

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR SKILL COUNCIL FOR PERSONS WITH DISABILITY

### Rights of Persons with Disabilities Act - 2016

Principles for empowerment of  
persons with disabilities, —

- Respect for inherent dignity, individual autonomy including the freedom to make one's own choices, and independence of persons;
- Non-discrimination;
- full and effective participation and inclusion in society;
- Respect for difference and acceptance of persons with disabilities as part of human diversity and humanity;
- Equality of opportunity;
- Accessibility;
- Equality between men and women;
- Respect for the evolving capacities of children with disabilities and respect for the right of children with disabilities to preserve their identities



## Contents

1. Introduction and Contacts.....1
2. Qualifications Pack.....2

## Introduction

### Qualifications Pack- Handloom Weaver (Carpets)

<b>Qualifications Pack Code</b>	<b>PWD/HCS/Q5412</b>
<b>Sector</b>	<b>Persons with Disability</b>
<b>Originating Sector Skill Council</b>	<b>Handicrafts and Carpet</b>
<b>Version number</b>	<b>1.0</b>

**Adoption of Job Role for PwD-** Job mapping is critical for skill training of PwD so that the livelihood opportunity looks at him/ her not because he/ she is having a disability but because of the skill. Mapping with a disability involves research with subject matter experts (SMEs) with a view on the industry requirement without compromising on performance outcome. In cases, mapping is also supported by the use of assistive tools/ technology.

#### Mapped to Expository

S. No.	Expository Code	Expository Name	Minimum Entry Criteria	Expository Linked On
1.	E004	Expository for Speech and Hearing Impairment	Same as the Qualification Pack	16/01/2019

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET SECTOR

### What are Occupational Standards(OS)?

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



### Contents

1. Introduction and Contacts.....	1
2. Qualifications Pack.....	2
3. Glossary of Key Terms .....	3
4. OS Units.....	5
5. Assessment Criteria.....	21

### Introduction

#### Qualifications Pack – Handloom Weaver (Carpets)

**SECTOR:** Handicrafts and Carpet

**SUB-SECTOR:** Carpet

**OCCUPATION:** Weaving

**REFERENCE ID:** HCS/Q5412

**ALIGNED TO:** NCO-2004/7432.58

**Brief Job Description:** The hand loom weaver is a job role in weaving department. The responsibility of Hand operated Loom Weaver is to run manually operated looms (equipped with very little mechanization) efficiently so as to get maximum output with minimum defects.

**Personal Attributes:** A loom weaver should be strong, hardworking, good eyesight, good eye-hand-leg coordination, motor skills and free from colour vision.

Job Details	Qualifications Pack Code	HCS/Q5412		
	Job Role	Hand Loom Weaver		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	30/04/15
	Sub-sector	Carpet	Last reviewed on	27/05/15
	Occupation	Weaving	Next review date	26/05/16

Job Role	Hand Loom Weaver
Role Description	To run hand operated loom efficiently as per buyer design so as to get maximum output with minimum defects
NSQF level	3
Minimum Educational Qualifications	Minimally qualified (would be able to read and write in any language)
Maximum Educational Qualifications	
Training (Suggested but not mandatory)	Training for weaving of handlooms
Experience	6 months in handloom weaving industry
National Occupational Standards (NOS)	<b>Compulsory:</b> <ol style="list-style-type: none"> <li><a href="#">HCS/N5415 Run hand operated loom efficiently</a></li> <li><a href="#">HCS/N9906 Maintain work area, tools and machines</a></li> <li><a href="#">HCS/N9908 Working in a team</a></li> <li><a href="#">HCS/N9907 Maintain health, safety and security at workplace</a></li> <li><a href="#">HCS/N9909 Comply with industry and organizational requirement</a></li> </ol> <b>Optional:</b> Not Applicable
Performance Criteria	As described in the relevant OS units

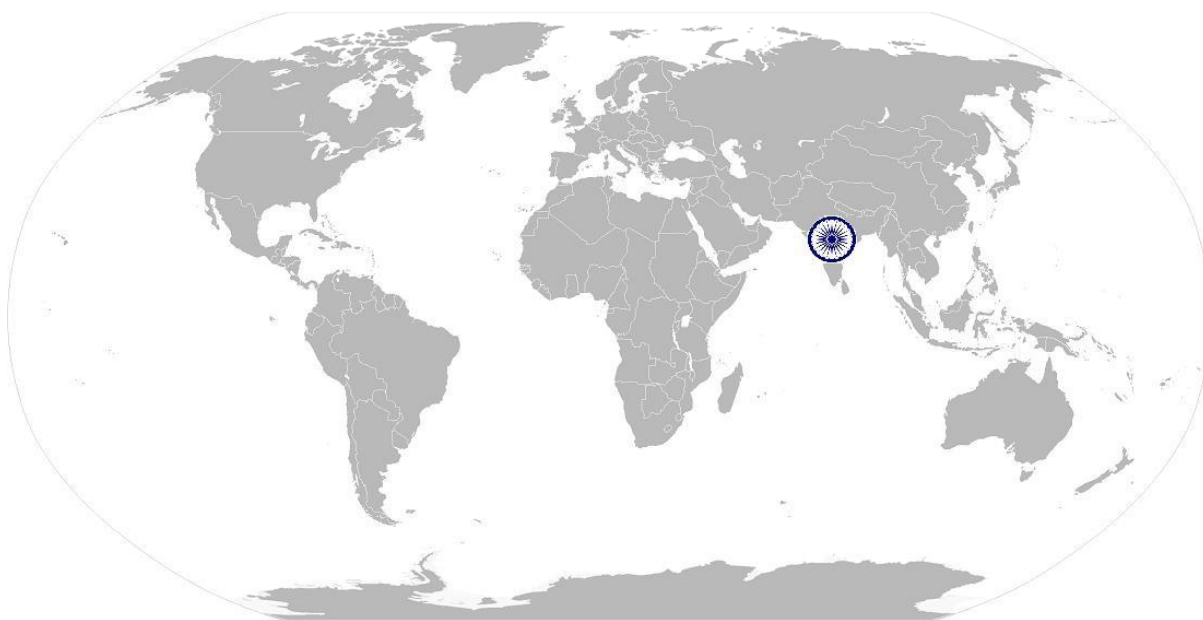
## Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential achieving the objectives of the function.
Job role	Job role defines unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve consistently while carrying out a function at the workplace. Occupational Standards as set of competencies is applicable both in Indian and overreaching global contexts.
Performance Criteria	Performance Criteria defined for a task are statements that together specify the standard of performance while carrying out the task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises set of OS, together with the educational, training and other criteria that are required to perform a job role satisfactorily at workplace. A Qualifications Pack is assigned a unique qualification pack code for clear identification.
Knowledge and Understanding	Knowledge and Understanding are statements which together as a set specify the technical, generic, professional and organization specific knowledge that an individual needs to possess in order to perform and meet the required standards consistently.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates. It includes elements of operational knowledge

	contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It is usually coined with specifically designated roles and responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills as set are group of skills. It is key to working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include mainly communication related skills that are applicable to most job roles.
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
<b>Keywords /Terms</b>	<b>Description</b>
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
HCS	Handicrafts and Carpet Skill Sector Council
NSDC	National Skill Development Corporation

**Acronyms**

# National Occupational Standard



## Overview

This unit provides performance criteria, knowledge & understanding and skills & abilities required to run hand operated loom efficiently by attending to quality needs of product and safeguarding machine and safety.



## HCS/N5415

## Run the hand operated loom efficiently

<b>Unit Code</b>	<b>HCS/N5415</b>
<b>Unit Title (Task)</b>	<b>Run the hand operated loom efficiently</b>
<b>Description</b>	This unit provides performance criteria, knowledge & understanding and skills & abilities required to run operated loom at optimal speed, attending to warp & weft breakages, minimizing downtime and safeguarding damage to surroundings/environment
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>To run hand operated loom efficiently</li> <li>To give due importance to product quality, process safety and environmental aspects</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Run hand operated loom efficiently</b>	<p>PC1. Warp setting</p> <p>PC2. Application of material on the warp</p> <p>PC3. Should know how to weave on the warp</p> <p>PC4. Should know how to repair the warp</p> <p>PC5. Proper usage of comb (tool used during weaving)</p> <p>PC6. Should be able to repair warp breakage (by replacing broken warp with new warp)</p> <p>PC7. Find out the broken warp end</p> <p>PC8. Mend the broken warp end by replacing with extra warp</p> <p>PC9. Should be able draw warp threads for weaver's beam behind the operator</p> <p>PC10. Should ensure tension (tightness) of warp threads are uniform</p> <p>PC11. Should ensure spacing of warp threads per inch is matching with design</p> <p>PC12. Ensure right color of yarn to be used as per the design</p> <p>PC13. Should weave as per design</p> <p>PC14. Ensure to trip extra weft</p> <p>PC15. Should be well acquainted with the operation of the weaving pedals</p> <p>PC16. Should be aware of the required hammering density</p> <p>PC17. Should have knowledge of cutting the pile evenly</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>KA1. The organization's policies and procedures</p> <p>KA2. Potential hazards associated with the loom and tools used</p> <p>KA3. Safety precautions</p> <p>KA4. Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials &amp; equipments</p> <p>KA5. Documentation and reporting formats</p> <p>KA6. Work targets</p> <p>KA7. Method of obtaining /giving feed back with respect to performance</p> <p>KA8. Importance of team work and maintaining harmonious working relationships</p> <p>KA9. Process for offering/obtaining work related assistance</p> <p>KA10. Responsibilities under health, safety and environmental legislation</p>
<b>B. Technical Knowledge/</b>	<p>KB1. Quality standards for the product with respect to nature of permissible/non-permissible defects</p>

## HCS/N5415

### Run the hand operated loom efficiently

<b>Domain knowledge</b>	KB2. Fabric quality parameters such as colour, design, width, pattern etc. KB3. Quality of cotton used for warp and weft
	KB4. Wrong drawing , wrong denting, lot mix, colour mix, wrong end, wrong pick, loose end, snarls, oil stain, colour / fibre migration, shade variation, wrong pattern, improper pile, loop size etc.
	KB5. Know the safety points for loom and equipments used & should ensure that the same are functional
	KB6. Know about the functional operations of the machine
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. prepare status and progress reports SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA4. discuss task lists, schedules, and work-loads with co-workers SA5. keep co-workers and supervisors informed about progress
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. plan and organize service feedback files/documents
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers SB4. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB6. identify immediate or temporary solutions to resolve delays



## HCS/N5415

### Run the hand operated loom efficiently

	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB7. use the existing data to arrive at specific data points
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action
	<b>Attending to Weft and Pile breakage and rectification</b>
	SB9. Attend the weft break immediately SB10. Check work is complete and product is free from defects
	<b>Quality Evaluation</b>
	SB11. Should be able to weave fabric free from "Weaver oriented defects" such as "Wrong Drawing", "Wrong Denting", "Wrong Design", etc.

## NOS Version Control

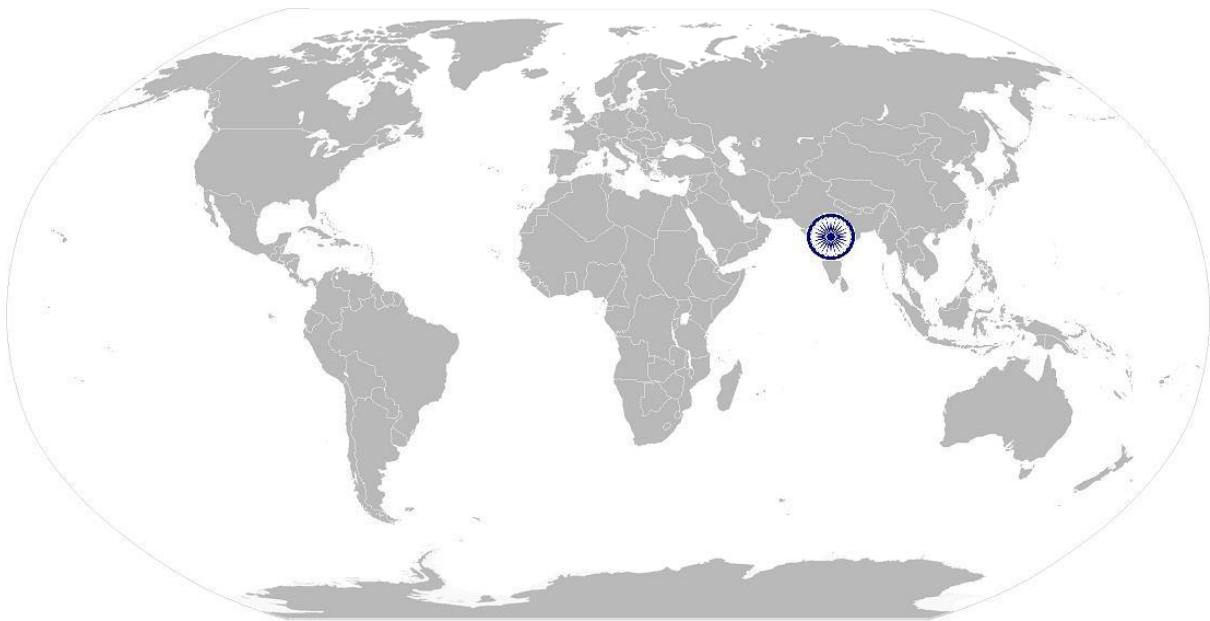
NOS Code	HCS/N5415		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Weaving	Next review date	26/05/16

HCS/N9906

Maintaining work area, tools and machines

---

# National Occupational Standard



## Overview

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

**HCS/N9906**

**Maintaining work area, tools and machines**

National Occupational Standard	<b>Unit Code</b>	<b>HCS/N9906</b>
	<b>Unit Title (Task)</b>	<b>Maintaining work area, tools and machines</b>
	<b>Description</b>	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/maintain work areas and activities to ensure tools and machines are maintained as per norms
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Proper maintaining of work area and activities</li> <li>• Maintenance of work related hand tools and equipments</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Maintain the work area, tools and machines</b>	PC1. Handle materials, machinery, equipment and tools with care and use them in correct way PC2. Maintain a clean and hazard free working area PC3. Carry out running maintenance within agreed schedules PC4. Carry out maintenance and/or cleaning within one's responsibility PC5. Report unsafe equipment and other dangerous occurrences PC6. Use clean equipment and methods appropriate for the work to be carried out PC7. Dispose of waste safely in the designated location PC8. Store cleaning of equipment safely after use
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	KA1. Personal hygiene and duty of care KA2. Safe working practices and organizational procedures KA3. Limits of your own responsibility KA4. Ways of resolving conflicts/problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. Effective communication with supervisors KA7. Lines of communication, authority and reporting procedures KA8. Organization's rules, codes and guidelines (including timekeeping) KA9. The company's quality standards KA10. Importance of complying with written instructions
	<b>B. Technical /Domain Knowledge</b>	KB1. Work instructions and ability to interpret them accurately KB2. Relation between work role and the overall manufacturing process KB3. Hazards likely to be encountered when carrying out the process KB4. Maintenance procedures KB5. Importance of running maintenance and regular cleaning KB6. Hazards likely to be encountered when conducting routine maintenance KB7. Safe working practices for maintenance KB8. The importance of taking action when problems are identified KB9. Different ways of minimizing waste KB10. Effects of contamination on products i.e. machine oil, dirt, foreign materials KB11. Common faults with equipment and the method to rectify

**HCS/N9906**

**Maintaining work area, tools and machines**

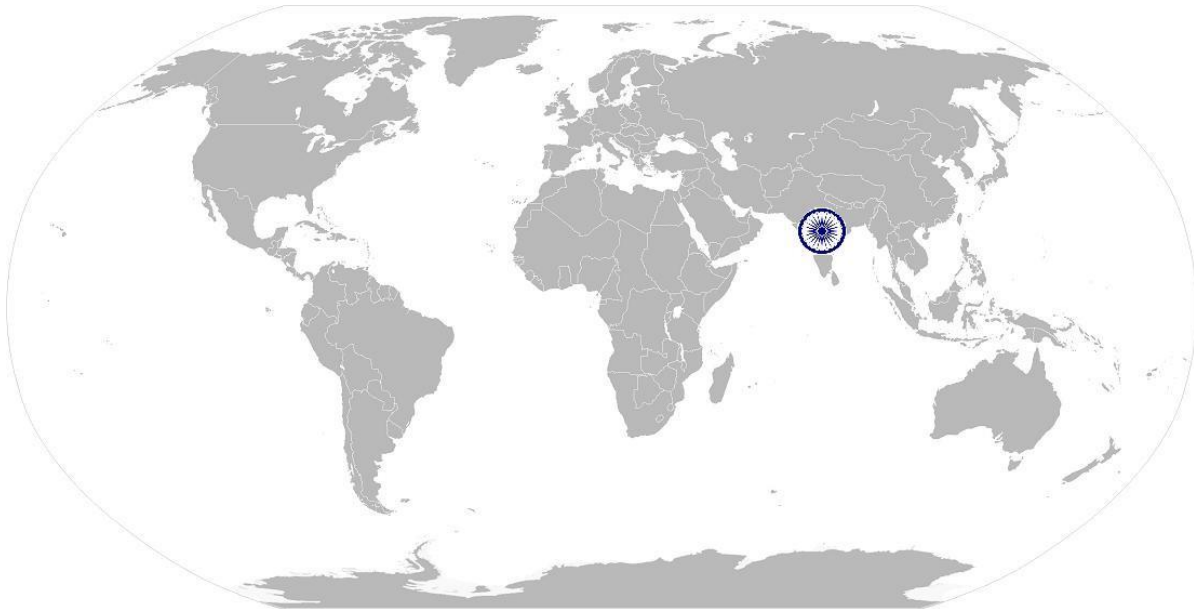
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. prepare status and progress reports SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA4. discuss task lists, schedules, and work-loads with co-workers SA5. keep co-workers and supervisors informed about progress
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. plan and organize service feedback files/documents
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers SB4. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB6. identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB7. use the existing data to arrive at specific data points
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

**HCS/N9906**

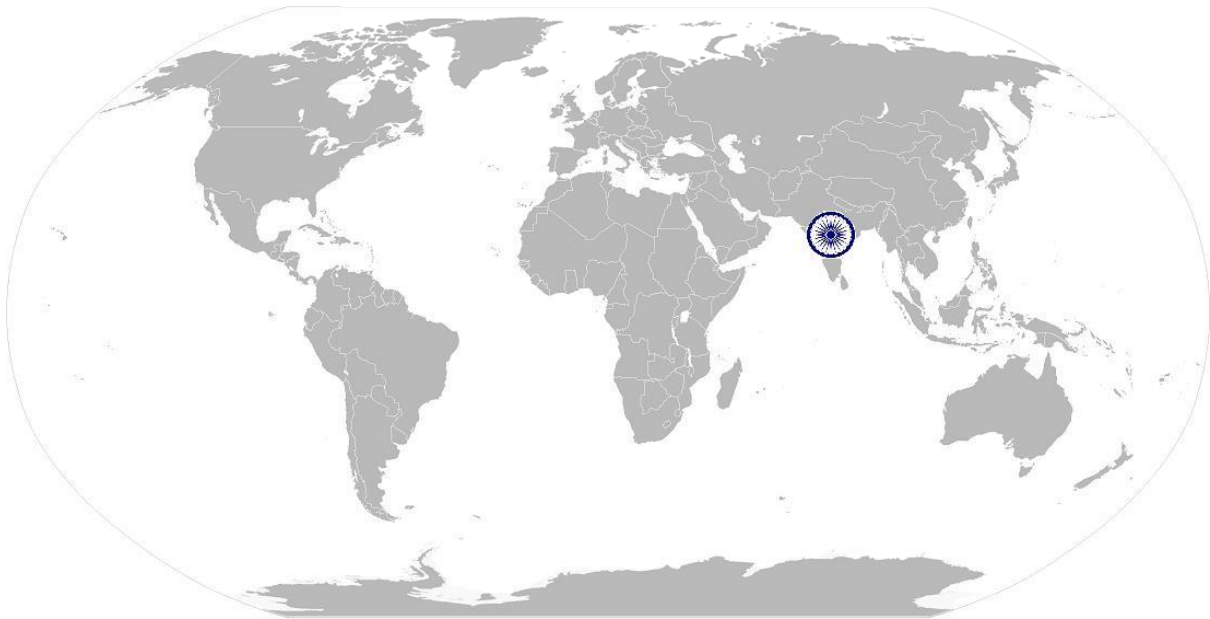
**Maintaining work area, tools and machines**

## **NOS Version Control**

<b>NOS Code</b>	<b>HCS/N5413</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>30/04/15</b>
<b>Industry Sub-sector</b>	<b>Carpet</b>	<b>Last reviewed on</b>	<b>27/05/15</b>
<b>Occupation</b>	<b>Weaving</b>	<b>Next review date</b>	<b>26/05/16</b>



# National Occupational Standard



## Overview

This unit is about working as part of a team in the process



HCS/N9908

**Working in a team**

National Occupational Standard

<b>Unit Code</b>	<b>HCS/N9908</b>
<b>Unit Title (Task)</b>	<b>Working in a team</b>
<b>Description</b>	This unit is about working as a team member in the role of carpet hand operated loom weaver
<b>Scope</b>	<ul style="list-style-type: none"> <li>▪ Commitment and trust</li> <li>▪ Communication</li> <li>▪ Adaptability</li> <li>▪ Creative freedom</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Commitment and trust</b>	PC1. Be accountable to one's own role in whole process PC2. Perform all roles with full responsibility
<b>Communication</b>	PC3. Report problems faced during the process PC4. Talk politely with other team members and colleagues PC5. Submit daily report of own performance
<b>Adaptability</b>	PC6. Adjust in different work situations PC7. Give due importance to others' point of view PC8. Avoid conflicting situations
<b>Creative freedom</b>	PC9. Develop new ideas for work procedures PC10. Improve upon the existing techniques to increase process efficiency
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	KA1. General rules and regulations in a carpet sector KA2. Procedure followed to get the final output KA3. Safe working practices to be adopted KA4. Reporting to the supervisor or higher authority about any grievances faced
<b>B. Technical Knowledge</b>	KB1. Understanding the importance of the previous and next step of the process KB2. Process flow in a carpet weaving section KB3. Material sequence of flow KB4. Functions of different parts of carpet hand operated loom KB5. Tools and equipments used KB6. Guidelines for operating the hand operated loom KB7. Safety procedures to be followed in hand operated loom
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>  The user/ individual on the job needs to know and understand how to: SA1. prepare status and progress reports SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct

**HCS/N9908**

**Working in a team**

	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA4. discuss task lists, schedules, and work-loads with co-workers SA5. keep co-workers and supervisors informed about progress
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. plan and organize service feedback files/documents
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers SB4. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB6. identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB7. use the existing data to arrive at specific data points
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

**HCS/N9908**

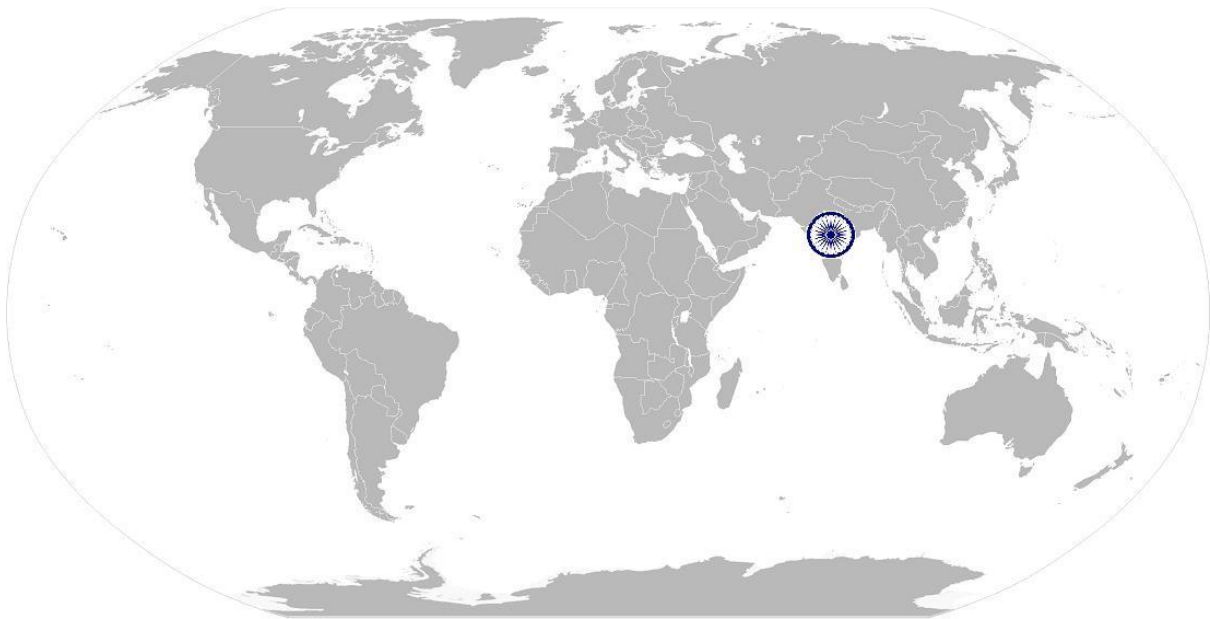
**Working in a team**

## **NOS Version Control**

<b>NOS Code</b>	<b>HCS/N9908</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>30/04/15</b>
<b>Industry Sub-sector</b>	<b>Carpet</b>	<b>Last reviewed on</b>	<b>27/05/15</b>
<b>Occupation</b>	<b>Weaving</b>	<b>Next review date</b>	<b>26/05/16</b>



# National Occupational Standard



## Overview

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

**HCS/N9907**

**Maintain health, safety and security at work place**

National Occupational Standard

<b>Unit Code</b>	<b>HCS/N9907</b>
<b>Unit Title (Task)</b>	<b>Maintain health, safety and security at work place</b>
<b>Description</b>	This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
<b>Scope</b>	This unit/task covers the following: <div> <input checked="" type="checkbox"/> To comply with health, safety and security requirements at work </div>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Follow safety procedures at work place</b>	PC1. Identify activities that can cause potential injury through sharp objects and other tools and equipments PC2. Use and maintain personal protective equipment such as "Nose Mask" etc PC3. Identify areas in the workplace which are potentially hazardous / unhygienic in nature PC4. Conduct regular checks on equipment and machines to identify potential hazards due to wear and tear of the machine PC5. Inform concerned authorities about the potential risks identified in the processes, workplace area/layout, materials used etc PC6. Report malfunctions of tools to supervisors wherever applicable PC7. Follow the instructions given on the equipment manual describing the operating process PC8. Maintain a clean and safe working environment by ensuring no chemicals is spread on the floor resulting in injury PC9. Maintain high standards of personal hygiene at the work place
<b>Ensure 100% adherence to safety standards</b>	PC10. Ensure zero accidents at workplace PC11. Adhere to safety norms and ensure no damage to any material or individual
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/organization and its processes)	KA1. Relevant standards, procedures and policies related to Health, safety and Environment followed at the workplace KA2. Emergency handling procedures and hierarchy for escalations KA3. Organizational procedures for safe handling of equipment / tools wherever applicable
<b>B. Technical/Domain Knowledge</b>	KB1. Occupational health and safety risks and methods KB2. Personal protective equipment and method of use KB3. Identification, handling and storage of hazardous substances KB4. Proper disposal system for waste and by-products KB5. Signage related to health and safety and their meaning KB6. Importance of sound health, hygiene and good habits KB7. Ill-effects of alcohol, tobacco and drugs
<b>Skills (S) [Optional]</b>	

**HCS/N9907**

**Maintain health, safety and security at work place**

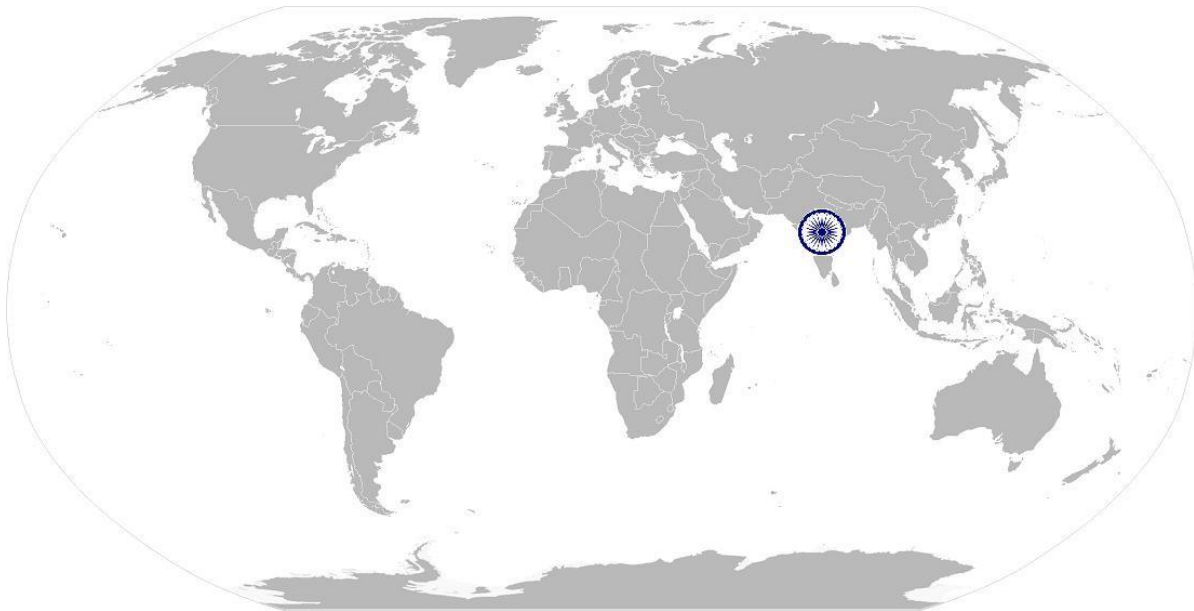
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. prepare status and progress reports</p> <p>SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA5. keep co-workers and supervisors informed about progress</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make decisions pertaining to the concerned area of work</p>
	<b>Plan and Organize</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB2. plan and organize service feedback files/documents</p>
	<b>Customer Centricity</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. manage relationships with customers</p> <p>SB4. build customer relationships and use customer centric approach</p>
	<b>Problem Solving</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB6. identify immediate or temporary solutions to resolve delays</p>
	<b>Analytical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. use the existing data to arrive at specific data points</p>
	<b>Critical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</p>



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

## **NOS Version Control**

<b>NOS Code</b>	<b>HCS/N9907</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>30/04/15</b>
<b>Industry Sub-sector</b>	<b>Carpet</b>	<b>Last reviewed on</b>	<b>27/05/15</b>
<b>Occupation</b>	<b>Weaving</b>	<b>Next review date</b>	<b>26/05/16</b>



### **CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role** Hand Loom Weaver

**Qualification Pack** HCS/Q5412

**Sector Skill Council** Handicrafts and Carpet

#### **Guidelines for Assessment**

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for 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 criterion
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**

NOS Elements	Performance criteria	Total marks	Out of	Marks allocation	
				Theory	Skills Practical
<b>1.HCS/N5415 - Run the hand operated loom efficiently</b>	PC1. Warp setting	100	6	2	4
	PC2. Application of material on the warp		6	2	4
	PC3. Should know how to weave on the warp		8	2	6
	PC4. Should know how to repair the warp		5	1	4
	PC5. Proper usage of comb (tool used during weaving)		6	2	4
	PC6. Should be able to repair warp breakage (by replacing broken warp with new warp)		6	2	4
	PC7. Find out the broken warp end		6	2	4
	PC8. Mend the broken warp end by replacing with extra warp		6	2	4
	PC9. Should be able draw warp threads for weaver's beam behind the operator		6	2	4
	PC10. Should ensure tension (tightness) of warp threads are uniform		5	1	4
	PC11. Should ensure spacing of warp threads per inch is matching with design		5	1	4

	PC12. Ensure right color of yarn to be used as per the design		5	1	4
	PC13. Should weave as per design		6	2	4
	PC14. Ensure to trip extra weft		6	2	4
	PC15. Should be well acquainted with the operation of the weaving pedals		6	2	4
	PC16. Should be aware of the required hammering density		6	2	4
	PC17. Should have knowledge of cutting the pile evenly		6	2	4
	TOTAL		<b>100</b>	<b>30</b>	<b>70</b>
<b>2.HCS/N9906 - Maintain the work area, tools and machines</b>	PC1. Handle materials, machinery, equipment and tools with care and use them in correct way	100	14	6	8
	PC2. Maintain a clean and hazard free working area		10	4	6
	PC3. Carry out running maintenance within agreed schedules		13	5	8
	PC4. Carry out maintenance and/or cleaning within one's responsibility		13	5	8
	PC5. Report unsafe equipment and other dangerous occurrences		12	4	8
	PC6. Use clean equipment and methods appropriate for the work to be carried out		11	5	6
	PC7. Dispose of waste safely in the designated location		14	6	8
	PC8. Store cleaning of equipment safely after use		13	5	8
	TOTAL		<b>100</b>	<b>40</b>	<b>60</b>
<b>3. HCS/N9907 Maintain health, safety and security at work place</b>	PC1. Identify activities that can cause potential injury through sharp objects and other tools and equipment's		10	4	6
	PC2. Use and maintain personal protective equipment such as "Nose Mask" etc.		12	5	7
	PC3. Identify areas in the workplace which are potentially hazardous/unhygienic in nature		12	5	7
	PC4. Conduct regular checks on equipment and machines to identify potential hazards due to wear and tear of the machine		12	5	7
	PC5. Inform concerned authorities about the potential risks identified in the processes, workplace area/layout, materials used etc.		12	5	7
	PC6. Report malfunctions of tools to supervisors wherever applicable		12	5	7
	PC7. Follow the instructions given on the equipment manual describing the operating process		10	4	6

	PC8. Maintain a clean and safe working environment by ensuring no chemicals is spread on the floor resulting in injury		10	4	6
	PC9. Maintain high standards of personal hygiene at the work place		10	3	7
	Total		<b>100</b>	<b>40</b>	<b>60</b>
<b>4.HCS/N9908 - Working in a team</b>	PC1. Be accountable to one's own role in whole process	100	10	4	6
	PC2. Perform all roles with full responsibility		10	4	6
	PC3. Report problems faced during the process		10	4	6
	PC4. Talk politely with other team members and colleagues		10	4	6
	PC5. Submit daily report of own performance		10	4	6
	PC6. Adjust in different work situations		10	4	6
	PC7. Give due importance to others' point of view		10	4	6
	PC8. Avoid conflicting situations		10	4	6
	PC9. Develop new ideas for work procedures		10	4	6
	PC10. Improve upon the existing techniques to increase process efficiency		10	4	6
	TOTAL		100	<b>40</b>	<b>60</b>
<b>5. HCS/N9909 - Maintain health, safety and security at work place</b>	PC1 Identify activities that can cause potential injury through sharp objects and other tools and equipment's	100	10	2	8
	PC2 Use and maintain personal protective equipment such as "Nose Mask" etc		10	2	8
	PC3 Identify areas in the workplace which are potentially hazardous / unhygienic in nature		10	2	8
	PC4 Conduct regular checks on equipment and machines to identify potential hazards due to wear tear of the machine		8	2	6
	PC5 Inform concerned authorities about the potential risks identified in the processes, workplace area/layout, materials used etc.		12	4	8
	PC6 Report malfunctions of tools to supervisors wherever applicable		12	4	8
	PC7 Follow the instructions given on the equipment manual describing the operating process		8	2	6

	PC8 Maintain a clean and safe working environment by ensuring no chemicals is spread on the floor resulting in injury		8	2	6
	PC9 Maintain high standards of personal hygiene at the work place		8	2	6
	PC10 Ensure zero accidents at workplace		8	2	6
	PC11 Adhere to safety norms and ensure no damage to any material or individual		6	1	5
	Total		<b>100</b>	<b>25</b>	<b>75</b>