



## 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- Bamboo Utility Handicraft Assembler

**SECTOR:** HANDICRAFTS AND CARPET

**SUB-SECTOR:** Handicrafts (Bamboo Handicrafts)

**OCCUPATION:** Bamboo Utility Handicraft Assembler

**REFERENCE ID:** HCS/Q 8705

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

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

**Personal Attributes:** A Bamboo Utility Handicraft Assembler should have good eyesight, hand-eye coordination and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).



Job Details	Qualifications Pack Code	HCS/Q 8705		
	Job Role	BAMBOO UTILITY HANDICRAFT ASSEMBLER		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts & Carpet	Drafted on	19/06/15
	Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	29/06/15
	Occupation	Bamboo Utility Handicraft Assembler	Next review date	29/06/17

Job Role	Bamboo Utility Handicraft Assembler
Role Description	To prepare & assemble different materials including bamboo based material in given order as per the given size, shape & specification
NSQF level	3
Minimum Educational Qualifications	Preferably 5 <sup>th</sup> standard
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Training in bamboo Utility Handicraft Processing & Assembling of different materials and quality appraisal.
Minimum Job Entry Age	15 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">HCS/N 8715 (Carry out cutting &amp; processing of materials as per given size &amp; shape)</a></li> <li><a href="#">HCS/N 8716 (Carry out assembling different materials)</a></li> <li><a href="#">HCS/N 8717 (Contribute to achieve quality bamboo utility handicraft assembling)</a></li> <li><a href="#">HCS/N 9908 (Working in a team)</a></li> <li><a href="#">HCS/N 9912 (Maintain work area &amp; tools)</a></li> <li><a href="#">HCS/N 9913 (Maintain health, safety and security at workplace)</a></li> </ol> <p><b>Optional:</b> N/A</p>
Performance Criteria	As described in the relevant OS units



Glossary of Key Terms

Keywords /Terms	Description
Definitions	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the



	appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS , these include communication related skills that are applicable to most job roles.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
<b>Keywords /Terms</b>	<b>Description</b>
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVQF	National Vocational Qualifications Framework
HCSSC	Handicrafts and Carpet Sector Skill Council
TBD	To Be Determined
NSDC	National Skill Development Corporation
M/C	Machine

Acronyms



HCS/N 8715 Carry out cutting & processing of materials as per given size & shape

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# National Occupational Standard



## Overview

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



HCS/N 8715 Carry out cutting & processing of materials as per given size & shape

National Occupational Standard	<b>Unit Code</b>	HCS/N 8715
	<b>Unit Title (Task)</b>	Carry out cutting & processing of materials as per given size & shape.
	<b>Description</b>	This unit is about carrying out basic operations of cutting & processing of various materials including bamboo based materials
	<b>Scope</b>	Basic operations to be undertaken by the Bamboo Utility Handicraft Assembler are as follows: <ul style="list-style-type: none"> <li>marking on the material surface as per the given size &amp; specification</li> <li>cutting based on the given marking</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Holding &amp; marking on the material surface as per the given size &amp; specification</b>	To be competent, the user/individual must be able to: <ul style="list-style-type: none"> <li>PC1. ensure conformation of the material to be marked to the desired quality &amp; specification</li> <li>PC2. carry out correct handling of the material surface to be marked</li> <li>PC3. use of rulers &amp; marking templates</li> <li>PC4. analyze &amp; position the material appropriately to minimize waste</li> <li>PC5. carry out appropriate marking with correct positioning of marker</li> <li>PC6. check &amp; prepare the markers before marking</li> <li>PC7. carry out operations at a rate which maintains workflow</li> </ul>
	<b>Cutting based on the given marking</b>	<ul style="list-style-type: none"> <li>PC8. handle different cutting tools</li> <li>PC9. carry out any preprocessing (like finishing the fibrous edges by gumming) required for fineness of cutting</li> <li>PC10. correct holding technique of the material to be cut</li> <li>PC11. carry out cutting operation effectively based on the markings</li> <li>PC12. carry out cutting of multiple units of material on single marking wherever possible</li> <li>PC13. inspect &amp; ensure that the cut pieces conform to the given quality &amp; specification</li> <li>PC14. carry out operations at a rate which maintains workflow</li> <li>PC15. respond appropriately incase of any errors or faults/closing the bamboo and other operations.</li> <li>PC16. minimise and dispose the waste materials in the approved manner</li> <li>PC17. take safety precautions while cutting</li> <li>PC18. leave work area safe and secure when work is complete</li> </ul>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	The user/individual needs to know and understand: <ul style="list-style-type: none"> <li>KA1. the organization's policies, procedures, guidelines and standards for quality</li> <li>KA2. safe working practices and organisational procedures</li> <li>KA3. quality systems and other processes practiced in the organization</li> <li>KA4. types of problems with quality and how to report them to appropriate people</li> <li>KA5. the importance of complying with written instructions</li> <li>KA6. reporting procedure in case of faults in own/ other processes</li> <li>KA7. who to refer problems to when they are outside the limit of your authority</li> <li>KA8. the organization's tools, templates and processes for related operations in production</li> </ul>



HCS/N 8715

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

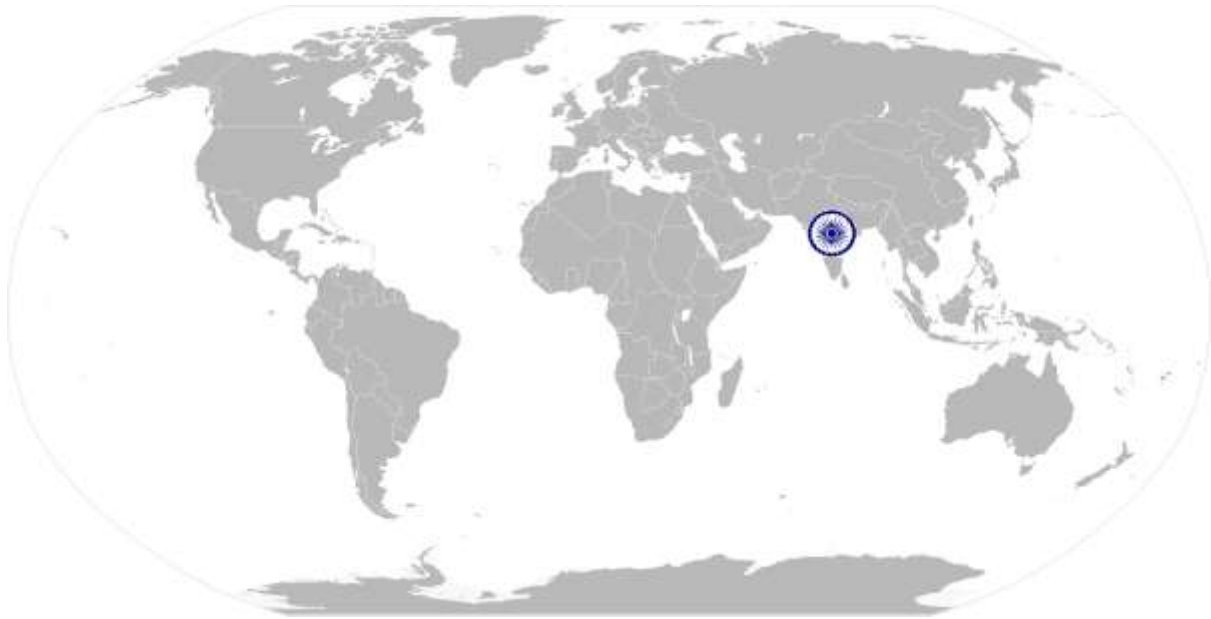
<b>B. Technical Knowledge</b>	<p>The user/individual needs to know and understand:</p> <p>KB1. basic dimensions &amp; measurement techniques.</p> <p>KB2. different types of measuring &amp; cutting templates &amp; tools used.</p> <p>KB3. sequence at which different materials to be processed.</p> <p>KB4. the need for correct holding technique of different materials while marking &amp; cutting</p> <p>KB5. the need for correct holding technique of tools while marking &amp; cutting</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/individual needs to know and understand how to:</p> <p>SA1. write in local language</p>
	<b>Reading Skills</b>
	<p>The user/individual needs to know and understand how to:</p> <p>SA2. read measurement instructions.</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
<b>B. Professional Skills</b>	<p>The user/individual needs to know and understand how to:</p> <p>SA3. listen effectively and orally communicate information accurately</p> <p>SA4. ask for clarification and advice from others</p>
	<b>Decision Making</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. follow organization rule-based decision making process</p> <p>SB2. take decision with systematic course of actions and/or response</p>
	<b>Plan and Organize</b>
	<p>User/individual needs to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p>
	<b>Customer Centricity</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. manage relationships with customers</p> <p>SB5. build customer relationships and use customer centric approach</p>
	<b>Problem Solving</b>
	<p>User/individual needs to know and understand how to:</p> <p>SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB7. identify immediate or temporary solutions to resolve delays</p>
	<b>Analytical Thinking</b>
<p>User/individual needs to know and understand how to:</p> <p>SB8. analyze data and activities</p> <p>SB9. pass on relevant information to others</p>	
<b>Critical Thinking</b>	
<p>User/individual need to know and understand how to:</p> <p>SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</p>	



**HCS/N 8715** Carry out cutting & processing of materials as per given size & shape

**NOS Version Control**

NOS Code	HCS/N 8715		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	29/6/15
Occupation	Bamboo Utility Handicraft Assembler	Next review date	29/6/17





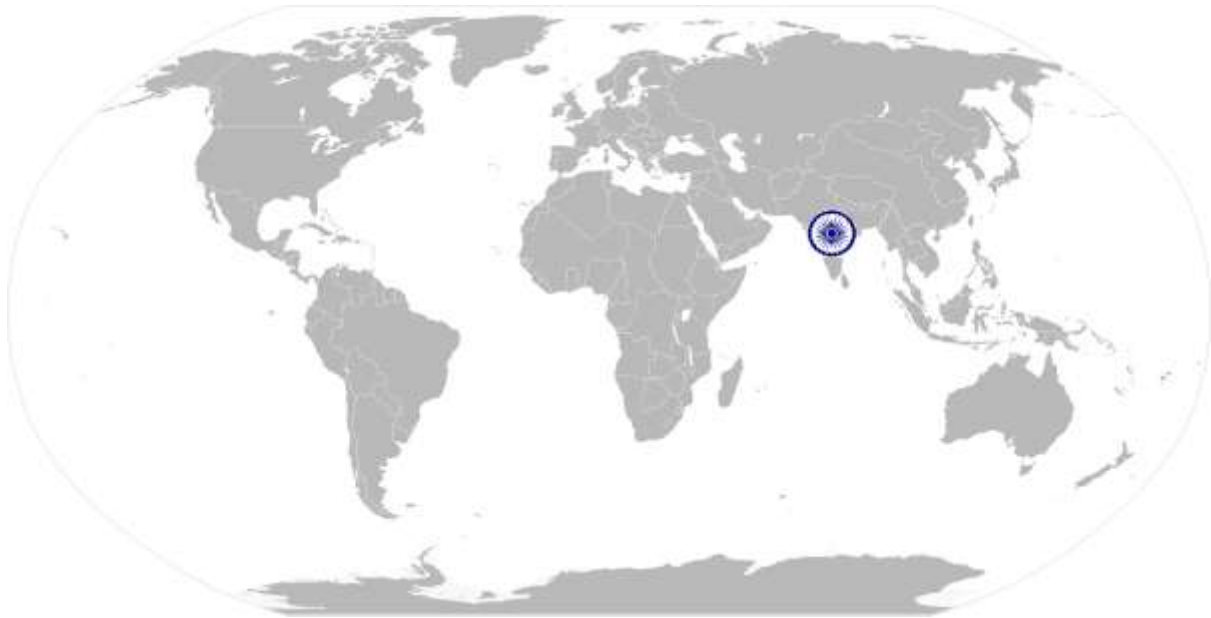


HCS/N 8716

Carry out assembling of different materials

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# National Occupational Standard



## Overview

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



HCS/N 8716

Carry out assembling of different materials

National Occupational Standard	<b>Unit Code</b>	HCS/N 8716
	<b>Unit Title (Task)</b>	Carry out assembling of different materials
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out assembling of cut pieces of different materials including bamboo based material to get the desired product that may be an end product or an intermediary material for other jobs.
	<b>Scope</b>	The basic operations to be undertaken by the Bamboo Utility Handicraft Assembler are as follows: <ul style="list-style-type: none"> <li>identifying &amp; preparing the points/surfaces for joining</li> <li>positioning, placing, attaching and finishing</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Identifying &amp; Preparing the joining points/surfaces for joining</b>	To be competent on the job, the user/individual must be able to: <ul style="list-style-type: none"> <li>PC1. identify &amp; mark the points/surface areas on the two materials pieces to be assembled.</li> <li>PC2. clean the surfaces to be attached from any unwanted materials</li> <li>PC3. use the correct joining technique</li> <li>PC4. identify &amp; use the appropriate type of glue, while assembling</li> <li>PC5. apply adhesive on the marked area with minimum spill out</li> <li>PC6. ensure the uniformity while applying layers of adhesive on a surface</li> <li>PC7. make sure the surface dry optimally for better adherence</li> </ul>
	<b>Positioning, Placing, Attaching and Finishing</b>	<ul style="list-style-type: none"> <li>PC8. correctly position the two surfaces to be joined</li> <li>PC9. justify the order of placing one surface over another</li> <li>PC10. use the appropriate joining bit/ nail if required</li> <li>PC11. place &amp; attach the parts correctly maintaining the line of joint</li> <li>PC12. pressing (hammering if required) evenly throughout the joined parts</li> <li>PC13. clean out glue spill outs or any unwanted marks on the surface of the assembled piece</li> <li>PC14. remove any unwanted fibres from the edges that may come out during the process</li> <li>PC15. inspect &amp; ensure that the assembled unit conforms to the given quality &amp; specification</li> <li>PC16. minimise and dispose the waste materials in the approved manner</li> <li>PC17. carry out operations at a rate which maintains workflow</li> <li>PC18. leave work area safe and secure when work is complete</li> </ul>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	The user/individual need to know and understand: <ul style="list-style-type: none"> <li>KA1. the organisation's policies and procedures</li> <li>KA2. responsibilities under health, safety and environmental legislation</li> <li>KA3. guidelines for storage and disposal of waste materials</li> <li>KA4. potential hazards associated with the machines and the safety precautions that must be taken</li> <li>KA5. protocol to obtain more information on work related tasks</li> <li>KA6. contact person in case of queries on procedure or products and for</li> </ul>



HCS/N 8716

**Carry out assembling of different materials**

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

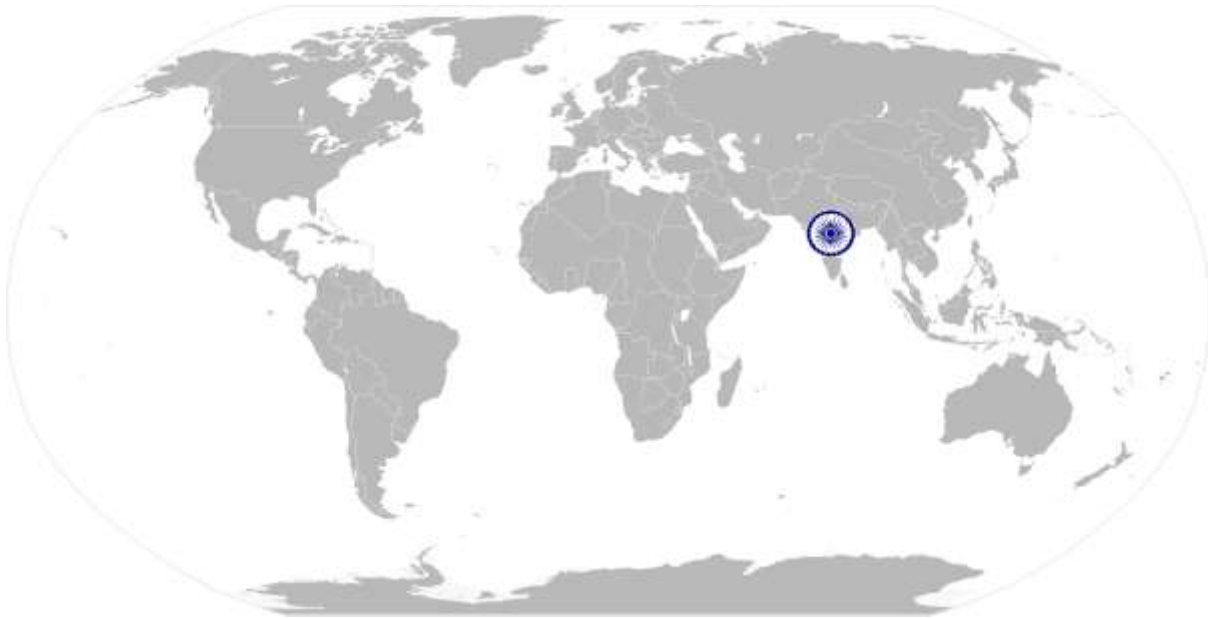


HCS/N 8716

Carry out assembling of different materials

**NOS Version Control**

NOS Code		HCS/N 8716	
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Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	29/6/15
Occupation	Bamboo Utility Handicraft Assembler	Next review date	29/6/17





HCS/N 8717    Contribute to achieve quality in bamboo utility handicraft assembling

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# National Occupational Standard



## Overview

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



**HCS/N 8717 Contribute to achieve quality in bamboo utility handicraft assembling**

National Occupational Standard

<b>Unit Code</b>	<b>HCS/N 8717</b>
<b>Unit Title (Task)</b>	<b>Contribute to to achieve quality in bamboo utility handicraft assembling</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while undertaking processing & assembling of different materials including bamboo based materials to ensure that the assembled product meets the desired specifications.
<b>Scope</b>	<p><b>This unit/task covers the following:</b></p> <ul style="list-style-type: none"> <li>contribute to achieving the quality in bamboo utility handicraft assembling related operations</li> </ul>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Contribute to achieve the product quality in embroidery work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify and use raw materials as per the specifications provided</p> <p>PC2. take the necessary action when materials do not conform to quality standards</p> <p>PC3. report and replace identified faulty materials and component parts which do not meet specification</p> <p>PC4. ensure that the different components are assembled as per specifications</p> <p>PC5. ensure that the suitable technique is used for assembling</p> <p>PC6. identify modifiable defects and rework on them</p> <p>PC7. carry out work safely and at a rate which maintains work flow</p> <p>PC8. report to the responsible person when the work flow of other production areas disrupts work</p> <p>PC9. carry out quality checks at specified intervals according to instructions</p> <p>PC10. apply the allowed tolerances</p> <p>PC11. identify faults and take appropriate action for rectification</p> <p>PC12. maintain the required productivity and quality levels</p>
<b>Knowledge and Understanding (K) w.r.t the Scope</b>	
<b>Elements</b>	<b>Knowledge and Understanding</b>
<b>A. Organisational Context</b> (Knowledge of the company / organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. safe working practices and organisational procedures</p> <p>KA2. the organisation's procedures and guidelines</p> <p>KA3. quality systems</p> <p>KA4. types of problems with quality and how to report them to appropriate people</p> <p>KA5. methods to present any ideas for improvement to supervisor</p> <p>KA6. the importance of complying with written instructions</p> <p>KA7. limits of personal responsibility</p> <p>KA8. reporting procedure in case of faults in own/ other processes</p>



**HCS/N 8717 Contribute to achieve quality in bamboo utility handicraft assembling**

<p><b>B. Technical / Domain Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of faults that are likely to be found</p> <p>KB2. consequences of using incorrect tools</p> <p>KB3. consequences of incorrect handling of tools</p> <p>KB4. correct assembling methods</p> <p>KB5. types of faults which may occur, how they are identified and methods to deal with it</p> <p>KB6. different types of defects</p> <p>KB7. the importance of segregating rejects</p> <p>KB8. appropriate inspection methods that can be used</p> <p>KB9. own responsibilities at work</p>
<p><b>Skills (S) w.r.t the Scope</b></p>	
<p><b>Elements</b></p>	<p><b>Skills</b></p>
<p><b>A. Core Skills / Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>You need to know and understand how to:</p> <p>SA1. write in local language</p> <p><b>Reading Skills</b></p> <p>You need to know and understand how to:</p> <p>SA2. read measurement instructions</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>You need to know and understand how to:</p> <p>SA3. communicate orally with colleagues</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. follow organization rule-based decision making process</p> <p>SB2. take decision with systematic course of actions and/or response</p> <p><b>Plan and Organize</b></p> <p>User/individual needs to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p> <p><b>Customer Centricity</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. manage relationships with customers</p> <p>SB5. build customer relationships and use customer centric approach</p> <p><b>Problem Solving</b></p> <p>User/individual needs to know and understand how to:</p> <p>SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB7. identify immediate or temporary solutions to resolve delays</p> <p><b>Analytical Thinking</b></p> <p>User/individual needs to know and understand how to:</p> <p>SB8. analyze data and activities</p> <p>SB9. pass on relevant information to others</p> <p><b>Critical Thinking</b></p>



**HCS/N 8716**

**Carry out assembling of different materials**

	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action
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**NOS Version Control**

NOS Code	HCS/N 8717		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	29/6/15
Occupation	Bamboo Utility Handicraft Assembler	Next review date	29/6/17





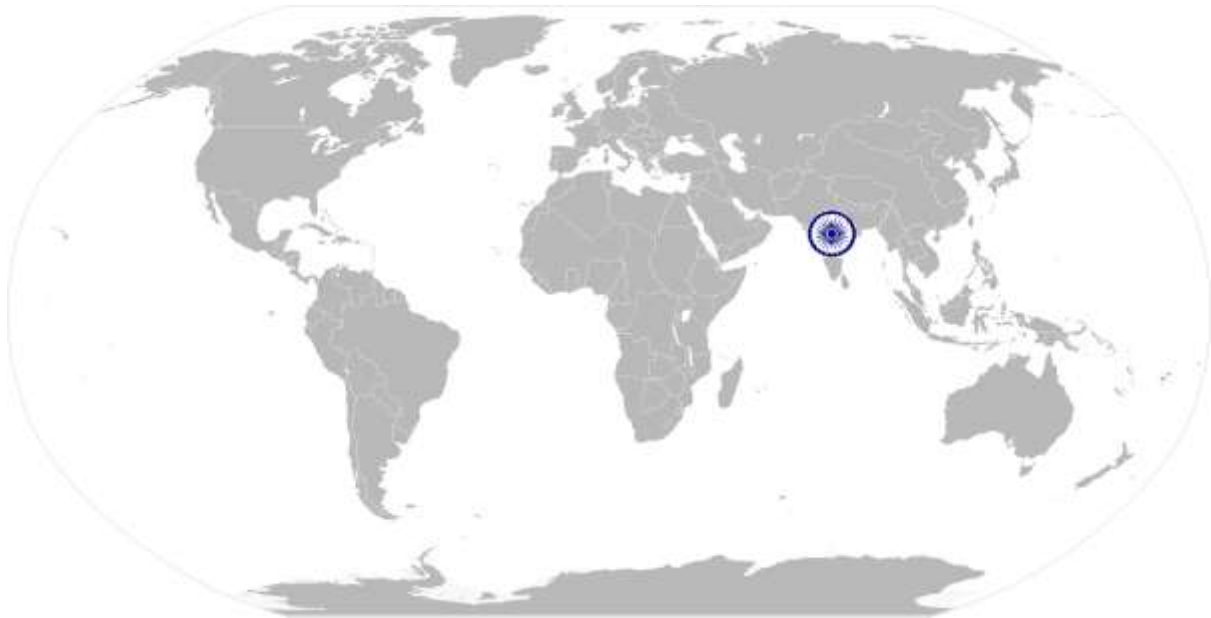


HCS/N 9908

Working in a team

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# National Occupational Standard



## Overview

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



HCS/N 9908

Working in a team

National Occupational Standard	<b>Unit Code</b>	HCS/N9908
	<b>Unit Title (Task)</b>	Working in a team
	<b>Description</b>	This unit is about working as a team member within the organisation
	<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 of developing product PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
	<b>Communication</b>	PC4. properly communicate about organization policies PC5. talk politely with other team members and colleagues
	<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 paper mache sector KA2. procedure followed to get the final output KA3. safe working practices to be adopted KA4. reporting to the supervisor or higher authority about any grievances faced	
<b>B. Technical Knowledge</b>	KB1. understanding the importance of the previous and next step of the process KB2. process flow in a paper mache section KB3. material sequence of flow KB4. functions of different parts of product development KB5. tools and equipments used KB6. guidelines for operating the equipment KB7. safety procedures to be followed as applicable	
<b>Skills (S)</b>		
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>	
	The user/individual on the job needs to know and understand: SA1. write letters, memos, applications regarding team needs and performance in simple language SA2. write daily work report	
	<b>Reading Skills</b>	
	The user/individual on the job needs to know and understand: SA3. comprehend written instructions SA4. read any application sent by other colleagues and team members	
<b>Oral Communication (Listening and Speaking skills)</b>		



HCS/N 9908

Working in a team

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

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>19/06/15</b>
<b>Industry Sub-sector</b>	<b>Handicrafts (Bamboo Handicrafts)</b>	<b>Last reviewed on</b>	<b>29/06/15</b>
<b>Occupation</b>	<b>Bamboo Utility Handicraft Assembler</b>	<b>Next review date</b>	<b>29/06/17</b>



# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/maintain work areas and activities to ensure tools used are maintained as per norms



HCS/N 9912

Maintain work area and tools

National Occupational Standard

<b>Unit Code</b>	<b>HCS/N 9912</b>
<b>Unit Title (Task)</b>	<b>Maintain work area and tools</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools used for bamboo utility handicraft assembling are maintained as per norms
<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>maintain the work area and tools</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>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. handle materials and tools safely and correctly</li> <li>PC2. use materials to minimize waste</li> <li>PC3. maintain a clean and hazard free working area</li> <li>PC4. maintain the tools used for bamboo utility handicraft assembling</li> <li>PC5. carry out maintenance and/or cleaning within one's responsibility</li> <li>PC6. report damaged tools &amp; materials</li> <li>PC7. work in a comfortable position with the correct posture</li> <li>PC8. dispose off waste safely in the designated location</li> <li>PC9. store tools safely after use</li> <li>PC10. carry out cleaning according to schedules and limits of responsibility</li> </ul>
<b>Knowledge and Understanding (K) w.r.t the Scope</b>	
<b>Elements</b>	<b>Knowledge and Understanding</b>
<b>A. Organisational Context</b> (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. personal hygiene and duty of care</li> <li>KA2. safe working practices and organisational procedures</li> <li>KA3. limits of one's own responsibility</li> <li>KA4. ways of resolving with problems within the work area</li> <li>KA5. the production process and the specific work activities that relate to the whole process</li> <li>KA6. the importance of effective communication with colleagues</li> <li>KA7. the lines of communication, authority and reporting procedures</li> <li>KA8. the organisation's rules, codes and guidelines (including timekeeping)</li> <li>KA9. the organisation's quality standards</li> <li>KA10. the importance of complying with written instructions</li> </ul>
<b>B. Technical / Domain Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. work instructions and specifications accurately</li> <li>KB2. relation between work role and the overall manufacturing process</li> <li>KB3. the importance of taking action when problems are identified</li> <li>KB4. different ways of minimising waste</li> <li>KB5. effects of contamination on products</li> <li>KB6. common faults in bamboo utility handicraft assembled product</li> <li>KB7. tools maintenance procedures</li> <li>KB8. hazards likely to be encountered when conducting routine maintenance</li> </ul>



HCS/N 9912

Maintain work area and tools

	KB9. safe working practices for cleaning and the method of carrying them out
<b>Skills (S) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write in local language
	<b>Reading Skills</b>
	You need to know and understand how to: SA2. read measurement instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to: SA3. communicate orally with colleagues
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	<b>Plan and Organize</b>
	User/individual 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. manage relationships with customers SB5. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
<b>Critical Thinking</b>	
	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action



HCS/N 9912

Maintain work area and tools

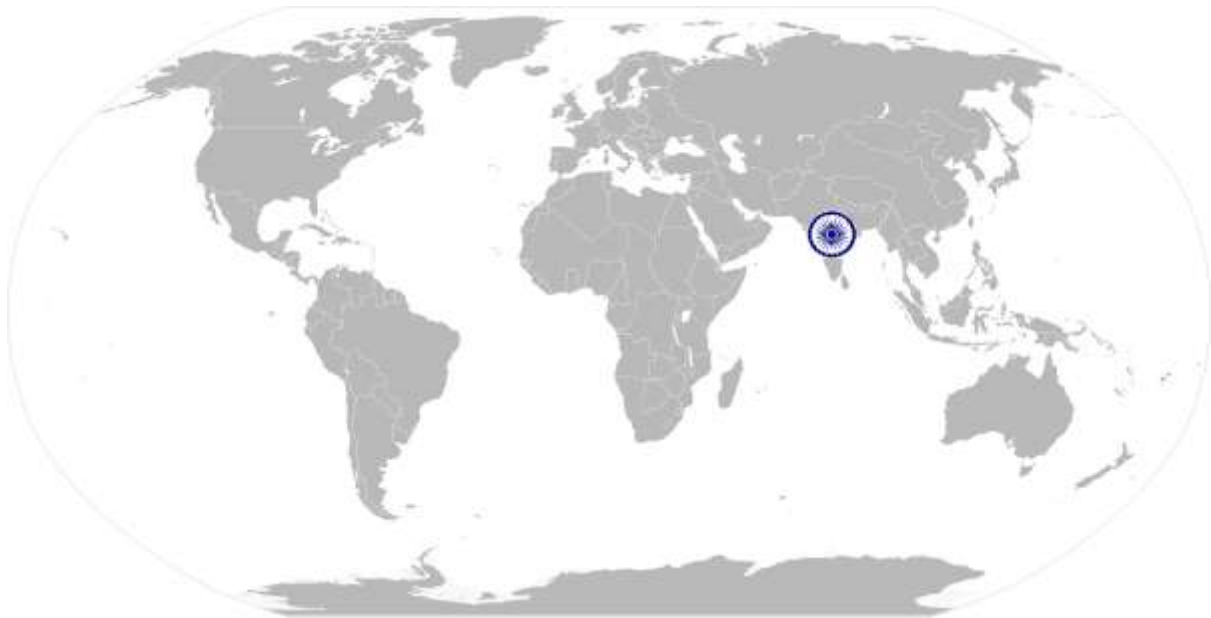
NOS Version Control

<b>NOS Code</b>	<b>HCS/N 9912</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet Sector</b>	<b>Drafted on</b>	<b>19/06/15</b>
<b>Industry Sub-sector</b>	<b>Handicrafts (Bamboo Handicrafts)</b>	<b>Last reviewed on</b>	<b>29/6/15</b>
<b>Occupation</b>	<b>Bamboo Utility Handicraft Assembler</b>	<b>Next review date</b>	<b>29/6/17</b>





# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimise risk to self and others.





HCS/N 9913

Maintain health, safety and security at workplace

National Occupational Standard

<b>Unit Code</b>	<b>HCS/N 9913</b>
<b>Unit Title (Task)</b>	<b>Maintain health, safety and security at workplace</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 minimise risk to self and others.
<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>comply with health, safety and security requirements at work</li> </ul>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Comply with health, safety and security requirements at work</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. comply with health and safety related instructions applicable to the workplace</li> <li>PC2. use and maintain personal protective equipment as per protocol</li> <li>PC3. carry out own activities in line with approved guidelines and procedures</li> <li>PC4. maintain a healthy lifestyle and guard against dependency on intoxicants</li> <li>PC5. follow environment management system related procedures</li> <li>PC6. store materials and tools in line with manufacturer's and organisational requirements</li> <li>PC7. safely handle and move waste and debris</li> <li>PC8. minimize health and safety risks to self and others due to own actions</li> <li>PC9. seek clarifications, from supervisors or other authorized personnel in case of perceived risks</li> <li>PC10. monitor the workplace and work processes for potential risks and threats</li> <li>PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</li> <li>PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel</li> <li>PC13. participate in mock drills/ evacuation procedures organized at the workplace</li> <li>PC14. undertake first aid, fire-fighting and emergency response training, if asked to do so</li> <li>PC15. take action based on instructions in the event of fire, emergencies or accidents</li> <li>PC16. follow organisation procedures for evacuation when required</li> </ul>
<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Knowledge and Understanding</b>
<b>A. Organisational Context</b>	The user/individual on the job needs to know and understand:
<b>(Knowledge of the company / organisation and its processes)</b>	<ul style="list-style-type: none"> <li>KA1. health and safety related practices applicable at the workplace</li> <li>KA2. potential hazards, risks and threats based on nature of operations</li> <li>KA3. organizational procedures for safe handling of tools</li> <li>KA4. potential risks due to own actions and methods to minimize these</li> <li>KA5. environmental management system related procedures at the workplace</li> </ul>



HCS/N 9913

Maintain health, safety and security at workplace

	<p>KA6. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. potential accidents and emergencies and response to these scenarios</p> <p>KA8. reporting protocol and documentation required</p> <p>KA9. details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
<b>B. Technical / Domain 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) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write in local language
	<b>Reading Skills</b>
	You need to know and understand how to: SA2. read measurement instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to: SA3. communicate orally with colleagues
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	<b>Plan and Organize</b>
	User/individual 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. manage relationships with customers SB5. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>



**HCS/N 9913**

**Maintain health, safety and security at workplace**

	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	<b>Critical Thinking</b>
	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

**NOS Version Control**

NOS Code	HCS/N 9913		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	29/6/15
Occupation	Bamboo Utility Handicraft Assembler	Next review date	29/6/17

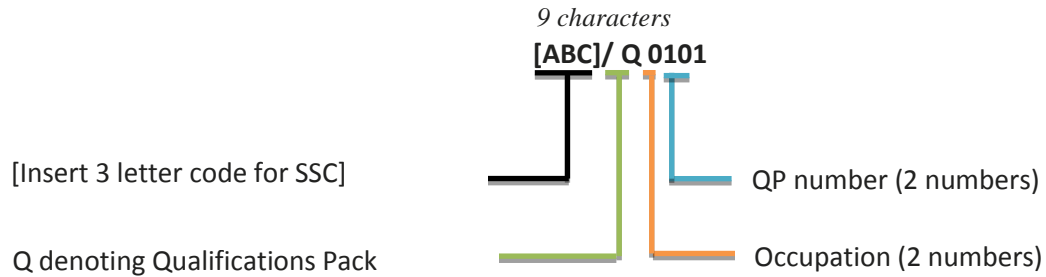




## Annexure

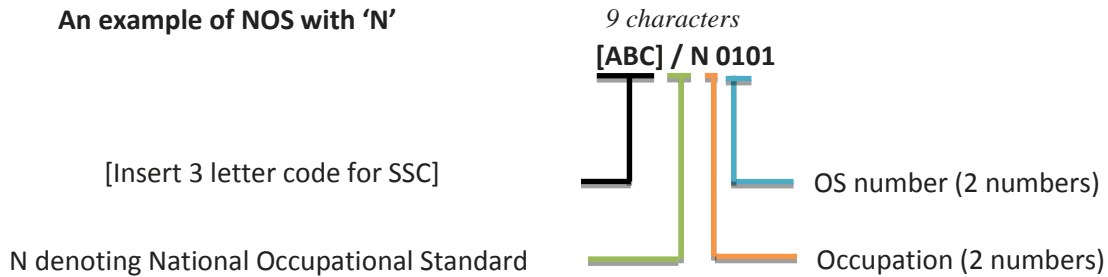
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'





The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Ceramics	01 – 10
Fashion Jewellery	11 - 13
Stoneware	14 - 19
Glassware	20 - 27
Metalware crafts	28 - 37
Leather crafts	38 - 43
Paper Mache	44 - 49
Carpets & rugs	50 – 59
Horn bone & shell craft	60 – 65
Wood ware, dolls & toys	66 – 71
Hand printed, Embroidered / knitted & crocheted textiles	72 – 77
Agarbatti	78 – 82
Paper crafts	83 – 86
NER crafts	87 – 92
Miscellaneous crafts	93 - 95
Generic Occupation	96 – 99

Sequence	Description	Example
Three letters	Handicraft and Carper Sector Skill Council	HCS
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Occupation code	01
Next two numbers	OS number	01



**CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role: Bamboo Utility Handicraft Assembler**

**Qualification Pack: HCS/Q 8705**

**Sector Skill Council : Handicrafts & Carpet**

**Guidelines for Assessment**

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for each PC.
2. Each NOS will be assessed both for theoretical knowledge and practical
3. The assessment will be based on knowledge bank of questions created by the SSC.
4. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

**ASSESSMENT CRITERIA**

		Total Marks (600)	Out of	Marks Allocated	
				Theory	Skills practical
1. HCS/N 8715 (Carry out cutting & processing of materials as per given size & shape)	PC1. Ensure conformation of the material to be marked to the desired quality & specification	100	7	2	5
	PC2. Carry out Correct handling of the material surface to be marked		4	1	3
	PC3. Use of rulers & marking templates		4	1	3
	PC4. Analyze & position the material appropriately to minimize waste		6	1	5
	PC5. Carry out appropriate marking with correct positioning of marker		5	1	4
	PC6. Check & prepare the markers before marking		5	1	4
	PC7. Carry out operations at a rate which maintains workflow		6	1	5
	PC8. Handle different Cutting Tools		6	2	4
	PC9. Carry out any preprocessing (like finishing the fibrous edges by gumming) required for fineness of cutting		10	3	7
	PC10. Correct holding technique of the		4	1	3



	material to be cut				
	PC11. Carry out cutting operation effectively based on the markings		8	2	6
	PC12. Carry out cutting of multiple units of material on single marking wherever possible		6	1	5
	PC13. Inspect & ensure that the cut pieces conform to the given quality & specification		5	1	4
	PC14. Carry out operations at a rate which maintains workflow		5	1	4
	PC15. Respond appropriately incase of any errors or faults/closing the bamboo and other operations.		4	1	3
	PC16. Minimise and dispose the waste materials in the approved manner		5	1	4
	PC17. Take safety precautions while cutting		5	1	4
	PC18. Leave work area safe and secure when work is complete		5	1	4
		<b>TOTAL</b>	<b>100</b>	<b>23</b>	<b>77</b>
2. HCS/N 8716 (Carry out assembling of different materials)	PC1. Identify & mark the points/surface areas on the two materials pieces to be assembled.	<b>100</b>	8	2	6
	PC2. Clean the surfaces to be attached from any unwanted materials		5	1	4
	PC3. Use the correct joining technique		8	3	5
	PC4. Identify & use the appropriate type of glue, while assembling		5	1	4
	PC5. Apply adhesive on the marked area with minimum spill out		3	1	2
	PC6. Ensure the uniformity while applying layers of adhesive on a surface		3	1	2
	PC7. Carry out quality checks at specified intervals according to instructions		6	2	4
	PC8. Correctly Position the two surfaces to be joined		6	1	5
	PC9. Justify the order of placing one surface over another		6	1	5
	PC10. Use the appropriate joining bit/ nail if required		5	1	4
	PC11. Place & attach the parts correctly maintaining the line of joint		5	1	4
	PC12. Pressing (hammering if required) evenly throughout the joined parts		5	1	4
	PC13. Clean out glue spill outs or any unwanted marks on the surface of the assembled piece		4	1	3



	PC14. Remove any unwanted fibres from the edges that may come out during the process		5	1	4
	PC15. Inspect & ensure that the assembled unit conforms to the given quality & specification		8	2	6
	PC16. Minimise and dispose the waste materials in the approved manner		6	1	5
	PC17. Carry out operations at a rate which maintains workflow		6	1	5
	PC18. Leave work area safe and secure when work is complete		6	2	4
	<b>TOTAL POINTS</b>	<b>100</b>	<b>100</b>	<b>24</b>	<b>76</b>
3. HCS/N 8717 (Contribute to to achieve quality in bamboo utility handicraft assembling)	PC1. Identify and use raw materials as per the specifications provided	<b>100</b>	12	5	7
	PC2. Take the necessary action when materials do not conform to quality standards		10	3	7
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		8	3	5
	PC4. Identify modifiable defects and rework on them		10	3	7
	PC5. Carry out work safely and at a rate which maintains work flow		10	2	8
	PC6. Report to the responsible person when the work flow of other production areas disrupts work		8	2	6
	PC7. Carry out quality checks at specified intervals according to instructions		12	5	7
	PC8. Apply the allowed tolerances		10	4	6
	PC9. Identify faults and take appropriate action for rectification		10	3	7
	PC10. Maintain the required productivity and quality levels		10	2	8
	<b>TOTAL</b>	<b>100</b>	<b>32</b>	<b>68</b>	
4. HCS/N 9908 (Working in a team)	PC1. Be accountable to one's own role in whole process of developing product	<b>100</b>	12	4	8
	PC2. Perform all roles with full responsibility		10	3	7
	PC3. Be effective and efficient at workplace		10	3	7
	PC4. Properly communicate about organisation's policies		8	4	4
	PC5. Talk politely with other team members and colleagues		10	3	7
	PC6. Adjust in different work situations		10	3	7
	PC7. Give due importance to others' point of view		10	3	7





	PC8. Avoid conflicting situations		10	2	8
	PC9. Develop new ideas for work procedures		8	2	6
	PC10. Improve upon the existing techniques to increase process efficiency		12	2	10
		<b>TOTAL</b>	<b>100</b>	<b>29</b>	<b>71</b>
4. HCS/N 9912 (Maintain work area and tools)	PC1. Handle materials and tools safely and correctly	<b>100</b>	8	2	6
	PC2. Use materials to minimize waste		10	3	7
	PC3. Maintain a clean and hazard free working area		10	3	7
	PC4. Maintain the tools used for stick making		8	2	6
	PC5. Carry out maintenance and/or cleaning within one's responsibility		10	3	7
	PC6. Report damaged tools and materials		12	4	8
	PC7. Work in a comfortable position with correct posture		10	3	7
	PC8. Dispose of waste safely in designated location		12	4	8
	PC9. Store tools safely after use		10	3	7
	PC10. Carry out cleaning according to schedules and limits of responsibility		10	3	7
		<b>TOTAL</b>	<b>100</b>	<b>30</b>	<b>70</b>
5. HCS/N 9913 (Maintain health, safety and security at workplace)	PC1. Comply with health and safety related instructions applicable to the workplace	<b>100</b>	8	2	6
	PC2. Use and maintain personal protective equipment as per protocol		8	2	6
	PC3. Carry out own activities in line with approved guidelines and procedures		8	2	6
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		8	2	6
	PC5. Follow environment management system related procedures		6	2	4
	PC6. Store materials and tools in line with manufacturer's and organisational requirements		5	2	3
	PC7. Safely handle and move waste and debris		4	1	3
	PC8. Minimize health and safety risks to self and others due to own actions		6	2	4
	PC9. Seek clarifications from supervisors or other authorized personnel in case of perceived risks		4	1	3
	PC10. Monitor the workplace and work processes for potential risks and threats		4	1	3



PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	2	3
PC12. Report hazards and potential risks/ threats to supervisors or other authorized personnel		7	3	4
PC13. Participate in mock drills/ evacuation procedures organised at the workplace		5	2	3
PC14. Undertake first aid, fire fighting and emergency response training, if asked		6	2	4
PC15. Take action based on instructions in the event of fire, emergencies or accidents		8	2	6
PC16. Follow organisation evacuation procedures		8	2	6
	<b>TOTAL</b>	<b>100</b>	<b>30</b>	<b>70</b>