

Qualification Pack



Automatic Stick Making M/C Operator

QP Code: HCS/Q7803

Version: 2.0

NSQF Level: 2.5

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HCS/Q7803: Automatic Stick Making M/C Operator

Brief Job Description

Automatic stick making machine operator is the one who produces bamboo stick using different machines such as cross cutting machine, Radial splitting machine and stick making machine followed by polishing, bundling & Packaging.

Personal Attributes

Automatic stick making M/C operator should have good eyesight, hand-eye coordination, motor skills 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/N7807: To carry out bamboo cutting, splitting & sliver making using M/Cs](#)
2. [HCS/N7808: To carry out bamboo stick making & sizing using M/Cs](#)
3. [HCS/N7809: To carrying out polishing, drying, bundling & packing bamboo sticks](#)
4. [HCS/N9908: Working in a Team](#)
5. [HCS/N9906: Maintaining work area, tools and machines](#)
6. [HCS/N9913: Maintain health, safety and security at workplace](#)
7. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Agarbatti)
Occupation	Stick Making
Country	India
NSQF Level	2.5

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Credits	11
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7318.0100
Minimum Educational Qualification & Experience	<p>10th grade pass OR 8th grade pass and pursuing continuous schooling (in case of 2 year program) OR 9th grade pass (and pursuing continuous schooling in regular) OR 9th grade pass with 1 Year of experience OR 8th grade pass with 2 Years of experience OR 5th grade pass with 5 Years of experience OR Previous relevant Qualification of NSQF Level (2.5) with 1-2 Years of experience OR Previous relevant Qualification of NSQF Level (2) with 3 Years of experience</p>
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	31/08/2026
NSQC Approval Date	31/08/2023
Version	2.0
Reference code on NQR	QG-2.5-HC-00840-2023-V2-HCSSC
NQR Version	2.0

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HCS/N7807: To carry out bamboo cutting, splitting & sliver making using M/Cs

Description

This unit is about to carrying out basic operations of Bamboo Cutting, Splitting & Sliver making.

Scope

The scope covers the following :

- bamboo Pole cutting - Conversion of Bamboo Pole into cylinders of required lengths using cross cutting M/C
- radial Splitting of Bamboo Cylinders either manually or by hand operated Bamboo splitting machine
- bamboo Sliver making & peeling off the green outer surface

Elements and Performance Criteria

Bamboo Pole cutting - Conversion of Bamboo Pole into cylinders of required lengths using cross cutting M/C

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

- PC1.** appropriately handle the cross cutting machine/hand tool to cut cylinders of required lengths which is 8 to 9 inches as per standards.
- PC2.** analyze the bamboo pole for calculating the approximate quantity of cylinders of required lengths that can be achieved.
- PC3.** select the correct/appropriate internodes to maximize yield.
- PC4.** appropriately measure and mark for the proposed cut.
- PC5.** carry out cutting operations as per measurement.
- PC6.** maintain the cylinder cutting tool/ machine.
- PC7.** take safety precautions while handling the cutting tool/ machine.
- PC8.** carry out operations at a rate which maintains workflow.
- PC9.** leave work area safe and secure when work is complete.

Radial Splitting of Bamboo Cylinders either manually or by hand operated Bamboo splitting machine

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

- PC10.** choose appropriate bamboo cylinder of similar diameter for obtaining uniform size split.
- PC11.** correct handling of bamboo cylinder to get appropriate splitting by radial splitting tools machine.
- PC12.** maintain uniform pressure to split in correct shape.
- PC13.** to maintain sharpness of blade of a machine & radial split hand tool.
- PC14.** maintain the radial splitting machine.
- PC15.** take safety precautions while splitting.
- PC16.** conform to product quality standards.

Bamboo Sliver making & Peeling off the green outer surface

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

- PC17.** appropriately feed the bamboo split into the sliver machine to get bamboo sliver accurately.
- PC18.** to maintain the work flow by periodically inserting the bamboo split.
- PC19.** to maintain the bamboo sliver machine.
- PC20.** peeling off green surface of bamboo split is to be inspected properly.
- PC21.** leave work area safe, clean and secure when work is complete.

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 related operations in production.
- KU9.** about the structure of bamboo pole.
- KU10.** step-by-step process of bamboo cutting, splitting & sliver making.
- KU11.** the correct use of the cross cutting machine, splitting machine and sliver making machine.
- KU12.** the different parts of the machine, their functions and correction of snags.
- KU13.** common mistakes in handling of tools and machines affecting the quality.
- KU14.** the maintainance of the machine.

Generic Skills (GS)

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

- GS1.** write in local language.
- GS2.** read measurement instructions.
- 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.

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- 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>Bamboo Pole cutting - Conversion of Bamboo Pole into cylinders of required lengths using cross cutting M/C</i>	20	20	-	-
PC1. appropriately handle the cross cutting machine/hand tool to cut cylinders of required lengths which is 8 to 9 inches as per standards.	4	6	-	-
PC2. analyze the bamboo pole for calculating the approximate quantity of cylinders of required lengths that can be achieved.	2	3	-	-
PC3. select the correct/appropriate internodes to maximize yield.	2	1	-	-
PC4. appropriately measure and mark for the proposed cut.	2	1	-	-
PC5. carry out cutting operations as per measurement.	2	1	-	-
PC6. maintain the cylinder cutting tool/ machine.	2	1	-	-
PC7. take safety precautions while handling the cutting tool/ machine.	2	1	-	-
PC8. carry out operations at a rate which maintains workflow.	2	3	-	-
PC9. leave work area safe and secure when work is complete.	2	3	-	-
<i>Radial Splitting of Bamboo Cylinders either manually or by hand operated Bamboo splitting machine</i>	14	21	-	-
PC10. choose appropriate bamboo cylinder of similar diameter for obtaining uniform size split.	2	2	-	-
PC11. correct handling of bamboo cylinder to get appropriate splitting by radial splitting tools machine.	2	8	-	-
PC12. maintain uniform pressure to split in correct shape.	2	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. to maintain sharpness of blade of a machine & radial split hand tool.	2	1	-	-
PC14. maintain the radial splitting machine.	2	2	-	-
PC15. take safety precautions while splitting.	2	3	-	-
PC16. conform to product quality standards.	2	3	-	-
<i>Bamboo Sliver making & Peeling off the green outer surface</i>	8	17	-	-
PC17. appropriately feed the bamboo split into the sliver machine to get bamboo sliver accurately.	2	6	-	-
PC18. to maintain the work flow by periodically inserting the bamboo split.	2	5	-	-
PC19. to maintain the bamboo sliver machine.	2	2	-	-
PC20. peeling off green surface of bamboo split is to be inspected properly.	1	2	-	-
PC21. leave work area safe, clean and secure when work is complete.	1	2	-	-
NOS Total	42	58	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N7807
NOS Name	To carry out bamboo cutting, splitting & sliver making using M/Cs
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Agarbatti)
Occupation	Bamboo Stick Making M/C Operator
NSQF Level	2.5
Credits	4
Version	2.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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HCS/N7808: To carry out bamboo stick making & sizing using M/Cs

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out bamboo split making and sizing using M/Cs.

Scope

The scope covers the following :

- drawing out sticks from the Bamboo Split using stick making machine
- sizing the sticks of required lengths by M/C

Elements and Performance Criteria

Drawing out sticks from the Bamboo Split using stick making machine

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

- PC1.** appropriate usage of stick making machine to make sticks of the required dimensions and cross- sectional shape, i.e. circular or square.
- PC2.** effectively handle the split during feeding to stick making machine.
- PC3.** choose uniform splits for making sticks.
- PC4.** periodically feed to ensure regular workflow.
- PC5.** maintain the stick making machine.
- PC6.** clean the machine parts regularly to ensure effective functioning.
- PC7.** check that the materials to be used are free from faults.
- PC8.** conform to company quality standards.
- PC9.** maintain the sharpness of the blade fo a machine.
- PC10.** leave work area safe,clean and secure when work is complete free from hazards.
- PC11.** take safety precautions while handling the stick making machine.

Sizing the sticks of required lengths by M/C

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

- PC12.** take appropraite amount of sticks to be feed for cutting in machine.
- PC13.** appropriate placement of sticks to get uniforms size of sticks.
- PC14.** take a standard length for cutting sticks for agarbatti sticks (8-9).
- PC15.** fix the sticks into machine properly to avoid any error.
- PC16.** ensure minimal wastage while cutting sticks in sizes.
- PC17.** take safety precuations while handling the stick cutting machine.
- PC18.** properly dispose of unwanted sticks.
- PC19.** maintain the sharpness of the blade fo a machine.
- PC20.** maintain the machine.

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** the organisations policies and procedures.
- KU2.** responsibilities under health, safety and environmental legislation.
- KU3.** guidelines for storage and disposal of waste materials.
- KU4.** potential hazards associated with the machines and the safety precautions that must be taken.
- KU5.** protocol to obtain more information on work related tasks.
- KU6.** contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment.
- KU7.** details of the job role and responsibilities.
- KU8.** work target and review mechanism with your supervisor.
- KU9.** protocol and format for reporting work related risks/ problems.
- KU10.** method of obtaining/ giving feedback related to performance.
- KU11.** importance of team work and harmonious working relationships.
- KU12.** process for offering/ obtaining work related assistance.
- KU13.** working of the stick making m/c, its different parts and their functions.
- KU14.** need for sorting of sticks.
- KU15.** need for polishing.
- KU16.** proper storing methods.
- KU17.** knowledge of types of sticks based on quality and quantity measurements.
- KU18.** different types of defects/quality errors/issues.
- KU19.** knowledge of different parts of machines.
- KU20.** common hazards in the work area and workplace procedures for dealing with them.

Generic Skills (GS)

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

- GS1.** write in local language.
- GS2.** read measurement instructions.
- 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.

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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>Drawing out sticks from the Bamboo Split using stick making machine</i>	20	35	-	-
PC1. appropriate usage of stick making machine to make sticks of the required dimensions and cross- sectional shape, i.e. circular or square.	4	6	-	-
PC2. effectively handle the split during feeding to stick making machine.	2	3	-	-
PC3. choose uniform splits for making sticks.	1	3	-	-
PC4. periodically feed to ensure regular workflow.	2	3	-	-
PC5. maintain the stick making machine.	1	3	-	-
PC6. clean the machine parts regularly to ensure effective functioning.	1	3	-	-
PC7. check that the materials to be used are free from faults.	2	3	-	-
PC8. conform to company quality standards.	2	3	-	-
PC9. maintain the sharpness of the blade fo a machine.	1	2	-	-
PC10. leave work area safe,clean and secure when work is complete free from hazards.	2	3	-	-
PC11. take safety precautions while handling the stick making machine.	2	3	-	-
<i>Sizing the sticks of required lengths by M/C</i>	16	29	-	-
PC12. take appropraite amount of sticks to be feed for cutting in machine.	1	3	-	-
PC13. appropriate placement of sticks to get uniforms size of sticks.	1	3	-	-
PC14. take a standard length for cutting sticks for agarbatti sticks (8-9).	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. fix the sticks into machine properly to avoid any error.	2	3	-	-
PC16. ensure minimal wastage while cutting sticks in sizes.	2	3	-	-
PC17. take safety precautions while handling the stick cutting machine.	2	5	-	-
PC18. properly dispose of unwanted sticks.	2	3	-	-
PC19. maintain the sharpness of the blade for a machine.	2	3	-	-
PC20. maintain the machine.	2	3	-	-
NOS Total	36	64	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N7808
NOS Name	To carry out bamboo stick making & sizing using M/Cs
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Agarbatti)
Occupation	Bamboo Stick Making M/C Operator
NSQF Level	2.5
Credits	2
Version	2.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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HCS/N7809: To carrying out polishing, drying, bundling & packing bamboo sticks

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out polishing, drying, bundling and packing of bamboo sticks as per requirements.

Scope

The scope covers the following :

- to carry out polishing of bamboo sticks by polishing machine
- drying of bamboo sticks in sunlight
- bundling and packaging of Bamboo sticks

Elements and Performance Criteria

To carry out polishing of bamboo sticks by polishing machine

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

- PC1.** choose the sticks with the required dimensions for polishing.
- PC2.** appropriate handling of machine to ensure effective work.
- PC3.** take the necessary action when materials do not conform to quality standards.
- PC4.** to ensure the removal of bamboo fibre while in process of polishing.
- PC5.** identify modifiable defects and rework on them.
- PC6.** carry out work safely and at a rate which maintains work flow.
- PC7.** carry out quality checks at specified intervals according to instructions.
- PC8.** maintain proper storage of sticks.
- PC9.** maintain the required productivity and quality levels.

Drying of bamboo sticks in sunlight

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

- PC10.** identify the sticks with fibres removed uniformly.
- PC11.** ensure uniform and complete drying.
- PC12.** properly dispose unwanted sticks.

Bundling and packaging of Bamboo sticks

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

- PC13.** prepare unit bunches of handmade stick by taking appropriate amount(weight/number of pieces as per market demand)of bamboo sticks from the sorted bulk lot.
- PC14.** undertake precautions while storing the sticks to avoid moisture.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** safe working practices and organisational procedures.
- KU2.** the organisation's procedures and guidelines.
- KU3.** quality systems and machine embroidery 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.** need for sorting of sticks.
- KU11.** need for drying of sticks.
- KU12.** proper storing methods.
- KU13.** knowledge of types of sticks based on quality and quantity measurements.
- KU14.** different types of defects/quality errors/issues.
- KU15.** common hazards in the work area and workplace procedures for dealing with them.

Generic Skills (GS)

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

- GS1.** write in local language.
- GS2.** read measurement instructions.
- 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>To carry out polishing of bamboo sticks by polishing machine</i>	26	35	-	-
PC1. choose the sticks with the required dimensions for polishing.	4	5	-	-
PC2. appropriate handling of machine to ensure effective work.	4	5	-	-
PC3. take the necessary action when materials do not conform to quality standards.	3	3	-	-
PC4. to ensure the removal of bamboo fibre while in process of polishing.	3	4	-	-
PC5. identify modifiable defects and rework on them.	3	4	-	-
PC6. carry out work safely and at a rate which maintains work flow.	3	5	-	-
PC7. carry out quality checks at specified intervals according to instructions.	2	3	-	-
PC8. maintain proper storage of sticks.	2	3	-	-
PC9. maintain the required productivity and quality levels.	2	3	-	-
<i>Drying of bamboo sticks in sunlight</i>	11	14	-	-
PC10. identify the sticks with fibres removed uniformly.	3	4	-	-
PC11. ensure uniform and complete drying.	4	5	-	-
PC12. properly dispose unwanted sticks.	4	5	-	-
<i>Bundling and packaging of Bamboo sticks</i>	6	8	-	-
PC13. prepare unit bunches of handmade stick by taking appropriate amount(weight/number of pieces as per market demand)of bamboo sticks from the sorted bulk lot.	3	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. undertake precautions while storing the sticks to avoid moisture.	3	4	-	-
NOS Total	43	57	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N7809
NOS Name	To carrying out polishing, drying, bundling & packing bamboo sticks
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Agarbatti)
Occupation	Bamboo Stick Making M/C Operator
NSQF Level	2.5
Credits	1
Version	2.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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HCS/N9908: Working in a Team

Description

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

Elements and Performance Criteria

Commitment and trust

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

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

Communication

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

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

Adaptability

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

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

Creative freedom

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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Generic Skills (GS)

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

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

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Assessment Criteria

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

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9908
NOS Name	Working in a Team
Sector	Handicrafts and Carpet
Sub-Sector	Paper Mache, Carpet, Hand Crocheted Textiles, Handicrafts (Agarbatti), Hand Crafted Textiles, Handicrafts (Bamboo)
Occupation	Procurement, Production, Processing, Designing, Finishing, Weaving, Traditional Hand Embroiderer, Master Hand Embroiderer, Hand Embroidery, Design Tracer, Embroidery Finishing, Hand Block Printer, Block Print Supervisor, Crochet Lace Maker, Master Crochet Lace Maker, Crochet Lace Tailor, Handmade Bamboo Agarbatti Stick Maker, Semi-Mechanized Bamboo Stick Maker, Automatic Stick Making M/C Operator, Hand Rolled Agarbatti Maker, Pedal Operated Machine Agarbatti Maker, Automatic Machine Rolled Agarbatti Maker, Agarbatti Perfume Applicator, Bamboo Processor and Dyer, Bamboo Mat Weaver, Handmade Bamboo Stick Maker (for Woven Mats), Bamboo Basket Maker, Bamboo Utility Handicraft Assembler, Bamboo Utility Product Tailor, Bamboo Artwork Maker.
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

HCS/N9906: Maintaining work area, tools and machines

Description

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

Elements and Performance Criteria

Maintain the work area, tools and machines

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

Qualification Pack

Generic Skills (GS)

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

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

Qualification Pack

Assessment Criteria

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

Qualification Pack

National Occupational Standards (NOS) Parameters

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

Qualification Pack

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

Description

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

Elements and Performance Criteria

Comply with health, safety and security requirements at work

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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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	-	-

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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	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values – Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

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

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

Qualification Pack

Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

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

Essential Digital Skills

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

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

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

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

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

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

KU9. different types of financial products and services

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

Generic Skills (GS)

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

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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	09/05/2022
Next Review Date	09/05/2025
NSQC Clearance Date	09/05/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

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Minimum Aggregate Passing % at QP Level : 50

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N7807.To carry out bamboo cutting, splitting & sliver making using M/Cs	42	58	0	0	100	20
HCS/N7808.To carry out bamboo stick making & sizing using M/Cs	36	64	0	0	100	20
HCS/N7809.To carrying out polishing, drying, bundling & packing bamboo sticks	43	57	0	0	100	20
HCS/N9908.Working in a Team	29	71	-	-	100	10
HCS/N9906.Maintaining work area, tools and machines	21	29	-	-	50	10
HCS/N9913.Maintain health, safety and security at workplace	30	70	-	-	100	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
Total	221	379	-	-	600	100

Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

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