

Qualification Pack



Traditional Hand Embroiderer- Supervisor

Options: Phulkari Embroidery/ Chickankari Embroidery/ Zari-Zardosi Embroidery

QP Code: HCS/Q7302

Version: 2.0

NSQF Level: 5

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



Qualification Pack

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HCS/Q7302: Traditional Hand Embroiderer- Supervisor

Brief Job Description

Traditional Hand Embroiderer-Supervisor is a person who not only supervise the multiple traditional embroiderers working under her/him but also possess the detailed knowledge of multiple types of embroidery and stitching patterns

Personal Attributes

Traditional Hand Embroiderer- Supervisor should have good eyesight, hand-eye coordination and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [HCS/N9914: Contribute to achieve quality in traditional hand embroidery work](#)
2. [HCS/N9915: Supervise hand embroidery production](#)
3. [HCS/N9908: Working in a Team](#)
4. [HCS/N9906: Maintaining work area, tools and machines](#)
5. [HCS/N9913: Maintain health, safety and security at workplace](#)
6. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Options(Not mandatory):

Option 1: Phulkari Embroidery

This NOS deals with the various requisites for carrying out Phulkari Embroidery.

1. [HCS/N7321: Prepare and carry out making of Phulkari embroidery as per given specifications](#)

Option 2: Chickankari Embroidery

This NOS focus on imparting the knowledge of the various aspects of Chikankari embroidery

1. [HCS/N7302: Prepare and carry out making Chikankari embroidery](#)

Option 3: Zari-Zardosi Embroidery

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This NOS is about Zari-Zardosi embroidery technique and the different aspects related to it.

1. [HCS/N7323: Prepare and carry out making zari zardozi embroidery sample as per given specification](#)

Qualification Pack (QP) Parameters

Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	Hand Embroidery, Designing and Finishing
Country	India
NSQF Level	5
Credits	41
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7533.0300
Minimum Educational Qualification & Experience	8th grade pass with 10 Years of experience in difference types of embroidery OR 10th grade pass with 5 Years of experience OR 12th grade Pass with 3 Years of experience OR Previous relevant Qualification of NSQF Level (4) with 3 Years of experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	21 Years
Last Reviewed On	NA
Next Review Date	30/11/2026
NSQF Approval Date	30/11/2023
Version	2.0
Reference code on NQR	QG-05-HC-01355-2023-V1-HCSSC



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NQR Version	2.0
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HCS/N9914: Contribute to achieve quality in traditional hand embroidery work

Description

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

Scope

The scope covers the following :

- contribute to achieving quality in hand embroidery work and related operations

Elements and Performance Criteria

Contribute to achieving quality in hand embroidery work and related operations

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

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

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** safe working practices and organisational procedures
- KU2.** the organisation's procedures and guidelines
- KU3.** quality systems and processes practiced in the organization
- KU4.** equipment operating procedures / manufacturer's instructions
- KU5.** types of problems with quality and how to report them to appropriate people
- KU6.** methods to present any ideas for improvement to supervisor
- KU7.** the importance of complying with written instructions
- KU8.** limits of personal responsibility
- KU9.** reporting procedure in case of faults in own/ other processes
- KU10.** different types of stitches and their use
- KU11.** types of fabrics used for embroidery
- KU12.** types of threads used for embroidery
- KU13.** appropriate usage of the measuring tape
- KU14.** appropriate usage of tools used in embroidery
- KU15.** common embroidery defects

Generic Skills (GS)

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

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

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Assessment Criteria

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

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. ensure that the extra yarns are clipped neatly	1	4	-	-
PC16. take the necessary actions when materials do not conform to quality standards	1	4	-	-
PC17. identify repairable defects and rework on them	1	4	-	-
PC18. maintain the required productivity and quality levels	1	4	-	-
PC19. report to the concerned authority when the workflow of other production areas disrupts work	1	4	-	-
PC20. carry out quality checks at specified intervals according to instructions	1	4	-	-
NOS Total	20	80	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9914
NOS Name	Contribute to achieve quality in traditional hand embroidery work
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	Hand Embroidery, Designing and Finishing
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

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HCS/N9915: Supervise hand embroidery production

Description

This unit provides performance criteria, knowledge & understanding and skills & abilities required to supervise the production of traditional hand embroidery products as per order specifications.

Scope

The scope covers the following :

- understanding design
- collecting raw material
- distributing raw materials for production
- assessing production quality
- collecting embroidered pieces

Elements and Performance Criteria

Understanding design

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

- PC1.** collect all the information required for making the product or embroidered piece
- PC2.** understand the design specifications
- PC3.** make instructions or sample/ prototype for explaining to the traditional hand embroiderers
- PC4.** understand the raw material specification

Collecting raw material

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

- PC5.** collect the threads required for production as per specifications
- PC6.** ensure the optimum quantity of yarns/ threads are sourced for distribution
- PC7.** collect the block printed or traced fabric for production
- PC8.** ensure the correct quantity and correct design (layout and size) are embroidered

Distributing raw materials for production

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

- PC9.** identify the traditional hand embroiderers suitable for carrying out the production
- PC10.** distribute the correct quantity of raw materials to each traditional hand embroiderer
- PC11.** set timelines for production
- PC12.** explain the design specifications to the traditional hand embroiderer
- PC13.** clear doubts about design and techniques, if any

Assessing production quality

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

- PC14.** carry out periodic or random checks during production
- PC15.** carry out replenishment of raw materials/ threads, if needed
- PC16.** carry out checking and rectification of defects/ anomalies/ inappropriate embroidery

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PC17. take steps to ensure that the production is delivered on time

Collecting embroidered pieces

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

PC18. carry out collection of embroidered pieces as per schedule

PC19. ensure that the collected pieces meet requirements

PC20. apply permissible tolerances and take appropriate steps for rejects

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. safe working practices and organisational procedures

KU2. the organisation's procedures and guidelines

KU3. quality systems and processes practiced in the organization

KU4. equipment operating procedures / manufacturers instructions

KU5. types of problems with quality and how to report them to appropriate people

KU6. methods to present any ideas for improvement to supervisor

KU7. the importance of complying with written instructions

KU8. limits of personal responsibility

KU9. reporting procedure in case of faults in own/ other processes

KU10. design specifications

KU11. process flow of traditional hand embroidery

KU12. different types of stitches and their use

KU13. types of fabrics used for embroidery

KU14. types of threads used for embroidery

KU15. common embroidery defects

KU16. rectifiable and non-rectifiable defects

KU17. basic quality standards/requirements

Generic Skills (GS)

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

GS1. write in local language

GS2. read measurements and instructions

GS3. listen effectively and orally communicate information accurately

GS4. ask for clarification and advice from others

GS5. follow organisation's rule-based decision making process

GS6. take decision with systematic course of actions and/or response

GS7. plan and organize your work to achieve targets and deadlines

GS8. manage relationships with customers

GS9. build customer relationships and use customer centric approach

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- GS10.** think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- GS11.** identify immediate or temporary solutions to resolve delays
- GS12.** analyze data and activities
- GS13.** pass on relevant information to others
- GS14.** apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding design</i>	5	15	-	-
PC1. collect all the information required for making the product or embroidered piece	1	3	-	-
PC2. understand the design specifications	1	3	-	-
PC3. make instructions or sample/ prototype for explaining to the traditional hand embroiderers	2	6	-	-
PC4. understand the raw material specification	1	3	-	-
<i>Collecting raw material</i>	5	13	-	-
PC5. collect the threads required for production as per specifications	1	3	-	-
PC6. ensure the optimum quantity of yarns/ threads are sourced for distribution	2	3	-	-
PC7. collect the block printed or traced fabric for production	-	4	-	-
PC8. ensure the correct quantity and correct design (layout and size) are embroidered	2	3	-	-
<i>Distributing raw materials for production</i>	3	25	-	-
PC9. identify the traditional hand embroiderers suitable for carrying out the production	-	5	-	-
PC10. distribute the correct quantity of raw materials to each traditional hand embroiderer	-	5	-	-
PC11. set timelines for production	-	5	-	-
PC12. explain the design specifications to the traditional hand embroiderer	3	5	-	-
PC13. clear doubts about design and techniques, if any	-	5	-	-
<i>Assessing production quality</i>	3	15	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. carry out periodic or random checks during production	-	5	-	-
PC15. carry out replenishment of raw materials/ threads, if needed	-	3	-	-
PC16. carry out checking and rectification of defects/ anomalies/ inappropriate embroidery	2	3	-	-
PC17. take steps to ensure that the production is delivered on time	1	4	-	-
<i>Collecting embroidered pieces</i>	5	11	-	-
PC18. carry out collection of embroidered pieces as per schedule	-	3	-	-
PC19. ensure that the collected pieces meet requirements	2	3	-	-
PC20. apply permissible tolerances and take appropriate steps for rejects	3	5	-	-
NOS Total	21	79	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9915
NOS Name	Supervise hand embroidery production
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	Hand Embroidery
NSQF Level	5
Credits	1
Version	2.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

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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

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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 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

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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	-	-

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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

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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.

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- 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

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values - Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

Qualification Pack

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

Career Development & Goal Setting

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

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

Communication Skills

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

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

Diversity & Inclusion

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

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

Financial and Legal Literacy

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

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

Essential Digital Skills

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

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

Entrepreneurship

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

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

Customer Service

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

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

Qualification Pack

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

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

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

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

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

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

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

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

KU11. how to compute income and expenditure

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

KU13. different legal rights and laws

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

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

KU16. how to identify business opportunities

KU17. types and needs of customers

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

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

Generic Skills (GS)

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

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

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

Qualification Pack

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

Qualification Pack

Assessment Criteria

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

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

Qualification Pack

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

Qualification Pack

National Occupational Standards (NOS) Parameters

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

Qualification Pack

HCS/N7321: Prepare and carry out making of Phulkari embroidery as per given specifications

Description

This unit is about undertaking preparations and carrying out making of Phulkari embroidery sample making as per specifications provided.

Scope

The scope covers the following :

- prepare for Phulkari embroidery sample embroidering
- carry out making of Phulkari embroidery sample as per the given specifications

Elements and Performance Criteria

Prepare for Phulkari embroidery sample embroidering

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

- PC1.** understand client brief/ requirements for sample making
- PC2.** analyse the given design specification or design artwork or design sample of the embroidered product
- PC3.** understand the embroidery stitches to be used for making the sample
- PC4.** check the fabric and ensure that it meets the requirements provided
- PC5.** select the appropriate quality, colours and quantity of the threads to be used for embroidery
- PC6.** select the appropriate needle as per the fabric and threads to be used
- PC7.** select the correct block/s or get the correct tracing made for the required design
- PC8.** ensure that the tracing/ block printing of design on the fabric is appropriately done
- PC9.** attach the embroidery frame to the fabric appropriately
- PC10.** estimate the time required to complete the given embroidery work
- PC11.** report defective materials to the person concerned
- PC12.** minimise and dispose the waste materials in the approved manner
- PC13.** carry out operations at a rate which maintains workflow

Carry out making of Phulkari embroidery sample as per the given specifications

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

- PC14.** ensure that the raw materials are prepared as per requirements
- PC15.** carry out long and short darning stitch (locally known as phulkari stitch)
- PC16.** carry out phulkari stitch to fill the given motif/ shape as per requirement
- PC17.** ensure that the phulkari stitch length is about cm or inch or as per requirement
- PC18.** carry out chain stitch
- PC19.** carry out herringbone stitch
- PC20.** carry out satin stitch
- PC21.** carry out stem stitch

Qualification Pack

- PC22.** Carry out blanket stitch
- PC23.** Carry out cross stitch
- PC24.** Embroider designs using phulkari stitch and other above mentioned stitches
- PC25.** Ensure that the correct colour threads are used to embroider the design as per specifications
- PC26.** Avoid damage to fabric/ product while carrying out embroidery
- PC27.** Start and end the embroidery thread neatly
- PC28.** Cut the extra threads appropriately while embroidering

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** your organizations policies, procedures, guidelines and standards for quality
- KU2.** safe working practices and organisational procedures
- KU3.** quality systems and other processes practiced in the organization
- KU4.** types of problems with quality and how to report them to appropriate people
- KU5.** the importance of complying with written instructions
- KU6.** reporting procedure in case of faults in own/ other processes
- KU7.** who to refer problems to when they are outside the limit of your authority
- KU8.** your organizations tools, templates and processes for phulkari embroidery and supervision in production
- KU9.** guidelines for storage and disposal of waste materials
- KU10.** potential hazards associated with the machines and the safety precautions that must be taken
- KU11.** protocol to obtain more information on work related tasks
- KU12.** contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment
- KU13.** details of the job role and responsibilities
- KU14.** process for offering/ obtaining work related assistance
- KU15.** process of producing phulkari embroidery
- KU16.** types of threads used in phulkari embroidery
- KU17.** different types of fabrics and their usage
- KU18.** tools used for embroidery like needles, clippers, scissors, etc
- KU19.** about the embroidery frame and its usage
- KU20.** basics of colour and colour combinations
- KU21.** the embroidering of long and short darning stitch (also known as phulkari stitch) in different phulkari designs
- KU22.** The other stitches used in phulkari namely, chain stitch, herringbone, satin stitch, stem stitch and blanket stitch
- KU23.** The usage of the above embroidery stitches
- KU24.** Different motifs and designs used in Phulkari
- KU25.** The uniqueness of Phulkari embroidery

Qualification Pack

KU26. The quality aspects of Phulkari embroidery

Generic Skills (GS)

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

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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for Phulkari embroidery sample embroidering</i>	12	38	-	-
PC1. understand client brief/ requirements for sample making	2	3	-	-
PC2. analyse the given design specification or design artwork or design sample of the embroidered product	1	2.5	-	-
PC3. understand the embroidery stitches to be used for making the sample	1	3.5	-	-
PC4. check the fabric and ensure that it meets the requirements provided	1.5	3	-	-
PC5. select the appropriate quality, colours and quantity of the threads to be used for embroidery	1.5	3	-	-
PC6. select the appropriate needle as per the fabric and threads to be used	1	2.5	-	-
PC7. select the correct block/s or get the correct tracing made for the required design	1.5	3	-	-
PC8. ensure that the tracing/ block printing of design on the fabric is appropriately done	1	3.5	-	-
PC9. attach the embroidery frame to the fabric appropriately	0.5	2	-	-
PC10. estimate the time required to complete the given embroidery work	-	3.5	-	-
PC11. report defective materials to the person concerned	1	2.5	-	-
PC12. minimise and dispose the waste materials in the approved manner	-	3	-	-
PC13. carry out operations at a rate which maintains workflow	-	3	-	-
<i>Carry out making of Phulkari embroidery sample as per the given specifications</i>	11	39	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. ensure that the raw materials are prepared as per requirements	1	1.5	-	-
PC15. carry out long and short darning stitch (locally known as phulkari stitch)	1	4	-	-
PC16. carry out phulkari stitch to fill the given motif/ shape as per requirement	1	6.5	-	-
PC17. ensure that the phulkari stitch length is about cm or inch or as per requirement	-	5	-	-
PC18. carry out chain stitch	1	1.5	-	-
PC19. carry out herringbone stitch	1	1.5	-	-
PC20. carry out satin stitch	1	1.5	-	-
PC21. carry out stem stitch	1	1.5	-	-
PC22. Carry out blanket stitch	1	1.5	-	-
PC23. Carry out cross stitch	1	1.5	-	-
PC24. Embroider designs using phulkari stitch and other above mentioned stitches	-	5	-	-
PC25. Ensure that the correct colour threads are used to embroider the design as per specifications	1	1.5	-	-
PC26. Avoid damage to fabric/ product while carrying out embroidery	1	1.5	-	-
PC27. Start and end the embroidery thread neatly	-	2.5	-	-
PC28. Cut the extra threads appropriately while embroidering	-	2.5	-	-
NOS Total	23	77	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N7321
NOS Name	Prepare and carry out making of Phulkari embroidery as per given specifications
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	Master Hand Embroiderer
NSQF Level	5
Credits	11
Version	2.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

Qualification Pack

HCS/N7302: Prepare and carry out making Chikankari embroidery

Description

This unit is about preparing for carrying out Chikankari embroidery.

Scope

The scope covers the following :

- prepare for carrying out Chikankari embroidery
- carry out Chikankari embroidery as per the given specifications

Elements and Performance Criteria

Prepare for carrying out Chikankari embroidery

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

- PC1.** analyse the given design specification or design artwork or design sample of the embroidered product
- PC2.** understand the chikankari stitches to be used in the given design
- PC3.** check with supervisor when in doubt about new product details
- PC4.** check the fabric and ensure that it meets the requirements provided
- PC5.** select the appropriate quality, colours and quantity of the threads to be used for embroidery
- PC6.** select the appropriate needle as per the fabric and threads to be used
- PC7.** ensure that the tracing/ block printing of design on the fabric is appropriately done
- PC8.** attach the embroidery frame to the fabric appropriately
- PC9.** estimate the time required to complete the given embroidery work
- PC10.** report defective materials to the concerned authority
- PC11.** minimise wastage and dispose the waste materials in the approved manner
- PC12.** carry out operations at a rate which maintains workflow

Carry out Chikankari embroidery as per the given specifications

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

- PC13.** ensure that the raw materials are prepared as per requirements
- PC14.** carry out tepchi or running stitch
- PC15.** carry out rahet or stem stitch
- PC16.** carry out zanjeera or chain stitch
- PC17.** carry out kaaj or buttonhole stitch
- PC18.** carry out pechni stitch
- PC19.** carry out ulta bakhiya stitch
- PC20.** carry out seedha bakhiya stitch
- PC21.** carry out kaudi stitch
- PC22.** carry out ghas patti

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- PC23.** carry out kangan
- PC24.** carry out keel
- PC25.** carry out bijli
- PC26.** carry out phanda
- PC27.** carry out murri
- PC28.** carry out hathkati
- PC29.** carry out hool
- PC30.** carry out the different types of jaalis used in Chikankari embroidery
- PC31.** carry out the making of embroidery designs using a combination of the above stitches
- PC32.** ensure that the embroidery stitches are even
- PC33.** avoid damage to fabric/ product while carrying out embroidery

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization's policies, procedures, guidelines and standards for quality
- KU2.** safe working practices and organisational procedures
- KU3.** quality systems and other processes practiced in the organization
- KU4.** guidelines for storage and disposal of waste materials
- KU5.** different types of quality problems that can occur in an embroidered product and how to report them to concerned authority
- KU6.** the importance of complying with written instructions
- KU7.** who to refer problems to when they are outside the purview of one's authority
- KU8.** the organization's tools, templates and processes for Chikankari embroidery in production
- KU9.** protocol to seek more information on work related tasks
- KU10.** the concerned authority in case of queries related to on procedure or products and for resolving issues related to own/ other processes, defective machines, tools and/or equipment
- KU11.** details of the job role and responsibilities
- KU12.** work target and review mechanism with your supervisor
- KU13.** method of obtaining/ giving feedback related to performance
- KU14.** process for offering/ obtaining work related assistance
- KU15.** process of producing Chikankari embroidery
- KU16.** types of threads used in Chikankari embroidery
- KU17.** different types of fabrics and their usage
- KU18.** tools used for embroidery like needles, clippers, scissors, etc
- KU19.** about the embroidery frame and its usage
- KU20.** basics of colour and combinations

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- KU21.** the different stitches used in Chikankari, such as - tepchi or running stitch, rahet or stem stitch, zanjeera or chain stitch, kaaj or buttonhole stitch, pechni stitch, ulta bakhiya stitch, seedha bakhiya stitch, kaudi stitch, ghas patti, kangan, keel, bijli, phanda, murri, hathkati, hool
- KU22.** the usage of the above embroidery stitches in different designs
- KU23.** different motifs and designs embroidered in Chikankari
- KU24.** the uniqueness of Chikankari embroidery
- KU25.** the quality aspects of Chikankari embroidery

Generic Skills (GS)

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

- GS1.** write in local language
- GS2.** read instructions/specifications in local language
- GS3.** listen effectively and effectively communicate information orally
- GS4.** seek clarification and advice from team members, supervisors in case of any job-related query
- GS5.** follow organization's rule-based decision-making process
- GS6.** take decision in line with standard operating procedures of the organisation
- GS7.** plan and organize your work to achieve targets and meet deadlines
- GS8.** manage relationships with customers and team members
- GS9.** build customer and team 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.** pre-empt problems and identify immediate or temporary solutions to prevent delays
- GS12.** analyse data and activities
- GS13.** pass on relevant work information to others
- GS14.** apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for carrying out Chikankari embroidery</i>	12	24	-	-
PC1. analyse the given design specification or design artwork or design sample of the embroidered product	1	2	-	-
PC2. understand the chikankari stitches to be used in the given design	1	2	-	-
PC3. check with supervisor when in doubt about new product details	1	2	-	-
PC4. check the fabric and ensure that it meets the requirements provided	1	2	-	-
PC5. select the appropriate quality, colours and quantity of the threads to be used for embroidery	1	2	-	-
PC6. select the appropriate needle as per the fabric and threads to be used	1	2	-	-
PC7. ensure that the tracing/ block printing of design on the fabric is appropriately done	1	2	-	-
PC8. attach the embroidery frame to the fabric appropriately	1	2	-	-
PC9. estimate the time required to complete the given embroidery work	1	2	-	-
PC10. report defective materials to the concerned authority	1	2	-	-
PC11. minimise wastage and dispose the waste materials in the approved manner	1	2	-	-
PC12. carry out operations at a rate which maintains workflow	1	2	-	-
<i>Carry out Chikankari embroidery as per the given specifications</i>	21	43	-	-
PC13. ensure that the raw materials are prepared as per requirements	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. carry out tepchi or running stitch	1	2	-	-
PC15. carry out rahet or stem stitch	1	2	-	-
PC16. carry out zanjeera or chain stitch	1	2	-	-
PC17. carry out kaaj or buttonhole stitch	1	2	-	-
PC18. carry out pechni stitch	1	2	-	-
PC19. carry out ulta bakhiya stitch	1	2	-	-
PC20. carry out seedha bakhiya stitch	1	2	-	-
PC21. carry out kaudi stitch	1	2	-	-
PC22. carry out ghas patti	1	2	-	-
PC23. carry out kangan	1	2	-	-
PC24. carry out keel	1	2	-	-
PC25. carry out bijli	1	2	-	-
PC26. carry out phanda	1	2	-	-
PC27. carry out murri	1	2	-	-
PC28. carry out hathkati	1	2	-	-
PC29. carry out hool	1	2	-	-
PC30. carry out the different types of jaalis used in Chikankari embroidery	1	2	-	-
PC31. carry out the making of embroidery designs using a combination of the above stitches	1	2	-	-
PC32. ensure that the embroidery stitches are even	1	2	-	-
PC33. avoid damage to fabric/ product while carrying out embroidery	1	3	-	-
NOS Total	33	67	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N7302
NOS Name	Prepare and carry out making Chikankari embroidery
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	Hand Embroidery, Designing and Finishing
NSQF Level	5
Credits	11
Version	3.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

Qualification Pack

HCS/N7323: Prepare and carry out making zari zardozi embroidery sample as per given specification

Description

This unit is about undertaking preparations and carrying out making of Zari- Zardozi embroidery samples as per specifications provided.

Scope

The scope covers the following :

- understand sample details
- collect and prepare raw materials and tools
- prepare the adda/ wooden frame
- carry out making of Zari
- Zardozi embroidery sample as per given specifications

Elements and Performance Criteria

Understand sample details

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

- PC1.** understand client brief/ requirements for sample making
- PC2.** analyse the given design specification or design artwork or design sample of the embroidered product
- PC3.** identify the embellishments and stitches to be used for the sample
- PC4.** check with in charge /others when unsure of new product details

Collect and prepare raw materials and tools

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

- PC5.** identify and select the correct fabric as per requirement
- PC6.** check the fabric and ensure that it meets the requirements provided
- PC7.** select the appropriate quality, colours and quantity of the threads to be used for embroidery
- PC8.** select and prepare the appropriate needle/aari as per the technique to be used
- PC9.** mark the fabric as per requirement/pattern
- PC10.** ensure that the tracing of design on the fabric is appropriately done as per requirement
- PC11.** prepare the different kinds of metallic wires like dabka, gizai as per requirements
- PC12.** prepare the tilla/kasab and other threads

Prepare the adda/wooden frame

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

- PC13.** select the appropriate size of adda
- PC14.** attach the fabric to the wooden beams (farad) appropriately
- PC15.** maintain appropriate tension while rolling and attaching the fabric to the beam
- PC16.** fix all the four beams of the adda with opposite beams parallel to each other

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- PC17.** ensure that the fabric is not damaged during the above process
- PC18.** estimate the time required to complete the given sample
- PC19.** report or replace defective materials
- PC20.** minimise and dispose the waste materials in the approved manner
- PC21.** carry out operations at a rate which maintains workflow

Carry out making of Zari- Zardozi embroidery sample as per given specifications

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

- PC22.** Ensure that the raw materials are prepared as per requirements
- PC23.** Handle the aari appropriately to carry out chain stitch
- PC24.** Ensure that the appropriate tension of threads and evenness while carrying out chain stitch using aari
- PC25.** Carry out couching using aari/needle
- PC26.** Carry out satin stitch using aari/needle
- PC27.** Carry couching of different metallic springs like dabka, gizai, etc
- PC28.** Carry out embroidery using different types of beads (moti, cutdan, etc)
- PC29.** Carry out couching of metallic threads (tilla, kasab, etc)
- PC30.** Carry out embroidery using different varieties and shapes of sequins
- PC31.** Carry out embroidery using chain stitch with different threads to make decorative designs
- PC32.** Carry out the use of different sizes of aari needles for attaching different beads & sequins
- PC33.** Make decorative designs using a combination of different techniques and embellishments as per given specifications
- PC34.** Ensure that the correct colour of embellishments and threads are used to embroider the design as per specifications
- PC35.** Avoid damage to fabric/ product while carrying out embroidery

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** your organizations policies, procedures, guidelines and standards for quality
- KU2.** safe working practices and organisational procedures
- KU3.** quality systems and other processes practiced in the organization
- KU4.** guidelines for storage and disposal of waste materials
- KU5.** types of problems with quality and how to report them to appropriate people
- KU6.** the importance of complying with written instructions
- KU7.** who to refer problems to when they are outside the limit of your authority
- KU8.** your organizations tools, templates and processes for zari-zardozi embroidery in production
- KU9.** protocol to obtain more information on work related tasks
- KU10.** contact person in case of queries on procedure or products and for resolving issues related to own/ other processes, defective machines, tools and/or equipment
- KU11.** details of the job role and responsibilities
- KU12.** work target and review mechanism with your supervisor

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- KU13.** method of obtaining/ giving feedback related to performance
- KU14.** process for offering/ obtaining work related assistance
- KU15.** process of producing zari-zardozi embroidery
- KU16.** about the adda, its type, parts, sizes and other details
- KU17.** step by step process of preparing the adda
- KU18.** about aari and its appropriate use
- KU19.** different metallic wires used
- KU20.** different embellishments used like sequins, beads, etc.
- KU21.** different metallic springs like dabka, gizai and their varieties used
- KU22.** Types of threads used in Zari-Zardozi embroidery
- KU23.** Properties of different embellishments used like sequins, beads, etc.
- KU24.** Different types of fabrics and their usage
- KU25.** Different designs used in Zari-Zardozi embroidery
- KU26.** Basics of colour and combinations
- KU27.** Techniques and stitches used- chain stitch using aari, satin stitch using aari
- KU28.** Design tracing process
- KU29.** The uniqueness of Zari-Zardozi embroidery

Generic Skills (GS)

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

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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understand sample details</i>	3	6.5	-	-
PC1. understand client brief/ requirements for sample making	1	1.5	-	-
PC2. analyse the given design specification or design artwork or design sample of the embroidered product	1	1.5	-	-
PC3. identify the embellishments and stitches to be used for the sample	1	1.5	-	-
PC4. check with in charge /others when unsure of new product details	-	2	-	-
<i>Collect and prepare raw materials and tools</i>	7	13	-	-
PC5. identify and select the correct fabric as per requirement	1	1.5	-	-
PC6. check the fabric and ensure that it meets the requirements provided	1	1.5	-	-
PC7. select the appropriate quality, colours and quantity of the threads to be used for embroidery	1	1.5	-	-
PC8. select and prepare the appropriate needle/aari as per the technique to be used	1	1.5	-	-
PC9. mark the fabric as per requirement/pattern	1	1.5	-	-
PC10. ensure that the tracing of design on the fabric is appropriately done as per requirement	1	1.5	-	-
PC11. prepare the different kinds of metallic wires like dabka, gizai as per requirements	0.5	2	-	-
PC12. prepare the tilla/kasab and other threads	0.5	2	-	-
<i>Prepare the adda/wooden frame</i>	4.5	16	-	-
PC13. select the appropriate size of adda	1	1	-	-
PC14. attach the fabric to the wooden beams (farad) appropriately	1	1.5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. maintain appropriate tension while rolling and attaching the fabric to the beam	1	1.5	-	-
PC16. fix all the four beams of the adda with opposite beams parallel to each other	1	1.5	-	-
PC17. ensure that the fabric is not damaged during the above process	-	2	-	-
PC18. estimate the time required to complete the given sample	-	2.5	-	-
PC19. report or replace defective materials	0.5	2	-	-
PC20. minimise and dispose the waste materials in the approved manner	-	2	-	-
PC21. carry out operations at a rate which maintains workflow	-	2	-	-
<i>Carry out making of Zari- Zardozi embroidery sample as per given specifications</i>	10.5	39.5	-	-
PC22. Ensure that the raw materials are prepared as per requirements	0.5	2	-	-
PC23. Handle the aari appropriately to carry out chain stitch	1	3	-	-
PC24. Ensure that the appropriate tension of threads and evenness while carrying out chain stitch using aari	-	2.5	-	-
PC25. Carry out couching using aari/needle	1	3	-	-
PC26. Carry out satin stitch using aari/needle	1	3	-	-
PC27. Carry couching of different metallic springs like dabka, gizai, etc	1	3	-	-
PC28. Carry out embroidery using different types of beads (moti, cutdan, etc)	1	3	-	-
PC29. Carry out couching of metallic threads (tilla, kasab, etc)	1	3	-	-
PC30. Carry out embroidery using different varieties and shapes of sequins	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC31. Carry out embroidery using chain stitch with different threads to make decorative designs	1	3	-	-
PC32. Carry out the use of different sizes of aari needles for attaching different beads & sequins	1	3	-	-
PC33. Make decorative designs using a combination of different techniques and embellishments as per given specifications	1	3	-	-
PC34. Ensure that the correct colour of embellishments and threads are used to embroider the design as per specifications	-	2.5	-	-
PC35. Avoid damage to fabric/ product while carrying out embroidery	-	2.5	-	-
NOS Total	25	75	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N7323
NOS Name	Prepare and carry out making zari zardozi embroidery sample as per given specification
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles
Occupation	Hand Embroidery, Designing and Finishing
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

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.

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7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

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

Minimum Passing % at NOS Level: 50

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N9914. Contribute to achieve quality in traditional hand embroidery work	20	80	-	-	100	20
HCS/N9915. Supervise hand embroidery production	21	79	0	0	100	30
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	10
DGT/VSQ/N0102. Employability Skills (60 Hours)	20	30	-	-	50	20
Total	141	359	-	-	500	100

Optional: 1 Phulkari Embroidery

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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N7321.Prepare and carry out making of Phulkari embroidery as per given specifications	23	77	0	0	100	20
Total	23	77	-	-	100	20

Optional: 2 Chickankari Embroidery

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N7302.Prepare and carry out making Chikankari embroidery	33	67	0	0	100	20
Total	33	67	-	-	100	20

Optional: 3 Zari-Zardosi Embroidery

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N7323.Prepare and carry out making zari zardozi embroidery sample as per given specification	25	75	-	-	100	20
Total	25	75	-	-	100	20

Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

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