expected to be required for a learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification. TQT includes undertaking each of the activities of Guided Learning, Directed Learning and Invigilated Assessment. Each 15-credit unit approximates to a Total Unit Time of 150 hours with 60 hours of Guided Learning.

Total Qualification Time (TQT) for Higher National Certificate (HNC) = 1,200 hours

Total Qualification Time (TQT) for Higher National Diploma (HND) = 2,400 hours

Pearson would expect that an HND learner would have achieved at least 90 credits at Level 4 before progressing to Level 5 units. This allows for the learners to submit the remaining 30 credits at Level 4 while undertaking their Level 5 study.

Learners undertaking an HND who fail to successfully complete the full qualification may be awarded an HNC, if their credit achievement permits. Pearson BTEC Higher Nationals consist of core units, specialist units and optional units.

4.5 Grading Criteria for Pearson BTEC Higher National Units

Pearson BTEC HN qualifications employ a mastery model of assessment. The mastery model of learning is based on the principle that students must achieve a level of ‘mastery’ of prerequisite knowledge or skill, in order to progress to higher levels.

The award of a Pass is a defined level of performance and cannot be given solely on the basis of a learner completing assignments. Learners who do not satisfy the Pass criteria would be reported as Unclassified. To achieve a Pass, a learner must have satisfied all the Pass criteria for the learning outcomes, showing coverage of the unit content and, therefore, attainment at Level 4 or 5 of the National Framework.

- To achieve a Merit, a learner must have satisfied all the Merit criteria (and, therefore, the Pass criteria) through high performance in each learning outcome.
- To achieve a Distinction, a learner must have satisfied all the Distinction criteria (and, therefore, the Pass and Merit criteria), and these define outstanding performance across the unit as a whole.

4.6 Calculation of the final grade

Conditions for the award of the HND

To achieve a Pearson BTEC Level 5 Higher National Diploma qualification a learner must have:

- completed units equivalent to 120 credits at level 5
- achieved at least a pass in 105 credits at level 5
- completed units equivalent to 120 credits at level 4
- achieved at least a pass in 105 credits at level 4.

Conditions for the award of the HNC

To achieve a Pearson BTEC Level 4 Higher National Certificate qualification a learner must have:

- completed units equivalent to 120 credits at level 4
- achieved at least a pass in 105 credits at level 4.

4.7 Compensation provisions

Compensation provisions for the HND

Learners can still be awarded an HND if they have attempted but not achieved a Pass in one of the 15-credit units completed at level 4, and similarly if they have attempted but not achieved a Pass in one of the 15-credit units at level 5. However, they must complete and pass the remaining units for an HNC or HND as per the unit rules of combination of the required qualification.

Compensation provisions for the HNC

Learners can still be awarded an HNC if they have attempted but not achieved a Pass in one of the 15-credit units completed, but have completed and passed the remaining units.

4.8 Calculation of overall qualification grade

The calculation of the overall qualification grade is based on the learner's performance in all units. Learners are awarded a Pass, Merit or Distinction qualification grade, using the points gained through all 120 credits, at Level 4 for the HNC or Level 5 for the HND, based on unit achievement. The overall qualification grade is calculated in the same way for the HNC and for the HND.

All units in valid combination must have been attempted for each qualification. The conditions of award and the compensation provisions will apply as outlined above.

All 120 credits count in calculating the grade (at each level, as applicable).

The overall qualification grade for the HND will be calculated based on learner performance in Level 5 units only.

Units that have been attempted but not achieved, and subsequently granted compensation, will appear as 'Unclassified', i.e. a 'U' grade, on the learner's Notification of Performance, that is issued with the learner certificate.

Points per credit	
Grade	Points
Pass	4
Merit	6
Distinction	8

Points boundaries	
Grade	Point boundaries
Pass	420-599
Merit	600-839
Distinction	840 +

5. Assessment

Assessment is the process of measuring learners learning & evaluating the level of that achievement. SOFT in the requirement of fulfillment of BTEC HN qualification emphasizes on analytical, valid and reliable approach which includes wide range of learning tools for consistent performance. Pearson BTEC HN Qualification are assessed by combination of internally assessed assignments which are set and marked by SOFT and Pearson set assignment which is set by Pearson and internally assessed by SOFT

For HNC, one core unit, 15- credit, will be assessed by a mandatory Pearson –set assignment targeted at particular skills

For HND, one core unit, 30- credits, will be assessed by a mandatory Pearson –set assignment targeted at particular skills

Forms of assessment

1. Formative Assessment

Formative feedback is periodically given by an assessor to the learners with a clear understanding of their progress and continued improvement. Formative assessment is developing and is offered before summative assessment. Formative feedback does not contribute to final grading but develop and consolidate knowledge, skills and competencies.

2. Summative Assessment

Summative assessment is the summation of the learner's achievement and evaluation of their learning. Summative assessment results in the awarding of a grade that indicates the learner's level of achievement. For learners, the summative assessment is often viewed as the most important form of assessment, as it provides them with a definitive indication of their performance. Assessors will assess the learner for their overall performance and grade them accordingly.

5.1 Extension/ Mitigating

Mitigating circumstances are medical or personal issues which a learner cannot overcome or manage without an impact on their ability to attend teaching and undertake assessments because they occur

suddenly, unexpectedly or are severe in nature.

There is no definitive list of such situations and the center recognizes that difficulties impact people in different ways.

Learners will have to contact Assessors and Programme Leader for Mitigating and fill the form for claiming with evidences

Mitigating Circumstances will not be considered on frequent bases.

Formal panel will review the learner evidence; in order to decide whether the mitigating circumstances are accepted. Center reserves rights to reject the claim for Mitigating Circumstances.

If an extension is granted, the new deadline will be provided and will be recorded and adhered to.

5.2 Re- submission/ Re- assessment

Not every learner will achieve all learning outcomes on their first attempt at summative assessment. Reassessment will only be offered after the completion of the unit. Therefore, if a learner has failed to achieve a pass grade for the unit, on the first attempt, he will be given the opportunity for reassessment.

A learner who, for the first assessment opportunity, has failed to achieve a Pass for a unit may be offered:

- One opportunity for re-assessment of the unit
- Reassessment for course work, project or portfolio based assessments will involve the reworking of the original task.
- For examinations, reassessment will involve completion of a new task.

A learner who undertakes a reassessment will have their grade capped at a Pass for that unit.

5.3 Retake/ Repeat unit

A learner that fails to achieve Pass on reassessment will be given the opportunity to retake the unit in full (full attendance, fees, all new work) and their grade will be capped at Pass.

A unit can be repeated if the centre and the Assessment Board decide it is an appropriate course of action and is not a decision that is taken by an individual tutor.

As with all decisions related to assessment, will be discussed, and recorded, as part of the activity of an Assessment Board

- Repeat unit will be applied to a learner who, for the first assessment opportunity and resubmission opportunity, still failed to achieve a Pass for that unit specification.
- Decisions can be permitted to repeat a unit by Assessment Board.
- The learner must study the unit again with full attendance with payment of the unit fee.
- The overall unit grade for a successfully completed repeat unit is capped at a Pass for that unit.
- Units can only be repeated once.

5.4 Unit compensation

A Learner can only claim compensation on units that they have fully attempted and completed.

Compensation is not available as a 'default'- learners will need to request compensation and the decision on whether to offer is to be taken by an Assessment Board.

A Learner can only claim compensation on a unit.

5.5 Plagiarism and Assessment Malpractice

SOFT for its HN qualification considers plagiarism, cheating, malpractice as a serious and offensive act. Academic misconduct includes any action or practice that could inappropriately affect the academic performance of a learner. Plagiarism is one form of academic misconduct, described as submitting someone else works as one's own work without proper recognition.

Plagiarism, cheating and assessment malpractice policy- for Learner

- Learners are refrained from using somebody else's work, images or idea and presenting as their own.
- Learners must not directly download work from internet/online resource and present as their own work.
- Learners must avoid giving permission to peer to copy from ones work.
- Learners must not agree secretly with others to cheat.
- Learners essentially should not alter or misuse given assignments.
- Learners must not deliberately destroy someone else's work.

- Learners must not get their work done from other sources.
- Learners must avoid exchanging or passing of false information which could be affect assessment criteria, staff image, or assessment feedback.

Centre role in Plagiarism and assessment malpractice policy – for Learners

- If plagiarism is detected, investigation will take be done by the respective unit Assessor/ Internal Verifier. Assessor will inform Programme Leader about the same.
- Learners are expected give proof of the work in case found plagiarized.
- Depending on severity of plagiarism necessary disciplinary action to be taken by the Programme Leader /Quality nominee.
- In case of minor act of plagiarism a warning, resubmission will be given by Assessor/ Programme Leader.
- In case of major act of plagiarism Programme Leader will report the matter to Head of Centre; possible penalties could be disqualification/ retake unit or entire qualification.

5.6 Appeals and Complaint

The purpose of an Internal academic Appeal Policy and Procedure is to provide an equitable, fair and orderly process by which a Learner can request for reconsideration of an academic assessment decision given by an Assessor. Learner at the time of induction program will be informed about the Appeals policy & procedures. Learner can appeal against the assessment decision within 7 working days of receiving the assessment feedback or grades.

Procedure

1. Learner within 7 days can directly contact the Assessor, according to the Appeals policy the assessor has to review the learners appeals within 5 days of issue been raised verifying the necessary documents and evidences.
2. Assessor records & documents the meeting held with the learner and informs the Program Leader about the decision and corrective measures taken.
3. If the learner is still not convinced with assessors reviewed assessment decision then she can contact the Program Leader within 3 days.

4. Program Leader along with Lead Internal Verifier/ Internal Verifier would review the assessor's decision with all the relevant documents and ascertain if the grading has been done in accordance of the set standards.
5. The decision by Program Leader should be informed to concerned assessor in writing within 7 working days of receiving the Appeal. The decision, though not binding, is expected to be honored by the concerned assessor.
6. If the Learner is still not content with the handling of the Appeal, she can then contact the Quality Nominee by filling an Appeals forms. The final decision of the Quality Nominee will then be binding. If a learner is still unsatisfied with center's Appeals policy & producer outcome, then has a right to appeal Pearson.
7. All the related records and documents of appeals procedure to be maintained for 18 months by SOFT as per standards of Pearson.

6. Learners Support

SOFT aims at supporting learners towards an effective learning environment and also helps them to achieve their academic potentials. It focuses on what SOFT can and should do to help learners beyond the formal delivery of content, or skills development. This creates positive learning environment and offer adequate assistance to the learners in addition to the academic support.

As this policy is aimed towards supporting learners and also identifies difficulties that may occur among learners learning experience

1. Emotional & Psychological issues
2. Physical disability
3. Additional/special learning requirement

1. Emotional & Psychological issues

SOFT respects dignity of every learner and promotes learners well-being. An individual's emotional and mental health varies due to the factors of demanding modern lifestyle or any other unknown valid reasons. Soft does not judge its recruits on the basis to handle these pressures. Information of such learner will be of utmost confidential and will be revealed only to the concerned staff member. For learners who need help, a counselor is appointed who is available on call on campus.

2. Physical disability

A physical disability is a physical condition that affects a person's mobility, physical capacity, stamina, or dexterity. Soft believe in right to education and does rational adjustments to the known physical limitations of otherwise qualified individuals with disabilities. Campus premises have ramps & toilets for physically challenged learners.

College ensures that all activities, functions, procedures are in consideration to enable the physically disabled learner and their active participation in academic and social events. Soft ensure that any barriers to events, programme that causes hurdle to the disabled learner will do a reasonable adjustment to minimize such barriers and meet up their full academic potential.

3. Additional/special learning requirement

Every learner is different in terms of learning ability, grasping capacity, academic standards and performance and classroom understandings. Learners with weak academic performance, tends to lose confidence and eventually due unsatisfactory results tends to drop out. This policy also aims to help in the identification of learners who require additional/ special academic support and to ensure suitable interventions are implemented to facilitate such learners to realize their full potential. For weaker academic performing learners an Enrichment programme is initiated by the SOFT on weekends to bridge the gap. Soft library also provides e-library accesses which is available for 24X7 to all the learners and staff.

SOFT motivates bright learners to participate in national and international level competitions. Similarly those having difficulties to perform are provided with mentor support.

6.1 Safeguarding Learners

This policy is developed by SOFT to maintain an environment where learners, staff and visitors feel safe and is not at any risk of abuse or harm which is a primary consideration.

SOFT will not tolerate any sort of exploitation and abuse with learners by peer, staff or associated personnel with either in person or through digital platform irrespective of age, gender, origin or hierarchy.

Types of abuse that could occur in a learning environment could include:

- Physical abuse
- Sexual abuse
- Psychological abuse
- Discriminatory abuse

Incidents of ragging, bullying and harassment of any kind are unacceptable at SOFT. Incidents of ragging, bullying and harassment of any kind are unacceptable at SOFT, all learners are expected to be respectful to each other, and to look out for each other at all times. Bullying, name calling, aggressive or threatening behavior, violence or abuses are not tolerated. All staff members should act in the best interest of the allegedly abused person.

The institute will make sure to conduct a training and sensitization programme for all employees in order to build their skills in avoiding, identifying, responding and reporting cases of harm. If any witnesses are aware of any harassment or abuse, or are concerned about another learner, they are advised to report it to the Programme Leader or there are various committees to support learner's issues and their functioning is being supervised by the authorities of the college.

- College Students Grievance Redressal Cell
- Internal Complaints Committee
- Anti-ragging Committee.

6.2 Recognition of Prior Learning (RPL)

The Recognition of Prior Learning is a process by which Learners from Higher education Level can be awarded credits or qualifications or be exempted from some parts of their chosen programme by recognizing their learning from previous experiences or achievements as per the BTEC HN qualification guidelines. This is a non – certified acquisition of relevant skills and knowledge that can be evaluated.

SOFT ascertains that Learners would be admitted to the right level for which they are qualified and have applied for. The Learner would be granted the maximum credits that they are eligible for, based on the Recognition of Prior Learning (RPL) guidelines put forth by the awarding body.

Learners are selected on the basis on a Common Entrance Test (CET) where their ability is tested through the General Aptitude test, Creative ability test and a Personal Interview.

Learner who has completed their Technical Education by achieving a Diploma in Fashion from any state of India will be selected on the basis of Interview.

The regulatory procedure are applicable as per below

1. The Entry level Qualification for the BTEC HNC/HND would be 12th standard (Higher Secondary Certification) of the Indian Education system.
2. CBSE, ICSE, State Board (standard 10) + 3years / 2 years MSBTE or equivalent Diploma of Technical Board.
3. To recognize the Prior Learning, test shall be conducted at Institute level. These tests would be formulated by the admission team to acknowledge the Qualification.
4. Necessary Certification, attested copies shall be retained by administrative department

6.3 Special Consideration and Reasonable adjustment

SOFT for its BTEC HN qualification assessment practices are designed to ensure that conditions are fair to all learners, as consistent as possible.

Serious health issue (illness), injuries or misadventure will be taken into account when considering a learners performance in a course or unit of study programme.

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Dealing with cases of Special Consideration:

Learner will have to apply for the claim of special consideration and the decision will be taken under assessment board.

All claims for Special Consideration should be genuine and should be made with good intent

Learners who are granted Special Consideration will however be required to demonstrate achievement of designated learning outcomes.

Learners seeking to use Special Consideration as a means of gaining an unfair advantage in the assessment of designated learning outcomes will be rejected, and may be subject to disciplinary action.

Multiple and recurring claims for Special Consideration may be an indicator of a learners at academic risk. Requests for Special Consideration should be lodged within five working days of the assessment.

Learners will be eligible for special consideration for following a specific examination series.

Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of controlled assessment, coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control. These include:

- Temporary illness or accident/injury at the time of the assessment;
- Bereavement at the time of the assessment (where whole groups are affected, normally only those most closely involved will be eligible);
- Domestic crisis arising at the time of the assessment;
- Serious disturbance during an examination, particularly where recorded material is being used;
- Accidental events at the time of the assessment such as being given the wrong examination paper, being given a defective examination paper or CD, failure of practical equipment, failure of materials to arrive on time;
- Participation in sporting events, training camps or other competitions at an international level at the time of the assessment, e.g. representing their country at an international level in football, hockey etc

6.4 Code of Conduct:

Discipline is a crucial element on Campus. It is very important to maintain a Safe, Disciplined and Orderly environment on Campus. Learners are expected to be properly dress with ID cards to observe the decorum of the college. Offensive and provocative attire is not allowed.

SOFT adopts Code of Conduct for learners for the purpose mentioned below.

Smoking	The Campus is a Smoke Free zone. Smoking is strictly prohibited for all indoor and Outdoor locations in College	Please contact Programme Leader
Security on campus	Possession and use of Firearms , knives or any kind of explosives is strictly prohibited	Please contact Programme Leader
Punctuality	Learners are expected to be punctual to College. College working hours are from Monday to Friday from 9.15 am to 4.15 pm	Please contact Assessor

Access on Campus:

All learners will be issued a learner Identity Card. The learners would be required to produce the same on request. In case of it loss or damage the learner must immediately report the same at the College office.

Learners Attire:

It is mandatory for learners to come properly dressed to the college. Learner ID is compulsory at all times on Campus. Provocative and unpleasant messages on clothes are not allowed on Campus. All learners must wear clothes in accordance to the activities within the Campus. E.g. : Sports Activity , Cultural Activity and other Formal Ceremony where the Learners must come appropriately dressed.

Cleanliness on Campus Environment:

It is the responsibility of each Learner to keep the Campus clean and neat at all times. Classrooms, Laboratories must be clean once the classes are completed. All garbage must be thrown into bins provided for the same.

Do not damage College property or write/ stick on the walls.

Lost and Found:

All Lost and Found articles are kept in the College Office. Learners must contact the office administration for the same. All articles that are not claimed within a 2 months period would be given away.

6.4.1 Attendance & Discipline on Campus

Attendance and Punctuality

The learner is expected to maintain 75% attendance in all sessions, to get the full benefit of the programme.

The learner should discuss the implications of any unavoidable absence, with the Programme Leader and work out a plan of corrective action well in advance. The consideration shall be in the limit of 75% only.

Learner is expected to be on time, punctuality is important and make a difference in delivery & completion of lesson.

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programme.

The learner should discuss the implications of any unavoidable absence, with the Programme Leader and work out a plan of corrective action well in advance. The consideration shall be in the limit of 75% only.

Learner is expected to be on time, punctuality is important and make a difference in delivery & completion of lesson.

Discipline on Campus

- Learners are expected to maintain proper discipline and decorum at School of Fashion Technology.
- Learners should maintain a harmonious relationship with all other learners and should set an exemplary standard of integrity and discipline
- There may be changes in the schedule, postponement and cancellation of the sessions conducted in classes or laboratories, timetable, infrastructure and visits due to unforeseen circumstances.
- Ragging of any kind of physical / mental is strictly prohibited.
- Complaints against ragging/ abuses to be filed within 24 hours from the incidence.
- Learners are not permitted to upload any matter, related to the institute (including and not limited to photographs or creating a web page in the name of the institute), on any of the public social networks without prior written permission of the institute.
- For Theft in the premises of the College and hostel premises, MKSSS's School of Fashion Technology has no liability.
- Learners are not allowed to behave in such a manner out of the premises of the institute which would affect the reputation of the institute. The management shall be entitled to take the necessary disciplinary action against such learners.

Any dispute arising will be subject to Pune Jurisdiction.

6.4.2 Online classes & Instructions

After the outbreak of global pandemic of Covid- 19, there was shift from normal (offline) to online teaching. Few sessions can be conducted online . Following are few instructions to be followed by learners in online session

- Learners who will be facing the camera have to be properly dressed. You are going to be the face of SOFT.
The background has to be clean and not messy. Please avoid your position against lighting. If possible, learners should be sitting in isolated areas where there will be no disturbances of any sort.
- The learners should be in good Network connectivity for the lectures.
- Learners have to keep the microphones OFF and video cameras ON with good framing during lectures. Visibility of learners and their work is compulsory.
- Unmute to answer when your turn comes
- Use earphone or headphone for better clarity.
- Do not leave the class in middle without permission
- Do not eat during online session
- Do not engage yourself in other communication/applications (other video calls, sms, chats etc)
- Faculty can record the sessions for quality assurance Learners should arrange their phone / laptop camera at a proper distance rather than keeping it in hand so that their face will look stable and clear.
- For any problem contact IT department .

6.5 Facilities on campus

6.5.1 Library

SOFT Library aims to satisfy all the information needs of learners & faculty. SOFT has a well-equipped Library with Reference Books, Bloomsbury Fashion Central: e-books, Business Cases, Print & Online Promostyl Service, Print & Electronic National & International Magazines, Internship Reports. SOFT Library provides Circulation (Book Issuing), Document Scanning Facility, Reading Hall, E-mail Alerts, Training Sessions for Electronic Resources, Question Papers.

Library rules and regulations

Membership of the library would be made available to the Learners of SOFT. This membership of the library would not be transferable.

The learner would be required to abide by all rules of the library as defined from time to time, available with the Library-In-Charge.

- Library timings are from 9-15 am to 4.30 pm
- The Learners are required to make an entry in the register kept at the entrance counter of library.
- Learners must have valid Library card for entry in the Library.
- Library cards are not transferable.
- One book will be issued to the Learners at a time and they can keep a book for two days from the day of issue. Reference books, magazine, journals, internship report, forecast, swatch books are not issued and they are required to make an entry in the register before referring the forecast.
- If a due date falls on any such day when the Library is closed, the next Library working day is taken as the due date.
- Fine for late return 25/- per day. All Sundays, public holidays, and all such days when the Library is kept closed, are calculated while calculating fine. Reissue will be done for 1 day only.
- Learners are not allowed to trace from any book or magazine. Clicking of 4 to 5 photos are only allowed in library with the permission of librarian.
- Before taking any books from collection area to reading hall, learners should enter the same in register maintained at Library counter.
- If any learners are caught for taking any books unauthorized, her Library membership will be suspended for the whole term and / or a fine will be charged as per the price of the book.
- The learners are requested not to keep any valuables (like cash, jewelry, wristwatch, mobile, etc.) in the Library.
- The learners are not allowed to take any bags and eatables inside the library.
- After reading, the learners should keep back the Library books /journals/magazines/ reports, etc. from where they had taken out.
- Silence should be maintained during library hours.
- The Library computers are meant for accessing Library catalogue, and internet; they cannot be used for any other purpose.
- Printouts are not permitted at Library

Cafeteria

There is a Cafeteria available in the Basement of the College for the use of both the Learners and Staff. Fresh and hot food can be purchased by the learners. The Canteen is operational Monday to Saturday from 8 am to 3 pm.

Stationery Shop

The College has a stationary shop with provides most of the stationary required for the curriculum. A paid photocopy and scanning facility are also provided to the learners. The shop is open from Monday to Saturday.

6.5.2 LMS System (Educloud)

School of Fashion Technology (SOFT) has Educloud as their Learning Management System (LMS) for academic planning, managing, tracking and delivering academics online. All academic related information can be stored in one place for easy access of the Learner as well as the Faculty

Educloud helps Faculty and Learners by providing the following support

1) Syllabus Repository

Purpose : Central Syllabus Repository to have a complete exhaustive syllabus for each Course Subject.

Syllabus Repository Features:

- a. Course & Subject List
- b. Chapter & Topic details
- c. Each topic has teaching hours, learner self-learning hours & other planning details associated

Learner Learning Tracker

- a. After the Class Learners can refer to shared digital learning content and update their learning status.
- b. Faculty members can have a complete overview for the Learners status for each Topic.

(2) Monthly Academic Planning & Daily Lesson Planning and Live Online Class

- a. By using Syllabus Repository Faculty members can have monthly planning.
- b. Based on monthly planning, Faculty members can do a daily Lesson Planning.
- c. System automatically schedule sessions as per the Timetable & Faculty members lesson plan.

(3) Dynamic Live Timetable

- a. Learners can view all upcoming Timetable & Lesson Plans and be prepared for the lecture.
- b. All Timetable related changes would be available in real time at Mobile App & Web Portal

(4) AI Based Attendance

- a. Learners attendance can be marked after each class and Learners and parents can get live notifications.
- b. AI Based attendance reports help Principal, Head of Department & Faculty to get data

(5) Digital Assignment

- a. Each Faculty gives assignments online with all necessary details including start date & submission date.
- b. Learners can submit their assignments online.
- c. Faculty can review the assignment and give their review to learners. Faculty members have the facility to communicate with Learners through Educloud system.

(6) Communication & Event Planner

- a. All important communication like Announcement, Circular & News would be shared with Learners through the Mobile App & Email notifications.
- b. All Events are planned in advance and shared with the Respective Group of learners over Mobile App and Email.

(7) Exam, Online Exam & Results

- a. Exam schedule would be published through the Portal and the system would send necessary reminders for the exam.
- b. Exam result would be published online and Learners can get their marks & progress report from Mobile App or Web Portal.

6.5.3 Hostel and Bus

SOFT provides hostel is available for the Learners outside Pune city.

Rooms on twin sharing and triple sharing basis

- The Hostel Fees includes accommodation & mess charges.
- The learners need to fill up the hostel admission form and pay the fees once they confirm their admission to SOFT.

- Hostel is well equipped with Wi-Fi 24/7, Washing Machine, Hot Plates ,Emergency Sick Room ,Mess, Library and Gym
- As per Security Purpose ,2 rescue areas are constructed
- For accommodation to the college hostel you are requested to contact administration department

Learners within the city can avail to bus facility there 3 different routes from where bus ply to college

1. PMC route 2. Karvenagar route 3. Swargate route

6.5.4 Infrastructure (Labs)

SOFT offers best facilities in terms to various labs that support them to achieve the right skill required for the programme.

Computer Lab

SOFT is dedicated to providing the most modern facilities both in terms of hardware and software like high quality Apple machines and is committed to upgrading these facilities to keep pace with changing technology. Every learner is expected to maintain proper decorum when using the computers.

Learner must accept by the following rules:

- The computer lab is for learner currently enrolled for the BTEC programme. To use the lab, the learner must possess a current learner ID card which is not transferable. If violated, card will be confiscated.
- ID - Card must be presented when requested by a Lab Technician.
- Password should not be disclosed to anyone, if password gets leaked same to be changed immediately
- The computer lab is for academic purposes. Therefore, a quiet atmosphere is required. Noisy learners will be asked to leave.
- Playing of games on computer in the lab is strictly prohibited.
- Users are strictly prohibited from downloading, viewing or distributing any offensive materials (for example pornography etc.)
- Computer Lab Assistants are available to assist with BASIC computer and software problems. They are not assessors and will not tell you how to complete your assignments.
- Food and drink are not permitted in the computer lab.
- The use of cell phones is prohibited in the computer lab.

- Unauthorized copying and/or installing of unauthorized software is not permitted. This may be a violation of copyright laws.
- Tampering with the hardware or software settings will not be tolerated.
- Learners found surfing the internet or chatting for personal reasons may be asked to leave.
- Personal files are not to be stored on the local drive C. Learners are responsible for providing their own means of digital storage. All lab computers are set up to remove any data stored or any programmes installed by users on every Friday.
- DO NOT leave your personal belongings at the computer; College is not responsible for items left behind.
- Profanity will not be tolerated.
- Disruptive learners will be asked to leave and Public Safety may be called in such situations.
- Viewing and printing pornographic images is not acceptable or permitted.
- Sleeping in the lab is not permitted.

Pattern making

Pattern making lab is equipped with dress forms, mannequins, pattern making tables for class and independent learning.

Instructions for Pattern Making Lab

- Do not use cell phones when at work.
- Do not drink or eat in lab.
- Remove pins from the work area one work is done.
- Do not run in the class.
- Selfies are prohibited.
- Do not use cutter on the table.
- Do not touch the main switch box or fuse box.
- Do not mark or stick any sticker on the dummies (dress forms).
- Do not scribble on table.
- Keep lab clean.
- Switch off lights when leaving the lab.

Garment Construction Lab

Garment construction laboratory help to learn the basic and core sewing techniques to create any garment. Labs are well equipped for apparel manufacturing machinery

Instruction for Construction Lab

- Switch off machines when not in use.
- Do not use cell phones when at work.
- Dispose textile and other waste properly.
- Do not drink or eat in lab.
- Remove pins from the work area one work is done.
- Tie hair properly when at working on the machines.
- Do not use cutter on the table.
- Do not run in the class.
- Selfies are prohibited.
- Do not leave stole or dupatta hanging.
- Do not touch the main switch box or fuse box.
- Do not use laptop when at working on the machines.
- Do not lean on machines.
- In case of emergency call Doctor.
- Handle steam irons properly and carefully because they are having high temperature.

6.6 Industrial Visit, Internship Training, Craft Documentation, Fashion Shows

- Industrial Visit, Internship Training, Craft Documentation, Fashion Shows, etc. are the part of the course curriculum. It is compulsory and non-optional activities.
- Learners are expected to bear all the cost of their International tour, National tour, Industrial Visit, Internship Training, Craft Documentation, and Fashion Shows.
- The College is not responsible for any untoward incidents during their Industrial Visit, Internship Training and Craft Documentation or in Fashion Shows, International Tour and National tour and does reserve the right to make any change in its programme.

6.7 HN Global

Pearson BTEC Higher Nationals are supported by a specially designed range of digital resources , to ensure that Learners have the best possible experience during their course. HN Global is a dedicated online learning platform, containing various free resources to support and guide Learners enrolled for the BTEC Higher National programme.

HN Global provides access to the following:

Learning Zone – This is specially created for Learners and includes study materials such as core textbooks, Study Skills modules, subject resource libraries and an e-library.

- Progression Hub is accessible by Learners and gives opportunities for developing employability skills.
- Tutor Resources section, which hosts a wealth of delivery materials, reading lists, blended learning resources, video guidance on assessment and professional development opportunities.
- The global forum connects learners and tutors with the opportunity to discuss common themes and share good practice.

These are available from the HN Global website , www.highernationals.com



6.8 Annual Learner Survey

Feedback from learners completing each stage of their programme is essential for enhancing the quality of the teaching and learning experience . Pearson (UK) will conduct an annual survey of the experience of Pearson BTEC Higher Nationals learners each year.

The purpose of the survey is to enable Pearson to evaluate the learner experience as part of the quality assurance, by engaging with learners studying on these programmes.

The annual Pearson BTEC Higher Nationals Learner Survey has been designed to provide valuable and quantifiable feedback on the Pearson BTEC Higher Nationals to inform the future design of the qualifications, to triangulate other aspects of the quality assurance mechanisms, and to support the development of resources for Pearson BTEC Higher Nationals learners globally.

The survey will be sent annually to all centers delivering Pearson BTEC Higher Nationals qualifications from Pearson (UK) , and it will form part of the Pearson BTEC Higher Nationals quality assurance cycle

Centers are expected to promote learner participation in the survey.

7. Contact Details

Department	Name	Contact Number	Email
Principal / Quality Nominee	Dr. M.M Hundekar	20 66833711	principal@soft.ac.in
Programme Leader- Autonomous	Mr. Suresh Karale	20 66833712	hodpg@soft.ac.in
Senior Officer	Mr. Satyajit Joglekar	20 66833703	placement@soft.ac.in
Course Coordinator	Ms. Anjali Chavan	20 66833717	anjali@soft.ac.in
Administrative & Admission Dept	Ms. Harshada Gavate Ms. Amruta Kakatkar Ms. Mrudula. Kolhatkar	20 66833704 20 66833700 20 66833701	harshadaadmin@soft.ac.in
Accounts Dept	Ms. Vrushali Despande Ms. Gauri Mahadik	20 66833705	accounts@soft.ac.in
IT Dept	Ms. Harshada Gavate Ms. Amruta Kakatkar Dr. Yogesh Bokil.	20 66833704 20 66833700 20 66833736	yogesh@soft.ac.in
Exam Officer	Ms. Mohika Joshi	20 66833723	mohikaexam@soft.ac.in exampearson@soft.ac.in
Placement & Internship Dept	Ms. Smita Pattnaik	20 66833715	internships@soft.ac.in
Library	Ms. Deepali Desai	20 66833719	librarian@soft.ac.in
Hostel Enquiry	Mr. Vinayak Ovhal	20 66833707	vinayakaccounts@soft.ac.in
Hostel Incharge	Ms. Reeta Shah	20 66833700	hosteladmin@soft.ac.in



Learner's Handbook – HNC 4 & HND5

Academic Year 2023-24.

For more information about SOFT visit www.soft.ac.in

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