



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- Bamboo Mat Weaver

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Handicrafts (Bamboo Handicrafts)

OCCUPATION: Bamboo Mat Weaver

REFERENCE ID: HCS/Q 8702

ALIGNED TO: NCO-2004/7424.35

Brief Job Description: A Bamboo Mat Weaver is the one who weaves various types of Bamboo Mats using a hand operated loom. A Bamboo Mat Weaver can weave basic weaves- Plain and Twill, using Bamboo Sticks as weft and yarns as warp on a hand operated loom. The job requires the Weaver to have the skills to attach the warp on the loom and weave the basic weaves on the loom as per pattern or design provided.

Personal Attributes: A Bamboo Mat Weaver should have good eyesight, hand-eye coordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).



Job Details	Qualifications Pack Code	HCS/Q 8702		
	Job Role	BAMBOO MAT WEAVER		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	19/06/15
	Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	29/06/15
	Occupation	Bamboo Mat Weaver	Next review date	29/06/17

Job Role	Bamboo Mat Weaver
Role Description	To operate a hand operated loom to weave basic weaves- Plain and Twill to produce mats made of bamboo and yarns.
NSQF level	3
Minimum Educational Qualifications	Preferably 5 th standard
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Training in bamboo mat weaving and quality appraisal of products.
Minimum Job Entry Age	15 years
Experience	Preferably 1-2 years of work experience in handloom weaving and related operations
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> <u>HCS/N 8705 (Carry out basic pre-loom operations: Denting and attaching the warp on the loom)</u> <u>HCS/N 8706 (Carry out basic weaving operations: Sheding/Picking/Battening to weave mats comprising of basic weaves- Plain and Twill using hand operated loom)</u> <u>HCS/N 8707 (Contribute to achieve quality in bamboo mat weaving)</u> <u>HCS/N 9908 (Working in a team)</u> <u>HCS/N 9912 (Maintain work area & tools)</u> <u>HCS/N 9913 (Maintain health, safety and security at workplace)</u> <p>Optional: N/A</p>
Performance Criteria	As described in the relevant OS units
	2



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



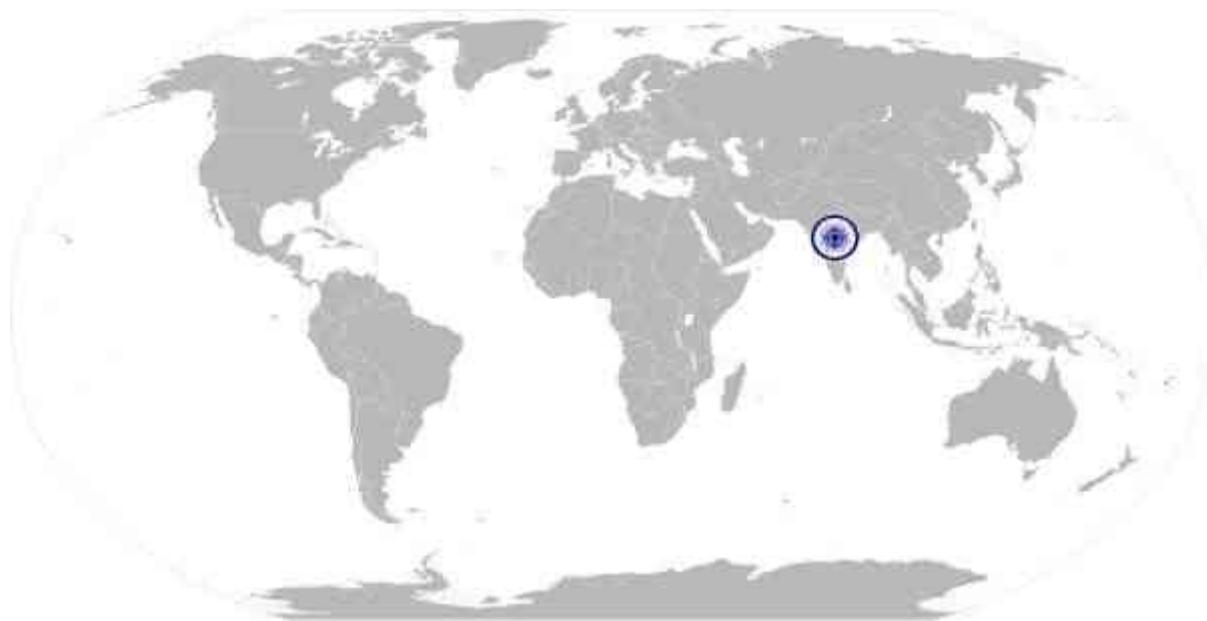
	appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding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

Acronyms



HCS/N 8705 Carry out basic pre-loom operations: Denting and attaching the warp on the loom

National Occupational Standard



Overview

This unit is about carrying out basic pre-loom operations: Denting and attaching the warp on the loom.



HCS/N 8705 Carry out basic pre-loom operations: Denting and attaching the warp on the loom

Unit Code	HCS/N 8705
Unit Title (Task)	Carry out basic pre-loom operations: Denting and attaching the warp on the loom.
Description	This unit is about carrying out basic pre-loom operations: Drafting, denting and attaching the warp on the loom.
Scope	Basic operations to be undertaken by the Bamboo Mat Weaver are follows: <ul style="list-style-type: none">• prerequisite for undertaking pre-loom operation• drafting• denting• attaching the warp on the loom
Performance Criteria (PC) w.r.t. the Scope	
Prerequisite for undertaking pre-loom operations	To be competent, the user/individual on the job must be able to: PC1. identify the parts of the hand operated loom and understand their functioning PC2. analyze & interpret the given design (plain or twill weave) which needs to be woven & the type of raw material that is required PC3. select and check appropriate materials- bamboo sticks and yarns, required for weaving the fabric as per the given specifications PC4. conform to product quality standards PC5. check with in-charge /others when unsure of new product details PC6. minimise and dispose the waste materials in the approved manner PC7. carry out operations at a rate which maintains workflow PC8. leave work area safe and secure when work is complete
Undertake drafting	PC9. understand basic or plain drafting PC10. carry out drafting- drawing the warp threads into heald eyelets using the hook as per the given specifications. PC11. detect, analyse and rectify faults while drafting PC12. gradually knot the threads after drafting a set of ends to avoid mistakes in drafting
Undertake denting	PC13. draw the warp threads in the warped beam through the reed dents as per the given specifications PC14. maintain the reed hook to ensure smooth functioning
Undertake attaching the warp on the loom	PC15. attach the warp rolled beam on the loom, in order to keep the loom ready to commence weaving operations PC16. knot the warp threads uniformly to the rod attached to the breast beam/fabric beam PC17. maintain the correct tension of the warp threads to prepare the loom for weaving PC18. analyze and maintain the tension of the warp threads uniformly by beating and inserting dummy weft PC19. respond appropriately incase of any errors or faults in the warp and other pre-weaving operations and take corrective measures
Knowledge and Understanding (K)	
A. Organizational	The user/individual on the job needs to know and understand:



HCS/N 8705 Carry out basic pre-loom operations: Denting and attaching the warp on the loom

Context (Knowledge of the company/ organization and its processes)	KA1. your 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. your organization's tools, templates and processes for weaving related operations in production
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. different parts of the hand operated loom and their functioning KB2. loom dimensions and other specifications KB3. types of basic weaves- plain and twill KB4. types of tools and implements used with looms KB5. step-by-step process flow involved in the pre-loom operations
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills The user/individual on the job needs to know and understand how to: SA1. write in local language Reading Skills The user/individual on the job needs to know and understand how to: SA2. read a design specifications sheet Oral Communication (Listening and Speaking skills) The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
B. Professional Skills	Decision Making The user/individual on the job needs to know and understand how to: SB1. follow 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:



HCS/N 8705 Carry out basic pre-loom operations: Denting and attaching the warp on the loom

	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

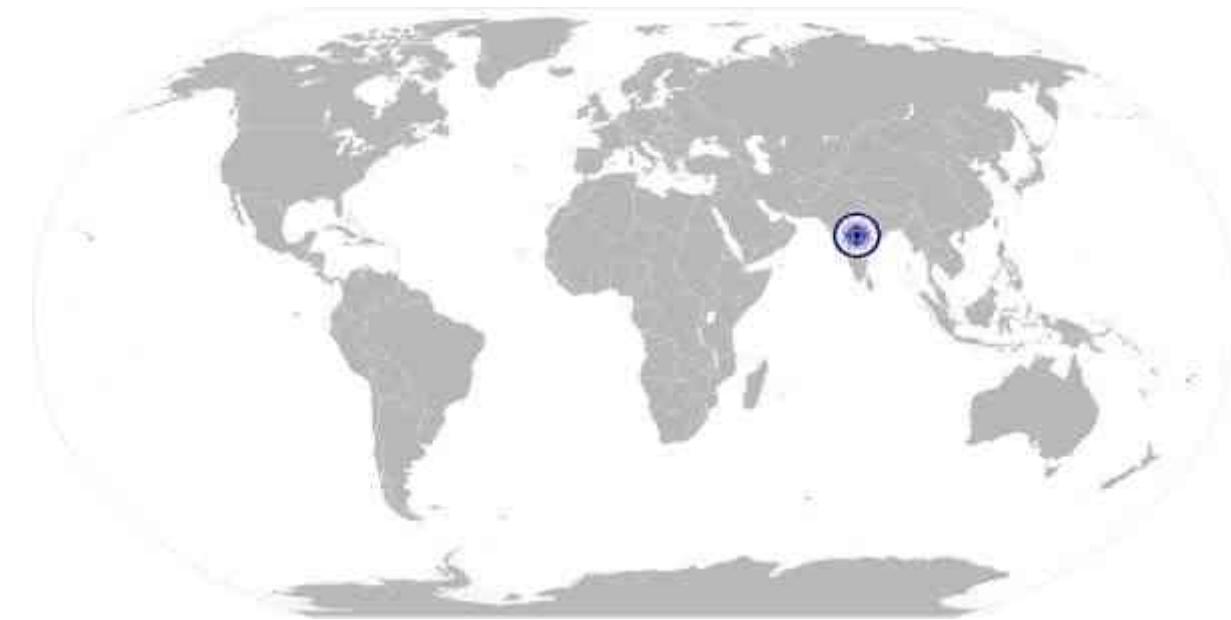
NOS Version Control

NOS Code	HCS/N 8705		
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	29/06/15
Occupation	Bamboo Mat Weaver	Next review date	29/06/17



HCS/N 8706 Carry out basic weaving operations: Shedding/ Picking/ Battening to weave mats comprising of basic weaves- Plain and Twill using hand operated loom

National Occupational Standard



Overview

This unit is about carrying out basic weaving operations: Shedding/Picking/Battening to weave bamboo mats comprising of basic weaves- Plain and Twill, using hand operated loom.



HCS/N 8706 Carry out basic weaving operations: Shedding/ Picking/ Battening to weave mats comprising of basic weaves- Plain and Twill using hand operated loom

Unit Code	HCS/N 8706
Unit Title (Task)	Carry out basic weaving operations: Shedding/Picking/Battening to weave bamboo mats comprising of basic weaves- Plain and Twill on hand operated loom
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out basic weaving operations: Shedding/Picking/Battening to weave Bamboo mats comprising of basic weaves- Plain and Twill on hand operated loom.
Scope	<p>The basic weaving operations to be undertaken by the Bamboo Mat Weaver are as follows:</p> <ul style="list-style-type: none">• preparation for Weaving• primary weaving operations:<ul style="list-style-type: none">◦ shedding◦ picking◦ battening• secondary weaving operations:<ul style="list-style-type: none">◦ take-up◦ let-off• post loom operations & finishing
Performance Criteria (PC) w.r.t. the Scope	
Preparation for weaving	To be competent on the job, the user/individual on the job must be able to: PC1. select the appropriate coloured bamboo sticks for insertion as wefts PC2. ask questions to obtain more information on tasks when the instructions you have are unclear PC3. use the correct tools and materials PC4. check that the materials to be used are free from faults, incase of any report them PC5. use the pedal to check if the shed formed is appropriate
Primary weaving operations	PC6. carry-out the primary weaving operation of shedding PC7. carry-out the primary weaving operation of picking PC8. carry-out the primary weaving operation of battening PC9. carry out beating uniformly
Secondary weaving operations	PC10. carry-out the secondary weaving operations of take-up PC11. carry-out the secondary weaving operations of let-off
Post-loom operations and finishing	PC12. trim the edges of the woven mat evenly PC13. reduce wastage and maintain quality while cutting to get desired finishing PC14. use the designated measuring tool for measurement of mat PC15. roll the mat, tag and store in a dry place PC16. conform to organisation's quality standards PC17. report any damaged work to the responsible person PC18. leave work area safe and secure when work is complete free from hazards PC19. inspect the woven mats as per the specifications provided PC20. perform all weaving-related operations with precision & accuracy
Knowledge and Understanding (K)	
A. Organizational	The user/individual on the job needs to know and understand:



HCS/N 8706 Carry out basic weaving operations: Shedding/ Picking/ Battening to weave mats comprising of basic weaves- Plain and Twill using hand operated loom

Context (Knowledge of the company/ organization and its processes)	KA1. the organisation's policies and procedures 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
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. functional know-how of the key loom parts KB2. operational knowledge for undertaking primary and secondary weaving operations using hand operated looms KB3. understanding the technical requirements of the mat to be woven KB4. method to make use of the information detailed in specifications and instructions KB5. knowledge on basic weaves- plain and their variations KB6. different types of defects/quality errors/issues in hand weaving, and methods/ways to eliminate them KB7. common hazards in the work area and workplace procedures for dealing with them
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills The user/individual on the job needs to know and understand how to: SA1. write in local language Reading Skills The user/individual on the job needs to know and understand how to: SA2. read instructions, guidelines, procedures and rules Oral Communication (Listening and Speaking skills) The user/individual on the job needs 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



HCS/N 8706 Carry out basic weaving operations: Shedding/ Picking/ Battening to weave mats comprising of basic weaves- Plain and Twill using hand operated loom

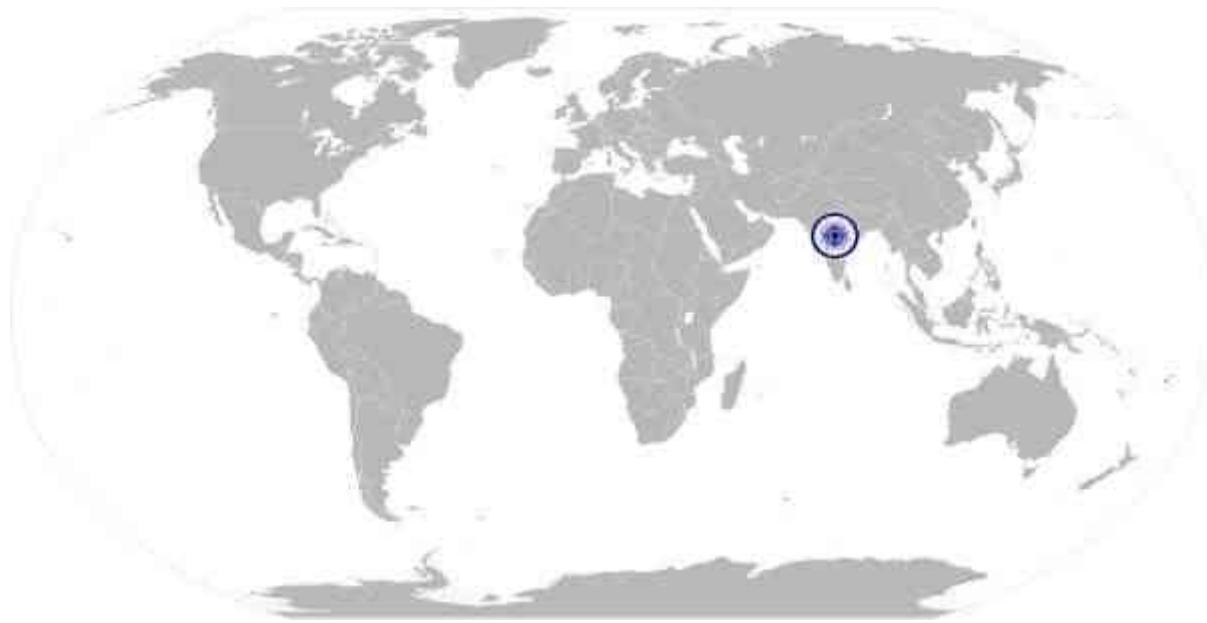
	SB5. build customer relationships and use customer centric approach
Problem Solving	
User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions 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	

NOS Version Control

NOS Code	HCS/N 8706		
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	29/06/15
Occupation	Bamboo Mat Weaver	Next review date	29/06/17



National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to achieve quality in Bamboo Mat weaving



HCS/N 8707

Contribute to achieve quality in bamboo mat weaving

Unit Code	HCS/N 8707
Unit Title (Task)	Contribute to achieve quality in bamboo mat weaving
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while undertaking bamboo mat weaving related activities to ensure that the woven mats meet specifications.
Scope	Contribute to achieving the quality in bamboo mat weaving related operations
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Contribute to achieving the product quality in mat weaving	To be competent, the user/individual on the job must be able to: PC1. identify and use raw materials as per the specifications provided PC2. take the necessary action when materials do not conform to quality standards PC3. report and replace identified faulty materials and component parts which do not meet specification PC4. identify modifiable defects and rework on them PC5. carry out work safely and at a rate which maintains work flow PC6. report to the responsible person when the work flow of other production areas disrupts work PC7. carry out quality checks at specified intervals according to instructions PC8. apply the allowed tolerances PC9. identify faults and take appropriate action for rectification PC10. make adjustments promptly to ensure the hand-woven mat matches the specification PC11. fault-find materials and components for stained, damage and incorrectly made-up component parts PC12. maintain the required productivity and quality levels
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: KA1. safe working practices and organisational procedures KA2. the organisation's procedures and guidelines KA3. quality systems and processes practiced in the organization KA4. equipment operating procedures / manufacturer's instructions KA5. types of problems with quality and how to report them to appropriate people KA6. methods to present any ideas for improvement to supervisor KA7. the importance of complying with written instructions KA8. limits of personal responsibility KA9. reporting procedure in case of faults in own/ other processes
C. Technical /Domain Knowledge	The user/individual on the job needs to know and understand: KB1. different types of faults that are likely to be found and how to put them right KB2. different techniques and methods used to detect fault KB3. types of basic weaves- plain and twill



HCS/N 8707

Contribute to achieve quality in bamboo mat weaving

	<p>KB4. types of faults which may occur, how they are identified and methods to deal with it</p> <p>KB5. different types of defects</p> <p>KB6. the importance of marking and segregating rejects</p> <p>KB7. inspect hand-woven mats against specifications</p> <p>KB8. identify, mark and place rejects in the designated locations</p> <p>KB9. appropriate inspection methods that can be used</p> <p>KB10. acceptable solutions for particular faults</p> <p>KB11. the consequences of not rectifying problems</p> <p>KB12. the types of adjustments suitable for specific types of faults</p> <p>KB13. own responsibilities at work</p>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	<p>Writing Skills You need to know and understand how to: SA1. Write in local language</p> <p>Reading Skills You need to know and understand how to: SA2. Read measurement instructions.</p> <p>Oral Communication (Listening and Speaking skills) You need to know and understand how to: SA3. Listen effectively and orally communicate information accurately SA4. Ask for clarification and advice from others</p>
B. Professional Skills	<p>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</p> <p>Plan and Organize User/individual needs to know and understand how to: SB3. Plan and organize your work to achieve targets and deadlines</p> <p>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</p> <p>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</p> <p>Analytical Thinking User/individual needs to know and understand how to: SB8. Analyze data and activities SB9. Pass on relevant information to others</p> <p>Critical Thinking</p>



HCS/N 8707

Contribute to achieve quality in bamboo mat weaving

	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
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NOS Version Control

NOS Code		HCS/N 8707	
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	29/06/15
Occupation	Bamboo Mat Weaver	Next review date	29/06/17





HCS/N 9908

Working in a team

National Occupational Standard



Overview

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



HCS/N 9908

Working in a team

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/N 9908

Working in a team

	<p>The user/individual on the job needs to know and understand:</p> <p>SA5. communicate with superior, colleagues and juniors appropriately</p> <p>SA6. talk to team members to convey information effectively</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make decisions in relation to the concerned scope of work</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand:</p> <p>SB2. plan and organize the work to achieve shared objectives of the team</p>
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. manage relationships with customers who may be in need of supports to maintain productivity and performance</p> <p>SB4. build with customer a relationship of trust and cooperation in achieving team goal</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand:</p> <p>SB5. apply problem-solving approaches to resolve conflicts</p> <p>SB6. seek clarification to problems when in doubt</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. identify root cause of problem split to utmost level of circumstances, personality etc</p>
	Critical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. critically evaluate various approaches of building team and sustaining team performance.</p>

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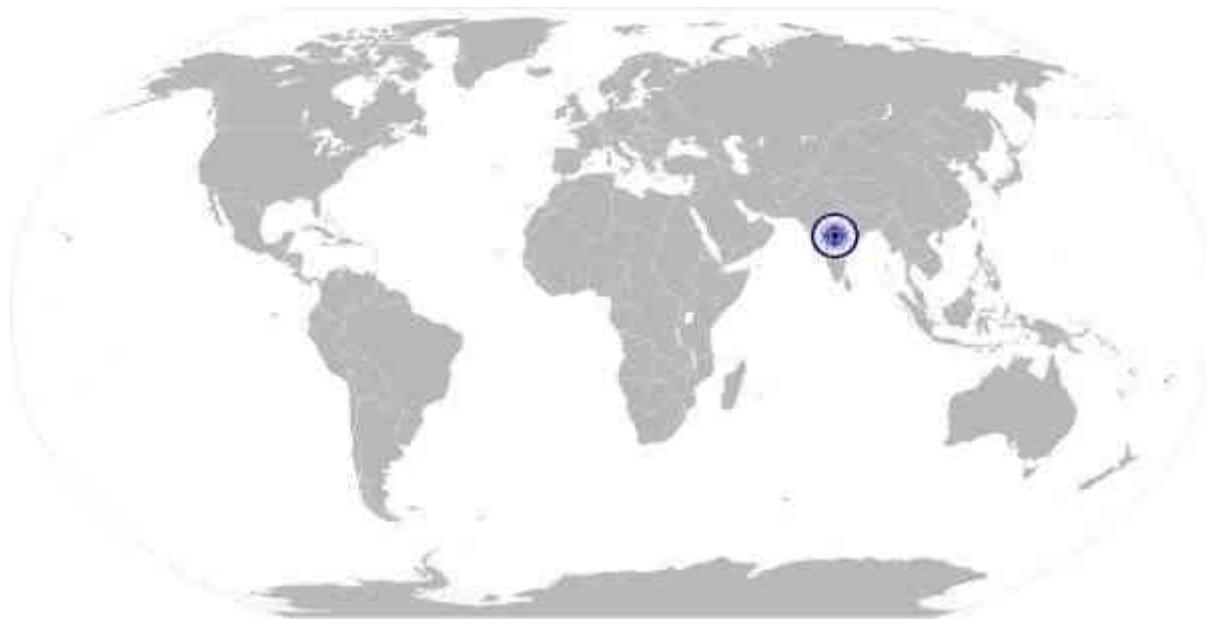
NOS Code	HCS/N9908		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	23/07/15
Industry Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	30/07/15
Occupation	Bamboo Mat Weaver	Next review date	30/07/17



HCS/N 9912

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/N 9912

Maintain work area and tools

Unit Code	HCS/N 9912
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 are maintained as per norms
Scope	<p>This unit/task covers the following:</p> <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	<p>To be competent, the user/individual on the job must be able to:</p> <p>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</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. 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</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>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</p>
Skills (S) w.r.t the Scope	



HCS/N 9912

Maintain work area and tools

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/N 9912

Maintain work area and tools

NOS Version Control

NOS Code	HCS/N 9912		
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	29/06/15
Occupation	Bamboo Mat Weaver	Next review date	29/06/17

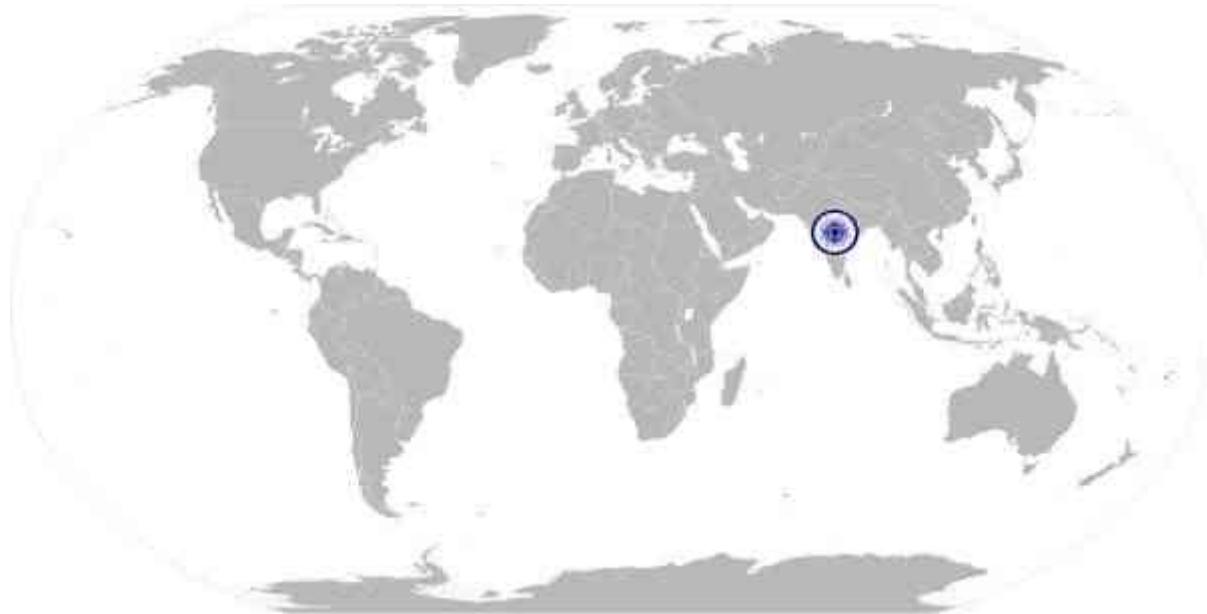




HCS/N 9913

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/N 9913

Maintain health, safety and security at workplace

Unit Code	HCS/N 9913
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: 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)	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 KA6. layout of the plant and details of emergency exits, escape routes,



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	<p>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	<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>
B. Professional Skills	<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>



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Maintain health, safety and security at workplace

	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

NOS Version Control

NOS Code	HCSSC/N 9913		
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	29/06/15
Occupation	Bamboo Mat Weaver	Next review date	29/06/17



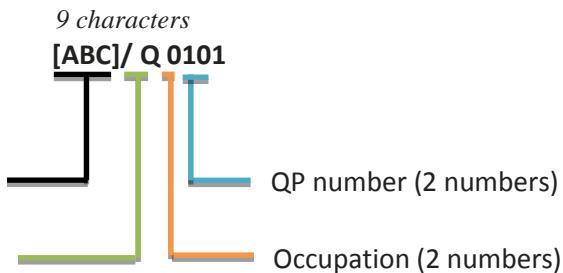
Annexure

Nomenclature for QP and NOS

Qualifications Pack

[Insert 3 letter code for SSC]

Q denoting Qualifications Pack

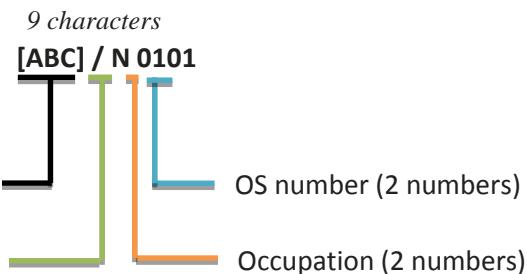


Occupational Standard

An example of NOS with 'N'

[Insert 3 letter code for SSC]

N denoting National Occupational Standard





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 Carpet Sector Skill Council	HCS
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Occupation code	01
Next two numbers	OS number	01



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Handmade Bamboo Mat Weaver

Qualification Pack: HCS/Q 8702

Sector Skill Council : Handicrafts & 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

		Marks Allocation			
		Total Marks (600)	Out of	Theory	Skills practical
1. HCS/N 8705 (Carry out basic pre-loom operations: Denting and attaching the warp on the loom)	PC1. Identify the parts of the hand operated loom and understand their functioning	100	10	4	6
	PC2. Analyze & interpret the given design (plain or twill weave) which needs to be woven & the type of raw material that is required		6	3	3
	PC3. Select and check appropriate materials- bamboo sticks and yarns, required for weaving the fabric as per the given specifications		4	1	3
	PC4. Conform to product quality standards		3	1	2
	PC5. Check with in-charge /others when unsure of new product details		3	1	2
	PC6. Minimise and dispose the waste materials in the approved manner		3	1	2
	PC7. Carry out operations at a rate which maintains workflow		6	3	3
	PC8. Leave work area safe and secure when work is complete		3	2	1



	PC9. Understand basic or plain drafting		8	4	4
	PC10. Carry out drafting- drawing the warp threads into heald eyelets using the hook as per the given specifications.		12	5	7
	PC11. Detect, analyse and rectify faults while drafting		6	2	4
	PC12. Gradually knot the threads after drafting a set of ends to avoid mistakes in drafting		3	1	2
	PC13. Draw the warp threads in the warped beam through the reed dents as per the given specifications		4	2	2
	PC14. Maintain the reed hook to ensure smooth functioning		3	1	2
	PC15. Attach the warp rolled beam on the loom, in order to keep the loom ready to commence weaving operations		8	3	5
	PC16. Knot the warp threads uniformly to the rod attached to the breast beam/fabric beam		7	3	4
	PC17. Maintain the correct tension of the warp threads to prepare the loom for weaving		4	1	3
	PC18. Analyze and maintain the tension of the warp threads uniformly by beating and inserting dummy weft		4	1	3
	PC19. Respond appropriately incase of any errors or faults in the warp and other pre-weaving operations and take corrective measures		3	1	2
			TOTAL	40	60
2. HCS/N 7806 (Carry out basic weaving operations: Shedding/Picking /Battening to weave mats comprising of basic weaves- Plain and Twill on hand operated loom)	PC1. Select the appropriate coloured bamboo sticks for insertion as wefts		8	4	4
	PC2. Ask questions to obtain more information on tasks when the instructions you have are unclear		5	2	3
	PC3. Use the correct tools and materials		3	2	1
	PC4. Check that the materials to be used are free from faults, incase of any report them		5	2	3
	PC5. Use the pedal to check if the shed formed is appropriate		4	1	3
	PC6. Carry-out the primary weaving operation of Shedding		7	2	5
	PC7. Carry-out the primary weaving operation of Picking		8	3	5
	PC8. Carry-out the primary weaving operation of Battening		7	2	5
	PC9. Carry out beating uniformly		3	1	2
			100		



	PC10. Carry-out the secondary weaving operations of Take-up		5	2	3
	PC11. Carry-out the secondary weaving operations of Let-off		5	2	3
	PC12. Trim the edges of the woven mat evenly		3	1	2
	PC13. Reduce wastage and maintain quality while cutting to get desired finishing		3	1	2
	PC14. Use the designated measuring tool for measurement of mat		3	2	1
	PC15. Roll the mat, tag and store in a dry place		4	2	2
	PC16. Conform to organisation's quality standards		7	3	4
	PC17. Report any damaged work to the responsible person		5	2	3
	PC18. Leave work area safe and secure when work is complete free from hazards		5	2	3
	PC19. Inspect the woven mats as per the specifications provided		5	2	3
	PC20. Perform all weaving-related operations with precision & accuracy		5	2	3
TOTAL		100	40	60	
3. HCS/N 7807 (Contribute to achieve quality in bamboo mat weaving)	PC1. Identify and use raw materials as per the specifications provided	100	10	3	7
	PC2. Take the necessary action when materials do not conform to quality standards		8	2	6
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		6	2	4
	PC4. Identify modifiable defects and rework on them		10	4	6
	PC5. Carry out work safely and at a rate which maintains work flow		6	2	4
	PC6. Report to the responsible person when the work flow of other production areas disrupts work		8	4	4
	PC7. Carry out quality checks at specified intervals according to instructions		8	4	4
	PC8. Apply the allowed tolerances		10	4	6
	PC9. Identify faults and take appropriate action for rectification		10	4	6
	PC10. Make adjustments promptly to ensure the hand-woven mat matches the specification		10	4	6
	PC11. Fault-find materials and components for stained, damage and incorrectly made-up component parts		8	4	4



	PC14. Maintain the required productivity and quality levels		6	3	3
		TOTAL	100	40	60
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/N 9912 (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	70
6. HCS/N 9913 (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		6	2	4



related procedures	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