



## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFT AND CARPET

### What are Occupational Standards(OS)?

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

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## Introduction

### Qualifications Pack- Crochet Lace Tailor

**SECTOR:** HANDICRAFTS AND CARPET

**SUB-SECTOR:** Hand Crocheted Textiles

**OCCUPATION:** Crochet Lace Tailor

**REFERENCE ID:** HCS/Q7705

**ALIGNED TO:** NCO-2015/NIL

**Brief Job Description:** A Crochet Lace Tailor is responsible for developing/ tailoring crochet lace products as per the given specifications/ instructions. A crochet lace tailor should be able to perform basic cutting and stitching operations for developing crochet products of different designs as per quality standards. This job requires the individual to have knowledge of measurements, sewing and finishing for making quality crochet lace products.

**Personal Attributes:** A Crochet Lace Tailor should have good eyesight, hand-eye coordination and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).



Job Details	Qualifications Pack Code	HCS/Q7705		
	Job Role	CROCHET LACE TAILOR		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	23/07/15
	Sub-sector	Hand Crocheted Textiles	Last reviewed on	27/02/18
	Occupation	Crochet Lace Tailor	Next review date	27/02/20
	NSQC Clearance on	09/04/2018		

Job Role	Crochet Lace Tailor
Role Description	To stitch the given crochet lace product as per specifications.
NSQF level	3
Minimum Educational Qualifications	Basic reading and writing skills, preferably 5th pass
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Training in stitching and finishing of crochet lace products by machines as per specifications and quality appraisal
Minimum Job Entry Age	15 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">HCS/N7714 (Prepare for stitching crochet lace products)</a></li> <li><a href="#">HCS/N7715 (Carry out stitching operation for making crochet lace products)</a></li> <li><a href="#">HCS/N7716 (Contribute to achieve quality in stitching of crochet lace products)</a></li> <li><a href="#">HCS/N9908 (Working in a team)</a></li> <li><a href="#">HCS/N9912 (Maintain work area &amp; tools)</a></li> <li><a href="#">HCS/N9913 (Maintain health, safety and security at workplace)</a></li> </ol>
Performance Criteria	As described in the relevant OS units



## Glossary of Key Terms

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 to fulfill the achieving the objectives of the function.
	Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
	Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
	Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
	National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
	Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
	Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or an 'N'.	
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.	
Description	Description gives a short summary of the unit content. This would be	

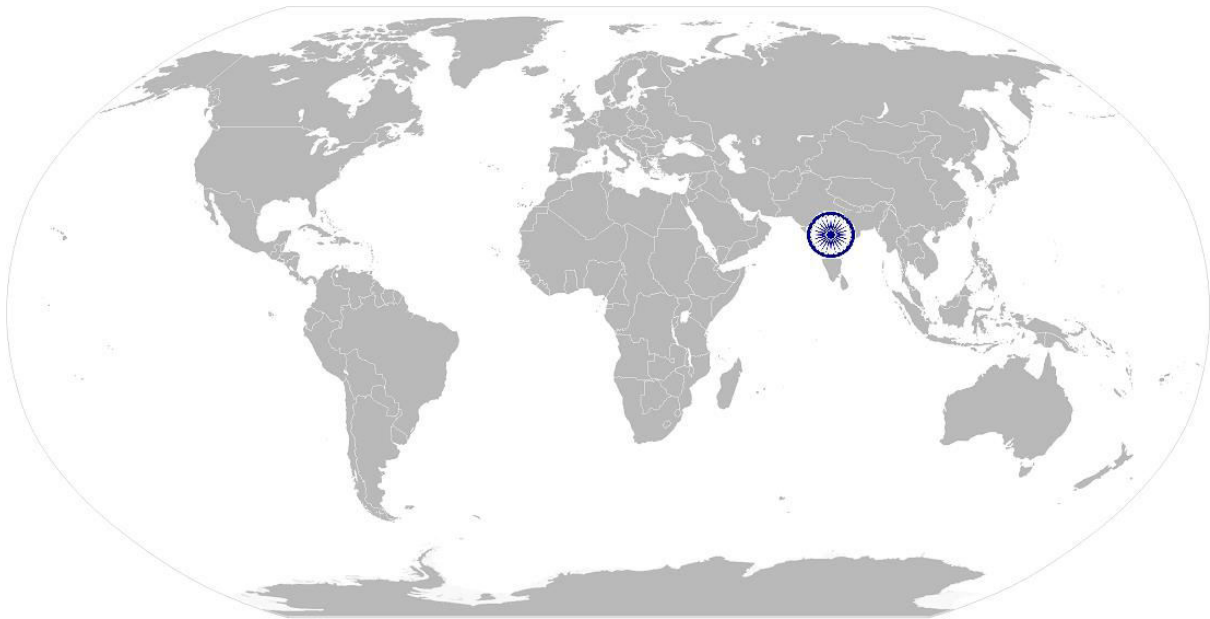


	helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS , these include communication related skills that are applicable to most job roles.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
<b>Keywords /Terms</b>	<b>Description</b>
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVQF	National Vocational Qualifications Framework
HCSSC	Handicraft and Carpet Sector Skill Council
TBD	To Be Determined
NSDC	National Skill Development Corporation
M/C	Machine

Acronyms



# National Occupational Standard



## Overview

This unit is about carrying out preparatory tasks for stitching crochet lace products appropriately.



HCS/N7714

Prepare for stitching crochet lace products

National Occupational Standard

<b>Unit Code</b>	HCS/N7714
<b>Unit Title (Task)</b>	Prepare for stitching crochet lace products
<b>Description</b>	This unit is about carrying out preparatory tasks for stitching crochet lace products
<b>Scope</b>	This unit/task covers the following <ul style="list-style-type: none"> <li>analyzing the design and collecting tools and materials</li> <li>cutting of the base materials as per the given pattern/specifications</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Analyzing the design and collecting tools and materials</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. analyze &amp; interpret the given specifications/ specification sheet of the crochet lace product</li> <li>PC2. check the pattern as per the given design and measurement</li> <li>PC3. check the given materials against the given specifications</li> <li>PC4. conform to organisation's quality parameters</li> <li>PC5. collect the tools &amp; materials</li> <li>PC6. check with in charge /others when unsure of new product details</li> <li>PC7. carry out operations at a rate which maintains workflow</li> </ul>
<b>Cutting of the base materials as per the given pattern/specifications</b>	<ul style="list-style-type: none"> <li>PC8. select the appropriate tools &amp; materials for cutting</li> <li>PC9. check the material/fabric with the given specifications</li> <li>PC10. ensure there are no defects on the material</li> <li>PC11. cut the various components with precision as per the given pattern</li> <li>PC12. ensure that the cut material conform to the shape and size of the given crochet lace to be attached with</li> <li>PC13. avoid fabric/material wastage while cutting</li> <li>PC14. dispose of waste materials safely and return re-useable materials</li> <li>PC15. place the cut components for stitching after counting the pieces</li> <li>PC16. make sure the cut components are carefully placed to minimise the risk of damage</li> <li>PC17. identify and respond to any defects and damage due to mishandling</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (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"> <li>KA1. your organization's policies, procedures, guidelines and standards for quality</li> <li>KA2. safe working practices and organisational procedures</li> <li>KA3. quality systems and other processes practiced in the organization</li> <li>KA4. types of problems with quality and how to report them to appropriate people</li> <li>KA5. the importance of complying with written instructions</li> <li>KA6. reporting procedure in case of faults in own/ other processes</li> <li>KA7. who to refer problems to when they are outside the limit of your authority</li> <li>KA8. your organization's tools, templates and processes for crochet lace product stitching related operations in production</li> </ul>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. different types of crochet products</li> <li>KB2. methods of interpreting product specifications</li> <li>KB3. basics of measurements and patterns</li> <li>KB4. raw materials used in the crochet lace products</li> </ul>





HCS/N7714

**Prepare for stitching crochet lace products**

	<p>KB5. organisation's quality parameter</p> <p>KB6. different tools used</p> <p>KB7. process of stitching</p> <p>KB8. defects in crochet lace and other materials</p> <p>KB9. effective fabric cutting technique – to cut neatly &amp; with precision</p> <p>KB10. precautions to be taken for effective cutting</p> <p>KB11. effective ways of cutting multiple components</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. read a instructions in local language
	<b>Oral Communication (Listening and Speaking skills)</b>
	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>B. Professional Skills</b>	<b>Decision Making</b>
	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
	<b>Plan and Organize</b>
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
<b>Critical Thinking</b>	
User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

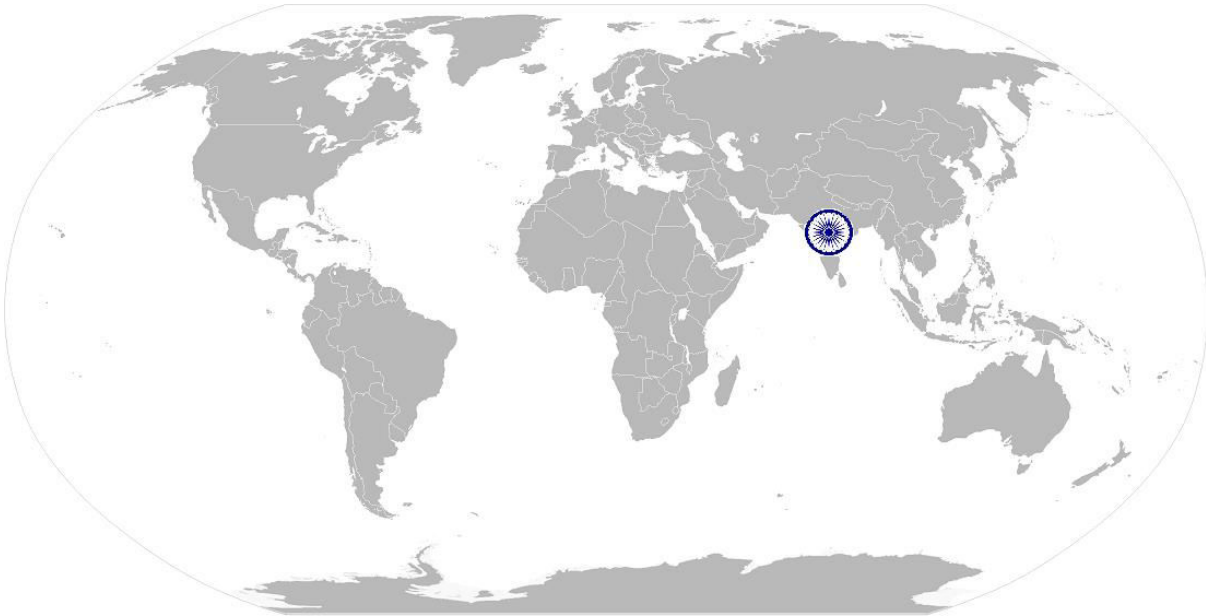


HCS/N7714

Prepare for stitching crochet lace products

NOS Version Control

<b>NOS Code</b>	<b>HCS/N7714</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet Sector</b>	<b>Drafted on</b>	<b>23/07/15</b>
<b>Industry Sub-sector</b>	<b>Hand Crocheted Textiles</b>	<b>Last reviewed on</b>	<b>27/02/18</b>
<b>Occupation</b>	<b>Crochet Lace Tailor</b>	<b>Next review date</b>	<b>27/02/20</b>

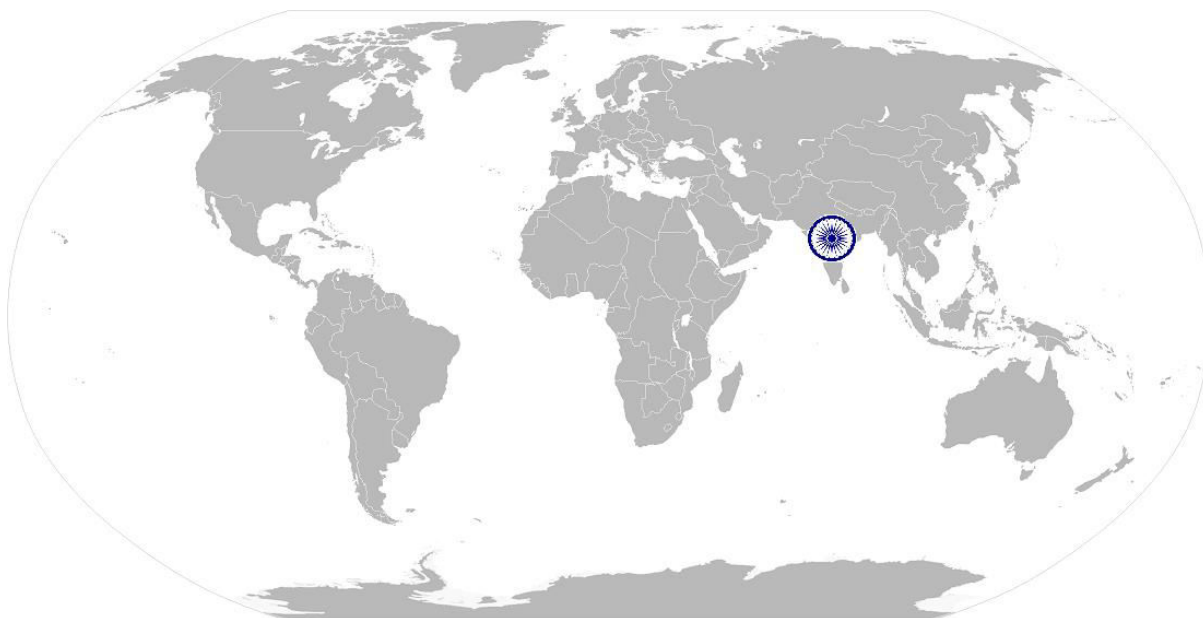






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# National Occupational Standard



## Overview

This unit is about stitching crochet lace product as per specifications.



HCS/N7715

Carry out stitching operation

National Occupational Standard	<b>Unit Code</b>	HCS/N7715
	<b>Unit Title (Task)</b>	Carry out stitching operation
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for carrying out the stitching of crochet lace products as per the given specifications.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>stitch components to produce crochet lace product</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Stitch components to produce crochet lace product</b>	<p>To be competent on the job, the user/individual on the job must be able to:</p> <p>PC1. follow the instructions &amp; specifications given to stitch the product</p> <p>PC2. ask questions to obtain more information on tasks when the instructions you have are unclear</p> <p>PC3. use the correct machine, tools (eg: Scissors, Measuring tapes and rulers) and equipment</p> <p>PC4. select the correct component parts for the design being worked on</p> <p>PC5. check that the materials to be used are free from faults</p> <p>PC6. ensure the materials used meet the specification matching</p> <ol style="list-style-type: none"> <li>within a product</li> <li>between a pair/set of products</li> </ol> <p>PC7. set up sewing machine according to production requirements</p> <p>PC8. cut the thread appropriately</p> <p>PC9. thread the needle in the machine and adjust the needle as per the requirements</p> <p>PC10. perform a test run to ensure machine is operating correctly</p> <p>PC11. check if crochet lace and cut material/fabric is correctly marked and pieces cut as required</p> <p>PC12. report defective machines, tools and/or equipment to the responsible person</p> <p>PC13. conform to organisation's quality standards</p> <p>PC14. operate machines safely and in accordance with guidelines</p> <p>PC15. optimize the positioning and layout of materials to ensure a smooth and rapid throughput</p> <p>PC16. check the equipment prior to making the stitching, including correct controls, correct attachments, correct needle &amp; thread</p> <p>PC17. stitch the correct materials in the right sequence as required by the product specification</p> <p>PC18. ensure stitched product conforms to shape and size requirement</p> <p>PC19. ensure stitched products meets specification in terms of labels and trimmings</p> <p>PC20. sew and apply trims by hand and machine</p> <p>PC21. carry out stitching without causing damage to the crochet lace</p> <p>PC22. finish the raw edges by hand/machine</p>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand: <p>KA1. the organisation's policies and procedures</p>



HCS/N7715

Carry out stitching operation

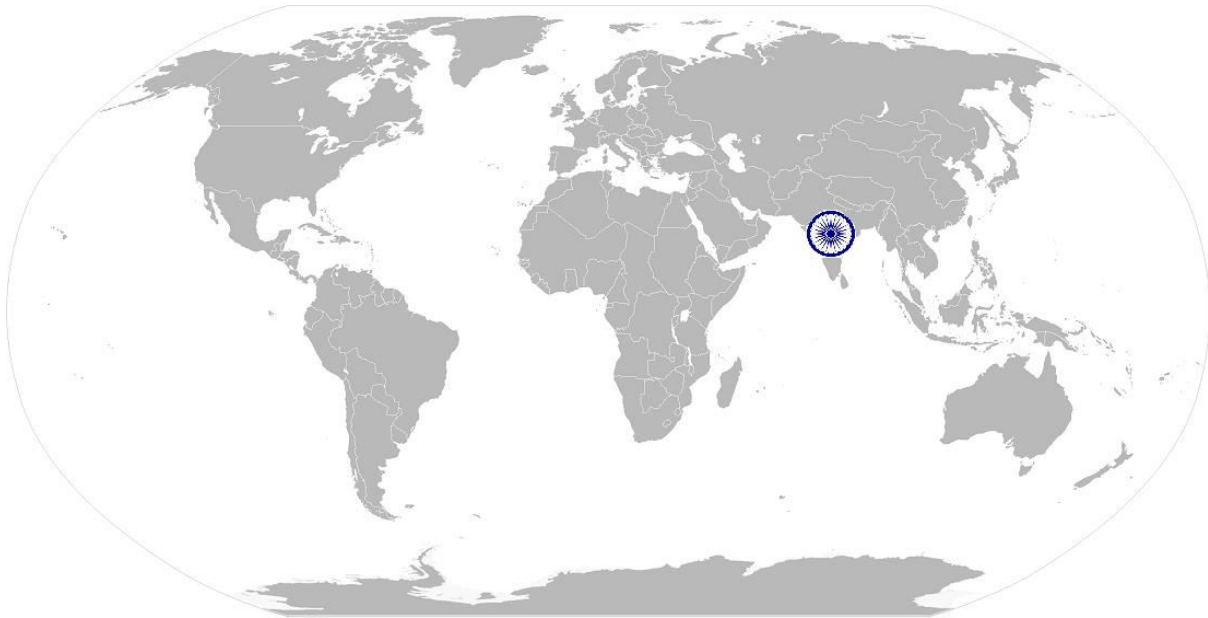
<p>(Knowledge of the company/ organization and its processes)</p>	<p>KA2. guidelines for storage and disposal of waste materials          KA3. potential hazards associated with the machines and the safety precautions that must be taken          KA4. protocol to obtain more information on work related tasks          KA5. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment          KA6. details of the job role and responsibilities          KA7. work target and review mechanism with your supervisor          KA8. method of obtaining/ giving feedback related to performance          KA9. importance of team work and harmonious working relationships          KA10. process for offering/ obtaining work related assistance</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:          KB1. the different the tools and equipments used          KB2. different crochet lace products          KB3. common factors affect stitching          KB4. functions of different parts of the sewing machine          KB5. different types of needles          KB6. different thread thickness, shade and sizes and parts of needles          KB7. broken needle procedure          KB8. implications of using defective tools and machines on the materials          KB9. common factors affecting stitching</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to:          SA1. write in local language</p>
	<p><b>Reading Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to:          SA2. read instructions, guidelines, procedures and rules</p>
	<p><b>Oral Communication (Listening and Speaking skills)</b></p>
<p>The user/individual on the job needs to know and understand how to:          SA3. communicate orally with colleagues</p>	
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p>
	<p>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</p>
	<p><b>Plan and Organize</b></p>
	<p>The user/individual needs to know and understand how to:          SB3. plan and organize your work to achieve targets and deadlines</p>
	<p><b>Customer Centricity</b></p>
	<p>The user/individual on the job needs to know and understand how to:          SB4. manage relationships with customers          SB5. build customer relationships and use customer centric approach</p>
	<p><b>Problem Solving</b></p>
<p>The user/individual needs to know and understand how to:</p>	



HCS/N7715

**Carry out stitching operation**

	SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
	SB7. identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	The user/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	<b>Critical Thinking</b>
	The user/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action



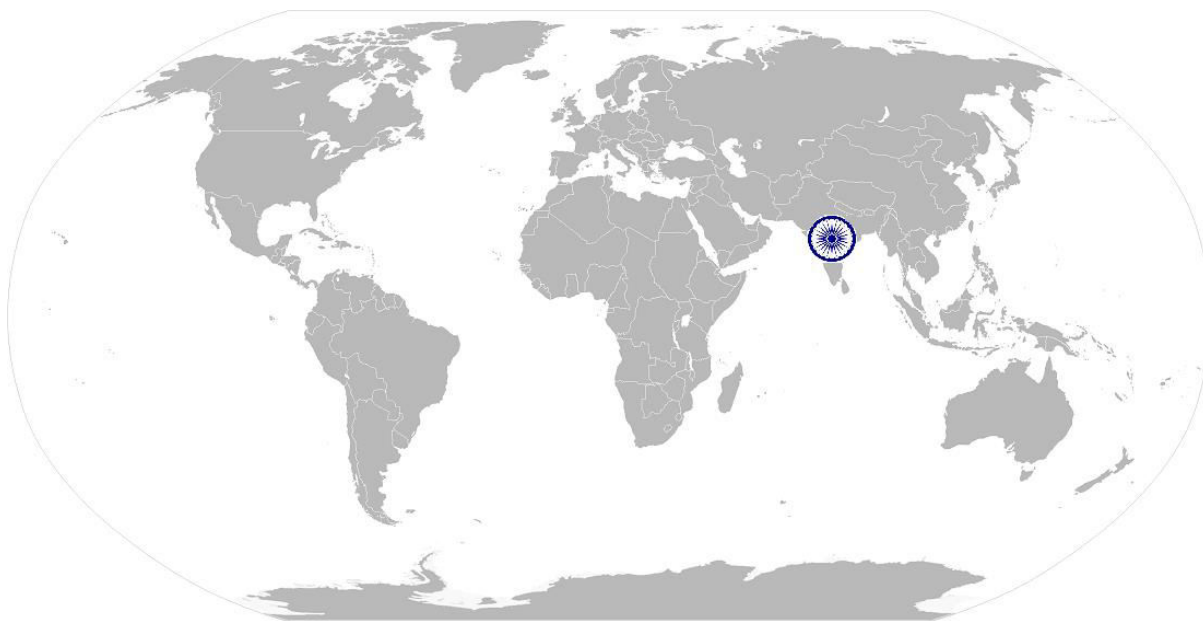


HCS/N7715

Carry out stitching operation

NOS Version Control

<b>NOS Code</b>	<b>HCS/N7715</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet Sector</b>	<b>Drafted on</b>	<b>23/07/15</b>
<b>Industry Sub-sector</b>	<b>Hand Crocheted Textiles</b>	<b>Last reviewed on</b>	<b>27/02/18</b>
<b>Occupation</b>	<b>Crochet Lace Tailor</b>	<b>Next review date</b>	<b>27/02/20</b>

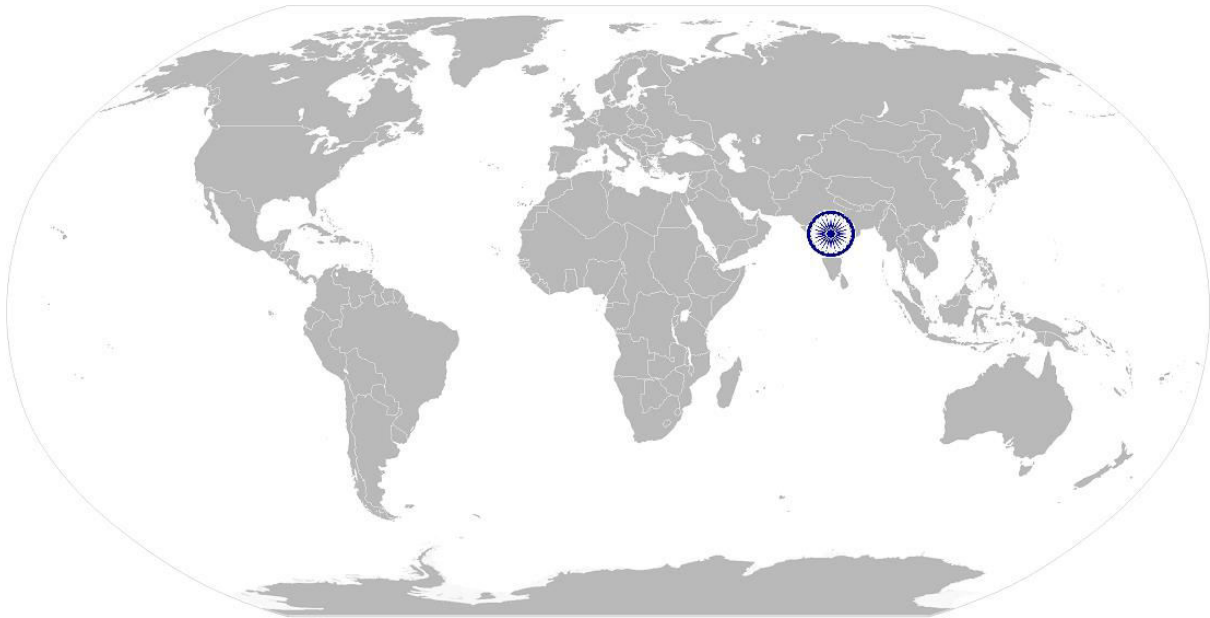




HCS/N7716 Contribute to achieve quality in stitching of crochet lace products

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to achieve quality in stitching of crochet lace products





**HCS/N7716 Contribute to achieve quality in stitching of crochet lace products**

National Occupational Standard	<b>Unit Code</b>	<b>HCS/N7716</b>
	<b>Unit Title (Task)</b>	<b>Contribute to achieve quality in stitching of crochet lace products</b>
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while undertaking stitching of crochet lace products and related operations.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>contribute to achieving the quality in stitching of crochet lace products</li> </ul>
	<b>Performance Criteria (PC) w.r.t the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Contribute to achieving the quality in stitching of crochet lace products</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. identify and use materials required based on the specifications given</li> <li>PC2. take the necessary action when materials do not conform to quality standards</li> <li>PC3. report and replace identified faulty materials and component parts which do not meet specification</li> <li>PC4. identify modifiable defects and rework on them</li> <li>PC5. carry out work safely and at a rate which maintains work flow</li> <li>PC6. report to the responsible person when the work flow of other production areas disrupts work</li> <li>PC7. carry out quality checks at specified intervals according to instructions</li> <li>PC8. apply the allowed tolerances</li> <li>PC9. fault-find materials and components for creased, stained, damage and incorrectly made-up component parts</li> <li>PC10. identify faults and take appropriate action for rectification</li> <li>PC11. make adjustments promptly to return product to specification</li> <li>PC12. report faults in other processes to the appropriate person</li> <li>PC13. maintain the required productivity and quality levels</li> <li>PC14. inspect stitched products against specifications</li> <li>PC15. ensure that the crochet/fabric edges are finished appropriately</li> </ul>
	<b>Knowledge and Understanding (K) w.r.t the Scope</b>	
	<b>Elements</b>	<b>Knowledge and Understanding</b>
	<b>A. Organisational Context</b> (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. safe working practices and organisational procedures</li> <li>KA2. the organisation's procedures and guidelines</li> <li>KA3. quality systems and processes practiced in the organization</li> <li>KA4. equipment operating procedures / manufacturer's instructions</li> <li>KA5. types of problems with quality and how to report them to appropriate people</li> <li>KA6. methods to present any ideas for improvement to supervisor</li> <li>KA7. the importance of complying with written instructions</li> <li>KA8. limits of personal responsibility</li> <li>KA9. reporting procedure in case of faults in own/ other processes</li> </ul>
<b>C. Technical /Domain</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. different types of faults that are likely to be found and how to put them</li> </ul>	



HCS/N7716

**Contribute to achieve quality in stitching of crochet lace products**

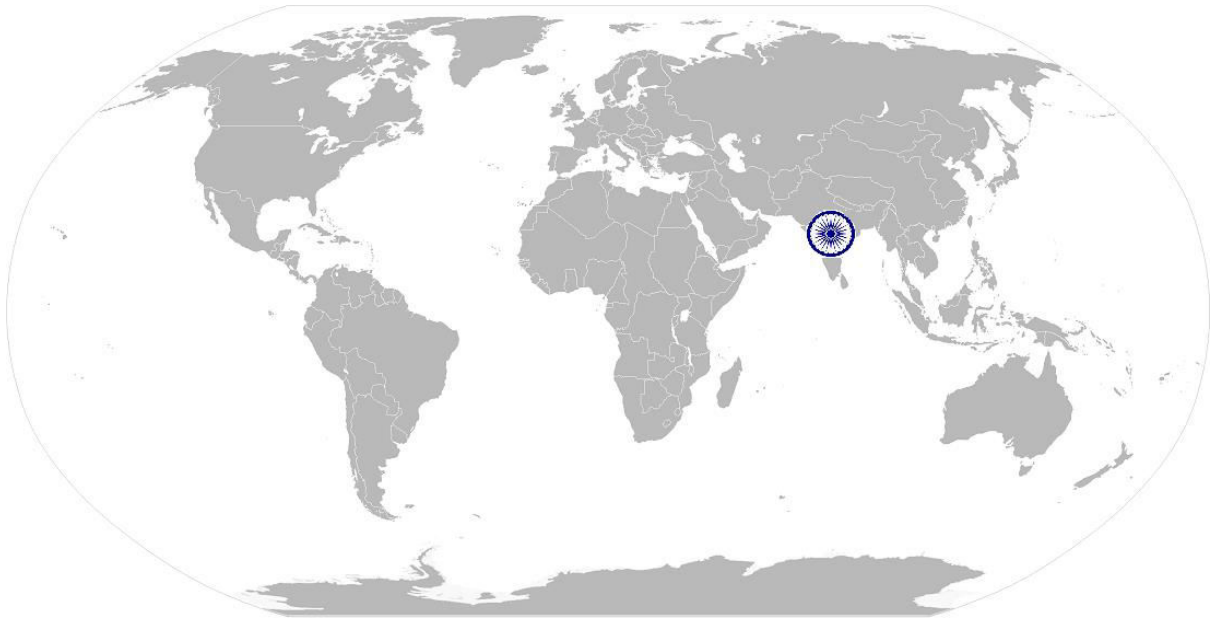
<b>Knowledge</b>	<p>right</p> <p>KB2. consequences of stitching components out of sequence and how to prevent it from occurring</p> <p>KB3. types of seams/ hems/ finish used and their purpose</p> <p>KB4. effect of seams/ hems not sewn to specifications</p> <p>KB5. types of faults which may occur, how they are identified and methods to deal with it</p> <p>KB6. inspect stitched products against specifications</p> <p>KB7. the importance of marking and segregating rejects</p> <p>KB8. appropriate inspection methods that can be used</p> <p>KB9. acceptable solutions for particular faults</p> <p>KB10. the consequences of not rectifying problems</p> <p>KB11. the types of adjustments suitable for specific types of faults</p> <p>KB12. own responsibilities at work</p>
<b>Skills (S) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write in local language
	<b>Reading Skills</b>
	You need to know and understand how to: SA2. read measurement instructions.
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
<b>B. Professional Skills</b>	<b>Decision Making</b>
	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
	<b>Plan and Organize</b>
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	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	User/individual needs to know and understand how to:



HCS/N7716

**Contribute to achieve quality in stitching of crochet lace products**

	SB8. analyze data and activities SB9. pass on relevant information to others
	<b>Critical Thinking</b>
	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action



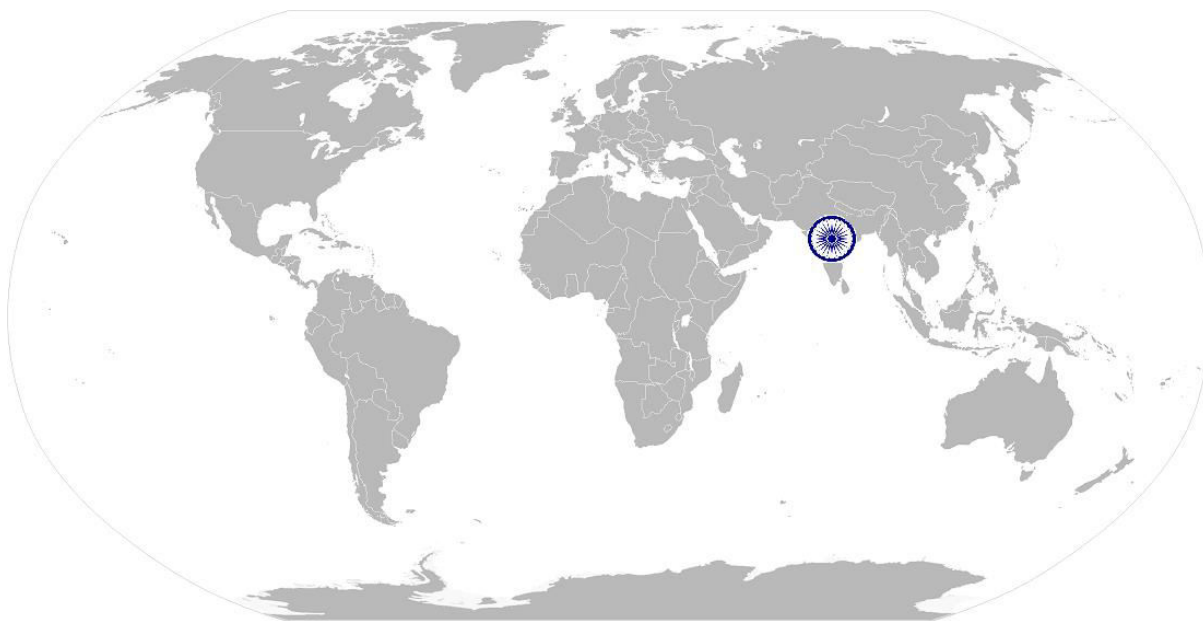


HCS/N7716

Contribute to achieve quality in stitching of crochet lace products

NOS Version Control

NOS Code	HCS/N7716		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	23/07/15
Industry Sub-sector	Hand Crocheted Textiles	Last reviewed on	27/02/18
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HCS/N9908

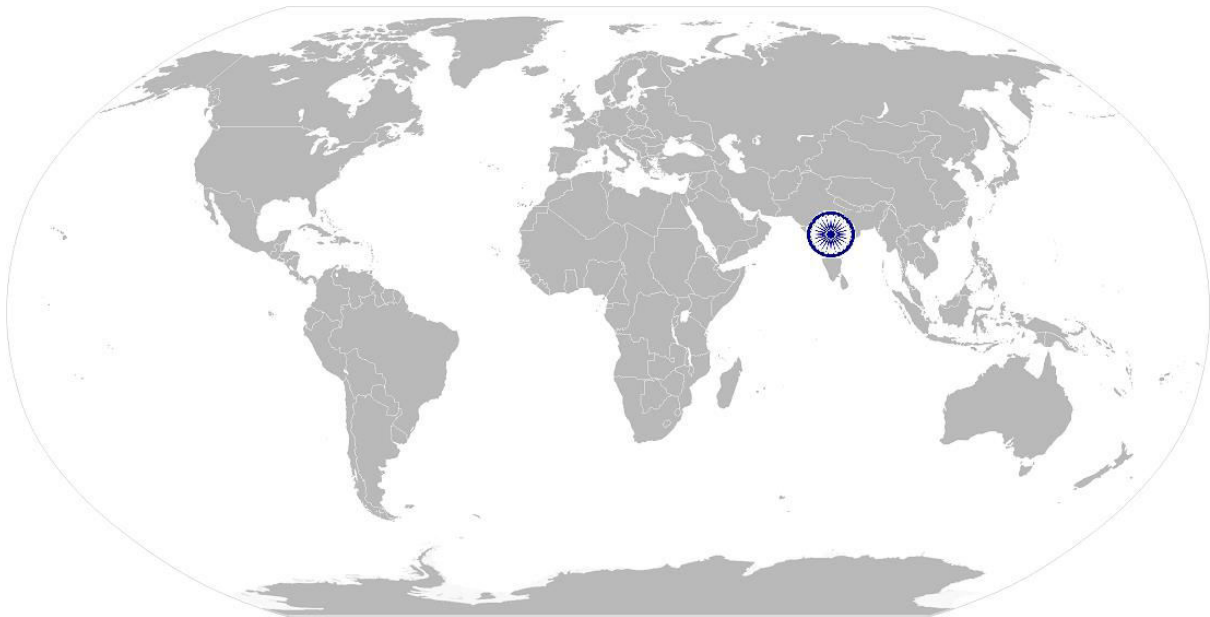
NOS  
National Occupational Standards

Working in a team



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# National Occupational Standard



## Overview

This unit is about working as part of a team within the organization.



HCS/N9908

Working in a team

National Occupational Standard	<b>Unit Code</b>	HCS/N9908
	<b>Unit Title (Task)</b>	Working in a team
	<b>Description</b>	This unit is about working as a team member within the organisation
	<b>Scope</b>	<ul style="list-style-type: none"> <li>▪ Commitment and trust</li> <li>▪ Communication</li> <li>▪ Adaptability</li> <li>▪ Creative freedom</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Commitment and trust</b>	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
	<b>Communication</b>	PC4. properly communicate about organization policies PC5. talk politely with other team members and colleagues
	<b>Adaptability</b>	PC6. adjust in different work situations PC7. give due importance to others' point of view PC8. avoid conflicting situations
	<b>Creative freedom</b>	PC9. develop new ideas for work procedures PC10. improve upon the existing techniques to increase process efficiency
<b>Knowledge and Understanding (K)</b>		
<b>A. Organizational Context</b>	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>B. Technical Knowledge</b>	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	
<b>Skills (S)</b>		
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>	
	The user/individual on the job needs to know and understand: SA1. write letters, memos, applications regarding team needs and performance in simple language SA2. write daily work report	
	<b>Reading Skills</b>	
	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	
<b>Oral Communication (Listening and Speaking skills)</b>		
The user/individual on the job needs to know and understand:		





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	SA5. communicate with superior, colleagues and juniors appropriately SA6. talk to team members to convey information effectively
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. make decisions in relation to the concerned scope of work
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. plan and organize the work to achieve shared objectives of the team
	<b>Customer Centricity</b>
	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
	<b>Problem Solving</b>
	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
	<b>Analytical Thinking</b>
	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
<b>Critical Thinking</b>	
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.	

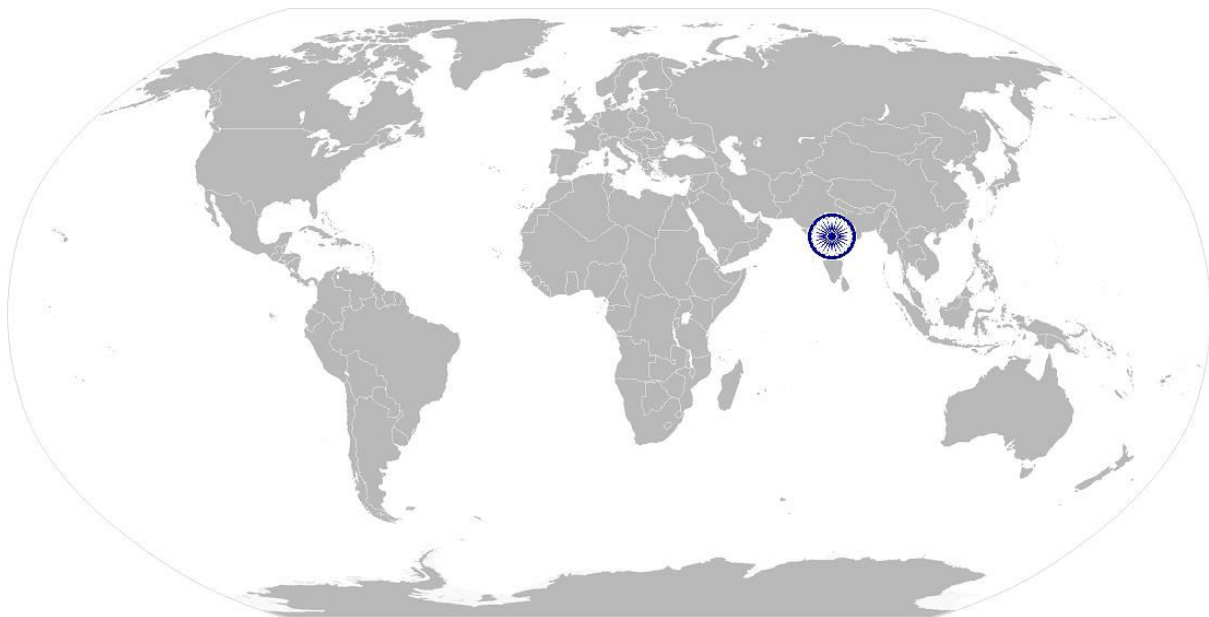


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Working in a team

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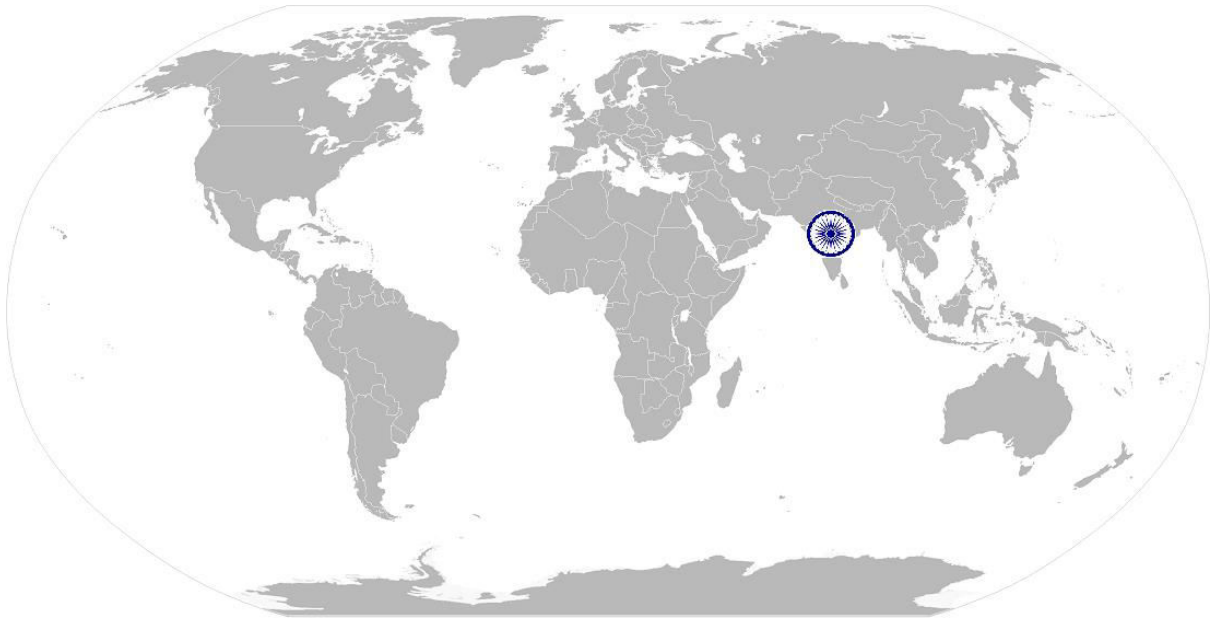
<b>NOS Code</b>	<b>HCS/N9908</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>23/07/15</b>
<b>Industry Sub-sector</b>	<b>Hand Crocheted Textiles</b>	<b>Last reviewed on</b>	<b>27/02/18</b>
<b>Occupation</b>	<b>Crochet Lace Tailor</b>	<b>Next review date</b>	<b>27/02/20</b>





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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to ~~organise~~/maintain work areas and activities to ensure tools used are maintained as per norms



HCS/N9912

Maintain work area and tools

National Occupational Standard

<b>Unit Code</b>	<b>HCS/N9912</b>
<b>Unit Title (Task)</b>	<b>Maintain work area and tools</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/maintain work areas and activities to ensure tools used are maintained as per norms
<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>maintain the work area and tools</li> </ul>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Maintain the work area, tools and machines</b>	To be competent, the user/individual on the job must be able to: PC1. handle materials and tools safely and correctly PC2. use materials to minimize waste PC3. maintain a clean and hazard free working area PC4. maintain the tools PC5. carry out maintenance and/or cleaning within one's responsibility PC6. report damaged tools & materials PC7. work in a comfortable position with the correct posture PC8. dispose of waste safely in the designated location PC9. store cleaning equipment safely after use PC10. carry out cleaning according to schedules and limits of responsibility
<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Knowledge and Understanding</b>
<b>A. Organisational Context</b> (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: KA1. personal hygiene and duty of care KA2. safe working practices and organisational procedures KA3. limits of your own responsibility KA4. ways of resolving with problems within the work area KA5. the production process and the specific work activities that relate to the whole process KA6. the importance of effective communication with colleagues KA7. the lines of communication, authority and reporting procedures KA8. the organisation's rules, codes and guidelines (including timekeeping) KA9. the organisation's quality standards KA10. the importance of complying with written instructions
<b>B. Technical / Domain Knowledge</b>	The user/individual on the job needs to know and understand: KB1. work instructions and specifications and interpret them accurately KB2. relation between work role and the overall manufacturing process KB3. the importance of taking action when problems are identified KB4. different ways of minimising waste KB5. effects of contamination on products KB6. common faults with handloom woven mats and the method to rectify KB7. tools maintenance procedures KB8. hazards likely to be encountered when conducting routine maintenance KB9. safe working practices for cleaning and the method of carrying them out



HCS/N9912

Maintain work area and tools

Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write in local language
	<b>Reading Skills</b>
	You need to know and understand how to: SA2. read measurement instructions
B. Professional Skills	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to: SA3. communicate orally with colleagues
	<b>Decision Making</b>
	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
	<b>Plan and Organize</b>
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
<b>Analytical Thinking</b>	
User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others	
<b>Critical Thinking</b>	
User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

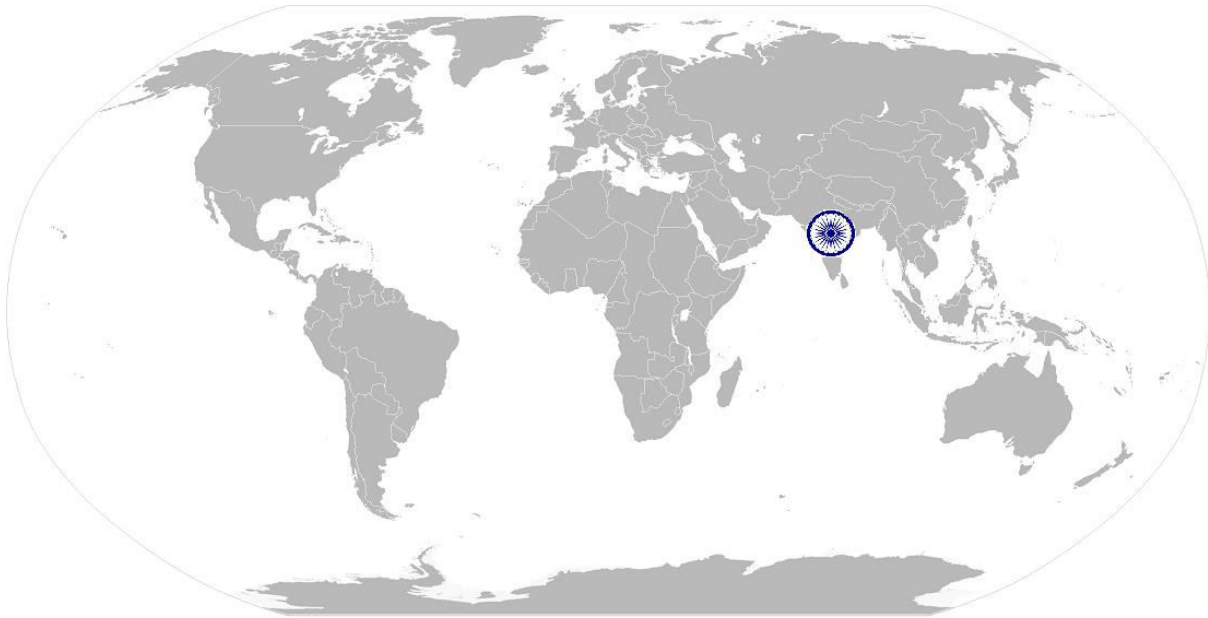


HCS/N9912

Maintain work area and tools

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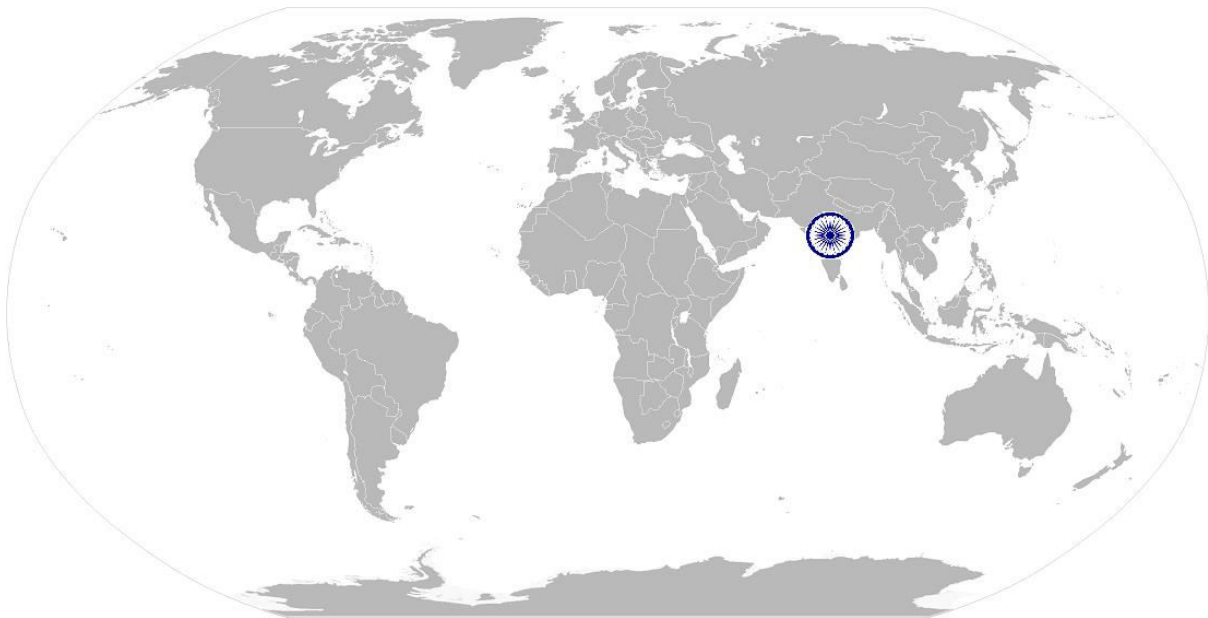
<b>NOS Code</b>	<b>HCS/N9912</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet Sector</b>	<b>Drafted on</b>	<b>23/07/15</b>
<b>Industry Sub-sector</b>	<b>Hand Crocheted Textiles</b>	<b>Last reviewed on</b>	<b>27/02/18</b>
<b>Occupation</b>	<b>Crochet Lace Tailor</b>	<b>Next review date</b>	<b>27/02/20</b>







# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimise risk to self and others.



HCS/N9913

Maintain health, safety and security at workplace

National Occupational Standard

<b>Unit Code</b>	<b>HCS/N 9913</b>
<b>Unit Title (Task)</b>	<b>Maintain health, safety and security at workplace</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimise risk to self and others.
<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>comply with health, safety and security requirements at work</li> </ul>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Comply with health, safety and security requirements at work</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. comply with health and safety related instructions applicable to the workplace</li> <li>PC2. use and maintain personal protective equipment as per protocol</li> <li>PC3. carry out own activities in line with approved guidelines and procedures</li> <li>PC4. maintain a healthy lifestyle and guard against dependency on intoxicants</li> <li>PC5. follow environment management system related procedures</li> <li>PC6. store materials and tools in line with manufacturer's and organisational requirements</li> <li>PC7. safely handle and move waste and debris</li> <li>PC8. minimize health and safety risks to self and others due to own actions</li> <li>PC9. seek clarifications, from supervisors or other authorized personnel in case of perceived risks</li> <li>PC10. monitor the workplace and work processes for potential risks and threats</li> <li>PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</li> <li>PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel</li> <li>PC13. participate in mock drills/ evacuation procedures organized at the workplace</li> <li>PC14. undertake first aid, fire-fighting and emergency response training, if asked to do so</li> <li>PC15. take action based on instructions in the event of fire, emergencies or accidents</li> <li>PC16. follow organisation procedures for evacuation when required</li> </ul>
<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Knowledge and Understanding</b>
<b>A. Organisational Context</b>	The user/individual on the job needs to know and understand:
<b>(Knowledge of the company / organisation and its processes)</b>	<ul style="list-style-type: none"> <li>KA1. health and safety related practices applicable at the workplace</li> <li>KA2. potential hazards, risks and threats based on nature of operations</li> <li>KA3. organizational procedures for safe handling of tools</li> <li>KA4. potential risks due to own actions and methods to minimize these</li> <li>KA5. environmental management system related procedures at the workplace</li> </ul>



HCS/N9913

Maintain health, safety and security at workplace

	<p>KA6. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. potential accidents and emergencies and response to these scenarios</p> <p>KA8. reporting protocol and documentation required</p> <p>KA9. details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
<b>B. Technical / Domain Knowledge</b>	<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>
<b>Skills (S) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write in local language
	<b>Reading Skills</b>
	You need to know and understand how to: SA2. read measurement instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to: SA3. communicate orally with colleagues
<b>B. Professional Skills</b>	<b>Decision Making</b>
	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
	<b>Plan and Organize</b>
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
<b>Analytical Thinking</b>	



**HCS/N9913**

**Maintain health, safety and security at workplace**

	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	<b>Critical Thinking</b>
	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

**NOS Version Control**

<b>NOS Code</b>	<b>HCSSC/N9913</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet Sector</b>	<b>Drafted on</b>	<b>23/07/15</b>
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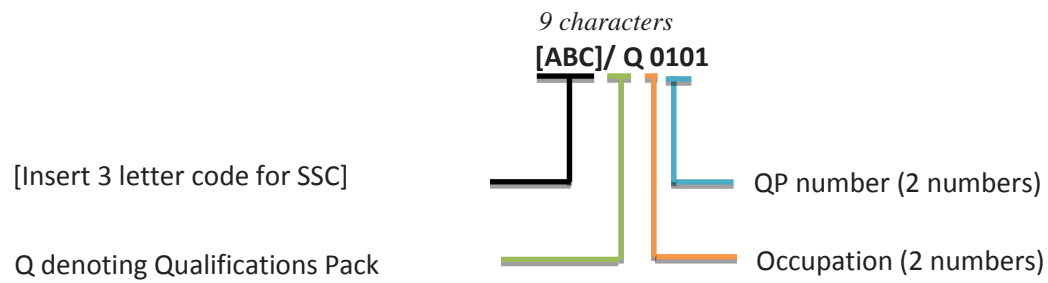




## Annexure

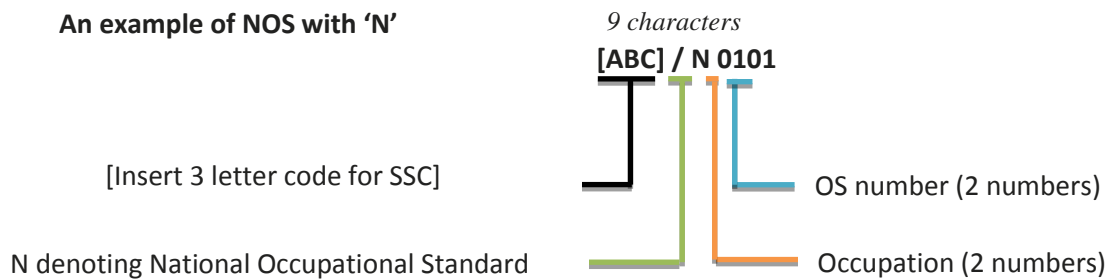
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'





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

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

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





## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role: Crochet Lace Tailor**

**Qualification Pack: HCS/Q7705**

**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 each PC.
2. Each NOS will be 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 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

### ASSESSMENT CRITERIA

		Total Marks (600)	Marks Allocation		
			Out of	Theory	Skills practical
1. HCS/N7714 (Prepare for stitching crochet lace products)	PC1. analyze & interpret the given specifications/ specification sheet of the crochet lace product	<b>100</b>	7	2	5
	PC2. check the pattern as per the given design and measurement		5	1	4
	PC3. check the given materials against the given specifications		6	1	5
	PC4. conform to organisation's quality parameters		5	1	4
	PC5. collect the tools & materials		5	1	4
	PC6. check with in charge /others when unsure of new product details		5	1	4
	PC7. carry out operations at a rate which maintains workflow		5	1	4
	PC8. select the appropriate tools & materials for cutting		7	2	5
	PC9. check the material/fabric with the given specifications		5	1	4



	PC10. ensure there are no defects on the material		7	2	5
	PC11. cut the various components with precision as per the given pattern		7	2	5
	PC12. ensure that the cut material conform to the shape and size of the given crochet lace to be attached with		7	2	5
	PC13. avoid fabric/material wastage while cutting		7	2	5
	PC14. dispose of waste materials safely and return re-useable materials		5	1	4
	PC15. place the cut components for stitching after counting the pieces		5	1	4
	PC16. make sure the cut components are carefully placed to minimise the risk of damage		5	1	4
	PC17. identify and respond to any defects and damage due to mishandling		7	2	5
		<b>TOTAL</b>	<b>100</b>	<b>30</b>	<b>70</b>
2. HCS/N7715 (Carry out stitching operation)	PC1. follow the instructions & specifications given to stitch the product	<b>100</b>	5	1	4
	PC2. ask questions to obtain more information on tasks when the instructions you have are unclear		3	0	3
	PC3. use the correct machine, tools (eg: Scissors, Measuring tapes and rulers) and equipment		5	2	3
	PC4. select the correct component parts for the design being worked on		3	1	2
	PC5. check that the materials to be used are free from faults		4	2	2
	PC6. ensure the materials used meet the specification matching a. within a product b. between a pair/set of products		5	1	4
	PC7. set up sewing machine according to production requirements		5	2	3
	PC8. cut the thread appropriately		3	0	3
	PC9. thread the needle in the machine and adjust the needle as per the requirements		5	1	4
	PC10. perform a test run to ensure machine is operating correctly		5	1	4
	PC11. check if crochet lace and cut material/fabric is correctly marked and pieces cut as required		5	1	4
	PC12. report defective machines, tools and/or		5	2	3



	equipment to the responsible person				
	PC13. conform to organisation's quality standards		5	2	3
	PC14. operate machines safely and in accordance with guidelines		7	2	5
	PC15. optimize the positioning and layout of materials to ensure a smooth and rapid throughput		5	1	4
	PC16. check the equipment prior to making the stitching, including correct controls, correct attachments, correct needle & thread		3	1	2
	PC17. stitch the correct materials in the right sequence as required by the product specification		5	1	4
	PC18. ensure stitched product conforms to shape and size requirement		5	2	3
	PC19. ensure stitched products meets specification in terms of labels and trimmings		5	2	3
	PC20. sew and apply trims by hand and machine		5	1	4
	PC21. carry out stitching without causing damage to the crochet lace		2	0	2
	PC22. finish the raw edges by hand/machine		5	2	3
	<b>TOTAL</b>	<b>100</b>	<b>28</b>	<b>72</b>	
3. HCS/N7716 (Contribute to achieve quality in stitching of crochet lace products)	PC1. identify and use materials required based on the specifications given	<b>100</b>	6	1	5
	PC2. take the necessary action when materials do not conform to quality standards		6	1	5
	PC3. report and replace identified faulty materials and component parts which do not meet specification		6	1	5
	PC4. identify modifiable defects and rework on them		8	2	6
	PC5. carry out work safely and at a rate which maintains work flow		8	2	6
	PC6. report to the responsible person when the work flow of other production areas disrupts work		6	1	5
	PC7. carry out quality checks at specified intervals according to instructions		7	2	5
	PC8. apply the allowed tolerances		7	2	5
	PC9. fault-find materials and components for creased, stained, damage and incorrectly made-up component parts		6	1	5
	PC10. identify faults and take appropriate action for rectification		6	1	5



	PC11. make adjustments promptly to return product to specification		6	1	5
	PC12. report faults in other processes to the appropriate person		6	1	5
	PC13. maintain the required productivity and quality levels		6	1	5
	PC14. inspect stitched products against specifications		8	2	6
	PC15. ensure that the crochet/fabric edges are finished appropriately		8	2	6
	<b>TOTAL</b>	<b>100</b>	<b>21</b>	<b>79</b>	
4. HCS/N9908 (Working in a team)	PC1. be accountable to one's own role in whole process of developing product	<b>100</b>	12	4	8
	PC2. perform all roles with full responsibility		10	3	7
	PC3. be effective and efficient at workplace		10	3	7
	PC4. properly communicate about organisation's policies		8	4	4
	PC5. talk politely with other team members and colleagues		10	3	7
	PC6. adjust in different work situations		10	3	7
	PC7. give due importance to others' point of view		10	3	7
	PC8. avoid conflicting situations		10	2	8
	PC9. develop new ideas for work procedures		8	2	6
	PC10. improve upon the existing techniques to increase process efficiency		12	2	10
	<b>TOTAL</b>		<b>100</b>	<b>29</b>	<b>71</b>
5. HCS/N9912 (Maintain work area and tools)	PC1. Handle materials and tools safely and correctly	<b>100</b>	8	2	6
	PC2. Use materials to minimize waste		10	3	7
	PC3. Maintain a clean and hazard free working area		10	3	7
	PC4. Maintain the tools used for stick making		8	2	6
	PC5. Carry out maintenance and/or cleaning within one's responsibility		10	3	7
	PC6. Report damaged tools and materials		12	4	8
	PC7. Work in a comfortable position with correct posture		10	3	7
	PC8. Dispose of waste safely in designated location		12	4	8
	PC9. Store tools safely after use		10	3	7
	PC10. Carry out cleaning according to schedules and limits of responsibility		10	3	7
	<b>TOTAL</b>		<b>100</b>	<b>30</b>	<b>70</b>
6. HCS/N9913	PC1. Comply with health and safety related	<b>100</b>	8	2	6



(Maintain health, safety and security at workplace)	instructions applicable to the workplace			
	PC2. Use and maintain personal protective equipment as per protocol	8	2	6
	PC3. Carry out own activities in line with approved guidelines and procedures	8	2	6
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants	8	2	6
	PC5. Follow environment management system related procedures	6	2	4
	PC6. Store materials and tools in line with manufacturer's and organisational requirements	5	2	3
	PC7. Safely handle and move waste and debris	4	1	3
	PC8. Minimize health and safety risks to self and others due to own actions	6	2	4
	PC9. Seek clarifications from supervisors or other authorized personnel in case of perceived risks	4	1	3
	PC10. Monitor the workplace and work processes for potential risks and threats	4	1	3
	PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	5	2	3
	PC12. Report hazards and potential risks/ threats to supervisors or other authorized personnel	7	3	4
	PC13. Participate in mock drills/ evacuation procedures organised at the workplace	5	2	3
	PC14. Undertake first aid, fire fighting and emergency response training, if asked	6	2	4
	PC15. Take action based on instructions in the event of fire, emergencies or accidents	8	2	6
	PC16. Follow organisation evacuation procedures	8	2	6
	<b>TOTAL</b>	<b>100</b>	<b>30</b>	<b>70</b>