



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET

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

Contact Us:

HCSSC, New Delhi
Handicrafts & Carpet
Sector Skill Council,
EPCH House,
Pocket 6 & 7, Sector
C,
Vasant Kunj,
New Delhi-110070

E-mail: hcssc@hcssc.in



Contents

1. Introduction and Contacts.....	1
2. Qualifications Pack.....	2
3. OS Units.....	2
4. Glossary of Key Terms	3

Introduction

Qualifications Pack- Shade Writer

SECTOR: Handicrafts and Carpet

SUB-SECTOR: Carpet

OCCUPATION: Designing

REFERENCE ID: HCS/Q5204

ALIGNED TO: NCO-2004/NIL

Shade Writer The Shade Writer is in-charge facilitating communication between information contents on design map to weaver responsible for transferring design maps on to the carpet.

Brief Job Description: The shade writer is a job role in Weaving department. The responsibility of shade writer is to write comprehensive information on to the design map which is indispensable for interpreting design and communicating with the weaver. It includes information regarding colour, count, material and other relevant information about threads to be used for knotting and tufting of carpet body as well as border. It also communicates about tuft density and knots/inch² etc.

Personal Attributes: The shade writer should be keen, vigilant, good eyesight, patient and investigative. He should be free from defects of colour vision. Agile, cooperative, available and responsive to needs of people seeking technical/professional assistance.



Job Details	Qualifications Pack Code	HCS/Q5204		
	Job Role	Shade Writer		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	30/04/15
	Sub-sector	Carpet	Last reviewed on	27/05/15
	Occupation	Designing	Next review date	26/05/16
Job Role	Shade Writer			
Role Description	To write instructions on to design map for correct selection and use of threads, border design, knots and tuft density etc.			
NSQF level	3			
Minimum Educational Qualifications*	Preferably Class VIII			
Maximum Educational Qualifications*	Not Applicable			
Training (Suggested but not mandatory)	Not Applicable			
Experience	1-2 years working in carpet/textile weaving section			
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N5204 Instructions for Manufacturing of carpets as per Design and Shade HCS/N9906 Maintain work area, tools and machines HCS/N9908 Working in a team HCS/N9907 Maintain health, safety and security at workplace HCS/N9909 Comply with industry and organizational requirement <p>Optional: Not Applicable</p>			
Performance Criteria	As described in the relevant OS units			



Definitions	Keywords /Terms	Description
	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 achieving the objectives of the function.
	Job role	Job role defines 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 consistently while carrying out a function at the workplace. Occupational Standards as set of competencies is applicable both in Indian and overreaching global contexts.
	Performance Criteria	Performance Criteria defined for a task are statements that together specify the standard of performance while carrying out the task.
	National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.	
Qualifications Pack(QP)	Qualifications Pack comprises set of OS, together with the educational, training and other criteria that are required to perform a job role satisfactorily at workplace. A Qualifications Pack is assigned a unique qualification pack code for clear identification.	
Knowledge and Understanding	Knowledge and Understanding are statements which together as a set specify the technical, generic, professional and organization specific knowledge that an individual needs to possess in order to perform and meet the required standards consistently.	
Organizational Context	Organizational Context includes the way the organization is structured and how it operates. It includes elements of operational knowledge	

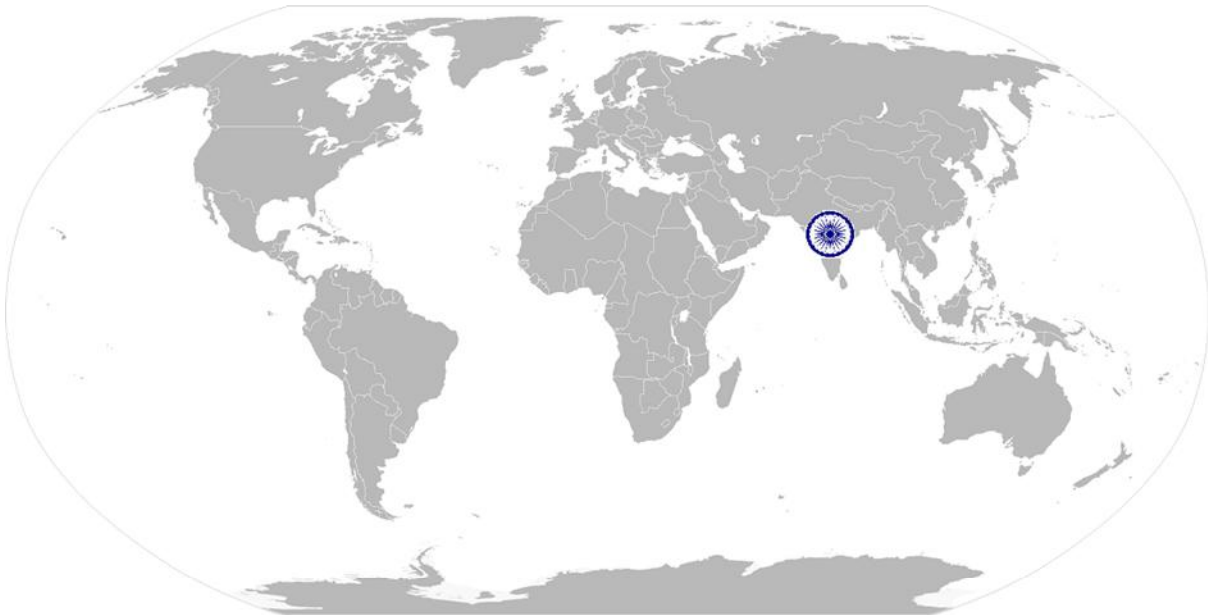


	contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It is usually coined with specifically designated roles and responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills as set are group of skills. It is key to working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include mainly communication related skills that are applicable to most job roles.
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.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
HCS	Handicrafts and Carpet Skill Sector Council
NSDC	National Skill Development Corporation

Acronyms



National Occupational Standard



Overview

This unit is about capturing skills and attributes needed for understanding and facilitating information with instructions for production of knotted and tufted carpets so as to ensure they are made with correct design with selection and use of right shade for threads as per design needs for knotting and tufting.



HCS/N5204

Instructions for Manufacturing of carpets as per design and shade

National Occupational Standard

Unit Code	HCS/N5204
Unit Title (Task)	Instructions for Manufacturing of carpets as per design and shade
Description	This unit is about inventory of supervisory skills, knowledge, tools and techniques needed for effective communication through instructions for execution of the task of achieving production of carpets matching for design as per colours indicated on design map.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> To ensure right shades with identifications are available for knotting and tufting
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Supervising shade design	<p>PC1. Understand buyer's defined and implied requirements for design quality and product colour conformity</p> <p>PC2. Collect all information needed for identification of threads for knotting and tufting e.g. material types, count, ply, shade number, design reference number etc.</p> <p>PC3. Read and interpret design map</p> <p>PC4. Identify coded information on to design map that need illustration through instructions</p> <p>PC5. Define colour by assigning suitable code/identification along with colour and instruction on to design map</p> <p>PC6. Ensure threads available is matching with the lot and shade indicated on design map</p> <p>PC7. Supervise by patrolling and random checking to ensure correct threads as per design are used for knotting and tufting</p> <p>PC8. Check knots/inch² and tuft density as per design indicated</p> <p>PC9. process flow of Weaving department with stages and significance of monitoring needs for productivity and design conformity to quality.</p>
Reporting and Recording of Production Results	<p>PC10. Record information related to planning, production and quality as per design</p> <p>PC11. Record information related to performance report recorded as per organizational recording system and/or suitably presentable layout</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>KA1. general rules and regulations in a carpet industry</p> <p>KA2. Correct working practices for inspection and checking adopted</p> <p>KA3. Color coding, marking, labeling etc are followed to ensure product matches buyer's specified requirements for quality</p> <p>KA4. Identify quality and production targets and the effect of not meeting these on self and/or your team</p>



HCS/N5204

Instructions for Manufacturing of carpets as per design and shade

<p>B. Technical Knowledge</p>	<p>KB1. understanding the importance of</p> <ul style="list-style-type: none"> • types of fibres • types of threads • carpet design • knot types • types of design defects • number of knots per square inch (tapka/inch²) • tuft density • design repeat • carpet dimension • general aesthetic parameters – appearance, cleanliness, feel, etc <p>KB2. process flow in handmade carpet manufacturing sector</p> <p>KB3. importance of marking/coding/labelling/numbering etc followed at various process stages of knotting and tufting for identification and traceability</p> <p>KB4. importance of cleanliness at workplace</p> <p>KB5. Explain difference between correctable and non-correctable design faults</p> <p>KB7. Acceptable solutions for specific faults identified/detected</p> <p>KB8. Method to make use of the information detailed in specifications and Work instructions</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>SA1. Write instruction clearly and legibly</p> <p>Reading Skills</p> <p>SA2. Read and comprehend written instructions</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>SA3. Communicate with supervisor appropriately</p> <p>SA4. Talk to others to convey information effectively</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <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> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand:</p> <p>SB2. plan and organize service feedback files/documents</p> <p>Customer Centricity</p> <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 approach</p> <p>Problem Solving</p>



HCS/N5204

Instructions for Manufacturing of carpets as per design and shade

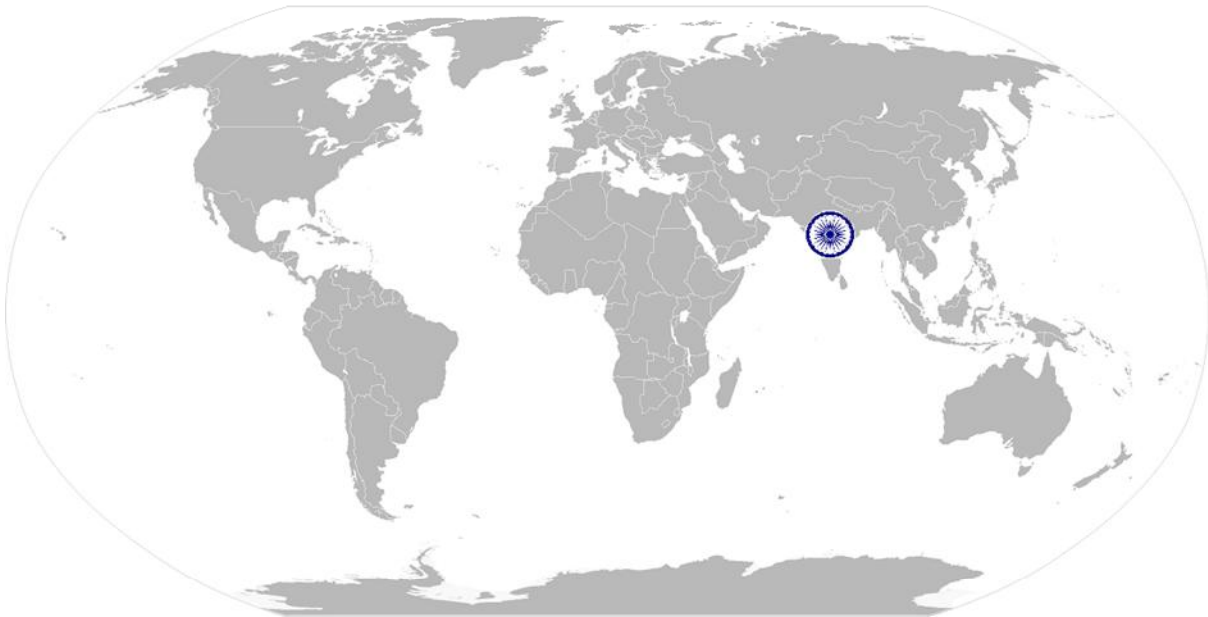
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB6. identify immediate or temporary solutions to resolve delays SB7. Apply problem-solving approaches in different situations SB8. Seek clarification on problems from others
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB9. use the existing data to arrive at specific data points SB10. Apply good attention to detail SB11. Check work is complete and free from errors
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB12. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

NOS Version Control

NOS Code	HCS/N5204		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Designing	Next review date	26/05/16



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

Maintaining 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, reeling machine and tools with care PC2. Maintain clean and hazard free working area PC3. carrying out running maintenance within agreed schedules PC4. carrying out maintenance and/or cleaning within one's responsibility PC5. Report unsafe equipment and other dangerous occurrences PC6. use of clean equipment and methods appropriate for the work to be carried out PC7. disposal 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. 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 (including timekeeping) KA6. the company's quality standards KA7. importance of complying with written instructions
	B. Technical 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 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 i.e. machine oil, dirt, foreign materials KB9. common faults with equipment and the method to rectify
Skills (S) [Optional]		
A. Core Skills/ Generic Skills	Writing Skills	



HCS/N9906

Maintaining work area, tools and machines

	<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 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 manage work routine based on company procedure</p> <p>SB3. 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>SB4. manage relationships with customers</p> <p>SB5. 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>SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB7. 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>SB8. use the existing data to arrive at specific data points</p>
Critical Thinking	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</p>	

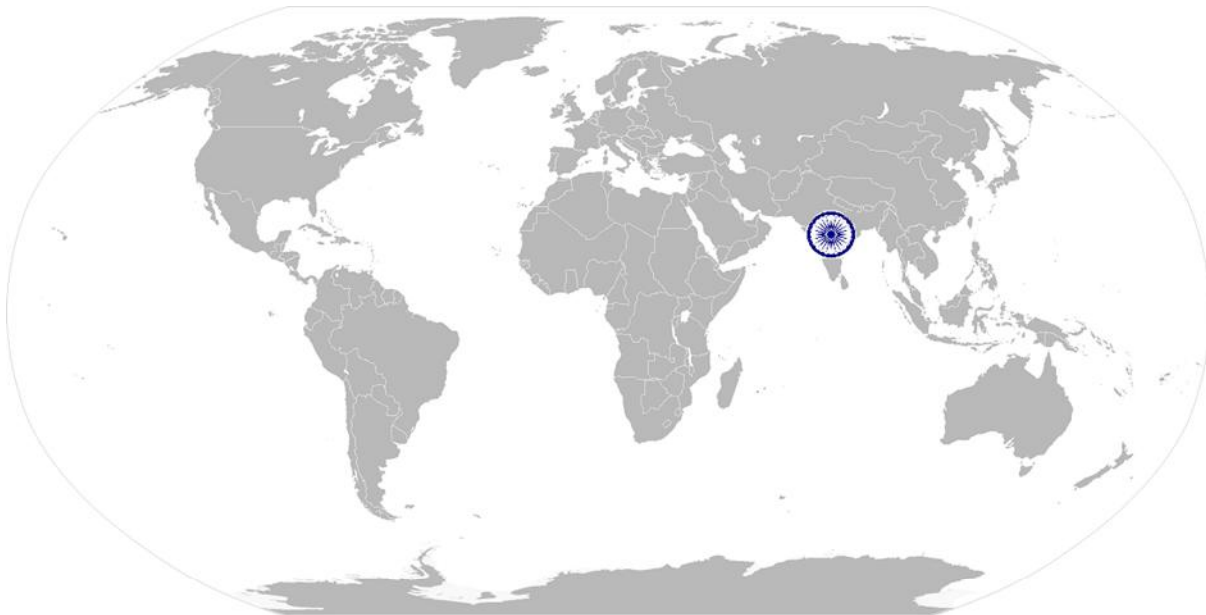


HCS/N9906

Maintaining work area, tools and machines

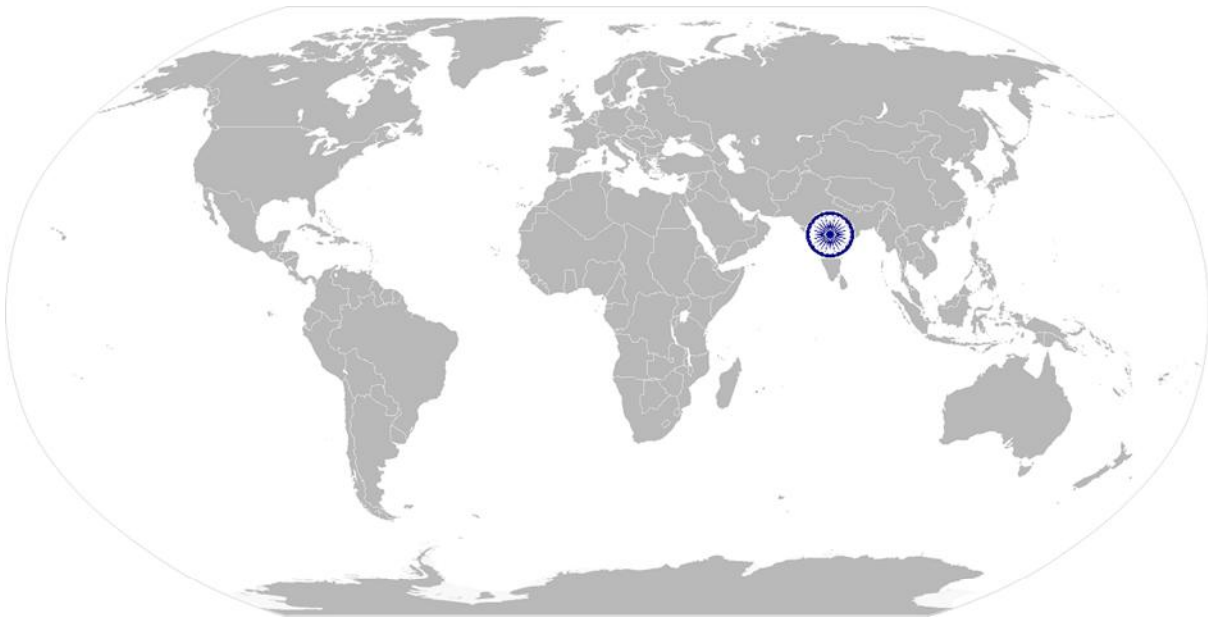
NOS Version Control

NOS Code	HCS/N9906		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Designing	Next review date	26/05/16





National Occupational Standard



Overview

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



HCS/N9908

Working 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	<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	PC1. Be accountable to one's own role in whole process. PC2. Perform all roles with full responsibility PC3. Be effective and efficient at workplace
	Communication	PC4. Properly communicate about company policies PC5. Talk politely with other team members and colleagues
	Adaptability	PC6. Adjust in different work situations PC7. Give due importance to others' point of view PC8. Avoid conflicting situations
	Creative freedom	PC9. Develop new ideas for work procedures PC10. Improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)		
B. Organizational Context (Knowledge of the company / organization and its processes)	KA1. General rules and regulations in a carpet 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 Knowledge	KB1. Understanding the importance of the previous and next step of the process /Process flow KB2. Material sequence of flow KB3. Functions of different parts of carpet hand operated loom KB4. Tools and equipments used KB5. Guidelines for operating the hand operated loom KB6. Safety procedures to be followed in hand operated loom	
Skills (S) [Optional]		



HCS/N9908

Working in a team

A. Core Skills/ Generic Skills	Writing Skills
	SA1. Write instructions in local language SA2. Write daily work report SA3. Write grievance complaint application
	Reading Skills
	SA4. Read and comprehend written instructions
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	SA5. Communicate with superiors appropriately SA6. Talk to workers to convey information effectively
	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: 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. deal with clients lacking the technical background to solve the problem on their own SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: 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

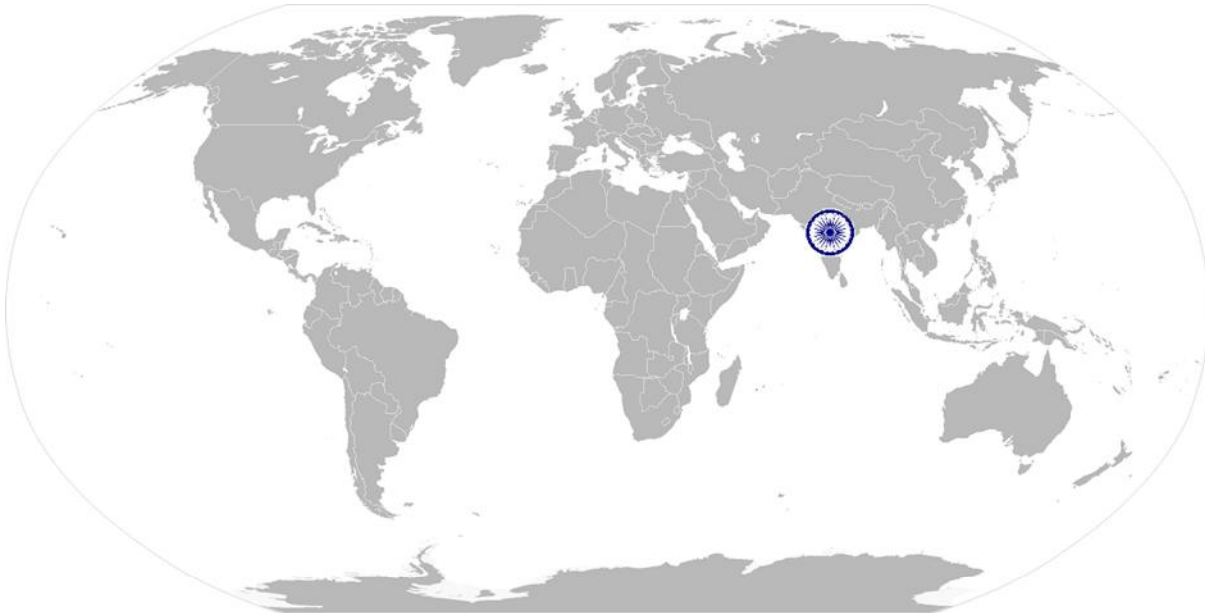


HCS/N9908

Working in a team

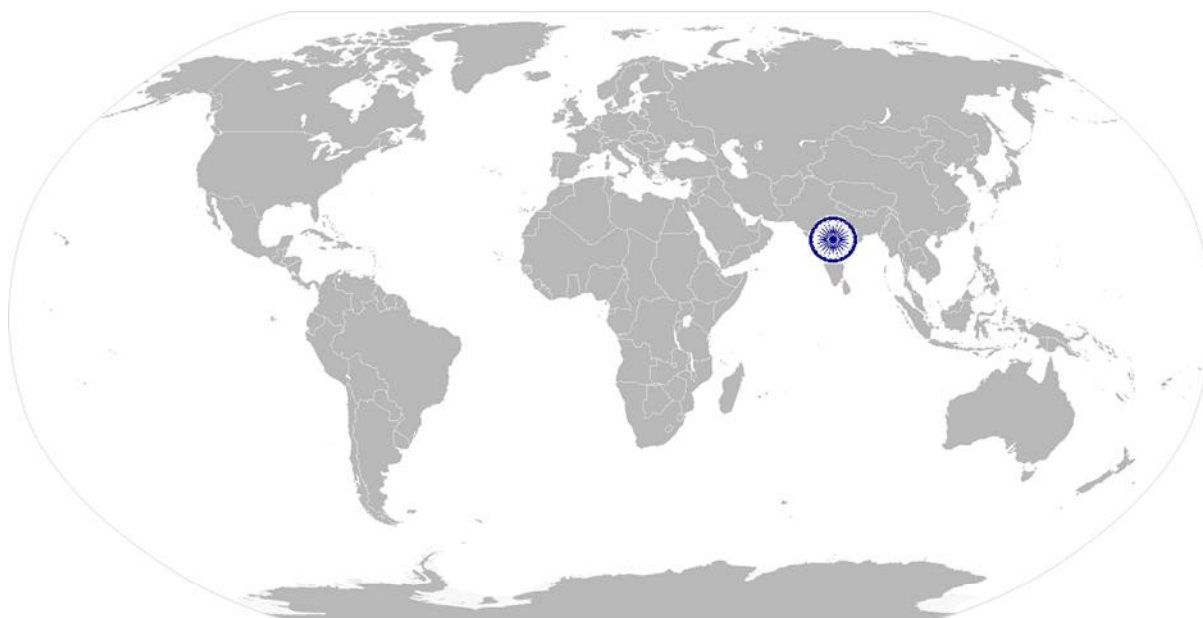
NOS Version Control

NOS Code	HCS/N9908		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Designing	Next review date	26/05/16





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
	Comply with health, Safety and security requirements at work	<p>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Use and maintain personal protective equipment such as “Nose Mask”etc. 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. Identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. Report any service malfunctions that cannot be rectified</p> <p>PC8. Store materials and equipment in line with organisational requirements</p> <p>PC9. Safely handle and remove waste</p> <p>PC10. Minimize health and safety risks to self and others due to own actions</p> <p>PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. Monitor the workplace and work processes for potential risks and threat</p> <p>PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. Report hazards and potential risks/threats to supervisors or other authorized personnel</p> <p>PC15. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. Follow organisation procedures for shutdown and evacuation when required</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and	<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 equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to minimize them</p> <p>KA5. Environmental management system related procedures at the workplace</p>



HCS/N9907

Maintain health, safety and security at work place

its processes)	<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>
B. Technical 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) [Optional]	
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>SA1. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA2. 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



HCS/N9907

Maintain health, safety and security at work place

	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. Raise alarm in case of emergency SB6. Safe and correct procedure of handling equipment and machinery SB7. Identify, report malfunctions in machinery and equipment and correct them if possible SB8. Identify and report service malfunctions and chemical leaks SB9. Keep work area free from potential hazards SB10. Report to supervisors and other authorized personnel for assistance think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB11. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB12. 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: SB13. 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

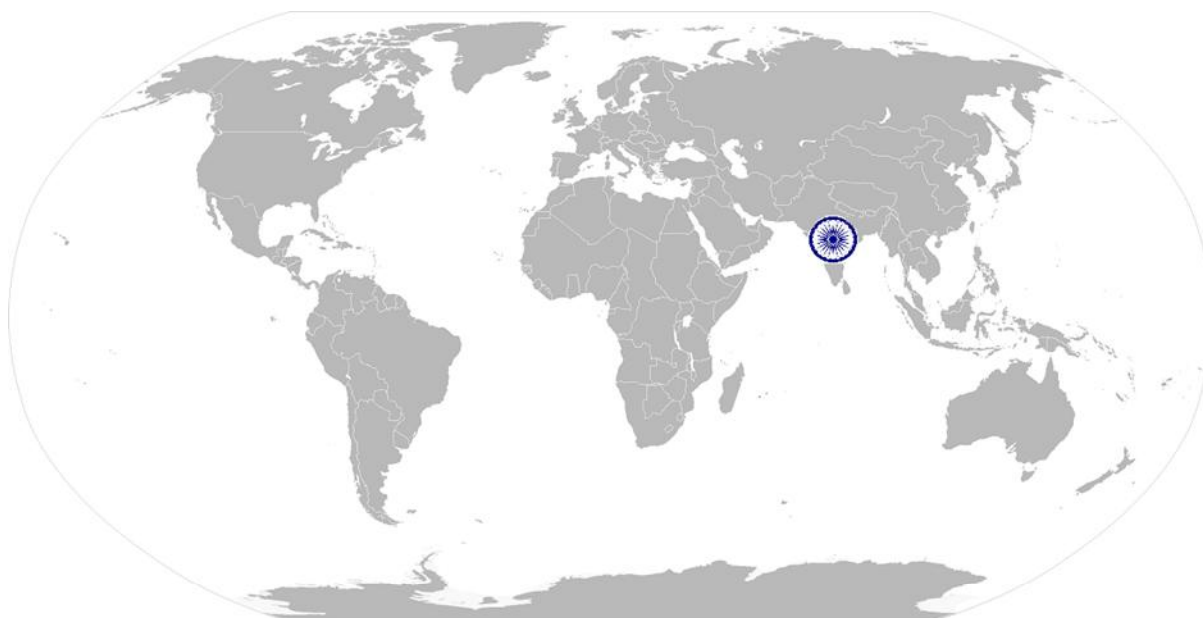
NOS Version Control

NOS Code	HSC / N9907		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Designing	Next review date	26/05/16





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"> To Comply with legal and organizational requirements
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Comply with legal and ethical requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel PC3. Apply and follow these policies and procedures within your work practices PC4. Provide support to your supervisor and team members in enforcing these considerations PC5. Identify and report any possible deviation to these requirements
	Knowledge and Understanding (K)	
	B. 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
	B. Technical Knowledge	KB1. Customer specific regulations and their importance KB2. Reporting procedure in case of deviations KB3. Limits of personal responsibility
Skills (S) [Optional]		
A. 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	



HCS/N9909

Comply with industry and organizational requirements

	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: SA3. discuss task lists, schedules, and work-loads with co-workers SA4. 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: 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 SB7. Take appropriate decisions related to responsibilities SB8. Follow the given standards SB9. Procedure to comply with the standards SB10. Plan and manage work routine based on company procedure SB11. Positively influence your team members into follow procedures as required 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

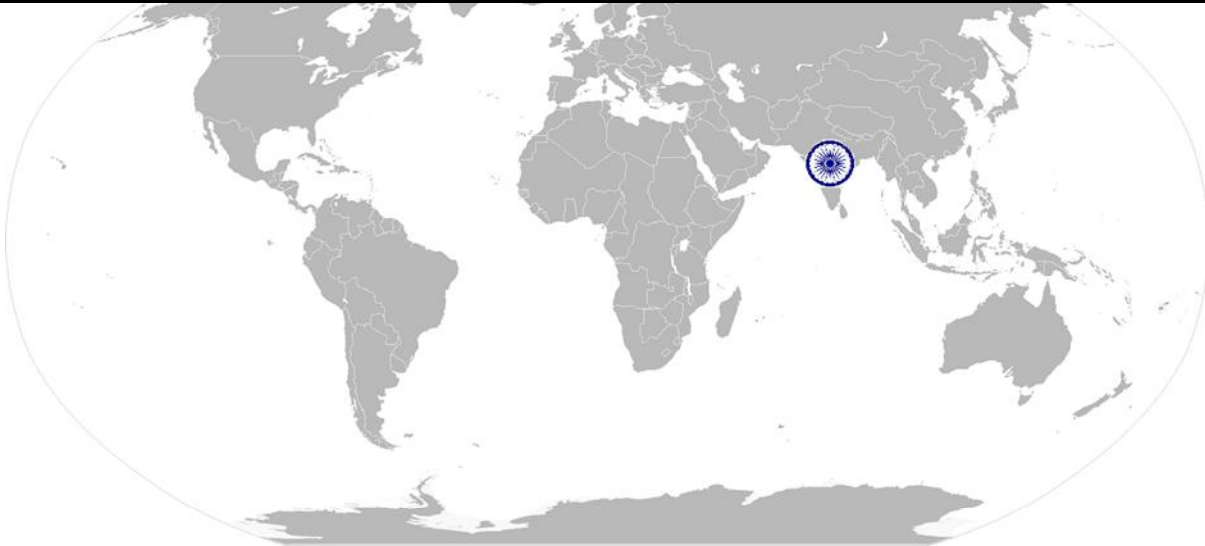


HCS/N9909

Comply with industry and organizational requirements

NOS Version Control

NOS Code	HCS/N9909		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Designing	Next review date	26/05/16





CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Shade Writer

Qualification Pack HCS/Q5204

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

		Marks Allocation			
		Total Mark (245+155)	Out Of	Theory	Skills Practical
1. HCS/N5204 - Instructions for manufacturing of carpets as per design and shade	PC1. Understand buyer's defined and implied requirements for design quality and product colour conformity	45	5	2	3
	PC2. Collect all information needed for identification of threads for knotting and tufting e.g. material types, count, ply, shade number, design reference number etc.		4	1	3
	PC3. Read and interpret design map		5	2	3
	PC4. Identify coded information on to design map that need illustration through instructions		5	2	3



	PC5. Define colour by assigning suitable code/identification along with colour and instruction on to design map		3	1	2
	PC6. Ensure threads available is matching with the lot and shade indicated on design map		2	0	2
	PC7. Supervise by patrolling and random checking to ensure correct threads as per design are used for knotting and tufting		5	2	3
	PC8. Check knots/inch ² and tuft density as per design indicated		4	2	2
	PC9. process flow of Weaving department with stages and significance of monitoring needs for productivity and design conformity to quality.		3	1	2
	PC10. Record information related to planning, production and quality as per design		5	2	3
	PC11. Record information related to performance report recorded as per organizational recording system and/or suitably presentable layout		4	1	3
		Total	45	16	29
2. HCS/N9906 - Maintain workarea, tools and machines	PC1. handle materials, machinery, equipment and tools with care and use them in correct way	50	5	2	3
	PC2. maintain a clean and hazard free working area		7	2	5
	PC3. carrying out running maintenance within agreed		6	2	4



	schedules				
	PC4. carrying out maintenance and/or cleaning within one's responsibility		6	2	4
	PC5. Report unsafe equipment and other dangerous occurrences		7	2	5
	PC6. use of clean equipment and methods appropriate for the work to be carried out		7	2	5
	PC7. disposal of waste safely in the designated location		7	2	5
	PC8. store cleaning of equipment safely after use		5	2	3
		Total	50	16	34
3. HCS/N9908 - Working in a team	PC1. Be accountable to one's own role in whole process	50	5	2	3
	PC2. Perform all roles with full responsibility		5	2	3
	PC3. Be effective and efficient at workplace		7	2	5
	PC4. Properly communicate about company policies		7	2	5
	PC5. Talk politely with other team members and colleagues		5	2	3
	PC6. Adjust in different work situations		7	2	5
	PC7. Give due importance to others' point of view		3	1	2
	PC8. Avoid conflicting situations		3	1	2
	PC9. Develop new ideas for work		4	1	3



	procedures				
	PC10. Improve upon the existing techniques to increase process efficiency		4	1	3
		Total	50	16	34
4. HCS/N9907 - Maintain Health, Safety and Security at Workplace	PC1. Comply with health and safety related instructions applicable to the workplace	75	4	1	3
	PC2. Use and maintain personal protective equipment such as "Nose Mask" etc. as per protocol		3	1	2
	PC3. Carry out own activities in line with approved guidelines and procedures		5	2	3
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	1	2
	PC5. Follow environment management system related procedures		3	1	2
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		3	1	2
	PC7. Report any service malfunctions that cannot be rectified		3	1	2
	PC8. Store materials and equipment in line with organisational requirements		4	1	3
	PC9. Safely handle and remove waste		4	1	3



	PC10. Minimize health and safety risks to self and others due to own actions		4	1	3
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		4	2	2
	PC12. Monitor the workplace and work processes for potential risks and threat		8	2	6
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	1	4
	PC14. Report hazards and potential risks/threats to supervisors or other authorized personnel		5	2	3
	PC15. Participate in mock drills/evacuation procedures organized at the workplace		6	2	4
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		2	0	2
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		3	0	3
	PC18. Follow organisation procedures for shutdown and evacuation when required		6	2	4
		Total	75	22	53
5. HCS/N9909 - Comply with industry and organizational requirement	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	25	7	2	5



	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel	6	1	5
	PC3. Apply and follow these policies and procedures within your work practices	4	0	4
	PC4. Provide support to your supervisor and team members in enforcing these considerations	4	1	3
	PC5. Identify and report any possible deviation to these requirements	4	1	3
	Total	25	5	20