

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET INDUSTRY

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding



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Introduction

Qualifications Pack- Handloom Weaver (Carpets)

SECTOR: Handicrafts and Carpet

SUB-SECTOR: Carpet

OCCUPATION: Weaving

REFERENCE ID: HCS/Q5412

ALIGNED TO: NCO-2015/7318.0300

Brief Job Description: The hand loom weaver is a job role in weaving department. The responsibility of Hand operated Loom Weaver is to run manually operated looms (equipped with very little mechanization) efficiently so as to get maximum output with minimum defects.

Personal Attributes: A loom weaver should be strong, hard working, good eyesight, good eye-hand-leg coordination, motor skills and free from colour vision.

Qualifications Pack Code	HCS/Q5412		
Job Role	Handloom Weaver		
Credits	TBD	Version number	1.0
Sector	Handicrafts and Carpet	Drafted on	30/04/15
Sub-sector	Carpet	Last reviewed on	28/09/17
Occupation	Weaving	Next review date	28/09/19
NSQC Clearance on	09/10/2017		

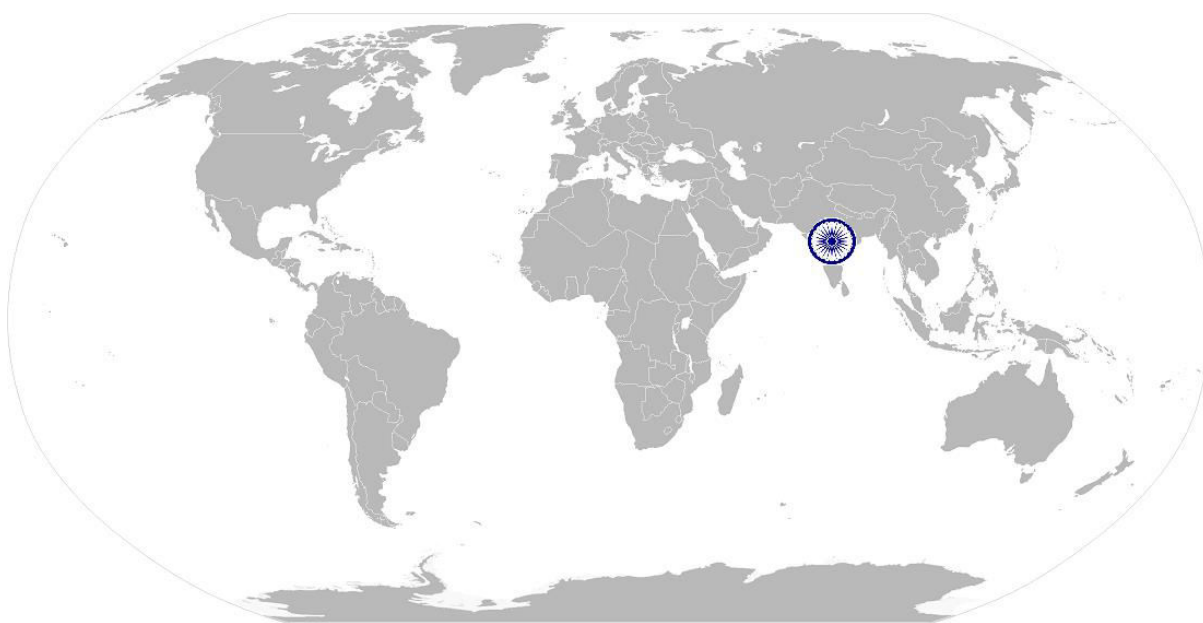
Job Role	Handloom Weaver
Role Description	To run hand operated loom efficiently as per buyer design so as to get maximum output with minimum defects
NSQF level	3
Minimum Educational Qualifications	Basic reading writing skills, preferably 5th class pass
Maximum Educational Qualifications	NA
Training (Suggested but not mandatory)	NA
Minimum Job Entry Age	18 Years
Experience	NA
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> HCS/N5415 Run hand operated loom efficiently HCS/N9906 Maintain work area, tools and machines HCS/N9907 Maintain health, safety and security at workplace HCS/N9908 Working in a team HCS/N9909 Comply with industry and organizational requirement
Performance Criteria	As described in the relevant OS units

Definitions

Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the NOS, these include communication related skills that are applicable to most job roles.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of NOS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Organisational Context	Organisational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-Sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for a NOS unit, which can be denoted with an 'N'
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.

Acronyms	Keywords /Terms	Description
	NSQF	National Skill Qualification Framework
	NOS	National Occupational Standards
	PPE	Personal Protective Equipment

National Occupational Standard



Overview

This unit provides performance criteria, knowledge & understanding and skills & abilities required to run hand operated loom efficiently by attending to quality needs of product and safeguarding machine and safety.

HCS/N5415**Run the hand operated loom efficiently**

Unit Code	HCS/N5415
Unit Title (Task)	Run the hand operated loom efficiently
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to run operated loom at optimal speed, attending to warp & weft breakages, minimizing downtime and safeguarding damage to surroundings/environment.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> To run hand operated loom efficiently To give due importance to product quality, process safety and environmental aspects
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Run hand operated loom efficiently	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Warp setting PC2. Application of material on the warp PC3. Should know how to weave on the warp PC4. Should know how to repair the warp PC5. Proper usage of comb (tool used during weaving) PC6. Should be able to repair warp breakage (by replacing broken warp with new warp) PC7. Find out the broken warp end PC8. Mend the broken warp end by replacing with extra warp PC9. Should be able draw warp threads for weaver's beam behind the operator PC10. Should ensure tension (tightness) of warp threads are uniform PC11. Should ensure spacing of warp threads per inch is matching with design PC12. Ensure right color of yarn to be used as per the design PC13. Should weave as per design PC14. Ensure to trip extra weft PC15. Should be well acquainted with the operation of the weaving pedals PC16. Should be aware of the required hammering density PC17. Should have knowledge of cutting the pile evenly
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. The organization's policies and procedures KA2. Potential hazards associated with the loom and tools used KA3. Safety precautions KA4. Contact person in case of queries on procedure or products and for resolving

HCS/N5415**Run the hand operated loom efficiently**

its processes)	<p>issues related to defective machines, tools, materials & equipments</p> <p>KA5. Documentation and reporting formats</p> <p>KA6. Work targets</p> <p>KA7. Method of obtaining /giving feed back with respect to performance</p> <p>KA8. Importance of team work and maintaining harmonious working relationships</p> <p>KA9. Process for offering/obtaining work related assistance</p> <p>KA10. Responsibilities under health, safety and environmental legislation</p>
B. Technical Knowledge/ Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Quality standards for the product with respect to nature of permissible/nonpermissible defects</p> <p>KB2. Fabric quality parameters such as colour, design, width, pattern etc.</p> <p>KB3. Quality of cotton used for warp and weft</p> <p>KB4. Wrong drawing , wrong denting, lot mix, colour mix, wrong end, wrong pick, loose end, snarls, oil stain, colour / fibre migration, shade variation, wrong pattern, improper pile, loop size etc.</p> <p>KB5. Know the safety points for loom and equipments used & should ensure that the same are functional</p> <p>KB6. Know about the functional operations of the machine</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Prepare status and progress reports</p> <p>SA2. Write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Discuss task lists, schedules, and work-loads with co-workers</p> <p>SA5. Keep co-workers and supervisors informed about progress</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Make decisions pertaining to the concerned area of work</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Plan and organize service feedback files/documents</p>

HCS/N5415

Run the hand operated loom efficiently

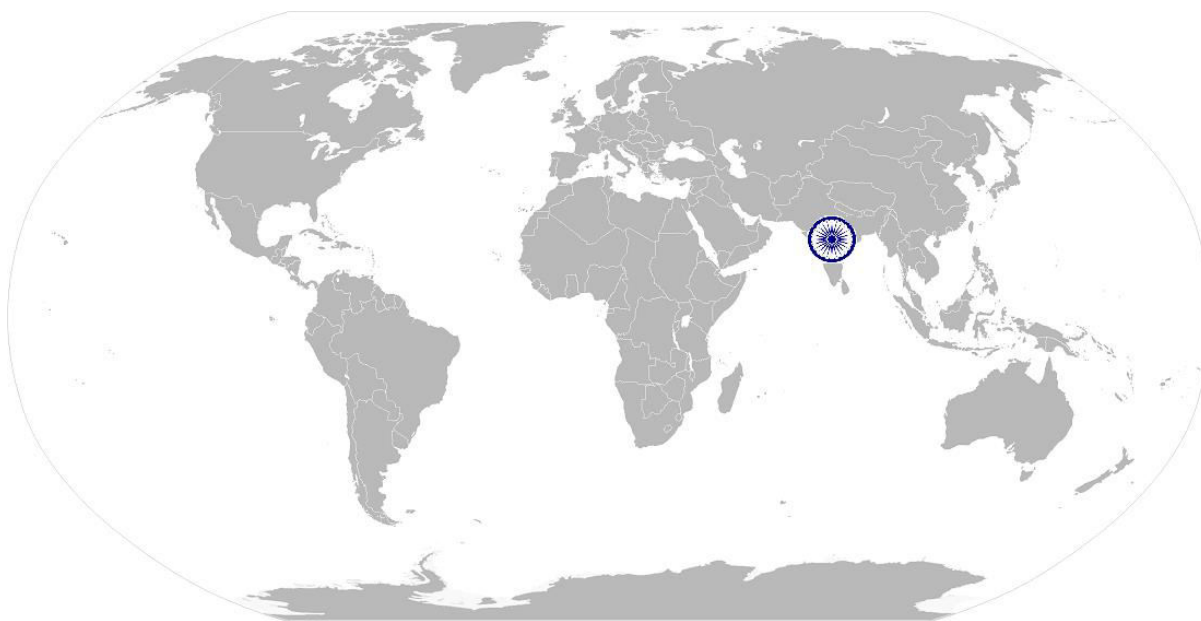
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB3. Manage relationships with customers
	SB4. Build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB5. Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
	SB6. Identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB7. Use the existing data to arrive at specific data points
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB8. Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action
	Attending to Weft and Pile breakage and rectification
	SB9. Attend the weft break immediately
	SB10. Check work is complete and product is free from defects
	Quality Evaluation
	SB11. Should be able to weave fabric free from "Weaver oriented defects" such as "Wrong Drawing" , "Wrong Denting", "Wrong Design", etc.

HCS/N5415

Run the hand operated loom efficiently

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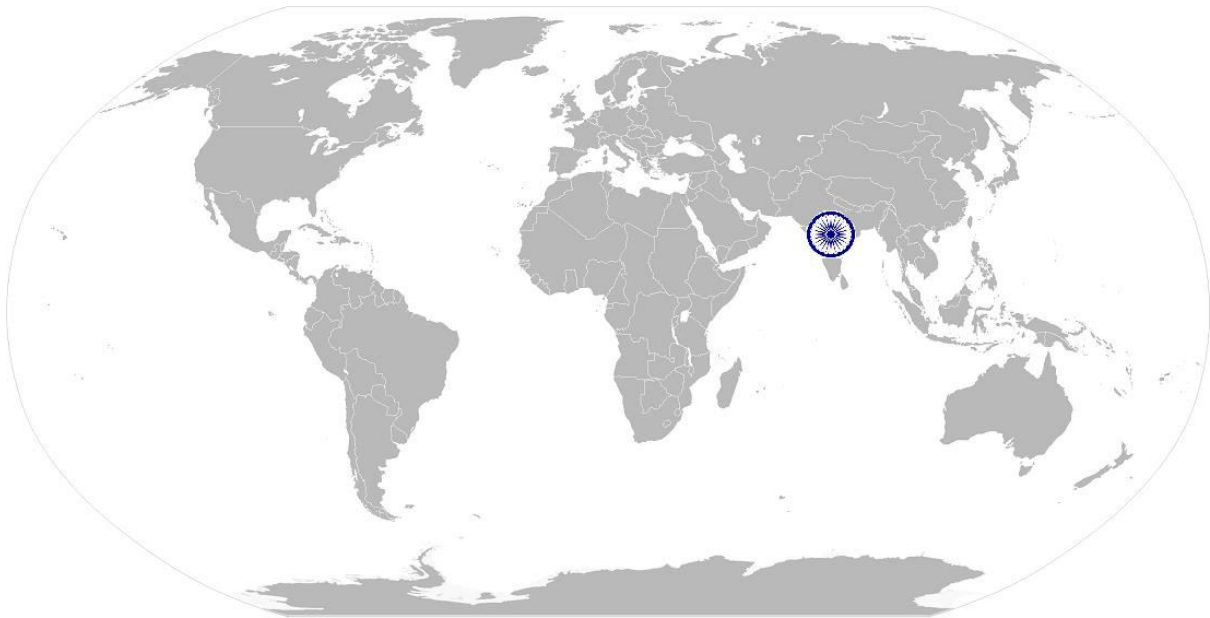
NOS Code	HCS/N5415		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	28/09/17
Occupation	Weaver	Next review date	28/09/19



HCS/N9906

Maintain work area, tools and machines

National Occupational Standard



Overview

This unit is about maintaining work areas and activities to ensure tools and machines are maintained as per norms.

HCS/N9906

Maintain work area, tools and machines

National Occupational Standard

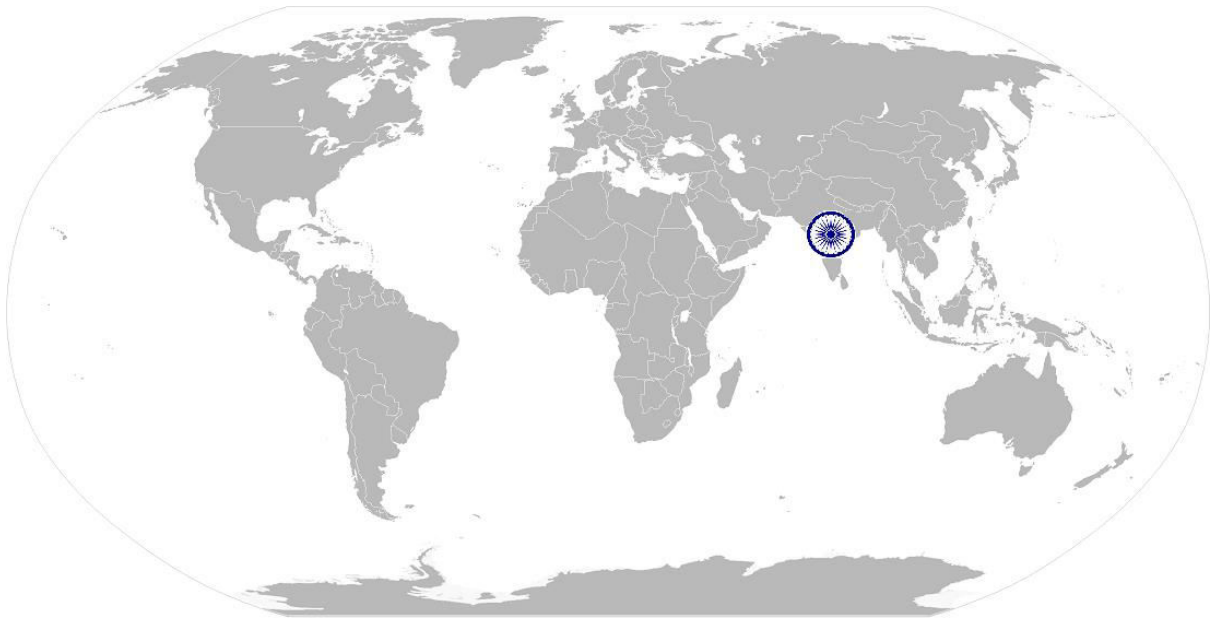
Unit Code	HCS/N9906
Unit Title (Task)	Maintaining work area, tools and machines
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/maintain work areas and activities to ensure tools and machines are maintained as per norms.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Proper maintaining of work area and activities • Maintenance of work related handtools and equipments
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools with care and use them in correct way PC2. Maintain a clean and hazard free working area PC3. Carry out running maintenance within agreed schedules PC4. Carry out maintenance and/or cleaning within one's responsibility PC5. Report unsafe equipment and other dangerous occurrences PC6. Use clean equipment and methods appropriate for the work to be carried out PC7. Dispose of waste safely in the designated location PC8. Store cleaning of equipment safely after use
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	KA1. Personal hygiene and duty of care KA2. Safe working practices and organizational procedures KA3. Limits of your own responsibility KA4. Ways of resolving conflicts/problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. Effective communication with supervisors KA7. Lines of communication, authority and reporting procedures KA8. Organization's rules, codes and guidelines (including timekeeping) KA9. The company's quality standards KA10. Importance of complying with written instructions

HCS/N9906	
Maintain work area, tools and machines	
B. Technical/ Domain Knowledge	KB1. Work instructions and ability to interpret them accurately KB2. Relation between work role and the overall manufacturing process KB3. Hazards likely to be encountered when carrying out the process KB4. Maintenance procedures KB5. Importance of running maintenance and regular cleaning KB6. Hazards likely to be encountered when conducting routine maintenance KB7. Safe working practices for maintenance KB8. The importance of taking action when problems are identified KB9. Different ways of minimizing waste KB10. Effects of contamination on products i.e. machine oil, dirt, foreign materials KB11. Common faults with equipment and the method to rectify
Skills (S) [Optional]	
C. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. prepare status and progress reports SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct?
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. discuss task lists, schedules, and work-loads with co-workers SA5. keep co-workers and supervisors informed about progress
D. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. plan and organize service feedback files/documents
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers SB4. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an

HCS/N9906

Maintain work area, tools and machines

	optimum /best possible solution(s) SB6. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	SB7. use the existing data to arrive at specific data points
	Critical Thinking
	SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

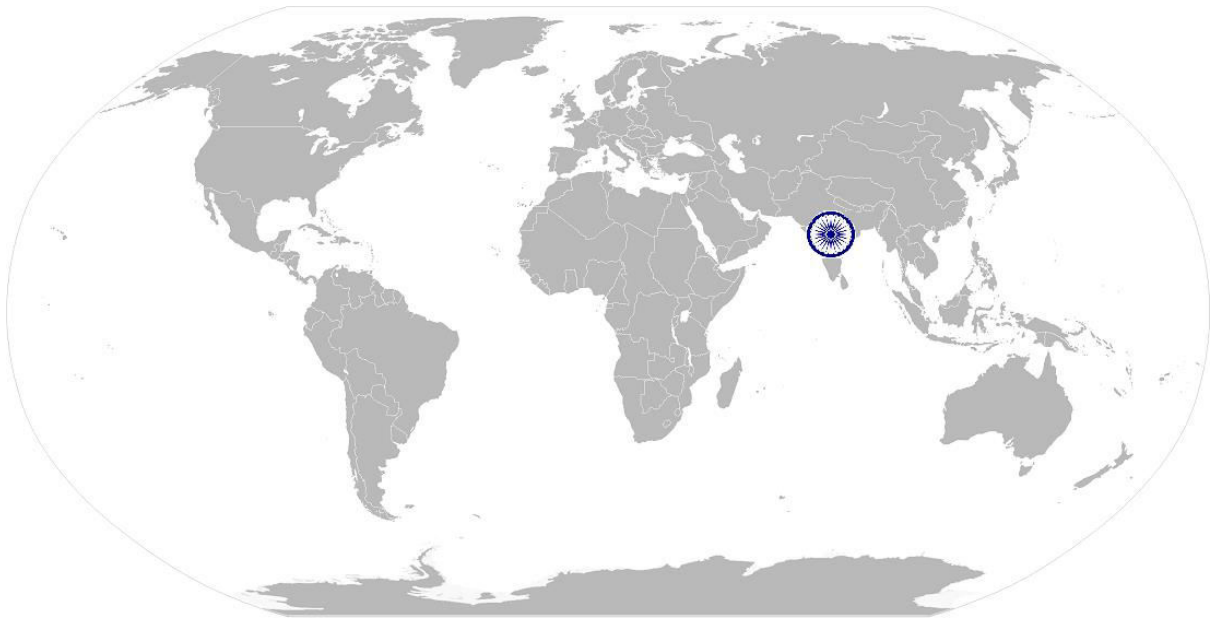


HCS/N9906

Maintain work area, tools and machines

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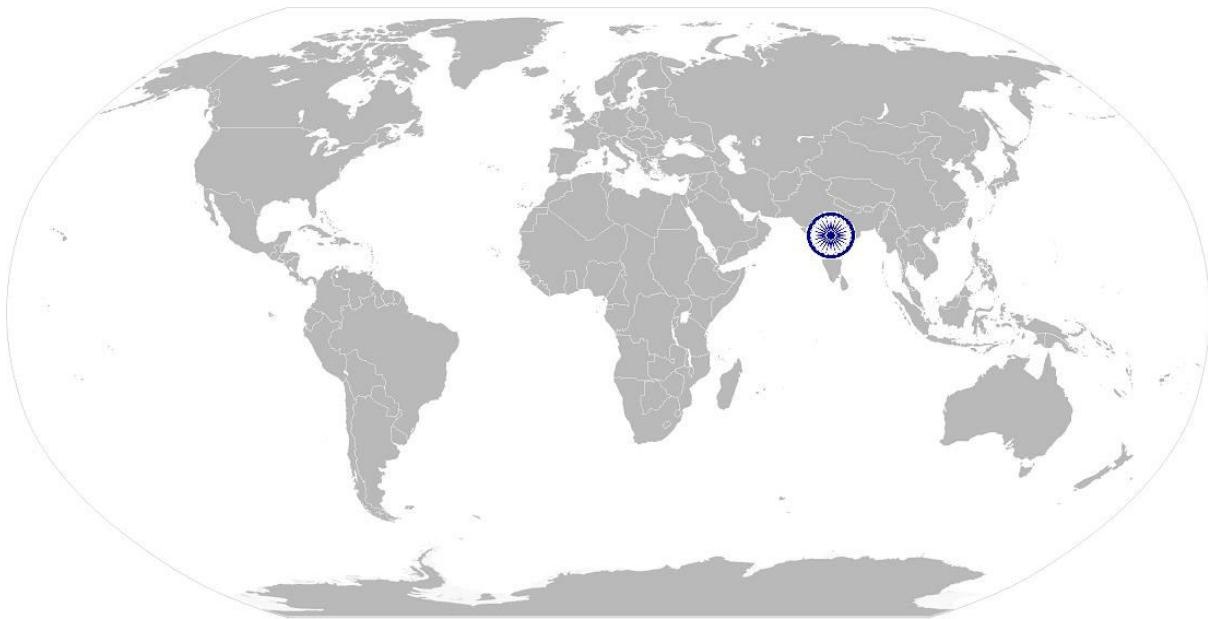
NOS Code	HCS/N9906		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	28/09/17
Occupation	Weaving	Next review date	28/09/19



HCS/N9907

Maintain health, safety and security at work place

National Occupational Standard



Overview

This unit is about maintaining work areas and activities to ensure health, safety & security are maintained as per norms.

HCS/N9907

Maintain health, safety and security at work place

National Occupational Standard

Unit Code	HCS/N9907
Unit Title (Task)	Maintain health, safety and security at work place
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> To comply with health, safety and security requirements at work
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Follow safety procedures at work place	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Identify activities that can cause potential injury through sharp objects and other tools and equipments</p> <p>PC2. Use and maintain personal protective equipment such as “Nose Mask” etc</p> <p>PC3. Identify areas in the workplace which are potentially hazardous / unhygienic in nature</p> <p>PC4. Conduct regular checks on equipment and machines to identify potential hazards due to wear and tear of the machine</p> <p>PC5. Inform concerned authorities about the potential risks identified in the processes, workplace area/layout, materials used etc</p> <p>PC6. Report malfunctions of tools to supervisors wherever applicable</p> <p>PC7. Follow the instructions given on the equipment manual describing the operating process</p> <p>PC8. Maintain a clean and safe working environment by ensuring no chemicals is spread on the floor resulting in injury</p> <p>PC9. Maintain high standards of personal hygiene at the work place</p>
Ensure 100% adherence to safety standards	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC10. Ensure zero accidents at workplace</p> <p>PC11. Adhere to safety norms and ensure no damage to any material or individual</p>
Knowledge and Understanding (K)	
B. Organizational Context (Knowledge of the company / organization and its processes)	<p>KA1. Relevant standards, procedures and policies related to Health, safety and Environment followed at the workplace</p> <p>KA2. Emergency handling procedures and hierarchy for escalations</p> <p>KA3. Organizational procedures for safe handling of equipment / tools wherever applicable</p>

HCS/N9907

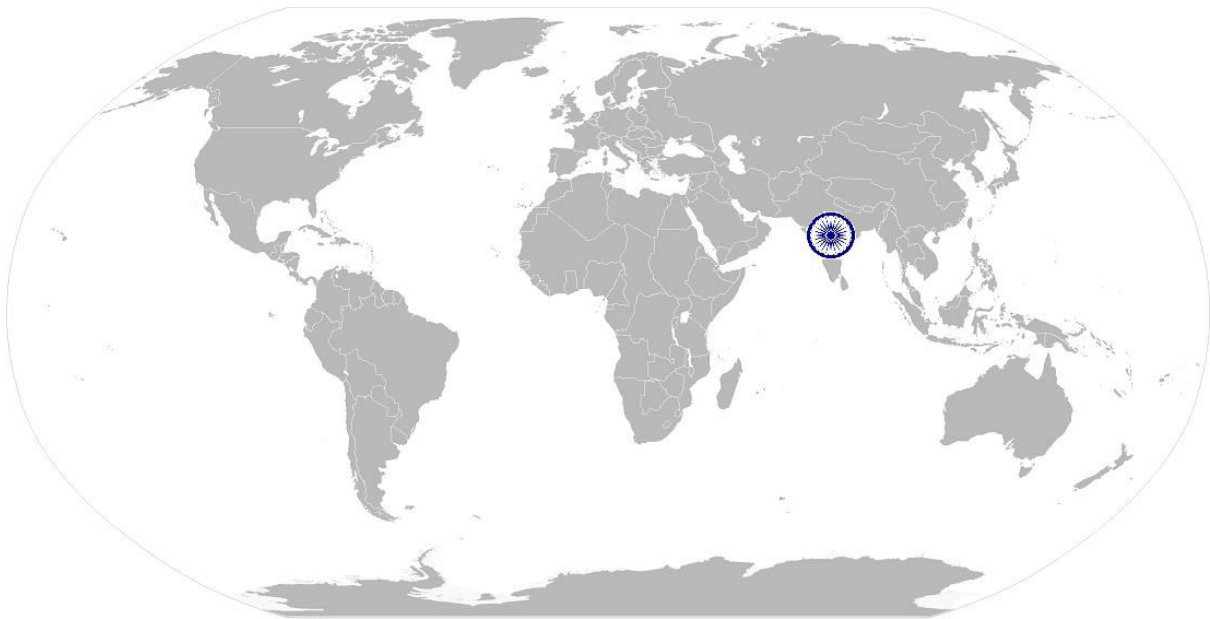
Maintain health, safety and security at work place

B. Technical/ Domain Knowledge	<p>KB1. Occupational health and safety risks and methods</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
Skills (S)	
E. Core Skills/ Generic Skills	Writing Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. prepare status and progress reports</p> <p>SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA5. keep co-workers and supervisors informed about progress</p>
F. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make decisions pertaining to the concerned area of work</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. plan and organize service feedback files/documents</p>
	CustomerCentricity
	<p>SB3. manage relationships with customers</p> <p>SB4. build customer relationships and use customer centric approach</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB6. identify immediate or temporary solutions to resolve delays</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. use the existing data to arrive at specific data points</p>

HCS/N9907

Maintain health, safety and security at work place

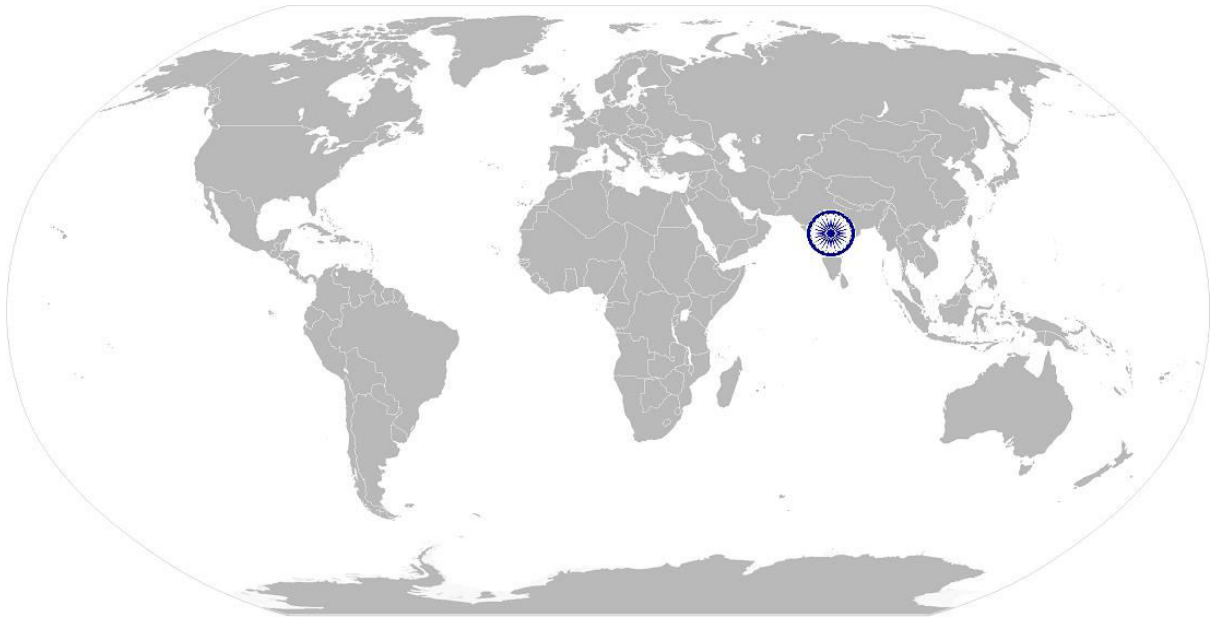
	Critical Thinking
	SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action



HCS/N9907 Maintain health, safety and security at work place

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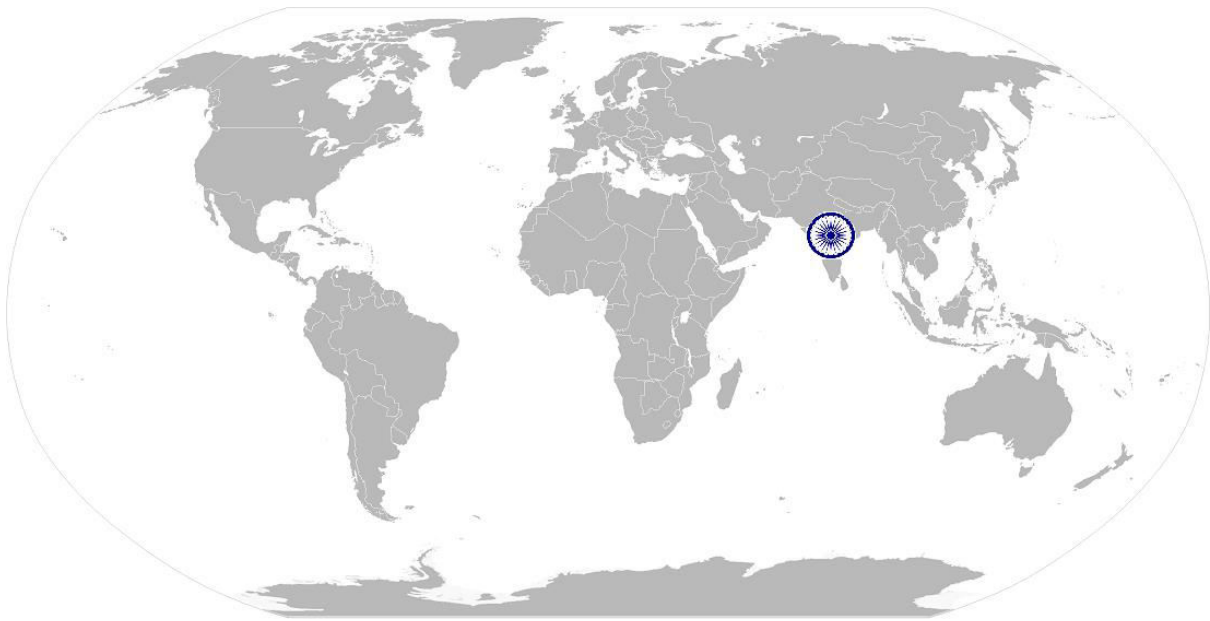
NOS Code	HCS/N9907		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	28/09/17
Occupation	All Occupations	Next review date	28/09/19



HCS/N9908

Work in a Team

National Occupational Standard



Overview

This unit is about working as part of a team in the process.

HCS/N9908

Work in a Team

National Occupational Standard

Unit Code	HCS/N9908
Unit Title (Task)	Working in a team
Description	This unit is about working as a team member in the role of carpet hand operated loom weaver.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Commitment and trust • Communication • Adaptability • Creative freedom
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Commitment and trust	<p>PC1. Be accountable to one's own role in whole process</p> <p>PC2. Perform all roles with full responsibility</p>
Communication	<p>PC3. Report problems faced during the process</p> <p>PC4. Talk politely with other team members and colleagues</p> <p>PC5. Submit daily report of own performance</p>
Adaptability	<p>PC6. Adjust in different work situations</p> <p>PC7. Give due importance to others' point of view</p> <p>PC8. Avoid conflicting situations</p>
Creative freedom	<p>PC9. Develop new ideas for work procedures</p> <p>PC10. Improve upon the existing techniques to increase process efficiency</p>
Knowledge and Understanding (K)	
C. Organizational Context	<p>KA1. General rules and regulations in a carpet sector</p> <p>KA2. Procedure followed to get the final output</p> <p>KA3. Safe working practices to be adopted</p> <p>KA4. Reporting to the supervisor or higher authority about any grievances faced</p>
B. Technical Knowledge	<p>KB1. Understanding the importance of the previous and next step of the process</p> <p>KB2. Process flow in a carpet weaving section</p> <p>KB3. Material sequence of flow</p> <p>KB4. Functions of different parts of carpet hand operated loom</p> <p>KB5. Tools and equipments used</p> <p>KB6. Guidelines for operating the hand operated loom</p> <p>KB7. Safety procedures to be followed in hand operated loom</p>
Skills (S)	

HCS/N9908

Work in a Team

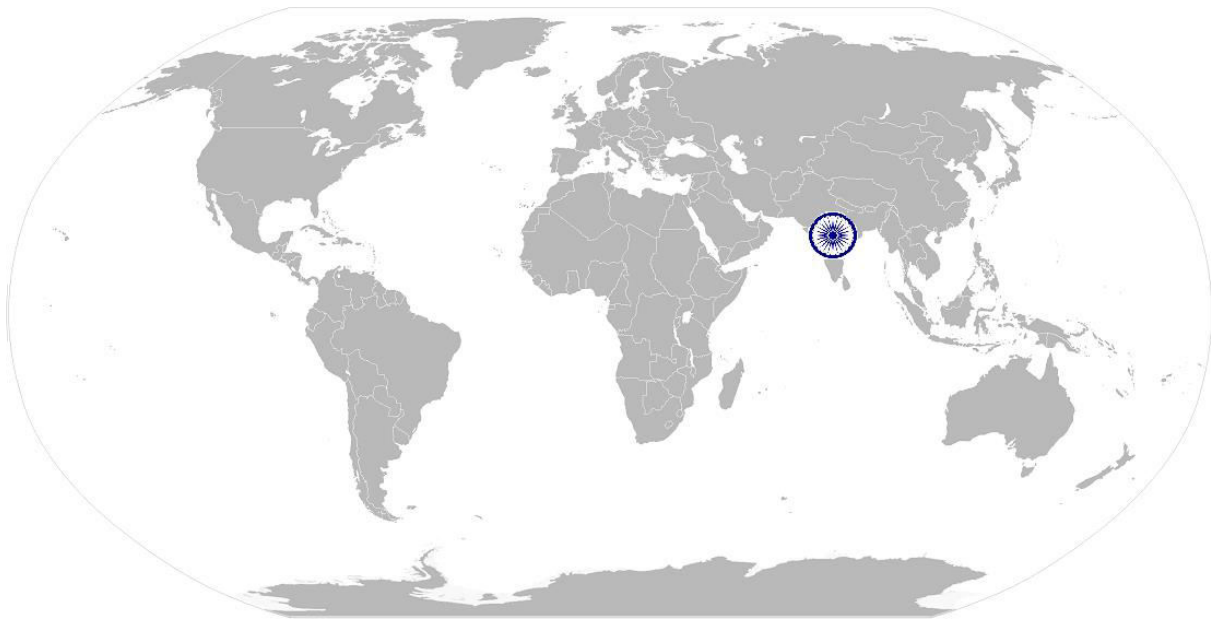
G. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. prepare status and progress reports SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. discuss task lists, schedules, and work-loads with co-workers SA5. keep co-workers and supervisors informed about progress
H. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. plan and organize service feedback files/documents
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers SB4. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB6. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	SB7. use the existing data to arrive at specific data points
	Critical Thinking
	SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

HCS/N9908

Work in a Team

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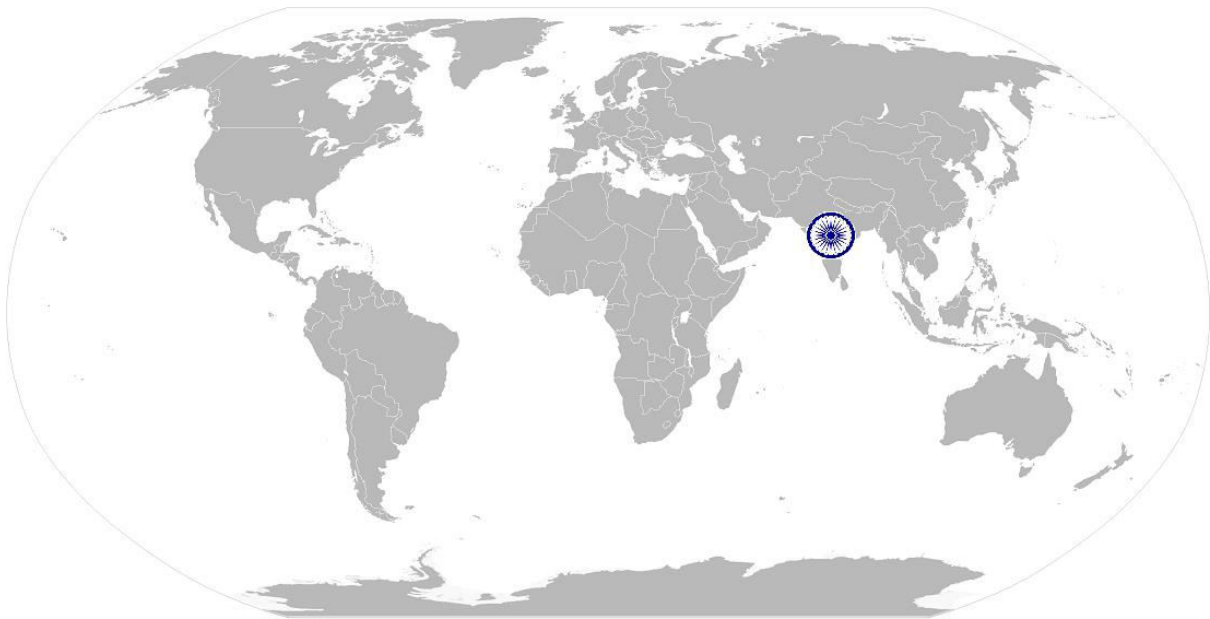
NOS Code	HCS/N9908		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	28/09/17
Occupation	All Occupations	Next review date	28/09/19



HCS/N9909

Comply with industry and organizational requirements

National Occupational Standard

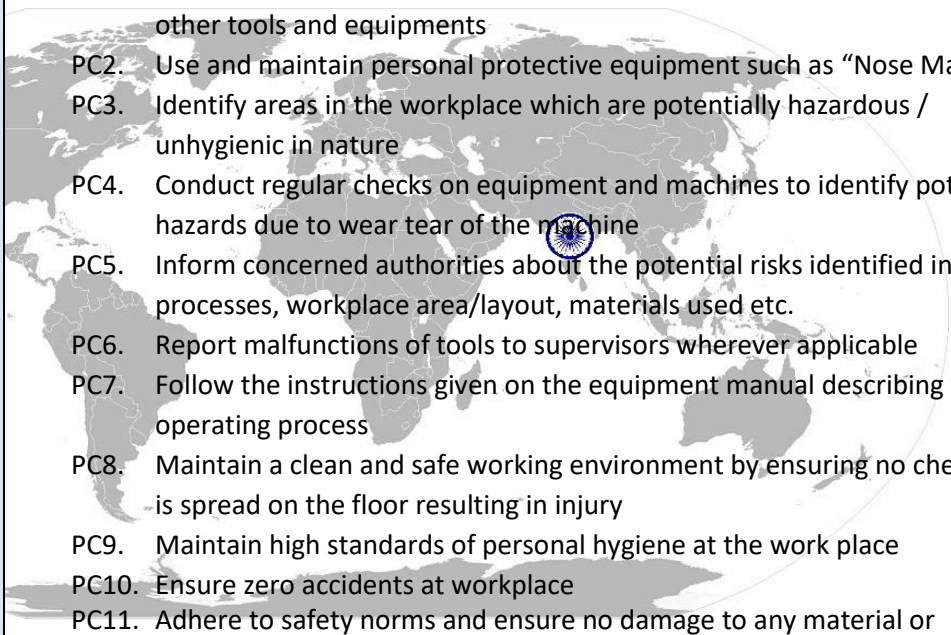


Overview

This unit covers performance criteria, knowledge & understanding and skills abilities required to comply with legal and organization requirements.

HCS/N9909 Comply with industry and organizational requirements

National Occupational Standard

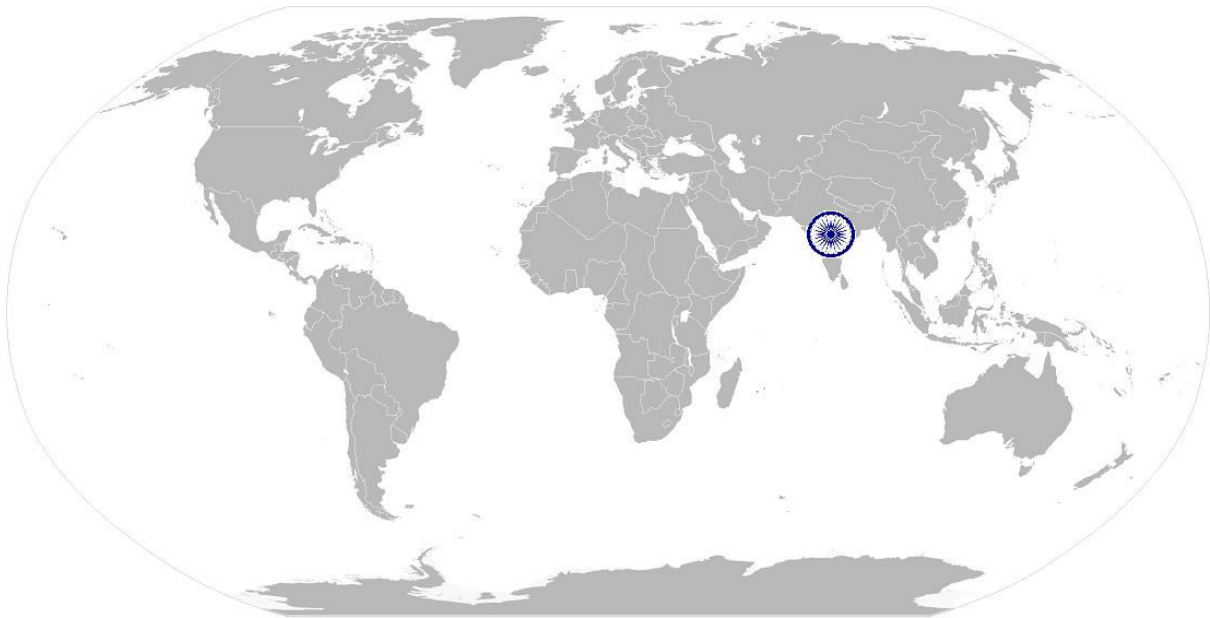
Unit Code	HCS/N9909
Unit Title (Task)	Comply with industry and organizational requirements
Description	This unit is about knowing, understanding, and complying with the requirements of the organization and carpet industry.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Comply with industry and organizational requirements
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Comply with industry and organizational requirements	 PC1. Identify activities that can cause potential injury through sharp objects and other tools and equipments PC2. Use and maintain personal protective equipment such as “Nose Mask” etc PC3. Identify areas in the workplace which are potentially hazardous / unhygienic in nature PC4. Conduct regular checks on equipment and machines to identify potential hazards due to wear tear of the machine PC5. Inform concerned authorities about the potential risks identified in the processes, workplace area/layout, materials used etc. PC6. Report malfunctions of tools to supervisors wherever applicable PC7. Follow the instructions given on the equipment manual describing the operating process PC8. Maintain a clean and safe working environment by ensuring no chemicals is spread on the floor resulting in injury PC9. Maintain high standards of personal hygiene at the work place PC10. Ensure zero accidents at workplace PC11. Adhere to safety norms and ensure no damage to any material or individual
Knowledge and Understanding (K)	
D. Organizational Context (Knowledge of the company / organization and its processes)	KA1. The importance of having an ethical and value-based approach KA2. Benefits to your company and yourself due to practice of these procedures KA3. The importance of punctuality and attendance KA4. Specific to the industry/sector, know and understand: <ul style="list-style-type: none"> Legal and ethical requirements Procedures to follow if someone does not meet the requirements KA5. Customer specific requirements mandated as a part of your work process

HCS/N9909 Comply with industry and organizational requirements

B. Technical Knowledge	<p>KB1. Customer specific regulations and their importance</p> <p>KB2. Reporting procedure in case of deviations</p> <p>KB3. Limits of personal responsibility</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>SA1. prepare status and progress reports</p> <p>SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct</p>
	Reading Skills
	<p>SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA5. keep coworker and supervisor informed about progress</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make decisions pertaining to the concerned area of work</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand:</p> <p>SB2. plan and organize service feedback files/documents</p>
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. manage relationships with customers</p> <p>SB4. build customer relationships and use customer centric appro</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB6. identify immediate or temporary solutions to resolve delays</p> <p>SB7. Take appropriate decisions related to responsibilities</p> <p>SB8. Follow the given standards</p> <p>SB9. Procedure to comply with the standards</p> <p>SB10. Plan and manage work routine based on company procedure</p> <p>SB11. Positively influence your team members into follow procedures as required</p>

HCS/N9909 Comply with industry and organizational requirements

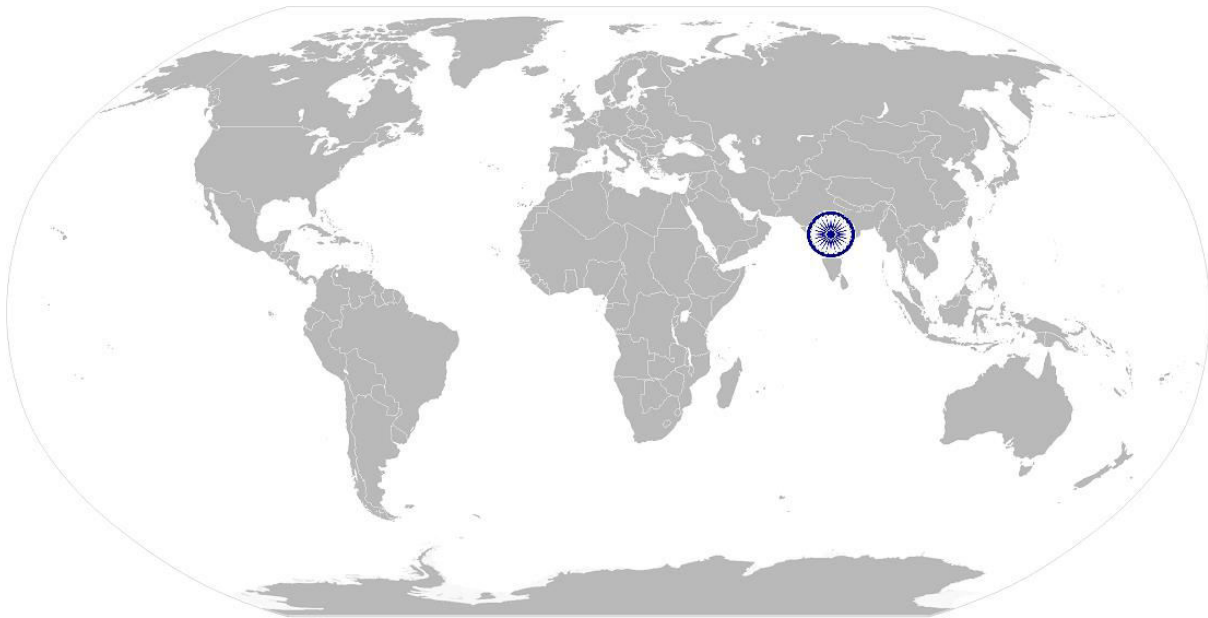
	SB12. Participate and influence your organization's response towards these procedures
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB13. use the existing data to arrive at specific data points
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB14. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action



HCS/N9909 Comply with industry and organizational requirements

NOS Version Control

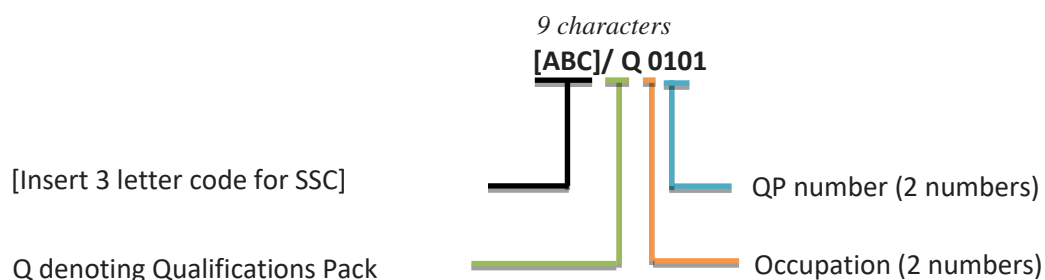
NOS Code	HCS/N9909		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	28/09/17
Occupation	All Occupations	Next review date	28/09/19



Annexure

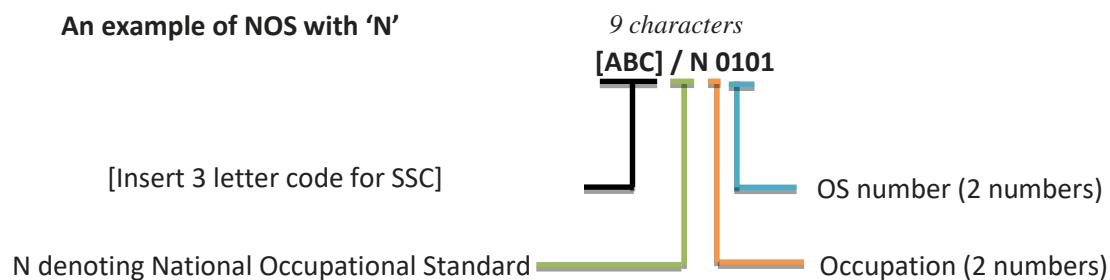
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Ceramics	01-10
Fashion Jewellery	11-13
Stoneware	14-19
Glassware	20-27
Metalware crafts	28-37
Leather crafts	38-43
Paper Mache	44-49
Carpets & rugs	50-59
Horn bone & shell craft	60-65
Wood ware, dolls & toys	66-71
Hand printed, Embroidered / knitted & crocheted textiles	72-77
Agarbatti	78-82
Paper crafts	83-86
NER crafts	87-92
Miscellaneous crafts	93-95
Generic Occupation	96-99

Sequence	Description	Example
Three letters	Handicrafts	HCS
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Handloom Weaver (Carpets)

Qualification Pack: HCS/Q5412

Sector Skill Council: Handicrafts and Carpet

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for each PC.
2. The assessment of the theory/knowledge will be based on written test/viva-voce or both while skill test shall be hands on practical.
3. The assessment will be based on knowledge bank of questions created by the SSC.
4. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center.
5. To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate of all the NOSs.

Total Marks: 500				Marks allocation	
Assessment Outcomes	Assessment Criteria for Outcomes	Total marks	Out of	Theory	Skills Practical
1.HCS/N5415 Run the hand operated loom efficiently	PC1. Warp setting	100	6	2	4
	PC2. Application of material on the warp		6	2	4
	PC3. Should know how to weave on the warp		8	2	6
	PC4. Should know how to repair the warp		5	1	4
	PC5. Proper usage of comb (tool used during weaving)		6	2	4
	PC6. Should be able to repair warp breakage (by replacing broken warp with new warp)		6	2	4
	PC7. Find out the broken warp end		6	2	4
	PC8. Mend the broken warp end by replacing with extra warp		6	2	4

	PC9. Should be able draw warp threads for weaver's beam behind the operator		6	2	4
	PC10. Should ensure tension (tightness) of warp threads are uniform		5	1	4
	PC11. Should ensure spacing of warp threads per inch is matching with design		5	1	4
	PC12. Ensure right color of yarn to be used as per the design		5	1	4
	PC13. Should weave as per design		6	2	4
	PC14. Ensure to trip extra weft		6	2	4
	PC15. Should be well acquainted with the operation of the weaving pedals		6	2	4
	PC16. Should be aware of the required hammering density		6	2	4
	PC17. Should have knowledge of cutting the pile evenly		6	2	4
	TOTAL		100	30	70
2.HCS/N9906 Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools with care and use them in correct way	100	14	6	8
	PC2. Maintain a clean and hazard free working area		10	4	6
	PC3. Carry out running maintenance within agreed schedules		13	5	8
	PC4. Carry out maintenance and/or cleaning within one's responsibility		13	5	8
	PC5. Report unsafe equipment and other dangerous occurrences		12	4	8

	PC6. Use clean equipment and methods appropriate for the work to be carried out		11	5	6
	PC7. Dispose of waste safely in the designated location		14	6	8
	PC8. Store cleaning of equipment safely after use		13	5	8
	TOTAL		100	40	60
3. HCS/N9907 Maintain health, safety and security at work place	PC1. Identify activities that can cause potential injury through sharp objects and other tools and equipments	100	10	4	6
	PC2. Use and maintain personal protective equipment such as “Nose Mask” etc.		12	5	7
	PC3. Identify areas in the workplace which are potentially hazardous/unhygienic in nature		12	5	7
	PC4. Conduct regular checks on equipment and machines to identify potential hazards due to wear and tear of the machine		12	5	7
	PC5. Inform concerned authorities about the potential risks identified in the processes, workplace area/layout, materials used etc.		12	5	7
	PC6. Report malfunctions of tools to supervisors wherever applicable		12	5	7
	PC7. Follow the instructions		10	4	6

	given on the equipment manual describing the operating process				
	PC8. Maintain a clean and safe working environment by ensuring no chemicals is spread on the floor resulting in injury		10	4	6
	PC9. Maintain high standards of personal hygiene at the work place		10	3	7
	TOTAL		100	40	60
4. HCS/N9908 Working in a team	PC1. Be accountable to one's own role in whole process	100	10	4	6
	PC2. Perform all roles with full responsibility		10	4	6
	PC3. Report problems faced during the process		10	4	6
	PC4. Talk politely with other team members and colleagues		10	4	6
	PC5. Submit daily report of own performance		10	4	6
	PC6. Adjust in different work situations		10	4	6
	PC7. Give due importance to others' point of view		10	4	6
	PC8. Avoid conflicting situations		10	4	6
	PC9. Develop new ideas for work procedures		10	4	6
	PC10. Improve upon the existing techniques to increase process efficiency		10	4	6
	TOTAL		100	40	60
5. HCS/N9909 - Maintain health, safety and security at work place	PC1. Identify activities that can cause potential injury through sharp objects and other tools and equipments	100	10	2	8
	PC2. Use and maintain personal protective equipment such		10	2	8

	as “Nose Mask” etc				
	PC3. Identify areas in the workplace which are potentially hazardous / unhygienic in nature		10	2	8
	PC4. Conduct regular checks on equipment and machines to identify potential hazards due to wear tear of the machine		8	2	6
	PC5. Inform concerned authorities about the potential risks identified in the processes, workplace area/layout, materials used etc.		12	4	8
	PC6. Report malfunctions of tools to supervisors wherever applicable		12	4	8
	PC7. Follow the instructions given on the equipment manual describing the operating process		8	2	6
	PC8. Maintain a clean and safe working environment by ensuring no chemicals is spread on the floor resulting in injury		8	2	6
	PC9. Maintain high standards of personal hygiene at the work place		8	2	6
	PC10. Ensure zero accidents at workplace		8	2	6
	PC11. Adhere to safety norms and ensure no damage to any material or individual		6	1	5
	TOTAL POINTS		100	25	75