



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET SECTOR

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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Contents

1. Introduction and Contacts.....P.1
2. Qualifications Pack.....P.2
3. Glossary of Key Terms.....P.3
4. NOS Units.....P.6
5. Annexure: Nomenclature for QP & OS.....P.31
6. Assessment Criteria.....P.33

Introduction

Qualifications Pack- Bamboo Utility Handicraft Assembler

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Handicrafts (Bamboo Handicrafts)

OCCUPATION: Bamboo Utility Handicraft Assembler

REFERENCE ID: HCS/Q8705

ALIGNED TO: NCO-2015/NIL

Brief Job Description: A Bamboo Utility Handicraft Assembler is the one who processes different materials (including bamboo based materials), assembles and finishes them to get the desired product that may be an end product or an intermediary material for other jobs.

Personal Attributes: A Bamboo Utility Handicraft Assembler 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/Q8705		
	Job Role	BAMBOO UTILITY HANDICRAFT ASSEMBLER		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	19/06/15
	Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	23/01/18
	Occupation	Bamboo Utility Handicraft Assembler	Next review date	23/01/20

Job Role	Bamboo Utility Handicraft Assembler
Role Description	To prepare & assemble different materials including bamboo based material in given order as per the given size, shape & specification
NSQF level	3
Minimum Educational Qualifications	Basic literacy, preferably 5th class pass
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Training in bamboo Utility Handicraft Processing & Assembling of different materials and quality appraisal.
Minimum Job Entry Age	15 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N8715 (Carry out cutting & processing of materials as per given size & shape) HCS/N8716 (Carry out assembling different materials) HCS/N8717 (Contribute to achieve quality bamboo utility handicraft assembling) HCS/N9908 (Working in a team) HCS/N9912 (Maintain work area & tools) HCS/N9913 (Maintain health, safety and security at workplace)
Performance Criteria	As described in the relevant OS units



Glossary of Key Terms

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

Definitions



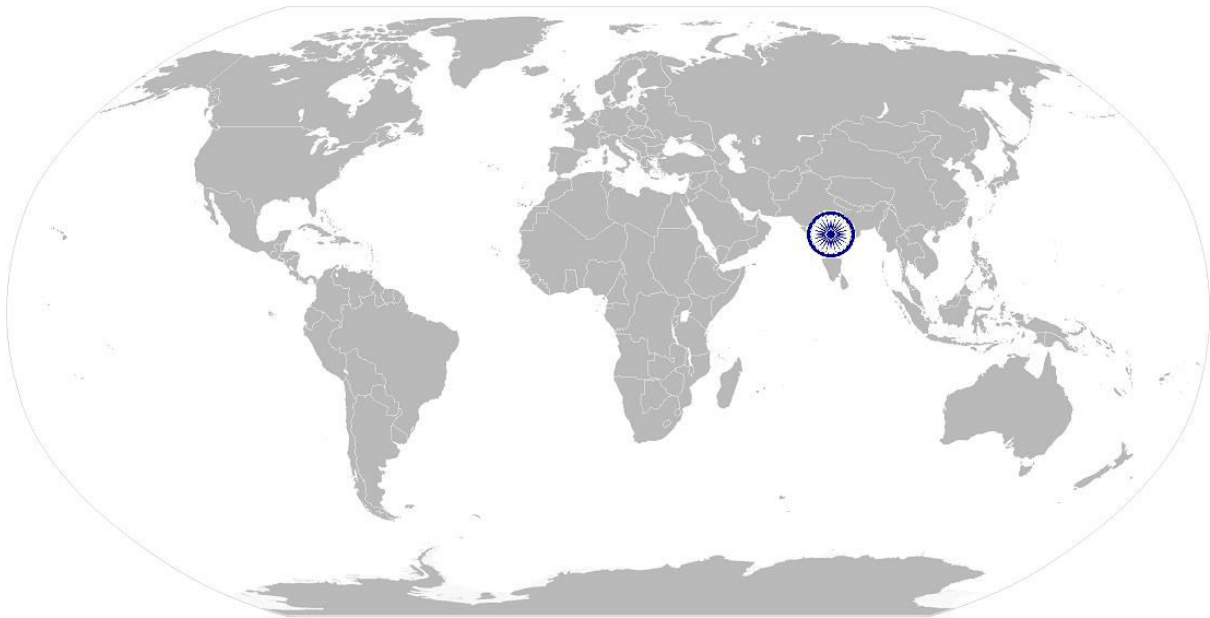
	appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding 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.
Keywords /Terms	Description
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	Handicrafts and Carpet Sector Skill Council
TBD	To Be Determined
NSDC	National Skill Development Corporation
M/C	Machine

Acronyms



HCS/N8715 Carry out cutting & processing of materials as per given size & shape

National Occupational Standard



Overview

This unit is about carrying out cutting & processing of materials, including bamboo based materials, as per given size & shape.



HCS/N8715 Carry out cutting & processing of materials as per given size & shape

National Occupational Standard	Unit Code	HCS/N8715
	Unit Title (Task)	Carry out cutting & processing of materials as per given size & shape.
	Description	This unit is about carrying out basic operations of cutting & processing of various materials including bamboo based materials
	Scope	Basic operations to be undertaken by the Bamboo Utility Handicraft Assembler are as follows: <ul style="list-style-type: none"> marking on the material surface as per the given size & specification cutting based on the given marking
	Performance Criteria (PC) w.r.t. the Scope	
	Holding & marking on the material surface as per the given size & specification	To be competent, the user/individual must be able to: <ul style="list-style-type: none"> PC1. ensure conformation of the material to be marked to the desired quality & specification PC2. carry out correct handling of the material surface to be marked PC3. use of rulers & marking templates PC4. analyze & position the material appropriately to minimize waste PC5. carry out appropriate marking with correct positioning of marker PC6. check & prepare the markers before marking PC7. carry out operations at a rate which maintains workflow
	Cutting based on the given marking	<ul style="list-style-type: none"> PC8. handle different cutting tools PC9. carry out any preprocessing (like finishing the fibrous edges by gumming) required for fineness of cutting PC10. correct holding technique of the material to be cut PC11. carry out cutting operation effectively based on the markings PC12. carry out cutting of multiple units of material on single marking wherever possible PC13. inspect & ensure that the cut pieces conform to the given quality & specification PC14. carry out operations at a rate which maintains workflow PC15. respond appropriately incase of any errors or faults/closing the bamboo and other operations. PC16. minimise and dispose the waste materials in the approved manner PC17. take safety precautions while cutting PC18. leave work area safe and secure when work is complete
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual needs to know and understand: <ul style="list-style-type: none"> KA1. the organization's policies, procedures, guidelines and standards for quality KA2. safe working practices and organisational procedures KA3. quality systems and other processes practiced in the organization KA4. types of problems with quality and how to report them to appropriate people KA5. the importance of complying with written instructions KA6. reporting procedure in case of faults in own/ other processes KA7. who to refer problems to when they are outside the limit of your authority KA8. the organization's tools, templates and processes for related operations in production



HCS/N8715

Carry out cutting & processing of materials as per given size & shape

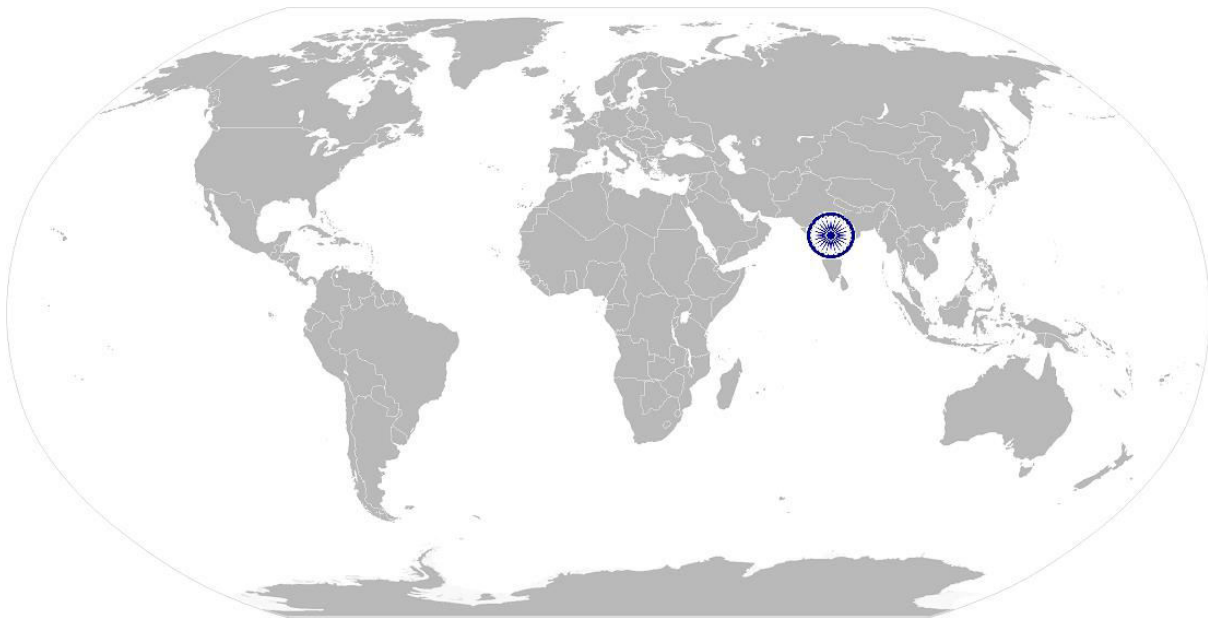
B. Technical Knowledge	<p>The user/individual needs to know and understand:</p> <p>KB1. basic dimensions & measurement techniques.</p> <p>KB2. different types of measuring & cutting templates & tools used.</p> <p>KB3. sequence at which different materials to be processed.</p> <p>KB4. the need for correct holding technique of different materials while marking & cutting</p> <p>KB5. the need for correct holding technique of tools while marking & cutting</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/individual needs to know and understand how to:</p> <p>SA1. write in local language</p>
	Reading Skills
	<p>The user/individual needs to know and understand how to:</p> <p>SA2. read measurement instructions.</p>
	Oral Communication (Listening and Speaking skills)
<p>The user/individual 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 organization rule-based decision making process</p> <p>SB2. take decision with systematic course of actions and/or response</p>
	Plan and Organize
	<p>User/individual needs to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p>
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. manage relationships with customers</p> <p>SB5. build customer relationships and use customer centric approach</p>
	Problem Solving
	<p>User/individual needs to know and understand how to:</p> <p>SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB7. identify immediate or temporary solutions to resolve delays</p>
	Analytical Thinking
	<p>User/individual needs to know and understand how to:</p> <p>SB8. analyze data and activities</p> <p>SB9. pass on relevant information to others</p>
Critical Thinking	
<p>User/individual need to know and understand how to:</p> <p>SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</p>	



HCS/N8715 Carry out cutting & processing of materials as per given size & shape

NOS Version Control

NOS Code	HCS/N8715		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	23/01/18
Occupation	Bamboo Utility Handicraft Assembler	Next review date	23/01/20

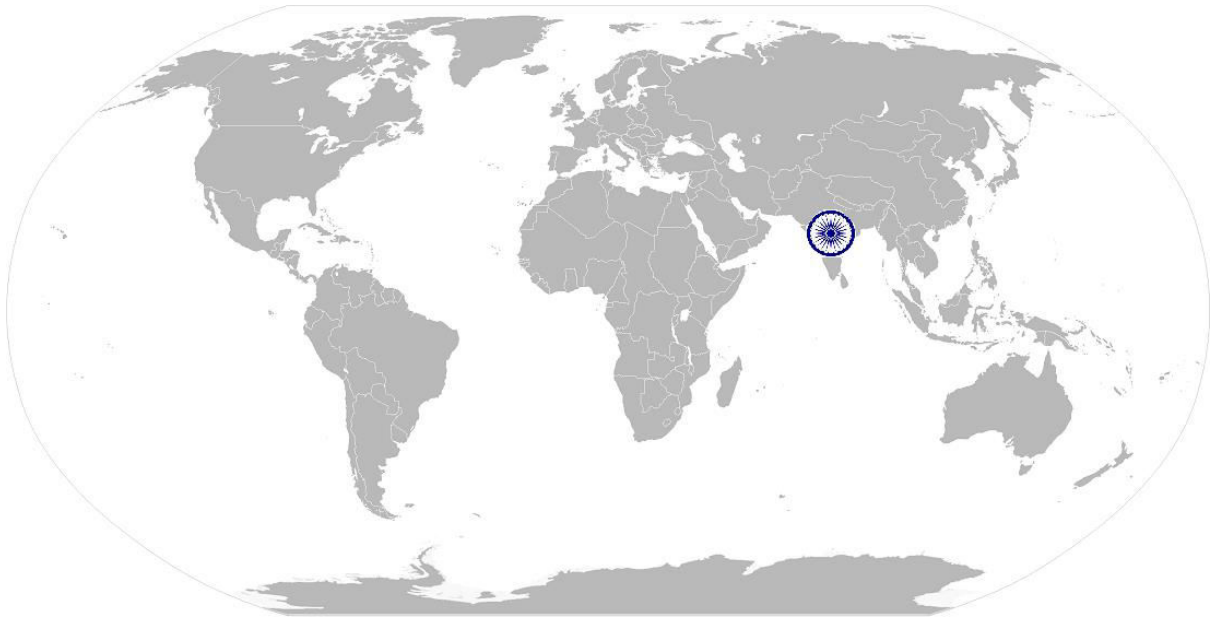




HCS/N8716

Carry out assembling of different materials

National Occupational Standard



Overview

This unit is about carrying out Assembling of different materials including bamboo based material to get the desired product as per requirements/design specifications.



HCS/N8716

Carry out assembling of different materials

National Occupational Standard	Unit Code	HCS/N8716
	Unit Title (Task)	Carry out assembling of different materials
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out assembling of cut pieces of different materials including bamboo based material to get the desired product that may be an end product or an intermediary material for other jobs.
	Scope	The basic operations to be undertaken by the Bamboo Utility Handicraft Assembler are as follows: <ul style="list-style-type: none"> identifying & preparing the points/surfaces for joining positioning, placing, attaching and finishing
	Performance Criteria (PC) w.r.t. the Scope	
	Identifying & Preparing the joining points/surfaces for joining	To be competent on the job, the user/individual must be able to: <ul style="list-style-type: none"> PC1. identify & mark the points/surface areas on the two materials pieces to be assembled. PC2. clean the surfaces to be attached from any unwanted materials PC3. use the correct joining technique PC4. identify & use the appropriate type of glue, while assembling PC5. apply adhesive on the marked area with minimum spill out PC6. ensure the uniformity while applying layers of adhesive on a surface PC7. make sure the surface dry optimally for better adherence
	Positioning, Placing, Attaching and Finishing	<ul style="list-style-type: none"> PC8. correctly position the two surfaces to be joined PC9. justify the order of placing one surface over another PC10. use the appropriate joining bit/ nail if required PC11. place & attach the parts correctly maintaining the line of joint PC12. pressing (hammering if required) evenly throughout the joined parts PC13. clean out glue spill outs or any unwanted marks on the surface of the assembled piece PC14. remove any unwanted fibres from the edges that may come out during the process PC15. inspect & ensure that the assembled unit conforms to the given quality & specification PC16. minimise and dispose the waste materials in the approved manner PC17. carry out operations at a rate which maintains workflow PC18. leave work area safe and secure when work is complete
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual need to know and understand: <ul style="list-style-type: none"> KA1. the organisation's policies and procedures KA2. responsibilities under health, safety and environmental legislation KA3. guidelines for storage and disposal of waste materials KA4. potential hazards associated with the machines and the safety precautions that must be taken KA5. protocol to obtain more information on work related tasks KA6. contact person in case of queries on procedure or products and for



HCS/N8716

Carry out assembling of different materials

	<p>resolving issues related to defective machines, tools and/or equipment</p> <p>KA7. details of the job role and responsibilities</p> <p>KA8. work target and review mechanism with your supervisor</p> <p>KA9. protocol and format for reporting work related risks/ problems</p> <p>KA10. method of obtaining/ giving feedback related to performance</p> <p>KA11. importance of team work and harmonious working relationships</p> <p>KA12. process for offering/ obtaining work related assistance</p>
B. Technical Knowledge	<p>The user/individual need to know and understand:</p> <p>KB1. types of glues suitable to different material placement</p> <p>KB2. consequences of incorrect positioning & placing of one surface over another</p> <p>KB3. need for cleaning the surface area before applying glue</p> <p>KB4. different types of defects/quality errors/issues</p> <p>KB5. common hazards in the work area and workplace procedures for dealing with them</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual needs to know and understand how to:
	SA1. write in local language
	Reading Skills
	The user/individual needs to know and understand how to:
	SA2. read measurement instructions
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual needs to know and understand how to:
	SA3. communicate orally with colleagues
	Plan and Organize
	User/individual needs to know and understand how to:
	SB1. plan and organize your work to achieve targets and deadlines
B. Professional Skills	Problem Solving
	User/individual needs to know and understand how to:
	SB2. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
	SB3. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to:
SB4. analyze data and activities	
SB5. pass on relevant information to others	
B. Professional Skills	Critical Thinking
	User/individual need to know and understand how to:
SB6. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

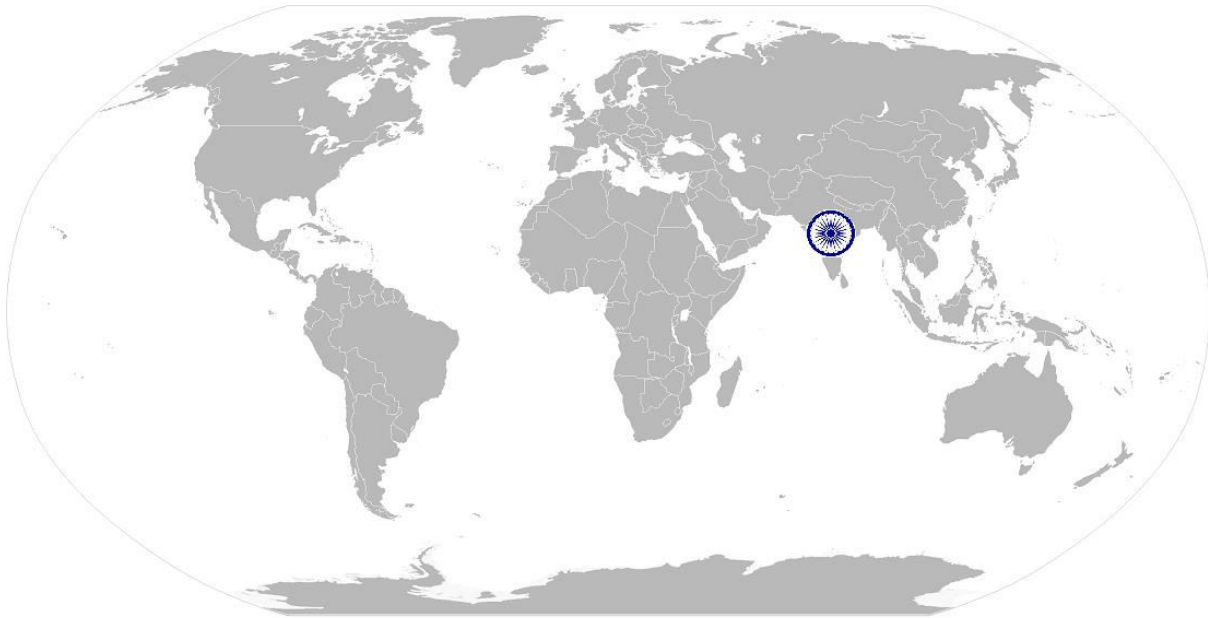


HCS/N8716

Carry out assembling of different materials

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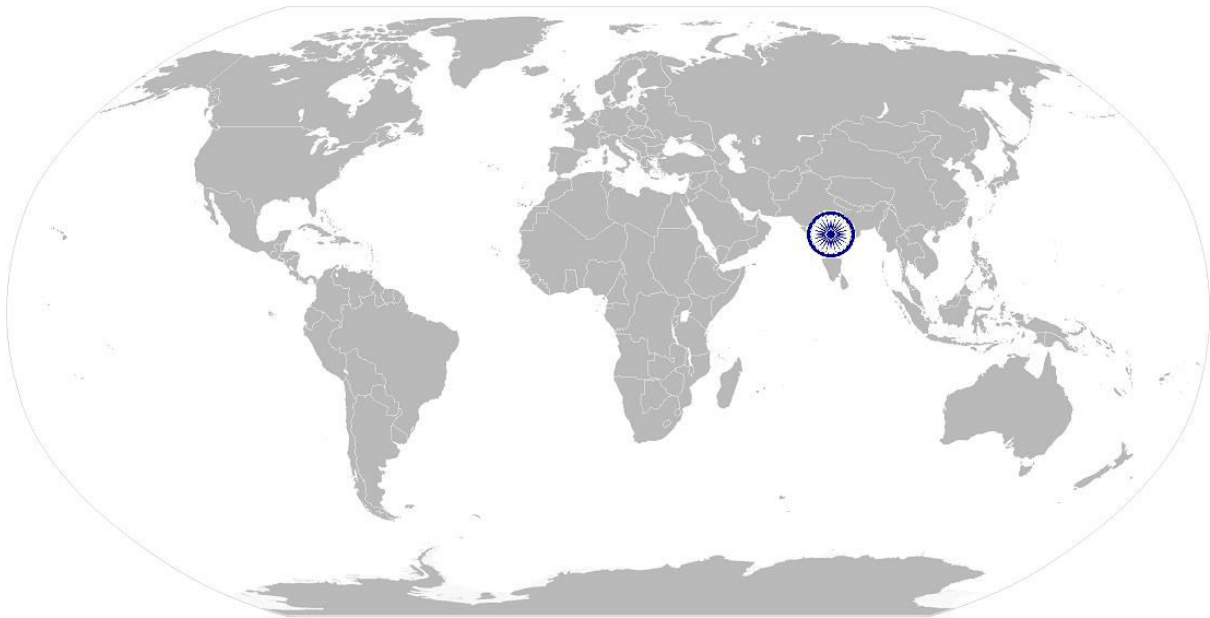
NOS Code	HCS/N 8716		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	23/01/18
Occupation	Bamboo Utility Handicraft Assembler	Next review date	23/01/20





HCS/N8717 Contribute to achieve quality in bamboo utility handicraft assembling

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to achieve quality in bamboo utility handicraft assembling



HCS/N8717 Contribute to achieve quality in bamboo utility handicraft assembling

National Occupational Standard	Unit Code	HCS/N8717
	Unit Title (Task)	Contribute to to achieve quality in bamboo utility handicraft assembling
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while undertaking processing & assembling of different materials including bamboo based materials to ensure that the assembled product meets the desired specifications.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> contribute to achieving the quality in bamboo utility handicraft assembling related operations
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Contribute to achieve the product quality in embroidery work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify and use raw materials as per the specifications provided</p> <p>PC2. take the necessary action when materials do not conform to quality standards</p> <p>PC3. report and replace identified faulty materials and component parts which do not meet specification</p> <p>PC4. ensure that the different components are assembled as per specifications</p> <p>PC5. ensure that the suitable technique is used for assembling</p> <p>PC6. identify modifiable defects and rework on them</p> <p>PC7. carry out work safely and at a rate which maintains work flow</p> <p>PC8. report to the responsible person when the work flow of other production areas disrupts work</p> <p>PC9. carry out quality checks at specified intervals according to instructions</p> <p>PC10. apply the allowed tolerances</p> <p>PC11. identify faults and take appropriate action for rectification</p> <p>PC12. maintain the required productivity and quality levels</p>
	Knowledge and Understanding (K) w.r.t the Scope	
	Elements	Knowledge and Understanding
	A. Organisational Context (Knowledge of the company / organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. safe working practices and organisational procedures</p> <p>KA2. the organisation's procedures and guidelines</p> <p>KA3. quality systems</p> <p>KA4. types of problems with quality and how to report them to appropriate people</p> <p>KA5. methods to present any ideas for improvement to supervisor</p> <p>KA6. the importance of complying with written instructions</p> <p>KA7. limits of personal responsibility</p> <p>KA8. reporting procedure in case of faults in own/ other processes</p>



HCS/N8717 Contribute to achieve quality in bamboo utility handicraft assembling

<p>B. Technical / Domain Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of faults that are likely to be found</p> <p>KB2. consequences of using incorrect tools</p> <p>KB3. consequences of incorrect handling of tools</p> <p>KB4. correct assembling methods</p> <p>KB5. types of faults which may occur, how they are identified and methods to deal with it</p> <p>KB6. different types of defects</p> <p>KB7. the importance of segregating rejects</p> <p>KB8. appropriate inspection methods that can be used</p> <p>KB9. own responsibilities at work</p>
<p>Skills (S) w.r.t the Scope</p>	
<p>Elements</p>	<p>Skills</p>
<p>A. Core Skills / Generic Skills</p>	<p>Writing Skills</p> <p>You need to know and understand how to:</p> <p>SA1. write in local language</p> <p>Reading Skills</p> <p>You need to know and understand how to:</p> <p>SA2. read measurement instructions</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>You need to know and understand how to:</p> <p>SA3. communicate orally with colleagues</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 organization rule-based decision making process</p> <p>SB2. take decision with systematic course of actions and/or response</p> <p>Plan and Organize</p> <p>User/individual 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. manage relationships with customers</p> <p>SB5. build customer relationships and use customer centric approach</p> <p>Problem Solving</p> <p>User/individual needs to know and understand how to:</p> <p>SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB7. identify immediate or temporary solutions to resolve delays</p> <p>Analytical Thinking</p> <p>User/individual needs to know and understand how to:</p> <p>SB8. analyze data and activities</p> <p>SB9. pass on relevant information to others</p> <p>Critical Thinking</p>

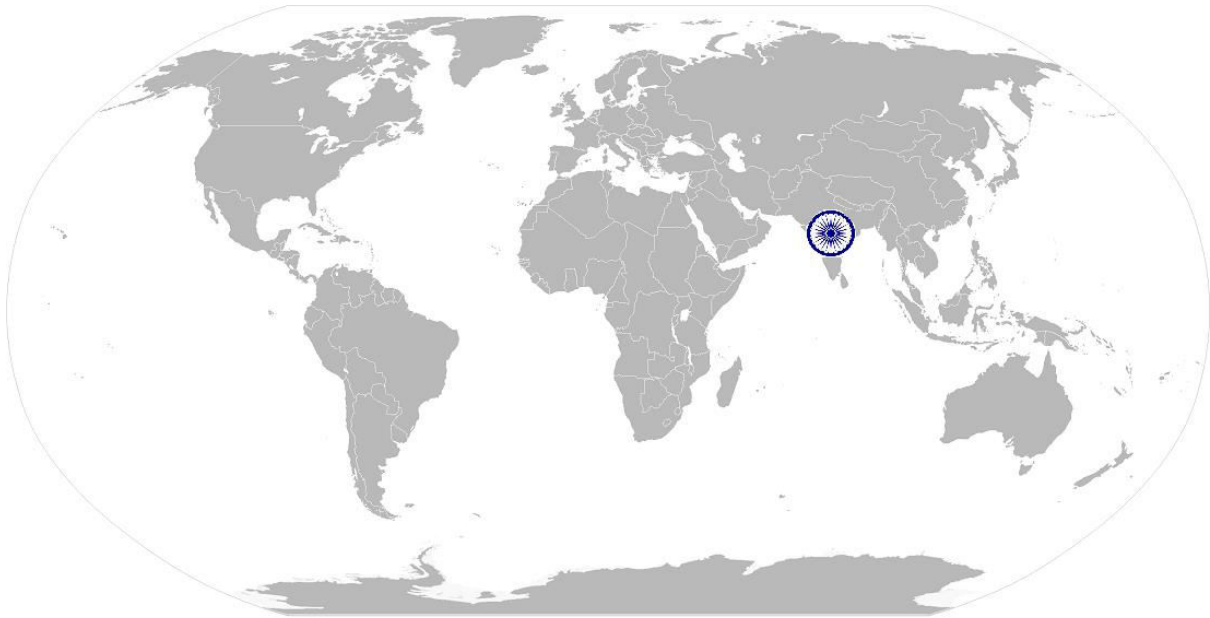


HCS/N8716

Carry out assembling of different materials

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



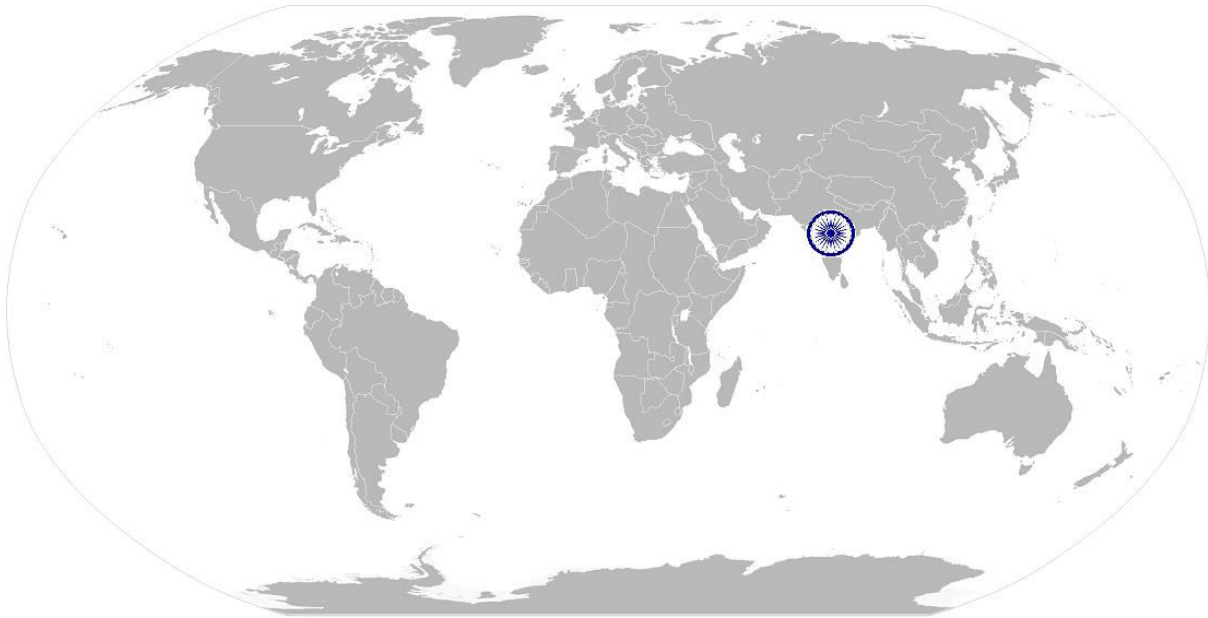


HCS/N8716

Carry out assembling of different materials

NOS Version Control

NOS Code	HCS/N8717		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	23/01/18
Occupation	Bamboo Utility Handicraft Assembler	Next review date	23/01/20

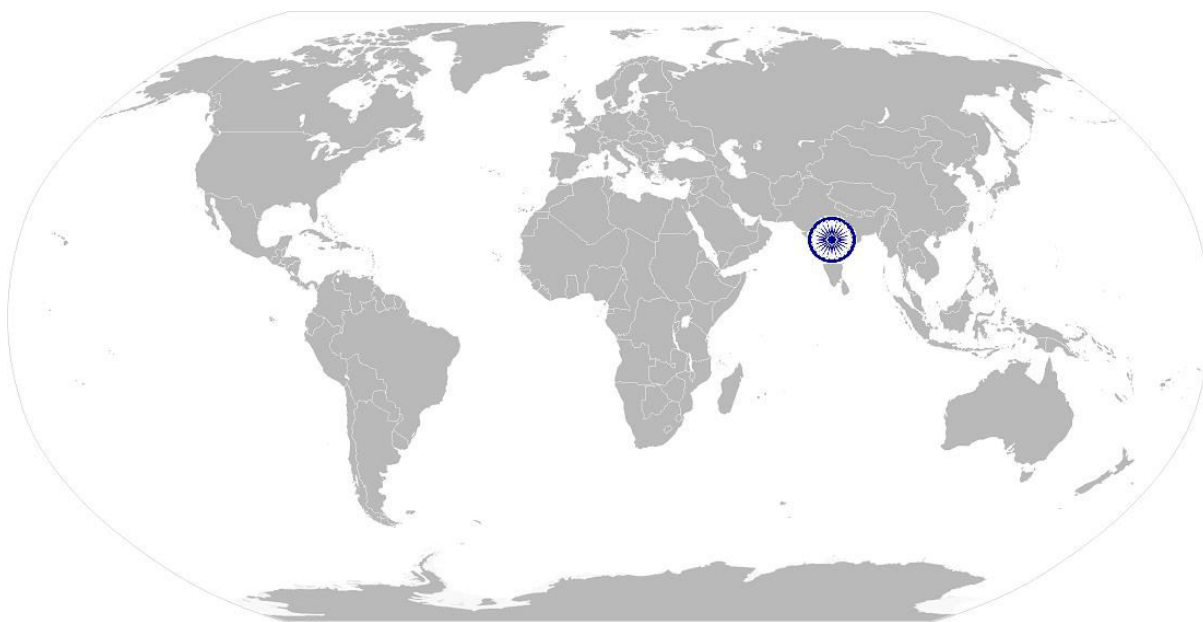




HCS/N9908

Working in a team

National Occupational Standard



Overview

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



HCS/N9908

Working in a team

National Occupational Standard	Unit Code	HCS/N9908
	Unit Title (Task)	Working in a team
	Description	This unit is about working as a team member within the organisation
	Scope	<ul style="list-style-type: none"> ▪ Commitment and trust ▪ Communication ▪ Adaptability ▪ Creative freedom
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	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)		
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 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)	



HCS/N9908

Working in a team

	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.	

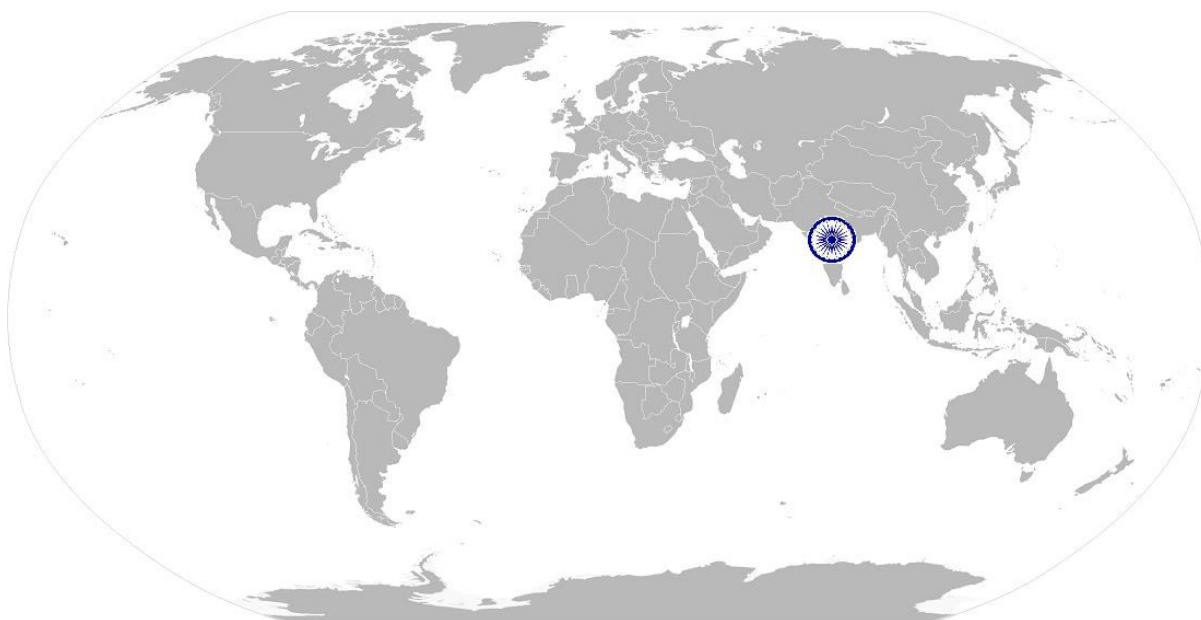


HCS/N9908

Working in a team

NOS Version Control

NOS Code	HCS/N9908		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	23/01/18
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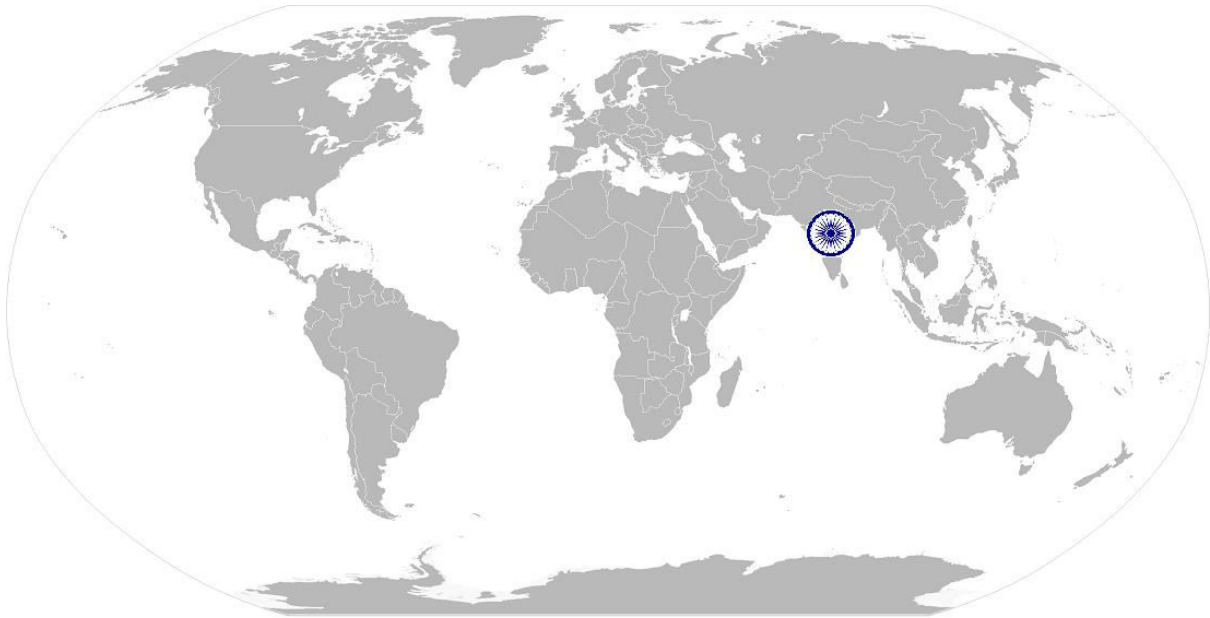




HCS/N9912

Maintain work area and tools

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

Unit Code	HCS/N9912
Unit Title (Task)	Maintain work area and tools
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools used for bamboo utility handicraft assembling are maintained as per norms
Scope	This unit/task covers the following: <ul style="list-style-type: none"> maintain the work area and tools
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Maintain the work area, tools and machines	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> 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 used for bamboo utility handicraft assembling 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 off waste safely in the designated location PC9. store tools safely after use PC10. carry out cleaning according to schedules and limits of responsibility
Knowledge and Understanding (K) w.r.t the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (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"> KA1. personal hygiene and duty of care KA2. safe working practices and organisational procedures KA3. limits of one's 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. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. work instructions and specifications 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 in bamboo utility handicraft assembled product KB7. tools maintenance procedures KB8. hazards likely to be encountered when conducting routine maintenance



HCS/N9912

Maintain work area and tools

	KB9. safe working practices for cleaning and the method of carrying them out
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write in local language
	Reading Skills
	You need to know and understand how to: SA2. read measurement instructions
	Oral Communication (Listening and Speaking skills)
You need to know and understand how to: SA3. communicate orally with colleagues	
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
	User/individual 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. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	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
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
Critical Thinking	
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	

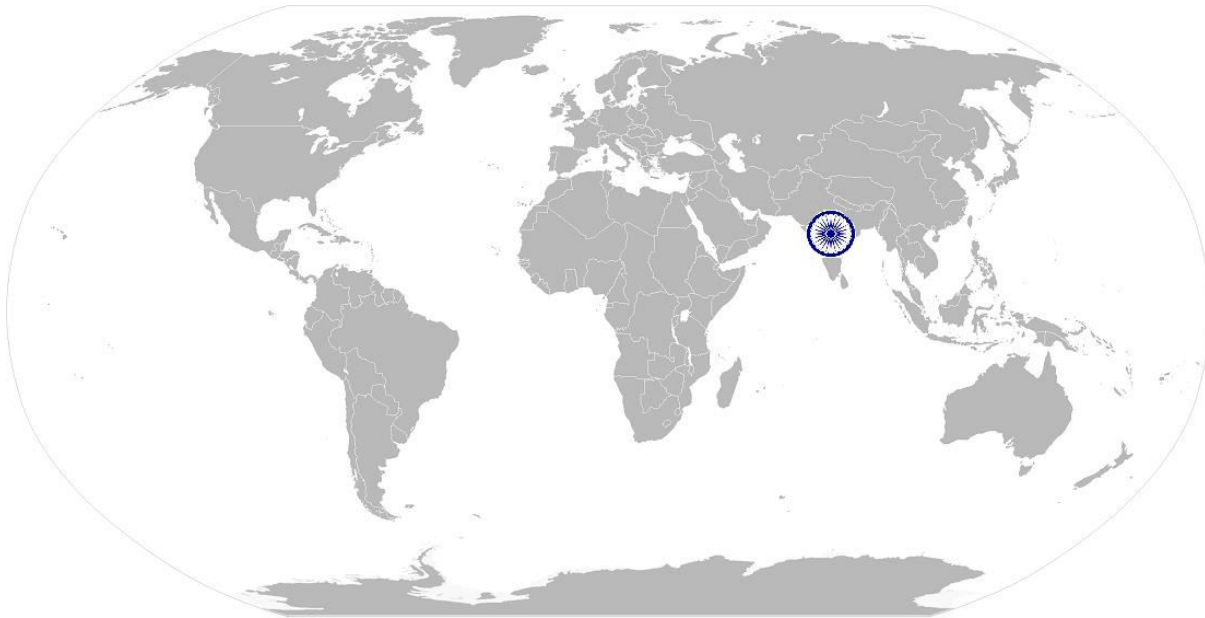


HCS/N9912

Maintain work area and tools

NOS Version Control

NOS Code	HCS/N9912		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	23/01/18
Occupation	Bamboo Utility Handicraft Assembler	Next review date	23/01/20

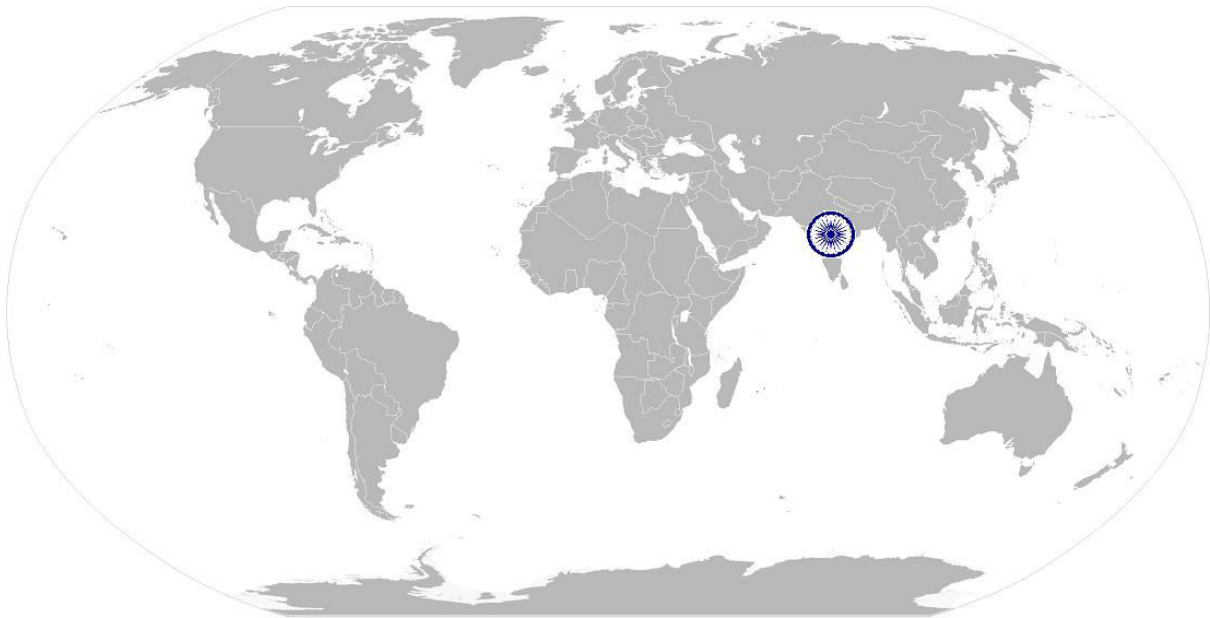




HCS/N9913

Maintain health, safety and security at workplace

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

Unit Code	HCS/N9913
Unit Title (Task)	Maintain health, safety and security at workplace
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 minimise 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
Performance Criteria (PC) w.r.t the Scope	
Elements	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 organisational requirements PC7. safely handle and move waste and debris PC8. minimize health and safety risks to self and others due to own actions PC9. seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC10. monitor the workplace and work processes for potential risks and threats PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel PC13. participate in mock drills/ evacuation procedures organized at the workplace PC14. undertake first aid, fire-fighting and emergency response training, if asked to do so PC15. take action based on instructions in the event of fire, emergencies or accidents PC16. follow organisation procedures for evacuation when required
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context	The user/individual on the job needs to know and understand:
(Knowledge of the company / organisation and its processes)	<ul style="list-style-type: none"> 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 tools KA4. potential risks due to own actions and methods to minimize these KA5. environmental management system related procedures at the workplace



HCS/N9913

Maintain health, safety and security at workplace

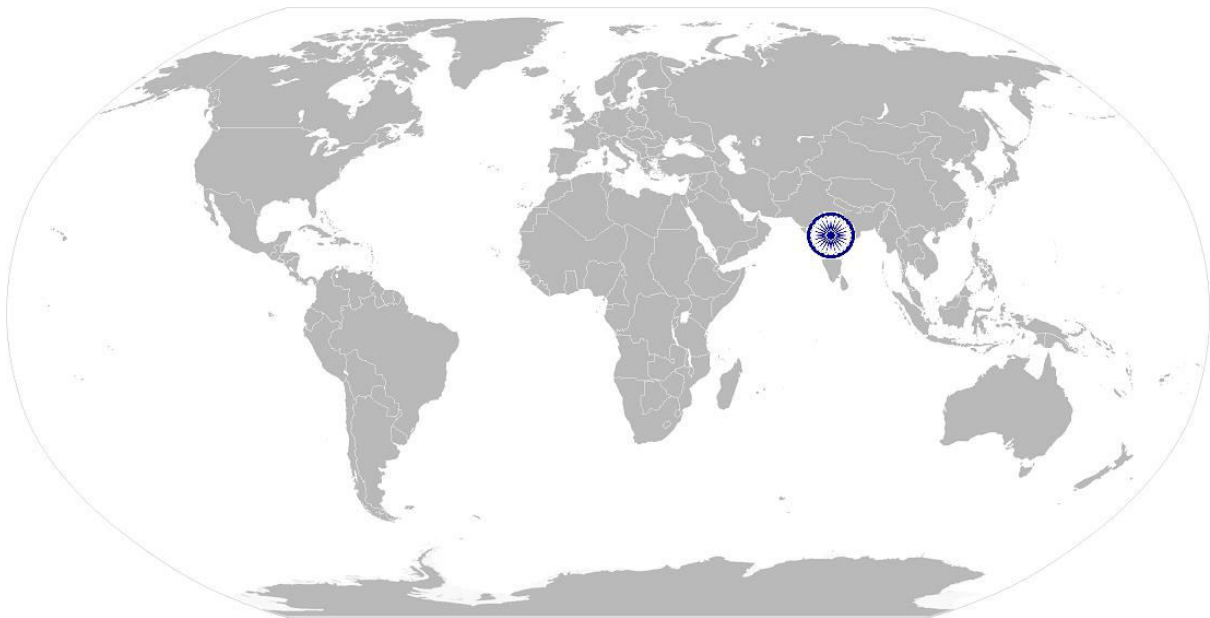
	<p>KA6. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. potential accidents and emergencies and response to these scenarios</p> <p>KA8. reporting protocol and documentation required</p> <p>KA9. details of personnel trained in first 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. Technical / Domain 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) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write in local language
	Reading Skills
	You need to know and understand how to: SA2. read measurement instructions
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA3. communicate orally with colleagues
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
	User/individual 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. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	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
Analytical Thinking	



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
	Critical Thinking
	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



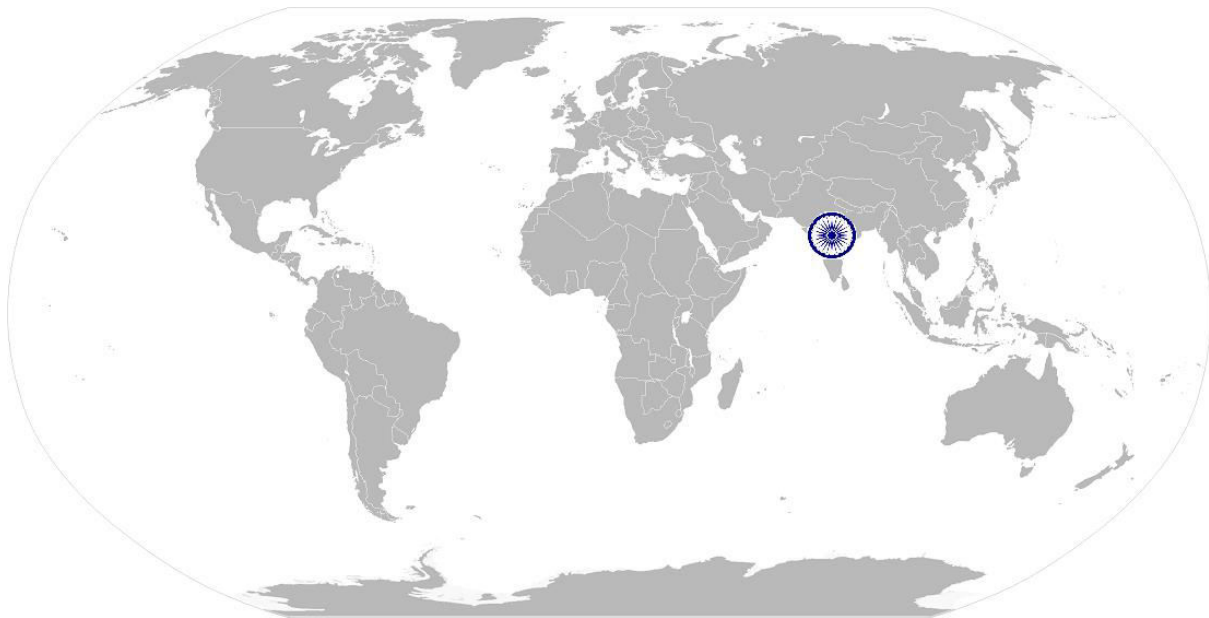


HCS/N9913

Maintain health, safety and security at workplace

NOS Version Control

NOS Code	HCS/N9913		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	23/01/18
Occupation	Bamboo Utility Handicraft Assembler	Next review date	23/01/20

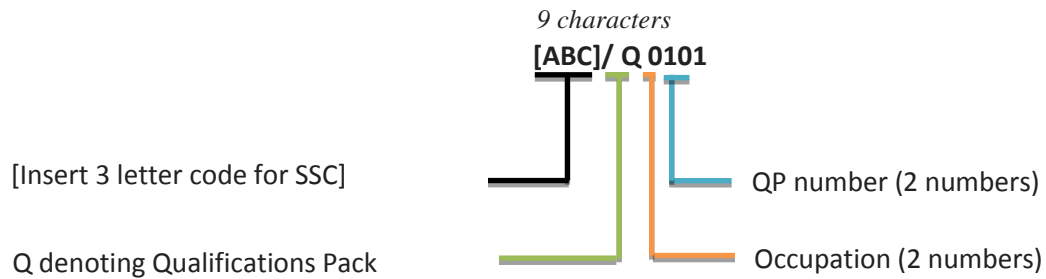




Annexure

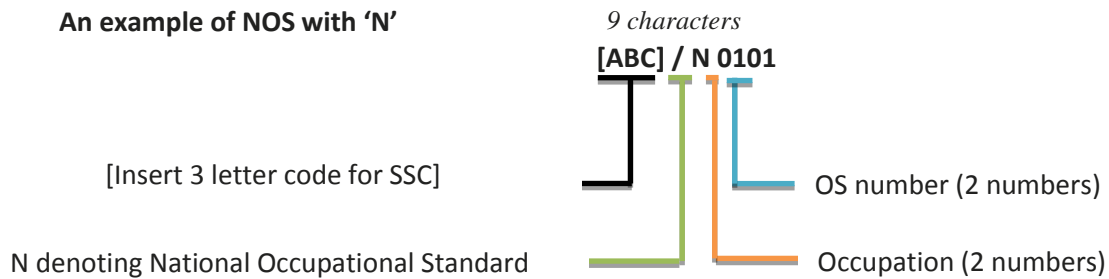
Nomenclature for QP and NOS

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: Bamboo Utility Handicraft Assembler

Qualification Pack: HCS/Q8705

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

Total Marks: 600				Marks Allocation	
Assessment Outcomes	Assessment Criteria for Outcomes	Total Marks	Out of	Theory	Skills practical
1. HCS/N8715 (Carry out cutting & processing of materials as per given size & shape)	PC1. Ensure conformation of the material to be marked to the desired quality & specification	100	7	2	5
	PC2. Carry out Correct handling of the material surface to be marked		4	1	3
	PC3. Use of rulers & marking templates		4	1	3
	PC4. Analyze & position the material appropriately to minimize waste		6	1	5
	PC5. Carry out appropriate marking with correct positioning of marker		5	1	4
	PC6. Check & prepare the markers before marking		5	1	4
	PC7. Carry out operations at a rate which maintains workflow		6	1	5
	PC8. Handle different Cutting Tools		6	2	4
	PC9. Carry out any preprocessing (like finishing the fibrous edges by gumming) required for fineness of cutting		10	3	7
	PC10. Correct holding technique of the material to be cut		4	1	3
	PC11. Carry out cutting operation effectively based on the markings		8	2	6



	PC12. Carry out cutting of multiple units of material on single marking wherever possible		6	1	5
	PC13. Inspect & ensure that the cut pieces conform to the given quality & specification		5	1	4
	PC14. Carry out operations at a rate which maintains workflow		5	1	4
	PC15. Respond appropriately incase of any errors or faults/closing the bamboo and other operations.		4	1	3
	PC16. Minimise and dispose the waste materials in the approved manner		5	1	4
	PC17. Take safety precautions while cutting		5	1	4
	PC18. Leave work area safe and secure when work is complete		5	1	4
		TOTAL	100	23	77
2. HCS/N8716 (Carry out assembling of different materials)	PC1. Identify & mark the points/surface areas on the two materials pieces to be assembled.	100	8	2	6
	PC2. Clean the surfaces to be attached from any unwanted materials		5	1	4
	PC3. Use the correct joining technique		8	3	5
	PC4. Identify & use the appropriate type of glue, while assembling		5	1	4
	PC5. Apply adhesive on the marked area with minimum spill out		3	1	2
	PC6. Ensure the uniformity while applying layers of adhesive on a surface		3	1	2
	PC7. Carry out quality checks at specified intervals according to instructions		6	2	4
	PC8. Correctly Position the two surfaces to be joined		6	1	5
	PC9. Justify the order of placing one surface over another		6	1	5
	PC10. Use the appropriate joining bit/ nail if required		5	1	4
	PC11. Place & attach the parts correctly maintaining the line of joint		5	1	4
	PC12. Pressing (hammering if required) evenly throughout the joined parts		5	1	4
	PC13. Clean out glue spill outs or any unwanted marks on the surface of the assembled piece		4	1	3
	PC14. Remove any unwanted fibres from the edges that may come out during the process		5	1	4
	PC15. Inspect & ensure that the assembled		8	2	6



	unit conforms to the given quality & specification				
	PC16. Minimise and dispose the waste materials in the approved manner		6	1	5
	PC17. Carry out operations at a rate which maintains workflow		6	1	5
	PC18. Leave work area safe and secure when work is complete		6	2	4
	TOTAL POINTS	100	100	24	76
3. HCS/N8717 (Contribute to to achieve quality in bamboo utility handicraft assembling)	PC1. Identify and use raw materials as per the specifications provided	100	12	5	7
	PC2. Take the necessary action when materials do not conform to quality standards		10	3	7
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		8	3	5
	PC4. Identify modifiable defects and rework on them		10	3	7
	PC5. Carry out work safely and at a rate which maintains work flow		10	2	8
	PC6. Report to the responsible person when the work flow of other production areas disrupts work		8	2	6
	PC7. Carry out quality checks at specified intervals according to instructions		12	5	7
	PC8. Apply the allowed tolerances		10	4	6
	PC9. Identify faults and take appropriate action for rectification		10	3	7
	PC10. Maintain the required productivity and quality levels		10	2	8
			TOTAL	100	32
4. HCS/N9908 (Working in a team)	PC1. Be accountable to one's own role in whole process of developing product	100	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
		TOTAL	100	29	71
5. HCS/N9912 (Maintain work area and tools)	PC1. Handle materials and tools safely and correctly	100	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
			TOTAL	100	30
6. HCS/N9913 (Maintain health, safety and security at workplace)	PC1. Comply with health and safety related instructions applicable to the workplace	100	8	2	6
	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
	TOTAL	100	30	70