

Qualification Pack



Jute Yarn Hank Dyer

QP Code: HCS/Q7401

Version: 2.0

NSQF Level: 2.5

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HCS/Q7401: Jute Yarn Hank Dyer

Brief Job Description

A Jute Yarn Hank Dyer is responsible for dyeing of yarns of different grades of jute fibers in colours and lustres, either with traditional methods or with methods having a little automation specially developed for hank dyeing operations. He is also responsible to complete the dyeing cycle in strict sequence and harmony in accordance with materials, environmental conditions and machines/method of dyeing in consideration. The dyed materials are expected to match with standard shades for hue and tone and conform to requirements for desired level of fastness.

Personal Attributes

The jute yarn hank dyer should be keen, vigilant, have good eyesight, patient and investigative. He should be free from defects of colour vision. (including near vision distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [HCS/N7401: Carry out pre dyeing activities: desizing, scouring, bleaching](#)
2. [HCS/N7402: Carry out dyeing of hank jute yarn](#)
3. [HCS/N7403: Carry out finishing of dyed jute yarns](#)
4. [HCS/N9908: Working in a Team](#)
5. [HCS/N9906: Maintaining work area, tools and machines](#)
6. [HCS/N9913: Maintain health, safety and security at workplace](#)
7. [HCS/N9909: Comply with industry and organizational requirement](#)
8. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Handicrafts and Carpet
Sub-Sector	Handloom (Jute)
Occupation	Dyeing of Jute Hank Yarns

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Country	India
NSQF Level	2.5
Credits	9
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7318.4000
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 (1) 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-00849-2023-V2-HCSCC
NQR Version	2.0

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HCS/N7401: Carry out pre dyeing activities: desizing, scouring, bleaching

Description

This unit is about techniques needed for carrying out pre- dyeing activities with proper knowledge and skill so as to ensure that the delivery of good quality dyed yarns is as per the defined specifications.

Scope

The scope covers the following :

- carry out desizing operations
- carry out scouring operations
- carry out bleaching operations

Elements and Performance Criteria

Carry out desizing operations

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

- PC1.** summarize the task mentioned in the work order
- PC2.** ensure that the working spot is empty & clean
- PC3.** ensure to carry out the desizing operation of jute yarn by simply water boiling for 30 minutes followed by normal washing
- PC4.** for starch based size ensure to carry out the desizing operation by immersing the yarns in a vessel containing 2-3 gram per litre hydrochloric acid at ambient temperature for 30-60 mins followed by thorough washing

Carry out scouring operations

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

- PC5.** summarize the task mentioned in the work order
- PC6.** ensure that the machine is empty & clean
- PC7.** ensure to first weigh the desized material (yarn)
- PC8.** take water in jigger at mlr (material to liquor ratio) of 1:20
- PC9.** add non-ionic detergent and soda ash to the water as per instruction of superior or mentioned in the recipe and prepare scouring liquor
- PC10.** put the material (yarn) in the scouring liquor
- PC11.** raise the temperature of the scouring liquor to 600 c for and keep the liquor at that temperature for 15-30 mins(fine yarn- 15 mins, coarse yarn-30 mins)
- PC12.** ensure to remove the material from hot bath and rinse the same in water

Carry out bleaching operations

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

- PC13.** summarize the task mentioned in the work order
- PC14.** ensure that the machine is empty & clean
- PC15.** ensure to first weigh the scoured material
- PC16.** take water in jigger at mlr (material to liquor ratio) of 1:20

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- PC17.** ensure to add following chemicals in the water as per instruction/recipe i.e. hydrogen peroxide (50%), sodium meta-silicate or stabiliser awni, try sodium phosphate or soda ash, lissapol-d paste
- PC18.** introduce the material (yarn) in the bleaching liquor
- PC19.** raise the temperature of the bleaching liquor to 800-850c for 60-120 minutes
- PC20.** put the yarn hank in the bleaching bath maintained at 800-850 c for 60-120 minutes with continuous stirring
- PC21.** withdraw the material from the bleaching bath and wash with plenty of water
- PC22.** for neutralisation, keep the material in a bath containing acetic acid with occasional stirring for about 10 minutes
- PC23.** wash the neutralised material with plenty of water
- PC24.** get the material dried in air

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the cooperative society/NGO/SHG/cluster policies, procedures, guidelines and standards for quality
- KU2.** safe working practices and cooperative society/NGO/SHG procedures
- KU3.** quality systems and other processes practiced in the cooperative society/NGO/SHG
- KU4.** details of the job role and responsibilities
- KU5.** types of problems with quality and how to report them to concerned person
- KU6.** the importance of complying with written instructions
- KU7.** documenting procedure in case of faults in own/ other's processes
- KU8.** the cooperative society/ngo/shg tools, templates and processes for operations in production
- KU9.** responsibilities under health, safety and environmental legislation
- KU10.** guidelines for storage and disposal of waste materials
- KU11.** potential hazards associated with the machines and the safety precautions that must be taken
- KU12.** protocol in case of work related risks/ problems
- KU13.** method of obtaining/giving feedback related to performance
- KU14.** methods to present any ideas for improvement
- KU15.** different types of yarns
- KU16.** different types of counts
- KU17.** different types of bleaching chemicals used for bleaching different fibres
- KU18.** functions of different temperature range for bleaching and scouring process
- KU19.** different types of scouring methods
- KU20.** measures for proper scouring
- KU21.** the recipe for preparing the size bath for different types of yarns
- KU22.** process of preparation of bath for carrying out sizing activities
- KU23.** the approved method for disposal of waste after scouring and bleaching activities

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Generic Skills (GS)

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

- GS1.** write clear and short sentence
- GS2.** write in local language
- GS3.** read and comprehend written instructions
- GS4.** communicate with supervisor appropriately
- GS5.** talk to others to convey information effectively
- GS6.** ask for clarification and advice from others
- GS7.** listen effectively and orally communicate information accurately
- GS8.** follow rule-based decision-making processes
- GS9.** make decisions on a suitable course of action or response
- GS10.** plan and organize your work to achieve targets and deadlines
- GS11.** avoid absenteeism
- GS12.** be punctual
- GS13.** work in discipline
- GS14.** act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
- GS15.** apply problem-solving approaches in different situations
- GS16.** seek clarification on problems from others
- GS17.** analyse data and activities
- GS18.** pass on relevant information to others
- GS19.** provide opinions on work in a detailed and constructive way
- GS20.** apply balanced judgment to different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out desizing operations</i>	4	12	-	-
PC1. summarize the task mentioned in the work order	1	3	-	-
PC2. ensure that the working spot is empty & clean	-	3	-	-
PC3. ensure to carry out the desizing operation of jute yarn by simply water boiling for 30 minutes followed by normal washing	1	3	-	-
PC4. for starch based size ensure to carry out the desizing operation by immersing the yarns in a vessel containing 2-3 gram per litre hydrochloric acid at ambient temperature for 30-60 mins followed by thorough washing	2	3	-	-
<i>Carry out scouring operations</i>	10	23	-	-
PC5. summarize the task mentioned in the work order	1	3	-	-
PC6. ensure that the machine is empty & clean	-	3	-	-
PC7. ensure to first weigh the desized material (yarn)	1	2	-	-
PC8. take water in jigger at mlr (material to liquor ratio) of 1:20	2	3	-	-
PC9. add non-ionic detergent and soda ash to the water as per instruction of superior or mentioned in the recipe and prepare scouring liquor	2	3	-	-
PC10. put the material (yarn) in the scouring liquor	1	3	-	-
PC11. raise the temperature of the scouring liquor to 600 c for and keep the liquor at that temperature for 15-30 mins(fine yarn- 15 mins, coarse yarn-30 mins)	2	3	-	-
PC12. ensure to remove the material from hot bath and rinse the same in water	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out bleaching operations</i>	11	40	-	-
PC13. summarize the task mentioned in the work order	1	3	-	-
PC14. ensure that the machine is empty & clean	-	3	-	-
PC15. ensure to first weigh the scoured material	1	3	-	-
PC16. take water in jigger at mlr (material to liquor ratio) of 1:20	1	4	-	-
PC17. ensure to add following chemicals in the water as per instruction/recipe i.e. hydrogen peroxide (50%), sodium meta-silicate or stabiliser awni, try sodium phosphate or soda ash, lissapold paste	2	3	-	-
PC18. introduce the material (yarn) in the bleaching liquor	1	3	-	-
PC19. raise the temperature of the bleaching liquor to 800-850c for 60-120 minutes	1	3	-	-
PC20. put the yarn hank in the bleaching bath maintained at 800-850 c for 60-120 minutes with continuous stirring	1	3	-	-
PC21. withdraw the material from the bleaching bath and wash with plenty of water	1	4	-	-
PC22. for neutralisation, keep the material in a bath containing acetic acid with occasional stirring for about 10 minutes	1	4	-	-
PC23. wash the neutralised material with plenty of water	-	4	-	-
PC24. get the material dried in air	1	3	-	-
NOS Total	25	75	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N7401
NOS Name	Carry out pre dyeing activities: desizing, scouring, bleaching
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	Natural Fibre Crafts
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/N7402: Carry out dyeing of hank jute yarn

Description

This unit provides performance criteria, knowledge and understanding and skills and abilities required to develop dyeing recipe and carrying out dyeing of hank yarns.

Scope

The scope covers the following :

- preparing for dyeing activities
- dye the yarn

Elements and Performance Criteria

Prepare for dyeing activities

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

- PC1.** summarize the task in the work order
- PC2.** check that the container for carrying out dyeing is clean
- PC3.** identify the right type of dye for dyeing the selected yarn
- PC4.** ensure that the right quality of water, dye and other chemicals is available
- PC5.** weigh and arrange the required chemicals and dyes for preparing the bath
- PC6.** prepare the bath for carrying out dyeing

Dye the yarn

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

- PC7.** ensure that the right condition (temperature, ph level etc.) of the bath is prepared
- PC8.** ensure proper immersion and timely rotation of yarn, if required
- PC9.** carry out dyeing of selected yarn as per the specified time limit
- PC10.** clean the container used for carrying out dyeing
- PC11.** dispose of the waste materials in the approved manner
- PC12.** leave the work area safe and secure when work is complete

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the cooperative society/NGO/SHG/cluster policies, procedures, guidelines and standards for quality
- KU2.** safe working practices and cooperative society/NGO/SHG procedures
- KU3.** quality systems and other processes practiced in the cooperative society/NGO/SHG/cluster
- KU4.** details of the job role and responsibilities
- KU5.** types of problems with quality and how to report them to concerned person

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- KU6.** the importance of complying with written instructions
- KU7.** documenting procedure in case of faults in own/ other's processes
- KU8.** the cooperative society/NGO/SHG tools, templates and processes for operations in production
- KU9.** responsibilities under health, safety and environmental legislation
- KU10.** guidelines for storage and disposal of waste materials
- KU11.** potential hazards associated with the machines and the safety precautions that must be taken
- KU12.** protocol to obtain more information on work related tasks
- KU13.** protocol in case of work related risks/ problems
- KU14.** method of obtaining/giving feedback related to performance
- KU15.** methods to present any ideas for improvement
- KU16.** different types of dyes and chemicals used for dyeing different fibres
- KU17.** functions of dyes and chemicals in dyeing process
- KU18.** types of dyes and its color fastness to light and perspiration
- KU19.** different types of dyeing methods
- KU20.** measures for even dyeing
- KU21.** measures to reduce lot variations
- KU22.** the recipe for preparing the dye bath for different types of yarns
- KU23.** process of preparation of bath for carrying out dyeing activities
- KU24.** the approved method for disposal of waste after dyeing activities

Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** write in local language
- GS3.** read and comprehend written instructions
- GS4.** communicate with supervisor appropriately
- GS5.** talk to others to convey information effectively
- GS6.** ask for clarification and advice from others
- GS7.** listen effectively and orally communicate information accurately
- GS8.** follow rule-based decision-making processes
- GS9.** make decisions on a suitable course of action or response
- GS10.** plan and organize your work to achieve targets and deadlines
- GS11.** avoid absenteeism
- GS12.** be punctual
- GS13.** work in discipline
- GS14.** act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations

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- GS15.** apply problem-solving approaches in different situations
- GS16.** seek clarification on problems from others
- GS17.** analyse data and activities
- GS18.** pass on relevant information to others
- GS19.** provide opinions on work in a detailed and constructive way
- GS20.** apply balanced judgment to different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for dyeing activities</i>	12	39	-	-
PC1. summarize the task in the work order	2	6	-	-
PC2. check that the container for carrying out dyeing is clean	2	7	-	-
PC3. identify the right type of dye for dyeing the selected yarn	2	6	-	-
PC4. ensure that the right quality of water, dye and other chemicals is available	2	6	-	-
PC5. weigh and arrange the required chemicals and dyes for preparing the bath	2	7	-	-
PC6. prepare the bath for carrying out dyeing	2	7	-	-
<i>Dye the yarn</i>	13	36	-	-
PC7. ensure that the right condition (temperature, ph level etc.) of the bath is prepared	2	6	-	-
PC8. ensure proper immersion and timely rotation of yarn, if required	2	6	-	-
PC9. carry out dyeing of selected yarn as per the specified time limit	3	6	-	-
PC10. clean the container used for carrying out dyeing	2	6	-	-
PC11. dispose of the waste materials in the approved manner	2	6	-	-
PC12. leave the work area safe and secure when work is complete	2	6	-	-
NOS Total	25	75	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N7402
NOS Name	Carry out dyeing of hank jute yarn
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	Natural Fibre Crafts
NSQF Level	2.5
Credits	1
Version	2.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQF Clearance Date	31/08/2023

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HCS/N7403: Carry out finishing of dyed jute yarns

Description

This unit is about performance criteria, knowledge and understanding and skills and abilities required to carry out finishing activities after dyeing the hank yarns.

Scope

The scope covers the following :

- prepare for finishing activities
- carry out finishing activities

Elements and Performance Criteria

Prepare for finishing activities

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

- PC1.** analyse the type of finishing activities (washing, soaping, softening, fixing, sizing etc.) to be carried out according to yarn, dye type and specific end used
- PC2.** weigh and arrange the required chemicals for preparing the bath
- PC3.** check that the container for carrying out finishing activities is clean
- PC4.** ensure that the right quality of water and other chemicals is available
- PC5.** prepare the bath for carrying out finishing activities

Carry out finishing activities

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

- PC6.** carry out required finishing activities
- PC7.** follow the technique for drying (sunlight or shade etc.) depending upon the type of dye used
- PC8.** dispose of the waste materials in the approved manner
- PC9.** leave work area safe and secure when work is complete

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the cooperative society/NGO/SHG/cluster policies, procedures, guidelines and standards for quality
- KU2.** safe working practices and cooperative society/NGO/SHG procedures
- KU3.** quality systems and other processes practiced in the cooperative society/NGO/SHG
- KU4.** details of the job role and responsibilities
- KU5.** limits of personal responsibility
- KU6.** types of problems with quality and how to report them to concerned person
- KU7.** the importance of complying with written instructions
- KU8.** documenting procedure in case of faults in own/ others processes

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- KU9.** who to refer problems to when they are outside the limit of your authority
- KU10.** the cooperative society/NGO/SHG tools, templates and processes for operations in production
- KU11.** responsibilities under health, safety and environmental legislation
- KU12.** guidelines for storage and disposal of waste materials
- KU13.** potential hazards associated with the machines and the safety precautions that must be taken
- KU14.** protocol to obtain more information on work related tasks
- KU15.** documentation formats
- KU16.** protocol in case of work related risks/ problems
- KU17.** method of obtaining/giving feedback related to performance
- KU18.** methods to present any ideas for improvement
- KU19.** different types of finishing treatment
- KU20.** procedure for carrying out finishing treatment
- KU21.** the impact of different types of finishing activities on final product
- KU22.** importance of color fastness to washing and rubbing
- KU23.** impact of finishing activities on colour fastness to washing, rubbing and quality of the final product

Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** write in local language
- GS3.** read and comprehend written instructions
- GS4.** communicate with supervisor appropriately
- GS5.** talk to others to convey information effectively
- GS6.** ask for clarification and advice from others
- GS7.** listen effectively and orally communicate information accurately
- GS8.** follow rule-based decision-making processes
- GS9.** make decisions on a suitable course of action or response
- GS10.** plan and organize your work to achieve targets and deadlines
- GS11.** avoid absenteeism
- GS12.** be punctual
- GS13.** work in discipline
- GS14.** act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
- GS15.** apply problem-solving approaches in different situations
- GS16.** seek clarification on problems from others
- GS17.** analyse data and activities
- GS18.** pass on relevant information to others

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- GS19.** provide opinions on work in a detailed and constructive way
- GS20.** apply balanced judgment to different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for finishing activities</i>	14	42	-	-
PC1. analyse the type of finishing activities (washing, soaping, softening, fixing, sizing etc.) to be carried out according to yarn, dye type and specific end used	3	8	-	-
PC2. weigh and arrange the required chemicals for preparing the bath	3	8	-	-
PC3. check that the container for carrying out finishing activities is clean	3	8	-	-
PC4. ensure that the right quality of water and other chemicals is available	2	9	-	-
PC5. prepare the bath for carrying out finishing activities	3	9	-	-
<i>Carry out finishing activities</i>	11	33	-	-
PC6. carry out required finishing activities	3	8	-	-
PC7. follow the technique for drying(sunlight or shade etc.) depending upon the type of dye used	3	8	-	-
PC8. dispose of the waste materials in the approved manner	2	9	-	-
PC9. leave work area safe and secure when work is complete	3	8	-	-
NOS Total	25	75	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N7403
NOS Name	Carry out finishing of dyed jute yarns
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	Natural Fibre Crafts
NSQF Level	2.5
Credits	1
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/N9908: Working in a Team

Description

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

Elements and Performance Criteria

Commitment and trust

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

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

Communication

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

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

Adaptability

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

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

Creative freedom

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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Generic Skills (GS)

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

- GS1.** Prepare status and progress reports.
- GS2.** Write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct.
- GS3.** Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets.
- GS4.** Discuss task lists, schedules, and work-loads with co-workers.
- GS5.** Keep co-workers and supervisors informed about progress.
- GS6.** Make decisions pertaining to the concerned area of work.
- GS7.** Plan and organize service feedback files/documents.
- GS8.** Manage relationships with customers.
- GS9.** Build customer relationships and use customer centric approach.
- GS10.** Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s).
- GS11.** Identify immediate or temporary solutions to resolve delays.
- GS12.** Use the existing data to arrive at specific data points.
- GS13.** Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action.

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Assessment Criteria

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

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National Occupational Standards (NOS) Parameters

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

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HCS/N9906: Maintaining work area, tools and machines

Description

This unit provides performance criteria, knowledge, understanding, skills and abilities required to organize/maintain work areas and activities to ensure the maintenance of tools and machines as per norms.

Elements and Performance Criteria

Maintain the work area, tools and machines

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

- PC1.** handle materials, tools and equipment with care and use them in correct way
- PC2.** Use correct and handling procedures
- PC3.** Maintain clean and hazard free working area
- PC4.** Carry out running maintenance within agreed schedules
- PC5.** Carry out maintenance and/or cleaning within ones responsibility
- PC6.** Report unsafe equipment and other dangerous occurrences
- PC7.** Use clean equipment and methods appropriate for the work to be carried out
- PC8.** Dispose of waste safely in the designated location
- PC9.** Store equipment safely after use

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Personal hygiene and duty of care
- KU2.** Safe working practices and organizational procedures
- KU3.** Ways of resolving conflicts/problems within the work area
- KU4.** The design process and the specific work activities that relate to the process
- KU5.** Organizations rules, codes and guidelines
- KU6.** The companys quality standards
- KU7.** Importance of complying with written instructions
- KU8.** Work instructions and ability to interpret them accurately
- KU9.** Relation between work role and the overall manufacturing process
- KU10.** Hazards likely to be encountered when carrying out the maintenance process
- KU11.** Maintenance procedures
- KU12.** Importance of running maintenance and regular cleaning
- KU13.** Safe working practices for maintenance
- KU14.** The importance of taking action when problems are identified
- KU15.** Effects of contamination on products
- KU16.** Common faults with equipment and the method to rectify

Qualification Pack

Generic Skills (GS)

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

- GS1.** Prepare status and progress reports
- GS2.** Write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors in grammar or sentence construct
- GS3.** Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
- GS4.** Discuss task lists, schedules, and work-loads with co-workers
- GS5.** Keep coworker and supervisor informed about progress
- GS6.** Make decisions pertaining to the concerned area of work
- GS7.** Plan and manage work routine based on company procedure
- GS8.** Plan and organize service feedback files/documents
- GS9.** Manage relationships with customers
- GS10.** Build customer relationships and use customer centric approach
- GS11.** Think through a problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- GS12.** Identify immediate or temporary solutions to resolve delays
- GS13.** Use the existing data to arrive at specific data points
- GS14.** Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain the work area, tools and machines</i>	21	29	-	-
PC1. handle materials, tools and equipment with care and use them in correct way	5	8	-	-
PC2. Use correct and handling procedures	2	3	-	-
PC3. Maintain clean and hazard free working area	2	3	-	-
PC4. Carry out running maintenance within agreed schedules	2	3	-	-
PC5. Carry out maintenance and/or cleaning within ones responsibility	2	3	-	-
PC6. Report unsafe equipment and other dangerous occurrences	2	3	-	-
PC7. Use clean equipment and methods appropriate for the work to be carried out	2	-	-	-
PC8. Dispose of waste safely in the designated location	2	3	-	-
PC9. Store equipment safely after use	2	3	-	-
NOS Total	21	29	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9906
NOS Name	Maintaining work area, tools and machines
Sector	Handicrafts and Carpet
Sub-Sector	Metalware, Paper Mache, Carpet, Handicrafts (Woodware)
Occupation	Metal Craft Making, Production, Research and Development, Research and Development, Processing, Designing, Finishing, Processing, Designing, Weaving, Quality Check, Merchandising, Pre-Production, Assembling
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

Qualification Pack

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

Description

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

Elements and Performance Criteria

Comply with health, safety and security requirements at work

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

Qualification Pack

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

Generic Skills (GS)

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

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

Qualification Pack

Assessment Criteria

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

Qualification Pack

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

Qualification Pack

National Occupational Standards (NOS) Parameters

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

Qualification Pack

HCS/N9909: Comply with industry and organizational requirement

Description

This unit is about knowing, understanding, and complying with the requirements of the organization and carpet industry.

Elements and Performance Criteria

Comply with legal and ethical requirements

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

- PC1.** Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures
- PC2.** Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel
- PC3.** Apply and follow these policies and procedures within your work practices
- PC4.** Provide support to your supervisor and team members in enforcing these considerations
- PC5.** Identify and report any possible deviation to these requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** The importance of having an ethical and value-based approach
- KU2.** Benefits to the company and oneself due to practice of these procedures
- KU3.** The importance of punctuality and attendance
- KU4.** Specific to the industry/sector, know and understand: Legal and ethical requirements
Procedures to follow if someone does not meet the requirements
- KU5.** Customer specific requirements mandated as a part of the work process
- KU6.** Customer specific regulations and their importance
- KU7.** Reporting procedure in case of deviations
- KU8.** Limits of personal responsibility

Generic Skills (GS)

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

- GS1.** Prepare status and progress reports
- GS2.** Write memos and e-mail to co-workers and vendors to provide them with work updates, and to request appropriate information without English language errors regarding grammar or sentence construct
- GS3.** Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
- GS4.** Discuss task lists, schedules, and work-loads with co-workers

Qualification Pack

- GS5.** Keep coworker and supervisor informed about progress
- GS6.** Make decisions pertaining to the concerned area of work
- GS7.** Plan and organize service feedback files/documents
- GS8.** Manage relationships with customers
- GS9.** Build customer relationships and use customer centric approach
- GS10.** Think through a problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- GS11.** Identify immediate or temporary solutions to resolve delays
- GS12.** Take appropriate decisions related to responsibilities
- GS13.** Follow the given standards
- GS14.** Procedure Comply with the standard procedures
- GS15.** Plan and manage work routine based on company procedures
- GS16.** Positively influence your team members to follow procedures as required
- GS17.** Participate and influence the organizations response towards these procedures
- GS18.** Use the existing data to arrive at specific data points
- GS19.** Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with legal and ethical requirements</i>	5	20	-	-
PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	2	5	-	-
PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel	1	5	-	-
PC3. Apply and follow these policies and procedures within your work practices	-	4	-	-
PC4. Provide support to your supervisor and team members in enforcing these considerations	1	3	-	-
PC5. Identify and report any possible deviation to these requirements	1	3	-	-
NOS Total	5	20	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9909
NOS Name	Comply with industry and organizational requirement
Sector	Handicrafts and Carpet
Sub-Sector	Carpet
Occupation	Processing, Designing, Finishing, Weaving, Quality Check
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	23/06/2023
Next Review Date	23/06/2026
NSQC Clearance Date	23/06/2023

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/N7401.Carry out pre dyeing activities: desizing, scouring, bleaching	25	75	0	0	100	20
HCS/N7402.Carry out dyeing of hank jute yarn	25	75	0	0	100	20
HCS/N7403.Carry out finishing of dyed jute yarns	25	75	0	0	100	20
HCS/N9908.Working in a Team	29	71	-	-	100	10
HCS/N9906.Maintaining work area, tools and machines	21	29	-	-	50	10
HCS/N9913.Maintain health, safety and security at workplace	30	70	-	-	100	5
HCS/N9909.Comply with industry and organizational requirement	5	20	-	-	25	5
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
Total	180	445	-	-	625	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.