



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET SECTOR

What are Occupational Standards(OS)?

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

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Introduction

Qualifications Pack – Computer Designer

SECTOR: Handicrafts and Carpet

SUB-SECTOR: Carpet

OCCUPATION: Designing

REFERENCE ID: HCS/Q5202

ALIGNED TO: NCO-2004/2452.80

Shade Writer: The Computer Designer creates design with the help specialty design software of Auto CAD based on his imagination and/or as per motifs received from customer.

Brief Job Description: The designer is a job role in designing department. The responsibility of designer is to create or produce design with the aid of Auto CAD as per repeat and carpet size and quality.

Personal Attributes: He/she should have flair for art and drawings. He/she should be patient for strenuous long hours of working under stringent deadlines. He should be highly imaginative, creative, analytic and man of voracious readings and keen listener too. He/she should have good colour sense and versed with recent trends and diverse tastes and preferences across global customer base. He should be computer savvy.



Job Details	Qualifications Pack Code	HCS/Q5202		
	Job Role	Computer Designer		
	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	Designing	Next review date	26/05/16

Job Role	Computer Designer
Role Description	To create digital design with the help of Auto CAD and transferring design on paper of suitable size as print-out for subsequent process of weaving
NSQF level	5
Minimum Educational Qualifications	Preferably Class XII with Science
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Certification course in Auto CAD
Experience	1-2 years working in carpet/textile industry designing section
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N5202 Development of Design with Auto CAD HCS/N9906 Maintain work area, tools and equipments HCS/N9907 Maintain health, safety and security at workplace HCS9910 Managing and leading a Team <p>Optional: Not Applicable</p>
Performance Criteria	As described in the relevant OS units



Keywords /Terms	Description	
Definitions	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

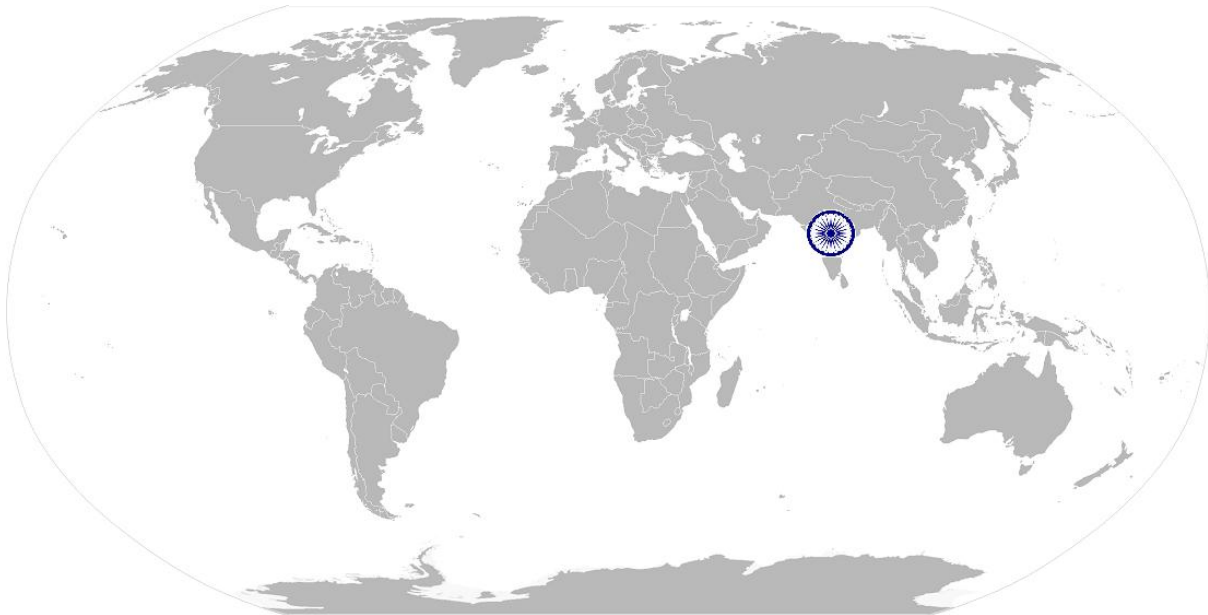


	contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It 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.
Keywords /Terms	Description
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 is meant to capture skills, knowledge and personality attributes combined all together as set enabling one to develop digital design with the help of Auto CAD as per specific requirements of tufted and hand knotted carpets.



HCS/N5202

Development of Design with Auto CAD

National Occupational Standard	Unit Code	HCS/N5202
	Unit Title (Task)	Development of Design with Auto CAD
	Description	This unit is about inventory of supervisory skills, knowledge, tools and techniques needed for creating design with Auto CAD.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Carry out research on designs trends relevant to product class Analysis of trend Analysis of customer motifs Preparatory process to operation of CAD Operating CAD to creating new and similar design based on inputs and motifs
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Preparatory to Design Creation	PC1. Market Research for design trends from various sources of information PC2. Downloading and organizing information obtained by designer/buyer PC3. Identify basic trends based on past review and analysis PC4. Analysis of design motifs received from buyer PC5. Analyzing specific information and translating according to company procedure PC6. Coordinate with concerned authority/personnel to ensure clarity of information and resolve any possible misinterpretations
	Operating CAD to create design	PC7. Draft the design on CAD as per specifications PC8. Digitize the manual design after scanning with the help of CAD, where applicable PC9. Adjust the specifications as per standard allowances required PC10. Adjust design as per carpet size and carpet quality (hand knotted/tufted) PC11. Take print out of the design sketch from plotter PC12. Hand over the print out to weaving PC13. Ensure the work is saved before shutting down CAD PC14. Shut down CAD after use
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	KA1. Organization policies, procedures, guidelines KA2. Product type, class and materials KA3. Statutory and regulatory standards applicable to product and/or processes involved. KA4. Buyer's defined and intended requirements KA5. Recognize need and responding positively to cultural differences with change of behaviours KA6. Work methodically with attention to details without damaging product KA7. Adhere to organization policy of managing sensitive information related to design



HCS/N5202

Development of Design with Auto CAD

B. Technical Knowledge	<p>KB1. understanding the importance of</p> <ul style="list-style-type: none"> • types of fibres • types of threads • carpet design • knot types • types of design defects • number of knots per square inch (tapka/inch²) • tuft density • design repeat • carpet dimension • general aesthetic parameters – appearance, cleanliness, feel, etc <p>KB2. process flow in handmade carpet manufacturing sector</p> <p>KB3. Aptitude and flair for art and designs</p> <p>KB4. Measurement Tools, Equipment and Techniques</p> <p>KB5. Knowledge of carpet types and its salient characteristics</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	SA1. Complete accurate well written work with attention to detail
	SA2. Effective communication skills – colleagues, superiors, subordinates and clients
	Reading Skills
	SA3. Comprehend written instructions from clients/colleagues/superiors
	SA4. Follow guidelines/procedures/rules
	Oral Communication (Listening and Speaking skills)
SA5. Communicate with superiors, colleagues and clients appropriately	
SA6. Listen carefully	
SA7. Talk effectively to convey information succinctly and unequivocally	
B. Professional Skills	Decision Making
	SB1. Follow organization rule-based decision making process
	SB2. Take decision with systematic course of actions and/or response
	Plan and Organize
	The user/individual on the job needs to know and understand:
	SB3. plan and organize service feedback files/documents
	SB4. plan and organize work to meet deadlines
	Customer Centricity
The user/individual on the job needs to know and understand how to:	
SB5. manage relationships with customers	
SB6. build customer relationships and use customer centric approach	
Problem Solving	



HCS/N5202

Development of Design with Auto CAD

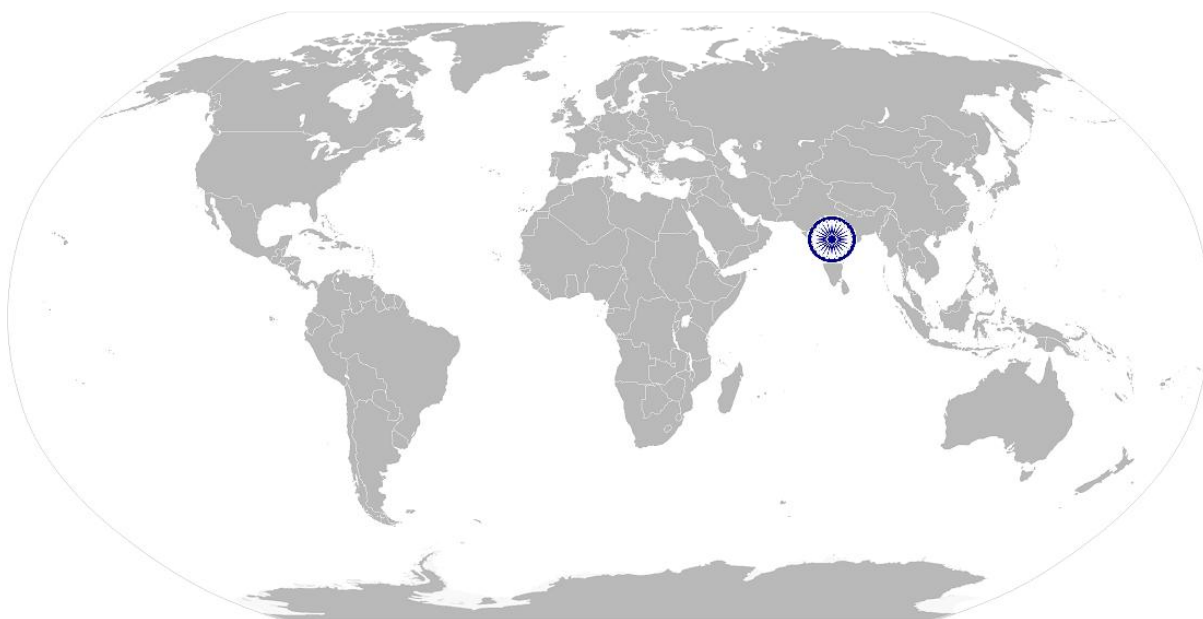
	SB7. Seek and Comprehend design related inputs for clarification SB8. Assess/Evaluate design processes SB9. Communicate effectively with aids of soft skill tools and techniques
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB10. use the existing data to arrive at specific data points SB11. Apply domain information about Product, Processes and technical specifications
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB12. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action SB13. Critically evaluate design inputs in relation to product intended SB14. Develop holistic and comprehensive profile of products based on segregated discrete information available

NOS Version Control

NOS Code	HCS/N5202		
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	Designing	Next review date	26/05/16



National Occupational Standard



Overview

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



HCS/N9906

Maintaining work area, tools and equipments

National Occupational Standard	Unit Code	HCS/N9906
	Unit Title (Task)	Maintaining work area, tools and equipments
	Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/maintain work areas and activities to ensure tools and equipments for designing are maintained as per norms
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Proper maintaining of work area and activities comprising arrangement of graphs, stencils etc Maintenance of work related handtools and equipments
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Maintain the work area, tools and equipments	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. Organize with proper identification, storage and preservation of graphs, stencils and design maps PC4. use of clean equipment and methods appropriate for the work to be carried out PC5. disposal of waste safely in the designated location PC6. store cleaning of equipment safely after use
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	KA1. personal hygiene and duty of care KA2. safe working practices and organizational procedures KA3. ways of resolving conflicts/problems within the work area KA4. the design process and the specific work activities that relate to the process KA5. organization's rules, codes and guidelines (including timekeeping) KA6. the company's quality standards KA7. importance of complying with written instructions
	B. Technical /Domain Knowledge	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 maintenance process KB4. maintenance procedures KB5. importance of running maintenance and regular cleaning KB6. safe working practices for maintenance KB7. the importance of taking action when problems are identified KB8. effects of contamination on products i.e. machine oil, dirt, foreign materials KB9. common faults with equipment and the method to rectify
Skills (S) [Optional]		
A. Core Skills/	Writing Skills	



HCS/N9906

Maintaining work area, tools and equipments

Generic Skills	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 customers, co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct
	Reading Skills
	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
	Oral Communication (Listening and Speaking skills)
	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. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize service feedback files/documents
	Customer Centricity
	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
	Problem Solving
	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
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. use the existing data to arrive at specific data points
Critical Thinking	
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	

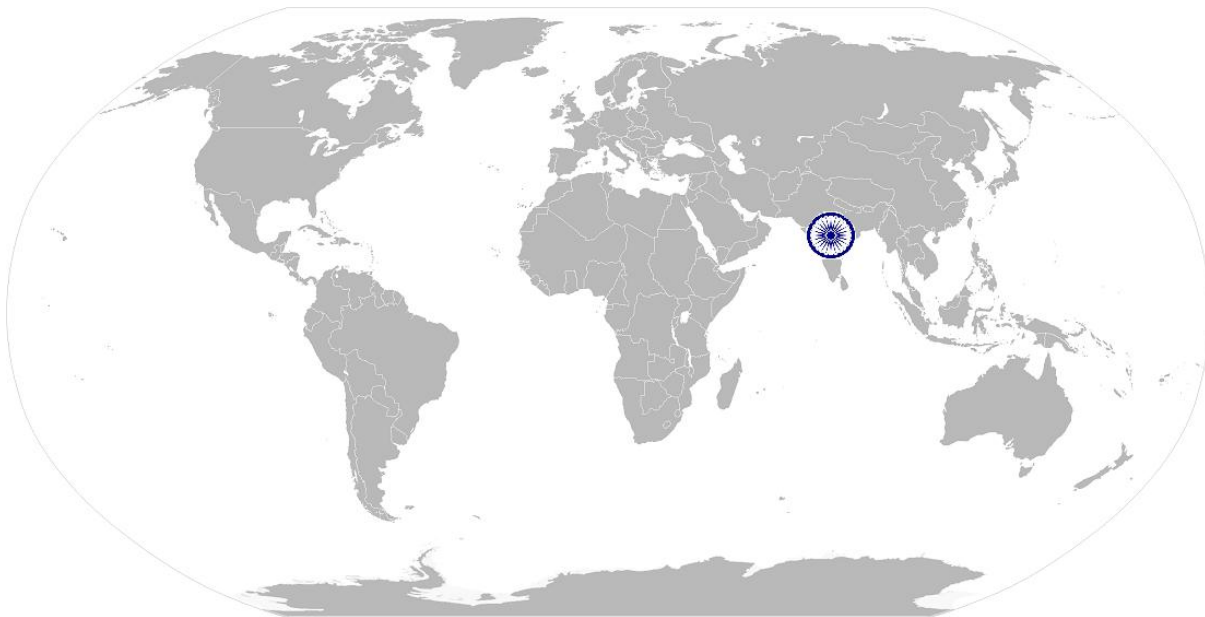


HCS/N9906

Maintaining work area, tools and equipments

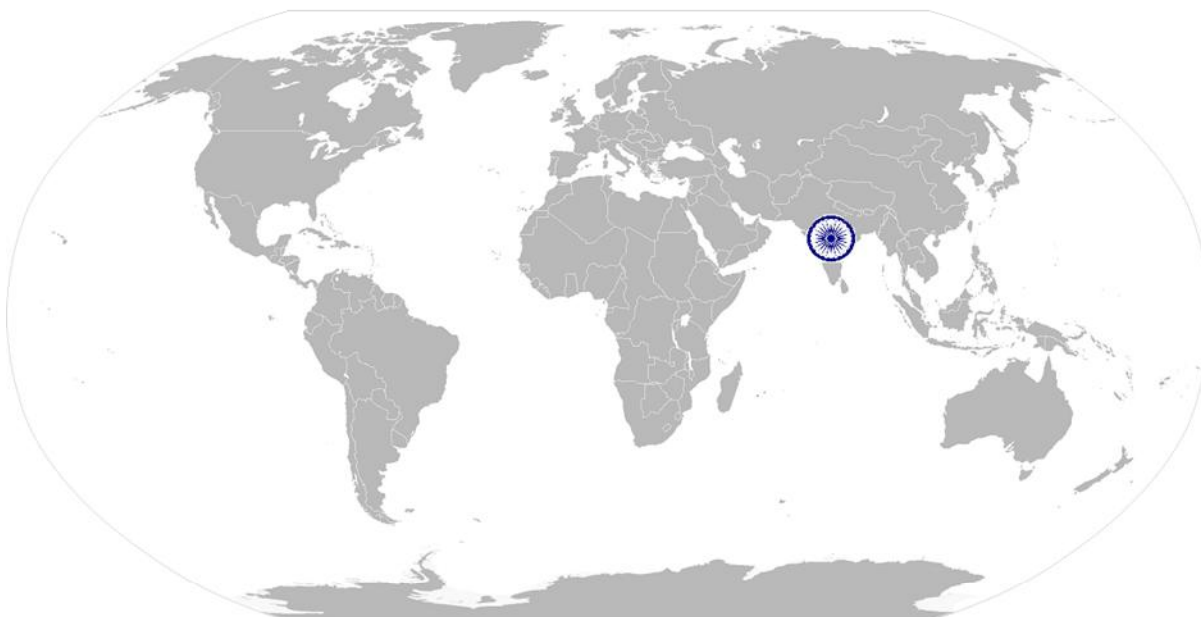
NOS Version Control

NOS Code	HCS/N9906		
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	Designing	Next review date	26/05/16





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	Unit Code	HCS/ N9907
	Unit Title (Task)	Maintain health, safety and security at work place
	Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> To comply with health, safety and security requirements at work
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Comply with health, Safety and security requirements at work	<p>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Carry out own activities in line with approved guidelines and procedures</p> <p>PC3. Maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC4. Follow environment management system related procedures</p> <p>PC5. Store materials and equipment in line with organisational requirements</p> <p>PC6. Minimize health and safety risks to self and others due to own actions</p> <p>PC7. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC8. Monitor the workplace and work processes for potential risks and threat</p> <p>PC9. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC10. Report hazards and potential risks/threats to supervisors or other authorized personnel</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 organisation procedures for shutdown and evacuation when required</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/organization and its processes)	<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. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to minimize them</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. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>



HCS/N9907

Maintain health, safety and security at work place

B. Technical/Domain Knowledge	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
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	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
	Reading Skills
	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
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA1. discuss task lists, schedules, and work-loads with co-workers SA2. keep coworker and supervisor informed about progress
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize service feedback files/documents
	Customer Centricity
	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
	Problem Solving
	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 SB7. Respond to emergencies, accidents or fire at the workplace SB8. Evacuate the premises and help others in need while doing so



HCS/N9907

Maintain health, safety and security at work place

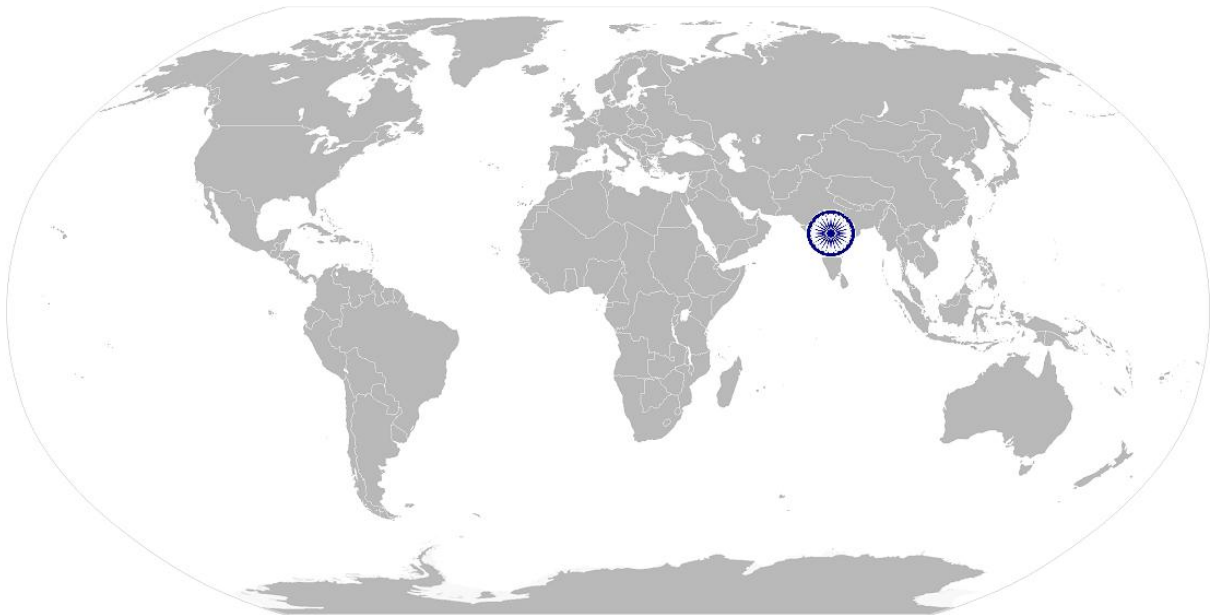
	<p>SB9. The value of physical fitness, personal hygiene and good habits</p> <p>SB10. Raise alarm in case of emergency</p> <p>SB11. Safe and correct procedure of handling equipment and machinery</p> <p>SB12. Identify, report malfunctions in machinery and equipment and correct them if possible</p> <p>SB13. Identify and report service malfunctions and chemical leaks</p> <p>SB14. Keep work area free from potential hazards</p> <p>SB15. Report to supervisors and other authorized personnel for assistance</p>
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB1. use the existing data to arrive at specific data points
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB2. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

NOS Version Control

NOS Code	HCS/N9907		
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	Designing	Next review date	26/05/16



National Occupational Standard



Overview

This unit is about managing and leading a team in the Quality control department.



HCS/N9910

Managing and leading a team

National Occupational Standard	Unit Code	HCS/N9910
	Unit Title (Task)	Manage and lead a team
	Description	Manage the team on day to day basis, ensuring their deployment, motivating them by involving them in various engagement initiatives at the work area, helping them improve the skills levels and managing their grievances in the best possible manner in order to maximize the people productivity
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Engaging the team Coordinating the deployment of the team Measuring performance, sharing feedback and training of the team Managing grievances of the team
	Working Conditions	<ul style="list-style-type: none"> Ability to work in shifts, weekends and public holidays
Performance Criteria(PC) w.r.t. the Scope		
Element	Performance Criteria	
Manage and lead a team	<p>The user/individual on the job needs to know and understand:</p> <p>PC1. Ensure the team is aware of the schedule and job expectations on a daily basis</p> <p>PC2. Involve the team in regular meetings to communicate information intended for them</p> <p>PC3. Ensure communication to the team on any changes in policies/ processes by the organization through required verbal/ written mechanisms</p> <p>PC4. Ensure participation of the team in various engagement initiatives organized by the organization</p> <p>PC5. Counsel and address issues among the team for any work related issues</p> <p>PC6. Support the centre manager the deployment of the team as per client schedule and the organizational norms and guidelines</p> <p>PC7. Ensure periodic training of the team and support the team by delivering trainings</p> <p>PC8. Share knowledge of processes, techniques, therapies and products with the the team to enhance their skill levels</p> <p>PC9. Provide feedback to the centre manager pertaining to performance appraisals of the team</p>	
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the organization and	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organization's standards of performance and sequence of services</p> <p>KA2. Relevant HR Policies and Processes followed by the organization</p>	



HCS/N9910

Managing and leading a team

its processes)	
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Knowledge of roster norms and guidelines KB2. How and when to measure performance of the team KB3. How to share feedback with team members KB4. Applicable legislation relating to the workplace (for example health and safety, workplace regulations, use of work equipment, handling/ storage/ disposal/ cautions of use of products, fire precautions, hygiene practice, disposal of waste, environmental protection)
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	<p style="background-color: #e1eef6;">Professional Attitude and Client Relationships</p> <p>SA1. Use positive body language, abide by organization regulations and codes of conduct, be supportive and respectful, be sensitive to client's and colleague's personal details, professional appearance, avoid inappropriate conversations</p> <p>SA2. Provide a level of service which meets the expectations in terms of quality, hygiene, health and safety of the organization</p> <p style="background-color: #e1eef6;">Presentation/ Personal Grooming</p> <p>SA3. Clean shaven, sporting the professional uniform, neat combed hair, closed-in footwear, personal hygiene and cleanliness (shower/bath), oral hygiene (clean teeth, fresh breath)</p> <p>SA4. Committed to service excellence, courteous, pleasant personality and have considerable patience to address client queries</p> <p style="background-color: #e1eef6;">Communications</p> <p>SA5. Manner and tone, professional, supportive, respectful, sensitive to client</p> <p>SA6. Effectively communicate with the therapists and helpers and make them aware of work expectations, targets, policies, processes etc.</p> <p>SA7. Listen with full attention the queries and grievances raised by the the team and comprehend the queries and grievances</p> <p>SA8. Use emails and other business correspondence methods (internal memos, circular etc.) for communicating with colleagues</p> <p style="background-color: #e1eef6;">Working Environment – Hygiene and Safety Requirements</p> <p>SA9. Maintain a hygienic work area adhering to the organizational and applicable legal health and safety standards</p> <p>SA10. Manage the storage/ disposal/cautions of use of products, fire precautions, occurrences, hygiene practice, disposal of waste and environmental protection</p> <p>SA11. Maintain accurate records of operating and closing checklists, product stock status, electrical equipment maintenance</p>
B. Professional Skills	<p style="background-color: #e1eef6;">Planning and Organizing</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Maintain accurate records of the team member deployment, leave, and timkeeping</p>



HCS/N9910

Managing and leading a team

	Developing Self & Others
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Identify the strengths and weaknesses of the subordinate team members</p> <p>SB3. Provide constructive and genuine feedback</p> <p>SB4. Provide training to the the team for technical and behavioural areas</p> <p>SB5. Identify conflicts in the team and try to resolve them at the earliest</p> <p>SB6. Interact and engage with the team members on a day to day basis</p> <p>SB7. Counsel and coach the the team and help them resolve issues</p> <p>SB8. Timely highlight to the management about any good work/ achievement by the team</p> <p>SB9. Display empathy for the problems faced by the team and act on the concerns</p>

NOS Version Control

NOS Code	HCS/N9910		
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	Designing	Next review date	26/05/16



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Computer Designer

Qualification Pack HCS/Q5202

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 criteria
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

		Marks Allocation			
		Total Mark (150+100)	Out Of	Theory	Skills Practical
1. HCS/N5202 - Development of Design with Auto CAD	PC1. Market Research for design trends from various sources of information	75	5	3	2
	PC2. Downloading and organizing information obtained by designer/buyer		5	2	3
	PC3. Identify basic trends based on past review and analysis		7	5	2
	PC4. Analysis of design motifs received from buyer		5	2	3
	PC5. Analyzing specific information and translating according to company procedure		7	5	2



	PC6. Coordinate with concerned authority/personnel to ensure clarity of information and resolve any possible misinterpretations		5	1	4
	PC7. Draft the design on CAD as per specifications		8	2	6
	PC8. Digitize the manual design after scanning with the help of CAD, where applicable		5	2	3
	PC9. Adjust the specifications as per standard allowances required		3	1	2
	PC10. Adjust design as per carpet size and carpet quality (hand knotted/tufted)		5	2	3
	PC11. Take print out of the design sketch		5	2	3
	PC12. Hand over the print out to weaving		2	0	2
	PC13. Ensure the work is saved before shutting down CAD		5	2	3
	PC14. Shut down CAD after use		8	3	5
		Total	75	32	43
2. HCS/N9906 - Maintain workarea, tools and machines	PC1. handle materials, machinery, equipment and tools with care and use them in correct way	25	5	2	3
	PC2. maintain a clean and hazard free working area		3	1	2
	PC3. Organize with proper identification, storage and preservation of graphs, stencils		6	2	4



	and design maps				
	PC4. use of clean equipment and methods appropriate for the work to be carried out		4	2	2
	PC5. disposal of waste safely in the designated location		4	1	3
	PC6. store cleaning of equipment safely after use		3	1	2
	Total		25	9	16
3. HCS/N9907 - Maintain Health, Safety and Security at Workplace	PC1. Comply with health and safety related instructions applicable to the workplace	50	3	1	2
	PC2. Carry out own activities in line with approved guidelines and procedures		3	1	2
	PC3. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	1	2
	PC4. Follow environment management system related procedures		3	1	2
	PC5. Store materials and equipment in line with organizational requirements		3	1	2
	PC6. Minimize health and safety risks to self and others due to own actions		3	1	2
	PC7. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		3	1	2



PC8. Monitor the workplace and work processes for potential risks and threat	3	1	2	
PC9. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	3	1	2	
PC10. Report hazards and potential risks/threats to supervisors or other authorized personnel	3	1	2	
PC11. Participate in mock drills/evacuation procedures organized at the workplace	4	1	3	
PC12. Undertake first aid, fire-fighting and emergency response training, if asked to do so	5	1	4	
PC13. Take action based on instructions in the event of fire, emergencies or accidents	5	2	3	
PC14. Follow organization procedures for shutdown and evacuation when required	6	2	4	
	Total	50	16	34