



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- Lacquerer (Paper Mache)

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Paper Mache

OCCUPATION:Production

REFERENCE ID: HCS/Q4505

ALIGNED TO: NCO-2015/NIL

Brief Job Description: The Lacquerer (Paper Mache) is responsible for improvising the surface of painted paper mache objects with application of lacquer to add shine and enhance look. He should be capable of preparation suitable concentration of lacquer out of lacquer available in the market.

Personal Attributes: The lacquerer should have creativity with flair for sketch and design. He should be keen, vigilant, good eyesight, patient, investigative and good knowledge of Materials. He should have keen interest on learnings.



Job Details	Qualifications Pack Code	HCS/Q4505		
	Job Role	Lacquerer (Paper Mache)		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	15/06/15
	Sub-sector	Paper Mache	Last reviewed on	03/07/15
	Occupation	Production	Next review date	02/07/17

Job Role	Lacquerer (Paper Mache)
Role Description	To prepare paints suitable concentration of lacquerer and applying the same on painted object of paper mache painting and allow it to dry till it gains shine.
NSQF level	4
Minimum Educational Qualifications	Class 5th
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Not Applicable
Minimum Job Entry Age	16 Years
Experience	1-2 years of working experience in Paper Mache
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N4507 Lacquering on painted object HCS/N9906 Maintain work area, tools and machines HCS/N9908 Working in a team HCS/N9913 Maintain health, safety and security at workplace
Performance Criteria	As described in the relevant OS units



Glossary of Key Terms

Keywords /Terms	Description	
Definitions	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.
	Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
	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 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-functions	Sub-functions are sub-activities essential to fulfill 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 organization.
	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 (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
	Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
	Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
	Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or 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 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.



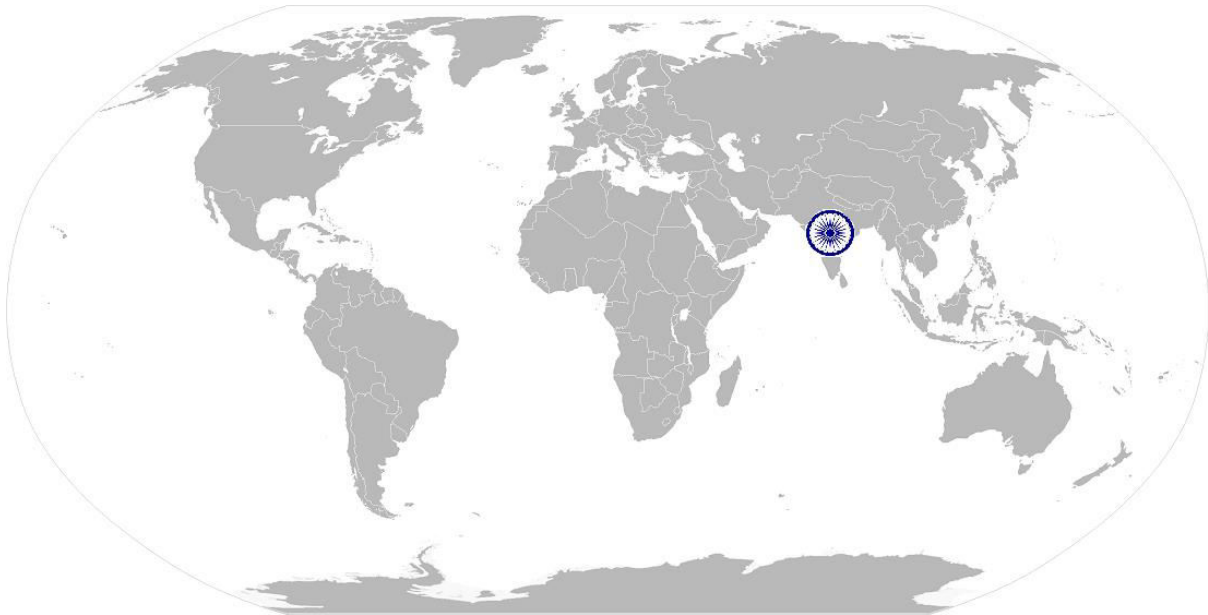
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
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 key to learning and working 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.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVQF	National Vocational Qualifications Framework
HCSSC	Handicraft and Carpet Sector Skill Council
TBD	To Be Determined
NSDC	National Skill Development Corporation
M/C	Machine

Acronyms



HCS/N4507 Lacquering of painted object

National Occupational Standard



Overview

This unit of NOS is about Preparation of lacquer (varnish) and applying the same to painted object of paper mache.



HCS/N4507 Lacquering of painted object

National Occupational Standard	Unit Code	HCS/N4507
	Unit Title (Task)	Lacquering of painted object
	Description	This unit is about quantification and measurement of skills and competencies enabling one to work satisfactorily in adding/creating thematic look to paper mache products, either by self-imagination and creativity or inspired out of motifs supplied by the customer.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Preparation of lacquer Applying Varnish to painted objects
	Performance Criteria (PC) w.r.t. the Scope	
	Preparation of lacquer	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. use suitable ppe like rubber hand gloves and nose mask as required PC2. ensure the place/room is clean, ventilated and well lit PC3. select suitable lacquer based on hue and tone of object and customer requirement PC4. transfer lacquer (varnish) in a clean bowl PC5. dilute with volatile thinner to make solution of suitable consistency PC6. mix the lacquer and thinner well with a stirrer PC7. check the mixture by sample testing on suitable materials to ensure it matches with the shade/finish required
	Applying lacquer on object	<ul style="list-style-type: none"> PC8. ensure the object is clean, smooth and free from dust, dirt etc. PC9. ensure the object is not damp or wet PC10. apply lacquer to the object uniformly as per finish required PC11. allow it to dry PC12. check the coating and if needed apply second coat and allow to dry PC13. continue applying lacquer and drying till desired level of shine/finish is attained
	Knowledge and Understanding (K)	
	A. Organizational Context (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"> KA1. general rules and regulations in a paper mache processing section KA2. material safety data sheets (msds) of paints & chemicals KA3. safe working practices KA4. mixing process of lacquer KA5. basic knowledge about paints, varnish, thinner etc.
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. type of product being processed KB2. the importance of: <ul style="list-style-type: none"> types of product process parameters types of lacquering defects and their remedy



HCS/N4507 Lacquering of painted object

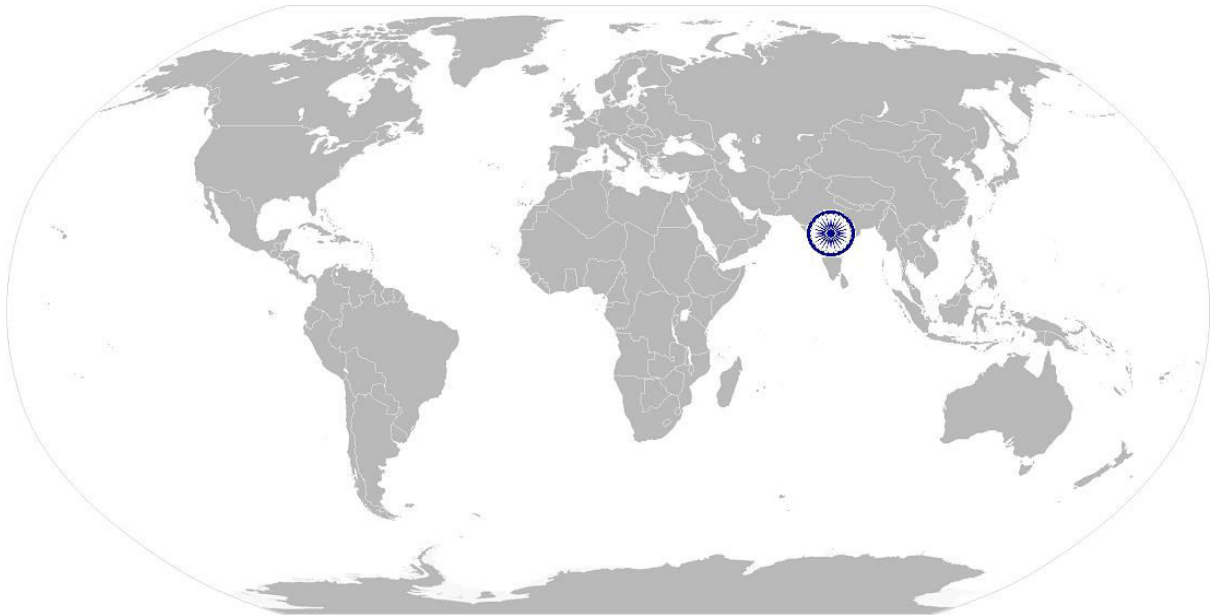
	<ul style="list-style-type: none"> • fastness of lacquer • thickness of lacquer • drying parameters <p>KB3. importance of cleanliness of workplace KB4. difference between correctable and non-correctable lacquering faults KB5. acceptable solutions for specific faults identified/detected KB6. methods to make use of the information detailed in specification sheets and work instructions</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. document records related to production and quality SA2. write letters, memos clearly and legibly
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. read and comprehend written instructions related to the process
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand how to: SA4. communicate with superiors, colleagues and juniors appropriately	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions in relation to the scope of work
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. plan and organize the work to meet the target
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers who desperately need relevant information yet unwilling and unaware of its needs SB4. build customer understanding of trust and cooperativeness
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. apply problem-solving approaches in different situations SB6. report abnormalities and non-conformities detected to superiors SB7. seek clarification on problems when in doubt
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB8. identify root cause of a problem related to man, machine and material
	Critical Thinking
The user/individual on the job needs to know and understand how to: SB9. critically evaluate information gathered from various sources to arrive at a solution	



HCS/N4507 Lacquering of painted object

NOS Version Control

NOS Code	HCS/N4507		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	15/06/15
Industry Sub-sector	Paper Mache	Last reviewed on	03/07/15
Occupation	Production	Next review date	02/07/17





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)	Maintain work area, tools and machines
	Description	This unit provides performance criteria, knowledge, understanding, skills and abilities required to organize/maintain work areas and activities to ensure the maintenance of tools and machines 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 hand tools and equipment's
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Maintain the work area, tools and machines	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. handle materials, tools and equipment with care and use them in correct way PC2. Use correct and handling procedures PC3. Maintain clean and hazard free working area PC4. Carry out running maintenance within agreed schedules PC5. Carry out maintenance and/or cleaning within one's responsibility PC6. Report unsafe equipment and other dangerous occurrences PC7. Use clean equipment and methods appropriate for the work to be carried out PC8. Dispose of waste safely in the designated location PC9. Store equipment safely after use
	Knowledge and Understanding (K) w.r.t. the Scope	
	Elements	Knowledge and Understanding
	A. Organisational Context (Knowledge of the company / organisation and its processes)	The individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Personal hygiene and duty of care KA2. Safe working practices and organizational procedures KA3. Ways of resolving conflicts/problems within the work area KA4. The design process and the specific work activities that relate to the process KA5. Organization's rules, codes and guidelines KA6. The company's quality standards KA7. Importance of complying with written instructions
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> 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 maintenance process KB4. Maintenance procedures KB5. Importance of running maintenance and regular cleaning KB6. Safe working practices for maintenance KB7. The importance of taking action when problems are identified KB8. Effects of contamination on products 	



HCS/N9906 Maintain work area, tools and machines

	KB9. Common faults with equipment and the method to rectify	
Skills (S) w.r.ttheScope		
Elements	Skills	
A. Core Skills/ GenericSkills	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 in 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 coworker and supervisor informed about progress	
	B. 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 manage work routine based on company procedure SB3. Plan and organize service feedback files/documents
CustomerCentricity		
The user/individual on the job needs to know and understand how to: SB4. Manage relationships with customers SB5. Build customer relationships and use customer centric approach		
Problem Solving		
The user/ individual on the job needs to know and understand how to: SB6. Think through a problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)		
Analytical Thinking		
The user/ individual on the job needs to know and understand how to: SB7. Identify immediate or temporary solutions to resolve delays SB8. 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: SB9. 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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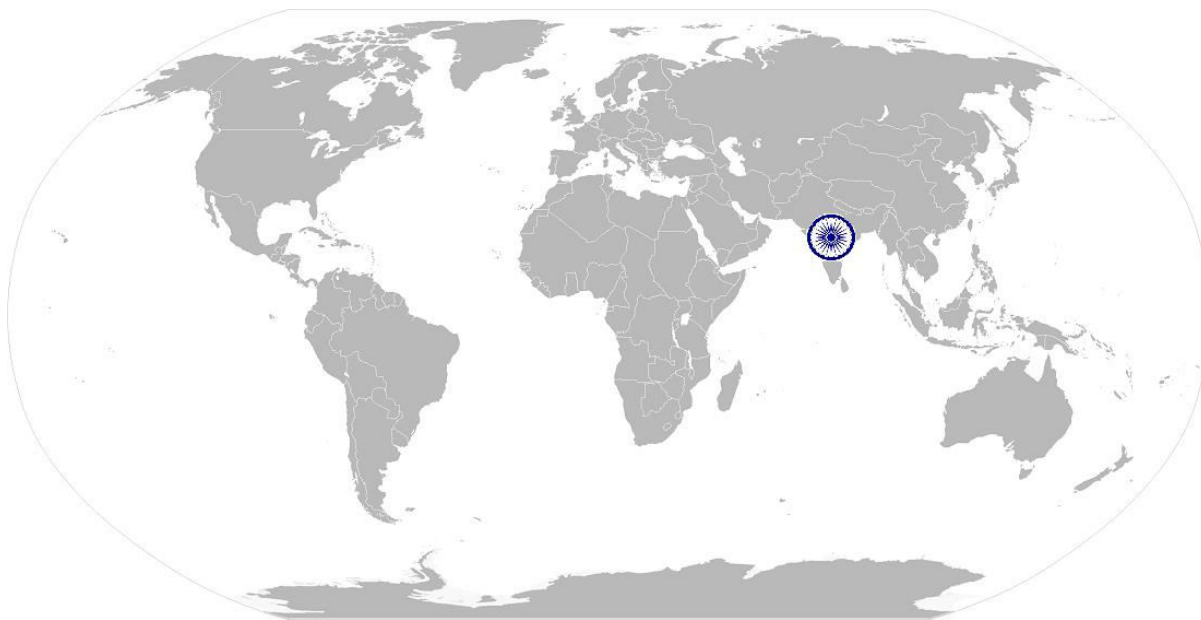
NOS Code	HCS/N9906		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	15/06/15
Industry Sub-sector	Metalware, Paper Mache, Carpet, Handicrafts (Woodware)	Last reviewed on	03/07/15
Occupation	Metal Craft Making, Production, Research and Development, Research and Development, Processing, Designing, Finishing, Processing, Designing, Weaving, Quality Check, Merchandising, Pre-Production, Assembling	Next review date	29/06/20





HCS/N9908 Working in a team

National Occupational Standard



Overview

This unit is about working as part of a team in the sakhta making section.



HCS/N9908 Working in a team

National Occupational Standard	Unit Code	HCS/N9908
	UnitTitle (Task)	Working in a team
	Description	This unit is about working as part of a team in the process.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Commitment and trust • Communication • Adaptability • Creative freedom
	PerformanceCriteria(PC)w.r.t.the Scope	
	Elements	PerformanceCriteria
	Commitment and trust	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Be accountable to one's own role in whole process. PC2. Perform all roles with full responsibility.
	Communication	<ul style="list-style-type: none"> PC3. Report problems faced during the process. PC4. Talk politely with other team members and colleagues. PC5. Submit daily report of own performance.
	Adaptability	<ul style="list-style-type: none"> PC6. Adjust in different work situations. PC7. Give due importance to others' point of view. PC8. Avoid conflicting situations.
		<ul style="list-style-type: none"> PC9. Develop new ideas for work procedures PC10. Improve upon the existing techniques to increase process efficiency
KnowledgeandUnderstanding (K)w.r.t. theScope		
Elements	KnowledgeandUnderstanding	
A. Organisational Context (Knowledge of the company / organisation and its processes)	The individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. General rules and regulations in the sector. KA2. Procedure followed to get the final output. KA3. Safe working practices to be adopted. KA4. Reporting to the supervisor or higher authority about any grievances faced. 	
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB6. Understanding the importance of the previous and next step of the process. KB7. Process flow in the handicraft section. KB8. Material sequence of flow. KB9. Functions of different parts of product development. KB10. Tools and equipments used. KB11. Guidelines for operating the equipment. KB12. Safety procedures to be followed as applicable. 	
Skills (S) w.r.t.theScope		
Elements	Skills	
A. Core Skills/	Writing Skills	



HCS/N9908 Working in a team

GenericSkills	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.
B. 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.
	Problem Solving
	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.
	Analytical Thinking
	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.
Critical 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. SB8. Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action.	



HCS/N9908 Working in a team

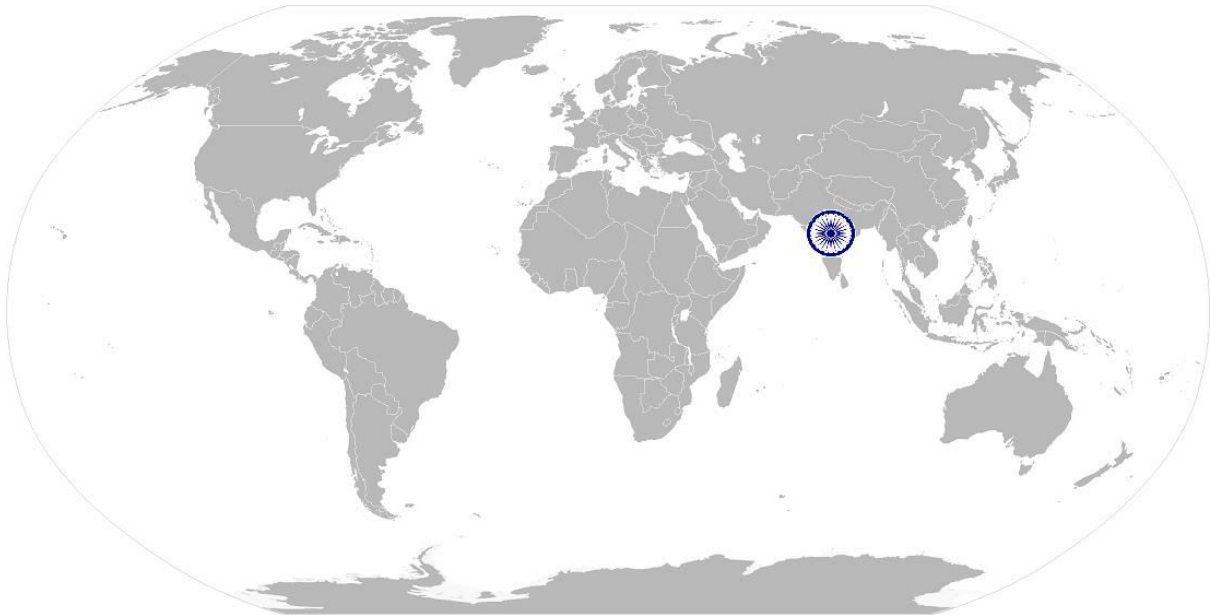
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NOS Code	HCS/N9908		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	30/04/15
Industry Sub-sector	Paper Mache, Carpet, Handi Crafted Textiles, Hand Crocheted Textiles, Handicrafts (Agarbatti), Handicrafts (Bamboo).	Last reviewed on	28/09/17
Occupation	Procurement, Production, Processing, Designing, Finishing, Weaving, Traditional Hand Embroiderer, Master Hand Embroiderer, Hand Embroidery, Design Tracer, Embroidery Finishing, Hand Block Printer, Block Print Supervisor, Crochet Lace Maker, Master Crochet Lace Maker, Crochet Lace Tailor, Handmade Bamboo Agarbatti Stick Maker, Semi-Mechanized Bamboo Stick Maker, Automatic Stick Making M/C Operator, Hand Rolled Agarbatti Maker, Pedal Operated Machine Agarbatti Maker, Automatic Machine Rolled Agarbatti Maker, Agarbatti Perfume Applicator, Bamboo Processor and Dyer, Bamboo Mat Weaver,	Next review date	28/09/19



HCS/N9908 Working in a team

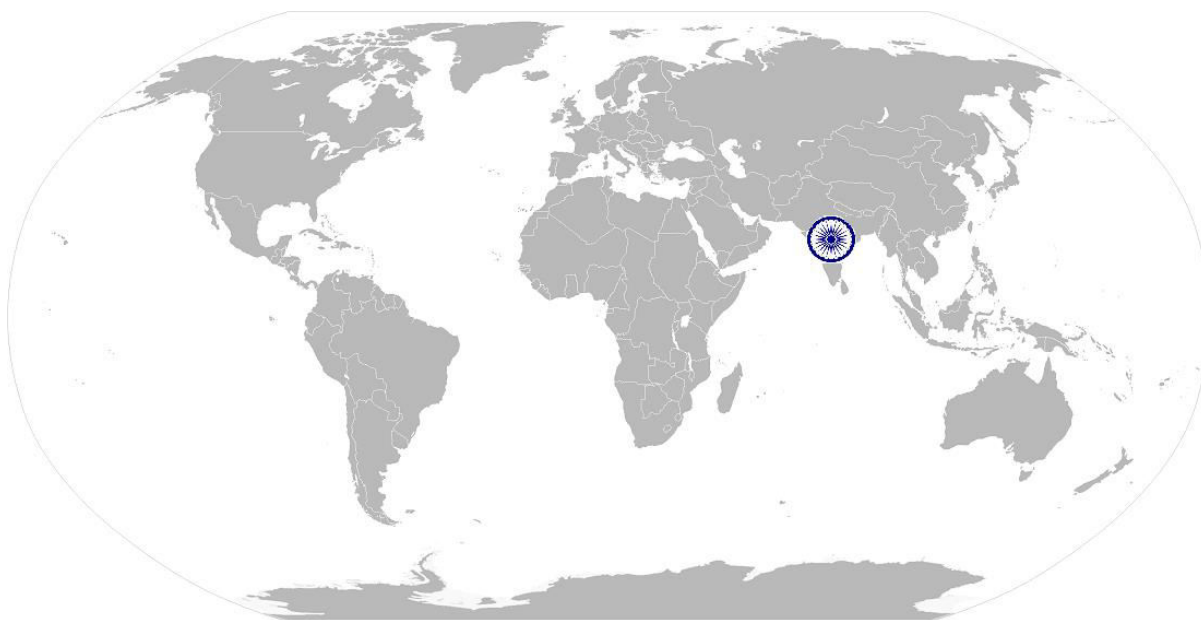
Handmade Bamboo Stick Maker (for Woven Mats), Bamboo Basket Maker, Bamboo Utility Handicraft Assembler, Bamboo Utility Product Tailor, Bamboo Artwork Maker.





HCS/N9913 Maintain health, safety and security at workplace

National Occupational Standard



Overview

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



HCS/N9913 Maintain health, safety and security at workplace

National Occupational Standard	Unit Code	HCS/N9913
	UnitTitle (Task)	Maintain health, safety and security at workplace
	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 minimise risk to self and others.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Comply with health, safety and security requirements at work
	PerformanceCriteria(PC)w.r.t.the Scope	
	Elements	PerformanceCriteria
	Comply with health, safety and security requirements at work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Comply with health and safety related instructions applicable to the workplace.</p> <p>PC2. Use and maintain personal protective equipment as per protocol.</p> <p>PC3. Carry out own activities in line with approved guidelines and procedures.</p> <p>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants.</p> <p>PC5. Follow environment management system related procedures.</p> <p>PC6. Store materials and tools in line with manufacturer's and organisational requirements.</p> <p>PC7. Safely handle and move waste and debris.</p> <p>PC8. Minimize health and safety risks to self and others due to own actions.</p> <p>PC9. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks.</p> <p>PC10. Monitor the workplace and work processes for potential risks and threats.</p> <p>PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned.</p> <p>PC12. Report hazards and potential risks/ threats to supervisors or other authorized personnel.</p> <p>PC13. Participate in mock drills/ evacuation procedures organized at the workplace.</p> <p>PC14. Undertake first aid, fire-fighting and emergency response training, if asked to do so.</p> <p>PC15. Take action based on instructions in the event of fire, emergencies or accidents.</p> <p>PC16. Follow organisation procedures for evacuation when required.</p>
	KnowledgeandUnderstanding (K)w.r.t. theScope	
	Elements	KnowledgeandUnderstanding
	A. Organizational context	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Health and safety related practices applicable at the workplace.</p> <p>KA2. Potential hazards, risks and threats based on nature of operations.</p> <p>KA3. Organizational procedures for safe handling of tools.</p>



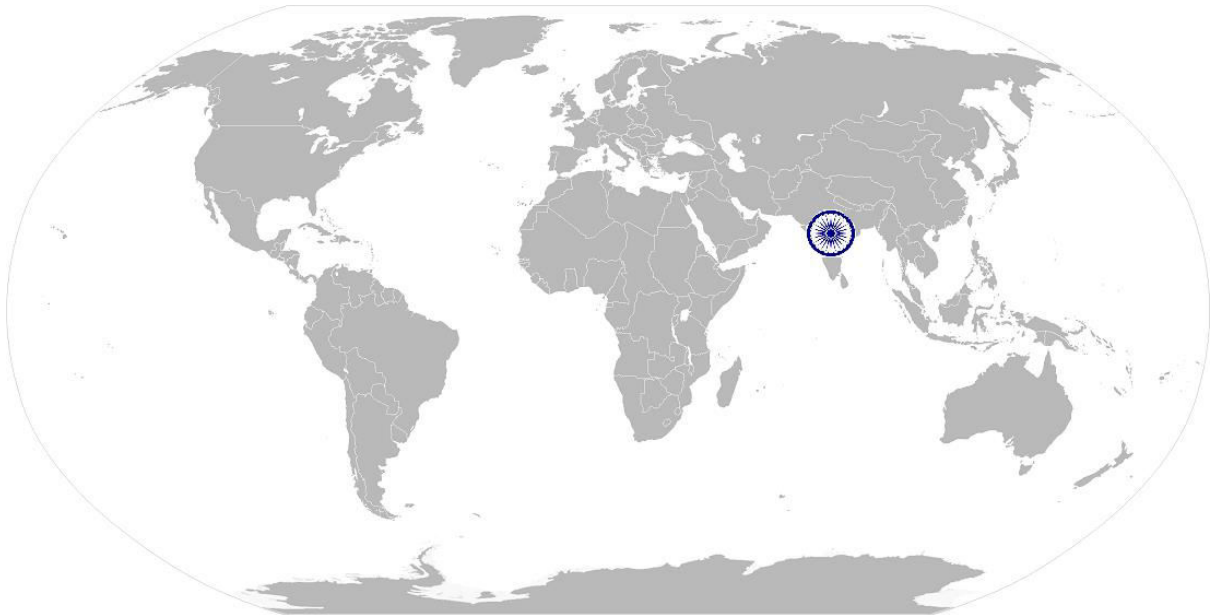
HCS/N9913 Maintain health, safety and security at workplace

	<p>KA4. Potential risks due to own actions and methods to minimize these.</p> <p>KA5. Environmental management system related procedures at the workplace.</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points.</p> <p>KA7. Potential accidents and emergencies and response to these scenarios.</p> <p>KA8. Reporting protocol and documentation required.</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response.</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire.</p>
A. Technical/ Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <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) w.r.t the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Write in local language.
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA2. Read measurement instructions.
	Oral Communication (Listening and Speaking skills)
	The user/ individual on the job needs to know and understand how to: SA3. Communicate orally with colleagues.
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Follow organization rule-based decision making process. SB2. Take decision with systematic course of actions and/or response.
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB3. Plan and organize your work to achieve targets and deadlines.
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. Manage relationships with customers. SB5. Build customer relationships and use customer centric approach.
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB6. Think through the problem, evaluate the possible solution(s) and suggest an



HCS/N9913 Maintain health, safety and security at workplace

	optimum /best possible solution(s).
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB7. Identify immediate or temporary solutions to resolve delays. SB8. Analyze data and activities.
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB9. Pass on relevant information to others. SB10. Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action.





HCS/N9913 Maintain health, safety and security at workplace

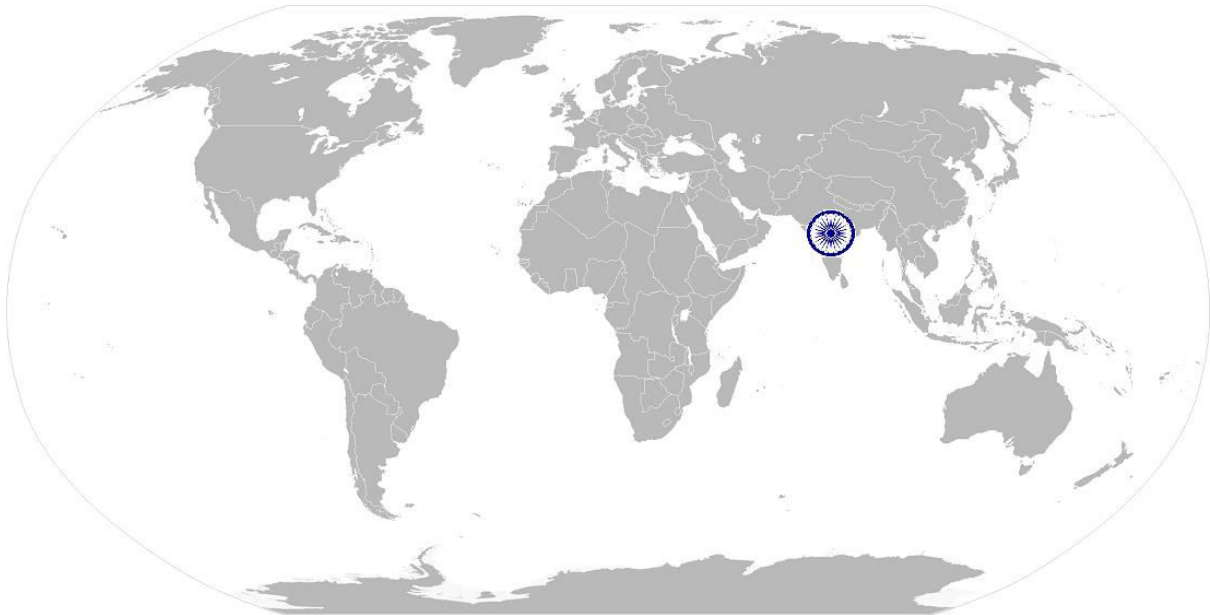
NOS Version Control

NOS Code	HCS/N9913		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	09/10/15
Industry Sub-sector	Hand Crafted Textiles, Hand Crocheted Textiles, Handicrafts (Agarbatti), Handicrafts (Bamboo).	Last reviewed on	25/11/16
Occupation	Traditional Hand Embroiderer, Master Hand Embroiderer, Embroidery finishing, Design Tracer, Hand Block Printer, Block Print Supervisor, Hand Embroidery, Crochet Lace Maker, Master Crochet Lace Maker, Crochet Lace Tailor, Handmade Bamboo Agarbatti Stick Maker, Semi-Mechanized Bamboo Stick Maker, Automatic Stick Making M/C Operator, Hand Rolled Agarbatti Maker, Pedal Operated Machine Agarbatti Maker, Automatic Machine Rolled Agarbatti Maker, Agarbatti Perfume Applicator, Bamboo Processor and Dyer, Bamboo Mat Weaver, Handmade Bamboo Stick Maker (for Woven Mats), Bamboo Basket Maker, Bamboo Utility Handicraft Assembler,	Next review date	25/11/19



HCS/N9913 Maintain health, safety and security at workplace

Bamboo Utility Product
Tailor, Bamboo Artwork
Maker.

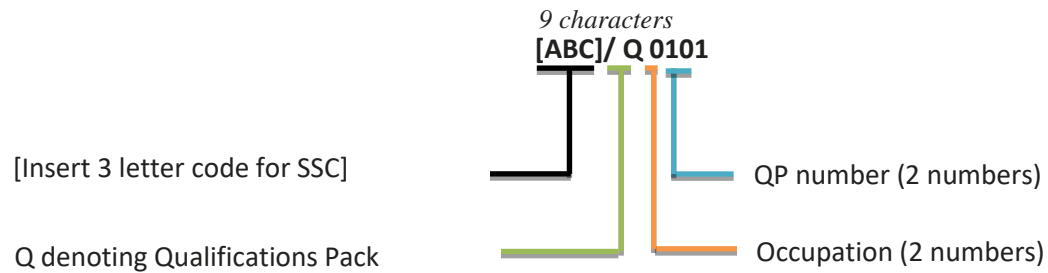




Annexure

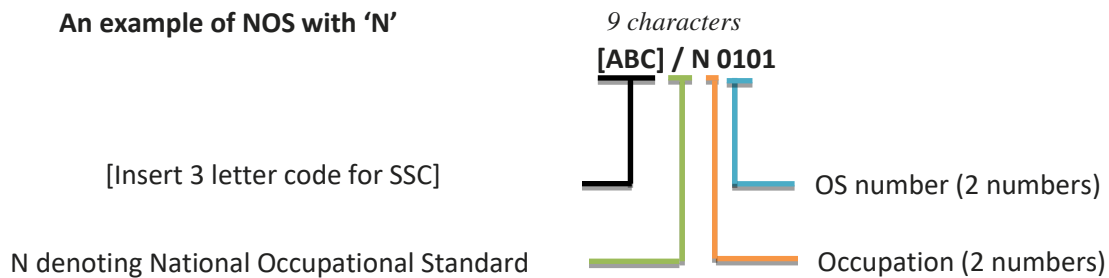
Nomenclature for QP and NOS

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	Handicraft and Carper Sector Skill Council	HCS
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Occupation code	01
Next two numbers	OS number	01



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Artisan

Qualification Pack: HCS/Q4505, v1.0

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 this 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.

Total Marks: 285				Marks Allocation	
Assessment Outcomes	Assessment Criteria for Outcomes	Total Marks	Out of	Theory	Skills Practical
1. HCS/N4507 Lacquering of painted object	PC1. use suitable ppe like rubber hand gloves and nose mask as required	35	5	0	5
	PC2. ensure the place/room is clean, ventilated and well lit		3	1	2
	PC3. select suitable lacquer based on hue and tone of object and customer requirement		2	0	2
	PC4. transfer lacquer (varnish) in a clean bowl		2	0	2
	PC5. dilute with volatile thinner to make solution of suitable consistency		2	0	2
	PC6. mix the lacquer and thinner well with a stirrer		2	0	2
	PC7. check the mixture by sample testing on suitable materials to ensure it matches with the shade/finish required		2	0	2



	PC8. ensure the object is clean, smooth and free from dust, dirt etc.		2	0	2
	PC9. ensure the object is not damp or wet		1	0	1
	PC10. apply lacquer to the object uniformly as per finish required		3	0	3
	PC11. allow it to dry		2	0	2
	PC12. check the coating and if needed apply second coat and allow to dry		4	1	3
	PC13. continue applying lacquer and drying till desired level of shine/finish is attained.		5	2	3
	Total		35	4	31
2. HCS/N9906 Maintain work area, tools and machines	PC1. Handle materials, tools and equipment with care and use them in correct way.	50	13	5	8
	PC2. Use correct and handling procedures.		5	2	3
	PC3. Maintain clean and hazard free working area.		5	2	3
	PC4. Carry out running maintenance within agreed schedules.		5	2	3
	PC5. Carry out maintenance and/or cleaning within one's responsibility.		5	2	3
	PC6. Report unsafe equipment and other dangerous occurrences.		5	2	3
	PC7. Use clean equipment and methods appropriate for the work to be carried out.		2	2	0
	PC8. Dispose of waste safely in the designated location.		5	2	3
	PC9. Store equipment safely after use.		5	2	3
	Total		50	21	29
3. HCS/N9913 Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace.	100	8	2	6
	PC2. Use and maintain personal protective equipment as per protocol.		8	2	6
	PC3. Carry out own activities in line with approved guidelines and procedures.		8	2	6
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants.		8	2	6
	PC5. Follow environment management system related procedures.		6	2	4
	PC6. Store materials and tools in line with		5	2	3



	manufacturers and organisational requirements.				
	PC7. Safely handle and move waste and debris.		4	1	3
	PC8. Minimize health and safety risks to self and others due to own actions.		6	2	4
	PC9. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks.		4	1	3
	PC10. Monitor the workplace and work processes for potential risks and threats.		4	1	3
	PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned.		5	2	3
	PC12. Report hazards and potential risks/ threats to supervisors or other authorized personnel.		7	3	4
	PC13. Participate in mock drills/ evacuation procedures organized at the workplace.		5	2	3
	PC14. Undertake first aid, fire-fighting and emergency response training, if asked to do so.		6	2	4
	PC15. Take action based on instructions in the event of fire, emergencies or accidents.		8	2	6
	PC16. Follow organisation procedures for evacuation when required.		8	2	6
	Total		100	30	70
4. HCS/N9908 Working in a team	PC1. Be accountable to one's own role in whole process.	100	10	3	7
	PC2. Perform all roles with full responsibility.		10	3	7
	PC3. Report problems faced during the process.		8	4	4
	PC4. Talk politely with other team members and colleagues.		10	3	7
	PC5. Submit daily report of own performance.		10	3	7
	PC6. Adjust in different work situations.		10	3	7
	PC7. Give due importance to others' point of view.		10	2	8
	PC8. Avoid conflicting situations.		8	2	6
	PC9. Develop new ideas for work procedures		12	2	10
	PC10. Improve upon the existing techniques to increase process efficiency		10	3	7



	Total		100	29	71
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