

Qualification Pack



Assistant Wooden Toy Maker

QP Code: HCS/Q6704

Version: 1.0

NSQF Level: 2.5

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/Q6704: Assistant Wooden Toy Maker	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/N6708: Assist supervisor in making wooden	5
HCS/N9901: Coordinate with colleagues and work as a team	12
HCS/N9902: Maintain Safe and Healthy Work Environment	18
HCS/N9903: Maintain Personal Hygiene	23
DGT/VSQ/N0101: Employability Skills (30 Hours)	27
Assessment Guidelines and Weightage	32
<i>Assessment Guidelines</i>	32
<i>Assessment Weightage</i>	33
Acronyms	34
Glossary	35

Qualification Pack

HCS/Q6704: Assistant Wooden Toy Maker

Brief Job Description

The assistant wooden toy maker assists senior to select wood, carving log into a toy using various tools, and helping in applying color to the toy to make the final toy product.

Personal Attributes

The individual must have attention to detail, logical thinking, hand-eye coordination, good analytical skills, problem-solving skills, reliability, good decision-making skills, basic mathematical skills, and should not have colour blindness. The individual should be good at following instructions.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [HCS/N6708: Assist supervisor in making wooden](#)
2. [HCS/N9901: Coordinate with colleagues and work as a team](#)
3. [HCS/N9902: Maintain Safe and Healthy Work Environment](#)
4. [HCS/N9903: Maintain Personal Hygiene](#)
5. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Woodware)
Occupation	Production-Woodware
Country	India
NSQF Level	2.5
Credits	11
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7522.1400

Qualification Pack

Minimum Educational Qualification & Experience	9th grade pass OR 8th grade pass and pursuing continuous schooling OR 8th grade pass with 1 Year of experience OR 5th grade pass with 4 Years of experience OR Ability to read and write with 5 Years of experience OR Previous relevant Qualification of NSQF Level (2) with 6 Months of experience OR Previous relevant Qualification of NSQF Level with 1-2 Years of experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	27/01/2022
Next Review Date	27/01/2025
NSQC Approval Date	27/01/2022
Version	1.0
Reference code on NQR	2022/HC/HCSSC/05150
NQR Version	1.0

Qualification Pack

HCS/N6708: Assist supervisor in making wooden

Description

The assistant wooden toy maker assists wooden toy maker in making wooden toy by performing various steps required to make wooden toy.

Scope

The scope covers the following :

- assist in preparing raw materials to make wooden toy
- help senior to select tools and equipment
- follow safety measures while handling wood
- assist senior in performing toy making operation as per the standard procedures
- help senior to check toy quality and productivity standards

Elements and Performance Criteria

assist in preparing raw materials to make wooden toy

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

- PC1.** help senior in listing raw materials required for making the wooden toy
- PC2.** assist senior to differentiate between various types of woods like mango wood, eucalyptus wood, etc. that are required to create wooden toy
- PC3.**
 - assist senior to collect raw materials like color lac, sand paper, banana fiber/screw pine leaf (talegari) in
 - prescribed quantities
- PC4.** help senior to arrange raw materials carefully for further usage in making appropriate wooden toy
- PC5.** help senior to deliver remaining raw material to the designated storage locations

help senior to select tools and equipment

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

- PC6.** assist to collect tools like chisel, curved chisel, mini band saw, hammer to cut wooden logs
- PC7.** assist to collect tools to carve the log, smoothen surface of the wood
- PC8.** help in arranging tools like curve chisel, sharp edge chisel at designated location

follow safety measures while handling wood

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

- PC9.** use PPE for specific tasks and work conditions
- PC10.** handle chisel, hammer, etc. carefully
- PC11.** use safety goggles, boots, gloves, face mask while handling wood
- PC12.** carry out jobs which cause sparking in a safe manner, creating sufficient distance between flammable items and the sparking

assist senior in performing toy making operation as per the standard procedures

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

Qualification Pack

- PC13.** help senior to cut wooden blocks into required size as per the final product requirement in a safe manner
- PC14.** help senior to cut rough knots of the wooden block using hammer, chisel, etc. safely
- PC15.** help senior to perform the process of cutting wooden blocks into smaller/similar pieces using mini band saw/chisel/blade machine
- PC16.** assist senior to fix piece of wooden log into wood turner
- PC17.** assist senior to perform carving of log using curved chisel/chisel on wood turner
- PC18.** assist senior to smoothen the surface of log using chisel
- PC19.** assist senior to provide depth and design to the log to give shape of toy using chisel
- PC20.** assist senior to smoothen the surface of prepared toy using sand paper
- PC21.** help senior to apply color lac for decoration purpose
- PC22.** help senior to perform polishing with screw pine leaf (talegari)/ banana fiber to give gross finish

help senior to check toy quality and productivity standards

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

- PC23.** assist senior to perform the inspection process based on the quality standard parameters to ensure appropriate sanding is being achieved
- PC24.** assist senior to demonstrate the steps to be followed while maintaining records of inspection results/tests
- PC25.** assist senior to ensure that there is no wastage of materials
- PC26.** assist senior to prepare a sample template to collect information during inspection based on toy's surface, color and polishing quality

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** personnel management, relevant legislation, standards, policies, and procedures followed in the company
- KU2.** the locations where materials are typically stored
- KU3.** appropriate carving techniques
- KU4.** appropriate coloring technique using color lac
- KU5.** process of sanding wooden surface
- KU6.** polishing method for toys
- KU7.** size of the wooden logs to be cut into
- KU8.** basic calculation methods required for calculating raw materials
- KU9.** the appropriate safety measures while handling raw materials
- KU10.** handle the use of sharp tools and equipment
- KU11.**
 - ensuring that there is no mal handling/accidents due to improper handling of the raw materials
- KU12.** handling the equipment like wood turner appropriately
- KU13.** the recommended storage of the final product
- KU14.** basic up keep of wood turner

Qualification Pack

KU15. risk and impact of not following defined procedures/work instructions

KU16. implications of delays in the process

Generic Skills (GS)

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

- GS1.** note down carving, coloring, sanding, polishing techniques
- GS2.** note down how to fix wooden log to wood turner machine
- GS3.** read and interpret symbols and readings
- GS4.** read about various coloring, polishing related information
- GS5.** read and understand manuals, health and safety instructions, memos, reports and job cards
- GS6.** read about operating the wood turner machine, chisel, hammer, etc.
- GS7.** interact with employees to work efficiently
- GS8.** make decisions pertaining to the concerned area of workplace
- GS9.** communicate the gaps in process, if any to supervisor
- GS10.** take the right raw materials according to the end product
- GS11.** detect problems in day to day tasks
- GS12.** maintain the working schedule appropriately in order to achieve the daily targets
- GS13.** interpret the customer preference, demand, etc. and accordingly make job sheet
- GS14.** follow instructions and work on areas of improvement identified
- GS15.** use reasoning skills to identify and resolve basic problems

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>assist in preparing raw materials to make wooden toy</i>	5	15	-	-
PC1. help senior in listing raw materials required for making the wooden toy	1	3	-	-
PC2. assist senior to differentiate between various types of woods like mango wood, eucalyptus wood, etc. that are required to create wooden toy	1	3	-	-
PC3. • assist senior to collect raw materials like color lac, sand paper, banana fiber/screw pine leaf (talegari) in • prescribed quantities	1	3	-	-
PC4. help senior to arrange raw materials carefully for further usage in making appropriate wooden toy	1	3	-	-
PC5. help senior to deliver remaining raw material to the designated storage locations	1	3	-	-
<i>help senior to select tools and equipment</i>	3	9	-	-
PC6. assist to collect tools like chisel, curved chisel, mini band saw, hammer to cut wooden logs	1	3	-	-
PC7. assist to collect tools to carve the log, smoothen surface of the wood	1	3	-	-
PC8. help in arranging tools like curve chisel, sharp edge chisel at designated location	1	3	-	-
<i>follow safety measures while handling wood</i>	4	12	-	-
PC9. use PPE for specific tasks and work conditions	1	3	-	-
PC10. handle chisel, hammer, etc. carefully	1	3	-	-
PC11. use safety goggles, boots, gloves, face mask while handling wood	1	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. carry out jobs which cause sparking in a safe manner, creating sufficient distance between flammable items and the sparking	1	3	-	-
<i>assist senior in performing toy making operation as per the standard procedures</i>	10	30	-	-
PC13. help senior to cut wooden blocks into required size as per the final product requirement in a safe manner	1	3	-	-
PC14. help senior to cut rough knots of the wooden block using hammer, chisel, etc. safely	1	3	-	-
PC15. help senior to perform the process of cutting wooden blocks into smaller/similar pieces using mini band saw/chisel/blade machine	1	3	-	-
PC16. assist senior to fix piece of wooden log into wood turner	1	3	-	-
PC17. assist senior to perform carving of log using curved chisel/chisel on wood turner	1	3	-	-
PC18. assist senior to smoothen the surface of log using chisel	1	3	-	-
PC19. assist senior to provide depth and design to the log to give shape of toy using chisel	1	3	-	-
PC20. assist senior to smoothen the surface of prepared toy using sand paper	1	3	-	-
PC21. help senior to apply color lac for decoration purpose	1	3	-	-
PC22. help senior to perform polishing with screw pine leaf (talegari)/ banana fiber to give gross finish	1	3	-	-
<i>help senior to check toy quality and productivity standards</i>	4	8	-	-
PC23. assist senior to perform the inspection process based on the quality standard parameters to ensure appropriate sanding is being achieved	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC24. assist senior to demonstrate the steps to be followed while maintaining records of inspection results/tests	1	2	-	-
PC25. assist senior to ensure that there is no wastage of materials	1	2	-	-
PC26. assist senior to prepare a sample template to collect information during inspection based on toy's surface, color and polishing quality	1	2	-	-
NOS Total	26	74	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N6708
NOS Name	Assist supervisor in making wooden
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Woodware)
Occupation	Production-Woodware
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

Qualification Pack

HCS/N9901: Coordinate with colleagues and work as a team

Description

This NOS describes the communication and coordination skills and knowledge to work with colleagues and supervisor to achieve a smooth and hazard-free workflow.

Scope

The scope covers the following :

- interact with supervisor or superior
- work as a team by coordinating with colleagues within and outside the department and include inputs on PwD & Gender Sensitisation
- report and Document

Elements and Performance Criteria

Interact with supervisor or superior

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

- PC1.** comply with health, safety gender, and PwD (People with disability) related instructions applicable to the workplace
- PC2.** actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender, and PwD awareness organized at the workplace.
- PC3.** receive job orders and instructions from reporting supervisor and receive feedback on work standards.
- PC4.** understand the work output requirements, targets, performance indicators and incentives.
- PC5.** deliver quality work on time and report any anticipated reasons for delays and handover completed work to supervisor
- PC6.** report on any grievances, production defects and any potential hazards.

Work as a team by coordinating with colleagues within and outside the department and include inputs on PwD & Gender Sensitisation

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

- PC7.** communicate maintenance and repair schedule proactively to the supervisor
- PC8.** interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc.

Report and Document

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

- PC9.** report in time for shortage or need of raw materials
- PC10.** communicate with colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team
- PC11.** maintain the etiquette, use polite language, demonstrate responsible and disciplined behavior towards colleagues.
- PC12.** put team over individual goals and multi-task or share work where necessary supporting the colleagues.

Qualification Pack

PC13. document all the details accurately relating to ones role as required.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** knowledge about the importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior
- KU2.** knowledge about how to accommodate employees with disabilities etiquette to adhere to and proper language and terminology
- KU3.** knowledge about how to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs
- KU4.** knowledge about promoting a safe, accessible and healthy workplace for disabled employees
- KU5.** company's policies on preferred language of communication, incentives, quality standards, personnel management, reporting and escalation matrix policy.
- KU6.** company's standard operating procedure (sop) and the risk and impact of not following them.
- KU7.** procedures for working with colleagues, his/her role and responsibilities in relation to this
- KU8.** organizational hierarchy and the line of reporting structure and work target and review mechanism
- KU9.** procedures to report employment related issues and to deal with conflicts
- KU10.** importance of the individuals role in the organizational workflow and details of the individual responsibilities
- KU11.** tools and equipment handling procedure and common potential hazards in the work place and the procedures to deal with them
- KU12.** effective communication with various categories of people and the different departments in the organization
- KU13.** to document the job activity as required like the check sheets, history sheets, etc
- KU14.** expressing and addressing grievances appropriately, deal with difficult work relationships and manage the internal conflicts effectively

Generic Skills (GS)

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

- GS1.** create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee
- GS2.** actively take part in any discussion/workshop organized for gender sensitization training
- GS3.** read and comprehend written instructions related to gender equality issues in the organization
- GS4.** identify and report any harassment or inappropriate behavior towards any employee
- GS5.** create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee with disability or special needs
- GS6.** actively take part in any discussion/workshop organized for disability sensitization training.

Qualification Pack

- GS7.** read and comprehend written instructions related to equality issues in the organization related to disabled persons
- GS8.** read job sheets, design sheet and information displayed at the workplace
- GS9.** read and understand manuals, health and safety instructions, memos etc
- GS10.** fill up documentation to ones role
- GS11.** communicate effectively with supervisor
- GS12.** contribute to quality of team work and achieve smooth workflow
- GS13.** improve work processes by interacting with others and adopting best practices

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interact with supervisor or superior</i>	14	30	-	-
PC1. comply with health, safety gender, and PwD (People with disability) related instructions applicable to the workplace	2	5	-	-
PC2. actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender, and PwD awareness organized at the workplace.	2	5	-	-
PC3. receive job orders and instructions from reporting supervisor and receive feedback on work standards.	2	5	-	-
PC4. understand the work output requirements, targets, performance indicators and incentives.	2	5	-	-
PC5. deliver quality work on time and report any anticipated reasons for delays and handover completed work to supervisor	3	5	-	-
PC6. report on any grievances, production defects and any potential hazards.	3	5	-	-
<i>Work as a team by coordinating with colleagues within and outside the department and include inputs on PwD & Gender Sensitisation</i>	6	10	-	-
PC7. communicate maintenance and repair schedule proactively to the supervisor	3	5	-	-
PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc.	3	5	-	-
<i>Report and Document</i>	15	25	-	-
PC9. report in time for shortage or need of raw materials	3	5	-	-
PC10. communicate with colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team	3	5	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. maintain the etiquette, use polite language, demonstrate responsible and disciplined behavior towards colleagues.	3	5	-	-
PC12. put team over individual goals and multi-task or share work where necessary supporting the colleagues.	3	5	-	-
PC13. document all the details accurately relating to ones role as required.	3	5	-	-
NOS Total	35	65	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9901
NOS Name	Coordinate with colleagues and work as a team
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Ceramics), Handicrafts (Fashion Jewellery), Handicrafts (Stonecraft), Glassware, Metalware, Carpet, Handicrafts (Woodware)
Occupation	Production Management, Research and Development, Mixing and Milling, Moulding, Finishing and Painting, Pre- Production, Furnace Operation, Quality Check, Production, Pre - Crafting, Stone Crafting, Mixing, Moulding, Cutting, Smoothing, Finishing, Designing, Metal Casting and Stamping, Metal Craft Making, Cleaning/Polishing/Buffering, Painting and Plating, Packing, Marketing and Merchandising
NSQF Level	4
Credits	2
Version	6.0
Last Reviewed Date	30/06/2022
Next Review Date	30/06/2025
NSQC Clearance Date	30/06/2022

Qualification Pack

HCS/N9902: Maintain Safe and Healthy Work Environment

Description

This NOS is about following adequate safety procedures to make the work environment safe and Healthy.

Scope

The scope covers the following :

- follow safety procedures and practices.
- achieve safety standards

Elements and Performance Criteria

Follow safety procedures and practices

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

- PC1.** carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations
- PC2.** apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices
- PC3.** actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes
- PC4.** comply with safety procedures while on work to prevent accidents
- PC5.** take adequate safety measures while handling materials, chemicals and tools
- PC6.** wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working
- PC7.** wear appropriate and recommended clothing as per the work environment
- PC8.** follow recommended material handling procedure to control material and personal damage.
- PC9.** perform all procedures as per company's work instructions for controlling operational risk

Achieve safety standards

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

- PC10.** perform the duties in a manner which minimizes environmental damage
- PC11.** dispose off waste safely and correctly in a designated area as per company's SOP
- PC12.** report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger
- PC13.** ensure zero accident at workplace
- PC14.** adhere to safety standards and ensure no material damage

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** making conscious and sustainable decisions for achieving effective and green workplace.

Qualification Pack

- KU2.** company's policies on work safety and occupational hazard management
- KU3.** knowledge about company's HR policies and reporting structure
- KU4.** company emergency evacuation procedure
- KU5.** accidental risks to the worker
- KU6.** how to maintain the work area safe and secure
- KU7.** how to perform the duties in a way to minimize accidental risks
- KU8.** how to handle chemicals in a safe manner
- KU9.** purpose and usage of protective gears such as gloves, protective goggles, masks, etc. while working
- KU10.** safe and correct material handling procedure
- KU11.** standard operating procedure (sop) of processes
- KU12.** precautionary activities to be followed in the processes
- KU13.** how to operate tools and electrical equipment
- KU14.** emergency procedures to be followed in case of a mishap such as fire accidents etc.

Generic Skills (GS)

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

- GS1.** make conscious and sustainable decisions that help reduce, rescue, and recycle the company resources
- GS2.** identify and replace processes that create unnecessary waste.
- GS3.** read safety instructions, safety signage and safety manuals
- GS4.** read the usage of various safety tools and equipment
- GS5.** take notes on descriptions and details of various safety precautions and procedures as instructed
- GS6.** communicate supervisor about the work safety issues.
- GS7.** receive instructions from supervisor on minimizing the accidental risks
- GS8.** communicate co-workers about the precautions to be taken for accident-free work.
- GS9.** how to select appropriate safety tools and equipment
- GS10.** improve work processes by adopting best safety practices
- GS11.** coordinate with different departments on briefing the safety aspects
- GS12.** guide the team members on use of various safety tools and equipment
- GS13.** spot errors and any other disruptions and communicate with solutions
- GS14.** how to use safety equipment such as fire extinguisher during fire accidents.
- GS15.** how to store chemicals and tools in a safe way.

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow safety procedures and practices</i>	18	46	-	-
PC1. carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations	2	5	-	-
PC2. apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices	2	5	-	-
PC3. actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes	2	5	-	-
PC4. comply with safety procedures while on work to prevent accidents	2	5	-	-
PC5. take adequate safety measures while handling materials, chemicals and tools	2	6	-	-
PC6. wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working	2	5	-	-
PC7. wear appropriate and recommended clothing as per the work environment	2	5	-	-
PC8. follow recommended material handling procedure to control material and personal damage.	2	5	-	-
PC9. perform all procedures as per companys work instructions for controlling operational risk	2	5	-	-
<i>Achieve safety standards</i>	10	26	-	-
PC10. perform the duties in a manner which minimizes environmental damage	2	5	-	-
PC11. dispose off waste safely and correctly in a designated area as per companys sop	2	5	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger	2	5	-	-
PC13. ensure zero accident at workplace	2	5	-	-
PC14. adhere to safety standards and ensure no material damage	2	6	-	-
NOS Total	28	72	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9902
NOS Name	Maintain Safe and Healthy Work Environment
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Ceramics), Handicrafts (Fashion Jewellery), Handicrafts (Stonecraft), Glassware, Metalware, Carpet, Handicrafts (Woodware)
Occupation	Production Management, Research and Development, Mixing and Milling, Moulding, Finishing and Painting, Pre- Production, Furnace Operation, Quality Check, Production, Pre - Crafting, Stone Crafting, Mixing, Moulding, Cutting, Smoothing, Finishing, Designing, Metal Casting and Stamping, Metal Craft Making, Cleaning/Polishing/Buffing, Painting and Plating, Packing, Marketing and Merchandising
NSQF Level	4
Credits	1
Version	6.0
Last Reviewed Date	30/06/2022
Next Review Date	30/06/2025
NSQC Clearance Date	30/06/2022

Qualification Pack

HCS/N9903: Maintain Personal Hygiene

Description

This NOS provides the abilities required for taking responsibility for their own health at the workplace and is about using the correct procedures to prevent, control and minimize risk to them and others at the workplace.

Scope

The scope covers the following :

- adopt healthy work practices
- achieve work productivity while maintaining health

Elements and Performance Criteria

Adopt healthy work practices

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

- PC1.** always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust
- PC2.** wear safety shoes while visiting the production unit to avoid any damage
- PC3.** wear personal protective equipment while visiting the different departments during production. orexample mask in the washing section, glasses and mask in an assembly line, and gloves in the printing section, etc.
- PC4.** always wash sanitize your hands after a factory unit before touching any document, laptop, cell phone, etc.
- PC5.** undergo preventive health checkups at regular intervals.
- PC6.** take prompt treatment from the doctor in case of illness.

Achieve work productivity while maintaining health

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

- PC7.** follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work
- PC8.** ensure no productivity loss or absenteeism from work due to illness
- PC9.** ensure no long-term ill effect on personal health.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on personal health and occupational hazard management
- KU2.** company's HR policies.
- KU3.** company's reporting structure
- KU4.** company's emergency evacuation procedure
- KU5.** health risks to the worker at the workplace

Qualification Pack

- KU6.** healthy work practices
- KU7.** how to perform the duties in a way to minimize pollution at the workplace.
- KU8.** what personal protective equipment should be worn and how it is cared for
- KU9.** safe disposal methods for waste
- KU10.** how to provide first-aid treatment at the workplace
- KU11.** emergency procedures to be followed in case of an mishap such as fire accidents etc.

Generic Skills (GS)

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

- GS1.** read personal health instructions and manual
- GS2.** read the usage of various hand tools and personal protection equipment
- GS3.** take notes on descriptions and details of various personal health maintenance procedures
- GS4.** communicate supervisor about the physical symptoms
- GS5.** receive instructions from doctor and supervisor on medical care
- GS6.** how to select appropriate hand tools and personal protection equipment
- GS7.** when to change personal protection equipment during work
- GS8.** how to identify first aid needs in case and of an injury
- GS9.** how to select appropriate hand tools and personal protection equipment
- GS10.** when to change personal protection equipment during work
- GS11.** how to use materials that does not affect customer health / make injury
- GS12.** improve work processes by adopting best safety practices
- GS13.** analyze the usage of appropriate tools and consumables
- GS14.** spot errors and any other disruptions and communicate with solutions

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Adopt healthy work practices</i>	18	48	-	-
PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	3	8	-	-
PC2. wear safety shoes while visiting the production unit to avoid any damage	3	8	-	-
PC3. wear personal protective equipment while visiting the different departments during production. orexample mask in the washing section, glasses and mask in an assembly line, and gloves in the printing section, etc.	3	8	-	-
PC4. always wash sanitize your hands after a factory unit before touching any document, laptop, cell phone, etc.	3	8	-	-
PC5. undergo preventive health checkups at regular intervals.	3	8	-	-
PC6. take prompt treatment from the doctor in case of illness.	3	8	-	-
<i>Achieve work productivity while maintaining health</i>	9	25	-	-
PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work	3	8	-	-
PC8. ensure no productivity loss or absenteeism from work due to illness	3	8	-	-
PC9. ensure no long-term ill effect on personal health.	3	9	-	-
NOS Total	27	73	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9903
NOS Name	Maintain Personal Hygiene
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Ceramics), Handicrafts (Fashion Jewellery), Handicrafts (Stonecraft), Glassware, Metalware, Carpet, Handicrafts (Woodware)
Occupation	Production Management, Research and Development, Mixing and Milling, Moulding, Finishing and Painting, Pre- Production, Furnace Operation, Quality Check, Production, Pre - Crafting, Stone Crafting, Mixing, Moulding, Cutting, Smoothing, Finishing, Designing, Metal Casting and Stamping, Metal Craft Making, Cleaning/Polishing/Buffing, Painting and Plating, Packing, Marketing and Merchandising
NSQF Level	4
Credits	1
Version	3.0
Last Reviewed Date	30/06/2022
Next Review Date	30/06/2025
NSQC Clearance Date	30/06/2022

Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 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
- 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. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

Qualification Pack

Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

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 basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

Qualification Pack

- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation 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>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	29/09/2023
Next Review Date	28/09/2026
NSQC Clearance Date	29/09/2023

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 : 50

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

Minimum Passing % at NOS Level: 30

(Please note: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N6708.Assist supervisor in making wooden	26	74	-	-	100	60
HCS/N9901.Coordinate with colleagues and work as a team	35	65	-	-	100	10
HCS/N9902.Maintain Safe and Healthy Work Environment	28	72	-	-	100	10
HCS/N9903.Maintain Personal Hygiene	27	73	-	-	100	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
Total	136	314	-	-	450	100

Qualification Pack

Acronyms

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

Qualification Pack

Glossary

Sector	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.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) 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 (QP)	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.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by 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 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

Knowledge and Understanding (KU)	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.
Organisational Context	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.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	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.
Electives	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.
Options	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.