



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET INDUSTRY

What are Occupational Standards(OS)?

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

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Introduction

Qualifications Pack: Jute Product Maker

SECTOR/S: HANDICRAFTS AND CARPET

SUB-SECTOR: Hand Crafted Textiles

OCCUPATION: Production

REFERENCE ID: HCS/Q7405

ALIGNED TO: NCO-2015/7332.95

Brief Job Description: Jute Product Maker has a job to produce diversified jute product of definite shape and size as per sale advice note or as per market demand. For all such products to be popularised nationally and/or internationally, they need to be produced as per customer's given standards. This job holder should know how to produce quality jute crafted products as per the market demand and set standards.

Personal Attributes: This job requires the individual to have good eye-hand coordination, all required skills and good vision (including near vision, distance vision, colour vision, depth perception and ability to change focus).





Job Details	Qualifications Pack Code	HCS/Q7405		
	Job Role	Jute Product Maker (Applicable for National Scenarios)		
	Credits	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	15/03/2016
	Sub-sector	Hand Crafted Textiles	Last reviewed on	10/11/2017
	Occupation	Production	Next review date	10/11/2019
	NSQC Clearance on	NA		

Job Role	Jute Product Maker
Role Description	Jute product maker has a job to produce diversified jute product of definite shape and size as per sale advice note or as per market demand. For all such products to be popularised nationally and/or internationally, they need to be produced as per customer's given standards. This job holder should know how to produce quality jute crafted products as per the market demand and set standards.
NSQF level	4
Minimum Educational Qualifications	Basic Literacy and Numeracy
Maximum Educational Qualifications	NA
Prerequisite License or Training	Preferably 300 hrs basic training in jute crafted product manufacturing department
Minimum Job Entry Age	18 Years
Experience	6 months experience in jute crafted product manufacturing department
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N7410 Take charge of shift and handing over shift to Jute CraftedProduct Manufacturing Operator HCS/N7411 Responsibility of Jute CraftedProduct Manufacturing Operator HCS/N9005 Maintain work area and tools in handloom sector HCS/N9006 Working in a team in handloom sector HCS/N9007 Maintain health, safety and security atwork place in handloom sector HCS/N9008 Comply with work place requirements in handloom sector
Performance Criteria	As described in the relevant OS units



Definitions

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

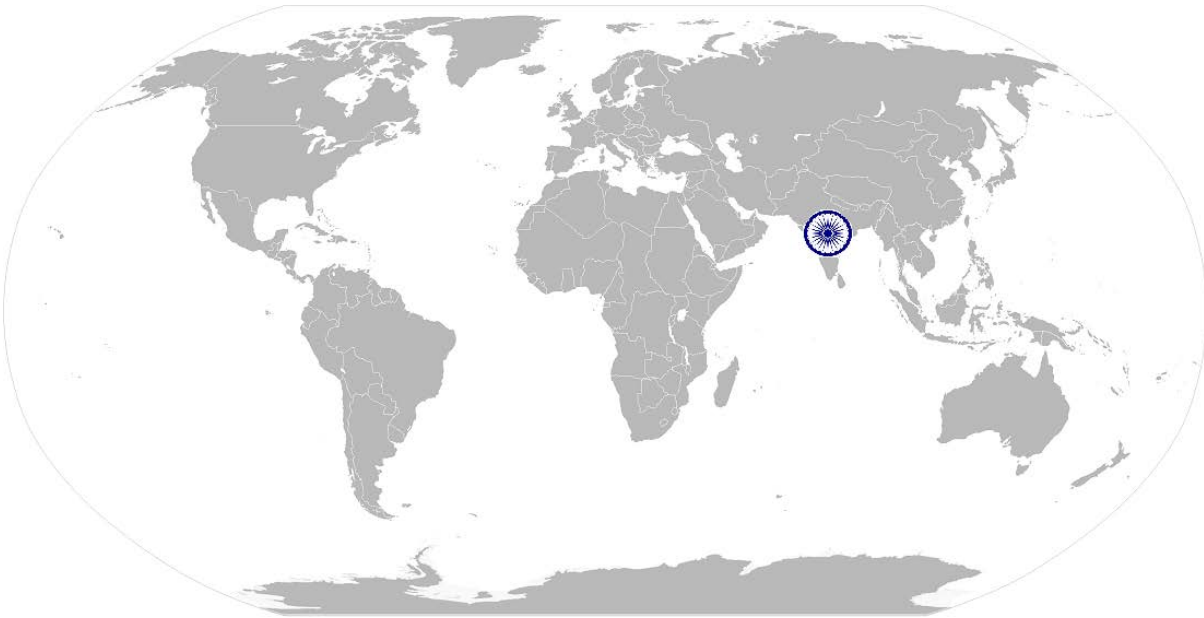


Acronyms

	with an 'N'
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
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	Handicraft Sector Skill Council
NSDC	National Skill Development Corporation



National Occupational Standard



Overview

This unit refers to taking charge of shift from previous shift Jute Craft Product Operator/Maker and relieving the responsibilities to the next shift Jute Craft Product Operator.



HCS/N7410 Take charge of shift and hand over shift to Jute Product Maker

Unit Title (Task)	Take charge of shift and hand over shift to Jute Craft Product Manufacturing Operator
Description	This unit is about taking charge of shift from previous shift Jute Craft Product Operator and relieving the responsibilities to the next shift Jute Craft Product Operator.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Take charge of shift from Jute Craft Product Operator • Hand over shift to Jute Craft Product Operator
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Take charge of shift from Jute Craft Product Operator	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. come at least 10 - 15 minutes earlier to the work spot PC2. ensure that the necessary tools, gauges etc, are in place PC3. meet the previous shift Craft Product Maker & discuss with him/her regarding the issues faced by him/her with respect to the quality, production, spare, safety or any other specific instruction etc. PC4. should check the cleanliness of the machines & other work areas PC5. check whether any spare/raw material/ tool / yarn / any other material are thrown in the work areas PC6. question the previous shift operator for any deviation in the quality and bring the same to the knowledge of his/ her shift superior as well that of the previous shift
Hand over shift to Jute Craft Product Operator	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC7. hand over the shift to the incoming Jute Craft Product Maker in a proper manner & get clearance from the incoming counterpart before leaving the work spot PC8. report to his shift superiors as well as that of the incoming shift in case his/ her counterpart doesn't come for duty, in that case, the shift has to be properly handed over to the incoming shift superior & clearance got from him PC9. report to his shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. the Organization's Policies & Standard Operating Procedures (SOP) KA2. awareness & knowledge of customers KA3. potential hazards associated with the machines and the safety precautions that must be taken KA4. protocol to obtain more information on work related tasks KA5. how to contact the concerned person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials & equipments. KA6. details of the various job roles & responsibilities KA7. documentation and reporting formats



HCS/N7410 Take charge of shift and hand over shift to Jute Product Maker

	<p>KA8. work Targets & review with Superiors</p> <p>KA9. protocol and format for reporting work related risks/ problems</p> <p>KA10. method of obtaining /giving feed back with respect to performance</p> <p>KA11. importance of Team Work harmonious working relationships</p> <p>KA12. process for offering /obtaining work related assistance</p> <p>KA13. responsibilities under health, safety and environmental legislation</p> <p>KA14. guidelines for storage & disposal of waste materials</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the importance of types of fibres , types of yarn , yarn count , sliver hank and sewing defects</p> <p>KB2. process flow in a jute mill</p> <p>KB3. material flow in a jute mill</p> <p>KB4. different method of sewing and design of products</p> <p>KB5. the minimum quality requirements of the product with respect to permissible/non-permissible defects</p> <p>KB6. different type of stitch</p> <p>KB7. guidelines for operating the sewing machines.</p> <p>KB8. the safety mechanisms of the machines & should ensure that the same are in order</p> <p>KB9. functions of different parts of sewing machine</p> <p>KB10. about the functional operations of the machines, where He/ She is working</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. write clear and short sentences
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read and comprehend written instructions
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand how to: SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively	
B. Professional Skills	Decision Making
	NA
	Plan and Organize
	NA
	Customer Centricity
NA	



HCS/N7410 Take charge of shift and hand over shift to Jute Product Maker

	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB1. identify the real reason of problem faced SB2. apply problem-solving approaches in different situations SB3. refer anomalies to the supervisor SB4. seek clarification on problems from others SB5. apply good attention to detail SB6. check your work is complete and free from errors SB7. maintain neatness at work
	Analytical Thinking
	NA
	Critical Thinking
NA	



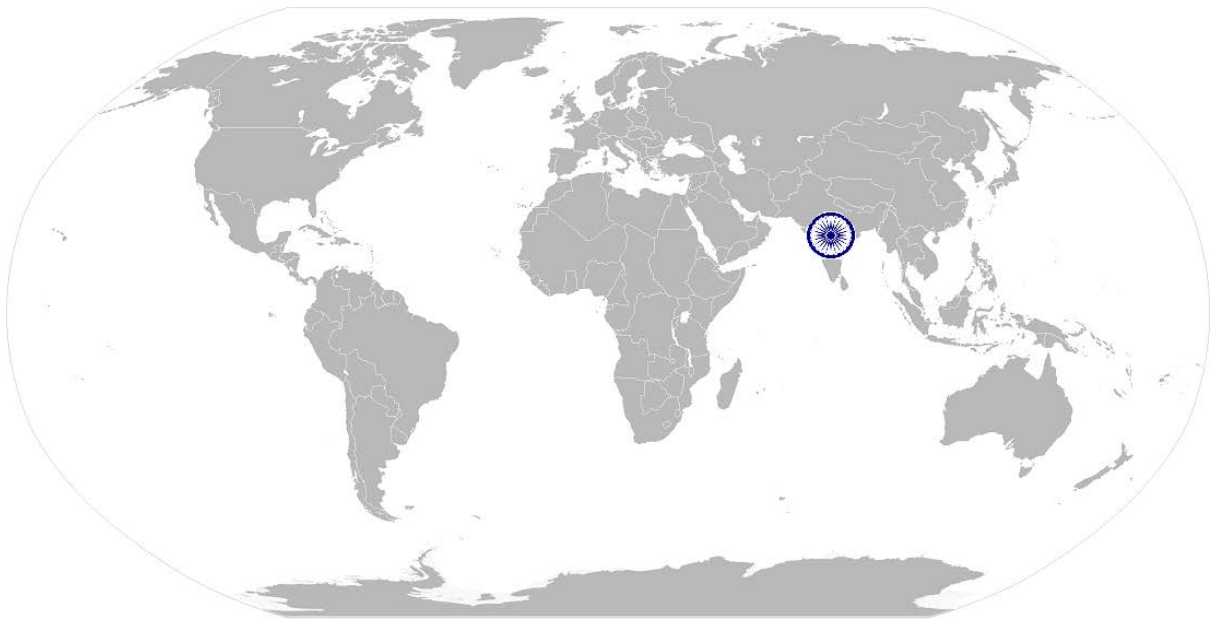
HCS/N7410 Take charge of shift and hand over shift to Jute Product Maker

Qualifications Pack Code	HCS/N7410		
Credits	TBD	Version number	1.0
Sector	Handicrafts and Carpet	Drafted on	15/03/16
Sub-sector	Hand Crafted Textiles	Last reviewed on	10/11/17
Occupation	Production	Next review date	10/11/19



HCS/N7411 Responsibility of Jute Product Maker

National Occupational Standard



Overview

This unit provides performance criteria, knowledge & understanding and skills and abilities required to produce jute Crafted Product as per order and buyer's specification.



HCS/N7411 Responsibility of Jute Product Maker

National Occupational Standard	Unit Code	HCS/N7411
	Unit Title (Task)	Responsibility of Jute Craft Product Manufacturing Operator
	Description	This OS unit provides performance criteria, knowledge & understanding, skills and abilities required to produce jute crafted product as per order and buyer's specification.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> produce different jute diversified crafted products as per market demand or buyer's specification Preparation of jute table mats and coasters Preparation of jute dolls Quality control for standard jute diversified products
	Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria	
Produce different jute diversified crafted products as per market demand or buyer's specification	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. ensure to have a knowledge of different jute diversified products, consumer products, fashion product popular in market</p> <p>PC2. use of diversified jute products in different field of technical textile, such as packaging textile, agro textile sector and home textile</p> <p>PC3. ensure use of the different parts of a sewing machine required for manufacturing diversified jute products</p> <p>PC4. handle important tools required to manufacture jute diversified products</p> <p>PC5. ensure to use different measurement tools of jute cloth for its change of unit</p> <p>PC6. ensure to use correct measurement of fabric cutting and finished size of the final product as per design</p> <p>PC7. practice manufacturing of crafted products</p> <p>PC8. practice first step to make designs of manufacture a crafted product i.e, paper designing with sketch and colour</p> <p>PC9. practice second step by selecting the jute based fabric, keeping in mind the proper quality without any defect</p> <p>PC10. practice third step by pattern making and cutting</p> <p>PC11. stitch as per standards in fourth step and If there is any applique or patch work in the product, ensure that will be done before stitching</p> <p>PC12. at the fifth step surface surface embellishment will be done by fixing of wooden beads and making of running stitch.</p> <p>PC13. carry out embellishment in case of handicraft products such as lamp shade, wall hanging, mirror, ensure after selection of fabric 3D shaping will be done with the help of hard board and fabric should be pasted on that shape</p>	



HCS/N7411 Responsibility of Jute Product Maker

	PC14. Carry out pressing (if required), finishing and packaging at last stage
Preparation of jute table mats and coasters	To be competent, the user/individual on the job must be able to: PC15. ensure that finished product should have properly finished design and shape PC16. ensure that Shape and size are in standardized manner PC17. ensure that trimming is done in right way PC18. ensure to tie up the edge tightly with thread in decent way PC19. ensure eraiding quality as it is very good PC20. pay attention to colour combination for finished products
Preparation of jute dolls	To be competent, the user/individual on the job must be able to: PC21. ensure that exact measurement of jute has been taken into consideration to give the proper width and length of the doll PC22. ensure the proportionate figure of doll to look beautiful PC23. ensure that colour combination is much attractive considering the children`s choice PC24. ensure detail of eyes and nose to make doll more gorgeous
Quality controlfor standard jute diversified products	To be competent, the user/individual on the job must be able to: PC25. check whether proper quality is maintained for jute, jute fabric, lining, reinforcement material, chain, button, hook, etc. PC26. check fastness property of dye in case the product is prepared of coloured or printed jute fabric, also the dye used should not be harmful to user PC27. check whether the look, shape, size and colour of the product are as per design or as per specified order
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. standard operating procedures (SOP)and regulations in a jute mill KA2. knowledge of customers KA3. potential hazards associated with the machines and the safety precautions must be taken KA4. protocol to obtain more information on work related tasks KA5. contact person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials & equipments KA6. details of the various job roles and responsibilities KA7. documentation and reporting formats KA8. work targets and review with superiors KA9. protocol and format for reporting work related risks/ problems KA10. method of obtaining /giving feed back with respect to performance KA11. importance of team work, harmonious working relationships KA12. process for offering /obtaining work related assistance KA13. responsibilities under health, safety and environmental legislation KA14. guidelines for storage & disposal of waste materials



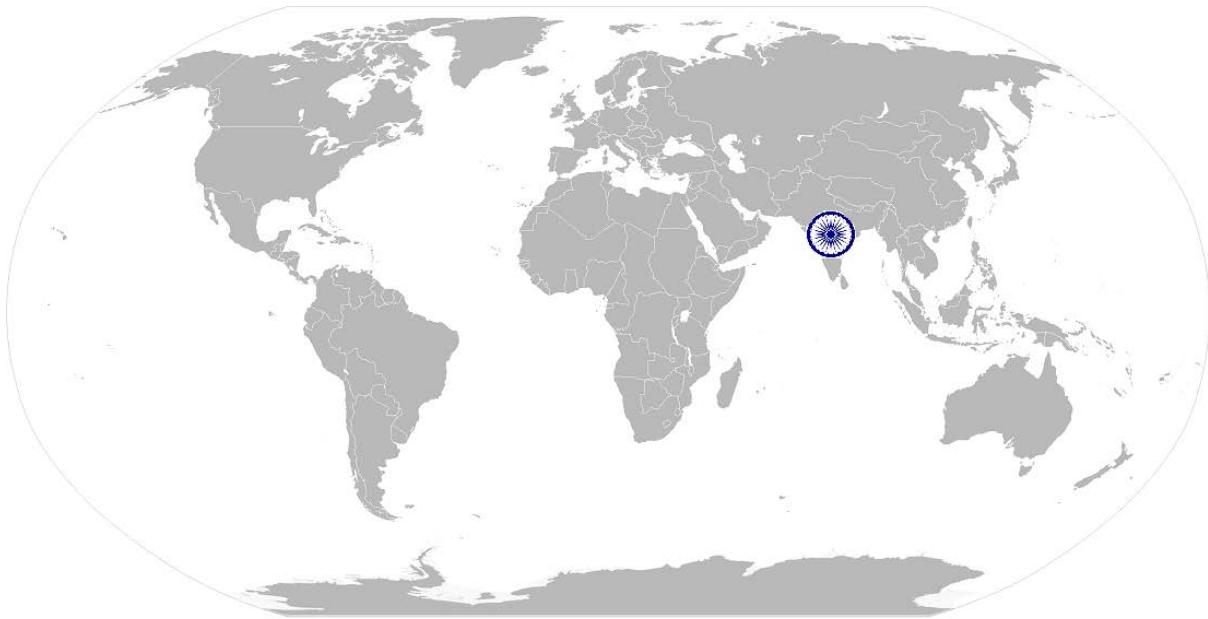
HCS/N7411 Responsibility of Jute Product Maker

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the importance of types of fibres,types of yarn,yarn count, sliver hank and sewing defects</p> <p>KB2. process flow in a jute mill</p> <p>KB3. material flow in a jute mill</p> <p>KB4. different method of sewing</p> <p>KB5. the minimum quality requirements of the product with respect to permissible/non-permissible defects</p> <p>KB6. different type of stitch</p> <p>KB7. guidelines for operating the sewing machines.</p> <p>KB8. the safety mechanisms of the machines & should ensure that the same are in order</p> <p>KB9. functions of different parts of sewing machine</p> <p>KB10. about the functional operations of the machines, where he/ she isworking</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. write clear and short sentences</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read and comprehend written instructions</p> <p>Oral Communication (Listening and Speaking Skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. communicate with supervisor appropriately</p> <p>SA4. talk to others to convey information effectively</p>
B. Professional Skills	<p>Decision Making</p> <p>NA</p> <p>Plan and Organize</p> <p>NA</p> <p>Customer Centricity</p> <p>NA</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. identify the real reason of problem faced</p> <p>SB2. apply problem-solving approaches in different situations</p> <p>SB3. refer anomalies to the supervisor</p> <p>SB4. seek clarification on problems from others</p> <p>SB5. apply good attention to detail</p>



HCS/N7411 Responsibility of Jute Product Maker

	SB6. check your work is complete and free from errors
	SB7. maintain neatness at work
	Analytical Thinking
	NA
	Critical Thinking
	NA





HCS/N7411 Responsibility of Jute Product Maker

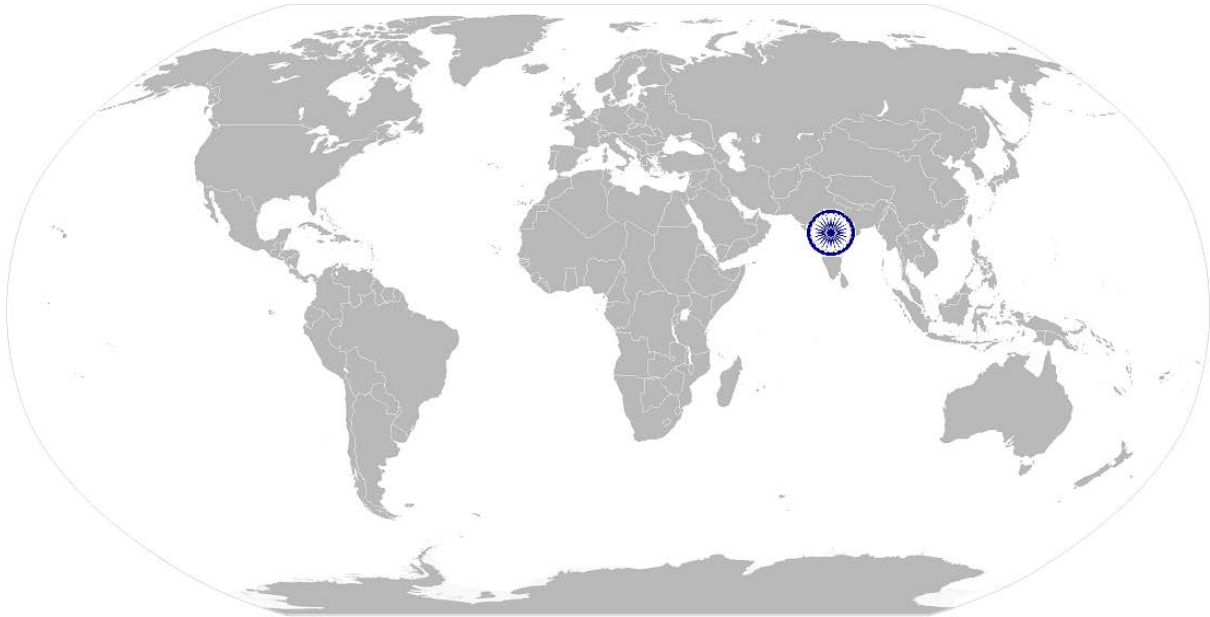
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Qualifications Pack Code	HCS/N7411		
Credits (NSQF)	TBD	Version number	1.0
Sector	Handicrafts and Carpet	Drafted on	15/03/16
Sub-sector	Hand Crafted Textiles	Last reviewed on	10/11/17
Occupation	Production	Next review date	10/11/19





National Occupational Standard



Overview

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



HCS/N9005

Maintain work area and tools in handloom sector

National Occupational Standard

Unit Code	HCS/N9005
Unit Title (Task)	Maintain work area and tools in handloom sector
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organise/ 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"> Maintain the work area, tools and machines in handloom sector
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Maintain work area, tools and machines in handloom sector	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. handle materials and tools safely and correctly</p> <p>PC2. use correct lifting and handling procedures</p> <p>PC3. use materials in a manner to minimize waste</p> <p>PC4. maintain a clean and hazard free working area</p> <p>PC5. maintain the tools and equipment used</p> <p>PC6. carry out running maintenance within agreed schedules one's responsibility</p> <p>PC7. identify damaged tools and materials and take action according to the standards followed</p> <p>PC8. ensure that the correct tools and yarn required are in place</p> <p>PC9. work in the correct posture</p> <p>PC10. use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC11. dispose of waste safely in the designated location</p> <p>PC12. store cleaning equipment safely after use</p> <p>PC13. carry out cleaning according to schedule and limits of responsibility</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. personal hygiene</p> <p>KA2. safe working practices and Cooperative Society/NGO/SHG/cluster procedures</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving problems within the work area</p> <p>KA5. the production process and the specific work activities that relate to the whole process</p> <p>KA6. the importance of effective communication with colleagues</p> <p>KA7. the lines of communication, authority and reporting procedures</p> <p>KA8. the Cooperative Society/NGO/SHG/cluster rules, codes and guidelines (including time keeping)</p> <p>KA9. the company's quality standards</p> <p>KA10. the importance of complying with written instructions</p>



HCS/N9005

Maintain work area and tools in handloom sector

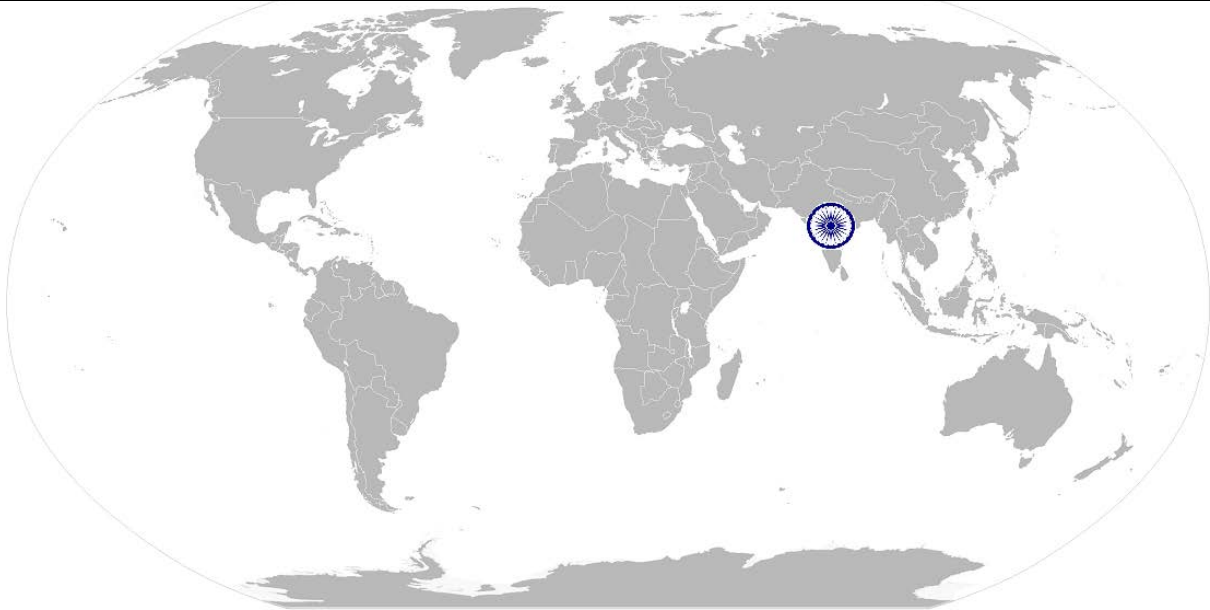
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. work instructions and specifications and interpret them accurately</p> <p>KB2. method to make use of the information detailed in specifications and instructions</p> <p>KB3. relation between work role and the overall manufacturing process</p> <p>KB4. the importance of taking action when problems are identified</p> <p>KB5. different ways of minimising waste</p> <p>KB6. effects of contamination on products</p> <p>KB7. common faults and the methods to rectify them</p> <p>KB8. tools maintenance procedures</p> <p>KB9. hazards likely to be encountered when conducting routine maintenance</p> <p>KB10. different types of cleaning substances and their use</p> <p>KB11. safe working practices for cleaning and the methods of carrying them out</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. write in local language</p> <p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. read and comprehend written instructions</p> <p>Oral Communication (Listening and Speaking Skills)</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. listen effectively and orally communicate information accurately</p> <p>SA4. ask for clarification and advice from others</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. follow rule-based decision-making processes</p> <p>SB2. make decisions on a suitable course of action or response</p> <p>Plan and Organize</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p> <p>Customer Centricity</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB4. avoid absenteeism</p> <p>SB5. be punctual</p> <p>SB6. work in Discipline</p> <p>SB7. act objectively, rather than impulsively or emotionally when faced with</p>



HCS/N9005

Maintain work area and tools in handloom sector

	SB8. difficult/stressful or emotional situations
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB9. apply problem-solving approaches in different situations SB10. seek clarification on problems from others
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB11. analyze data and activities SB12. Pass on relevant information to others
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB13. provide opinions on work in a detailed and constructive way SB14. apply balanced judgment to different situations



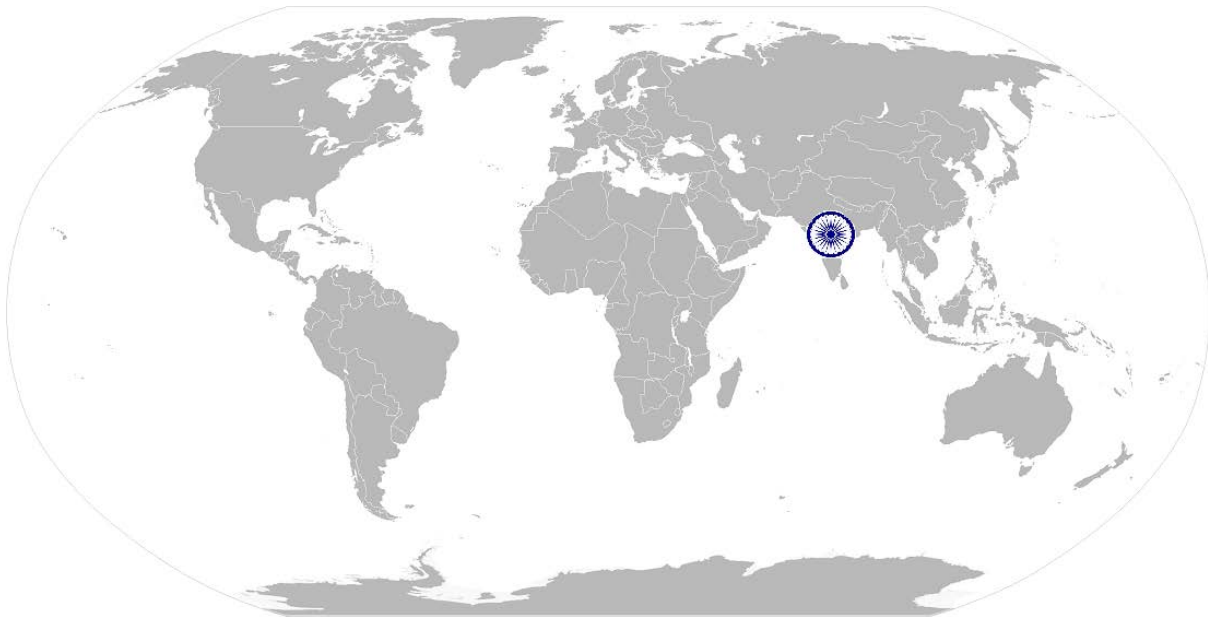


HCS/N9005

Maintain work area and tools in handloom sector

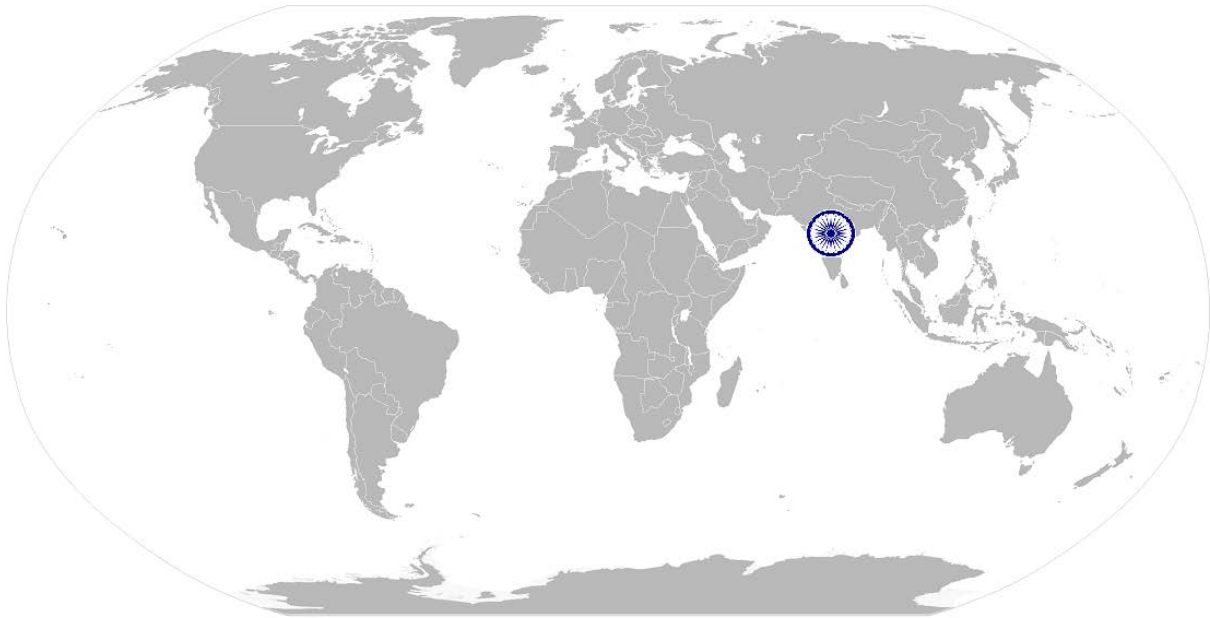
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Qualifications Pack Code	HCS/N9005		
Credits	TBD	Version number	1.0
Sector	Handicrafts and Carpet	Drafted on	15/03/16
Sub-sector	Hand Crafted Textiles	Last reviewed on	10/11/17
Occupation	Dyeing, Weaving, Stitching, Printing, Production	Next review date	10/11/19





National Occupational Standard



Overview

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



HCS/N9006

Working in a team in handloom sector

National Occupational Standard	Unit Code	HCS/N9006
	Unit Title (Task)	Working in a team in handloom sector
	Description	This OS unit provides performance criteria, knowledge and understanding, skills and abilities required to work as a team member in the jute industry.
	Scope	This unit/task covers the following: <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	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. be accountable to the own role in whole process PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
	Communication	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC4. properly communicate about workplace policies PC5. talk politely with other team members and colleagues PC6. submit daily report of own performance
	Adaptability	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC7. adjust in different work situations PC8. give due importance to others' point of view PC9. avoid conflicting situations
	Creative freedom	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC10. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. standard Operating Procedures(SOP) and regulations in the Cooperative Society/NGO/SHG KA2. procedure followed to get the final output in the Cooperative Society/NGO/SHG KA3. safe working practices to be adopted in the Cooperative Society/NGO/SHG KA4. consulting the supervisor and taking relevant actions against any grievances faced 	
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. importance of commitment and trust KB2. importance of proper communication KB3. importance of adaptability KB4. importance of creative freedom 	



HCS/N9006

Working in a team in handloom sector

Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA2. read and comprehend written instructions
B. Professional Skills	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. follow rule-based decision-making processes SB2. make decisions on a suitable course of action or response
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB4. avoid absenteeism SB5. be punctual SB6. work in Discipline SB7. act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB8. apply problem-solving approaches in different situations SB9. seek clarification on problems from others
Analytical Thinking	
The user/ individual on the job needs to know and understand how to: SB10. analyze data and activities SB11. pass on relevant information to others	
Critical Thinking	
The user/ individual on the job needs to know and understand how to: SB12. provide opinions on work in a detailed and constructive way SB13. apply balanced judgment to different situations	

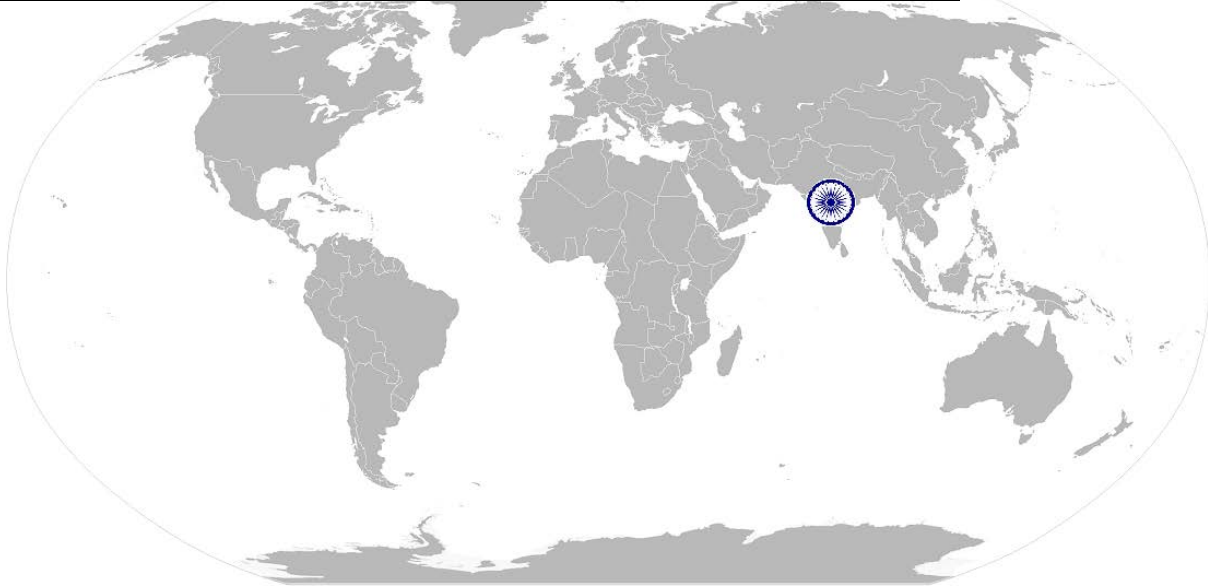


HCS/N9006

Working in a team in handloom sector

NOS Version Control

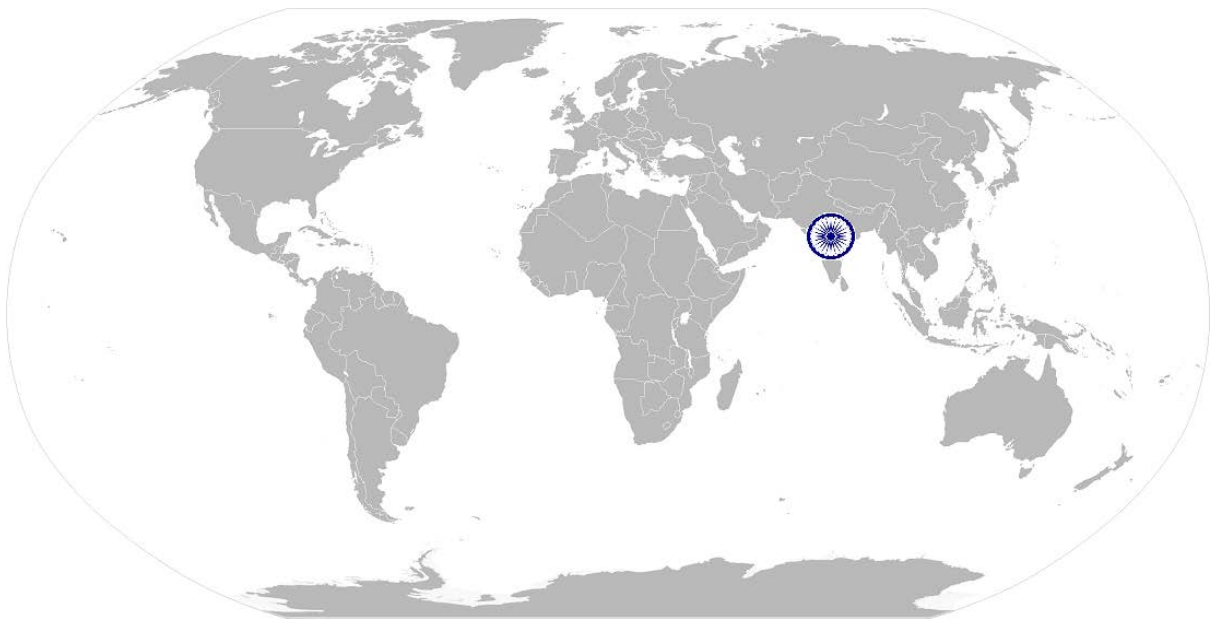
NOS Code	HCS/N9006		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	15/03/16
Industry Sub-sector	Hand Crafted Textiles	Last reviewed on	10/11/17
Occupation	Dyeing, Weaving, Stitching, Printing, Production	Next review date	10/11/19





HCS/N9007 Maintain health, safety and security at work place in handloom sector

National Occupational Standard



Overview

This unit is about maintaining health, safety, and security standards at workplace.



HCS/N9007 Maintain health, safety and security at work place in handloom sector

National Occupational Standard	Unit Code	HCS/N9007
	Unit Title (Task)	Maintain health, safety and security at work place in handloom sector
	Description	This OS 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"> comply with health, safety and security requirements at work Recognize the hazards
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Comply with health, Safety and security requirements at work	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. comply with health and safety related instructions applicable to the workplace PC2. use and maintain personal protective equipment as per protocol PC3. carry out own activities in line with approved guidelines and procedures PC4. maintain a healthy lifestyle and guard against dependency on intoxicants PC5. follow environment management system related procedures PC6. store materials and tools in line with manufacturer's and Cooperative Society/ NGO/ SHG requirements PC7. safely handle and move waste and debris PC8. minimize health and safety risks to self and others due to own actions PC9. monitor the work place and work processes for potential risks and threats PC10. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC11. participate in mock drills/ evacuation procedures organized at the workplace PC12. undertake first aid, fire-fighting and emergency response training, if asked to do so PC13. take action based on instructions in the event of fire, emergencies or accidents PC14. follow Cooperative Society/NGO/SHG procedures for evacuation when required
	Recognize the hazards	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC15. identify different kinds of possible hazards (environmental, personal, ergonomic, and chemical) of the industry PC16. recognise other possible security issues existing in the workplace



HCS/N9007 Maintain health, safety and security at work place in handloom sector

	<p>PC17. planning the safety techniques</p> <p>PC18. recognise different measures to curb the hazards</p> <p>PC19. implementing the programs</p> <p>PC20. communicate the safety plan to everyone</p> <p>PC21. attach disciplinary rules with the implementation</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. health and safety related practices applicable at the workplace</p> <p>KA2. potential hazards, risks and threats based on nature of operations</p> <p>KA3. cooperative Society/NGO/SHG procedures for safe handling of tools</p> <p>KA4. potential risks due to own actions and methods to minimize these</p> <p>KA5. environmental management system related proceduresattheworkplace</p> <p>KA6. layout of the plant and details of emergency exits, escape routes, emergencyequipment and assembly points</p> <p>KA7. potential accidents and emergencies and response to these scenarios</p> <p>KA8. documentation formats</p> <p>KA9. details of personnel trained in first aid, fire-fighting and emergencyresponse</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. occupational health and safety risks and methods</p> <p>KB2. personal protective equipment and method of use</p> <p>KB3. identification, handling and storage of hazardous substances</p> <p>KB4. proper disposal system for waste and by-products</p> <p>KB5. signage related to health and safety and their meaning</p> <p>KB6. importance of sound health, hygiene and good habits</p> <p>KB7. ill- effects of alcohol, tobacco and drugs</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write in local language</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. read and comprehend written instructions</p>
	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. listen effectively and orally communicate information accurately</p> <p>SA4. ask for clarification and advice from others</p>
B. Professional Skills	Decision Making
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. follow rule-based decision-making processes</p> <p>SB2. make decisions on a suitable course of action or response</p>



HCS/N9007 Maintain health, safety and security at work place in handloom sector

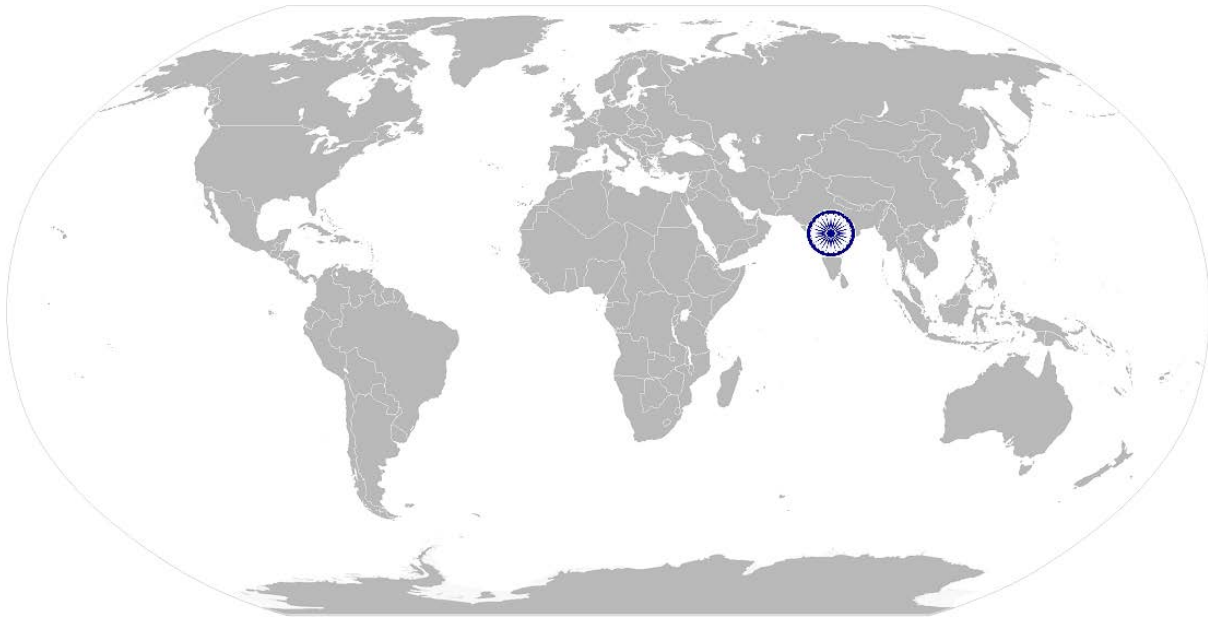
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB4. avoid absenteeism SB5. be punctual SB6. work in Discipline SB7. act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
	Problem Solving
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HCS/N9007 Maintain health, safety and security at work place in handloom sector

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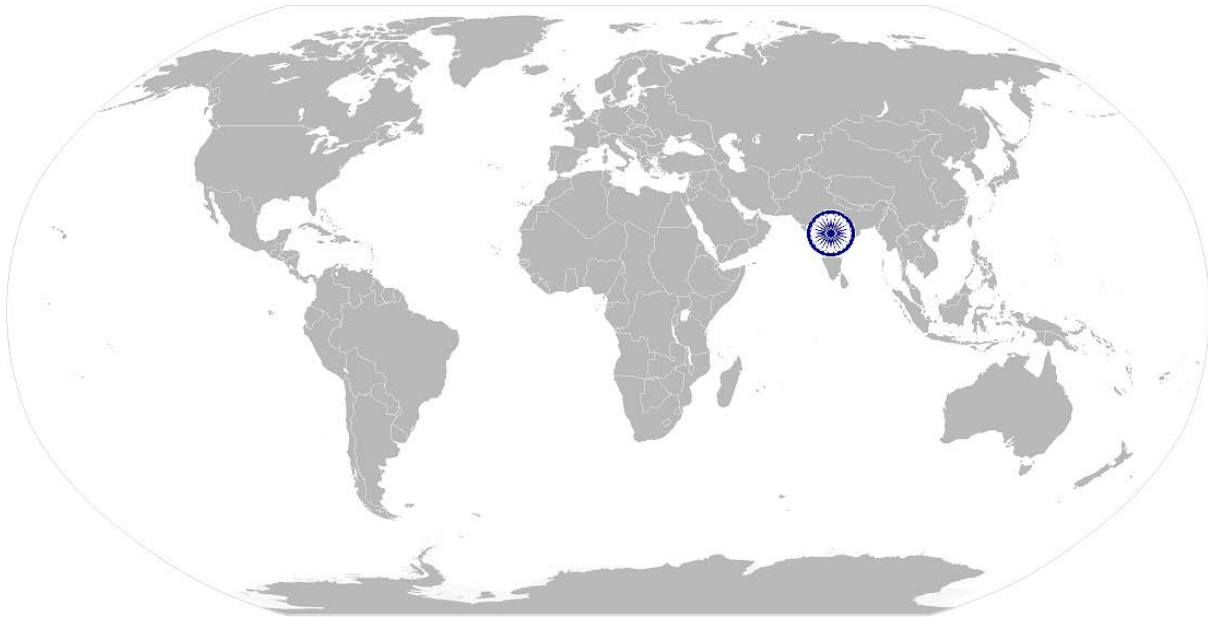
NOS Code	HCS/N9007		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	15/03/16
Industry Sub-sector	Hand Crafted Textiles	Last reviewed on	10/11/17
Occupation	Dyeing, Weaving, Stitching, Printing, Production	Next review date	10/11/19





HCS/N9008 Comply with work place requirements in handloom sector

National Occupational Standard



Overview

This unit is about knowing, understanding, and complying with the requirements of the organization and production unit.



HCS/N9008 Comply with work place requirements in handloom sector

National Occupational Standard	Unit Code	HCS/N9008
	Unit Title (Task)	Comply with work place requirements in handloom sector
	Description	This OS unit is about knowing, understanding and complying with the requirements of the organization and production unit.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Self-development • Team work • Organizational standards
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Self-development	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. perform own duties effectively PC2. take responsibility for own actions PC3. be accountable towards the job role and assigned duties PC4. take initiative and innovate the existing PC5. focus on self-learning and improvement
	Team work	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC6. co-ordinate with all the team members and colleagues PC7. communicate politely PC8. avoid conflicts and miscommunication
	Organisational standards	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC9. know the organisational standards PC10. implement them in your performance PC11. motivate others to follow them
	Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. standard Operating Procedures (SOP) and regulations in the Cooperative Society/NGO/SHG KA2. knowledge of workplace standards 	
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. importance of self-development KB2. importance of team work KB3. importance of understanding and complying with organizational standards 	
Skills (S)		
A. Core Skills/	Writing Skills	



HCS/N9008 Comply with work place requirements in handloom sector

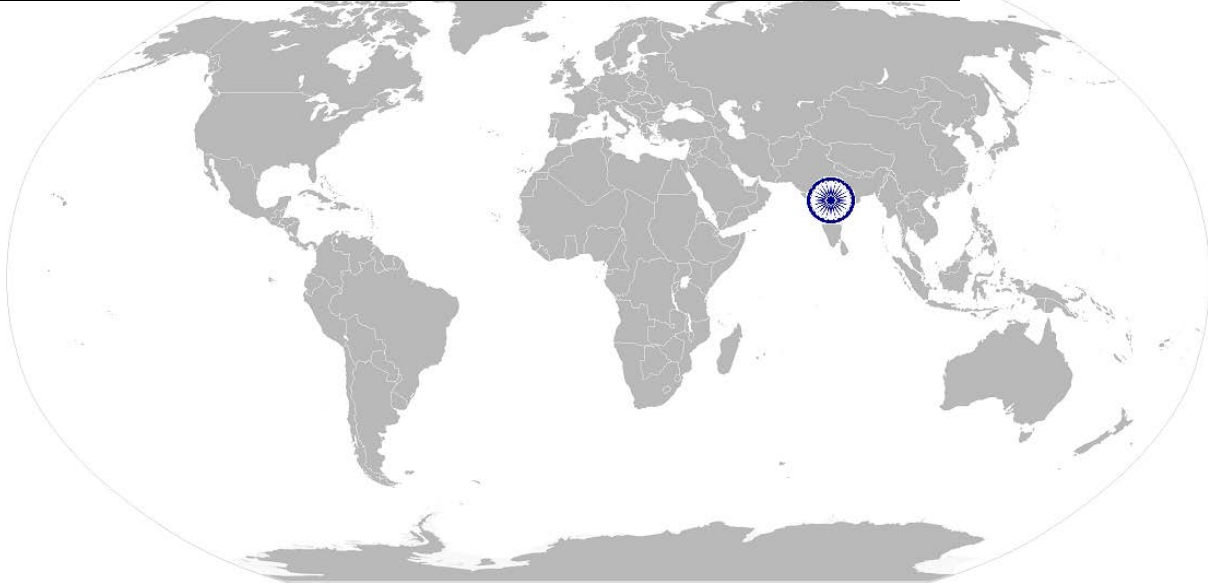
Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA2. read and comprehend written instructions
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. follow rule-based decision-making processes SB2. make decisions on a suitable course of action or response
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
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HCS/N9008 Comply with work place requirements in handloom sector

NOS Version Control

NOS Code	HCS/N9008		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	15/03/16
Industry Sub-sector	Hand Crafted Textiles	Last reviewed on	10/11/17
Occupation	Dyeing, Weaving, Stitching, Printing, Production	Next review date	10/11/19

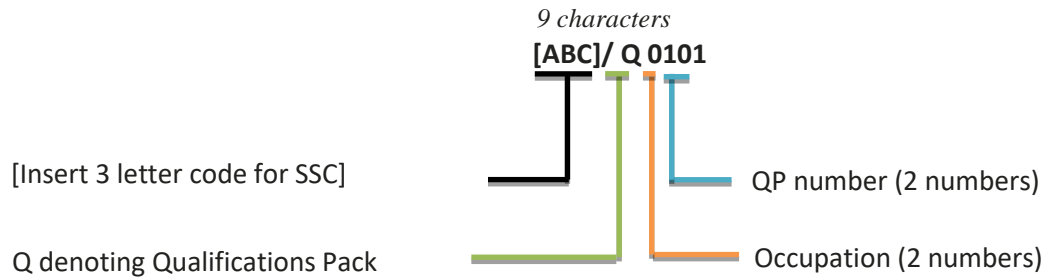




Annexure

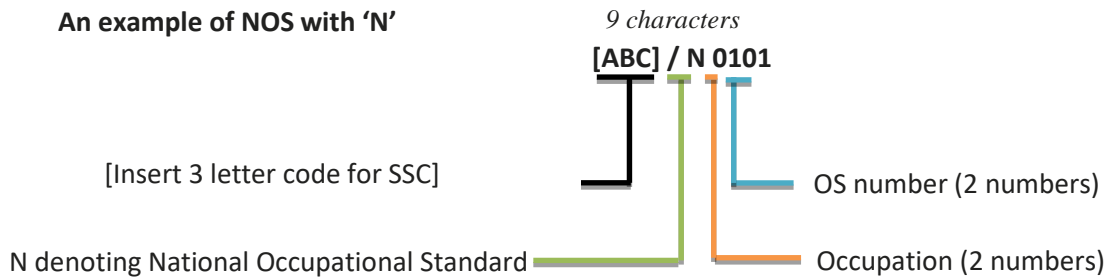
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'





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

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

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



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Jute product maker

Qualification Pack: HCS/Q7405

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 80% 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.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
HCS/N7410 Take charge of shift and handing over shift to Jute Product Maker	PC1.come at least 10 - 15 minutes earlier to the work spot	100	10	3	7
	PC2.ensure that the necessary tools, gauges etc, are in place		10	2	8
	PC3.meet the previous shift craft product maker & discuss with him/her regarding the issues faced by him/her with respect to the quality,production, spare, safety or any other specific instruction etc.		15	5	10
	PC4.should check the cleanliness of the machines & other work areas		10	3	7
	PC5.check whether any spare/raw material/ tool / yarn / any other material are thrown in the work areas		10	3	7
	PC6.question the previous shift operator for any deviation in the quality and bring the same to the knowledge of his/ her shift superior as well that of the previous shift		15	5	10



	PC7.hand over the shift to the incoming Jute Craft Product Maker in a proper manner & get clearance from the incoming counterpart before leaving the work spot		10	3	7
	PC8.report to his shift superiors as well as that of the incoming shift in case his/her counterpart doesn't come for duty, in that case, the shift has to be properly handed over to the incoming shift superior & clearance got from him		10	3	7
	PC9.report to his shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors		10	3	7
		Total	100	30	70
HCS/ N7411 Responsibility of Jute Product Maker	PC1.ensure to have a knowledge of different jute diversified products, consumer products, fashion product popular in market	100	3	1	2
	PC2.use of diversified jute products in different field of technical textile, such as packaging textile, agro textile sector and home textile		3	1	2
	PC3.ensure use of the different parts of a sewing machine required for manufacturing diversified jute products		4	1	3
	PC4.handle important tools required to manufacture jute diversified products		3	1	2
	PC5.ensure to use different measurement tools of jute cloth for its change of unit		3	1	2
	PC6.ensure to use correct measurement of fabric cutting and finished size of the final product as per design		3	1	2
	PC7.practice manufacturing of crafted products		3	1	2
	PC8.practice first step to make designs of manufacture a crafted product		5	1	4
	PC9.practice second step by selecting the jute based fabric, keeping in mind the proper quality without any defect		5	1	4
	PC10.practice third step by pattern making and cutting		5	1	4



PC11.stitch as per standards in fourth step and If there is any applique or patch work in the product, ensure that will be done before stitching	5	1	4
PC12.at the fifth step surface surface embellishment will be done by fixing of wooden beads and making of running stitch.	5	1	4
PC13.carry out embellishment in case of handicraft products such as lamp shade, wall hanging, mirror, ensure after selection of fabric 3D shaping will be done with the help of hard board and fabric should be pasted on that shape	5	2	3
PC14.Carry out pressing (if required), finishing and packaging at last stage	3	1	2
PC15.ensure that finished product should have properly finished design and shape	3	1	2
PC16.ensure that shape and size are in standardized manner	3	1	2
PC17.ensure that trimming is done in right way	3	1	2
PC18.ensure to tie up the edge tightly with thread in decent way	3	1	2
PC19.ensure eraiding quality as it is very good	3	1	2
PC20.pay attention to colour combination for finished products	3	1	2
PC21.ensure that exact measurement of jute has been taken into consideration to give the proper width and length of the doll	5	2	3
PC22.ensure the proportionate figure of doll to look beautiful	3	1	2



	PC23.ensure that colour combination is much attractive considering the children`s choice		3	1	2
	PC24.ensure detail of eyes and nose to make doll more gorgeous		3	1	2
	PC25.check whether proper quality is maintained for jute, jute fabric, lining, reinforcement material, chain, button, hook, etc.		4	1	3
	PC26.check fastness property of dye in case the product is prepared of coloured or printed jute fabric, also the dye used should not be harmful to user		5	2	3
	PC27.check whether the look, shape, size and colour of the product are as per design or as per specified order		4	1	3
		Total	100	30	70
HCS/N9005 Maintain work area and tools in handloom sector	PC1.Handle materials and tools safely and correctly	50	5	2	3
	PC2.Use correct lifting and handling procedures		3	1	2
	PC3.Use materials in a manner to minimize waste		3	1	2
	PC4.Maintain a clean and hazard free working area		3	1	2
	PC5.Maintain the tools and equipment used		5	2	3
	PC6.carry out running maintenance within agreed schedules one`s responsibility		5	2	3
	PC7.Identify damaged tools and materials and take action according to the standards followed		5	2	3
	PC8.Ensure that the correct tools and yarn required are in place		3	1	2
	PC9.Work in the correct posture		3	1	2
	PC10.Use cleaning equipment and methods appropriate for the work to be carried out		3	1	2



	PC11.Dispose of waste safely in the designated location		4	2	2
	PC12.Store cleaning equipment safely after use		3	1	2
	PC13.Carry out cleaning according to schedule and limits of responsibility		5	2	3
		Total	50	19	31
HCS/N9006 Working in a team in handloom sector	PC1.Be accountable to the own role in whole process	50	6	2	4
	PC2.Perform all roles with full responsibility		5	1	4
	PC3.Be effective and efficient at workplace		4	2	2
	PC4.Properly communicate about workplace policies		5	2	3
	PC5.Talk politely with other team members and colleagues		5	2	3
	PC6.Submit daily report of own performance		6	2	4
	PC7.Adjust in different work situations		5	2	3
	PC8.Give due importance to others' point of view		5	2	3
	PC9.Avoid conflicting situations		5	2	3
	PC10.Improve upon the existing techniques to increase process efficiency		4	2	2
		Total	50	19	31
HCS/N9007 Maintain health, safety and security at work place in handloom sector	PC1.Comply with health and safety related instructions applicable to the workplace	100	6	2	4
	PC2.Use and maintain personal protective equipment as per protocol		6	2	4
	PC3.Carry out own activities in line with approved guidelines and procedures		4	1	4
	PC4.Maintain a healthy lifestyle and guard against dependency on intoxicants		4	1	3
	PC5.Follow environment management system related procedures		4	1	3



	PC6.Store materials and tools in line with manufacturer's and Cooperative Society/ NGO/ SHG requirements		4	2	2
	PC7.Safely handle and move waste and debris		4	2	2
	PC8.Minimize health and safety risks to self and others due to own actions		6	2	4
	PC9.Monitor the work place and work processes for potential risks and threats		6	2	4
	PC10.Carry out periodic walk –through to keep work area free from hazards and obstructions, if assigned		6	2	4
	PC11.Participate in mock drills/ evacuation procedures organized at the workplace		4	2	2
	PC12.Undertake first aid, fire-fighting and emergency response training, if asked to do so		6	2	4
	PC13.Take action based on instructions in the event of fire, emergencies or accidents		6	2	4
	PC14.Follow Cooperative Society/NGO/SHG procedures for evacuation when required		4	1	3
	PC15.Identify different kinds of possible hazards (environmental, personal, ergonomic, and chemical) of the industry		4	1	3
	PC16.Recognise other possible security issues existing in the workplace		4	1	3
	PC17.Planning the safety techniques		5	2	3
	PC18.Recognise different measures to curb the hazards		4	1	3
	PC19.Implementing the programs		5	2	3
	PC20.Communicate the safety plan to everyone		4	1	3
	PC21.Attach disciplinary rules with the implementation		4	1	3
		Total	100	33	67
HCS/N9008 Comply with work place requirements in handloom	PC1.Perform own duties effectively	50	5	2	3
	PC2.Take responsibility for own actions		5	2	3
	PC3.Be accountable towards the job role and assigned duties		5	2	3



sector	PC4.Take initiative and innovate the existing		3	1	2
	PC5.Focus on self-learning and improvement		5	2	3
	PC6.Co-ordinate with all the team members and colleagues		5	2	3
	PC7.Communicate politely		5	2	3
	PC8.Avoid conflicts and miscommunication		5	2	3
	PC9.Know the organisational standards		5	2	3
	PC10.Implement them in your performance		5	2	3
	PC11. Motivate others to follow them		2	1	1
		Total	50	20	30
		Grand Total	450	151	299