

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE INDUSTRY

### What are Occupational Standards(OS)?

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

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### Introduction

## Qualifications Pack- Jacquard Weaver- Handloom

**SECTOR:** TEXTILE

**SUB-SECTOR:** Handloom

**OCCUPATION:** Weaving

**REFERENCE ID:** TSC/Q7306

**ALIGNED TO:** NCO-2004/7432.90

The weaver can work as a freelancer or seek employment in a factory.

**Brief Job Description:** A jacquard weaver weaves various types of fabrics and artistic textiles by hand using a handloom. A weaver can weave basic weaves—plain and its variations, using different kinds of yarns- cotton/raw silk on a fly-shuttle or throw-shuttle handloom.

**Personal Attributes:** Needs to have hand-eye coordination, motor skills, vision (including near, distance, colour, and peripheral), depth perception, ability to change focus, and an alert mind. The weaver also needs to understand the psychology of the designers and the clients.



<b>Qualifications Pack Code</b>	<b>TSC/Q7306</b>		
<b>Job Role</b>	<b>Jacquard Weaver-Handloom</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/01/16</b>
<b>Sub-sector</b>	<b>Handloom</b>	<b>Last reviewed on</b>	<b>15/01/16</b>
<b>Occupation</b>	<b>Weaving</b>	<b>Next review date</b>	<b>15/01/18</b>
<b>NSQC Clearance on</b>	<b>NA</b>		

<b>Job Role</b>	<b>Jacquard Weaver-Handloom</b>
<b>Role Description</b>	Weaves jacquard design as per creation of the designer using cotton/silk yarns using handlooms.
<b>NSQF level</b>	4
<b>Minimum Educational Qualifications</b>	8 <sup>th</sup> Standard pass, preferably
<b>Maximum Educational Qualifications</b>	NA
<b>Training</b> (Suggested but not mandatory)	NA
<b>Minimum Job Entry Age</b>	16 years
<b>Experience</b>	NA
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">TSC/N7308 Undertake pre-weaving activities for jacquard weaving-handloom</a></li> <li><a href="#">TSC/N7309 Operate the handloom for jacquard weaving</a></li> <li><a href="#">TSC/N9005 Maintain work area and tools in handloom sector</a></li> <li><a href="#">TSC/N9006 Working in a team in handloom sector</a></li> <li><a href="#">TSC/N9007 Maintain health, safety and security at work place in handloom sector</a></li> <li><a href="#">TSC/N9008 Comply with work place requirements in handloom sector</a></li> </ol> <p><b>Optional:</b></p> <p>NA</p>
<b>Performance Criteria</b>	As described in the relevant OS units

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

**Acronyms**

Keywords /Terms	Description
NSQF	National Skill Qualification Framework
NOS	National Occupational Standards
OS	Occupational Standards
TSC	Textile Sector Skill Council
QP	Qualification Packs
TBD	To be decided

TSC/N7308

**Undertake pre-weaving activities for jacquard weaving-handloom**

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# National Occupational Standard



## Overview

This unit is about the techniques necessary for pre-weaving activities—checking and ensuring of the drafts, denting, filling pirns and looms, and analysing the design.

**TSC/N7308**

## Undertake pre-weaving activities for jacquard weaving-handloom

<b>Unit Code</b>	TSC/N7308
<b>Unit Title (Task)</b>	<b>Undertake pre-weaving activities for jacquard weaving-handloom</b>
<b>Description</b>	This unit is about necessary techniques to undertake pre-weaving activities—checking and ensuring of the drafting, denting, filling pirns and looms, and analysing the design.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Check and ensure pre-weaving activities</li> <li>Analyze the weave design and place the pirn</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Check and ensure pre- weaving activities	To be competent, the user/individual on the job should be able to: <ul style="list-style-type: none"> <li>PC1. gait the warp sheets properly</li> <li>PC2. maintain proper tension of the warp sheet to facilitate weaving by checking let-off and take-up</li> <li>PC3. check shedding, picking and beating mechanisms of the loom</li> <li>PC4. ensure good condition of the warp beam—for cross ends, missing ends, and ends pulling out particularly at the selvedge</li> <li>PC5. maintain cleanliness of the machines and workplace</li> <li>PC6. ensure the attached warp is drafted and dented as per the instructions and design specifications</li> <li>PC7. keep the required number of shuttles ready with properly loaded coloured pirns as per the design specifications</li> <li>PC8. check the availability of filled pirns</li> <li>PC9. ensure proper condition of the tip of the shuttle</li> </ul>
Analyze the weave design and place the pirn	To be competent, the user/individual on the job should be able to: <ul style="list-style-type: none"> <li>PC10. analyze and interpret the jacquard design to be woven—plain or its variations, number of repeats, etc.</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. guidelines and standards for quality</li> <li>KA2. safe working practices and procedures</li> <li>KA3. job role and responsibilities</li> <li>KA4. documenting procedure in case of faults in own/ others' processes</li> <li>KA5. responsibilities under health, safety and environmental legislation</li> <li>KA6. guidelines for storage and disposal of waste materials</li> <li>KA7. potential hazards associated with the machines and the safety precautions that must be taken</li> <li>KA8. protocol to obtain more information on work related tasks</li> <li>KA9. documentation formats</li> </ul>

**TSC/N7308**

## **Undertake pre-weaving activities for jacquard weaving-handloom**

<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. different parts of the handloom— warp beam, platen, rods, heddles, harnesses or shafts, treadles, reed, lathe, etc.</li> <li>KB2. different types of fabrics, yarn, count, twist, etc.</li> <li>KB3. loom dimensions and other specifications</li> <li>KB4. types of basic weaves—plain and its variations, etc.</li> <li>KB5. technical terms associated with all pre-weaving operations</li> <li>KB6. types of tools and equipments used—shuttles, pirns, etc.</li> <li>KB7. process flow involved in the pre-loom operations</li> <li>KB8. causes for fabric defects due to improper pre-loom activities and defective loom</li> <li>KB9. valid sources of receiving the design order, e.g. employer (with valid appointment letter or service agreement), contractor (with valid contract), client (with signed job order and advance payment as agreed), etc.</li> </ul>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA1. take notes in local, Hindi or English language of instructions received from clients</li> <li>SA2. fill forms and formats in local, Hindi or English language for recording production, quality related information, tool and material care and maintenance of related information, etc.</li> </ul> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA3. read the terminology provided in the design document in local, Hindi or English language</li> <li>SA4. read and correctly interpret own notes written in any language</li> </ul> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA5. communicate with colleagues and clients appropriately</li> <li>SA6. listen carefully</li> <li>SA7. talk effectively to convey information succinctly and unequivocally</li> </ul>
<b>B. Professional Skills</b>	<p><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB1. take decision with systematic coarse of actions and /or response</li> </ul> <p><b>Plan and Organize</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB2. plan and organize own work in a way that all activities are completed in time and as per specifications and requirements</li> </ul>

**TSC/N7308**

**Undertake pre-weaving activities for jacquard weaving-handloom**

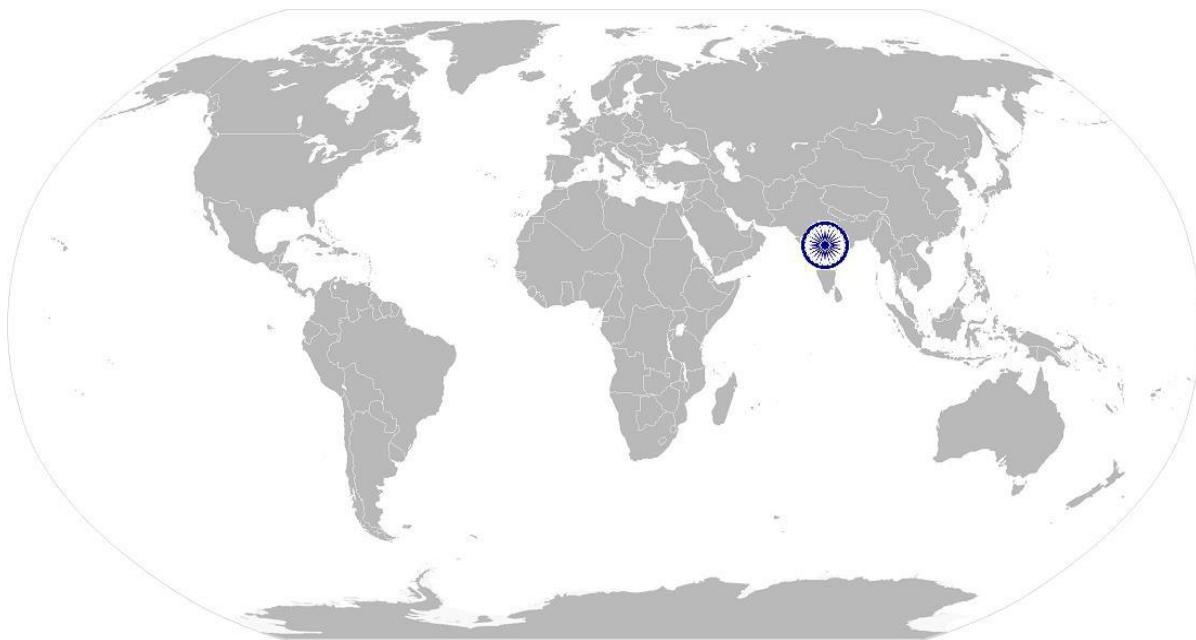
	<b>Customer Centricity</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB3. interpret contractor or client's work requirements and other weaving related specifications correctly</li> <li>SB4. provide contractor or client with all relevant weaving information including delivery timelines, work requirements, feasibility and available support</li> <li>SB5. deliver quality output and maintain long term business relationship with contractors or clients</li> </ul>
	<b>Problem Solving</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB6. determine timely correction of errors to prevent redoing of work</li> </ul>
	<b>Analytical Thinking</b>
	NA
	<b>Critical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB7. provide opinions on work in a detailed and constructive way</li> <li>SB8. apply balanced judgment to different situations</li> </ul>



**TSC/N7308      Undertake pre-weaving activities for jacquard weaving-handloom**

## **NOS Version Control**

<b>NOS Code</b>	<b>TSC/N7308</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/01/16</b>
<b>Industry Sub-sector</b>	<b>Handloom</b>	<b>Last reviewed on</b>	<b>15/01/16</b>
<b>Occupation</b>	<b>Weaving</b>	<b>Next review date</b>	<b>15/01/18</b>



TSC/N7309

Operate the handloom for jacquard weaving

# National Occupational Standard



## Overview

This unit refers to the necessary skills, knowledge and attributes required for jacquard weaving on handloom.

**TSC/N7309**

### Operate the handloom for jacquard weaving

<b>Unit Code</b>	<b>TSC/N7309</b>
<b>Unit Title (Task)</b>	<b>Operate the handloom for jacquard weaving</b>
<b>Description</b>	This unit refers to the necessary skills, knowledge and attributes required for jacquard weaving on handloom.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Carry out jacquard weaving operations on handloom</li> <li>• Ensure the specified quality</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Carry out jacquard weaving operations on handloom</b>	<p>To be competent, the user/individual on the job should be able to:</p> <p>PC1. separate the warp threads into two layers to form a shed as per the designs on the jacquard cards by using treadles</p> <p>PC2. pass the weft thread, which traverses across the fabric, through the shed by a shuttle</p> <p>PC3. push the newly inserted length of weft or pick, into the already woven fabric at a point known as the fell of the cloth</p> <p>PC4. maintain constant warp tension during weaving by adjusting the let-off and take-up as and when required</p> <p>PC5. adjust the wooden staves assembly to maintain correct fabric width and place it near the fell of the cloth</p> <p>PC6. stop the machine when a filling yarn breaks and ensure proper mending of the broken warp threads by joining (twisting)</p> <p>PC7. insert the shuttle at the place where the weft gets broken</p> <p>PC8. change the shuttle as per the jacquard design specifications</p> <p>PC9. weave as per pattern or design repeat</p>
<b>Ensure the specified quality</b>	<p>To be competent, the user/individual on the job should be able to:</p> <p>PC10. check that the materials to be used are free from faults, in case of any, repair fault</p> <p>PC11. conform to the specified quality standards of weaving</p> <p>PC12. inspect hand-woven fabrics against design specifications</p> <p>PC13. identify any damaged work and rectify it</p> <p>PC14. leave the work area safe and secure when work is complete free from hazards</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. guidelines and standards for quality</p> <p>KA2. safe working practices and procedures</p> <p>KA3. job role and responsibilities</p> <p>KA4. documenting procedure in case of faults in own/ others' processes</p> <p>KA5. responsibilities under health, safety and environmental legislation</p> <p>KA6. guidelines for storage and disposal of waste materials</p> <p>KA7. potential hazards associated with the machines and the safety precautions that must be taken</p> <p>KA8. protocol to obtain more information on work related tasks</p> <p>KA9. documentation format</p>

**TSC/N7309**

**Operate the handloom for jacquard weaving**

<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. different parts of the handloom— warp beam, rods, heddles, harnesses or shafts, treadles, reed, lathe, etc.</li> <li>KB2. different types of fabrics, yarn, count, twist, etc.</li> <li>KB3. loom dimensions and other specifications</li> <li>KB4. types of basic weaves—plain and its variations,etc.</li> <li>KB5. technical terms associated with all weaving operations—shedding, picking, battening, lets-off, take off, etc.</li> <li>KB6. types of tools and equipments used—shuttles, pirns, etc.</li> <li>KB7. process flow involved in the handloom weaving operations</li> <li>KB8. methods of throwing shuttle—fly shuttle and throw shuttle</li> <li>KB9. common hazards in the work area and work place procedures for dealing with them</li> <li>KB10. valid sources of receiving the weaving order, e.g. employer (with valid appointment letter or service agreement), contractor (with valid contract), client (with signed job order and advance payment as agreed), etc.</li> <li>KB11. appropriate inspection methods that can be used</li> <li>KB12. acceptable solutions for particular faults</li> </ul>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA1. take notes in local, Hindi or English language of instructions received from clients</li> <li>SA2. fill forms and formats in local, Hindi or English language for recording production, quality related information, tool and material care and maintenance of related information, etc.</li> </ul> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA3. read the terminology provided in the design document in local, Hindi or English language</li> <li>SA4. read and correctly interpret own notes written in any language</li> </ul> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA5. communicate with colleagues and clients appropriately</li> <li>SA6. listen carefully</li> <li>SA7. talk effectively to convey information succinctly and unequivocally</li> </ul>
<b>B. Professional Skills</b>	<p><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB1. take decision with systematic coarse of actions and /or response</li> </ul>

**TSC/N7309**

**Operate the handloom for jacquard weaving**

	<p><b>Plan and Organize</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. plan and organize own work in a way that all activities are completed in time and as per specifications and requirements</p>
	<p><b>Customer Centricity</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. interpret contractor or client's work requirements and other weaving related specifications correctly</p> <p>SB4. provide contractor or client with all relevant weaving information including delivery timelines, work requirements, feasibility and available support</p> <p>SB5. deliver quality output and maintain long term business relationship with contractors or clients</p>
	<p><b>Problem Solving</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. determine timely correction of errors to prevent redoing of work</p>
	<p><b>Analytical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. analyze the quality of weaving fabric as per the specifications</p>
	<p><b>Critical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. provide opinions on work in a detailed and constructive way</p> <p>SB9. apply balanced judgment to different situations</p>

**TSC/N7309**

**Operate the handloom for jacquard weaving**

## **NOS Version Control**

<b>NOS Code</b>	<b>TSC/N7309</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/01/16</b>
<b>Industry Sub-sector</b>	<b>Handloom</b>	<b>Last reviewed on</b>	<b>15/01/16</b>
<b>Occupation</b>	<b>Weaving</b>	<b>Next review date</b>	<b>15/01/18</b>

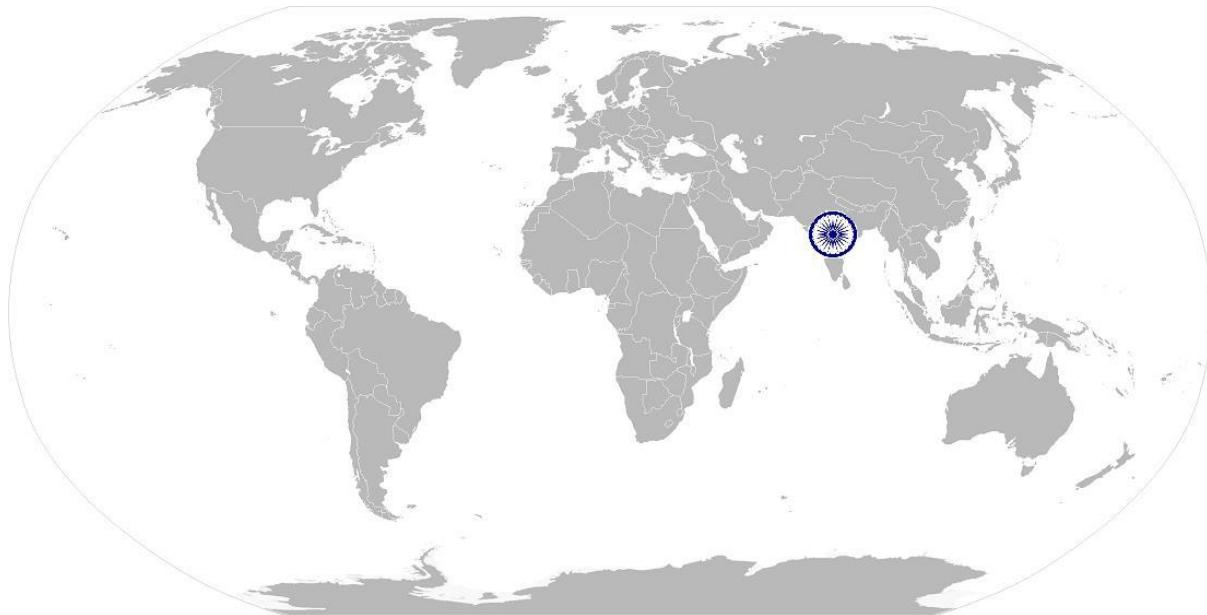


**TSC/N9005**

**Maintain work area and tools in handloom sector**

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# National Occupational Standard

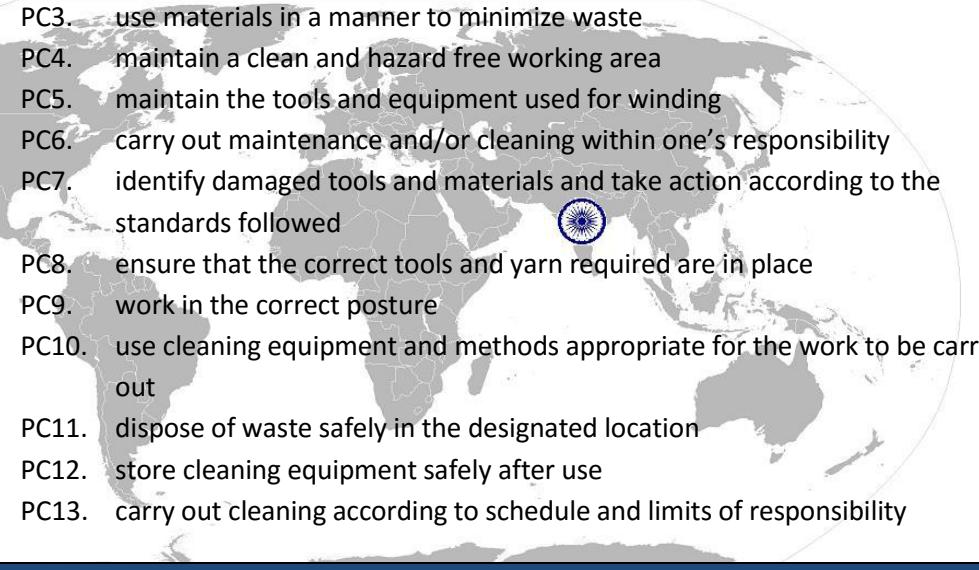


## Overview

This unit provides performance criteria, knowledge, understanding, skills and abilities required to organize/maintain work area and activities to ensure tools used for winding are maintained as per norms.

**TSC/N9005**

## Maintain work area and tools in handloom sector

<b>Unit Code</b>	<b>TSC/N9005</b>
<b>Unit Title (Task)</b>	<b>Maintain work area and tools in handloom sector</b>
<b>Description</b>	This unit provides performance criteria, knowledge, understanding, skills and abilities required to organize/maintain work area and activities to ensure tools used for winding are maintained as per norms
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Maintain the work area, tools and machines</li> </ul>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Maintain the work area, tools and machines</b>	<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 correct lifting and handling procedures      PC3. use materials in a manner to minimize waste      PC4. maintain a clean and hazard free working area      PC5. maintain the tools and equipment used for winding      PC6. carry out maintenance and/or cleaning within one's responsibility      PC7. identify damaged tools and materials and take action according to the standards followed      PC8. ensure that the correct tools and yarn required are in place      PC9. work in the correct posture      PC10. use cleaning equipment and methods appropriate for the work to be carried out      PC11. dispose of waste safely in the designated location      PC12. store cleaning equipment safely after use      PC13. carry out cleaning according to schedule and limits of responsibility</p> 
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context (Knowledge of the company/ organization and its processes)</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. personal hygiene      KA2. safe working practices and Cooperative Society/NGO/SHG/cluster procedures      KA3. limits of your own responsibility      KA4. ways of resolving problems within the work area      KA5. production process and the specific work activities that relate to the whole process      KA6. importance of effective communication with colleagues      KA7. lines of communication, authority and reporting procedures      KA8. cooperative Society/NGO/SHG/cluster rules, codes and guidelines (including time keeping)</p>

**TSC/N9005**

## Maintain work area and tools in handloom sector

	KA9. company's quality standards KA10. importance of complying with written instructions
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. work instructions and specifications and interpret them accurately KB2. method to make use of the information detailed in specifications and instructions KB3. relation between work role and the overall manufacturing process KB4. importance of taking action when problems are identified KB5. different ways of minimizing waste KB6. effects of contamination on products KB7. common faults and the methods to rectify them KB8. tools maintenance procedures KB9. hazards likely to be encountered when conducting routine maintenance KB10. different types of cleaning substances and their use KB11. safe working practices for cleaning and the methods of carrying them out

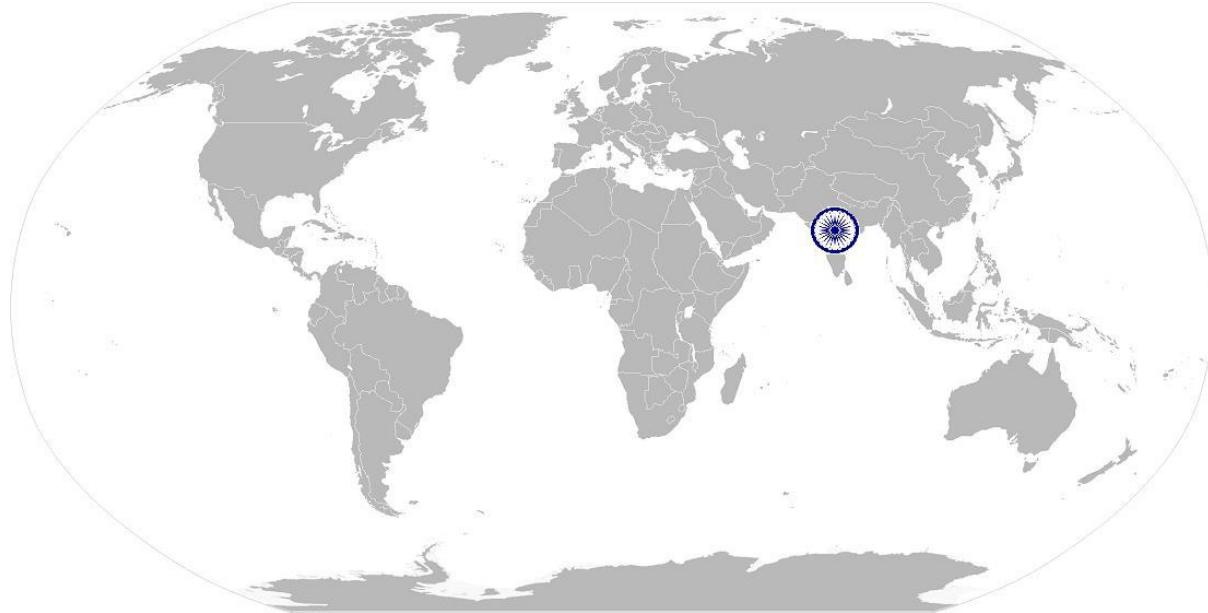
### Skills (S)

<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b> The user/individual on the job needs to know and understand how to: SA1. write in local language
	<b>Reading Skills</b> The user/individual on the job needs to know and understand how to: SA2. read and comprehend written instructions
	<b>Oral Communication (Listening and Speaking skills)</b> The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
	<b>Decision Making</b> The user/individual on the job needs to know and understand how to: SB1. follow rule-based decision-making processes SB2. make decisions on a suitable course of action or response
	<b>Plan and Organize</b> The user/individual on the job needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
<b>B. Professional Skills</b>	<b>Customer Centricity</b> The user/individual on the job needs to know and understand how to: SB4. avoid absenteeism SB5. be punctual SB6. work in discipline

**TSC/N9005**

**Maintain work area and tools in handloom sector**

	<p>SB7. act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p>
<b>Problem Solving</b>	
The user/individual on the job needs to know and understand how to:	
<p>SB8. apply problem-solving approaches in different situations</p> <p>SB9. seek clarification on problems from others</p>	
<b>Analytical Thinking</b>	
The user/individual on the job needs to know and understand how to:	
<p>SB10. analyze data and activities</p> <p>SB11. pass on relevant information to others</p>	
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to:	
<p>SB12. provide opinions on work in a detailed and constructive way</p> <p>SB13. apply balanced judgments to different situations</p>	

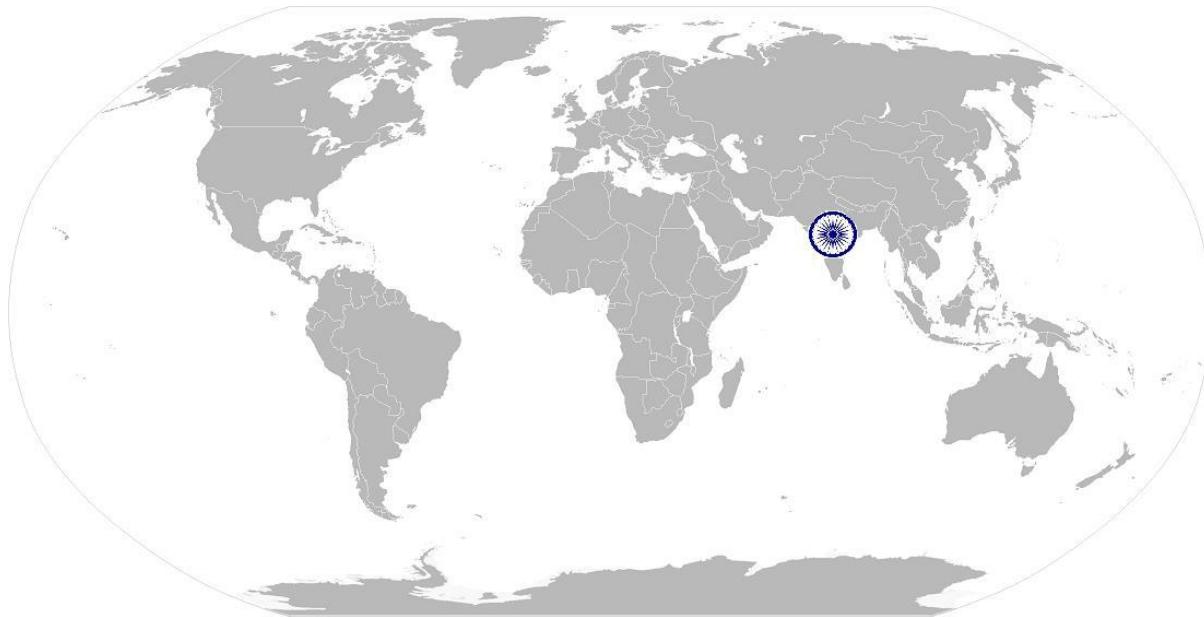


**TSC/N9005**

**Maintain work area and tools in handloom sector**

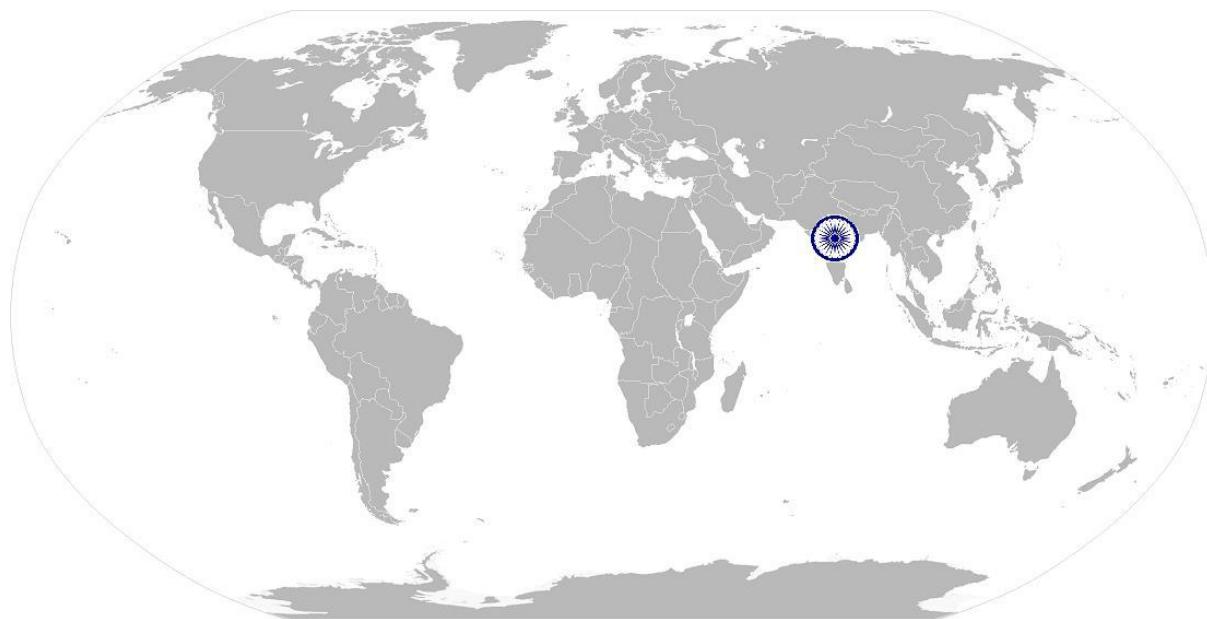
## **NOS Version Control**

<b>NOS Code</b>		<b>TSC/N9005</b>	
<b>Credits</b>	TBD	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	Textiles Sector	<b>Drafted on</b>	<b>19/08/15</b>
<b>Industry Sub-sector</b>	Handloom	<b>Last reviewed on</b>	<b>19/08/15</b>
<b>Occupation</b>	Generic	<b>Next review date</b>	<b>19/08/17</b>



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# National Occupational Standard



## Overview

This unit is about working in a team in a handloom sector.

**TSC/N9006**

**Working in a team in handloom sector**

<b>National Occupational Standard</b>	
<b>Unit Code</b>	<b>TSC/N9006</b>
<b>Unit Title (Task)</b>	<b>Working in a team in handloom sector</b>
<b>Description</b>	This unit is about working as a team member.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Self-development</li> <li>• Team work</li> <li>• Organizational standards</li> </ul>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Self- development</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. perform own duties effectively</p> <p>PC2. take responsibility for own actions</p> <p>PC3. be accountable towards the job role and assigned duties</p> <p>PC4. take initiative and innovate the existing methods</p> <p>PC5. focus on self-learning and improvement</p>
<b>Team Work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC6. co-ordinate with all team members and colleagues</p> <p>PC7. communicate politely</p> <p>PC8. avoid conflicts and miscommunication</p>
<b>Organizational standards</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC9. know the organizational standards</p> <p>PC10. implement them in your performance</p> <p>PC11. motivate others to follow them</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. standard Operating Procedures (SOP) and regulations in the Cooperative Society/NGO/SHG</p> <p>KA2. knowledge of workplace standards</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. importance of self-development</p> <p>KB2. importance of team work</p> <p>KB3. importance of understanding and complying with organizational standards</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. write in local language</p>

**TSC/N9006**

**Working in a team in handloom sector**

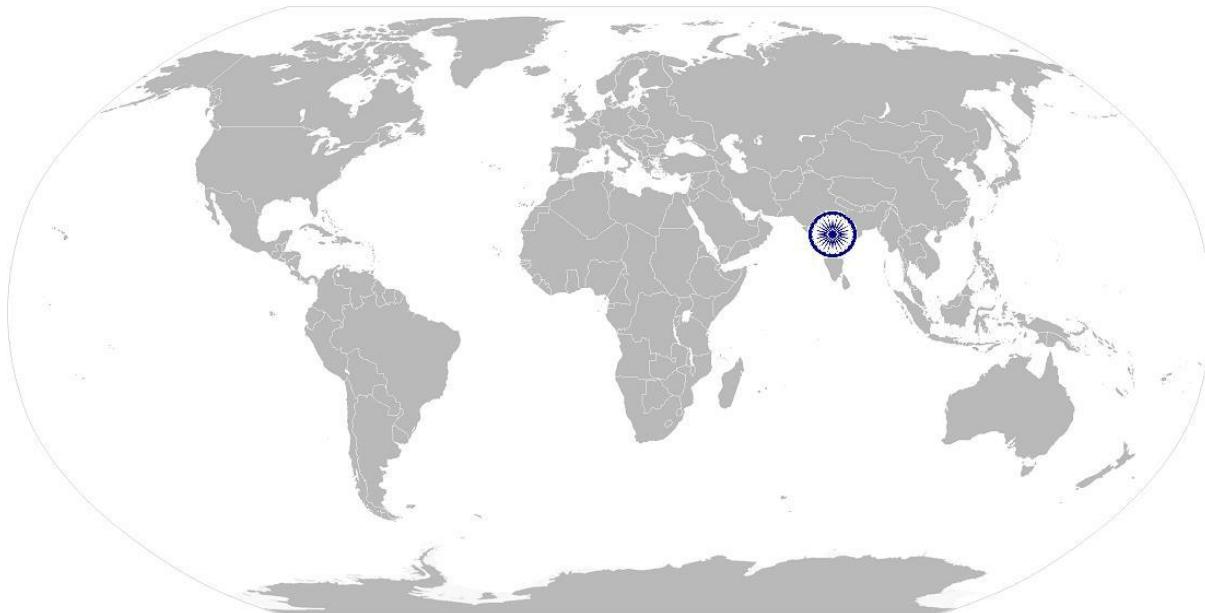
<b>B. Professional Skills</b>	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. read and comprehend written instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA3. listen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

**TSC/N9006**

**Working in a team in handloom sector**

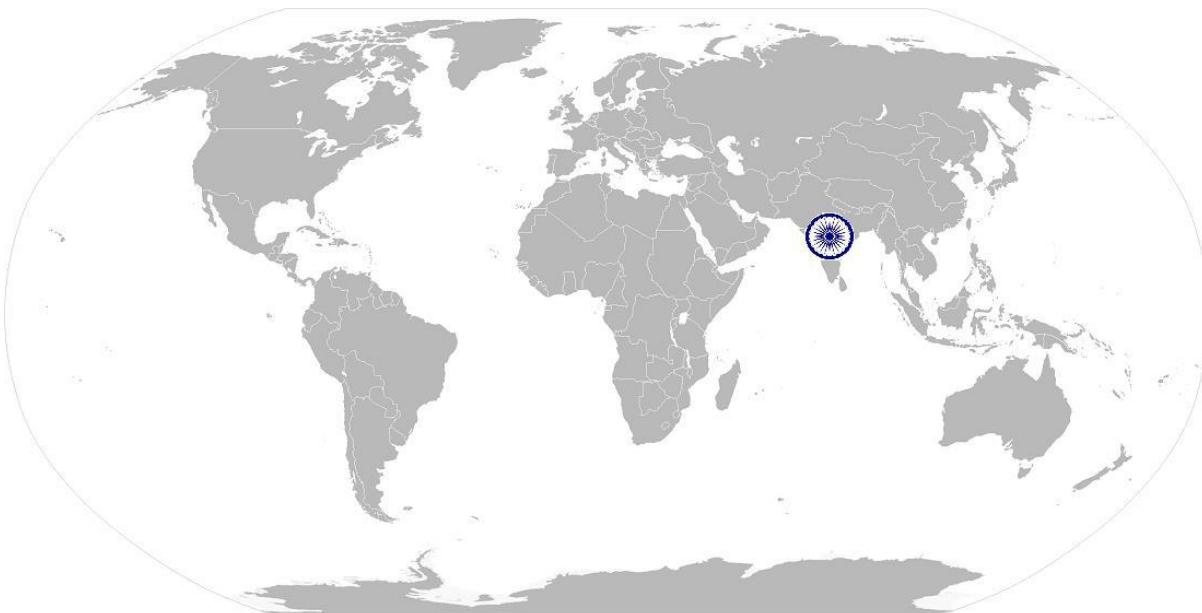
## **NOS Version Control**

<b>TSC/N9006</b>			
<b>Credits</b>	TBD	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	Textiles Sector	<b>Drafted on</b>	<b>19/08/15</b>
<b>Industry Sub-sector</b>	Handloom	<b>Last reviewed on</b>	<b>19/08/15</b>
<b>Occupation</b>	Generic	<b>Next review date</b>	<b>19/08/17</b>



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# National Occupational Standard



## Overview

This unit provides performance criteria, knowledge, understanding, skills and abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others

**TSC/N9007**

## Maintain health, safety and security at work place in handloom sector

National Occupational Standard

<b>Unit Code</b>	TSC/N9007
<b>Unit Title (Task)</b>	<b>Maintain health, safety and security at work place in handloom sector</b>
<b>Description</b>	This unit provides performance criteria, knowledge, understanding, skills and abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Comply with health, safety and security requirements at work</li> <li>• Recognize and address the hazards</li> </ul>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Comply with health, safety and security requirements at work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. comply with health and safety related instructions applicable to the workplace</p> <p>PC2. use and maintain personal protective equipment as per protocol</p> <p>PC3. carry out own activities in line with approved guidelines and procedures</p> <p>PC4. maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. follow environment management system related procedures</p> <p>PC6. store materials and tools in line with manufacturer's and Cooperative Society/NGO/SHG requirements</p> <p>PC7. safely handle and move waste and debris</p> <p>PC8. minimize health and safety risks to self and others due to own actions</p> <p>PC9. monitor the work place and work processes for potential risks and threats</p> <p>PC10. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC11. participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC12. undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC13. take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC14. follow Cooperative Society/NGO/SHG procedures for evacuation when required</p>
<b>Recognize and address the hazards</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC15. identify different kinds of possible hazards (environmental, personal, ergonomic and chemical) of the industry</p> <p>PC16. recognize other possible security issues existing in the workplace</p> <p>PC17. plan the safety techniques</p> <p>PC18. recognize different measures to curb the hazards</p> <p>PC19. implement the programs</p>

**TSC/N9007**

## Maintain health, safety and security at work place in handloom sector

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

**TSC/N9007**

## Maintain health, safety and security at work place in handloom sector

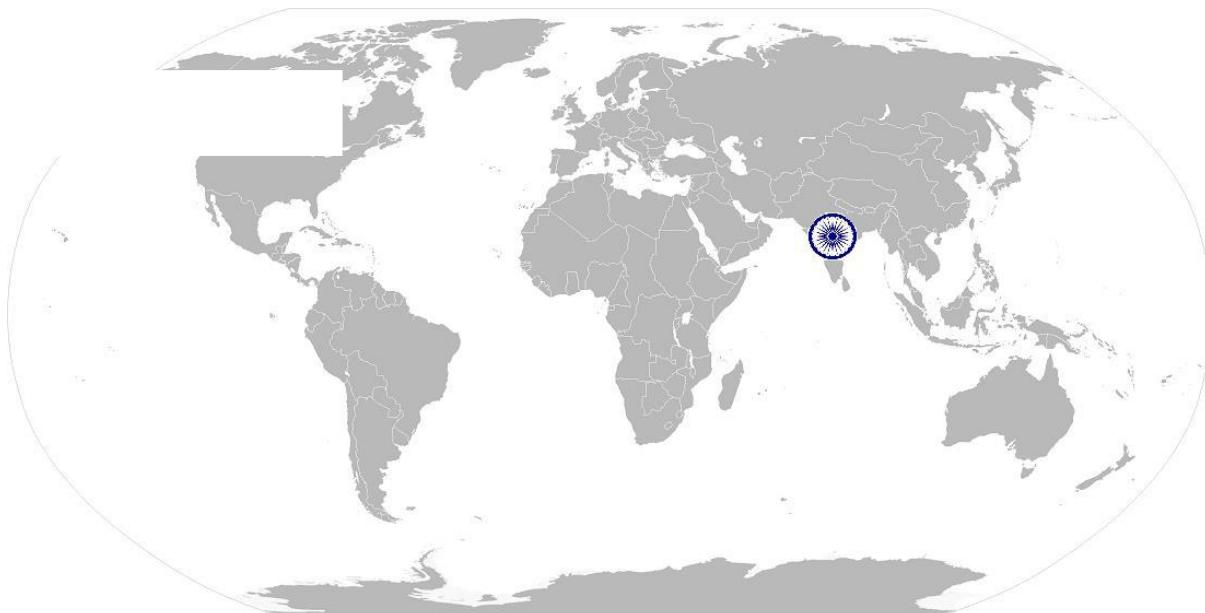
	<p><b>Plan and Organize</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p>
	<p><b>Customer Centricity</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. avoid absenteeism SB5. be punctual SB6. work in Discipline SB7. act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p>
	<p><b>Problem Solving</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. apply problem-solving approaches in different situations SB9. seek clarification on problems from others</p>
	<p><b>Analytical Thinking</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. analyze data and activities SB11. pass on relevant information to others</p>
	<p><b>Critical Thinking</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. provide opinions on work in a detailed and constructive way SB13. apply balanced judgment to different situations</p>

**TSC/N9007**

**Maintain health, safety and security at work place in handloom sector**

## NOS Version Control

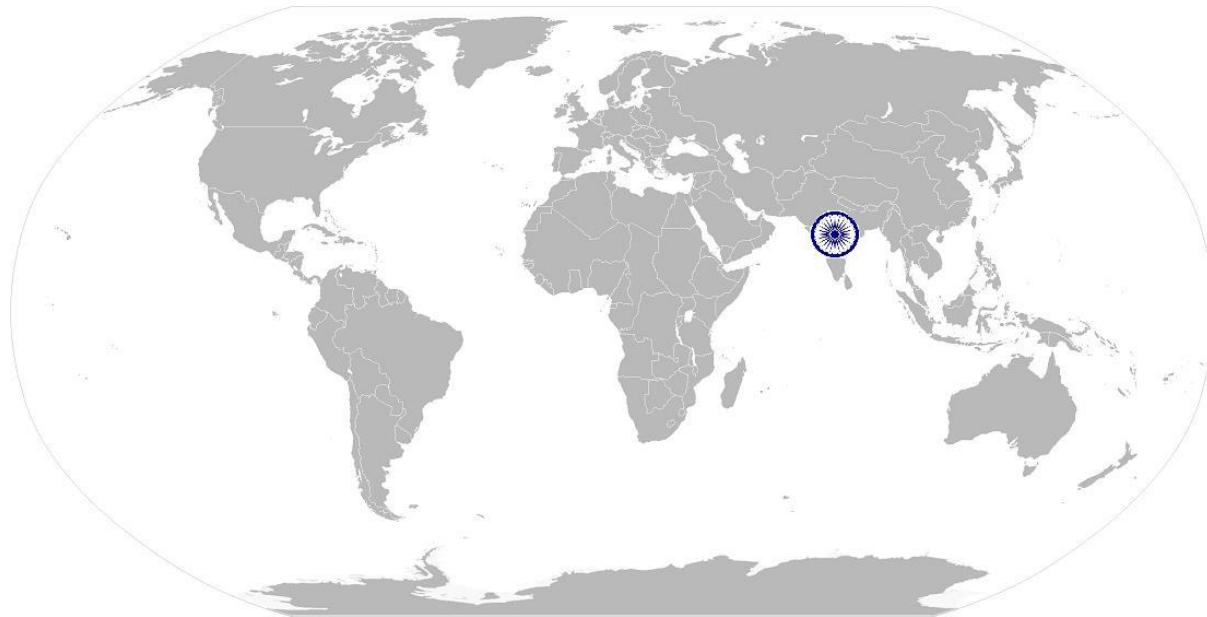
<b>NOS Code</b>		<b>TSC/N9007</b>	
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textiles Sector</b>	<b>Drafted on</b>	<b>19/08/15</b>
<b>Industry Sub-sector</b>	<b>Handloom</b>	<b>Last reviewed on</b>	<b>19/08/15</b>
<b>Occupation</b>	<b>Generic</b>	<b>Next review date</b>	<b>19/08/17</b>



TSC/N9008

Comply with work place requirements in handloom sector

# National Occupational Standard



## Overview

This unit is about knowing, understanding and complying with work place requirements in handloom sector.

## TSC/N9008 Comply with work place requirements in handloom sector

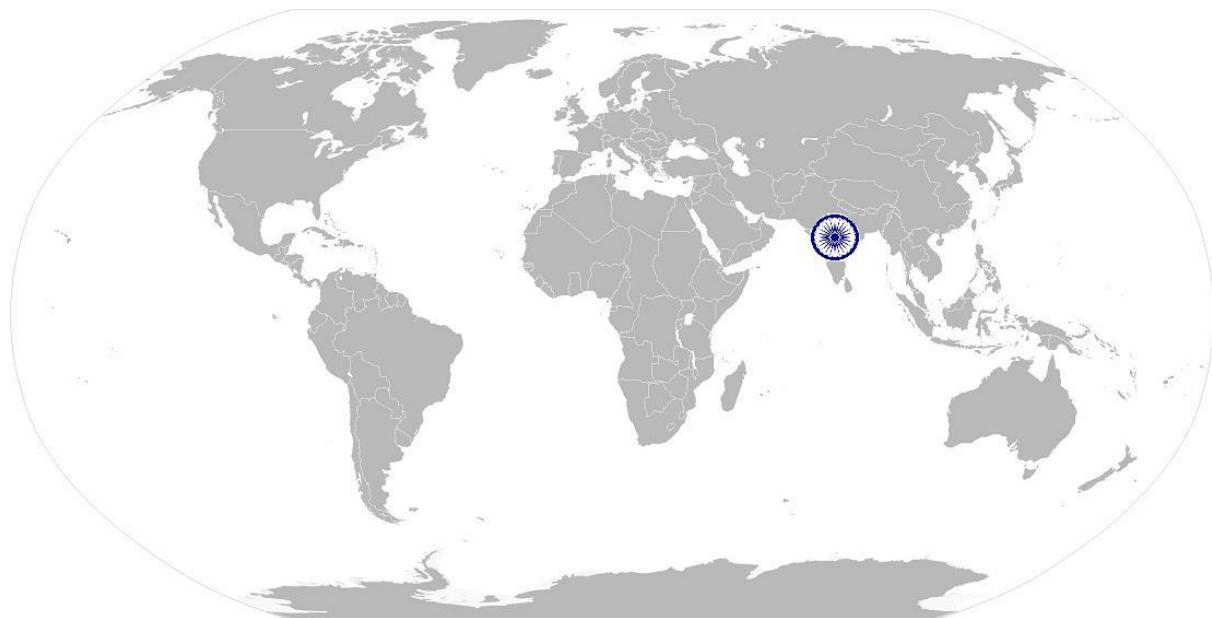
<b>Unit Code</b>	TSC/N9008
<b>Unit Title (Task)</b>	<b>Comply with work place requirements in handloom sector</b>
<b>Description</b>	This unit is about knowing, understanding and complying with work place requirements in handloom sector
<b>Scope</b>	
<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Commitment and trust</li> <li>• Communication</li> <li>• Adaptability</li> <li>• Creative freedom</li> </ul>	
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Commitment and trust</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p style="text-align: center;">PC1. be accountable to one's own role in the whole process</p> <p style="text-align: center;">PC2. perform all roles with full responsibility</p> <p style="text-align: center;">PC3. be effective and efficient at workplace</p>
<b>Communication</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p style="text-align: center;">PC4. properly communicate about work place policies</p> <p style="text-align: center;">PC5. talk politely with other team members and colleagues</p> <p style="text-align: center;">PC6. submit daily report of own performance</p>
<b>Adaptability</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p style="text-align: center;">PC7. adjust in different work situations</p> <p style="text-align: center;">PC8. give due importance to others' point of view</p> <p style="text-align: center;">PC9. avoid conflicting situations</p>
<b>Creative freedom</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p style="text-align: center;">PC10. improve upon the existing techniques to increase process efficiency</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p style="text-align: center;">KA1. standard operating procedures(SOP) and regulations in the cooperative society/NGO/SHG</p> <p style="text-align: center;">KA2. procedure followed to get the final output in the Cooperative Society/NGO/SHG</p> <p style="text-align: center;">KA3. safe working practices to be adopted in the Cooperative Society/NGO/SHG</p> <p style="text-align: center;">KA4. consulting the supervisor and taking relevant actions against any grievances faced</p>

**TSC/N9008 Comply with work place requirements in handloom sector**

<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. importance of commitment and trust KB2. importance of proper communication KB3. importance of adaptability KB4. importance of creative freedom
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b> The user/individual on the job needs to know and understand how to: SA1. write in local language</p> <p><b>Reading Skills</b> The user/individual on the job needs to know and understand how to: SA2. read and comprehend written instructions</p> <p><b>Oral Communication (Listening and Speaking skills)</b> The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others</p>
<b>B. Professional Skills</b>	<p><b>Decision Making</b> The user/individual on the job needs to know and understand how to: SB1. follow rule-based decision-making processes SB2. make decisions on a suitable course of action or response</p> <p><b>Plan and Organize</b> The user/individual on the job needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines</p> <p><b>Customer Centricity</b> The user/individual on the job needs to know and understand how to: SB4. avoid absenteeism SB5. be punctual SB6. work in discipline SB7. act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p><b>Problem Solving</b> The user/individual on the job needs to know and understand how to: SB8. apply problem-solving approaches in different situations SB9. seek clarification on problems from others</p> <p><b>Analytical Thinking</b> The user/individual on the job needs to know and understand how to: SB10. analyze data and activities SB11. pass on relevant information to others</p>

**TSC/N9008 Comply with work place requirements in handloom sector**

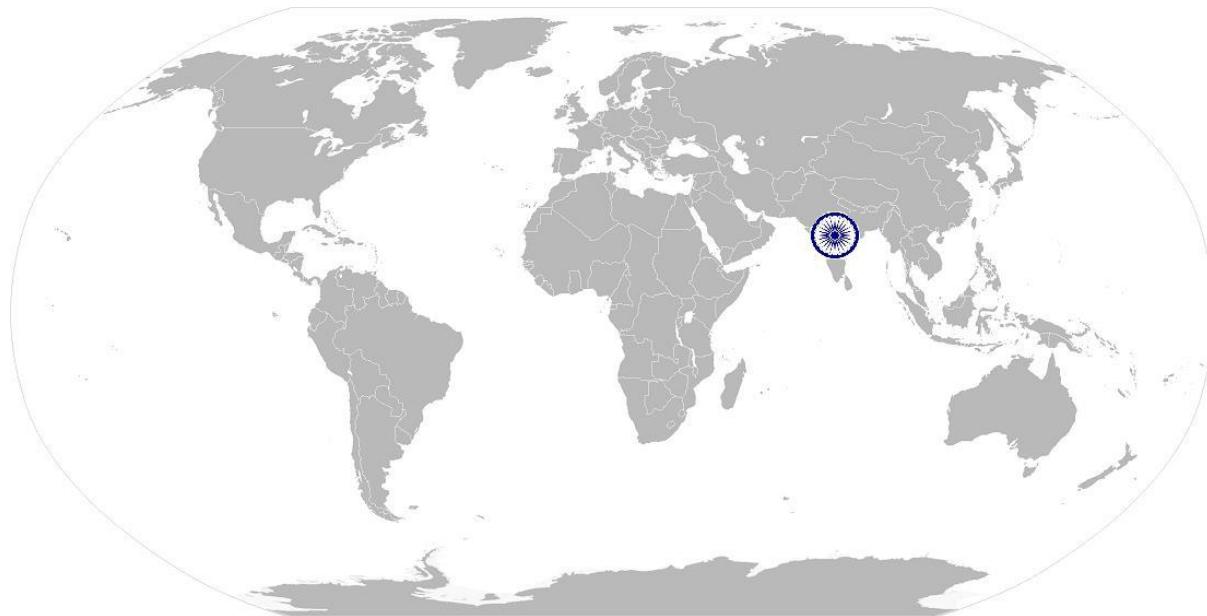
	<b>Critical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. provide opinions on work in a detailed and constructive way SB13. apply balanced judgment to different situations</p>



**TSC/N9008 Comply with work place requirements in handloom sector**

## **NOS Version Control**

<b>NOS Code</b>		<b>TSC/N9008</b>	
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textiles Sector</b>	<b>Drafted on</b>	<b>19/08/15</b>
<b>Industry Sub-sector</b>	<b>Handloom</b>	<b>Last reviewed on</b>	<b>19/08/15</b>
<b>Occupation</b>	<b>Generic</b>	<b>Next review date</b>	<b>19/08/17</b>



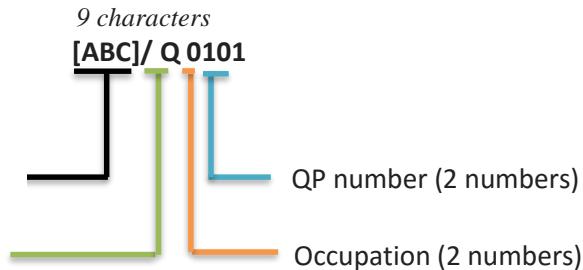
## Annexure

### Nomenclature for QP and NOS

#### Qualifications Pack

[Insert 3 letter code for SSC]

Q denoting Qualifications Pack

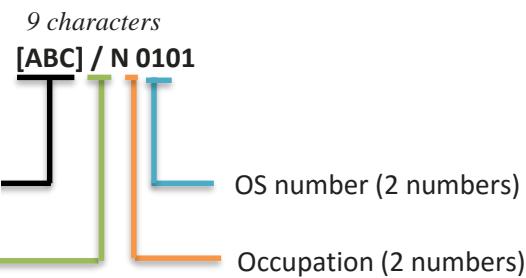


#### Occupational Standard

#### 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:

Sequence	Description	Example
<b>Three letters</b>	Textile Sector Skill Council	TSC
<b>Slash</b>	/	/
<b>Next letter</b>	Whether <b>QP</b> or <b>NOS</b>	N
<b>Next two numbers</b>	Occupation code	01
<b>Next two numbers</b>	OS number	01

**ASSESSMENT CRITERIA**

**Job Role:** Jaquard Weaver-Handloom

**Qualification Pack:** TSC/Q7306

**Sector Skill Council:** Textile Sector Skill Council

**Guidelines for Assessment:**

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in aggregate.
6. The marks are allocated PC wise, however, every NOS will carry a weightage in the total marks allocated to the specific QP.

Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
TSC/N7308 Undertake pre-weaving activities for jacquard weaving-handloom	PC1. gait the warp sheets properly	200	20	6	14
	PC2. maintain proper tension of the warp sheet to facilitate weaving by checking let-off and take-up		20	6	14
	PC3. check shedding, picking and beating mechanisms of the loom		20	6	14
	PC4. ensure good condition of the warp beam		20	6	14
	PC5. maintain cleanliness of the machines and workplace		20	6	14
	PC6. ensure the attached warp is drafted and dented as per the instructions and design specifications		20	6	14
	PC7. keep the required number of shuttles ready with properly loaded coloured pirns as per the design specifications		20	6	14
	PC8. check the availability of filled pirns		20	6	14
	PC9. ensure proper condition of the tip of the shuttle		20	6	14
	PC10. analyze and interpret the jacquard design to be woven		20	6	14
		<b>Total</b>	<b>200</b>	<b>60</b>	<b>140</b>
TSC/N7309 Operate the handloom for jacquard weaving	PC1. separate the warp threads into two layers to form a shed as per the designs on the jacquard cards by using treadles		20	6	14
	PC2. pass the weft thread, which traverses across the fabric, through the shed by a shuttle		20	6	14

	PC3. push the newly inserted length of weft or pick, into the already woven fabric at a point known as the fell of the cloth	200	20	6	14
	PC4. maintain constant warp tension during weaving by adjusting the let-off and take-up as and when required		20	6	14
	PC5. adjust the wooden staves assembly to maintain correct fabric width and place it near the fell of the cloth		20	6	14
	PC6. stop the machine when a filling yarn breaks and ensure proper mending of the broken warp threads by joining (twisting)		20	6	14
	PC7. insert the shuttle at the place where the weft gets broken		10	3	7
	PC8. change the shuttle as per the jacquard design specifications		10	3	7
	PC9. weave as per pattern or design repeat		10	3	7
	PC10. check that the materials to be used are free from faults, in case of any, repair fault		10	3	7
	PC11. conform to the specified quality standards of weaving		10	3	7
	PC12. inspect hand-woven fabrics against design specifications		10	3	7
	PC13. identify any damaged work and rectify it		10	3	7
	PC14. leave the work area safe and secure when work is complete free from hazards		10	3	7
			<b>Total</b>	<b>200</b>	<b>60</b>
TSC/N9005 Maintain work area and tools in handloom sector	PC1. handle materials and tools safely and correctly	50	5	2	3
	PC2. use correct lifting and handling procedures		3	1	2
	PC3. use materials in a manner to minimize waste		3	1	2
	PC4. maintain a clean and hazard free working area		3	1	2
	PC5. maintain the tools and equipment used for winding		5	2	3
	PC6. carry out maintenance and/or cleaning within one's responsibility		5	2	3
	PC7. identify damaged tools and materials and take action according to the standards followed		5	2	3
	PC8. ensure that the correct tools and yarn required are in place		3	1	2
	PC9. work in the correct posture		3	1	2
	PC10. use cleaning equipment and methods appropriate for the work to be carried out		3	1	2

	PC11. dispose of waste safely in the designated location		4	2	2
	PC12. store cleaning equipment safely after use		3	1	2
	PC13. carry out cleaning according to schedule and limits of responsibility		5	2	3
			<b>Total</b>	<b>50</b>	<b>19</b>
TSC/N9006 Working in a team in handloom sector	PC1. perform own duties effectively		5	2	3
	PC2. take responsibility for own actions		5	2	3
	PC3. be accountable towards the job role and assigned duties		5	2	3
	PC4. take initiative and innovate the existing methods		3	1	2
	PC5. focus on self-learning and improvement		5	2	3
	PC6. co-ordinate with all team members and colleagues		5	2	3
	PC7. communicate politely		5	2	3
	PC8. avoid conflicts and miscommunication		5	2	3
	PC9. know the organizational standards		5	2	3
	PC10. implement them in your performance		5	2	3
	PC11. motivate others to follow them		2	1	1
		<b>Total</b>	<b>50</b>	<b>20</b>	<b>30</b>
TSC/N9007 Maintain health, safety and security at work place in handloom sector	PC1. comply with health and safety related instructions applicable to the workplace		6	2	4
	PC2. use and maintain personal protective equipment as per protocol		6	2	4
	PC3. carry out own activities in line with approved guidelines and procedures		4	1	3
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants		4	1	3
	PC5. follow environment management system related procedures		4	1	3
	PC6. store materials and tools in line with manufacturer's and Cooperative Society/NGO/SHG requirements		4	2	2
	PC7. safely handle and move waste and debris		4	2	2
	PC8. minimize health and safety risks to self and others due to own actions		6	2	4
	PC9. monitor the work place and work processes for potential risks and threats		6	2	4
	PC10. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		6	2	4

	PC11. participate in mock drills/ evacuation procedures organized at the workplace		4	2	2
	PC12. undertake first aid, fire-fighting and emergency response training, if asked to do so		6	2	4
	PC13. take action based on instructions in the event of fire, emergencies or accidents		6	2	4
	PC14. follow Cooperative Society/NGO/SHG procedures for evacuation when required		4	1	3
	PC15. identify different kinds of possible hazards (environmental, personal, ergonomic and chemical) of the industry		4	1	3
	PC16. recognize other possible security issues existing in the workplace		4	1	3
	PC17. plan the safety techniques		5	2	3
	PC18. recognize different measures to curb the hazards		4	1	3
	PC19. implement the programs		5	2	3
	PC20. communicate the safety plans to everyone		4	1	3
	PC21. attach disciplinary rules with the implementation		4	1	3
		<b>Total</b>	<b>100</b>	<b>33</b>	<b>67</b>
TSC/N9008 Comply with work place requirements in handloom sector	PC1. be accountable to one's own role in the whole process	50	6	2	4
	PC2. perform all roles with full responsibility		5	1	4
	PC3. be effective and efficient at workplace		4	2	2
	PC4. properly communicate about work place policies		5	2	3
	PC5. talk politely with other team members and colleagues		5	2	3
	PC6. submit daily report of own performance		6	2	4
	PC7. adjust in different work situations		5	2	3
	PC8. give due importance to others' point of view		5	2	3
	PC9. avoid conflicting situations		5	2	3
	PC10. improve upon the existing techniques to increase process efficiency		4	2	2
		<b>Total</b>	<b>50</b>	<b>19</b>	<b>31</b>