

## Qualification Pack



# Applique Artisan

QP Code: HCS/Q7303

Version: 2.0

NSQF Level: 4

Handicrafts and Carpet Sector Skill Council || OCF, Plot No. 2, Pocket 9, Sector B, Vasant Kunj  
New Delhi - 110070 || email:qa@hcsc.in

## Qualification Pack

## Contents

HCS/Q7303: Applique Artisan .....	3
<i>Brief Job Description</i> .....	3
Applicable National Occupational Standards (NOS) .....	3
<i>Compulsory NOS</i> .....	3
<i>Qualification Pack (QP) Parameters</i> .....	3
HCS/N7341: Prepare and carry out applique by hand as per given specifications .....	5
HCS/N7342: Prepare and carry out fabric cutting for applique as per given specifications .....	10
HCS/N9908: Working in a Team .....	16
HCS/N9912: Maintain work area and tools .....	20
HCS/N9913: Maintain health, safety and security at workplace .....	24
HCS/N9914: Contribute to achieve quality in hand embroidery work .....	29
DGT/VSQ/N0102: Employability Skills (60 Hours) .....	34
Assessment Guidelines and Weightage .....	41
<i>Assessment Guidelines</i> .....	41
<i>Assessment Weightage</i> .....	42
Acronyms .....	43
Glossary .....	44

## Qualification Pack

### HCS/Q7303: Applique Artisan

#### Brief Job Description

An Applique Artisan creates different patterns and designs by tracing, cutting and attaching/ applying fabrics cut in different shapes on a base fabric by hand, using needle and thread. The Applique Artisans uses the varied stitching techniques to make forms & shapes using fabric on fabric technique. The Applique Artisans should have the skills use different stitches and make the applique design as per requirement.

#### Personal Attributes

An Applique Artisan 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).

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [HCS/N7341: Prepare and carry out applique by hand as per given specifications](#)
2. [HCS/N7342: Prepare and carry out fabric cutting for applique as per given specifications](#)
3. [HCS/N9908: Working in a Team](#)
4. [HCS/N9912: Maintain work area and tools](#)
5. [HCS/N9913: Maintain health, safety and security at workplace](#)
6. [HCS/N9914: Contribute to achieve quality in hand embroidery work](#)
7. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Hand Crafted Textiles
<b>Occupation</b>	Hand Embroidery
<b>Country</b>	India
<b>NSQF Level</b>	4

## Qualification Pack

<b>Credits</b>	14
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7532.0700
<b>Minimum Educational Qualification &amp; Experience</b>	10th Class (with 2 year relevant experience OR 10th grade pass and pursuing continuous schooling OR Previous relevant Qualification of NSQF Level 3.0 with minimum education as 5th Grade pass with 2 year relevant experience)
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	Knowledge of basic stitches and embroideries
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	20/12/2024
<b>NSQC Approval Date</b>	20/12/2019
<b>Version</b>	2.0
<b>Reference code on NQR</b>	2022/HC/HCSSC/06746
<b>NQR Version</b>	1

## Qualification Pack

### HCS/N7341: Prepare and carry out applique by hand as per given specifications

#### Description

This unit is about preparing for carrying out applique by hand.

#### Elements and Performance Criteria

##### *Prepare and carry out applique by hand*

To be competent, the user/individual on the job must be able to:

- PC1.** analyse the given design specification or design artwork or design sample of the product
- PC2.** understand and identify the stitches and shapes of fabric to be used for making the design
- PC3.** check with in charge /others when unsure of new product details
- PC4.** check the fabric and ensure that it meets the requirements provided
- PC5.** ensure that the fabric is cut appropriately for applique as per design
- PC6.** ensure that the fabric is cut with enough allowance for hemming neatly in the required shapes/ patterns
- PC7.** ensure that the glue/ starch is appropriately applied, if required
- PC8.** select the appropriate colour and quality of the thread
- PC9.** select the appropriate needle as per the fabric and threads to be used
- PC10.** estimate the time required to complete the given work
- PC11.** report defective materials to the concerned person
- PC12.** minimise and dispose the waste materials in the approved manner
- PC13.** carry out operations at a rate which maintains workflow

##### *Carry out applique by hand as per the given specifications*

To be competent, the user/individual on the job must be able to:

- PC14.** ensure that the raw materials are prepared as per requirements
- PC15.** carry out blind hem to attach a fabric to another fabric
- PC16.** ensure that the hem stitch is evenly done
- PC17.** ensure that the shape of applique is maintained while hemming as per the requirement
- PC18.** make temporary stitches in places to hold the fabric in place, if required
- PC19.** ensure that the margin of fabric is handled appropriately while carrying out applique
- PC20.** carry out chain stitch
- PC21.** carry out running stitch
- PC22.** carry out buttonhole stitch
- PC23.** carry out hemming of small pieces of fabric folded in different shapes as per requirement
- PC24.** ensure that the correct colour threads are used as per specifications
- PC25.** avoid damage to fabric/ product while carrying out embroidery
- PC26.** cut the extra threads appropriately while embroidering



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### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization's policies, procedures, guidelines and standards for quality
- KU2.** safe working practices and organizational procedures
- KU3.** quality systems and other processes practiced in the organization
- KU4.** types of problems with quality and how to report them to appropriate people
- KU5.** the importance of complying with written instructions
- KU6.** reporting procedure in case of faults in own/ other processes
- KU7.** who to refer problems to when they are outside the limit of the user's authority
- KU8.** the organization's tools, templates and processes for hand applique in production
- KU9.** process of carrying out applique by hand
- KU10.** types of threads used
- KU11.** different types of fabrics and their usage
- KU12.** designs and motifs used in applique designs
- KU13.** the different stitches used
- KU14.** basic of color and combinations

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in local language
- GS2.** read instructions/specifications in local language
- GS3.** listen effectively and orally communicate information accurately
- GS4.** ask for clarification and advice from others
- GS5.** follow organization rule-based decision making process
- GS6.** take decision with systematic course of actions and/or response
- GS7.** plan and organize work to achieve targets and deadlines
- GS8.** manage relationships with customers
- GS9.** build customer relationships and use customer centric approach
- GS10.** think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- GS11.** identify immediate or temporary solutions to resolve delays
- GS12.** analyze data and activities
- GS13.** pass on relevant information to others
- GS14.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare and carry out applique by hand</i>	<b>14</b>	<b>36</b>	-	-
<b>PC1.</b> analyse the given design specification or design artwork or design sample of the product	2	3	-	-
<b>PC2.</b> understand and identify the stitches and shapes of fabric to be used for making the design	1	1.5	-	-
<b>PC3.</b> check with in charge /others when unsure of new product details	-	2.5	-	-
<b>PC4.</b> check the fabric and ensure that it meets the requirements provided	2.5	2.5	-	-
<b>PC5.</b> ensure that the fabric is cut appropriately for applique as per design	2.5	5	-	-
<b>PC6.</b> ensure that the fabric is cut with enough allowance for hemming neatly in the required shapes/ patterns	1	4	-	-
<b>PC7.</b> ensure that the glue/ starch is appropriately applied, if required	1	4	-	-
<b>PC8.</b> select the appropriate colour and quality of the thread	1	1.5	-	-
<b>PC9.</b> select the appropriate needle as per the fabric and threads to be used	2	3	-	-
<b>PC10.</b> estimate the time required to complete the given work	-	2.5	-	-
<b>PC11.</b> report defective materials to the concerned person	1	1.5	-	-
<b>PC12.</b> minimise and dispose the waste materials in the approved manner	-	2.5	-	-
<b>PC13.</b> carry out operations at a rate which maintains workflow	-	2.5	-	-
<i>Carry out applique by hand as per the given specifications</i>	<b>10.5</b>	<b>39.5</b>	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> ensure that the raw materials are prepared as per requirements	1	1.5	-	-
<b>PC15.</b> carry out blind hem to attach a fabric to another fabric	2.5	5	-	-
<b>PC16.</b> ensure that the hem stitch is evenly done	-	5	-	-
<b>PC17.</b> ensure that the shape of applique is maintained while hemming as per the requirement	1	5	-	-
<b>PC18.</b> make temporary stitches in places to hold the fabric in place, if required	-	2.5	-	-
<b>PC19.</b> ensure that the margin of fabric is handled appropriately while carrying out applique	1	4	-	-
<b>PC20.</b> carry out chain stitch	1	2	-	-
<b>PC21.</b> carry out running stitch	1	2	-	-
<b>PC22.</b> carry out buttonhole stitch	1	2	-	-
<b>PC23.</b> carry out hemming of small pieces of fabric folded in different shapes as per requirement	1	4	-	-
<b>PC24.</b> ensure that the correct colour threads are used as per specifications	1	1.5	-	-
<b>PC25.</b> avoid damage to fabric/ product while carrying out embroidery	-	2.5	-	-
<b>PC26.</b> cut the extra threads appropriately while embroidering	-	2.5	-	-
<b>NOS Total</b>	<b>24.5</b>	<b>75.5</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HCS/N7341
<b>NOS Name</b>	Prepare and carry out applique by hand as per given specifications
<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Hand Crafted Textiles
<b>Occupation</b>	Hand Embroidery
<b>NSQF Level</b>	4
<b>Credits</b>	4
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	13/09/2017
<b>Next Review Date</b>	20/12/2024
<b>NSQC Clearance Date</b>	20/12/2019

## Qualification Pack

### HCS/N7342: Prepare and carry out fabric cutting for applique as per given specifications

#### Description

This unit is about carrying out preparations for appropriate cutting of fabric for applique by hand.

#### Elements and Performance Criteria

##### *Prepare raw materials for cutting*

To be competent, the user/individual on the job must be able to:

- PC1.** analyse the given design specification or applique artwork or applique sample
- PC2.** understand the dimensions of the product/ panel
- PC3.** check the fabric and ensure that it meets the requirements provided
- PC4.** ensure that the colours of fabric for applique match requirements
- PC5.** prepare the fabric by ironing for design tracing

##### *Trace the designs as per specifications provided*

To be competent, the user/individual on the job must be able to:

- PC6.** identify and prepare the materials required for carrying out tracing
- PC7.** ensure that the khaka (design tracing) matches the requirements
- PC8.** carry out the tracing of design on the fabric
- PC9.** prepare the layers of fabric which can be used to cut in one lot, if required
- PC10.** estimate the time required to complete the given work
- PC11.** report defective materials to the concerned person
- PC12.** minimise and dispose the waste materials in the approved manner
- PC13.** carry out operations at a rate which maintains workflow

##### *Carry out cutting of fabric as per required design*

To be competent, the user/individual on the job must be able to:

- PC14.** ensure that the raw materials are prepared as per requirements
- PC15.** appropriately choose the method to be used for cutting as per requirement
- PC16.** identify and prepare the tools for cutting
- PC17.** carry out cutting
- PC18.** ensure that the required amount of margin is left for hemming the design
- PC19.** use the cutter/ scissor for sharpening the corners and then smoothen the edges of the design
- PC20.** avoid damage to fabric/ product while carrying out cutting
- PC21.** ensure that the motifs are cut evenly across the same design

##### *Paste the layers of the fabric as per requirement*

To be competent, the user/individual on the job must be able to:

- PC22.** Identify the ingredients required for making the glue for temporary sticking
- PC23.** Prepare the glue for pasting the layers temporarily
- PC24.** Ensure that the viscosity of the glue is appropriate

## Qualification Pack

**PC25.** Carry out the pasting of two layers appropriately

**PC26.** Ensure that the pasting is done without puckering

**PC27.** Ensure pasting is done evenly

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organizations policies, procedures, guidelines and standards for quality
- KU2.** safe working practices and organizational procedures
- KU3.** quality systems and other processes practiced in the organization
- KU4.** types of problems with quality and how to report them to appropriate people
- KU5.** the importance of complying with written instructions
- KU6.** reporting procedure in case of faults in own/ other processes
- KU7.** who to refer problems to when they are outside the limit of the user's authority
- KU8.** the organizations tools, templates and processes for tracing and cutting of design for hand applique in production
- KU9.** process of making applique designs
- KU10.** basics of products made with the indigenous applique technique
- KU11.** basics of measurements
- KU12.** process of tracing designs on the fabric using khaka
- KU13.** raw materials used for tracing designs
- KU14.** different types of fabrics used
- KU15.** designs and motifs used in applique designs
- KU16.** basic of color and combinations

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in local language
- GS2.** read a instructions/specifications in local language
- GS3.** listen effectively and orally communicate information accurately
- GS4.** ask for clarification and advice from others
- GS5.** follow organization's rule-based decision making process
- GS6.** take decision with systematic course of actions and/or response
- GS7.** plan and organize work to achieve targets and deadlines
- GS8.** manage relationships with customers
- GS9.** build customer relationships and use customer centric approach
- GS10.** think through a problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- GS11.** identify immediate or temporary solutions to resolve delays

## Qualification Pack

- GS12.** analyze data and activities
- GS13.** pass on relevant information to others
- GS14.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare raw materials for cutting</i>	5	13	-	-
<b>PC1.</b> analyse the given design specification or applique artwork or applique sample	1.5	2.5	-	-
<b>PC2.</b> understand the dimensions of the product/ panel	1	3	-	-
<b>PC3.</b> check the fabric and ensure that it meets the requirements provided	1	3	-	-
<b>PC4.</b> ensure that the colours of fabric for applique match requirements	1	2	-	-
<b>PC5.</b> prepare the fabric by ironing for design tracing	0.5	2.5	-	-
<i>Trace the designs as per specifications provided</i>	6	26	-	-
<b>PC6.</b> identify and prepare the materials required for carrying out tracing	1	2	-	-
<b>PC7.</b> ensure that the khaka (design tracing) matches the requirements	1	3	-	-
<b>PC8.</b> carry out the tracing of design on the fabric	1	4	-	-
<b>PC9.</b> prepare the layers of fabric which can be used to cut in one lot, if required	1	5	-	-
<b>PC10.</b> estimate the time required to complete the given work	-	3	-	-
<b>PC11.</b> report defective materials to the concerned person	1	3	-	-
<b>PC12.</b> minimise and dispose the waste materials in the approved manner	1	3	-	-
<b>PC13.</b> carry out operations at a rate which maintains workflow	-	3	-	-
<i>Carry out cutting of fabric as per required design</i>	5	29	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> ensure that the raw materials are prepared as per requirements	1	1.5	-	-
<b>PC15.</b> appropriately choose the method to be used for cutting as per requirement	1	3	-	-
<b>PC16.</b> identify and prepare the tools for cutting	1	5	-	-
<b>PC17.</b> carry out cutting	1	6.5	-	-
<b>PC18.</b> ensure that the required amount of margin is left for hemming the design	-	3	-	-
<b>PC19.</b> use the cutter/ scissor for sharpening the corners and then smoothen the edges of the design	1	4	-	-
<b>PC20.</b> avoid damage to fabric/ product while carrying out cutting	-	3	-	-
<b>PC21.</b> ensure that the motifs are cut evenly across the same design	-	3	-	-
<i>Paste the layers of the fabric as per requirement</i>	<b>4</b>	<b>12</b>	-	-
<b>PC22.</b> Identify the ingredients required for making the glue for temporary sticking	1	2	-	-
<b>PC23.</b> Prepare the glue for pasting the layers temporarily	1	2	-	-
<b>PC24.</b> Ensure that the viscosity of the glue is appropriate	0.5	1.5	-	-
<b>PC25.</b> Carry out the pasting of two layers appropriately	1	3	-	-
<b>PC26.</b> Ensure that the pasting is done without puckering	0.5	1.5	-	-
<b>PC27.</b> Ensure pasting is done evenly	-	2	-	-
<b>NOS Total</b>	<b>20</b>	<b>80</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HCS/N7342
<b>NOS Name</b>	Prepare and carry out fabric cutting for applique as per given specifications
<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Hand Crafted Textiles
<b>Occupation</b>	Hand Embroidery
<b>NSQF Level</b>	4
<b>Credits</b>	3
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	13/09/2017
<b>Next Review Date</b>	20/12/2024
<b>NSQC Clearance Date</b>	20/12/2019

## Qualification Pack

### HCS/N9908: Working in a Team

#### Description

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

#### Elements and Performance Criteria

##### *Commitment and trust*

To be competent, the user/individual on the job must be able to:

- PC1.** Be accountable to one's own role in whole process.
- PC2.** Perform all roles with full responsibility.

##### *Communication*

To be competent, the user/individual on the job must be able to:

- PC3.** Report problems faced during the process.
- PC4.** Talk politely with other team members and colleagues.
- PC5.** Submit daily report of own performance.

##### *Adaptability*

To be competent, the user/individual on the job must be able to:

- PC6.** Adjust in different work situations.
- PC7.** Give due importance to others' point of view.
- PC8.** Avoid conflicting situations.

##### *Creative freedom*

To be competent, the user/individual on the job must be able to:

- PC9.** Develop new ideas for work procedures
- PC10.** Improve upon the existing techniques to increase process efficiency

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** General rules and regulations in the sector.
- KU2.** Procedure followed to get the final output.
- KU3.** Safe working practices to be adopted.
- KU4.** Reporting to the supervisor or higher authority about any grievances faced.
- KU5.** Understanding the importance of the previous and next step of the process.
- KU6.** Process flow in the handicraft section.
- KU7.** Material sequence of flow.
- KU8.** Functions of different parts of product development.
- KU9.** Tools and equipments used.
- KU10.** Guidelines for operating the equipment.
- KU11.** Safety procedures to be followed as applicable.

## Qualification Pack

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Prepare status and progress reports.
- GS2.** 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.
- GS3.** Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets.
- GS4.** Discuss task lists, schedules, and work-loads with co-workers.
- GS5.** Keep co-workers and supervisors informed about progress.
- GS6.** Make decisions pertaining to the concerned area of work.
- GS7.** Plan and organize service feedback files/documents.
- GS8.** Manage relationships with customers.
- GS9.** Build customer relationships and use customer centric approach.
- GS10.** Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s).
- GS11.** Identify immediate or temporary solutions to resolve delays.
- GS12.** Use the existing data to arrive at specific data points.
- GS13.** Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action.

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Commitment and trust</i>	<b>7</b>	<b>15</b>	-	-
<b>PC1.</b> Be accountable to ones own role in whole process.	4	8	-	-
<b>PC2.</b> Perform all roles with full responsibility.	3	7	-	-
<i>Communication</i>	<b>10</b>	<b>18</b>	-	-
<b>PC3.</b> Report problems faced during the process.	3	7	-	-
<b>PC4.</b> Talk politely with other team members and colleagues.	4	4	-	-
<b>PC5.</b> Submit daily report of own performance.	3	7	-	-
<i>Adaptability</i>	<b>8</b>	<b>22</b>	-	-
<b>PC6.</b> Adjust in different work situations.	3	7	-	-
<b>PC7.</b> Give due importance to others point of view.	3	7	-	-
<b>PC8.</b> Avoid conflicting situations.	2	8	-	-
<i>Creative freedom</i>	<b>4</b>	<b>16</b>	-	-
<b>PC9.</b> Develop new ideas for work procedures	2	6	-	-
<b>PC10.</b> Improve upon the existing techniques to increase process efficiency	2	10	-	-
<b>NOS Total</b>	<b>29</b>	<b>71</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HCS/N9908
<b>NOS Name</b>	Working in a Team
<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Paper Mache, Carpet, Hand Crocheted Textiles, Handicrafts (Agarbatti), Hand Crafted Textiles, Handicrafts (Bamboo)
<b>Occupation</b>	Procurement, Production, Processing, Designing, Finishing, Weaving, Traditional Hand Embroiderer, Master Hand Embroiderer, Hand Embroidery, Design Tracer, Embroidery Finishing, Hand Block Printer, Block Print Supervisor, Crochet Lace Maker, Master Crochet Lace Maker, Crochet Lace Tailor, Handmade Bamboo Agarbatti Stick Maker, Semi-Mechanized Bamboo Stick Maker, Automatic Stick Making M/C Operator, Hand Rolled Agarbatti Maker, Pedal Operated Machine Agarbatti Maker, Automatic Machine Rolled Agarbatti Maker, Agarbatti Perfume Applicator, Bamboo Processor and Dyer, Bamboo Mat Weaver, Handmade Bamboo Stick Maker (for Woven Mats), Bamboo Basket Maker, Bamboo Utility Handicraft Assembler, Bamboo Utility Product Tailor, Bamboo Artwork Maker.
<b>NSQF Level</b>	3
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/11/2023
<b>Next Review Date</b>	30/11/2026
<b>NSQC Clearance Date</b>	30/11/2023

## Qualification Pack

### HCS/N9912: Maintain work area and tools

#### Description

This unit provides performance criteria, knowledge & understanding and skills & abilities required to organise/maintain work areas and activities to ensure tools used are maintained as per norms.

#### Elements and Performance Criteria

##### *Maintain the work area, tools and machines*

To be competent, the user/individual on the job must be able to:

- PC1.** Handle materials and tools safely and correctly
- PC2.** Use materials to minimize waste
- PC3.** Maintain a clean and hazard free working area
- PC4.** Maintain the tools
- PC5.** Carry out maintenance and/or cleaning within one's responsibility
- PC6.** Report damaged tools & materials
- PC7.** Work in a comfortable position with the correct posture
- PC8.** Dispose of waste safely in the designated location
- PC9.** Store cleaning equipment safely after use
- PC10.** Carry out cleaning according to schedules and limits of responsibility

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Personal hygiene and duty of care
- KU2.** Safe working practices and organisational procedures
- KU3.** Limits of one's own responsibility
- KU4.** Ways of resolving problems within the work area
- KU5.** The production process and the specific work activities that relate to the whole process
- KU6.** The importance of effective communication with colleagues
- KU7.** The lines of communication, authority and reporting procedures
- KU8.** The organisation's rules, codes and guidelines (including timekeeping)
- KU9.** The organisation's quality standards
- KU10.** The importance of complying with written instructions
- KU11.** Work instructions and specifications, and their accurate interpretation
- KU12.** Relation between work role and the overall manufacturing process
- KU13.** The importance of taking action when problems are identified
- KU14.** Different ways of minimising waste
- KU15.** Effects of contamination on products
- KU16.** Common faults that may occur while production and the methods to rectify



## Qualification Pack

**KU17.** Procedures of maintaining tools

**KU18.** Hazards likely to be encountered when conducting routine maintenance

**KU19.** Safe working practices for cleaning and the method of carrying them out

## Generic Skills (GS)

User/individual on the job needs to know how to:

**GS1.** Write in local language

**GS2.** Read measurement instructions

**GS3.** Communicate orally with colleagues

**GS4.** Follow organization's rule-based decision making process

**GS5.** Take decision with systematic course of actions and/or response

**GS6.** Plan and organize your work to achieve targets and deadlines

**GS7.** Manage relationships with customers

**GS8.** Build customer relationships and use customer centric approach

**GS9.** Think through a problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)

**GS10.** Identify immediate or temporary solutions to resolve delays

**GS11.** Analyze data and activities

**GS12.** Pass on relevant information to others

**GS13.** Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain the work area, tools and machines</i>	<b>30</b>	<b>70</b>	-	-
<b>PC1.</b> Handle materials and tools safely and correctly	2	6	-	-
<b>PC2.</b> Use materials to minimize waste	3	7	-	-
<b>PC3.</b> Maintain a clean and hazard free working area	3	7	-	-
<b>PC4.</b> Maintain the tools	2	6	-	-
<b>PC5.</b> Carry out maintenance and/or cleaning within one's responsibility	3	7	-	-
<b>PC6.</b> Report damaged tools & materials	4	8	-	-
<b>PC7.</b> Work in a comfortable position with the correct posture	3	7	-	-
<b>PC8.</b> Dispose of waste safely in the designated location	4	8	-	-
<b>PC9.</b> Store cleaning equipment safely after use	3	7	-	-
<b>PC10.</b> Carry out cleaning according to schedules and limits of responsibility	3	7	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HCS/N9912
<b>NOS Name</b>	Maintain work area and tools
<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Hand Crafted Textiles, Hand Crocheted Textiles, Handicrafts (Agarbatti), Handicrafts (Bamboo Handicrafts)
<b>Occupation</b>	Hand Embroidery, Designing, Finishing, Hand Printing, Lace Making, Sticking, Stick Making, Agarbatti Making, Packing, Weaving, Assembling
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	23/01/2018
<b>Next Review Date</b>	20/12/2024
<b>NSQC Clearance Date</b>	20/12/2019

## Qualification Pack

### HCS/N9913: Maintain health, safety and security at workplace

#### Description

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

#### Elements and Performance Criteria

##### *Comply with health, safety and security requirements at work*

To be competent, the user/individual on the job must be able to:

- PC1.** Comply with health and safety related instructions applicable to the workplace.
- PC2.** Use and maintain personal protective equipment as per protocol.
- PC3.** Carry out own activities in line with approved guidelines and procedures.
- PC4.** Maintain a healthy lifestyle and guard against dependency on intoxicants.
- PC5.** Follow environment management system related procedures.
- PC6.** Store materials and tools in line with manufacturers and organisational requirements.
- PC7.** Safely handle and move waste and debris.
- PC8.** Minimize health and safety risks to self and others due to own actions.
- PC9.** Seek clarifications, from supervisors or other authorized personnel in case of perceived risks.
- PC10.** Monitor the workplace and work processes for potential risks and threats.
- PC11.** Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned.
- PC12.** Report hazards and potential risks/ threats to supervisors or other authorized personnel.
- PC13.** Participate in mock drills/ evacuation procedures organized at the workplace.
- PC14.** Undertake first aid, fire-fighting and emergency response training, if asked to do so.
- PC15.** Take action based on instructions in the event of fire, emergencies or accidents.
- PC16.** Follow organisation procedures for evacuation when required.

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Health and safety related practices applicable at the workplace.
- KU2.** Potential hazards, risks and threats based on nature of operations.
- KU3.** Organizational procedures for safe handling of tools.
- KU4.** Potential risks due to own actions and methods to minimize these.
- KU5.** Environmental management system related procedures at the workplace.
- KU6.** Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points.
- KU7.** Potential accidents and emergencies and response to these scenarios.

## Qualification Pack

- KU8.** Reporting protocol and documentation required.
- KU9.** Details of personnel trained in first aid, fire-fighting and emergency response.
- KU10.** Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire.
- KU11.** Occupational health and safety risks and methods.
- KU12.** Personal protective equipment and method of use.
- KU13.** Identification, handling and storage of hazardous substances.
- KU14.** Proper disposal system for waste and by-products.
- KU15.** Signage related to health and safety and their meaning.
- KU16.** Importance of sound health, hygiene and good habits.
- KU17.** Ill-effects of alcohol, tobacco and drugs.

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Write in local language.
- GS2.** Read measurement instructions.
- GS3.** Communicate orally with colleagues.
- GS4.** Follow organization rule-based decision making process.
- GS5.** Take decision with systematic course of actions and/or response.
- GS6.** Plan and organize your work to achieve targets and deadlines.
- GS7.** Manage relationships with customers.
- GS8.** Build customer relationships and use customer centric approach.
- GS9.** Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s).
- GS10.** Identify immediate or temporary solutions to resolve delays.
- GS11.** Analyze data and activities.
- GS12.** Pass on relevant information to others.
- GS13.** Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action.

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with health, safety and security requirements at work</i>	<b>30</b>	<b>70</b>	-	-
<b>PC1.</b> Comply with health and safety related instructions applicable to the workplace.	2	6	-	-
<b>PC2.</b> Use and maintain personal protective equipment as per protocol.	2	6	-	-
<b>PC3.</b> Carry out own activities in line with approved guidelines and procedures.	2	6	-	-
<b>PC4.</b> Maintain a healthy lifestyle and guard against dependency on intoxicants.	2	6	-	-
<b>PC5.</b> Follow environment management system related procedures.	2	4	-	-
<b>PC6.</b> Store materials and tools in line with manufacturers and organisational requirements.	2	3	-	-
<b>PC7.</b> Safely handle and move waste and debris.	1	3	-	-
<b>PC8.</b> Minimize health and safety risks to self and others due to own actions.	2	4	-	-
<b>PC9.</b> Seek clarifications, from supervisors or other authorized personnel in case of perceived risks.	1	3	-	-
<b>PC10.</b> Monitor the workplace and work processes for potential risks and threats.	1	3	-	-
<b>PC11.</b> Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned.	2	3	-	-
<b>PC12.</b> Report hazards and potential risks/ threats to supervisors or other authorized personnel.	3	4	-	-
<b>PC13.</b> Participate in mock drills/ evacuation procedures organized at the workplace.	2	3	-	-
<b>PC14.</b> Undertake first aid, fire-fighting and emergency response training, if asked to do so.	2	4	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC15.</b> Take action based on instructions in the event of fire, emergencies or accidents.	2	6	-	-
<b>PC16.</b> Follow organisation procedures for evacuation when required.	2	6	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HCS/N9913
<b>NOS Name</b>	Maintain health, safety and security at workplace
<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Hand Crafted Textiles, Hand Crocheted Textiles, Handicrafts (Agarbatti), Handicrafts (Bamboo)
<b>Occupation</b>	Traditional Hand Embroiderer, Master Hand Embroiderer, Embroidery finishing, Design Tracer, Hand Block Printer, Block Print Supervisor, Hand Embroidery, Crochet Lace Maker, Master Crochet Lace Maker, Crochet Lace Tailor, Handmade Bamboo Agarbatti Stick Maker, Semi-Mechanized Bamboo Stick Maker, Automatic Stick Making M/C Operator, Hand Rolled Agarbatti Maker, Pedal Operated Machine Agarbatti Maker, Automatic Machine Rolled Agarbatti Maker, Agarbatti Perfume Applicator, Bamboo Processor and Dyer, Bamboo Mat Weaver, Handmade Bamboo Stick Maker (for Woven Mats), Bamboo Basket Maker, Bamboo Utility Handicraft Assembler, Bamboo Utility Product Tailor, Bamboo Artwork Maker.
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/11/2023
<b>Next Review Date</b>	30/11/2026
<b>NSQC Clearance Date</b>	30/11/2023

## Qualification Pack

### HCS/N9914: Contribute to achieve quality in hand embroidery work

#### Description

This unit is about achievement of quality excellence while carrying out traditional hand embroidery and related activities to ensure that the embroidered product meet specifications and quality.

#### Elements and Performance Criteria

##### *Contribute to achieving quality in hand embroidery work and related operations*

To be competent, the user/individual on the job must be able to:

- PC1.** identify and use materials required based on the specifications provided
- PC2.** ensure that the correct type of fabric is used
- PC3.** ensure that the correct quality of thread is used for the given embroidery technique
- PC4.** ensure that the shape/ size/ pattern/ design is not distorted while embroidering
- PC5.** avoid damage to fabric while embroidering needle holes, cuts, etc
- PC6.** ensure that the embroidery floats are of the appropriate size
- PC7.** ensure that the embroidered fabric backs are neat
- PC8.** ensure that there is no shade difference in the colours used
- PC9.** maintain the correct tension while embroidering to avoid puckering and uneven embroidery
- PC10.** avoid soiling of the fabric/ product while carrying out embroidery
- PC11.** store the embroidered fabric/ product appropriately
- PC12.** rip the embroidery appropriately to rework on modifiable defects in embroidery
- PC13.** ensure uniformity in raw materials, design and techniquea. within a productb. between pair/ set of products
- PC14.** apply allowed tolerances
- PC15.** ensure that the extra yarns are clipped neatly
- PC16.** take the necessary actions when materials do not conform to quality standards
- PC17.** identify modifiable defects and rework on them
- PC18.** maintain the required productivity and quality levels
- PC19.** report to the responsible person when the work flow of other production areas disrupts work
- PC20.** carry out quality checks at specified intervals according to instructions

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** safe working practices and organisational procedures
- KU2.** the organisation's procedures and guidelines
- KU3.** quality systems and processes practiced in the organization
- KU4.** equipment operating procedures / manufacturer's instructions
- KU5.** types of problems with quality and how to report them to appropriate people

## Qualification Pack

- KU6.** methods to present any ideas for improvement to supervisor
- KU7.** the importance of complying with written instructions
- KU8.** limits of personal responsibility
- KU9.** reporting procedure in case of faults in own/ other processes
- KU10.** different types of stitches and their use
- KU11.** types of fabrics used for embroidery
- KU12.** types of threads used for embroidery
- KU13.** appropriate usage of the measuring tape
- KU14.** appropriate usage of tools used in embroidery
- KU15.** common embroidery defects

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write in local language
- GS2.** read measurements and instructions
- GS3.** listen effectively and orally communicate information accurately
- GS4.** ask for clarification and advice from others
- GS5.** follow organization's rule-based decision making process
- GS6.** take decision with systematic course of actions and/or response
- GS7.** plan and organize your work to achieve targets and deadlines
- GS8.** manage relationships with customers
- GS9.** build customer relationships and use customer centric approach
- GS10.** think through a problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- GS11.** identify immediate or temporary solutions to resolve delays
- GS12.** analyze data and activities
- GS13.** pass on relevant information to others
- GS14.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Contribute to achieving quality in hand embroidery work and related operations</i>	<b>20</b>	<b>80</b>	-	-
<b>PC1.</b> identify and use materials required based on the specifications provided	2	3	-	-
<b>PC2.</b> ensure that the correct type of fabric is used	1	2	-	-
<b>PC3.</b> ensure that the correct quality of thread is used for the given embroidery technique	2	3	-	-
<b>PC4.</b> ensure that the shape/ size/ pattern/ design is not distorted while embroidering	-	7	-	-
<b>PC5.</b> avoid damage to fabric while embroidering needle holes, cuts, etc	-	5	-	-
<b>PC6.</b> ensure that the embroidery floats are of the appropriate size	1	4	-	-
<b>PC7.</b> ensure that the embroidered fabric backs are neat	-	5	-	-
<b>PC8.</b> ensure that there is no shade difference in the colours used	-	5	-	-
<b>PC9.</b> maintain the correct tension while embroidering to avoid puckering and uneven embroidery	-	5	-	-
<b>PC10.</b> avoid soiling of the fabric/ product while carrying out embroidery	-	5	-	-
<b>PC11.</b> store the embroidered fabric/ product appropriately	-	5	-	-
<b>PC12.</b> rip the embroidery appropriately to rework on modifiable defects in embroidery	2	3	-	-
<b>PC13.</b> ensure uniformity in raw materials, design and techniquea. within a productb. between pair/ set of products	2	3	-	-
<b>PC14.</b> apply allowed tolerances	2	3	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC15.</b> ensure that the extra yarns are clipped neatly	-	5	-	-
<b>PC16.</b> take the necessary actions when materials do not conform to quality standards	2	3	-	-
<b>PC17.</b> identify modifiable defects and rework on them	2	3	-	-
<b>PC18.</b> maintain the required productivity and quality levels	-	5	-	-
<b>PC19.</b> report to the responsible person when the work flow of other production areas disrupts work	2	3	-	-
<b>PC20.</b> carry out quality checks at specified intervals according to instructions	2	3	-	-
<b>NOS Total</b>	<b>20</b>	<b>80</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HCS/N9914
<b>NOS Name</b>	Contribute to achieve quality in hand embroidery work
<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Hand Crafted Textiles
<b>Occupation</b>	Hand Embroidery
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	23/01/2018
<b>Next Review Date</b>	20/12/2024
<b>NSQC Clearance Date</b>	20/12/2019

## Qualification Pack

### DGT/VSQ/N0102: Employability Skills (60 Hours)

#### Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

#### Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

To be competent, the user/individual on the job must be able to:

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

##### *Constitutional values – Citizenship*

To be competent, the user/individual on the job must be able to:

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

To be competent, the user/individual on the job must be able to:

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

##### *Basic English Skills*

To be competent, the user/individual on the job must be able to:



## Qualification Pack

- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

### *Career Development & Goal Setting*

To be competent, the user/individual on the job must be able to:

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

### *Communication Skills*

To be competent, the user/individual on the job must be able to:

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

### *Diversity & Inclusion*

To be competent, the user/individual on the job must be able to:

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

### *Financial and Legal Literacy*

To be competent, the user/individual on the job must be able to:

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

### *Essential Digital Skills*

To be competent, the user/individual on the job must be able to:

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

### *Entrepreneurship*

To be competent, the user/individual on the job must be able to:

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

### *Customer Service*

To be competent, the user/individual on the job must be able to:

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

## Qualification Pack

**PC28.** follow appropriate hygiene and grooming standards

*Getting ready for apprenticeship & Jobs*

To be competent, the user/individual on the job must be able to:

**PC29.** create a professional Curriculum vitae (Résumé)

**PC30.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

**PC31.** apply to identified job openings using offline /online methods as per requirement

**PC32.** answer questions politely, with clarity and confidence, during recruitment and selection

**PC33.** identify apprenticeship opportunities and register for it as per guidelines and requirements

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills and different learning and employability related portals

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

**KU4.** Twenty first (21st) century skills and their importance

**KU5.** how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

**KU6.** importance of career development and setting long- and short-term goals

**KU7.** about effective communication

**KU8.** POSH Act

**KU9.** Gender sensitivity and inclusivity

**KU10.** different types of financial institutes, products, and services

**KU11.** how to compute income and expenditure

**KU12.** importance of maintaining safety and security in offline and online financial transactions

**KU13.** different legal rights and laws

**KU14.** different types of digital devices and the procedure to operate them safely and securely

**KU15.** how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

**KU16.** how to identify business opportunities

**KU17.** types and needs of customers

**KU18.** how to apply for a job and prepare for an interview

**KU19.** apprenticeship scheme and the process of registering on apprenticeship portal

## Generic Skills (GS)

User/individual on the job needs to know how to:

**GS1.** read and write different types of documents/instructions/correspondence

**GS2.** communicate effectively using appropriate language in formal and informal settings

## Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> identify employability skills required for jobs in various industries	-	-	-	-
<b>PC2.</b> identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC3.</b> recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
<b>PC4.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>2</b>	<b>4</b>	-	-
<b>PC5.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC6.</b> practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC7.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
<b>PC8.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC9.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> understand the difference between job and career	-	-	-	-
<b>PC11.</b> prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
<b>PC12.</b> follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
<b>PC13.</b> work collaboratively with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>2</b>	-	-
<b>PC14.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC15.</b> escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
<b>PC16.</b> select financial institutions, products and services as per requirement	-	-	-	-
<b>PC17.</b> carry out offline and online financial transactions, safely and securely	-	-	-	-
<b>PC18.</b> identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
<b>PC19.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>4</b>	-	-
<b>PC20.</b> operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
<b>PC21.</b> use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
<b>PC22.</b> use basic features of word processor, spreadsheets, and presentations	-	-	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	<b>2</b>	<b>3</b>	-	-
<b>PC23.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
<b>PC24.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
<b>PC25.</b> identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	<b>1</b>	<b>2</b>	-	-
<b>PC26.</b> identify different types of customers	-	-	-	-
<b>PC27.</b> identify and respond to customer requests and needs in a professional manner.	-	-	-	-
<b>PC28.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
<b>PC29.</b> create a professional Curriculum vitae (Résumé)	-	-	-	-
<b>PC30.</b> search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
<b>PC31.</b> apply to identified job openings using offline /online methods as per requirement	-	-	-	-
<b>PC32.</b> answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
<b>PC33.</b> identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0102
<b>NOS Name</b>	Employability Skills (60 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/08/2023
<b>Next Review Date</b>	31/08/2028
<b>NSQC Clearance Date</b>	31/08/2023

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

## Qualification Pack

**Minimum Aggregate Passing % at QP Level : 70**

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

## Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N7341.Prepare and carry out applique by hand as per given specifications	24.5	75.5	-	-	100	20
HCS/N7342.Prepare and carry out fabric cutting for applique as per given specifications	20	80	-	-	100	20
HCS/N9908.Working in a Team	29	71	-	-	100	10
HCS/N9912.Maintain work area and tools	30	70	-	-	100	10
HCS/N9913.Maintain health, safety and security at workplace	30	70	-	-	100	10
HCS/N9914.Contribute to achieve quality in hand embroidery work	20	80	-	-	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	0	0	50	20
<b>Total</b>	<b>173.5</b>	<b>476.5</b>	<b>0</b>	<b>0</b>	<b>650</b>	<b>100</b>



## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training

## Qualification Pack

### Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	Scope is a 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 quality of performance required.

## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment 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.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.