

## Qualification Pack



# Stringing/Beading Artisan (Fashion Jewellery)

QP Code: HCS/Q1101

Version: 2.0

NSQF Level: 2

Handicrafts and Carpet Sector Skill Council || OCF, Plot No. 2, Pocket 9, Sector B, Vasant Kunj  
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## Qualification Pack

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## Qualification Pack

### HCS/Q1101: Stringing/Beading Artisan (Fashion Jewellery)

#### Brief Job Description

The individual at work is responsible to prepare the raw materials, string the beads together, prepare the clasp and finish the jewel as per the design and requirements. .

#### Personal Attributes

The job requires the individual to have: attention to details, good eyesight, steady hands, ability to sit in same position for longer hours and patience

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [HCS/N1101: Perform pre-stringing requirements](#)
2. [HCS/N1102: String the jewel](#)
3. [HCS/N9901: Coordinate with colleagues and work as a team](#)
4. [HCS/N9902: Maintain Safe and Healthy Work Environment](#)
5. [HCS/N9903: Maintain Personal Hygiene](#)
6. [HCS/N9904: Basic Business Management](#)
7. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Handicrafts (Fashion Jewellery)
<b>Occupation</b>	Fashion Jewellery Finishing
<b>Country</b>	India
<b>NSQF Level</b>	2
<b>Credits</b>	9

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<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7313.0103
<b>Minimum Educational Qualification &amp; Experience</b>	Ability to read and write with 1 Year of experience OR Previous relevant Qualification of NSQF Level (1)
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	27/01/2022
<b>Next Review Date</b>	27/01/2025
<b>NSQC Approval Date</b>	27/01/2022
<b>Version</b>	2.0
<b>Reference code on NQR</b>	2022/HC/HCSSC/05168
<b>NQR Version</b>	1.0

## Qualification Pack

### HCS/N1101: Perform pre-stringing requirements

#### Description

This OS unit is about carrying out the pre-stringing requirements to string the beads, and finish the jewel as per design and requirements

#### Scope

The scope covers the following :

- understand design and work requirement
- gather and arrange the required raw materials
- prepare the materials to begin stringing
- Prepare the length and size of the jewel

#### Elements and Performance Criteria

##### *Understand design and work requirement*

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

- PC1.** receive instructions on work requirement from the supervisor and comprehend them
- PC2.** receive the design from concerned person
- PC3.** identify the design requirements with respect to the raw materials to be used, colour combinations, size and shape of the jewel, type of jewel, etc.
- PC4.** plan the target and arrive at the on number of pieces to be completed

##### *Gather and arrange the required raw materials*

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

- PC5.** ensure all the raw materials required such as beads, beading thread, wire, etc. are bought
- PC6.** collect and arrange the materials to begin the process
- PC7.** report on any shortage or defect in raw materials to the concerned person
- PC8.** ensure to stock the required materials in advance

##### *Prepare the materials to begin stringing*

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

- PC9.** select the appropriate beads such as ceramic, glass, metal, bone, stone, horn, etc. as per design requirement
- PC10.** select the appropriate thread for the selected type of beads to be used and as per design specification
- PC11.** ensure the selected string will not cause the sharp edges of certain beads to break it
- PC12.** ream out the sharp-edged beads with a bead reamer giving the jewel better chances of not breaking
- PC13.** ensure the colour, shape and type of selected beads and the selected string are in line with the design and quality requirements and client specifications
- PC14.** ensure to use light and delicate pearls and beads on strings to ensure no breakage / chipping.

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### *Prepare the length and size of the jewel*

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

- PC15.** check the design for length of the jewel.
- PC16.** cut the selected type of wire or thread to the appropriate length according to the design and as per the type of jewel.
- PC17.** ensure to have some extra wire / thread / string length cut, to tuck the wire inside beads to sit close or to tie knots in between.
- PC18.** bend and prepare the thread or wire or string to the shape requirement as per design - round, square, half round, twisted.
- PC19.** prepare the thread or wire or string for single or multiple layers as per requirement.
- PC20.** ensure the strand is sized shorter than the next for multiple strand jewels, so that it lays flat and does not interfere with each other when worn.
- PC21.** ensure the proportion of size of beads to the size of string is appropriate.
- PC22.** use a bead board to measure the length of the thread and to check the beads by placing on them for the jewel.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on incentives, safety and hazards, personnel management and quality standards
- KU2.** workflow involved in jewellery making process of the company
- KU3.** importance of the individual's role in the work process
- KU4.** reporting structure in the company and specifically for the role assigned
- KU5.** documentation policy
- KU6.** customer profile
- KU7.** jewellery making process and types of jewellery
- KU8.** various kinds of raw materials involved in the process of making the jewel
- KU9.** various types of threads and wires used for stringing
- KU10.** various types of beads and pearls used for stringing
- KU11.** usage of sharp tools such as pliers, scissors, reamer, cutter, etc. for the process
- KU12.** the specifics of preparing raw materials according to the specific jewel requirement
- KU13.** the specifics of preparing the length and size of the jewel as per design
- KU14.** the processes for bending and shaping the wire
- KU15.** safety equipment and precautions to be taken while handling delicate beads and wires
- KU16.** market trend on latest fashion and customer preferences

## Generic Skills (GS)

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

- GS1.** understand the design and make notes about the design

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- GS2.** read about jewellery making techniques, interpret them and make notes
- GS3.** interpret the design
- GS4.** read and understand company policy documents
- GS5.** interact with team members to work efficiently
- GS6.** communicate effectively with supervisor
- GS7.** identify and decide the critical tools and equipments for stringing
- GS8.** prioritize work or activities and organise to achieve daily targets
- GS9.** the customer preference, taste, etc and accordingly make crafts
- GS10.** solve work related problems
- GS11.** analyse material requirements
- GS12.** spot process disruptions and delays
- GS13.** report on any concerns to superiors without delay

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understand design and work requirement</i>	<b>4</b>	<b>12</b>	-	-
<b>PC1.</b> receive instructions on work requirement from the supervisor and comprehend them	1	3	-	-
<b>PC2.</b> receive the design from concerned person	1	3	-	-
<b>PC3.</b> identify the design requirements with respect to the raw materials to be used, colour combinations, size and shape of the jewel, type of jewel, etc.	1	3	-	-
<b>PC4.</b> plan the target and arrive at the on number of pieces to be completed	1	3	-	-
<i>Gather and arrange the required raw materials</i>	<b>4</b>	<b>12</b>	-	-
<b>PC5.</b> ensure all the raw materials required such as beads, beading thread, wire, etc. are bought	1	3	-	-
<b>PC6.</b> collect and arrange the materials to begin the process	1	3	-	-
<b>PC7.</b> report on any shortage or defect in raw materials to the concerned person	1	3	-	-
<b>PC8.</b> ensure to stock the required materials in advance	1	3	-	-
<i>Prepare the materials to begin stringing</i>	<b>6</b>	<b>22</b>	-	-
<b>PC9.</b> select the appropriate beads such as ceramic, glass, metal, bone, stone, horn, etc. as per design requirement	1	3	-	-
<b>PC10.</b> select the appropriate thread for the selected type of beads to be used and as per design specification	1	3	-	-
<b>PC11.</b> ensure the selected string will not cause the sharp edges of certain beads to break it	1	4	-	-
<b>PC12.</b> ream out the sharp-edged beads with a bead reamer giving the jewel better chances of not breaking	1	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> ensure the colour, shape and type of selected beads and the selected string are in line with the design and quality requirements and client specifications	1	4	-	-
<b>PC14.</b> ensure to use light and delicate pearls and beads on strings to ensure no breakage / chipping.	1	4	-	-
<i>Prepare the length and size of the jewel</i>	<b>8</b>	<b>32</b>	-	-
<b>PC15.</b> check the design for length of the jewel.	1	4	-	-
<b>PC16.</b> cut the selected type of wire or thread to the appropriate length according to the design and as per the type of jewel.	1	4	-	-
<b>PC17.</b> ensure to have some extra wire / thread / string length cut, to tuck the wire inside beads to sit close or to tie knots in between.	1	4	-	-
<b>PC18.</b> bend and prepare the thread or wire or string to the shape requirement as per design - round, square, half round, twisted.	1	4	-	-
<b>PC19.</b> prepare the thread or wire or string for single or multiple layers as per requirement.	1	4	-	-
<b>PC20.</b> ensure the strand is sized shorter than the next for multiple strand jewels, so that it lays flat and does not interfere with each other when worn.	1	4	-	-
<b>PC21.</b> ensure the proportion of size of beads to the size of string is appropriate.	1	4	-	-
<b>PC22.</b> use a bead board to measure the length of the thread and to check the beads by placing on them for the jewel.	1	4	-	-
<b>NOS Total</b>	<b>22</b>	<b>78</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HCS/N1101
<b>NOS Name</b>	Perform pre-stringing requirements
<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Handicrafts (Fashion Jewellery)
<b>Occupation</b>	Fashion Jewellery Finishing
<b>NSQF Level</b>	2
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	27/01/2025
<b>NSQF Clearance Date</b>	27/01/2022

## Qualification Pack

### HCS/N1102: String the jewel

#### Description

This OS unit is about stringing the jewel as per design requirements

#### Scope

The scope covers the following :

- string the beads or pearls to the thread
- prepare the clasp
- check for defects
- achieve quality standards

#### Elements and Performance Criteria

##### *String the beads or pearls to the thread*

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

- PC1.** arrange the beads in the order to be stringed and according to the colour specifications of the design
- PC2.** ensure to place the beads in a steady place and ascertain that they do not roll over / get mixed up or get damaged
- PC3.** tie the end of the thread to avoid the beads or pearl to fall out
- PC4.** slide the bead onto the string, then the crimping bead (if being used) and then another bead, until all beads are stringed according to the length of the thread
- PC5.** ensure to begin stringing with crimp bead
- PC6.** if using the threading technique, use the needle and insert the thread through the eye of the needle
- PC7.** slide the pearls or beads through the thread
- PC8.** ensure to leave adequate and appropriate spacing between the pearl or the beads as per requirement
- PC9.** use the pliers or other similar equipments to crimp the bead into place
- PC10.** knot the string after every bead or pearl if the design has specified gaps between each bead, or if multiple varieties of beads are to be used
- PC11.** glue the beads to the thread if required to ensure the beads stay on
- PC12.** ensure not to pull the stringing material too tight causing it to break
- PC13.** ensure the beads are stringed tight enough that the jewels look rigid and not keep moving and slinging

##### *Prepare the clasp*

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

- PC14.** attach the closure loops such as spring ring, lobster, s hook, or toggle to one end of the string making up the clasp for the jewel
- PC15.** attach the crimp bead to the other end of the string for making the clasp

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- PC16.** draw the beads next to the clasp
- PC17.** use pliers or other similar equipments if using fingers is difficult to slide the beads near the clasp
- PC18.** press hard the crimp and ensure it's tight enough to hold the final jewel together
- PC19.** once the clasp is fixed, check for the length of the jewel and if it matches the requirement.
- PC20.** if the length is not as per requirement, add more beads or remove excess beads as required
- PC21.** use sharp scissors to trim off the remaining thread or wire

### *Check for defects*

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

- PC22.** check the jewel after stringing, to see if it matches the design
- PC23.** test the strength of the crimp and ensure the crimp is hard enough and that it does not break through
- PC24.** make necessary adjustments if any to the length or number of beads
- PC25.** rectify and rework if any mistakes are found with respect to design specifications and requirements

### *Achieve quality standards*

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

- PC26.** ensure the target number of pieces are stringed and ready
- PC27.** ensure the jewel is according to the design prescribed and in accordance with customer or client requirement
- PC28.** ensure the output delivered is defect free and on time

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on incentives, safety and hazards, personnel management and quality standards
- KU2.** workflow involved in jewellery making process of the company
- KU3.** importance of the individuals role in the work process
- KU4.** the company's reporting structure
- KU5.** documentation policy
- KU6.** customer profile
- KU7.** jewellery making process and types of jewellery
- KU8.** various kinds of raw materials involved in the process of making the jewel
- KU9.** various types of threads and wires used for stringing
- KU10.** various types of beads and pearls used for stringing
- KU11.** various methods and techniques of stringing and threading the beads to make the finished jewel
- KU12.** pearl knotting and other beadwork stitches
- KU13.** use of crimp beads and various types of clasps
- KU14.** the specifics of preparing raw materials according to the specific jewel requirement

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- KU15.** the specifics of preparing the jewel with respect to its length and size as per design
- KU16.** various processes of bending and shaping the wire
- KU17.** use of sharp tools such as pliers, scissors, reamer, cutter, etc. for the process
- KU18.** safety equipments and precautions to be taken
- KU19.** market trend on latest fashion and customer preferences

## Generic Skills (GS)

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

- GS1.** understand the design and make notes about the design
- GS2.** read about jewellery making techniques, interpret them and make notes
- GS3.** interpret the design
- GS4.** read and understand company policy documents
- GS5.** interact with team members to work efficiently
- GS6.** communicate effectively with supervisor
- GS7.** identify and decide the critical tools and equipments for stringing
- GS8.** prioritize work or activities and organise to achieve daily targets
- GS9.** the customer preference, taste, etc and accordingly make crafts
- GS10.** solve work related problems
- GS11.** analyse material requirements
- GS12.** spot process disruptions and delays
- GS13.** report on any concerns to superiors without delay

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>String the beads or pearls to the thread</i>	<b>13</b>	<b>39</b>	-	-
<b>PC1.</b> arrange the beads in the order to be stringed and according to the colour specifications of the design	1	3	-	-
<b>PC2.</b> ensure to place the beads in a steady place and ascertain that they do not roll over / get mixed up or get damaged	1	3	-	-
<b>PC3.</b> tie the end of the thread to avoid the beads or pearl to fall out	1	3	-	-
<b>PC4.</b> slide the bead onto the string, then the crimping bead (if being used) and then another bead, until all beads are stringed according to the length of the thread	1	3	-	-
<b>PC5.</b> ensure to begin stringing with crimp bead	1	3	-	-
<b>PC6.</b> if using the threading technique, use the needle and insert the thread through the eye of the needle	1	3	-	-
<b>PC7.</b> slide the pearls or beads through the thread	1	3	-	-
<b>PC8.</b> ensure to leave adequate and appropriate spacing between the pearl or the beads as per requirement	1	3	-	-
<b>PC9.</b> use the pliers or other similar equipments to crimp the bead into place	1	3	-	-
<b>PC10.</b> knot the string after every bead or pearl if the design has specified gaps between each bead, or if multiple varieties of beads are to be used	1	3	-	-
<b>PC11.</b> glue the beads to the thread if required to ensure the beads stay on	1	3	-	-
<b>PC12.</b> ensure not to pull the stringing material too tight causing it to break	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC13.</b> ensure the beads are strung tight enough that the jewels look rigid and not keep moving and slinging	1	3	-	-
<i>Prepare the clasp</i>	<b>8</b>	<b>19</b>	-	-
<b>PC14.</b> attach the closure loops such as spring ring, lobster, s hook, or toggle to one end of the string making up the clasp for the jewel	1	3	-	-
<b>PC15.</b> attach the crimp bead to the other end of the string for making the clasp	1	3	-	-
<b>PC16.</b> draw the beads next to the clasp	1	3	-	-
<b>PC17.</b> use pliers or other similar equipments if using fingers is difficult to slide the beads near the clasp	1	2	-	-
<b>PC18.</b> press hard the crimp and ensure it's tight enough to hold the final jewel together	1	2	-	-
<b>PC19.</b> once the clasp is fixed, check for the length of the jewel and if it matches the requirement.	1	2	-	-
<b>PC20.</b> if the length is not as per requirement, add more beads or remove excess beads as required	1	2	-	-
<b>PC21.</b> use sharp scissors to trim off the remaining thread or wire	1	2	-	-
<i>Check for defects</i>	<b>4</b>	<b>8</b>	-	-
<b>PC22.</b> check the jewel after stringing, to see if it matches the design	1	2	-	-
<b>PC23.</b> test the strength of the crimp and ensure the crimp is hard enough and that it does not break through	1	2	-	-
<b>PC24.</b> make necessary adjustments if any to the length or number of beads	1	2	-	-
<b>PC25.</b> rectify and rework if any mistakes are found with respect to design specifications and requirements	1	2	-	-
<i>Achieve quality standards</i>	<b>3</b>	<b>6</b>	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC26.</b> ensure the target number of pieces are stringed and ready	1	2	-	-
<b>PC27.</b> ensure the jewel is according to the design prescribed and in accordance with customer or client requirement	1	2	-	-
<b>PC28.</b> ensure the output delivered is defect free and on time	1	2	-	-
<b>NOS Total</b>	<b>28</b>	<b>72</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HCS/N1102
<b>NOS Name</b>	String the jewel
<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Handicrafts (Fashion Jewellery)
<b>Occupation</b>	Fashion Jewellery Finishing
<b>NSQF Level</b>	2
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	27/01/2025
<b>NSQC Clearance Date</b>	27/01/2022

## Qualification Pack

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

#### Description

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

#### Scope

The scope covers the following :

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

#### Elements and Performance Criteria

##### *Interact with supervisor or superior*

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

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

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

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

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

##### *Report and Document*

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

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

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

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

### Generic Skills (GS)

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

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

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

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### Assessment Criteria

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

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

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

## Qualification Pack

### HCS/N9902: Maintain Safe and Healthy Work Environment

#### Description

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

#### Scope

The scope covers the following :

- follow safety procedures and practices.
- achieve safety standards

#### Elements and Performance Criteria

##### *Follow safety procedures and practices*

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

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

##### *Achieve safety standards*

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

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

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

## Qualification Pack

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

## Generic Skills (GS)

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

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

## Qualification Pack

### Assessment Criteria

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

### Qualification Pack

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

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

## Qualification Pack

### HCS/N9903: Maintain Personal Hygiene

#### Description

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

#### Scope

The scope covers the following :

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

#### Elements and Performance Criteria

##### *Adopt healthy work practices*

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

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

##### *Achieve work productivity while maintaining health*

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

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

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

## Qualification Pack

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

## Generic Skills (GS)

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

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

## Qualification Pack

### Assessment Criteria

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

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

## Qualification Pack

### HCS/N9904: Basic Business Management

#### Description

This OS unit focuses on business planning, internal strategy, timelines.

#### Scope

The scope covers the following :

- people management
- product planning
- procurement of raw materials
- market interfacing
- financial management
- record keeping

#### Elements and Performance Criteria

##### *People management*

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

- PC1.** arrange Interactive meetings of managers of sales and production teams and categorize the issues and feedbacks of both the teams
- PC2.** train the employees of his/her unit with the appropriate skills required to make marketrelevant and quality products
- PC3.** motivate the employees

##### *Product planning*

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

- PC4.** compile a report based on old production reports
- PC5.** address the issues faced in previous productions and try to resolve them
- PC6.** gather and analyze the cues from the market
- PC7.** ascertain the customer preference
- PC8.** develop product range lines based on current market preference
- PC9.** develop product range lines that are unique and able to price high
- PC10.** price the products according to market trends
- PC11.** identify the competent marketing strategy for the product range

##### *Procurement of raw materials*

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

- PC12.** list of the raw material s and prepare a B.O.M according to the product lines
- PC13.** ascertain the quantity and right price to procure the materials
- PC14.** identify the right locations/agents from where the raw materials can be procured
- PC15.** negotiate to get the best price
- PC16.** ensure quality materials are procured

## Qualification Pack

**PC17.** ensure the procured materials are stored in appropriate conditions

**PC18.** compile a record of price quotations, POs, and bills of procurement for future reference

### *Market interfacing*

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

**PC19.** maintain a healthy and professional relationship with vendor

**PC20.** the competitive market falls in order with the company policies of best price, quality, and delivery parameters

**PC21.** analyze the prevalent price for product lines

**PC22.** decide on the most effective means to access the market

**PC23.** plan for cost-effective transportation to the market

**PC24.** position the product according to market requirements

**PC25.** identify and address the expectations of customer

### *Financial management*

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

**PC26.** analyze and ascertain the cost of production

**PC27.** maintain the book of accounts related to the business

**PC28.** maintain export documents like a letter of credit, custom clearance

**PC29.** identify cost-effective means of running the business

### *Record keeping*

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

**PC30.** identify various aspects of business that require recording

**PC31.** design formats for recording

**PC32.** compile various records of all aspects of the business

**PC33.** maintain these records with periodic updations

**PC34.** maintain necessary documents as per local government and regulatory requirements

**PC35.** reframe the procurement strategy according to local scenarios like weather conditions, transport strikes, affected prices, etc.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** interpersonal skills and communication with a cross-section of stakeholders

**KU2.** understanding of basics accounting so that he/she can monitor the transactions between company and vendor

**KU3.** knowledge of banking basics to keep the export process flawless

**KU4.** understanding of costing principles to calculate the cost of production with all the overheads and the actual price

**KU5.** product and craft knowledge including material and tools requirements

**KU6.** gathering market intelligence.

**KU7.** various transportation means and implications on costing

**KU8.** various product lines that can be created depending on the sector of operation

## Qualification Pack

- KU9.** basic record-keeping techniques
- KU10.** basic laws, rules, regulations, etc. regarding business
- KU11.** vendor management and development
- KU12.** pricing techniques
- KU13.** business profitability assessment

## Generic Skills (GS)

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

- GS1.** analyse product range and keep abreast of market trends
- GS2.** document various aspects of the business
- GS3.** compile descriptions and details about investment, expenditures, and sales
- GS4.** interact with teams to work efficiently
- GS5.** communicate and manage vendors for cost-effective outsourcing and procurements
- GS6.** interface with fellow entrepreneurs to exchange ideas on the business
- GS7.** communicate with the customers for their feedback about the product
- GS8.** comprehend information shared by various stakeholders
- GS9.** plan and organize the product lines
- GS10.** fix the appropriate price.
- GS11.** hire employees with the appropriate skill set and experience
- GS12.** predict the profit margin to be achieved by the business
- GS13.** decide target segment of the market
- GS14.** schedule production cycles for better efficiency of resources
- GS15.** planning of production efficiency based on manpower and equipment available
- GS16.** schedule market visits for surveys and feedback
- GS17.** gather information on preference and taste of the customer
- GS18.** interact with various types of customers and understand the trends
- GS19.** analyze and solve conflicts and problems of the business.
- GS20.** ensure that the problems do not arise repeatedly.
- GS21.** anticipate various problems/challenges that can crop up
- GS22.** analyze the market for increasing sales
- GS23.** spot errors and any other disruptions and communicate with solutions

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>People management</i>	<b>3</b>	<b>6</b>	-	-
<b>PC1.</b> arrange Interactive meetings of managers of sales and production teams and categorize the issues and feedbacks of both the teams	1	2	-	-
<b>PC2.</b> train the employees of his/her unit with the appropriate skills required to make marketrelevant and quality products	1	2	-	-
<b>PC3.</b> motivate the employees	1	2	-	-
<i>Product planning</i>	<b>8</b>	<b>16</b>	-	-
<b>PC4.</b> compile a report based on old production reports	1	2	-	-
<b>PC5.</b> address the issues faced in previous productions and try to resolve them	1	2	-	-
<b>PC6.</b> gather and analyze the cues from the market	1	2	-	-
<b>PC7.</b> ascertain the customer preference	1	2	-	-
<b>PC8.</b> develop product range lines based on current market preference	1	2	-	-
<b>PC9.</b> develop product range lines that are unique and able to price high	1	2	-	-
<b>PC10.</b> price the products according to market trends	1	2	-	-
<b>PC11.</b> identify the competent marketing strategy for the product range	1	2	-	-
<i>Procurement of raw materials</i>	<b>7</b>	<b>14</b>	-	-
<b>PC12.</b> list of the raw material s and prepare a B.O.M according to the product lines	1	2	-	-
<b>PC13.</b> ascertain the quantity and right price to procure the materials	1	2	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> identify the right locations/agents from where the raw materials can be procured	1	2	-	-
<b>PC15.</b> negotiate to get the best price	1	2	-	-
<b>PC16.</b> ensure quality materials are procured	1	2	-	-
<b>PC17.</b> ensure the procured materials are stored in appropriate conditions	1	2	-	-
<b>PC18.</b> compile a record of price quotations, POs, and bills of procurement for future reference	1	2	-	-
<i>Market interfacing</i>	<b>7</b>	<b>14</b>	-	-
<b>PC19.</b> maintain a healthy and professional relationship with vendor	1	2	-	-
<b>PC20.</b> the competitive market falls in order with the company policies of best price, quality, and delivery parameters	1	2	-	-
<b>PC21.</b> analyze the prevalent price for product lines	1	2	-	-
<b>PC22.</b> decide on the most effective means to access the market	1	2	-	-
<b>PC23.</b> plan for cost-effective transportation to the market	1	2	-	-
<b>PC24.</b> position the product according to market requirements	1	2	-	-
<b>PC25.</b> identify and address the expectations of customer	1	2	-	-
<i>Financial management</i>	<b>4</b>	<b>8</b>	-	-
<b>PC26.</b> analyze and ascertain the cost of production	1	2	-	-
<b>PC27.</b> maintain the book of accounts related to the business	1	2	-	-
<b>PC28.</b> maintain export documents like a letter of credit, custom clearance	1	2	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC29.</b> identify cost-effective means of running the business	1	2	-	-
<i>Record keeping</i>	<b>6</b>	<b>7</b>	-	-
<b>PC30.</b> identify various aspects of business that require recording	1	2	-	-
<b>PC31.</b> design formats for recording	1	1	-	-
<b>PC32.</b> compile various records of all aspects of the business	1	1	-	-
<b>PC33.</b> maintain these records with periodic updations	1	1	-	-
<b>PC34.</b> maintain necessary documents as per local government and regulatory requirements	1	1	-	-
<b>PC35.</b> reframe the procurement strategy according to local scenarios like weather conditions, transport strikes, affected prices, etc.	1	1	-	-
<b>NOS Total</b>	<b>35</b>	<b>65</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HCS/N9904
<b>NOS Name</b>	Basic Business Management
<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Handicrafts (Ceramics), Handicrafts (Fashion Jewellery), Handicrafts (Stonecraft), Glassware, Metalware
<b>Occupation</b>	Production Management, Research and Development, Mixing and Milling, Moulding, Finishing and Painting, Pre- Production, Furnance Operation, Production, Pre - Crafting, Stone Crafting, Mixing, Smoothing, Finishing, Designing, Metal Casting and Stamping, Metal Craft Making, Cleaning/Polishing/Buffing, Painting and Plating, Marketing and Merchandising
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	27/01/2025
<b>NSQC Clearance Date</b>	27/01/2022

## Qualification Pack

### DGT/VSQ/N0101: Employability Skills (30 Hours)

#### Description

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

#### Scope

The scope covers the following :

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

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

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

**PC1.** understand the significance of employability skills in meeting the job requirements

##### *Constitutional values - Citizenship*

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

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

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

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

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

##### *Basic English Skills*

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

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

##### *Communication Skills*

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

**PC5.** follow good manners while communicating with others

**PC6.** work with others in a team

## Qualification Pack

### *Diversity & Inclusion*

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

**PC7.** communicate and behave appropriately with all genders and PwD

**PC8.** report any issues related to sexual harassment

### *Financial and Legal Literacy*

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

**PC9.** use various financial products and services safely and securely

**PC10.** calculate income, expenses, savings etc.

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

### *Essential Digital Skills*

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

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

**PC13.** use internet and social media platforms securely and safely

### *Entrepreneurship*

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

**PC14.** identify and assess opportunities for potential business

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

### *Customer Service*

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

**PC16.** identify different types of customers

**PC17.** identify customer needs and address them appropriately

**PC18.** follow appropriate hygiene and grooming standards

### *Getting ready for apprenticeship & Jobs*

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

**PC19.** create a basic biodata

**PC20.** search for suitable jobs and apply

**PC21.** identify and register apprenticeship opportunities as per requirement

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills

**KU2.** various constitutional and personal values

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

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

**KU5.** how to use basic spoken English language

**KU6.** Do and dont of effective communication

**KU7.** inclusivity and its importance

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

**KU9.** different types of financial products and services

## Qualification Pack

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

## Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC3.</b> 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>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use various financial products and services safely and securely	-	-	-	-

### Qualification Pack

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

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

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

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

## Qualification Pack

**Minimum Aggregate Passing % at QP Level : 50**

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

## Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N1101.Perform pre-stringing requirements	22	78	-	-	100	60
HCS/N1102.String the jewel	28	72	-	-	100	10
HCS/N9901.Coordinate with colleagues and work as a team	35	65	-	-	100	5
HCS/N9902.Maintain Safe and Healthy Work Environment	28	72	-	-	100	5
HCS/N9903.Maintain Personal Hygiene	27	73	-	-	100	5
HCS/N9904.Basic Business Management	35	65	-	-	100	5
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
<b>Total</b>	<b>195</b>	<b>455</b>	<b>-</b>	<b>-</b>	<b>650</b>	<b>100</b>

## Qualification Pack

### Acronyms

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

## Qualification Pack

### Glossary

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

## Qualification Pack

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