



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

Contact Us:

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

E-mail:
hcsc@hcsc.in



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Introduction

Qualifications Pack – Stringing/Beading Artisan (Fashion Jewellery)

SECTOR: HANDICRAFTS & CARPET

SUB-SECTOR: Handicrafts (Fashion Jewellery)

OCCUPATION: Finishing

REFERENCE ID: HCS/Q1101

ALIGNED TO: NCO-2004/NIL

Stringing Artisan: The stringing artisan is responsible for preparing the raw materials, stringing the beads, preparing the clasp, finishing the jewel as per design, checking for defects and achieving quality standards

Brief Job Description: The individual at work is responsible to prepare the raw materials, string the beads together, prepare the clasp and finish the jewel as per the design and requirements.

Personal Attributes: The job requires the individual to have: attention to details, good eyesight, steady hands, ability to sit in same position for longer hours and patience



Job Details

Qualifications Pack Code	HCS/Q1101		
Job Role	Stringing/Beading Artisan (Fashion Jewellery)		
Credits(NSQF)	TBD	Version number	1.0
Sector	Handicrafts & Carpet	Drafted on	27/02/2015
Sub-sector	Fashion Jewellery	Last reviewed on	09/07/2015
Occupation	Finishing	Next review date	09/07/2017
NSQC Clearance on			

Job Role	Stringing Artisan (Fashion Jewellery) Also known as 'Beading Artisan'
Role Description	Preparing the raw materials, stringing the beads, preparing the clasp, finishing the jewel as per design, checking for defects and achieving quality standards
NSQF level	2
Minimum Educational Qualifications	Preferably 5 th pass
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Not Applicable
Minimum Job Entry Age	18 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N1101 Perform pre stringing requirements HCS/N1102 String the jewel HCS/N9901 Coordinate with colleagues and work as a team HCS/N9902 Maintain safe work environment HCS/N9903 Maintain personal health HCS/N9904 Basic business management <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	Organizational Context includes the way the organization is structured and how it

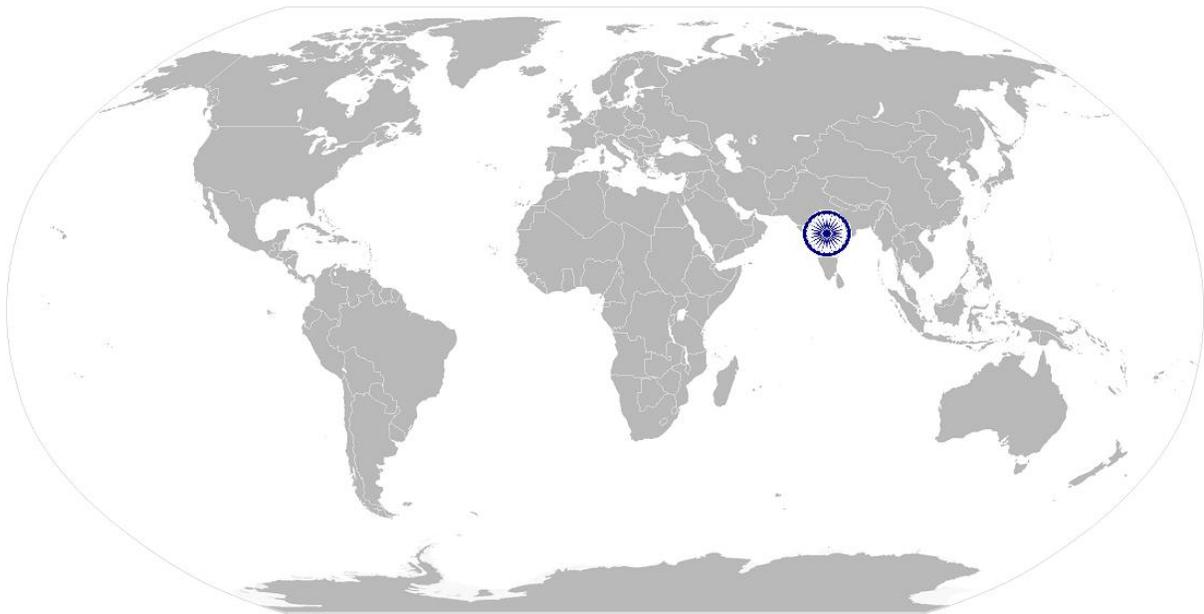


Context	operates. It includes elements of operational knowledge contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to 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 preparing the pre stringing requirements to string the beads and finish the jewel as per design and requirements



HCS/N1101

Perform pre stringing requirements

Unit Code	HCS/N1101
Unit Title (Task)	Perform pre stringing requirements
Description	This OS unit is about preparing the pre stringing requirements to string the beads and finish the jewel as per design and requirements
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • Understand design and work requirement • Gather and arrange the required raw materials • Prepare the materials to begin stringing • Prepare the length and size of the jewel
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Understand design and work requirement	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. receive instructions on work requirement from the supervisor</p> <p>PC2. receive the design from concerned person</p> <p>PC3. understand the design requirements on the raw materials to be used, colour combinations, size and shape of the jewel, type of jewel, etc.</p> <p>PC4. plan the target on number of pieces to be completed</p>
Gather and arrange the required raw materials	<p>To be competent, the user/ individual must be able to:</p> <p>PC5. ensure all the raw materials required such as beads, beading thread, wire, pliers, scissors, wire cutter, crimp beads, glue, closure or clasp, etc. are bought</p> <p>PC6. collect and arrange the materials to begin the process</p> <p>PC7. report on any shortage or defect of raw materials to the concerned person</p> <p>PC8. ensure to stock the required materials in advance</p>
Prepare the materials to begin stringing	<p>To be competent, the user/ individual must be able to:</p> <p>PC9. select the appropriate beads as per design, namely ceramic, glass, metal, bone, stone, horn, etc.</p> <p>PC10. select the appropriate thread for the selected type of beads used</p> <p>PC11. ensure the selected string will not cause the sharp edges of certain beads to break it</p> <p>PC12. ream out the sharp edged beads with a bead reamer giving the jewel a better chances of not breaking down</p> <p>PC13. ensure the colour, shape and type of selected beads and the selected string are in line to the design requirements</p> <p>PC14. ensure to use light pearls and beads on strings</p>
Prepare the length and size of the jewel	<p>To be competent, the user/ individual must be able to:</p> <p>PC15. check the design for length of the jewel</p> <p>PC16. cut the selected type of wire or thread to the appropriate length according to the design and as per the type of jewel</p> <p>PC17. ensure to have some extra wire length cut, to tuck the wire inside beads to sit close or to tie knots in between</p> <p>PC18. bend and prepare the thread or wire to the shape requirement as per design</p>



HCS/N1101

Perform pre stringing requirements

	<p>- round, square, half round, twisted</p> <p>PC19. prepare the thread or wire for single or multiple layers as per requirement</p> <p>PC20. ensure the strand is sized shorter than the next for multiple strand jewels, so that it lays flat and not interfere with each other when worn</p> <p>PC21. ensure the size of beads to the size of string is appropriate</p> <p>PC22. use a bead board to measure the length of the thread and to check the beads by placing on them for the jewel</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The individual on the job needs understand:</p> <p>KA1. company's policies on: incentives, safety and hazards, personnel management and quality standards</p> <p>KA2. workflow involved in jewellery making process of the company</p> <p>KA3. importance of the individual's role in the work process</p> <p>KA4. reporting structure</p> <p>KA5. documentation policy</p> <p>KA6. customer profile</p>
B. Technical Knowledge	<p>The individual on the job needs to know and understand:</p> <p>KB1. jewellery making process and types of jewellery</p> <p>KB2. various kinds of raw materials involved in the process of making the jewel</p> <p>KB3. various types of threads and wires used for stringing</p> <p>KB4. various types of beads and pearls used for stringing</p> <p>KB5. usage of sharp tools such as pliers, scissors, reamer, cutter, etc. for the process</p> <p>KB6. preparing raw materials according to the specific jewel requirement</p> <p>KB7. preparing the length and size of the jewel as per design</p> <p>KB8. bend and shape the wire</p> <p>KB9. safety equipments and precautions to be taken</p> <p>KB10. market trend on latest fashion and customer preferences</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing skills
	<p>The individual on the job needs to know and understand:</p> <p>SA1. write the notes from design</p> <p>SA2. take notes or read about jewellery making techniques</p>
	Reading skills
	<p>The individual on the job needs to know and understand:</p> <p>SA3. read the design</p> <p>SA4. read company policy documents</p>
	Communication (Listening and speaking) skills
	<p>The individual on the job needs to know and understand:</p> <p>SA5. interact with team members to work efficiently</p> <p>SA6. communicate effectively with supervisor</p>
B. Professional Skills	Decision making
	<p>The individual on the job needs to know and understand:</p> <p>SB1. identify and decide the critical tools and equipments for stringing</p>
	Plan and Organize



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Perform pre stringing requirements

	The user/individual on the job needs to know and understand how: SB2. to prioritize and organise to achieve the daily targets
	Customer Centricity
	The user/individual on the job needs to know and understand: SB3. the customer preference, taste, etc and accordingly make crafts
	Problem Solving
	The user/individual on the job needs to know and understand how: SB4. to solve work related problems
	Analytical thinking
	The individual on the job needs to know and understand: SB5. how to analyse the material requirement
	Critical thinking
The individual on the job needs to know and understand: SB6. spot process disruptions and delays SB7. report on any concerns to superiors without delay	



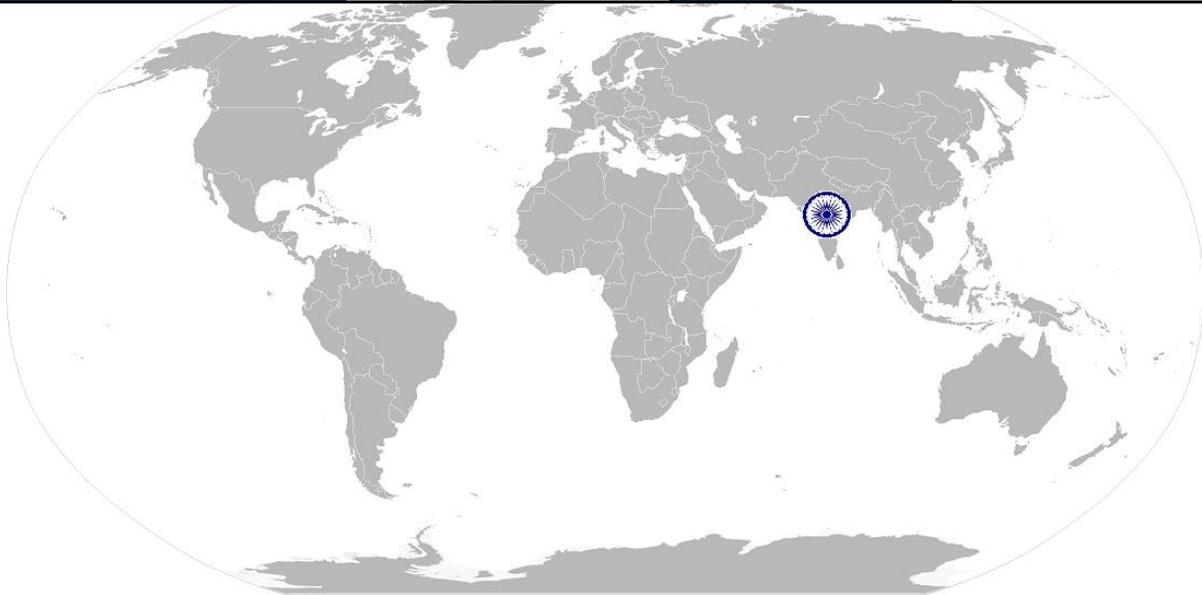


HCS/N1101

Perform pre stringing requirements

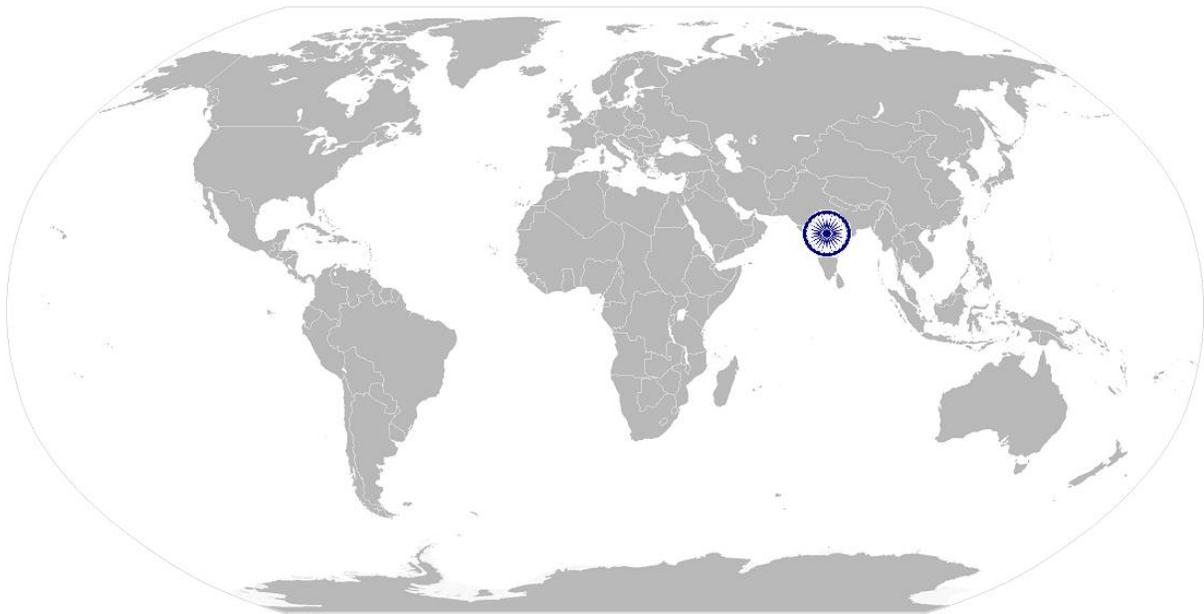
NOS Version Control

NOS Code	HCS/N1101		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	27/02/2015
Industry Sub-sector	Fashion Jewellery	Last reviewed on	09/07/2015
Occupation	Finishing	Next review date	09/07/2017





National Occupational Standard



Overview

This unit is about stringing the jewel as per design requirements



HCS/N1102

String the jewel

Unit Code	HCS/N1102
Unit Title (Task)	String the jewel
Description	This OS unit is about stringing the jewel as per design requirements
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • String the beads or pearls to the thread • Prepare the clasp • Check for defects • Achieve quality standards
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
String the beads or pearls to the thread	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. arrange the beads in the order to be stringed and according to the color variations specified on the design</p> <p>PC2. ensure to place them in a steady place and not roll over</p> <p>PC3. tie the end of the thread to avoid the beads or pearl to fall out</p> <p>PC4. slide the bead onto the string, then the crimping bead and then another bead, until all beads are stringed according to the length of the thread</p> <p>PC5. ensure to begin stringing with crimp bead</p> <p>PC6. if using the threading technique, use the needle and insert the thread through the eye of the needle</p> <p>PC7. slide the pearls or beads through the thread</p> <p>PC8. ensure to the leave adequate and appropriate spacing between the pearl or the beads as per requirement</p> <p>PC9. use the pliers or other similar equipments to crimp the bead into place</p> <p>PC10. knot the string after every bead or pearl if the design has specified gaps between each bead, or if multiple varieties of beads are to be used</p> <p>PC11. glue the beads to the thread if required to ensure the beads stay on</p> <p>PC12. ensure not to pull the stringing material tight causing it to break</p> <p>PC13. ensure the beads are stringed tight enough that the jewels look rigid and not keep moving and slinging</p>
Prepare the clasp	<p>To be competent, the user/ individual must be able to:</p> <p>PC14. attach the closure loops such as spring ring, lobster, S hook, or toggle to one end of the string making up the clasp for the jewel</p> <p>PC15. attach the crimp bead to the other end of the string for making the clasp</p> <p>PC16. draw the beads next to the clasp</p> <p>PC17. use pliers or other similar equipments to slide the beads near the clasp, if difficult using fingers</p> <p>PC18. press hard the crimp and ensure its tight enough to hold the final jewel together</p> <p>PC19. check for the length of the jewel if it matches the requirement, once the clasp is fixed</p> <p>PC20. add more beads or remove excess beads as required</p>



HCS/N1102

String the jewel

	PC21. use sharp scissors to trim off the remaining thread or wire
Check for defects	To be competent, the user/ individual must be able to: PC22. check the jewel after stringing, if it matches the design PC23. test the strength of the crimp and ensure the crimp is hard enough that it does not break through PC24. make necessary adjustments if any PC25. rectify and rework if any mistakes are found un-matching the design specifications and requirements
Achieve quality standards	To be competent, the user/ individual must be able to: PC26. ensure the target number of pieces are stringed PC27. ensure the jewel is according to the design prescribed and to the customer or client requirement PC28. ensure the output delivered is defect free and on time
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs understand: KA1. company's policies on: incentives, safety and hazards, personnel management and quality standards KA2. workflow involved in jewellery making process of the company KA3. importance of the individual's role in the work process KA4. reporting structure KA5. documentation policy KA6. customer profile
B. Technical Knowledge	The individual on the job needs to know and understand: KB1. jewellery making process and types of jewellery KB2. various kinds of raw materials involved in the process of making the jewel KB3. various types of threads and wires used for stringing KB4. various types of beads and pearls used for stringing KB5. various methods and techniques of stringing and threading the beads to make the finished jewel KB6. pearl knotting and other beadwork stitches KB7. use of crimp beads and various types of clasps KB8. preparing raw materials according to the specific jewel requirement KB9. preparing the length and size of the jewel as per design KB10. bend and shape the wire KB11. use of sharp tools such as pliers, scissors, reamer, cutter, etc. for the process KB12. safety equipments and precautions to be taken KB13. market trend on latest fashion and customer preferences
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing skills
	The individual on the job needs to know and understand: SA1. write the notes from design SA2. take notes or read about jewellery making techniques
	Reading skills



HCS/N1102

String the jewel

	<p>The individual on the job needs to know and understand:</p> <p>SA3. read the design</p> <p>SA4. read company policy documents</p> <p>Communication (Listening and speaking) skills</p> <p>The individual on the job needs to know and understand:</p> <p>SA5. interact with team members to work efficiently</p> <p>SA6. communicate effectively with supervisor</p>
B. Professional Skills	Decision making
	<p>The individual on the job needs to know and understand:</p> <p>SB1. identify and decide the critical tools and equipments for stringing</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB2. to prioritize and organise to achieve the daily targets</p>
	Customer Centricity
	<p>The user/individual on the job needs to know and understand:</p> <p>SB3. the customer preference, taste, etc and accordingly make crafts</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how:</p> <p>SB4. to solve work related problems</p>
	Analytical thinking
	<p>The individual on the job needs to know and understand:</p> <p>SB5. how to analyse the material requirement</p>
	Critical thinking
<p>The individual on the job needs to know and understand:</p> <p>SB6. spot process disruptions and delays</p> <p>SB7. report on any concerns to superiors without delay</p>	

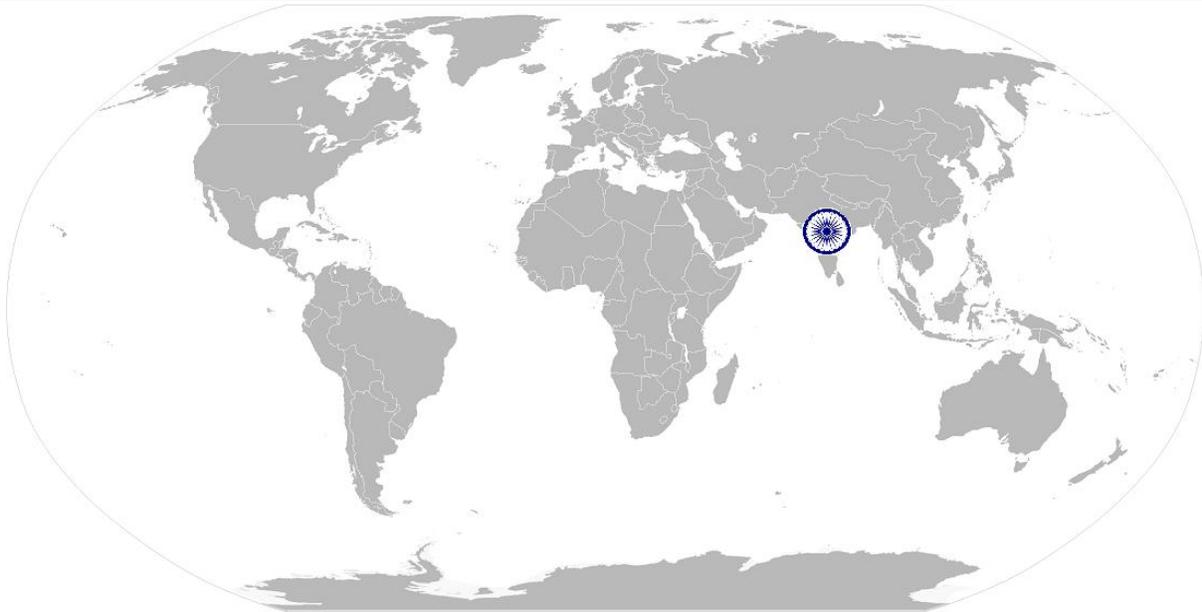


HCS/N1102

String the jewel

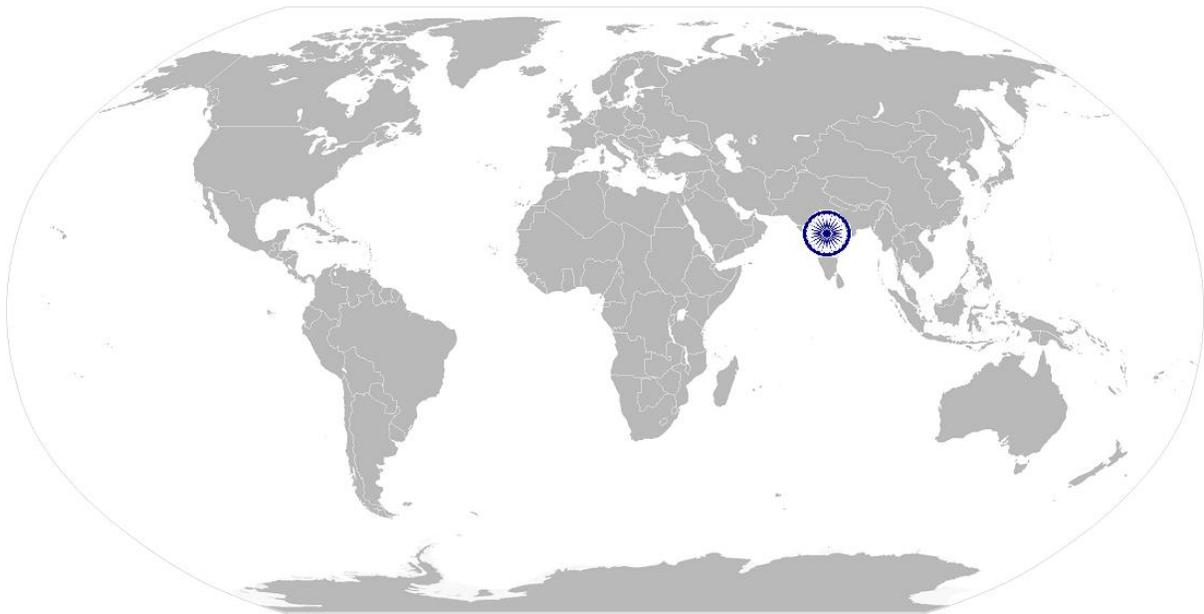
NOS Version Control

NOS Code	HCS/N1102		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	27/02/2015
Industry Sub-sector	Fashion Jewellery	Last reviewed on	09/07/2015
Occupation	Finishing	Next review date	09/07/2017





National Occupational Standard



Overview

This unit is about individual's coordination and communication level with colleagues and superiors so as to achieve the deliverable on time through a smooth workflow.



HCS/N9901 Coordinate with colleagues and work as a team

Unit Code	ELE/N9901
Unit Title (Task)	Coordination and team work with colleagues and superior
Description	This OS unit is about communicating and coordinating with colleagues and superiors in order to achieve smooth and hazard free work flow during production. It is about the ability to work as a team member, share work and multi task to meet the deliverable schedule and quality requirements, assuring no process disruptions.
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • Interact with supervisor or superior • Work as a team by coordinating with colleagues within and outside the department • Report and Document
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Interact with supervisor or superior	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. receive job order and instructions from reporting supervisor</p> <p>PC2. understand the work output requirements, targets, performance indicators and incentives</p> <p>PC3. deliver quality work on time and report any anticipated reasons for delays</p> <p>PC4. report on any grievances, production defects and any potential hazards</p> <p>PC5. communicate on process flow improvements</p> <p>PC6. communicate maintenance and repair schedule proactively to the supervisor</p> <p>PC7. receive feedback on work standards</p> <p>PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc</p> <p>PC9. report in time for shortage or need of raw materials</p> <p>PC10. handover completed work to supervisor</p>
Work as a team by coordinating with colleagues within and outside the department	<p>To be competent, the user/ individual must be able to:</p> <p>PC11. communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team</p> <p>PC12. maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues</p> <p>PC13. interact with colleagues from different functions and understand the nature of their work</p> <p>PC14. put team over individual goals and multi task or share work where necessary supporting the colleagues</p> <p>PC15. resolve conflicts and ensure smooth workflow</p> <p>PC16. interact and understand the production requirement for the day from the previous and successive processing department and work accordingly</p> <p>PC17. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</p> <p>PC18. receive feedback from Quality Control and rework in order to complete work on time</p>



HCS/N9901

Coordinate with colleagues and work as a team

	<p>PC19. share information with colleagues to enable efficient delivery of work PC20. highlight any errors of colleagues, help to rectify and ensure quality output PC21. work with cooperation, coordination, communication and collaboration, with shared goals and supporting each others performance</p>
<p>Report and Document</p>	<p>To be competent, the user/ individual must be able to: PC22. document all the details accurately relating to one's role as required PC23. report on the work completed and keep it in records</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The individual on the job needs understand:</p> <p>KA1. company's policies on preferred language of communication, incentives, quality standards, personnel management, reporting and escalation matrix policy KA2. company's standard operating procedure (SOP) and the risk and impact of not following them KA3. procedures for working with colleagues, his/her role and responsibilities in relation to this KA4. organizational hierarchy and the line of reporting structure KA5. procedures to report employment related issues and to deal with conflicts KA6. work flow involved in the company's production process and the sequence of operations KA7. importance of the individual's role in the workflow and details of the individual responsibilities KA8. Work target and review mechanism KA9. common potential hazards in the work place and the procedures to deal with them KA10. tools and equipments handling procedure KA11. documentation procedures as required</p>
<p>B. Technical Knowledge</p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. communicate effectively with various categories of people and the different departments in the organization KB2. build team coordination and work effectively in a team for organizational and individual success KB3. to document the job activity as required like the check sheets, history sheets, etc. KB4. help colleagues with specific issues and problems, meeting quality and time standards as a team KB5. listen actively to team members KB6. maintain the proper tone and pitch for communication, ethics and discipline for professional success KB7. develop effective working relationship with mutual trust and respect within the team KB8. express and address grievances appropriately, deal with difficult work relationships and manage the internal conflicts effectively.</p>



HCS/N9901 Coordinate with colleagues and work as a team

Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Reading skills
	The individual on the job needs to know and understand how to: SA1. read job sheets, design sheet and information displayed at the workplace SA2. read notes/comments from the supervisor SA3. read and understand manuals, health and safety instructions, memos etc
	Writing skills
	The individual on the job needs to know and understand how to: SA4. fill up documentation to one's role
	Communication skills
	The individual on the job needs to know and understand how to: SA5. interact with team members to work efficiently SA6. communicate effectively with supervisor
B. Professional Skills	Decision making skills
	The individual on the job needs to know and understand how to: SB1. report to supervisor and deal with a colleague individually, depending on the type of concern
	Plan and Organize
	The individual on the job needs to know and understand how to: SB2. communicate with superiors as required
	Customer centricity
	The individual on the job needs to know and understand how to: SB3. communicate with customers / clients and understand their preferences
	Problem solving
	The individual on the job needs to know and understand how to: SB4. resolve problems / conflicts through proper communication
	Analytical thinking
	The individual on the job needs to know and understand how to: SB5. analyse and communicate as per the requirement
Critical thinking	
The individual on the job needs to know and understand how to: SB6. spot and communicate potential areas of disruptions to work process and report the same	

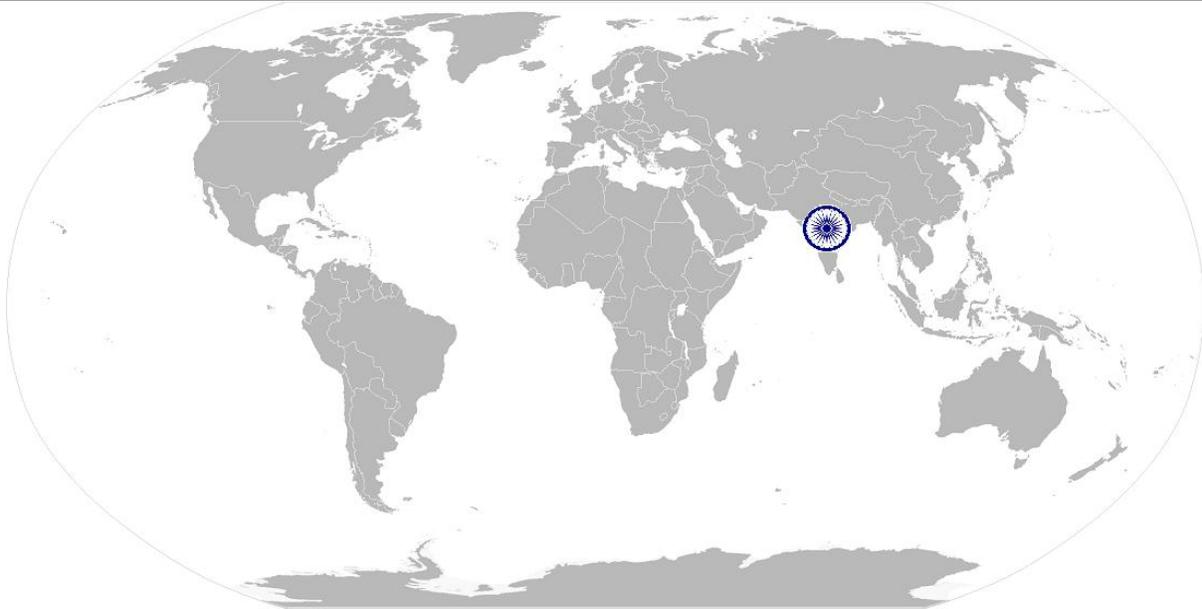


HCS/N9901

Coordinate with colleagues and work as a team

NOS Version Control

NOS Code	HCS/N9901		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	23/02/2015
Industry Sub-sector	Handicrafts	Last reviewed on	26/03/2015
Occupation	Pre-production / Craft making / Finishing	Next review date	26/03/2016





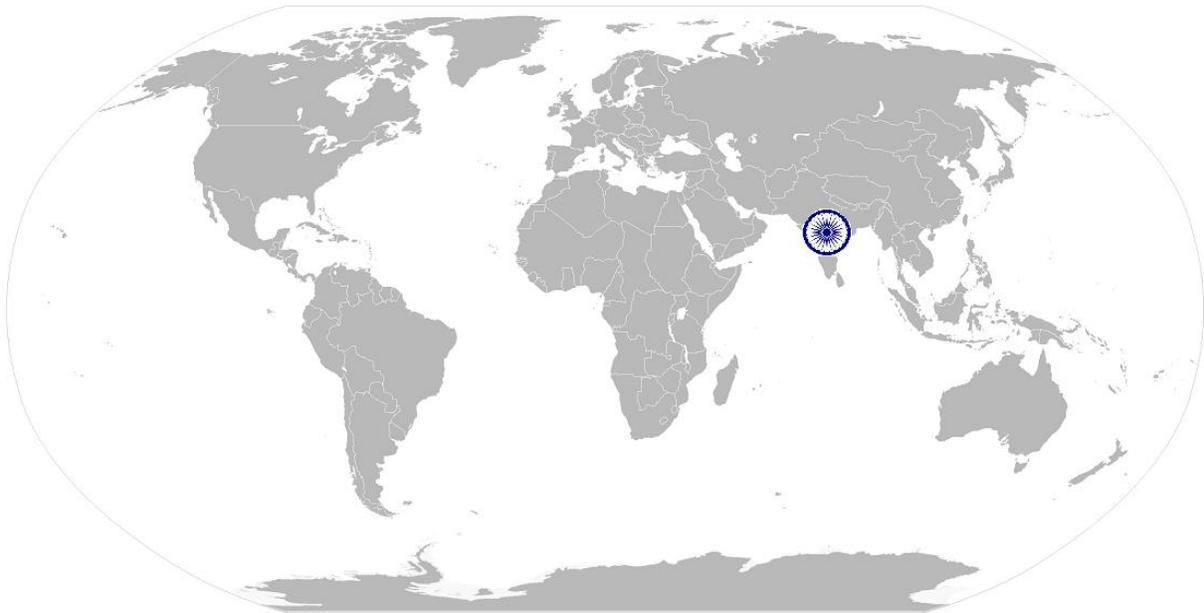
HCS/N9902

NOS
National Occupational Standards



Maintain safe work environment

National Occupational Standard



Overview

This unit is about the individual's effort to maintain safe work environment.



HCS/N9902

Maintain safe work environment

Unit Code	HCS/N9902
Unit Title (Task)	Maintain safe work environment
Description	This OS unit is about following adequate safety procedures to make work environment safe.
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> Follow safety procedure and practices Achieve safety standards
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Follow safety procedure and practices	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. comply with safety procedures while on work to prevent accidents</p> <p>PC2. take adequate safety measures while handling materials, chemicals and tools</p> <p>PC3. wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working</p> <p>PC4. undertake basic safety checks before operation of all tools and electrical equipments</p> <p>PC5. wear appropriate and recommended clothing as per the work environment (eg: working in a furnace area)</p> <p>PC6. follow recommended material handling procedure to control material and personal damage</p> <p>PC7. perform all procedures as per company's work instructions for controlling operational risk</p> <p>PC8. perform the duties in a manner which minimizes environmental damage</p> <p>PC9. dispose of waste safely and correctly in a designated area as per company's SOP</p> <p>PC10. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger</p>
Achieve safety standards	<p>To be competent, the user/ individual must be able to:</p> <p>PC11. ensure zero accident at workplace</p> <p>PC12. adhere to safety standards and ensure no material damage</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on work safety and occupational hazard management</p> <p>KA2. company's HR policies</p> <p>KA3. company's reporting structure</p> <p>KA4. company emergency evacuation procedure</p>



HCS/N9902

Maintain safe work environment

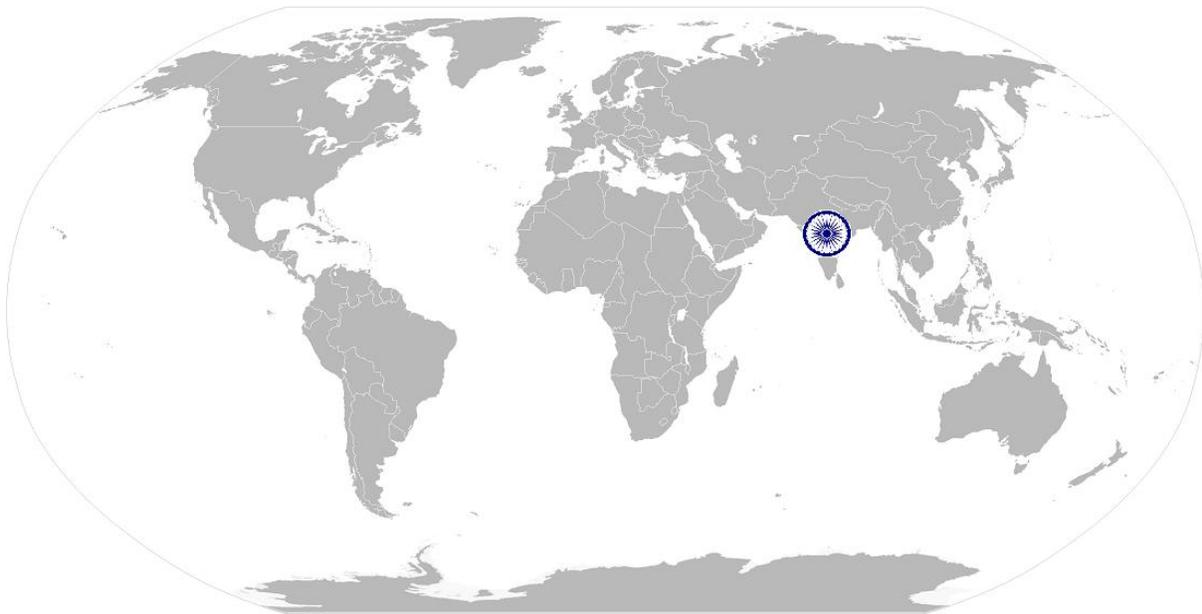
<p>B. Technical Knowledge</p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. accidental risks to the worker</p> <p>KB2. how to maintain the work area safe and secure</p> <p>KB3. how to perform the duties in a way to minimize accidental risks</p> <p>KB4. how to handle chemicals</p> <p>KB5. purpose and usage of protective gears such as gloves , protective goggles, masks, etc. while working</p> <p>KB6. material handling procedure</p> <p>KB7. standard Operating Procedure (SOP) of processes</p> <p>KB8. precautionary activities to be followed in the processes</p> <p>KB9. how to operate tools and electrical equipments</p> <p>KB10. emergency procedures to be followed in case of an mishap such as fire accidents etc.</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Reading skills</p> <p>To be competent, the user/ individual must be able to:</p> <p>SA1. read safety instructions, safety signage and safety manuals</p> <p>SA2. read the usage of various safety tools and equipments</p> <p>Writing skills</p> <p>To be competent, the user/ individual must be able to:</p> <p>SA3. take notes on descriptions and details of various safety precautions and procedures as instructed</p> <p>Communication Skills</p> <p>To be competent, the user/ individual must be able to:</p> <p>SA4. communicate supervisor about the work safety issues</p> <p>SA5. receive instructions from supervisor on minimizing the accidental risks</p> <p>SA6. communicate co-workers about the precautions to be taken for accident free work</p>
<p>B. Professional Skills</p>	<p>Decision Making skills</p> <p>The individual on the job needs to know and understand:</p> <p>SB1. how to select appropriate safety tools and equipments</p> <p>Plan and Organize</p> <p>The individual on the job needs to know and understand:</p> <p>SB2. improve work processes by adopting best safety practices</p> <p>Customer centricity</p> <p>The individual on the job needs to know and understand:</p> <p>SB3. coordinate with different departments on briefing the safety aspects</p> <p>SB4. guide the team members on use of various safety tools and equipments</p> <p>Problem solving</p> <p>The individual on the job needs to know and understand:</p> <p>SB5. improve work processes by adopting best safety practices</p>



HCS/N9902

Maintain safe work environment

	Analytical thinking
	The individual on the job needs to know and understand: SB6. analyse the usage of appropriate tools and consumables
	Critical thinking
	The individual on the job needs to know and understand how to: SB7. spot errors and any other disruptions and communicate with solutions



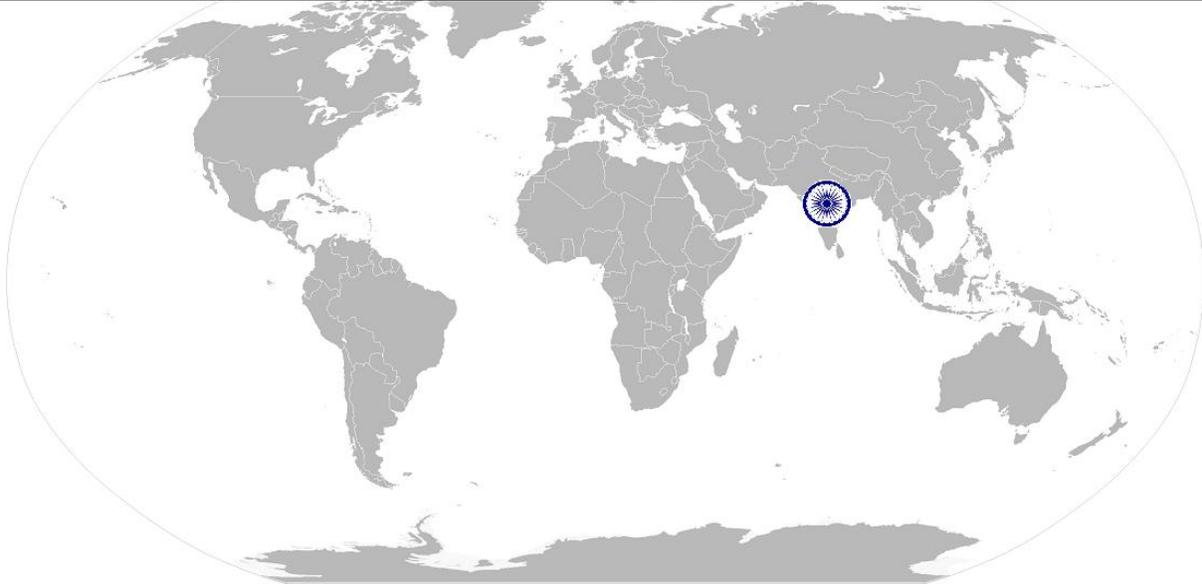


HCS/N9902

Maintain safe work environment

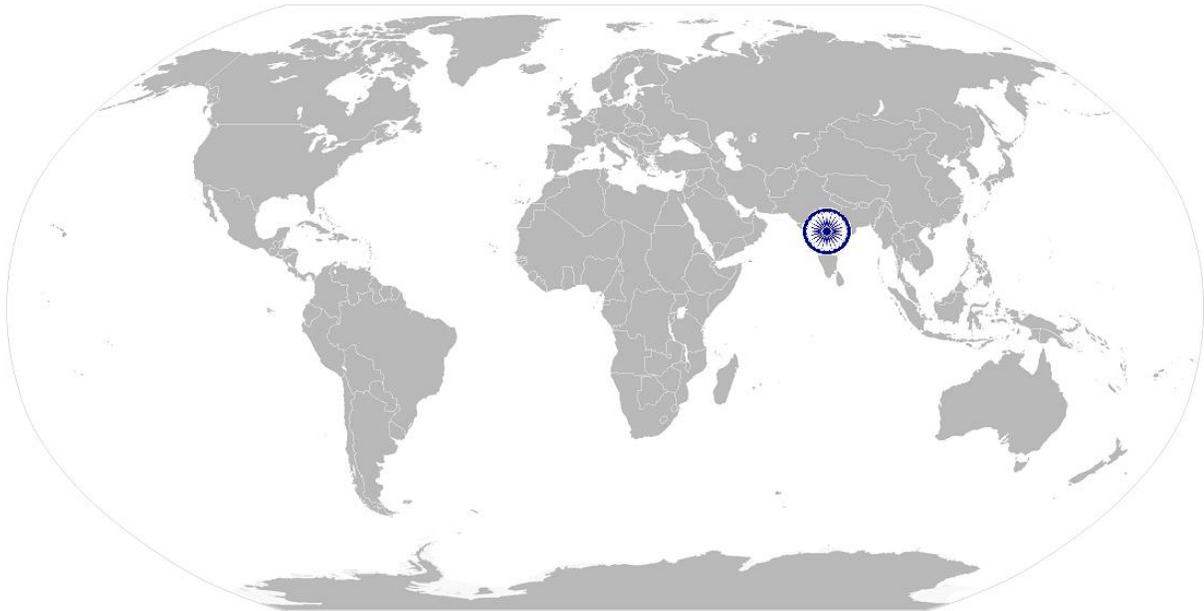
NOS Version Control

NOS Code	HCS/N9902		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	23/02/2015
Industry Sub-sector	Handicrafts	Last reviewed on	26/03/2015
Occupation	Pre-production / Craft making / Finishing	Next review date	26/03/2016





National Occupational Standard



Overview

This unit is about managing personal health at work place.



HCS/N9903

Maintain personal health

Unit Code	HCS /N9903
Unit Title (Task)	Maintain personal health
Description	This OS unit is about managing personal health at work place.
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • Adopt healthy work practices • Achieve work productivity while maintaining health
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Adopt healthy work practices	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust</p> <p>PC2. follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it</p> <p>PC3. wear protective goggles over eyes and replace them when scratches on it obscure the vision</p> <p>PC4. wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts</p> <p>PC5. undergo preventive health checkups at regular intervals</p> <p>PC6. take prompt treatment from the doctor in case of illness</p> <p>PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work</p>
Achieve work productivity while maintaining health	<p>To be competent, the user/ individual must be able to:</p> <p>PC8. ensure no productivity loss or absenteeism from work due to illness</p> <p>PC9. ensure no long term ill effect on the personal health</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on: personal health and occupational hazard management</p> <p>KA2. company's HR policies</p> <p>KA3. company's reporting structure</p> <p>KA4. company's emergency evacuation procedure</p>
B. Technical Knowledge	<p>The individual on the job needs to know and understand:</p> <p>KB1. health risks to the worker at the work place</p> <p>KB2. healthy work practices</p> <p>KB3. how to perform the duties in a way to minimize pollution at the work place</p> <p>KB4. what personal protective equipments should be worn and how it is cared for</p> <p>KB5. safe disposal methods for waste</p> <p>KB6. how to provide the first aid treatment at workplace</p> <p>KB7. emergency procedures to be followed in case of an mishap such as fire accidents etc.</p>



HCS/N9903

Maintain personal health

Skills (S)	
A. Core Skills/ Generic Skills	Reading skills
	To be competent, the user/ individual must be able to: SA1. read personal health instructions and manual SA2. read the usage of various hand tools and personal protection equipments
	Writing skills
	To be competent, the user/ individual must be able to: SA3. take notes on descriptions and details of various personal health maintenance procedures
	Communication Skills
To be competent, the user/ individual must be able to: SA4. communicate supervisor about the physical symptoms SA5. receive instructions from doctor and supervisor on medical care	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand: SB1. how to select appropriate hand tools and personal protection equipments SB2. when to change personal protection equipments during the work SB3. how to identify first aid needs in case and of an injury
	Plan and organize
	The user/individual on the job needs to know and understand: SB4. how to select appropriate hand tools and personal protection equipments SB5. when to change personal protection equipments during the work
	Customer centricity
	The user/individual on the job needs to know and understand: SB6. how to use materials that does not affect customer health / make injury
	Problem solving
	The individual on the job needs to know and understand: SB7. improve work processes by adopting best safety practices
	Analytical thinking
	The individual on the job needs to know and understand: SB8. analyse the usage of appropriate tools and consumables
Critical thinking	
The individual on the job needs to know and understand how to: SB9. spot errors and any other disruptions and communicate with solutions	

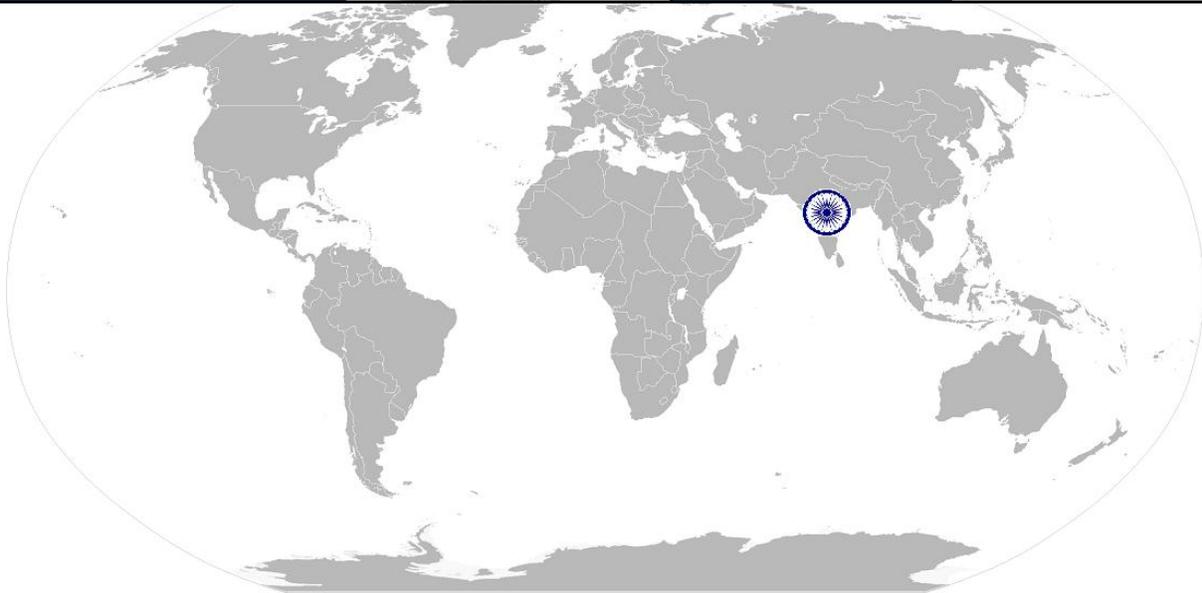


HCS/N9903

Maintain personal health

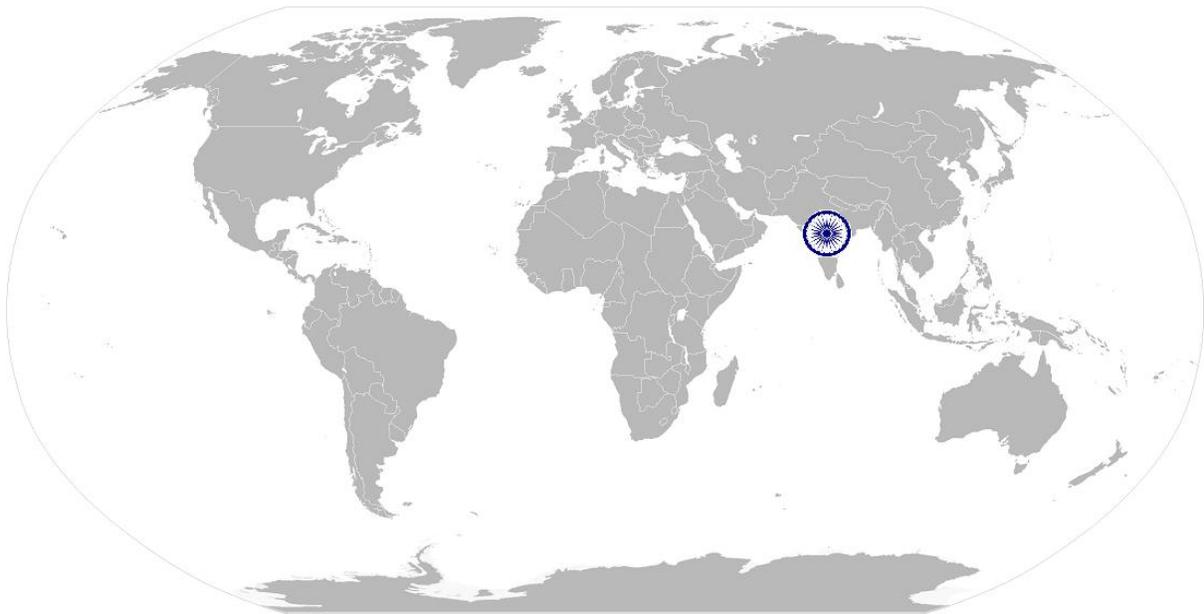
NOS Version Control

NOS Code	HCS/N9903		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	23/02/2015
Industry Sub-sector	Handicrafts	Last reviewed on	26/03/2015
Occupation	Pre-production / Craft making / Finishing	Next review date	26/03/2016





National Occupational Standard



Overview

This unit is about successful basic business management in handicraft units



HCS/N9904

Basic business management

Unit Code	HCS/N9904
Unit Title (Task)	Basic business management
Description	This OS unit is about basic business management in handicraft units. This OS unit is to aid in successful management of business
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • People management • Product planning • Procurement of raw materials • Market interfacing • Financial management • Record keeping
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
People management	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. allot work to the employees of the unit according to their skill and experience</p> <p>PC2. train the employees of his/her unit with the appropriate skills required to make market relevant and quality products</p> <p>PC3. motivate the employees</p> <p>PC4. handle the grievances/issues that are raised by the employees</p> <p>PC5. manage the employee expectations</p>
Product planning	<p>To be competent, the user/ individual must be able to:</p> <p>PC6. gather and analyse the cues from the market</p> <p>PC7. ascertain the customer preference</p> <p>PC8. create product lines based on current market preference</p> <p>PC9. create product lines that are unique and able to price high</p> <p>PC10. price the products according to market trends</p> <p>PC11. decide the best way to market the product lines</p>
Procurement of raw materials	<p>To be competent, the user/ individual must be able to:</p> <p>PC12. make a list of raw materials required according to the product lines</p> <p>PC13. ascertain the quantity and right price to procure the materials</p> <p>PC14. identify the right locations/agents from where the raw materials can be procured</p> <p>PC15. negotiate to get the best price</p> <p>PC16. ensure quality materials are procured</p> <p>PC17. ensure the procured materials are stored in appropriate conditions</p> <p>PC18. maintain the bills and record the prices of procurement for future reference</p> <p>PC19. maintain healthy vendor relationships</p>
Market interfacing	<p>To be competent, the user/ individual must be able to:</p> <p>PC20. identify the nearest market</p> <p>PC21. analyze the prevalent price for product lines</p> <p>PC22. decide on the most effective means to access the market</p> <p>PC23. plan for cost effective transportation to the market</p>



HCS/N9904

Basic business management

	<p>PC24. position the product according to market requirements</p> <p>PC25. manage customer expectations</p>
Financial management	<p>To be competent, the user/ individual must be able to:</p> <p>PC26. analyze and ascertain the cost of production</p> <p>PC27. maintain the book of accounts related to the business</p> <p>PC28. own and operate a bank account</p> <p>PC29. identify cost effective means of running business</p>
Record keeping	<p>To be competent, the user/ individual must be able to:</p> <p>PC30. identify various aspects of business that require recording</p> <p>PC31. create formats for recording</p> <p>PC32. make various records pertaining to all aspects of business</p> <p>PC33. maintain these records with periodic updation</p> <p>PC34. maintain necessary documents as per local government and regulatory requirement</p> <p>PC35. analyze the records and glean various trends from the same</p>

Knowledge and Understanding (K)

A. Technical Knowledge	<p>The individual on the job needs to know and understand:</p> <p>KA1. interpersonal skills and communication with cross section of stakeholders</p> <p>KA2. basics of accounting</p> <p>KA3. basics of banking</p> <p>KA4. costing principles</p> <p>KA5. product and craft knowledge including material and tools requirement</p> <p>KA6. gathering market intelligence</p> <p>KA7. various transportation means and implication on costing</p> <p>KA8. various product lines that can be created depending on sector of operation</p> <p>KA9. basic record keeping techniques</p> <p>KA10. basic laws, rules, regulations , etc with reference to business</p> <p>KA11. vendor management and development</p> <p>KA12. pricing techniques</p> <p>KA13. business profitability assessment</p>
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Skills (S)

A. Core Skills/ Generic Skills	Reading skills
	<p>The individual on the job needs to know and understand how to:</p> <p>SA1. read about various products and keep abreast of market trends</p>
	Writing skills
	<p>The individual on the job needs to know and understand how to:</p> <p>SA2. document various aspects of business</p> <p>SA3. write descriptions and details about investment, expenditures and sale</p>
	Communication skills
	<p>The individual on the job needs to know and understand how to:</p> <p>SA4. interact with employees to work efficiently</p> <p>SA5. communicate and manage vendors</p> <p>SA6. interface with fellow entrepreneurs to exchange ideas on the business</p> <p>SA7. communicate with the customers</p> <p>SA8. comprehend information shared by various stakeholders</p>



HCS/N9904

Basic business management

B. Professional Skills	Decision making skills
	The individual on the job needs to know and understand how to: SB1. finalize the product lines SB2. fix the appropriate price SB3. hire the employees with appropriate skill set and experience SB4. predict the profit margin to be achieved by the business SB5. decide on which market segment to target
	Plan and organize
	The individual on the job needs to know and understand how to: SB6. schedule production cycles SB7. estimate resources SB8. schedule market visits
	Customer centricity
	The individual on the job needs to know and understand how to: SB9. gather information on customer preference and taste SB10. interact with various types of customers and understand the trends
	Problem solving
	The individual on the job needs to know and understand how to: SB11. analyze and solve conflicts and problems pertaining to the business SB12. ensure that the problems do not arise repeatedly SB13. anticipate various problems/challenges that can crop up
	Analytical thinking
	The individual on the job needs to know and understand how to: SB14. analyse the market for increasing the sales
Critical thinking	
The individual on the job needs to know and understand how to: SB15. spot errors and any other disruptions and communicate with solutions	

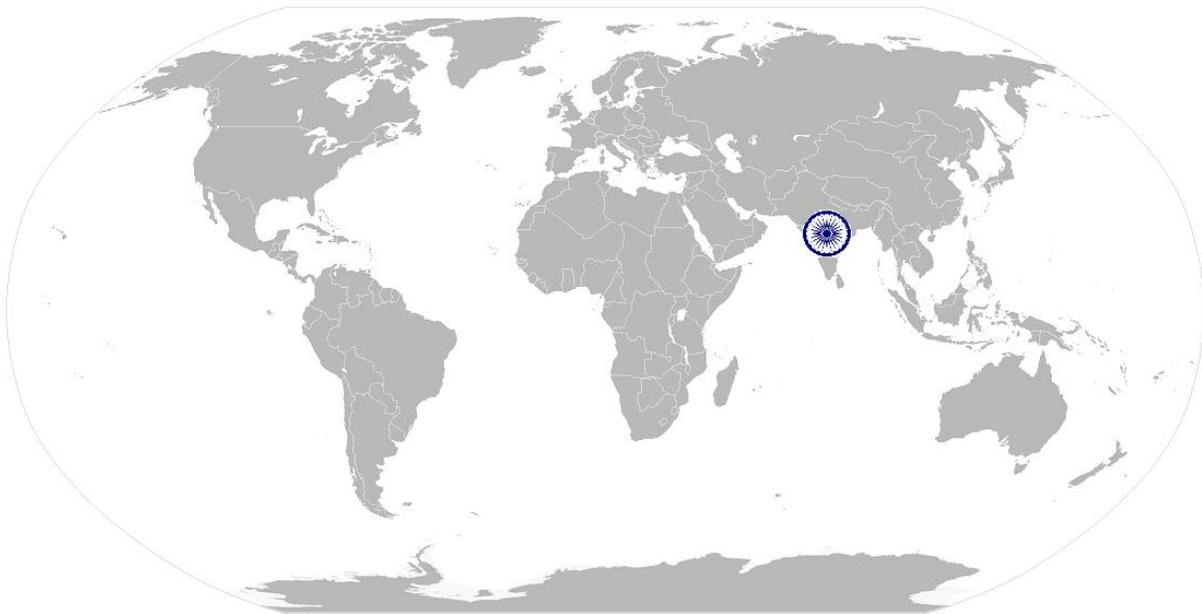


HCS/N9904

Basic business management

NOS Version Control

NOS Code	HCS/N9904		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	23/02/2015
Industry Sub-sector	Handicrafts	Last reviewed on	26/03/2015
Occupation	Pre-production / Craft making / Finishing	Next review date	26/03/2016

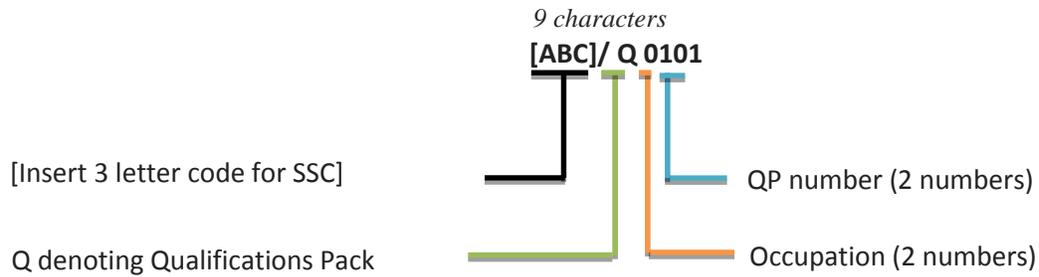




Annexure

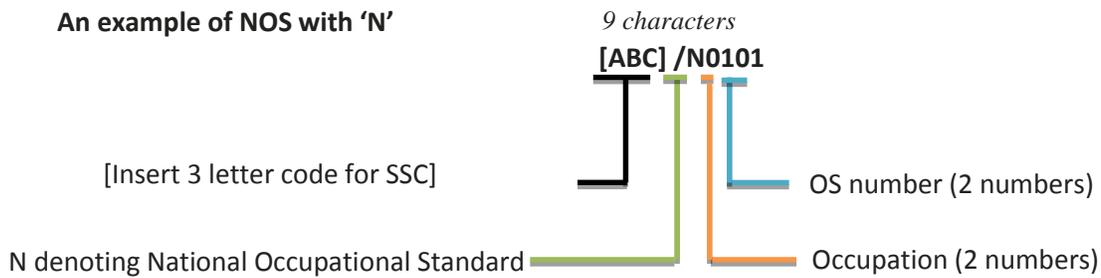
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'





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

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

Sequence	Description	Example
Three letters	Handicrafts and Carpet 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 : Stringing/Beading Artisan (Fashion Jewellery)

Qualification Pack : HCS/Q1101

Sector Skill Council : Handicrafts & Carpet

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for each PC.
2. Each NOS will assessed both for theoretical knowledge and practical
3. The assessment will be based on knowledge bank of questions created by the SSC.
4. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center
5. To pass the Qualification Pack, every trainee should score a minimum of 60% 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 (600)			
HCS/N1101	Perform pre stringing requirements				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Understand design and work requirement	PC1. receive instructions on work requirement from superior	100	2	1	1
	PC2. receive the design from concerned person		1	0	1
	PC3. understand the design requirements on the raw materials to be used, colour combinations, size and shape of the jewel, type of jewel, etc.		4	2	2
	PC4. plan the target on number of pieces to be completed		4	2	2
Gather and arrange the required raw materials	PC5. ensure all the raw materials required such as beads, beading thread, wire, pliers, scissors, wire cutter, crimp beads, glue, closure or clasp, etc. are bought		3	1	2
	PC6. collect and arrange the materials to begin the process		3	1	2
	PC7. report on any shortage or defect of raw materials to the concerned person		3	1	2
	PC8. ensure to stock the required materials in advance		3	1	2
Prepare the materials to	PC9. select the appropriate beads as per design, namely ceramic, glass, metal,		4	1	3



begin stringing		bone, stone, horn, etc.			
	PC10.	select the appropriate thread for the selected type of beads used	4	1	3
	PC11.	ensure the selected string will not cause the sharp edges of certain beads to break it	4	1	3
	PC12.	ream out the sharp edged beads with a bead reamer giving the jewel a better chances of not breaking down	4	1	3
	PC13.	ensure the colour, shape and type of selected beads and the selected string are in line to the design requirements	4	1	3
	PC14.	ensure to use light pearls and beads on strings	4	1	3
Check if the jewellery matches the market requirement	PC15.	ensure the local market requirements are satisfied based on the client location and customer requirement	3	1	2
	PC16.	ensure to adapt the international design and fashion trends according to the different market segments	3	1	2
	PC17.	ensure the raw materials used are in accordance to the law of the country to which the jewel is exported	2	1	1
Prepare the length and size of the jewel	PC18.	check the design for length of the jewel	3	1	2
	PC19.	cut the selected type of wire or thread to the appropriate length according to the design and as per the type of jewel	6	3	3
	PC20.	ensure to have some extra wire length cut, to tuck the wire inside beads to sit close or to tie knots in between	6	3	3
	PC21.	bend and prepare the thread or wire to the shape requirement as per design - round, square, half round, twisted	6	3	3
	PC22.	prepare the thread or wire for single or multiple layers as per requirement	6	3	3
	PC23.	ensure the strand is sized shorter than the next for multiple strand jewels, so that it lays flat and not interfere with each other when worn	6	3	3
	PC24.	ensure the size of beads to the size of string is appropriate	6	3	3
	PC25.	use a bead board to measure the length of the thread and to check the beads by placing on them for the jewel	6	3	3
	TOTAL POINTS		100	40	60

		Total			
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		Marks (600)			
HCS/N1102	String the jewel				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
String the beads or pearls to the thread	PC1. arrange the beads in the order to be stringed and according to the colour variations specified on the design	100	3	1	2
	PC2. ensure to place them in a steady place and not roll over		3	1	2
	PC3. tie the end of the thread to avoid the beads or pearl to fall out		3	1	2
	PC4. slide the bead onto the string, then the crimping bead and then another bead, until all beads are stringed according to the length of the thread.		4	1	3
	PC5. ensure to begin stringing with crimp bead		3	1	2
	PC6. if using the threading technique, use the needle and insert the thread through the eye of the needle		3	1	2
	PC7. slide the pearls or beads through the thread		4	1	3
	PC8. ensure to leave adequate and appropriate spacing between the pearl or the beads as per requirement		4	1	3
	PC9. use the pliers or other similar equipments to crimp the bead into place		4	1	3
	PC10. knot the string after every bead or pearl if the design has specified gaps between each bead, or if multiple varieties of beads are to be used		4	1	3
	PC11. glue the beads to the thread if required to ensure the beads stay on		4	1	3
	PC12. ensure not to pull the stringing material tight causing it to break		4	1	3
	PC13. ensure the beads are stringed tight enough that the jewels look rigid and not keep moving and slinging		4	1	3
Prepare the clasp	PC14. attach the closure loops such as spring ring, lobster, S hook, or toggle to one end of the string making up the clasp for the jewel	4	1	3	
	PC15. attach the crimp bead to the other end of the string for making the clasp	4	1	3	
	PC16. draw the beads next to the clasp	4	1	3	
	PC17. use pliers or other similar equipments to	4	1	3	



	slide the beads near the clasp, if difficult using fingers				
	PC18. press hard the crimp and ensure its tight enough to hold the final jewel together		4	1	3
	PC19. check for the length of the jewel if it matches the requirement, once the clasp is fixed		3	1	2
	PC20. add more beads or remove excess beads as required		3	1	2
	PC26. use sharp scissors to trim off the remaining thread or wire		3	1	2
Check for defects	PC21. check the jewel after stringing, if it matches the design		3	1	2
	PC22. test the strength of the crimp and ensure the crimp is hard enough that it does not break through		4	1	3
	PC23. make necessary adjustments if any		3	1	2
	PC24. rectify and rework if any mistakes are found un-matching the design specifications and requirements		3	1	2
Achieve quality standards	PC25. ensure the target number of pieces are stringed		3	1	2
	PC26. ensure the jewel is according to the design prescribed and to the customer or client requirement		4	2	2
	PC27. ensure the output delivered is defect free and on time		4	2	2
	TOTAL POINTS		100	30	70

HCS/N9901	Coordinate with colleagues and work as a team				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Interact with supervisor	PC1. receive job order and instructions from reporting supervisor	100	4	3	1
	PC2. understand the work output requirements, targets, performance indicators and incentives		5	4	1
	PC3. deliver quality work on time and report any anticipated reasons for delays		5	1	4
	PC4. report on any grievances, production defects and any potential hazards		4	2	2
	PC5. communicate on process flow improvements		4	2	2
	PC6. communicate maintenance and repair schedule proactively to the supervisor		4	1	3
	PC7. receive feedback on work standards		4	2	2
	PC8. interact and clarify doubts on design,		5	2	3



	usage of materials & tools, quality & standards compliance, etc				
	PC9. report in time for shortage or need of raw materials		4	1	3
	PC10. handover completed work to supervisor		4	2	2
Work as a team by coordinating with colleagues within and outside the department	PC11. communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team		5	2	3
	PC12. maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues		5	2	3
	PC13. interact with colleagues from different functions and understand the nature of their work		4	2	2
	PC14. put team over individual goals and multi task or share work where necessary supporting the colleagues		4	2	2
	PC15. resolve conflicts and ensure smooth workflow		4	1	3
	PC16. interact and understand the production requirement for the day from the previous and successive processing department and work accordingly		4	1	3
	PC17. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		4	1	3
	PC18. receive feedback from Quality Control and rework in order to complete work on time		5	1	4
	PC19. share information with colleagues to enable efficient delivery of work		6	3	3
	PC20. highlight any errors of colleagues, help to rectify and ensure quality output		4	2	2
	PC21. work with cooperation, coordination, communication and collaboration, with shared goals and supporting each others performance		4	1	3
Report and Document	PC22. document all the details accurately relating to one's role as required		4	1	3
	PC23. report on the work completed and keep it in records		4	1	3
	TOTAL POINTS		100	40	60

HCS/N9902	Maintain safe work environment				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Follow	PC1. comply with safety procedures while on	100	8	2	6



safety procedure and practices		work to prevent accidents			
	PC2.	take adequate safety measures while handling materials, chemicals and tools	8	2	6
	PC3.	wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working	8	2	6
	PC4.	undertake basic safety checks before operation of all tools and electrical equipments	9	2	7
	PC5.	wear appropriate and recommended clothing as per the work environment (eg: working in a furnace area)	9	2	7
	PC6.	follow recommended material handling procedure to control material and personal damage	8	2	6
	PC7.	perform all procedures as per company's work instructions for controlling operational risk	8	4	4
	PC8.	perform the duties in a manner which minimizes environmental damage	6	2	4
	PC9.	dispose of waste safely and correctly in a designated area as per company's SOP	8	2	6
	PC10.	report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger	8	4	4
Achieve safety standards	PC11.	ensure zero accident at workplace	10	2	8
	PC12.	adhere to safety standards and ensure no material damage	10	2	8
	TOTAL POINTS		100	28	72

HCS/N9903	Maintain personal health				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Adopt healthy work practices	PC1.	always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	12	4	8
	PC2.	follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it	10	2	8
	PC3.	wear protective goggles over eyes and replace them when scratches on it obscure the vision	10	2	8
	PC4.	wear gloves as per the materials used for making handicraft to avoid blisters; scratches	10	2	8
		100			



	and cuts				
	PC5. undergo preventive health checkups at regular intervals		10	2	8
	PC6. take prompt treatment from the doctor in case of illness		11	3	8
	PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work		11	4	7
Achieve work productivity while maintaining health	PC8. ensure no productivity loss or absenteeism from work due to illness		13	3	10
	PC9. ensure no long term ill effect on the personal health		13	3	10
	TOTAL POINTS		100	25	75

HCS/N9904	Basic business management				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
People management	PC1. allot work to the employees of the unit according to their skill and experience	100	3	1	2
	PC2. train the employees of his/her unit with the appropriate skills required to make market relevant and quality products		3	1	2
	PC3. motivate the employees		2	1	1
	PC4. handle the grievances/issues that are raised by the employees		2	1	1
	PC5. manage the employee expectations		2	1	1
Product planning	PC6. gather and analyse the cues from the market		2	1	1
	PC7. ascertain the customer preference		3	1	2
	PC8. create product lines based on current market preference		3	1	2
	PC9. create product lines that are unique and able to price high		3	1	2
	PC10. price the products according to market trends		3	1	2
	PC11. decide the best way to market the product lines		3	1	2
Procurement of raw materials	PC12. make a list of raw materials required according to the product lines	2	0	2	
	PC13. ascertain the quantity and right price to procure the materials	3	1	2	
	PC14. identify the right locations/agents from where the raw materials can be procured	3	1	2	
	PC15. negotiate to get the best price	3	0	3	
	PC16. ensure quality materials are procured	4	1	3	



	PC17. ensure the procured materials are stored in appropriate conditions		3	1	2
	PC18. maintain the bills and record the prices of procurement for future reference		3	1	2
	PC19. maintain healthy vendor relationships		3	1	2
Market interfacing	PC20. identify the nearest market		3	1	2
	PC21. analyze the prevalent price for product lines		3	2	1
	PC22. decide on the most effective means to access the market		2	1	1
	PC23. plan for cost effective transportation to the market		3	1	2
	PC24. position the product according to market requirements		3	1	2
	PC25. manage customer expectations		2	0	2
	Financial management	PC26. analyze and ascertain the cost of production		3	1
PC27. maintain the book of accounts related to the business			3	1	2
PC28. own and operate a bank account			4	2	2
PC29. identify cost effective means of running business			3	1	2
Record keeping	PC30. identify various aspects of business that require recording		3	2	1
	PC31. create formats for recording		3	2	1
	PC32. make various records pertaining to all aspects of business		3	2	1
	PC33. maintain these records with periodic updation		3	2	1
	PC34. maintain necessary documents as per local government and regulatory requirement		3	2	1
	PC35. analyze the records and glean various trends from the same		3	2	1
	TOTAL POINTS		100	40	60