



## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET INDUSTRY



### Contents

1. Introduction and Contacts.....	1
2. Qualifications Pack.....	2
3. Glossary of Key Terms.....	3
4. OS Units.....	5
5. Annexure: Nomenclature for QP & OS.....	21
6. Assessment Criteria.....	23

### 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- Designer (Woodware Products)

**SECTOR:** HANDICRAFTS AND CARPET

**SUB-SECTOR:** Handicrafts (Woodware)

**OCCUPATION:** Designing

**REFERENCE ID:** HCS/Q6601

**ALIGNED TO:** NCO-2015/7522.0900

The designer conceptualizes and finalizes the designs of woodware handicraft products.

**Brief Job Description:** The individual is responsible for the finalization of the design with respect to dimensions, colour, texture etc. A complete and first hand knowledge of all the designer softwares and materials required in the production process is required to come up with a perfect product.

**Personal Attributes:** The job requires the individual to have good aesthetic sense and an artistic bent of mind. The individual should have good communication and IT skills including English Language skills. Good interpersonal skills are also required for working with customers and internal teams.



Job Details	<b>Qualifications Pack Code</b>	<b>HCS/Q6601</b>		
	<b>Job Role</b>	<b>Designer (Woodware Products)</b>		
	<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>06/10/2016</b>
	<b>Sub-sector</b>	<b>Handicrafts (Woodware)</b>	<b>Last reviewed on</b>	<b>06/10/2016</b>
	<b>Occupation</b>	<b>Designing</b>	<b>Next review date</b>	<b>06/10/2018</b>
	<b>NSQC Clearance on</b>	<b>NA</b>		

<b>Job Role</b>	<b>Designer (Woodware products)</b>
<b>Role Description</b>	Finalization of the design with respect to dimensions, colour, texture etc. Specify requirements of raw materials for production, abreast with latest design trends of the market.
<b>NSQF level</b>	5
<b>Minimum Educational Qualifications</b>	Class 5th
<b>Maximum Educational Qualifications</b>	Not Applicable
<b>Training</b> (Suggested but not mandatory)	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Experience</b>	NA
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">HCS/N6601 Conceptualize the woodware product design according to customer's requirement</a></li> <li><a href="#">HCS/N6602 Finalize the design with complete detailing and relevant documentation</a></li> <li><a href="#">HCS/N6603 Coordinate with the design team and production team for product development</a></li> </ol> <p><b>Optional:</b> NA</p>
<b>Performance Criteria</b>	As described in the relevant OS units



Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business 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.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an 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 OS.
Sub-function	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a 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 quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work



Acronyms

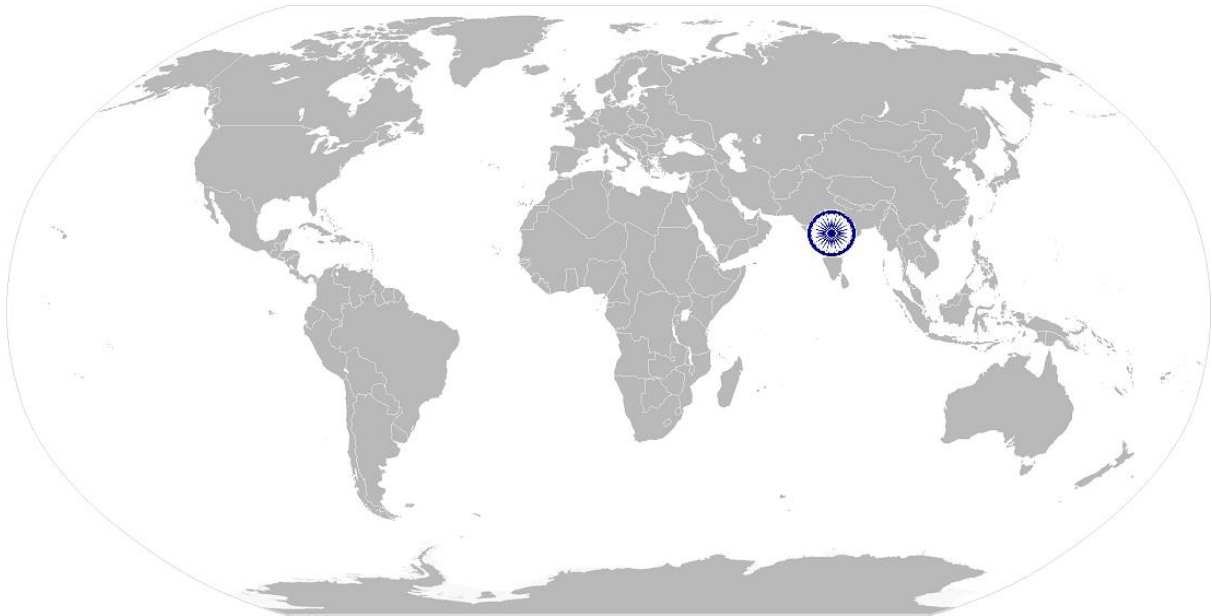
	environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
W.R.T.	With Respect To
NA	Not Applicable
TBD	To Be Decided



HCS/N6601 Conceptualize the woodware product design according to customer's requirement

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# National Occupational Standard



## Overview

This unit covers the interface between buyer and production team; finalization of order including sizes, material costing, timelines and production schedule.



## HCS/N6601 Conceptualize the woodware product design according to customer's requirement

National Occupational Standard

<b>Unit Code</b>	<b>HSC/N6601</b>
<b>Unit Title (Task)</b>	<b>Conceptualize the woodware product design according to customer's requirement</b>
<b>Description</b>	This unit is the interface between buyer and production team; finalization of order including sizes, material costing, timelines and production schedule.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Identify requirements of both the buyer and seller</li> <li>Balance requirements and limitations of buyer and seller</li> <li>Final design conceptualization</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Identify requirements of both the buyer and seller</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. explain to the internal/external customer the product design details as understood to confirm that the instructions received from them regarding product design are accurately interpreted</li> <li>PC2. obtain sufficient information from the internal/external customer regarding the basic requirements of the design of the product and other salient features in order to conceptualize a viable design</li> <li>PC3. record and categorize the design request by the client according to the organizational processes and policies</li> <li>PC4. explain the implications of limitations and other production variables on design to the customer</li> </ul>
<b>Balance requirements and limitations of buyer and seller</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC5. identify relevant requirements, priorities as well as the restrictions/limitations of both the buyer and the seller</li> <li>PC6. prioritize the design request according to organizational guidelines</li> <li>PC7. achieve balance between the seller and buyer requirements and/or limitations in design ensuring both parties are satisfied</li> <li>PC8. suggest the cost effective ways of making the product to achieve the optimum results for both the involved parties</li> </ul>
<b>Final design conceptualization</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC9. conceptualize the final design of the product based on customer requirements and agreed considerations</li> <li>PC10. produce designs in accordance with the production capabilities</li> <li>PC11. keep the preferences of the targeted market in concern while design finalization</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company /	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. organization's policies on product making, safety measures, prescribed level of chemicals to be used and quality standards accepted</li> <li>KA2. work flow involved in product designing and the production process</li> </ul>



### HCS/N6601 Conceptualize the woodware product design according to customer's requirement

organization and its processes)	<p>KA3. importance of the individual's role in the production process of the organization</p> <p>KA4. the formal reporting and operating structure of the organization</p> <p>KA5. documentation and recording policies of the organization</p> <p>KA6. the extent and categories of the different market areas targeted by the organization</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. type and properties of different wood quality</p> <p>KB2. wood designing process</p> <p>KB3. various categories of wooden products</p> <p>KB4. various relevant designing software available in the industry</p> <p>KB5. various technical developments in the field of wood designing</p> <p>KB6. various kinds of raw materials used in the production process according to the final product finish required</p> <p>KB7. defects and possible errors involved in the production process</p> <p>KB8. quality of wood and other raw material used to achieve the right finish</p> <p>KB9. safety equipment and precautions to be taken</p> <p>KB10. market trend of the latest product range and customer preferences</p> <p>KB11. quality standards to be followed</p> <p>KB12. the procedure and importance of the documentation and categorization of different product designs</p> <p>KB13. the production process and the involved functions with implications for designing</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. read briefing documents, drawings, etc. in English to correctly gather information regarding the customer's requirements</p> <p>SA2. read the design specifications in detailed industry formats</p> <p>SA3. read the organization's policy documents in English and/or local language to interpret information correctly</p> <p>SA4. read about new products with reference to the organization and also from external forums such as websites and blogs</p> <p>SA5. interpret latest knowledge by reading brochures, pamphlets, and product information sheets</p>
	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA6. write the customer's requirements in the form of detailed notes in English</p> <p>SA7. write the design specifications in detailed industry formats</p> <p>SA8. write the raw material requirement of the product with complete detailing</p>
	<b>Oral Communication (Listening and Speaking skills)</b>



**HCS/N6601 Conceptualize the woodware product design according to customer's requirement**

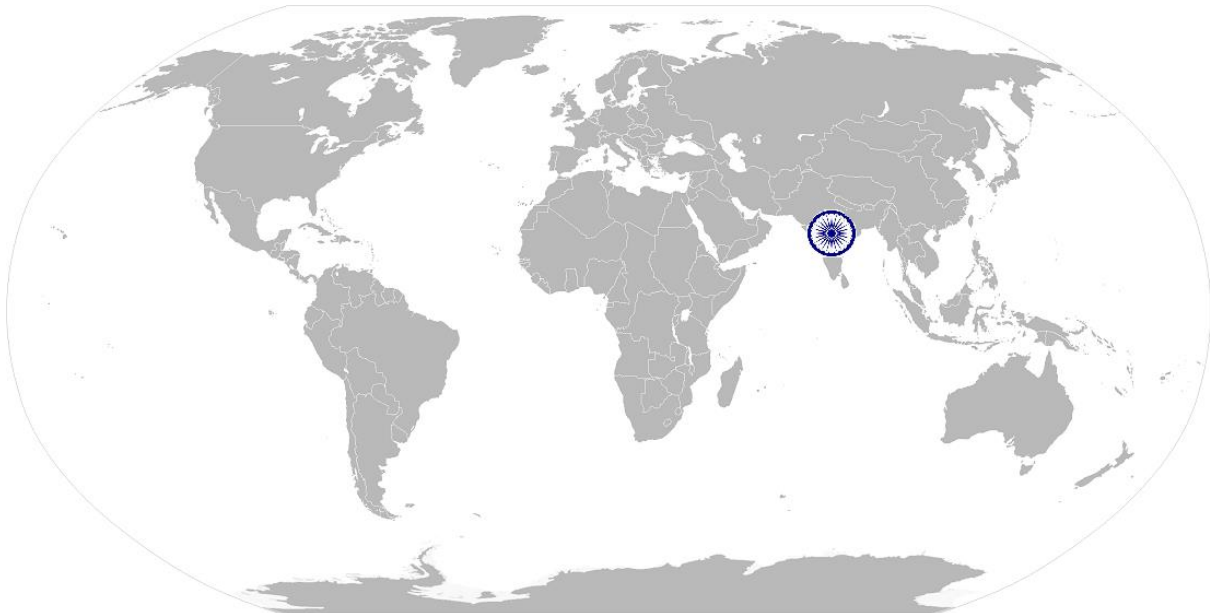
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA9. interact with customers appropriately in order to understand the design requirement of the product and other associated features</p> <p>SA10. communicate effectively with the production team to understand the various strengths and weaknesses of the production process</p> <p>SA11. give clear instructions to the workers about the type of output required</p> <p>SA12. keep customers informed about progress</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. identify and list variables that impact design viability and quality</p> <p>SB2. state rule of thumb in order to making adjustments to design based on variables</p> <p>SB3. consider time, safety and quality as parameters to escalate issues to manager or modify work schedules</p>
	<b>Plan and Organize</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. work in association with the production team to formulate the design according to their capabilities and restrictions</p> <p>SB5. use correct sequencing and time planning techniques to carry out designing and estimating time and costs involved in production correctly and effectively</p> <p>SB6. use checklists to ensure all actions are taken before, during and after work operations as required according to company procedures and job requirements</p>
	<b>Customer Centricity</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. explain the importance of customer satisfaction for company and personal success</p> <p>SB8. explain the concept of internal and external customers</p> <p>SB9. list the key benefits that customers seek in products that may lead to customer satisfaction</p>
	<b>Problem Solving</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. work with co-workers and supervisor to resolve any issues that threaten disruption, increase risk, cause delays or under-achievement of quality and targets as per the planned schedule</p>
	<b>Analytical Thinking</b>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. anticipate customer needs and priorities with respect to product design</p>	





**HCS/N6601 Conceptualize the woodware product design according to customer's requirement**

	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB12. anticipate any production or organizational limitations that may need to be factored in at the design stage

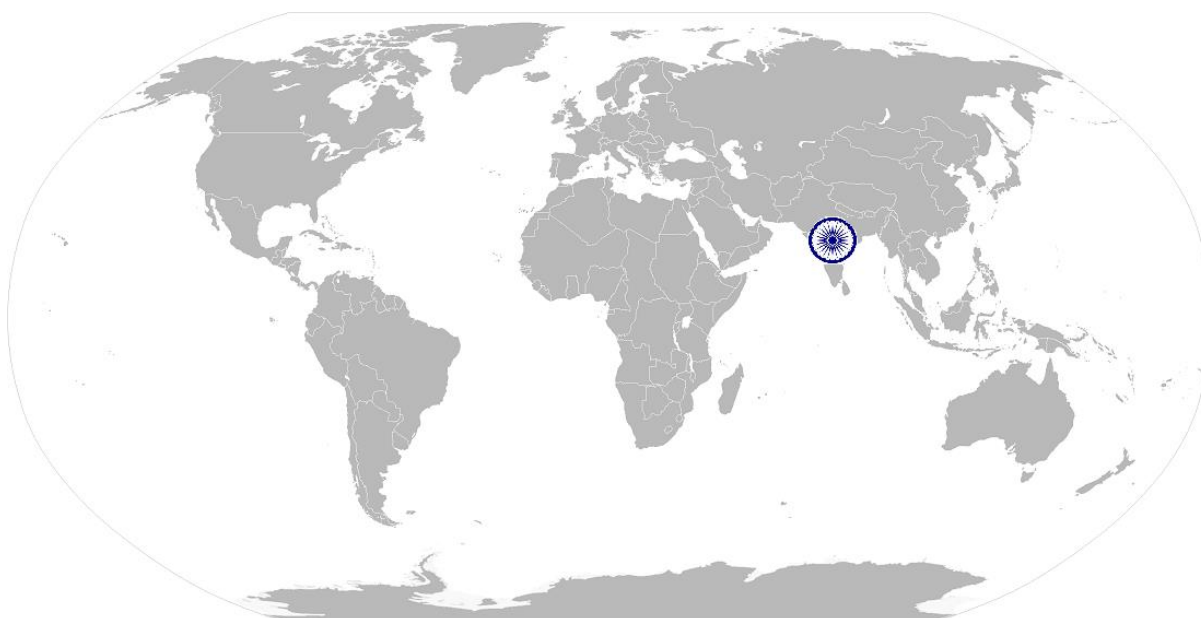




## HCS/N6601 Conceptualize the woodware product design according to customer's requirement

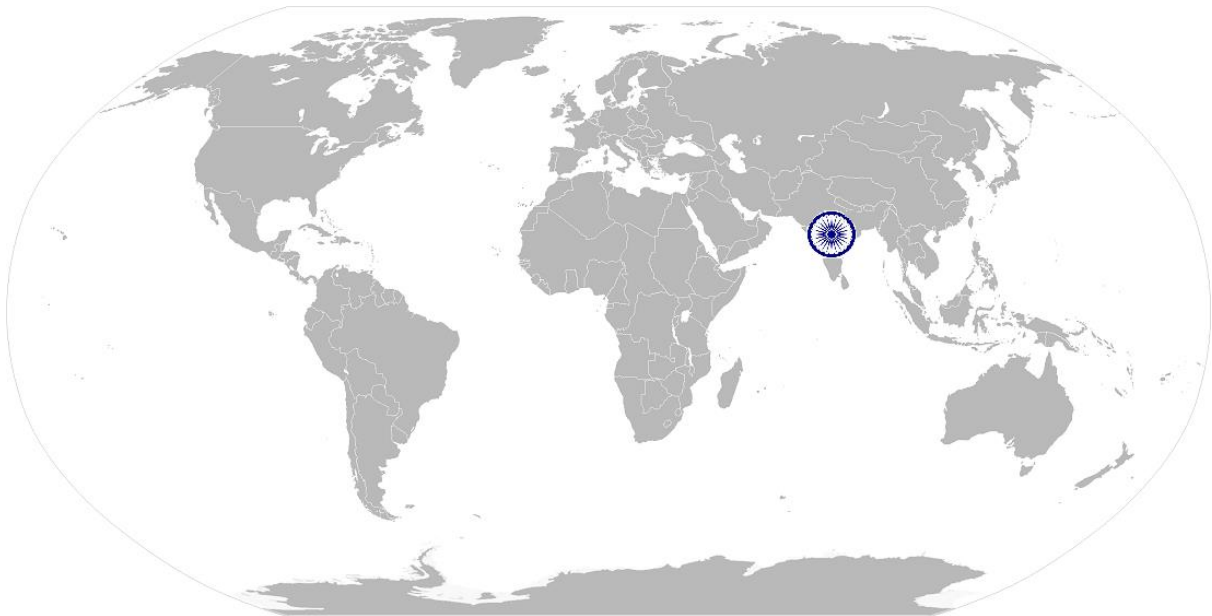
### NOS Version Control

<b>NOS Code</b>	<b>HCS/N6601</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>06/10/2016</b>
<b>Industry Sub-sector</b>	<b>Handicrafts (Woodware)</b>	<b>Last reviewed on</b>	<b>06/10/2016</b>
<b>Occupation</b>	<b>Designing</b>	<b>Next review date</b>	<b>06/10/2018</b>





# National Occupational Standard



## Overview

This unit covers preparation of the final format and blueprint of the design with labeling and listing required details of the design.



**HCS/N6602 Finalize the design with complete detailing and relevant documentation**

National Occupational Standard	<b>Unit Code</b>	HCS/N6602
	<b>Unit Title (Task)</b>	<b>Finalize the design with complete detailing and relevant documentation</b>
	<b>Description</b>	This unit prepares the final format and blueprint of the design with labeling and listing required details of the design.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Final design conceptualization</li> <li>Preparation of the blueprint of the design</li> <li>Complete labelling and listing of the details of the design</li> <li>Finalization of raw material</li> <li>Quality requirements of targeted design</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Final design conceptualization</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. produce documentation related to the final design of the product including drawings and specifications</li> <li>PC2. ensure design in accordance with the production competencies of the organisation</li> <li>PC3. explain the preferences of the targeted market in concern and correlate with features while design finalization</li> </ul>
	<b>Preparation of the blueprint of the design</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC4. prepare the blueprint of the final design to accurately depict the finalized design using industry accepted design elements, symbols and measures using software and manual drawings</li> <li>PC5. prepare accurate design drawings of components using CAD software and manual drawings</li> <li>PC6. display every detail of the design with clarity and description</li> </ul>
	<b>Complete labelling and listing of the details of the design</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC7. label every single component of the design</li> <li>PC8. provide a detailed list of all the characteristics of the design that may describe it completely striking out its salient features</li> </ul>
	<b>Finalization of raw material</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC9. define the specifications of the raw material requirement for the product w.r.t. size, colour, shape, wood quality, grains, knots, fiber, colour edibility, toxic level, texture finish, colour finish and durability etc.</li> <li>PC10. outline the production process and the involved functions required to achieve final product as per design</li> </ul>
<b>Quality requirement of targeted design</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC11. detail the quality standard and requirement of the product as per customer requirement</li> <li>PC12. detail the quality standard required in line with expectations of targeted</li> </ul>	



**HCS/N6602 Finalize the design with complete detailing and relevant documentation**

	customer segments and market area
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KA1. organization's policies on product making, safety measures, prescribed level of chemicals to be used and quality standards accepted</li> <li>KA2. work flow involved in product designing and the production process</li> <li>KA3. importance of the individual's role in the production process of the organization</li> <li>KA4. the formal reporting and operating structure of the organization</li> <li>KA5. documentation and recording policies of the organization</li> <li>KA6. the extent and categories of the different market areas targeted by the organization</li> </ul>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. type and properties of different wood quality</li> <li>KB2. wood designing process</li> <li>KB3. various categories of wooden products</li> <li>KB4. various relevant designing software available in the industry</li> <li>KB5. various technical developments in the field of wood designing</li> <li>KB6. various kinds of raw materials used in the production process according to the final product finish required</li> <li>KB7. defects and possible errors involved in the production process</li> <li>KB8. quality of wood and other raw material used to achieve the right finish</li> <li>KB9. safety equipment and precautions to be taken</li> <li>KB10. market trend of the latest product range and customer preferences</li> <li>KB11. quality standards to be followed</li> <li>KB12. the procedure and importance of the documentation and categorization of different product designs</li> <li>KB13. customer segmentation and factors for customer satisfaction</li> <li>KB14. Features, Advantages and Benefits (FAB) of products and differences between these</li> <li>KB15. design products using CAD software</li> <li>KB16. manual sketching and drawing techniques for products and product components</li> <li>KB17. how to read blue prints and relevant symbols, elements, measurements, etc.</li> </ul>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA1. read briefing documents, drawings, etc. in English to correctly gather information regarding the customer's requirements</li> <li>SA2. read the design specifications in detailed industry formats</li> <li>SA3. read the organization's policy documents in English and/or local language to interpret information correctly</li> </ul>



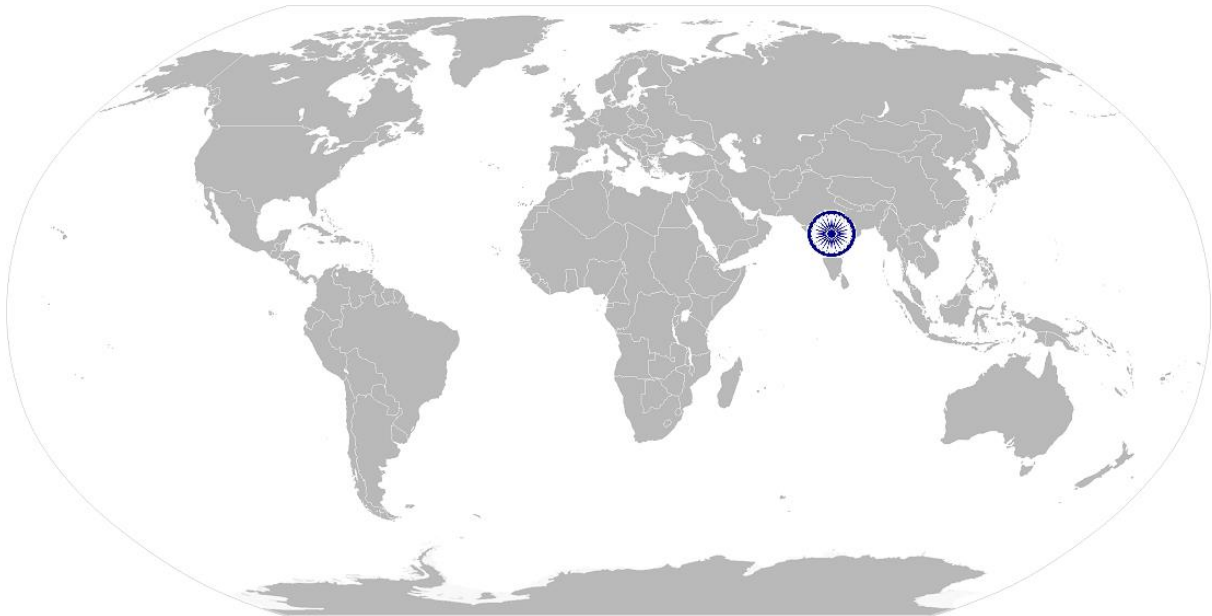
**HCS/N6602 Finalize the design with complete detailing and relevant documentation**

	SA4. read about new products with reference to the organization and also from external forums such as websites and blogs
	SA5. interpret latest knowledge by reading brochures, pamphlets, and product information sheets
	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA6. write the customer's requirements in the form of detailed notes in English SA7. write the design specifications in detailed industry formats SA8. write the raw material requirement of the product with complete detailing
	<b>Oral Communication (Listening and Speaking skills)</b>
<b>B. Professional Skills</b>	The user/individual on the job needs to know and understand how to: SA9. interact with customers appropriately in order to understand the design requirement of the product and other associated features SA10. communicate effectively with the production team to understand the various strengths and weaknesses of the production process SA11. give clear instructions to the workers about the type of output required SA12. keep customers informed about progress
	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. identify and list variables that impact design viability and quality SB2. state rule of thumb in order to making adjustments to design based on variables SB3. consider time, safety and quality as parameters to escalate issues to manager or modify work schedules
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB4. work in association with the production team to formulate the design according to their capabilities and restrictions SB5. use correct sequencing and time planning techniques to carry out designing and estimating time and costs involved in production correctly and effectively SB6. use checklists to ensure all actions are taken before, during and after work operations as required according to company procedures and job requirements
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB7. explain the importance of customer satisfaction for company and personal success SB8. explain the concept of internal and external customers SB9. list the key benefits that customers seek in products that may lead to customer satisfaction
	<b>Problem Solving</b>



**HCS/N6602 Finalize the design with complete detailing and relevant documentation**

	The user/individual on the job needs to know and understand how to: SB10. work with co-workers and supervisor to resolve any issues that threaten disruption, increase risk, cause delays or under-achievement of quality and targets as per the planned schedule
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB11. anticipate customer needs and priorities with respect to product design
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB12. anticipate any production or organizational limitations that may need to be factored in at the design stage report any concern to the relevant authorities

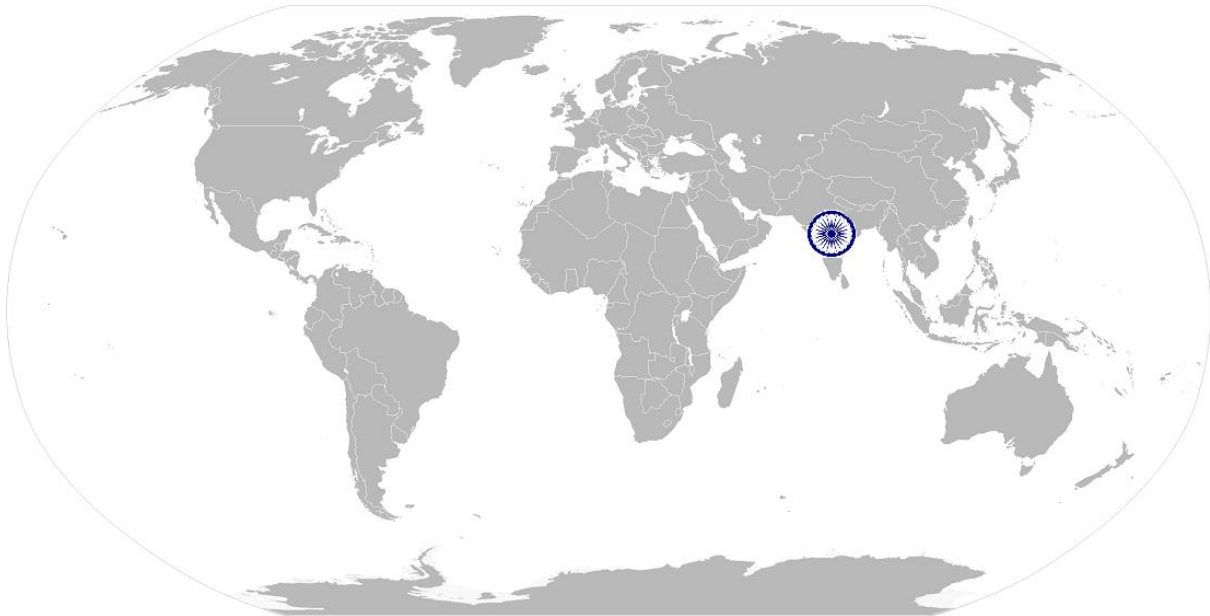




HCS/N6602 Finalize the design with complete detailing and relevant documentation

## NOS Version Control

<b>NOS Code</b>	<b>HCS/N6602</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>06/10/2016</b>
<b>Industry Sub-sector</b>	<b>Handicrafts (Woodware)</b>	<b>Last reviewed on</b>	<b>06/10/2016</b>
<b>Occupation</b>	<b>Designing</b>	<b>Next review date</b>	<b>06/10/2018</b>



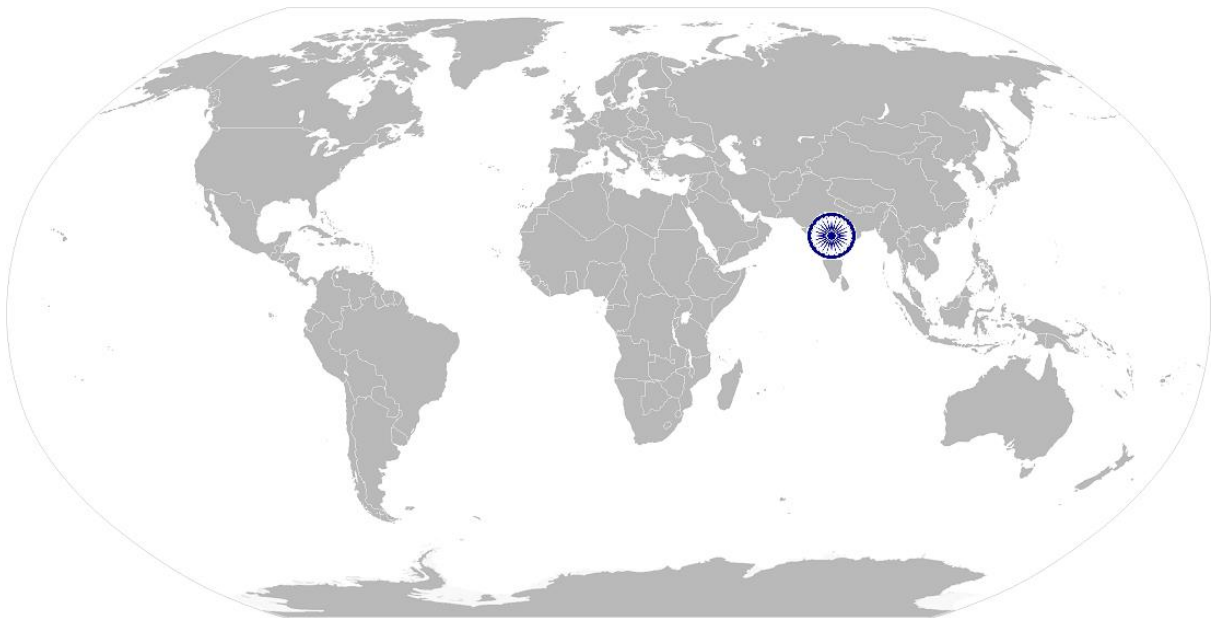




HCS/N6603 Coordinate with the design team and production team for product development

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# National Occupational Standard



## Overview

This unit covers the coordination between both the production team and design team to achieve a balance between the conceptualization and actual processing of the design for product development.



### HCS/N6603 Coordinate with the design team and production team for product development

National Occupational Standard	<b>Unit Code</b>	HCS/N6603
	<b>Unit Title (Task)</b>	Coordinate with the design team and production team for product development
	<b>Description</b>	This unit covers the coordination between both the production team and design team to achieve a balance between the conceptualization and actual processing of the design for product development.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Factory requirements of both design and production team in design</li> <li>• Finalization of production process</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Factory requirements of both design and production team in design</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. identify the capabilities and competencies of the design team that impact product design and production</li> <li>PC2. accurately assess the scope of innovativeness for each design that will require discussions with production team for considering viability</li> <li>PC3. factor the expertise and functionality of the production team while developing the design, and forecasting production to meet customer needs</li> <li>PC4. design the product factoring the capabilities as well as the restrictions of both the production as well as design team</li> <li>PC5. prioritize the design request according to organizational guidelines</li> </ul>
	<b>Finalization of production process</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC6. work with the design and production teams to define the specifications of the raw material requirement for the product w.r.t. size, colour, shape, wood quality, grains, knots, fibre, colour edibility, toxic level, texture finish, colour finish and durability etc. that meets product design and production expectations</li> <li>PC7. suggest cost effective ways of making the product achieve the optimum results for both the involved parties</li> </ul>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. organization's policies on product making, safety measures, prescribed level of chemicals to be used and quality standards accepted</li> <li>KA2. work flow involved in product designing and the production process</li> <li>KA3. importance of the individual's role in the production process of the organization</li> <li>KA4. the formal reporting and operating structure of the organization</li> </ul>



**HCS/N6603 Coordinate with the design team and production team for product development**

<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. wood designing process</li> <li>KB2. various categories of wooden products</li> <li>KB3. various relevant designing software available in the industry</li> <li>KB4. various technical developments in the field of wood designing</li> <li>KB5. various kinds of raw materials used in the production process according to the final product finish required</li> <li>KB6. defects and possible errors involved in the production process</li> <li>KB7. quality of wood and other raw material used to achieve the right finish</li> <li>KB8. safety equipment and precautions to be taken</li> <li>KB9. market trend of the latest product range and customer preferences</li> <li>KB10. quality standards to be followed</li> <li>KB11. the procedure and importance of the documentation and categorization of different product designs</li> <li>KB12. the production process and the involved functions with implications for designing</li> </ul>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Reading Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA1. read briefing documents, drawings, etc. in English to correctly gather information regarding the customer's requirements</li> <li>SA2. read the design specifications in detailed industry formats</li> <li>SA3. read the organization's policy documents in English and/or local language to interpret information correctly</li> <li>SA4. read about new products with reference to the organization and also from external forums such as websites and blogs</li> <li>SA5. interpret latest knowledge by reading brochures, pamphlets, and product information sheets</li> </ul> <p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA6. write the customer's requirements in the form of detailed notes in English</li> <li>SA7. write the design specifications in detailed industry formats</li> <li>SA8. write the raw material requirement of the product with complete detailing</li> </ul> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA9. interact with customers appropriately in order to understand the design requirement of the product and other associated features</li> <li>SA10. communicate effectively with the production team to understand the various strengths and weaknesses of the production process</li> <li>SA11. give clear instructions to the workers about the type of output required</li> <li>SA12. keep customers informed about progress</li> </ul>



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<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. identify and list variables that impact design viability and quality SB2. state rule of thumb in order to making adjustments to design based on variables SB3. consider time, safety and quality as parameters to escalate issues to manager or modify work schedules
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB4. work in association with the production team to formulate the design according to their capabilities and restrictions SB5. use correct sequencing and time planning techniques to carry out designing and estimating time and costs involved in production correctly and effectively SB6. use checklists to ensure all actions are taken before, during and after work operations as required according to company procedures and job requirements
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB7. explain the importance of customer satisfaction for company and personal success SB8. explain the concept of internal and external customers SB9. list the key benefits that customers seek in products that may lead to customer satisfaction
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB10. work with co-workers and supervisor to resolve any issues that threaten disruption, increase risk, cause delays or under-achievement of quality and targets as per the planned schedule
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB11. anticipate customer needs and priorities with respect to product design
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB12. anticipate any production or organizational limitations that may need to be factored in at the design stage report any concern to the relevant authorities



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**NOS Version Control**

<b>NOS Code</b>	<b>HCS/N6603</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>06/10/2016</b>
<b>Industry Sub-sector</b>	<b>Handicrafts (Woodware)</b>	<b>Last reviewed on</b>	<b>06/10/2016</b>
<b>Occupation</b>	<b>Designing</b>	<b>Next review date</b>	<b>06/10/2018</b>

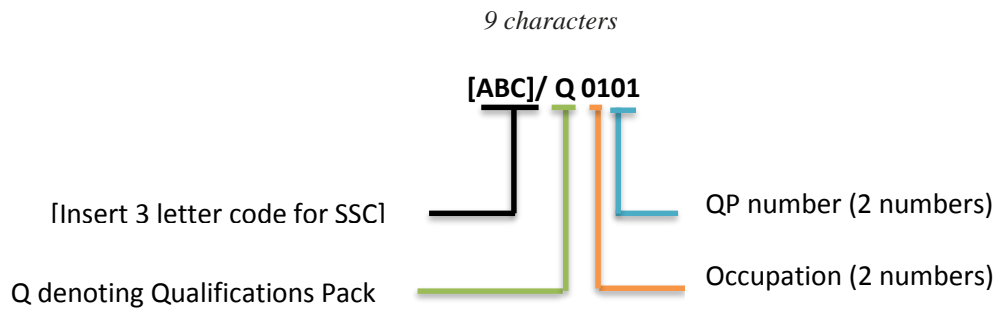




## Annexure

### Nomenclature for QP and NOS

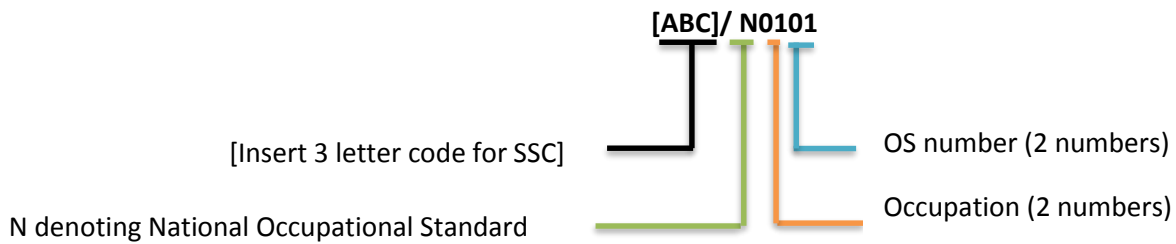
#### Qualifications Pack



#### Occupational Standard

*9 characters*

#### 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
<b>Three letters</b>	Handicrafts and Carpet	HCS
<b>Slash</b>	/	/
<b>Next letter</b>	Whether QP or NOS	N
<b>Next two numbers</b>	Occupation code	01
<b>Next two numbers</b>	OS number	01



**CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role: Designer (Woodware Products)**

**Qualification Pack: HCS/Q6601**

**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 Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on these criteria.
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
HCS/N6601 Conceptualize the woodware product design according to customer's requirement	PC1. explain to the internal/external customer the product design details as understood to confirm that the instructions received from them regarding product design are accurately interpreted	100	10	4	6
	PC2. obtain sufficient information from the internal/external customer regarding the basic requirements of the design of the product and other salient features in order to conceptualize a viable design		10	4	6
	PC3. record and categorize the design request by the client according to the organizational processes and policies		10	4	6
	PC4. explain the implications of limitations and other production variables on design to the customer		7	1	6
	PC5. identify relevant requirements, priorities as well as the restrictions/limitations of both the buyer and the seller		7	2	5
	PC6. prioritize the design request according to organizational guidelines		7	2	5





	PC7. achieve balance between the seller and buyer requirements and/or limitations in design ensuring both parties are satisfied		9	2	7
	PC8. suggest the cost effective ways of making the product to achieve the optimum results for both the involved parties		9	1	8
	PC9. conceptualize the final design of the product based on customer requirements and agreed considerations		11	4	7
	PC10. produce designs in accordance with the production capabilities		11	3	8
	PC11. keep the preferences of the targeted market in concern while design finalization		9	3	6
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
HCS/N6602 Finalize the design with complete detailing and relevant documentation	PC1. produce documentation related to the final design of the product including drawings and specifications	100	10	4	6
	PC2. ensure design in accordance with the production competencies of the organisation		8	2	6
	PC3. explain the preferences of the targeted market in concern and correlate with features while design finalization		8	2	6
	PC4. prepare the blueprint of the final design to accurately depict the finalized design using industry accepted design elements, symbols and measures using software and manual drawings		10	4	6
	PC5. prepare accurate design drawings of components using CAD software and manual drawings		10	4	6
	PC6. display every detail of the design with clarity and description		9	3	6
	PC7. label every single component of the design		6	2	4
	PC8. provide a detailed list of all the characteristics of the design that may describe it completely striking out its salient features		8	3	5
	PC9. define the specifications of the raw material requirement for the product w.r.t. size, colour, shape, wood quality, grains, knots, fiber, colour edibility, toxic level, texture finish, colour finish and durability etc.		7	2	5
	PC10. outline the production process and the involved functions required to achieve final product as per design		8	2	6



	PC11. detail the quality standard and requirement of the product as per customer requirement		8	1	7
	PC12. detail the quality standard required in line with expectations of targeted customer segments and market area		8	1	7
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
HCS/N6603 Coordinate with the design team and production team for product development	PC1. identify the capabilities and competencies of the design team that impact product design and production	100	10	3	7
	PC2. accurately assess the scope of innovativeness for each design that will require discussions with production team for considering viability		14	2	12
	PC3. factor the expertise and functionality of the production team while developing the design, and forecasting production to meet customer needs		14	5	9
	PC4. design the product factoring the capabilities as well as the restrictions of both the production as well as design team		15	6	9
	PC5. prioritize the design request according to organizational guidelines		16	6	10
	PC6. work with the design and production teams to define the specifications of the raw material requirement for the product w.r.t. size, colour, shape, wood quality, grains, knots, fibre, colour edibility, toxic level, texture finish, colour finish and durability etc. that meets product design and production expectations		18	5	13
	PC7. suggest cost effective ways of making the product achieve the optimum results for both the involved parties		13	3	10
				<b>Total</b>	<b>100</b>