

Qualification Pack



Finisher (Woodware)

QP Code: HCS/Q7101

Version: 2.0

NSQF Level: 2.5

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HCS/Q7101: Finisher (Woodware)

Brief Job Description

The individual will carry out finishing techniques on various types of wood material using a range of hand tools. The job involves attaining the required finish on wooden pieces. The incumbent will need to carry out cost effective application of material in an optimal way, to minimize wastage and achieve product specifications.

Personal Attributes

Finisher should have high precision in the skill, irrespective of the literacy level. This requires steady hand and good eyesight. He should also possess good interpersonal and personnel management skills to guide others and get quality of work from them.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [HCS/N6608: Use basic health and safety practices in a wood working environment](#)
2. [HCS/N7102: Complete the final finish](#)
3. [HCS/N7103: Ensure that the product gets the final finish as per the approved sample](#)
4. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Woodware)
Occupation	Finishing
Country	India
NSQF Level	2.5
Credits	10
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7522.9900

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Minimum Educational Qualification & Experience	<p>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 (3.5) with 1-2 Years of experience</p>
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	31/08/2026
NSQC Approval Date	31/08/2023
Version	2.0
Reference code on NQR	QG-2.5-HC-00846-V2-HCSSC
NQR Version	2.0

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HCS/N6608: Use basic health and safety practices in a wood working environment

Description

This unit covers health and safety procedures to be followed as required in a woodworking environment in the handicrafts and carpet sector. This include following health and safety measures as may be suggested by the organizations policies and documents.

Scope

The scope covers the following :

- general health and safety
- fire safety
- physical safety
- chemical safety
- electrical safety
- incident response

Elements and Performance Criteria

General health and safety

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

- PC1.** use protective clothing/equipment for specific tasks and work conditions Protective clothing: Leather or asbestos gloves, aprons, trousers, footwear, helmets/hard hats, cap and shoulder covers, ear defenders/plugs, safety boots, particle masks, glasses/goggles/visors Equipment: Hand shields, machine guards, residual current devices, shields, dust sheets, respirator
- PC2.** state the name and location of people responsible for health and safety in the workplace
- PC3.** state the names and location of documents that refer to health and safety in the workplace
- PC4.** Identify job site of hazardous work and state possible causes of risk or accident in the workplace Hazards: Sharp edged and heavy tools; heated metals; oxyfuel and gas cylinders; hazardous surfaces(sharp, slippery, uneven, chipped, broken, etc.);hazardous substances(chemicals, gas, fumes, dust, etc.); physical hazards(working at heights, large and heavy objects and machines, sharp andpiercing objects, tolls and machines, intense light, load noise, obstructions in corridors, by doors, blind turns, noise, over stacked shelves and packages,etc.) electrical hazards (power supply and points, loose and naked cables and wires, electrical machines and appliances, etc.) Possible causes of risk and accident: physical actions; reading; listening to and giving instructions; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness)understand various health and safety measures that are important in the organizations functioning

Fire safety

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

- PC5.** Carry out jobs which cause sparking in a safe manner, creating sufficient distance between flammable items and the sparking

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- PC6.** Use fire extinguishers appropriately in accordance to the type of fire correctly. Types of fires:
Class A: eg. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.;
Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: eg. electrical equipment such as appliances, wiring, breaker panels, etc. (These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents)
- PC7.** Demonstrate rescue techniques applied during fire hazard
- PC8.** Demonstrate good housekeeping in order to prevent fire hazards
- PC9.** Demonstrate the correct use of a fire extinguisher

Physical Safety

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

- PC10.** Inspect for faults; set up and safely use steps and ladders in general use. Ladder faults: Corrosion of metal components, deterioration, splits and cracks timber components, imbalance, loose rungs, missing/ unfixed nuts or bolts, etc. Ladders set up: Firm/level base, clip/lash down, leaning at the correct angle, etc
- PC11.** Work safely in and around trenches, elevated places and confined areas
- PC12.** Lift heavy objects safely using correct procedures
- PC13.** Ensure that the machine guards are in place in order to ascertain safety when working with machines with sharp edges, blades, abrasive materials, etc.

Chemical Safety

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

- PC14.** Identify different types of chemicals that are used in the wood finishing and treatment
- PC15.** Use chemicals as per prescribed levels for any type of chemical treatment and finishing of the wood
- PC16.** explain to others the harmful effects of any chemical in use in excess or in appropriate combination
- PC17.** Use safety equipments while using sprays and paints
- PC18.** Ensure adherence of proper limits while maintaining the edible level of colors and paints when used on toys and dolls

Electrical safety

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

- PC19.** Ensure all electrical appliances are used in line with instructions and with the appropriate attachments in line with manufacturers guidelines
- PC20.** Spot and repair any frayed wires and insulation using appropriate and approved measures like insulation taping, replacing wires, etc.
- PC21.** Ensure all naked wires are covered with insulation
- PC22.** Wear insulated footwear while working with electrical appliances or equipment

Incident response

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

- PC23.** Demonstrate how to free a person from electrocution
- PC24.** Administer appropriate first aid to victims where required eg. in case of bleeding, burns, choking, electric shock, poisoning etc.

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- PC25.** Demonstrate basic techniques of bandaging
- PC26.** respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments
- PC27.** Perform and organize required responses for loss minimization or rescue activity during an accident in real or simulated environments
- PC28.** Administer first aid responses to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases
- PC29.** Demonstrate the artificial respiration and the CPR Process
- PC30.** Participate in emergency procedures
Emergency procedures: Raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work
- PC31.** Complete a written accident/incident report or dictate a report to another person, and send report to person responsible
Incident Report includes details of: Name, date/time of incident, date/time of report, location, environment conditions, persons involved, sequence of events, injuries sustained, damage sustained, actions taken, witnesses, supervisor/manager notified
- PC32.** Demonstrate correct methods to move injured people and others during an emergency

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organization's policies on safety measures
- KU2.** importance of the individual's role and its importance with respect to daily operations of the organization
- KU3.** Formal reporting and operating structure of the organization
- KU4.** Documentation and recording policies of the organization
- KU5.** The extent and categories of the different market areas targeted by the organization
- KU6.** Type and properties of different wood quality
- KU7.** Quality of wood and other raw material used to achieve the right finish
- KU8.** Safety equipment and precautions to be taken
- KU9.** Meaning of hazards and risks
- KU10.** health and safety hazards commonly present in the work environment and related precautions
- KU11.** possible causes of risk and accident
Possible causes of risk and accident: Physical actions; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness)
- KU12.** Methods of accident prevention
Methods of accident prevention: Training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors
- KU13.** Safe working practices when working with tools and machines
- KU14.** Safe working practices while working at various hazardous sites
- KU15.** safe working practices while working at various hazardous sites
- KU16.** where to find all the general health and safety equipment in the workplace
- KU17.** various dangers associated with the use of electrical equipment

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- KU18.** hazards and risks associated with working with wood Hazards and risks: Flammable nature of wood and wood shavings, weight of wood, sharp edges and wooden splinters, breakages, etc.
- KU19.** preventative and remedial actions to be taken in the case of exposure to toxic materials
Exposure: Ingested, contact with skin, inhaled Preventative action: Ventilation, masks, protective clothing/ equipment; Remedial action: immediate first aid, report to supervisor
Toxic materials: Solvents, lead, acid
- KU20.** importance of using protective clothing/equipment while working
- KU21.** precautionary activities to prevent the fire accident
- KU22.** various causes of fire Causes of fires: Heating of metal; spontaneous ignition; sparking; electrical heating; loose fires (smoking, welding, etc.); chemical fires; etc.
- KU23.** techniques of using the different fire extinguishers
- KU24.** different methods of extinguishing fire
- KU25.** different materials used for extinguishing fire Materials: sand, water, foam, CO₂, dry powder

Generic Skills (GS)

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

- GS1.** read the organization's health and safety policy documents or notifications in the local language using assistance with difficult words, sentences and passages
- GS2.** read the safety manuals and/or instructions of various machines and tools being used in the organization using assistance with difficult words and passages
- GS3.** read and comprehend basic content to read labels, charts, permissible levels of use, signages
- GS4.** Write simple messages for communicating health and safety warnings or instructions in the local language clearly and coherently
- GS5.** Write quantities and names for materials and equipments for requisitioning, issuing and receiving purposes
- GS6.** Speak clearly in the local language to communicate basic health and safety instructions effectively
- GS7.** Use appropriate protocol (titles, courtesies, etc.) to communicate with different levels of co-workers
- GS8.** Display active listening skills while interacting with co-workers and other in the workplace
- GS9.** Give instructions to the workforce regarding the safe storage and handling of the chemicals and other related material in the organization
- GS10.** Consider time, safety and quality as parameters to escalate issues to supervisor or modify work schedules
- GS11.** Use correct sequencing and time planning techniques to carry out health and safety tasks in the time allocated correctly and effectively
- GS12.** Use checklists to ensure all health and safety actions are taken before, during and after work operations
- GS13.** Work with co-workers and supervisor to resolve any issues that threaten disruption or increase risk of health and safety

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- GS14.** Anticipate and work towards reducing the possible risks that can emerge in a woodworking environment
- GS15.** Improvise practices and processes using safe and acceptable methods, in discussions with the supervisor in order to ensure improved safety and health practices
- GS16.** Diagnose any problem leading to production delay or disruption
- GS17.** Diagnose any problem in the machine handling or chemical handling while working and storage
- GS18.** Report any concern to the relevant authorities

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>General health and safety</i>	3	8	-	-
PC1. use protective clothing/equipment for specific tasks and work conditions Protective clothing: Leather or asbestos gloves, aprons, trousers, footwear, helmets/hard hats, cap and shoulder covers, ear defenders/plugs, safety boots, particle masks, glasses/goggles/visors Equipment: Hand shields, machine guards, residual current devices, shields, dust sheets, respirator	-	2	-	-
PC2. state the name and location of people responsible for health and safety in the workplace	1	2	-	-
PC3. state the names and location of documents that refer to health and safety in the workplace	1	2	-	-
PC4. Identify job site of hazardous work and state possible causes of risk or accident in the workplace Hazards: Sharp edged and heavy tools; heated metals; oxyfuel and gas cylinders; hazardous surfaces (sharp, slippery, uneven, chipped, broken, etc.); hazardous substances (chemicals, gas, fumes, dust, etc.); physical hazards (working at heights, large and heavy objects and machines, sharp and piercing objects, tolls and machines, intense light, load noise, obstructions in corridors, by doors, blind turns, noise, over stacked shelves and packages, etc.) electrical hazards (power supply and points, loose and naked cables and wires, electrical machines and appliances, etc.) Possible causes of risk and accident: physical actions; reading; listening to and giving instructions; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness) understand various health and safety measures that are important in the organizations functioning	1	2	-	-
<i>Fire safety</i>	1	13	-	-
PC5. Carry out jobs which cause sparking in a safe manner, creating sufficient distance between flammable items and the sparking	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC6. Use fire extinguishers appropriately in accordance to the type of fire correctly Types of fires: Class A: eg. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: eg. electrical equipment such as appliances, wiring, breaker panels, etc. (These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents)	-	2	-	-
PC7. Demonstrate rescue techniques applied during fire hazard	-	3	-	-
PC8. Demonstrate good housekeeping in order to prevent fire hazards	-	3	-	-
PC9. Demonstrate the correct use of a fire extinguisher	-	3	-	-
<i>Physical Safety</i>	3	8	-	-
PC10. Inspect for faults; set up and safely use steps and ladders in general use Ladder faults: Corrosion of metal components, deterioration, splits and cracks timber components, imbalance, loose rungs, missing/unfixed nuts or bolts, etc. Ladders set up: Firm/level base, clip/lash down, leaning at the correct angle, etc	1	3	-	-
PC11. Work safely in and around trenches, elevated places and confined areas	-	2	-	-
PC12. Lift heavy objects safely using correct procedures	1	1	-	-
PC13. Ensure that the machine guards are in place in order to ascertain safety when working with machines with sharp edges, blades, abrasive materials, etc.	1	2	-	-
<i>Chemical Safety</i>	3	11	-	-
PC14. Identify different types of chemicals that are used in the wood finishing and treatment	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. Use chemicals as per prescribed levels for any type of chemical treatment and finishing of the wood	1	3	-	-
PC16. explain to others the harmful effects of any chemical in use in excess or in appropriate combination	-	2	-	-
PC17. Use safety equipments while using sprays and paints	-	2	-	-
PC18. Ensure adherence of proper limits while maintaining the edible level of colors and paints when used on toys and dolls	1	2	-	-
<i>Electrical safety</i>	2	12	-	-
PC19. Ensure all electrical appliances are used in line with instructions and with the appropriate attachments in line with manufacturers guidelines	1	3	-	-
PC20. Spot and repair any frayed wires and insulation using appropriate and approved measures like insulation taping, replacing wires, etc.	1	3	-	-
PC21. Ensure all naked wires are covered with insulation	-	3	-	-
PC22. Wear insulated footwear while working with electrical appliances or equipment	-	3	-	-
<i>Incident response</i>	8	28	-	-
PC23. Demonstrate how to free a person from electrocution	-	3	-	-
PC24. Administer appropriate first aid to victims where required eg. in case of bleeding, burns, choking, electric shock, poisoning etc.	1	2	-	-
PC25. Demonstrate basic techniques of bandaging	1	1	-	-
PC26. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments	-	3	-	-
PC27. Perform and organize required responses for loss minimization or rescue activity during an accident in real or simulated environments	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC28. Administer first aid responses to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases	1	3	-	-
PC29. Demonstrate the artificial respiration and the CPR Process	1	3	-	-
PC30. Participate in emergency procedures Emergency procedures: Raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work	1	3	-	-
PC31. Complete a written accident/incident report or dictate a report to another person, and send report to person responsible Incident Report includes details of: Name, date/time of incident, date/time of report, location, environment conditions, persons involved, sequence of events, injuries sustained, damage sustained, actions taken, witnesses, supervisor/manager notified	1	4	-	-
PC32. Demonstrate correct methods to move injured people and others during an emergency	1	4	-	-
NOS Total	20	80	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N6608
NOS Name	Use basic health and safety practices in a wood working environment
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Woodware)
Occupation	Merchandising, Pre-Production, Assembling, Finishing
NSQF Level	2.5
Credits	2
Version	2.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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HCS/N7102: Complete the final finish

Description

This unit is about carrying out the final finish of the wooden products as per plan. It involves identifying the required finish and carrying out finishing activity.

Scope

The scope covers the following :

- identify finishing requirements
- give the product final touches before dispatching
- achieve standards as per company's policy

Elements and Performance Criteria

Identify finishing requirements

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

- PC1.** identify different types of finishing material available and used in the industry
- PC2.** identify type of finishing material required for each wooden quality and surface
- PC3.** identify by correlating accurately the effect of each type of finishing material on the wooden surface to the colour of wood that is displayed after application of the finishing material
- PC4.** identify the different types of finishes and various finishing techniques available and used in the industry to achieve these finishes

Give the product final touches before dispatching

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

- PC5.** perform different finishing processes on the semi-finished products to give it the finished look using hand tools Finishing processes: sanding, waxing, buffing, polishing, etc.
- PC6.** ensure the uniformity in the work through out the production batch
- PC7.** ensure that the product matches the approved sample

Achieve standards as per company's policy

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

- PC8.** work and plan to achieve 100% target of daily production
- PC9.** work and plan to achieve 100% of planned work scheduled on or before time
- PC10.** work and plan to achieve zero errors as per the company's standards
- PC11.** record any defects/inadequacies noted during the assembly process
- PC12.** maintain safety standards as per company policy

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** organization's policies on product making, safety measures, prescribed level of colors, chemicals and sprays to be used and quality standards accepted
- KU2.** work flow involved in product designing and the production process
- KU3.** importance of the individual's role in the production process of the organization
- KU4.** the formal reporting and operating structure of the organization
- KU5.** documentation and recording policies of the organization
- KU6.** the extent and categories of the different market areas targeted by the organization
- KU7.** type and properties of different wood quality
- KU8.** wood finishing process
- KU9.** various categories of wooden products
- KU10.** various relevant finishing techniques available in the industry
- KU11.** various technical developments in the field of wood finishing
- KU12.** various kinds of raw materials used in the finishing process according to the final product finish required
- KU13.** defects and possible errors involved in the production process
- KU14.** quality of wood and other raw material used to achieve the right finish
- KU15.** safety equipments and precautions to be taken
- KU16.** market trend of the latest product range and customer preferences
- KU17.** quality standards to be followed
- KU18.** the procedure and importance of the documentation and categorization of different product designs

Generic Skills (GS)

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

- GS1.** read numbers on various gauges
- GS2.** read health and safety signage and labels
- GS3.** write basic quantities and names of raw materials
- GS4.** speak clearly in the local language to communicate basic health and safety instructions effectively
- GS5.** use appropriate protocol (titles, courtesies, etc.) to communicate with different levels of co-workers
- GS6.** display active listening skills while interacting with co-workers and other in the workplace
- GS7.** give instructions to the workforce regarding the safe storage and handling of the chemicals and other related material in the organization
- GS8.** identify and list variables in the operational process that impact achievement and quality
- GS9.** state rules in order to make adjustments to work plan based on variables
- GS10.** consider time, safety and quality as parameters to escalate issues to supervisor or modify work schedules
- GS11.** use checklists to ensure that all tasks are carried out and in the correct sequence

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- GS12.** consider impact of own work quality on customer experience for every task carried out by oneself
- GS13.** identify internal and external customers, and the importance of keeping them satisfied
- GS14.** work with co-workers and supervisor to resolve any issues that threaten disruption, increase risk, cause delays or under-achievement of quality and targets as per the planned schedule
- GS15.** anticipate and work towards reducing the possible errors that can emerge in the finishing process
- GS16.** improvise on the finishing work plan using safe and acceptable methods in order to ensure achievement of targets or improvements in productivity and output
- GS17.** identify any problem leading to production output delay or disruption
- GS18.** report any concern to the relevant authorities where there is risk to men, materials, tools and equipment or achievement

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify finishing requirements</i>	10	27	-	-
PC1. identify different types of finishing material available and used in the industry	3	7	-	-
PC2. identify type of finishing material required for each wooden quality and surface	3	6	-	-
PC3. identify by correlating accurately the effect of each type of finishing material on the wooden surface to the colour of wood that is displayed after application of the finishing material	2	8	-	-
PC4. identify the different types of finishes and various finishing techniques available and used in the industry to achieve these finishes	2	6	-	-
<i>Give the product final touches before dispatching</i>	4	17	-	-
PC5. perform different finishing processes on the semi-finished products to give it the finished look using hand tools Finishing processes: sanding, waxing, buffing, polishing, etc.	2	6	-	-
PC6. ensure the uniformity in the work throughout the production batch	-	6	-	-
PC7. ensure that the product matches the approved sample	2	5	-	-
<i>Achieve standards as per company's policy</i>	16	26	-	-
PC8. work and plan to achieve 100% target of daily production	3	5	-	-
PC9. work and plan to achieve 100% of planned work scheduled on or before time	3	5	-	-
PC10. work and plan to achieve zero errors as per the company's standards	3	5	-	-
PC11. record any defects/inadequacies noted during the assembly process	4	6	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. maintain safety standards as per company policy	3	5	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N7102
NOS Name	Complete the final finish
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Woodware)
Occupation	Finishing
NSQF Level	2.5
Credits	4
Version	2.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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HCS/N7103: Ensure that the product gets the final finish as per the approved sample

Description

This unit ensures that the finish of the final product matches the finishing standard of the approved sample.

Scope

The scope covers the following :

- interpret the desired finishing requirements
- finish techniques and raw material identification
- Compare finished product against specifications
- achieve standards as per company's policy

Elements and Performance Criteria

Interpret the desired finishing requirements

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

- PC1.** interpret the finishing requirement of the product as per sample or design specifications
- PC2.** list the various attributes of the look of the product that needs to be developed

Finish techniques and raw material identification

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

- PC3.** identify the finishing technique used in the sample
- PC4.** obtain the raw material and other equipment used to achieve the finish

Compare finished product against specifications

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

- PC5.** check the final product visually against the approved sample
- PC6.** ensure that the product matches the set criteria
- PC7.** reject or refinish the items that are below the acceptance level
- PC8.** refinish using appropriate finishing technique
- PC9.** maintain the quality level of the final product according to the organizational standards and the target market

Achieve standards as per company's policy

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

- PC10.** work and plan achieve 100% target of daily production
- PC11.** work and plan achieve 100% of planned work scheduled on or before time
- PC12.** work and plan to achieve zero errors as per the company's standards
- PC13.** record any defects/inadequacies noted during the assembly process
- PC14.** maintain safety standards as per company policy

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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organization's policies on product making, safety measures, prescribed level of colours, chemicals, sprays etc. to be used and quality standards accepted
- KU2.** work flow involved in product finishing and the production process
- KU3.** importance of the individual's role in the production process of the organization
- KU4.** the formal reporting and operating structure of the organization
- KU5.** documentation and recording policies of the organization
- KU6.** the extent and categories of the different market areas targeted by the organization
- KU7.** type and properties of different wood quality
- KU8.** wood finishing process
- KU9.** various categories of wooden products
- KU10.** various relevant finishing technique available in the industry
- KU11.** various technical developments in the field of wood finishing
- KU12.** various kinds of raw materials used in the production process according to the final product finish required
- KU13.** defects and possible errors involved in the finishing process
- KU14.** quality of wood and other raw material used to achieve the right finish
- KU15.** safety equipments and precautions to be taken
- KU16.** market trend of the latest product range and customer preferences.
- KU17.** quality standards to be followed
- KU18.** the procedure and importance of the documentation and categorization of different product designs

Generic Skills (GS)

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

- GS1.** read numbers on various gauges
- GS2.** read health and safety signage and labels
- GS3.** write basic quantities and names of raw materials
- GS4.** speak clearly in the local language to communicate basic health and safety instructions effectively
- GS5.** use appropriate protocol (titles, courtesies, etc.) to communicate with different levels of co-workers
- GS6.** display active listening skills while interacting with co-workers and other in the workplace
- GS7.** give instructions to the workforce regarding the safe storage and handling of the chemicals and other related materials in the organization
- GS8.** identify and list variables in the operational process that impact achievement and quality
- GS9.** state rules in order to make adjustments to work plan based on variables

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- GS10.** consider time, safety and quality as parameters to escalate issues to supervisor or modify work schedules
- GS11.** use checklists to ensure that all tasks are carried out and in the correct sequence
- GS12.** consider impact of own work quality on customer experience for every task carried out by oneself
- GS13.** identify internal and external customers, and the importance of keeping them satisfied
- GS14.** work with co-workers and supervisor to resolve any issues that threaten disruption, increase risk, cause delays or under-achievement of quality and targets as per the planned schedule
- GS15.** anticipate and work towards reducing the possible errors that can emerge in the finishing process
- GS16.** improvise on the finishing work plan using safe and acceptable methods in order to ensure achievement of targets or improvements in productivity and output
- GS17.** identify any problem leading to production output delay or disruption
- GS18.** report any concern to the relevant authorities where there is risk to men, materials, tools and equipment or achievement

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interpret the desired finishing requirements</i>	5	10	-	-
PC1. interpret the finishing requirement of the product as per sample or design specifications	3	5	-	-
PC2. list the various attributes of the look of the product that needs to be developed	2	5	-	-
<i>Finish techniques and raw material identification</i>	1	9	-	-
PC3. identify the finishing technique used in the sample	1	4	-	-
PC4. obtain the raw material and other equipment used to achieve the finish	-	5	-	-
<i>Compare finished product against specifications</i>	10	27	-	-
PC5. check the final product visually against the approved sample	2	3	-	-
PC6. ensure that the product matches the set criteria	3	5	-	-
PC7. reject or refinish the items that are below the acceptance level	-	6	-	-
PC8. refinish using appropriate finishing technique	2	6	-	-
PC9. maintain the quality level of the final product according to the organizational standards and the target market	3	7	-	-
<i>Achieve standards as per company's policy</i>	14	24	-	-
PC10. work and plan achieve 100% target of daily production	3	5	-	-
PC11. work and plan achieve 100% of planned work scheduled on or before time	3	5	-	-
PC12. work and plan to achieve zero errors as per the company's standards	2	5	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. record any defects/inadequacies noted during the assembly process	3	4	-	-
PC14. maintain safety standards as per company policy	3	5	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N7103
NOS Name	Ensure that the product gets the final finish as per the approved sample
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Woodware)
Occupation	Finishing
NSQF Level	2.5
Credits	3
Version	2.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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

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- 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.

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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.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N6608.Use basic health and safety practices in a wood working environment	20	80	0	0	100	20
HCS/N7102.Complete the final finish	30	70	0	0	100	20
HCS/N7103.Ensure that the product gets the final finish as per the approved sample	30	70	0	0	100	20
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	40
Total	100	250	0	0	350	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.

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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.