



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:
hcssc@hcsc.in



Contents

1. Introduction and Contacts.....P1
2. Qualifications Pack.....P2
3. Glossary of Key Terms.....P3
4. OS Units.....P5
5. Nomenclature for QP & OS.....P24

Introduction

Qualifications Pack – Sakhta Saaz (Paper Mache)

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Paper Mache

OCCUPATION: Procurement

REFERENCE ID: HCS/Q4401

ALIGNED TO: NCO-2004/NIL

The Sakhta maker is also known as Sakhta Saaz or kalib. He is responsible for manually making sakhta out of paper.

Brief Job Description: The Sakhta maker is responsible for making sakhta out of paper pulp passing through various stages of preparation beginning from paper cutting, paper soaking etc.

Personal Attributes: The Sakhta maker should be hard working with flair for creating innovative designs as per buyer's sample and/or self intuition. He should be keen, patient and having some knowledge of Materials.



Job Details

Qualifications Pack Code	HCS/Q4401		
Job Role	Sakhta Saaz (Paper Mache)		
Credits(NSQF)	TBD	Version number	1.0
Sector	Handicrafts and Carpet	Drafted on	15/06/15
Sub-sector	Paper Mache	Last reviewed on	03/07/15
Occupation	Procurement	Next review date	02/07/17

Job Role	Sakhta Saaz (Paper Mache)
Role Description	To prepare sakhta paper pulp manually as per design
NSQF level	4
Minimum Educational Qualifications	Basic Literacy; Preferably 5 th pass
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Not Applicable
Minimum Job Entry Age	15 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N4401 Making of Sakhta HCS/N9906 Maintain work area, tools and equipment HCS/N9907 Maintain health, safety and security at workplace HCS/N9908 Working in a team <p>Optional: Not applicable</p>
Performance Criteria	As described in the relevant OS units



Definitions

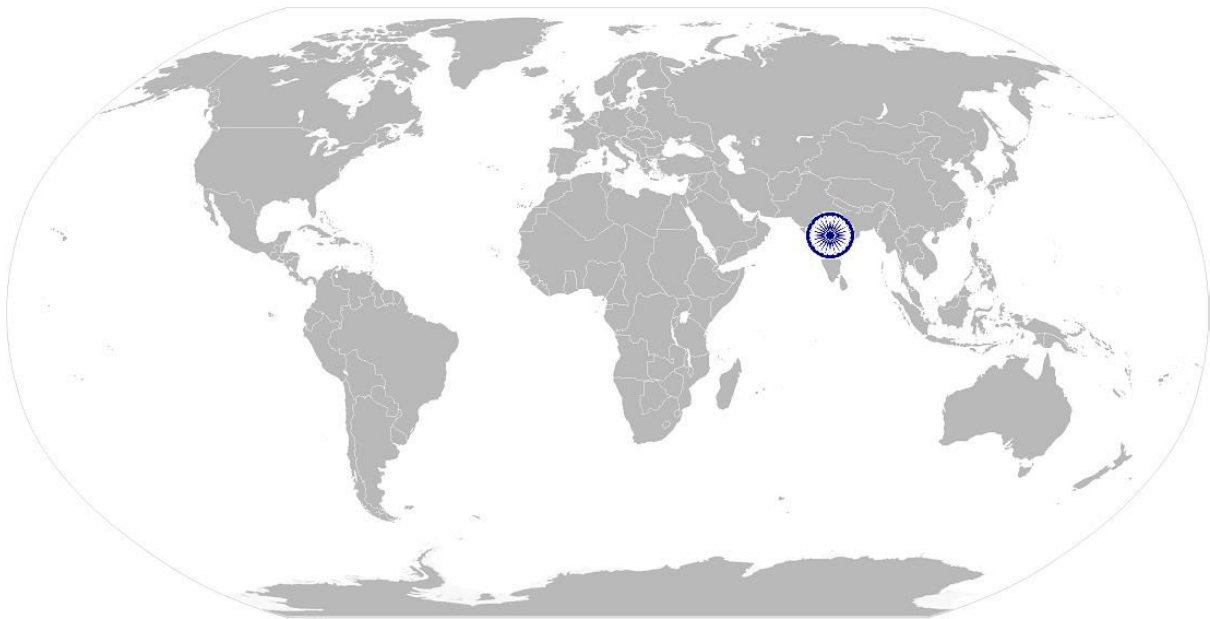
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further 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



National Occupational Standard



Overview

This unit of NOS is about Preparation of paper pulp and finally developing unfinished product of paper mache on a given mould type for creating shape. The product of paper mache so developed is called sakhta (paper pulp).



HCS/N4401

Making of Sakhta

National Occupational Standard

Unit Code	HCS/N4401
Unit Title (Task)	Making of Sakhta (Paper pulp)
Description	This unit is about inventory of skills, knowledge, tools and techniques needed to carry out the process of making raw object of paper mache called sakhta primarily out of paper.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Preparation of Paper Pulp • Making of Sakhta
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparation of Paper pulp	<p>PC1. use suitable ppe like rubber hand gloves as required</p> <p>PC2. put strips of paper in suitable container (drum)</p> <p>PC3. add sufficient water to drum to soak paper</p> <p>PC4. allow it to soak for 3-4 days</p> <p>PC5. remove the soaked paper and transfer to stone mortar</p> <p>PC6. pound the paper with wooden pestle</p> <p>PC7. put the pounded material under sun/shade to allow it to dry partially under open atmosphere</p> <p>PC8. prepare separately rice flour (atiji) with dissolving of rice flour in water and mixing while heating</p> <p>PC9. cool the atiji so formed</p> <p>PC10. mix this atiji with partly dried pounded paste of paper. it turns into a natural adhesive called paper pulp</p>
Making of Sakhta	<p>PC11. select the mould as per design required</p> <p>PC12. put ordinary paper as separator for paper mache shape former. the separator is fixed to the mould with the help if atiji</p> <p>PC13. keep on putting paper pulp over the separator to develop the object of paper mache as per size</p> <p>PC14. leave it to dry for 4-5 days</p> <p>PC15. cut the dried object with sharp knife or suitable cutter to separate the object where relevant</p> <p>PC16. join the separated object with fevical or suitable glue available in the market</p> <p>PC17. allow it to dry till it joins firmly.</p>
Knowledge and Understanding (K)	



HCS/N4401

Making of Sakhta

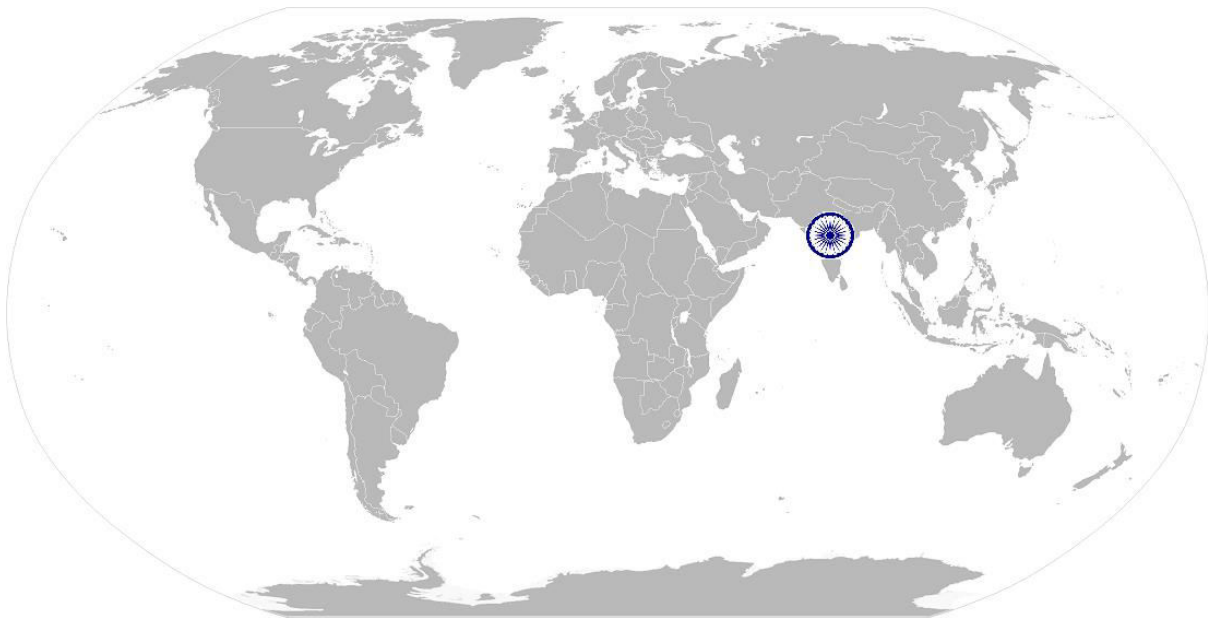
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>KA1. general rules and regulations in a paper mache sakhta making KA2. safe working practices KA3. mixing process of ingredients</p>
<p>B. Technical Knowledge</p>	<p>KB1. type of product being processed KB2. importance of cleanliness of workplace KB3. explain difference between correctable and non-correctable painting faults KB4. rectification of faults KB5. acceptable solutions for specific faults identified/detected</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing skills</p>
	<p>The user/individual on the job needs to know and understand: SA1. document records related to production and quality SA2. write letters, memos clearly and legibly</p>
	<p>Reading skills</p>
	<p>The user/individual on the job needs to know and understand: SA3. read and comprehend written instructions related to the process</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand: SA4. Communicate with superiors, colleagues and juniors appropriately</p>
<p>B. Professional Skills</p>	<p>Decision making</p>
	<p>The user/individual on the job needs to know and understand how to: SB1. make decisions in relation to the scope of work</p>
	<p>Plan and organize</p>
	<p>The user/individual on the job needs to know and understand: SB2. plan and organize the work to meet the target</p>
	<p>Customer centricity</p>
	<p>The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers who desperately need relevant information yet unwilling and unaware of its needs. SB4. build customer understanding of trust and cooperativeness</p>
	<p>Problem solving</p>
	<p>The user/individual on the job needs to know and understand how to: SB5. apply problem-solving approaches in different situations SB6. report abnormalities and non-conformities detected to superiors SB7. seek clarification on problems when in doubt</p>
	<p>Analytical thinking</p>
<p>The user/individual on the job needs to know and understand how to: SB8. Identify root cause of a problem related to man, machine and material</p>	



HCS/N4401

Making of Sakhta

	Critical thinking
	The user/individual on the job needs to know and understand how to: SB9. critically evaluate information gathered from various sources to arrive a solution



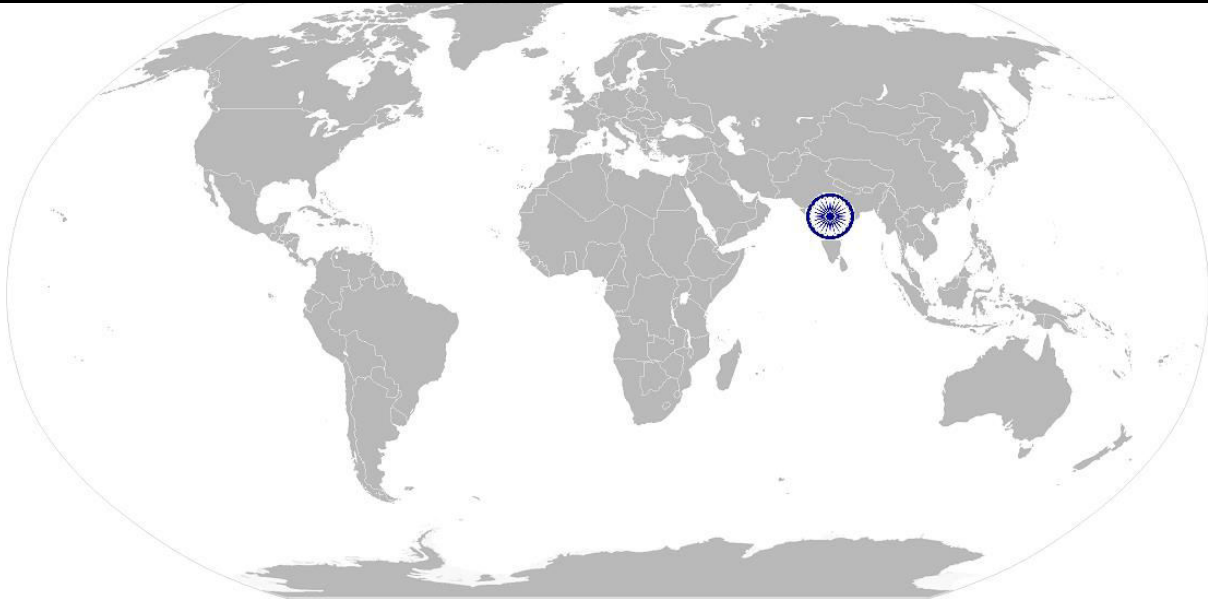


HCS/N4401

Making of Sakhta

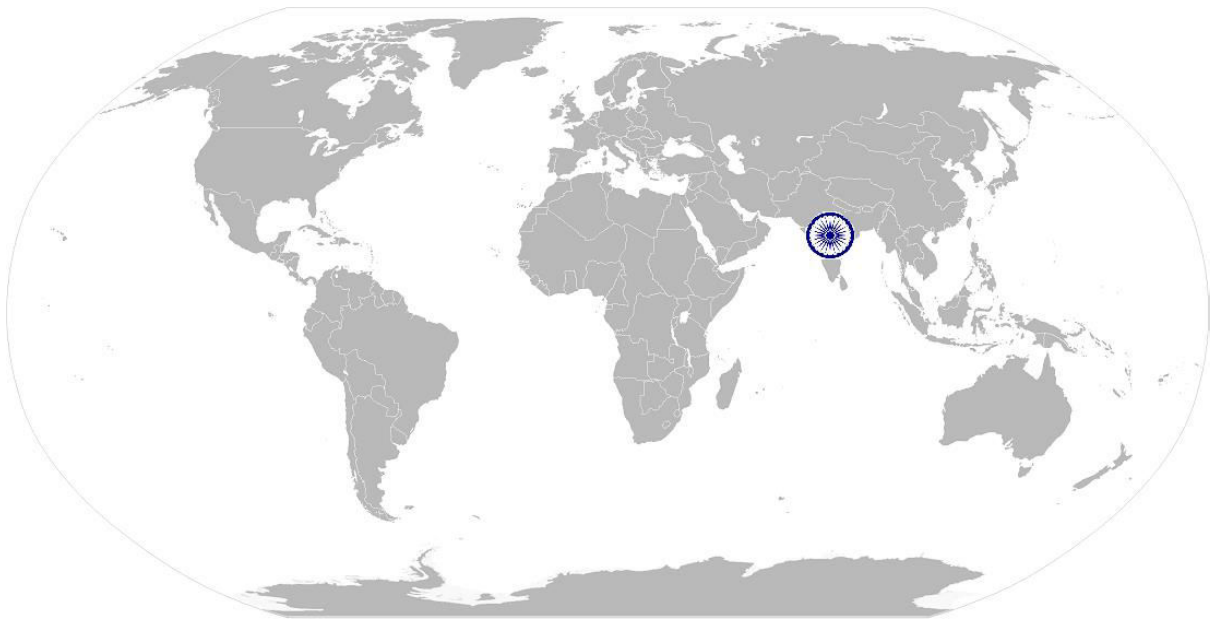
NOS Version Control

NOS Code	HCS/N4401		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	15/06/15
Industry Sub-sector	Paper Mache	Last reviewed on	03/07/15
Occupation	Procurement	Next review date	02/07/17





National Occupational Standard



Overview

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



HCS/N9906

Maintaining work area, tools and machines

National Occupational Standard

Unit Code	HCS/N9906
Unit Title (Task)	Maintaining work area, tools and machines
Description	This unit provides performance criteria, knowledge & understanding, skills & abilities required to organize/maintain work areas and activities to ensure tools and equipment used in sakhta making are maintained as per norms
Scope	This unit/ task covers the following: <ul style="list-style-type: none"> Maintenance of work related handtools and equipments
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Maintain the work area, tools and machines	<p>PC1. handle materials, tools and equipment with care and use them in correct way</p> <p>PC2. use correct handling-procedures</p> <p>PC3. maintain clean and hazard free working area</p> <p>PC4. carry out running maintenance within agreed schedules</p> <p>PC5. carry out maintenance and/or cleaning within one's own responsibility</p> <p>PC6. report unsafe equipment and other dangerous occurrences</p> <p>PC7. use clean equipment and methods appropriate for the work to be carried out</p> <p>PC8. dispose of waste safely in the designated location</p> <p>PC9. store equipment safely after use</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>KA1. personal hygiene and duty of care</p> <p>KA2. safe working practices and organizational procedures</p> <p>KA3. ways of resolving conflicts/problems within the work area</p> <p>KA4. the production process and the specific work activities that relate to the whole process</p> <p>KA5. organization's rules, codes and guidelines (including timekeeping)</p> <p>KA6. the company's quality standards</p> <p>KA7. importance of complying with written instructions</p>
B. Technical Knowledge	<p>KB1. work instructions and ability to interpret them accurately</p> <p>KB2. relation between work role and the overall manufacturing process</p> <p>KB3. hazards likely to be encountered when carrying out the maintenance process</p> <p>KB4. maintenance procedures</p> <p>KB5. importance of running maintenance and regular cleaning</p> <p>KB6. safe working practices for maintenance</p> <p>KB7. the importance of taking action when problems are identified</p>
Skills (S) [Optional]	
A. Core Skills/	Writing skills



HCS/N9906

Maintaining work area, tools and machines

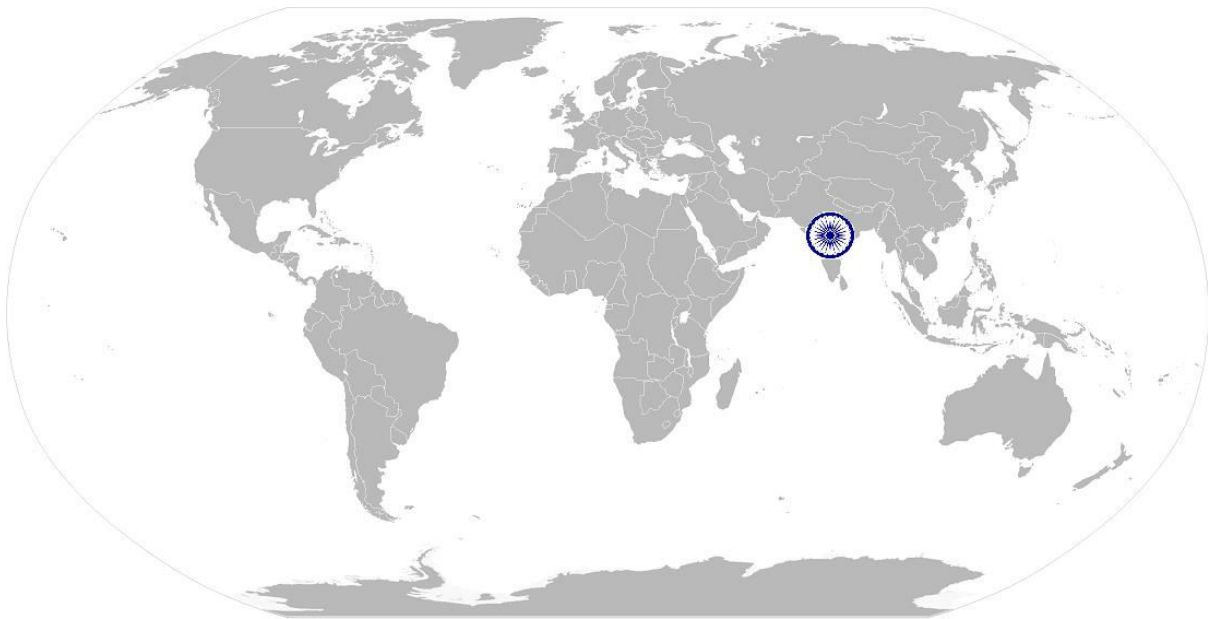
Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. document records related to tools, equipments and machines used in the premises for calibration, precision and usability. SA2. write letter, memos, etc clearly and legibly
	Reading skills
	The user/individual on the job needs to know and understand how to: SA3. read and comprehend written instructions describing equipment specification and working principle.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. seek information from user appropriately in order to understand the equipment suitability SA5. communicate with all relevant information in logical sequence
B. Professional Skills	Decision making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and organize
	The user/individual on the job needs to know and understand: SB3. planning and organization of work to meet deadlines
	Customer centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers who may be stressed with a lot of patience and politeness SB5. understand customer requirements and their priority and respond as per their needs
	Problem solving
	The user/individual on the job needs to know and understand how to: SB6. seek and comprehend machine related inputs for clarification SB7. assess/evaluate significance of the process to upkeep of workarea, tools and equipment SB8. communicate effectively with aids of soft skill tools and techniques
	Analytical thinking
	The user/individual on the job needs to know and understand how to: SB9. apply domain information about maintenance processes and technical knowledge about tools and equipment
Critical thinking	
The user/individual on the job needs to know and understand how to: SB1. critically evaluate inputs in relation to machine performance and maintenance effectiveness	



HCS/N9906

Maintaining work area, tools and machines

	SB2. develop holistic and comprehensive profile of process performances based on segregated discrete information available
--	--



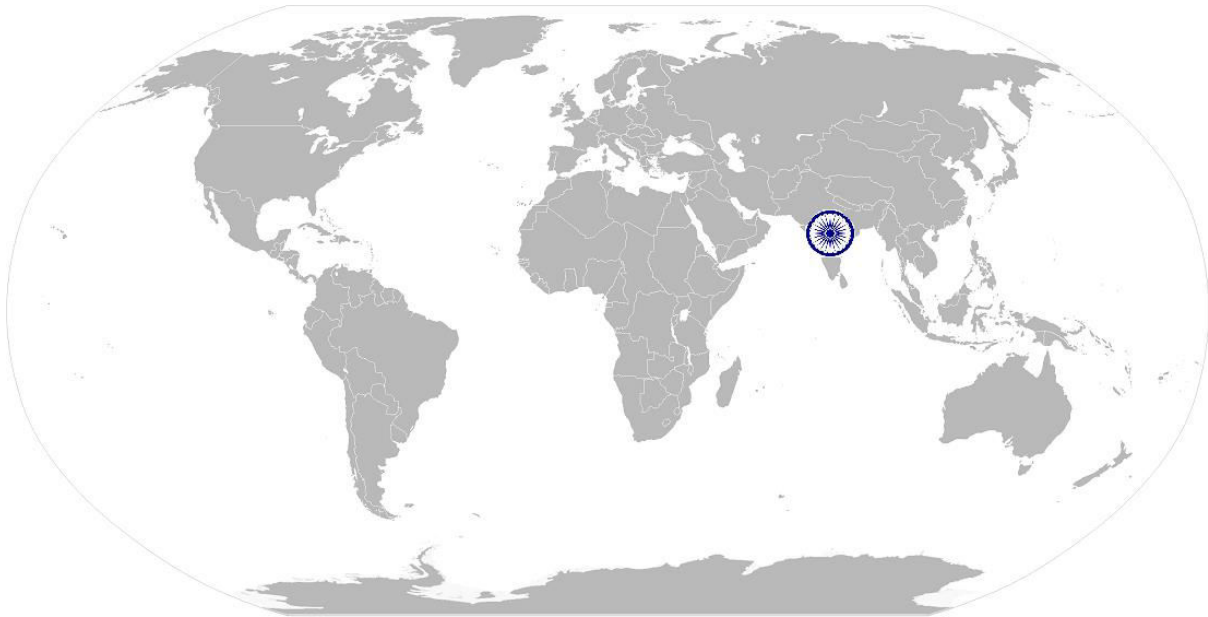


HCS/N9906

Maintaining work area, tools and machines

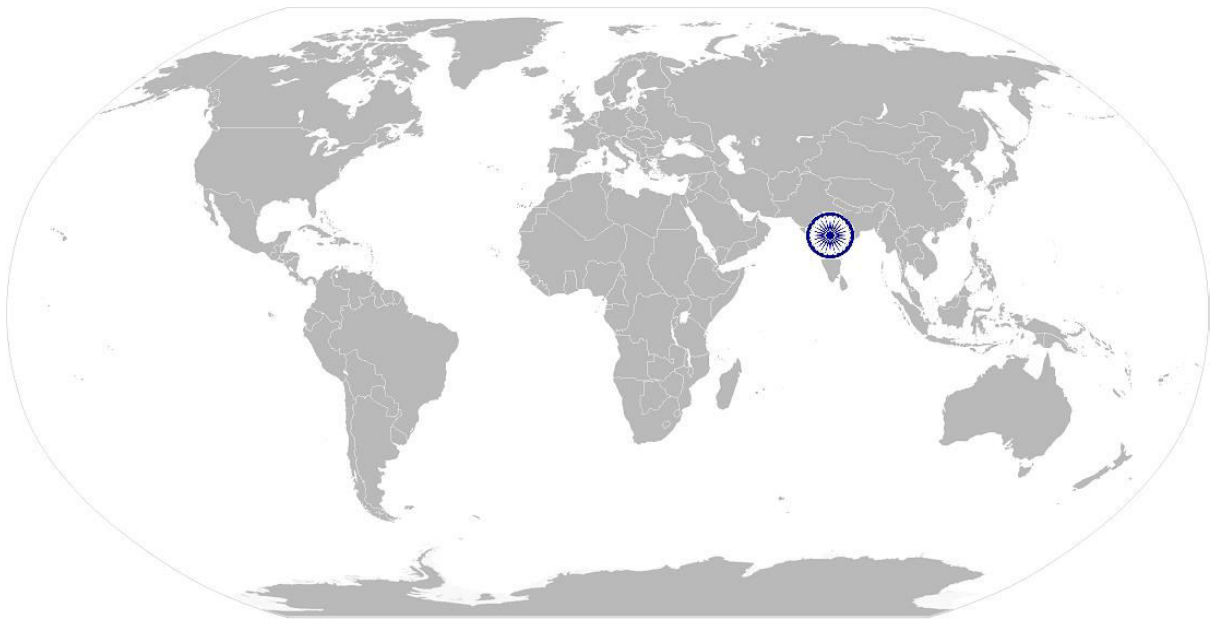
NOS Version Control

NOS Code	HCS/N9906		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	15/06/15
Industry Sub-sector	Paper Mache	Last reviewed on	03/07/15
Occupation	Procurement	Next review date	02/07/17





National Occupational Standard



Overview

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



HCS/N9907

Maintain health, safety and security at work place

Unit Code	HCS/ N9907
Unit Title (Task)	Maintain health, safety and security at work place
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> To comply with health, safety and security requirements at work
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Comply with health, Safety and security requirements at work	<p>PC1. comply with health and safety related instructions applicable to the workplace</p> <p>PC2. use and maintain personal protective equipment such as “nose mask”etc. as per protocol</p> <p>PC3. carry out own activities in line with approved guidelines and procedures</p> <p>PC4. maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. follow environment management system related procedures</p> <p>PC6. identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. report any service malfunctions that cannot be rectified</p> <p>PC8. store materials and equipment in line with organisational requirements</p> <p>PC9. safely handle and remove waste</p> <p>PC10. minimize health and safety risks to self and others due to own actions</p> <p>PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. monitor the workplace and work processes for potential risks and threat</p> <p>PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. report hazards and potential risks/threats to supervisors or other authorized personnel</p> <p>PC15. participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. follow organisation procedures for shutdown and evacuation when required</p>
Knowledge and Understanding (K)	



HCS/N9907

Maintain health, safety and security at work place

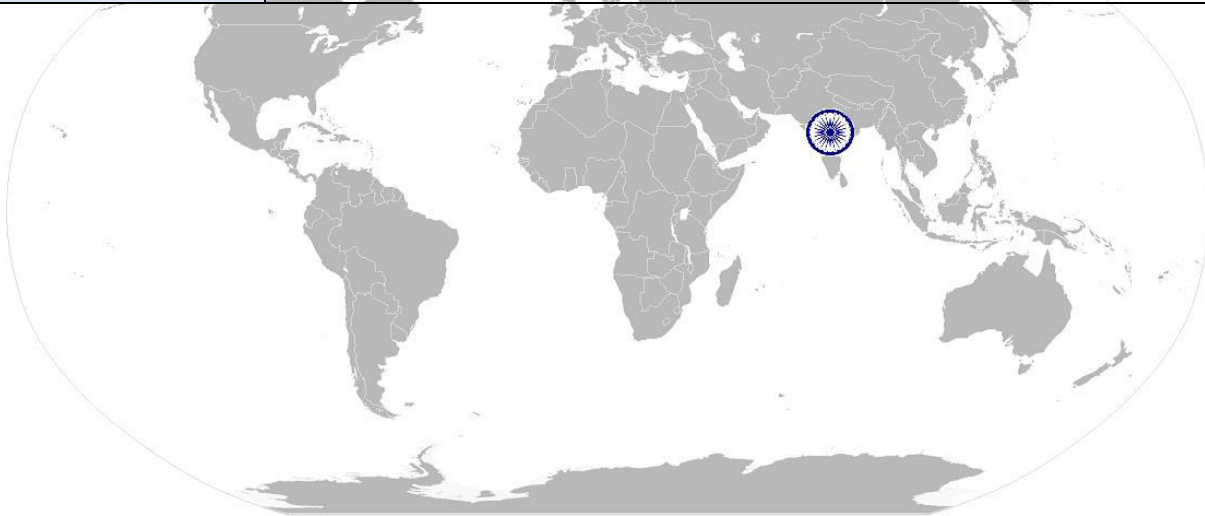
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>KA1. health and safety related practices applicable at the workplace KA2. potential hazards, risks and threats based on nature of operations KA3. organizational procedures for safe handling of equipment and machine operations KA4. potential risks due to own actions and methods to minimize them KA5. environmental management system related procedures at the workplace KA6. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA7. potential accidents and emergencies and response to these scenarios KA8. reporting protocol and documentation required KA9. details of personnel trained in first aid, fire-fighting and emergency response KA10. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
<p>B. Technical Knowledge</p>	<p>KB1. occupational health and safety risks and methods KB2. personal protective equipment and method of use KB3. identification, handling and storage of hazardous substances KB4. proper disposal system for waste and by-products KB5. signage related to health and safety and their meaning KB6. importance of sound health, hygiene and good habits KB7. ill-effects of alcohol, tobacco and drugs</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing skills The user/ individual on the job needs to know and understand how to: SA1. prepare status and progress reports SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without english language errors regarding grammar or sentence construct</p> <p>Reading skills The user/individual on the job needs to know and understand how to: SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets</p> <p>Oral Communication (Listening and Speaking skills) The user/individual on the job needs to know and understand how to: SA4. discuss task lists, schedules, and work-loads with co-workers SA5. keep coworker and supervisor informed about progress</p>
<p>B. Professional Skills</p>	<p>Decision Making The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work</p> <p>Plan and Organize The user/individual on the job needs to know and understand: SB2. plan and organize service feedback files/documents</p>



HCS/N9907

Maintain health, safety and security at work place

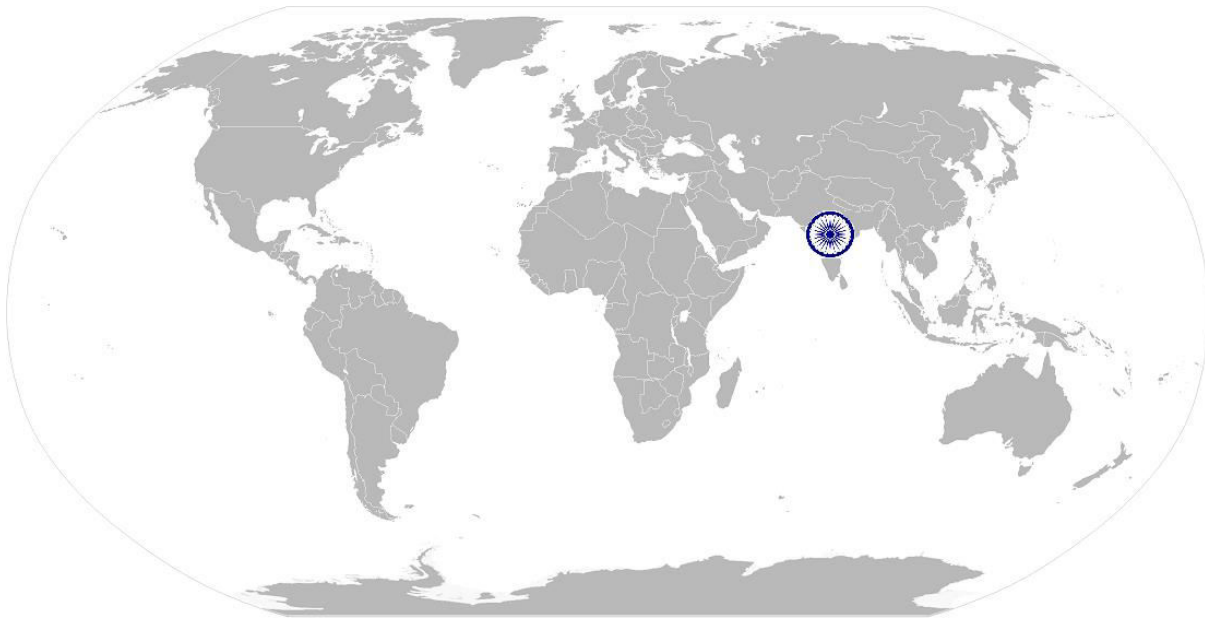
	Customer centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers SB4. build customer relationships and use customer centric approach
	Problem solving
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB6. identify immediate or temporary solutions to resolve delays
	Analytical thinking
	The user/individual on the job needs to know and understand how to: SB7. use the existing data to arrive at specific data points
	Critical thinking
	The user/individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action





HCS/N9907 **Maintain health, safety and security at work place**
NOS Version Control

NOS Code	HCS/N9907		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	15/06/15
Industry Sub-sector	Paper Mache	Last reviewed on	03/07/15
Occupation	Procurement	Next review date	02/07/17





HCS/N9908

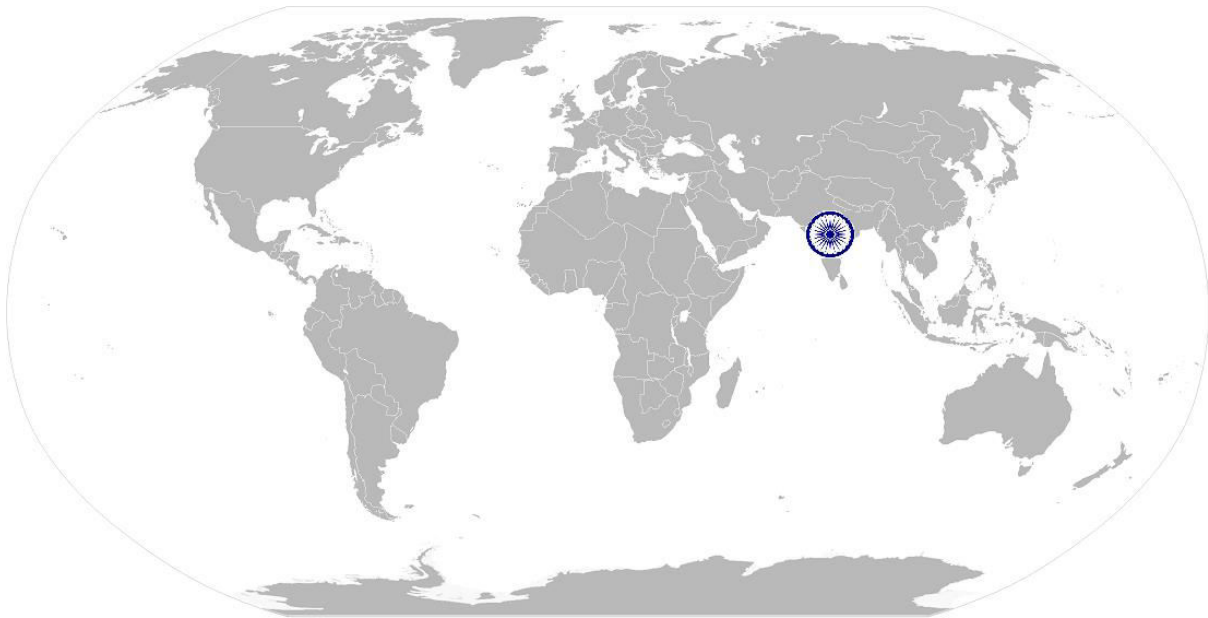
NOS
National Occupational Standards

Working in a Team



N · S · D · C
National
Skill Development
Corporation

National Occupational Standard



Overview

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



HCS/N9904

Basic business management

National Occupational Standard

Unit Code	HCS/N9908
Unit Title (Task)	Working in a team
Description	This unit is about working as a team member in the role of sakhta making
Scope	<ul style="list-style-type: none"> • Commitment and trust • Communication • Adaptability • Creative freedom
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Commitment and trust	PC1. be accountable to one's own role in whole process of developing product PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
Communication	PC4. properly communicate about organization policies PC5. talk politely with other team members and colleagues
Adaptability	PC6. adjust in different work situations PC7. give due importance to others' point of view PC8. avoid conflicting situations
Creative freedom	PC9. develop new ideas for work procedures PC10. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)	
A. Organizational Context	KA1. general rules and regulations in a paper mache sector KA2. procedure followed to get the final output KA3. safe working practices to be adopted KA4. reporting to the supervisor or higher authority about any grievances faced
B. Technical Knowledge	KB1. understanding the importance of the previous and next step of the process KB2. process flow in a paper mache section KB3. material sequence of flow KB4. functions of different parts of product development KB5. tools and equipments used KB6. guidelines for operating the equipment KB7. safety procedures to be followed as applicable
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing skills
	The user/individual on the job needs to know and understand: SA1. write letters, memos, applications regarding team needs and performance in simple language



HCS/N9904

Basic business management

	SA2. write daily work report
	Reading skills
	The user/individual on the job needs to know and understand: SA3. comprehend written instructions SA4. read any application sent by other colleagues and team members
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA5. communicate with superior, colleagues and juniors appropriately SA6. talk to team members to convey information effectively
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions in relation to the concerned scope of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize the work to achieve shared objectives of the team
	Customer centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers who may be in need of supports to maintain productivity and performance SB4. build with customer a relationship of trust and cooperation in achieving team goal
	Problem solving
	The user/individual on the job needs to know and understand: SB5. apply problem-solving approaches to resolve conflicts SB6. seek clarification to problems when in doubt
	Analytical thinking
	The user/individual on the job needs to know and understand how to: SB7. identify root cause of problem split to utmost level of circumstances, personality etc.
Critical thinking	
The user/individual on the job needs to know and understand how to: SB8. critically evaluate various approaches of building team and sustaining team performance.	

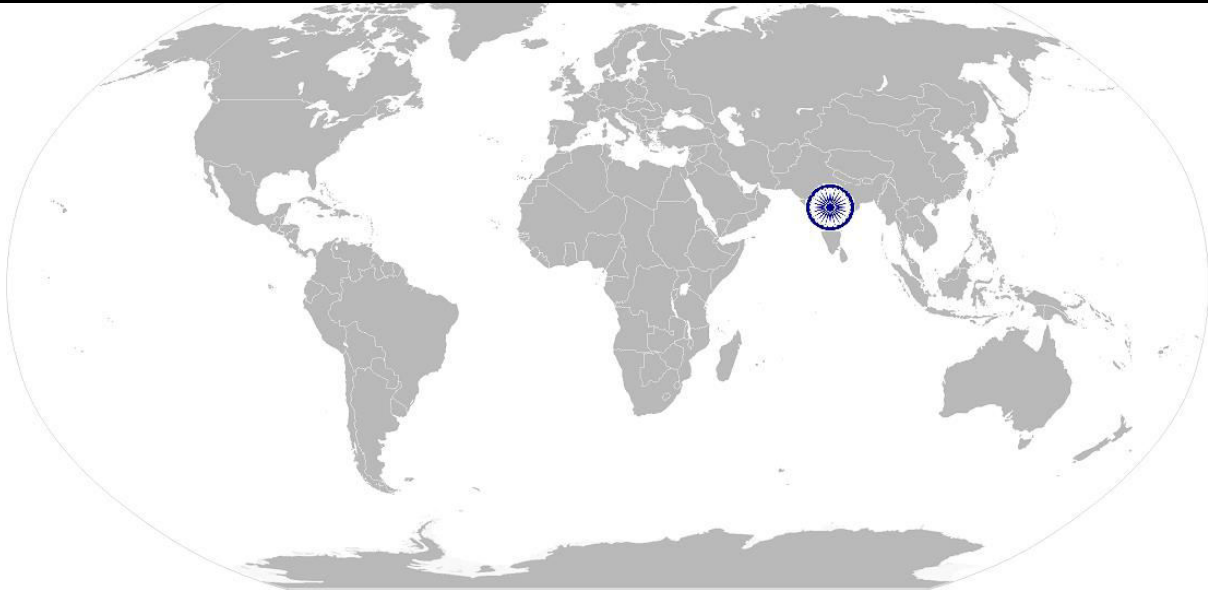


HCS/N9904

Basic business management

NOS Version Control

NOS Code	HCS/N9908		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	15/06/15
Industry Sub-sector	Paper Mache	Last reviewed on	03/07/15
Occupation	Procurement	Next review date	02/07/17





Annexure

Nomenclature for QP and NOS

Qualifications Pack

9 characters
[ABC]/ Q 0101

[Insert 3 letter code for SSC]

Q denoting Qualifications Pack

QP number (2 numbers)

Occupation (2 numbers)

Occupational Standard

An example of NOS with 'N'

9 characters
[ABC]/ N0101

[Insert 3 letter code for SSC]

N denoting National Occupational Standard

OS number (2 numbers)

Occupation (2 numbers)



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



<u>CRITERIA FOR ASSESSMENT OF TRAINEES</u>
<u>Job Role</u> Sakhta Saaz (Paper Mache)
<u>Qualification Pack</u> HCS/Q4401
<u>Sector Skill Council</u> Handicraft and Carpet
<p><u>Guidelines for Assessment</u></p> <ol style="list-style-type: none"> 1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC 2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC 3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below) 4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria 5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS 6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

		Total Mark (200+100)	Out Of	Marks Allocation	
				Theory	Skills Practical
1. HCS/N4401(Making of Sakhta)	PC1. Use suitable PPE like rubber hand gloves as required	 23	1	0	1
	PC2. Put strips of paper in suitable container (drum)		1	0	1
	PC3. Add sufficient water to drum to soak paper		1	0	1
	PC4. Allow it to soak for 3-4 days		2	0	2
	PC5. Remove the soaked paper and transfer to stone mortar		1	0	1
	PC6. Pound the paper with wooden pestle		2	0	2
	PC7. Put the pounded material under sun/shade to allow it to dry partially under open atmosphere		1	0	1
	PC8. Prepare separately rice flour (Atiji) with dissolving of rice flour in water and mixing while heating		2	1	1



	PC9. Cool the Atiji so formed		1	0	1
	PC10. Mix this Atiji with partly dried pounded paste of paper. It turns into a natural adhesive called paper pulp		1	0	1
	PC11. Select the mould as per design required		1	0	1
	PC12. Put ordinary paper as separator for paper mache shape former. The separator is fixed to the mould with the help of Atiji		1	0	1
	PC13. Keep on putting Paper pulp over the separator to develop the object of paper mache as per size		2	0	2
	PC14. Leave it to dry for 4-5 days		1	0	1
	PC15. Cut the dried object with sharp knife or suitable cutter to separate the object where relevant		1	0	1
	PC16. Join the separated object with Fevical or suitable glue available in the market		2	0	2
	PC17. Allow it to dry till it joins firmly.		2	0	2
		Total	23	1	22
2. HCS/N9906 (Maintain work area, tools and machines)	PC1. handle materials, tools and equipment with care and use them in correct way		5	2	3
	PC2. Use correct handling procedures		3	1	2
	PC3. maintain clean and hazard free working area		3	1	2
	PC4. carry out running maintenance within agreed schedules		3	1	2
	PC5. carry out maintenance and/or cleaning within one's own responsibility		3	1	2
	PC6. report unsafe equipment and other dangerous occurrences		2	1	1
		27			



	PC7. use clean equipment and methods appropriate for the work to be carried out		3	1	2
	PC8. dispose of waste safely in the designated location		2	0	2
	PC9. store equipment safely after use		3	1	2
	Total		27	9	18
3. HCS/N9907 (Maintain Health, Safety and Security at Workplace)	PC1. Comply with health and safety related instructions applicable to the workplace		4	1	3
	PC2. Use and maintain personal protective equipment such as “Hand gloves”, “Nose Mask” etc. as per protocol		3	1	2
	PC3. Carry out own activities in line with approved guidelines and procedures		5	2	3
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	1	2
	PC5. Follow environment management system related procedures		3	1	2
	PC6. Identify and correct (if possible) malfunctions in tools and equipment		3	1	2
	PC7. Report any service malfunctions that cannot be rectified		3	1	2
	PC8. Store materials and equipment in line with organisational requirements		4	1	3
	PC9. Safely handle and remove waste		4	1	3
	PC10. Minimize health and safety risks to self and others due to own actions	75	4	1	3
	PC11. Seek clarifications from supervisors or other authorized personnel in case of perceived risks		4	2	2
	PC12. Monitor the workplace and work processes for potential risks and threat		8	2	6
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	1	4
	PC14. Report hazards and potential risks/threats to supervisors or other authorized personnel		5	2	3
	PC15. Participate in mock drills/evacuation procedures organized at the workplace		6	2	4
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		2	0	2
	PC17. Take action based on instructions		3	0	3



	in the event of fire, emergencies or accidents				
	PC18. Follow organization procedures for shutdown and evacuation when required		6	2	4
	Total		75	22	53
4. HCS/N9908 (Working in a team)	PC1. Be accountable to one's own role in whole process of developing product		5	2	3
	PC2. Perform all roles with full responsibility		2	2	0
	PC3. Be effective and efficient at workplace		6	2	4
	PC4. Properly communicate about company policies		8	3	5
	PC5. Talk politely with other team members and colleagues		8	2	6
	PC6. Adjust in different work situations	50	5	2	3
	PC7. Give due importance to others' point of view		5	2	3
	PC38. Avoid conflicting situations		4	1	3
	PC9. Develop new ideas for work procedures		4	1	3
	PC10. Improve upon the existing techniques to increase process efficiency		3	1	2
	Total		50	18	32