



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

Contact Us:

HCSSC, New Delhi
Handicrafts & Carpet
Sector Skill Council,
EPCH House,
Pocket 6 & 7, Sector
C,
Vasant Kunj,
New Delhi-110070

E-mail: hcsc@hcsc.in



Contents

1. Introduction and Contacts	1
2. Qualifications Pack.....	2
3. OS Units.....	2
4. Glossary of Key Terms	3

Introduction

Qualifications Pack- Yarn Opener

SECTOR: Handicrafts and Carpet

SUB-SECTOR: Carpet

OCCUPATION: Processing

REFERENCE ID: HCS/Q5001

ALIGNED TO: NCO-2004/7432.20

Brief Job Description: The yarn opener is a job role responsible for preparing the yarn for weaving. The Yarn opening consists of three major tasks i.e. 1. Unreeling the yarn hank, 2. To ply the yarns together from single to several plies (threads) as per requirement, 3. Convert into ball form (pindi) needed for weaving

Personal Attributes: The yarn opener should be keen, vigilant, good eyesight and patient. He should be free from defects of colour vision



Job Details

Qualifications Pack Code	HCS/Q5001		
Job Role	Yarn Opener		
Credits (NSQF)	TBD	Version number	1.0
Sector	Handicrafts and Carpet	Drafted on	30/04/15
Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Processing	Next review date	26/05/16

Job Role	Yarn Opener
Role Description	To unreel carpet threads with the help of manually operated Reeling Wheel (locally called charkha), make doublings with 3-5 threads and roll in a ball form suitable for next processes. This process is executed outside the main manufacturing site and performed in-house by local women folk.
NSQF level	3
Minimum Educational Qualifications*	Preferably atleast Class V (Desirable primary education)
Maximum Educational Qualifications*	Not Applicable
Training (Suggested but not mandatory)	Not Applicable
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	Compulsory: 1. HCS/N5001 Operation of hand operated Charkha 2. HCS/N9906 Maintain work area, tools and machines 3. HCS/N9907 Maintain health, safety and security at workplace Optional: Not Applicable
Performance Criteria	As described in the relevant OS units



Keywords /Terms	Description
Definitions	Sector is a conglomeration of different business operations having similar businesses 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.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential achieving the objectives of the function.
Job role	Job role defines unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve consistently while carrying out a function at the workplace. Occupational Standards as set of competencies is applicable both in Indian and overreaching global contexts.
Performance Criteria	Performance Criteria defined for a task are statements that together specify the standard of performance while carrying out the task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises set of OS, together with the educational, training and other criteria that are required to perform a job role satisfactorily at workplace. A Qualifications Pack is assigned a unique qualification pack code for clear identification.
Knowledge and Understanding	Knowledge and Understanding are statements which together as a set specify the technical, generic, professional and organization specific knowledge that an individual needs to possess in order to perform and meet the required standards consistently.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates. It includes elements of operational knowledge

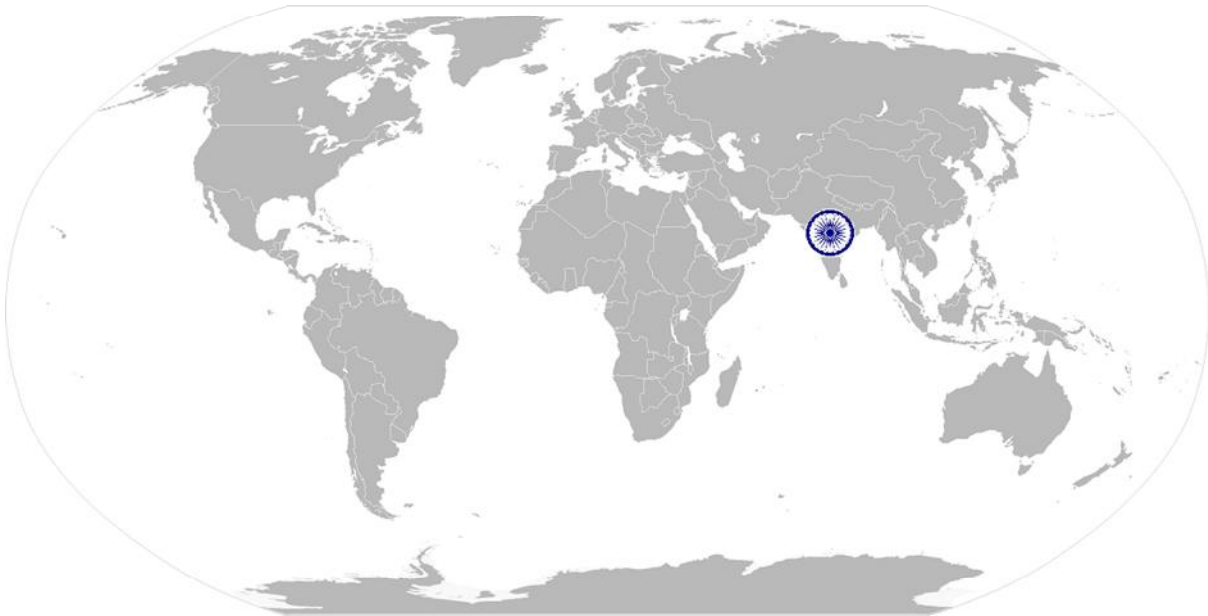


	contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It is usually coined with specifically designated roles and responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills as set are group of skills. It is key to working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include mainly communication related skills that are applicable to most job roles.
Sector	Sector is a conglomeration of different business operations having similar businesses 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.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
HCS	Handicrafts and Carpet Skill Sector Council
NSDC	National Skill Development Corporation

Acronyms



National Occupational Standard



Overview

This unit is about capturing skills and attributes for running hand-operated charkha for unreeling of yarn, doubling and finally rolling of yarn in ball form suitable for next processes of carpet making.



HCS/N5001

Operation of Hand operated Charkha

National Occupational Standard	Unit Code	HCS/N5001
	Unit Title (Task)	Operation of Hand operated Charkha
	Description	This unit describes loading of dyed/undyed yarn in hank form onto hand-operated charkha and unreeling threads by rotating the machine. The unreeled threads of single ply are checked for quality, cleaned for entanglements and finally doubled with 3-5 such threads and subsequently rolled into suitable ball form.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Operating of Charkha machine. Reporting and Recording of Production Results
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Operating of Charkha machine	<p>PC1. check hanks to ensure it matches with quality defined for shade, materials etc</p> <p>PC2. prepare hanks properly so that it can be unreeled easily without any entanglement</p> <p>PC3. ensure the wheel rotates comfortably with no undue jerks and/or tilting of frame, having no hooks, no worn out points and alike which may cause damage to materials and/or person operating the machine.</p> <p>PC4. load hanks on the charkha or any other appropriate tool for opening</p> <p>PC5. unreel threads with no entanglement and defects</p> <p>PC6. carefully knot any broken thread during unreeling</p> <p>PC7. plying of threads</p> <p>PC8. reeling plied threads in suitable ball form (pindi)</p> <p>PC9. ensure that two lots of yarn (even if of the same shade) do not get mixed up together</p>
	Reporting and Recording of Production Results	PC12. record information related to production including thread count, number of ply, shade, quantity, thread quality, number of balls produced etc.
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and its processes)	<p>KA1. general rules and regulations in a carpet industry</p> <p>KA2. color coding, marking, labeling or any identification mark/procedure followed to ensure product matches customer's specified requirements for quality</p> <p>KA3. identify quality and production targets and the effect of not meeting these on self and/or organization performance</p>



HCS/N5001

Operation of Hand operated Charkha

B. Technical Knowledge	<p>KB1. Understanding the importance of</p> <ul style="list-style-type: none"> • Ability to identify different types of yarn • Ply • Ability to distinguish shades / colors • types of common yarn defects • general characteristics of good quality yarn – appearance, cleanliness, free from entanglement, uniformity, shade etc <p>KB2. Potential consequences of not rectifying faults</p> <p>KB3. Acceptable solutions for specific faults identified/detected</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	SA1. Write information clearly and legibly
	Reading Skills
	SA2. Read and comprehend written instructions
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	SA3. Communicate with supervisor appropriately
	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
	The user/individual on the job needs to know and understand:
	SB2. plan and organize service feedback files/documents
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB3. manage relationships with customers
	SB4. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand how to:
SB5. Apply problem-solving approaches in different situations	
SB6. Seek clarification on problems from others	
SB7. Detection of faults with/without aids of simple tools	
SB8. Identify potential sources which cause generation of faults	
Analytical Thinking	
The user/individual on the job needs to know and understand how to:	
SB1. use the existing data to arrive at specific data points	
Critical Thinking	



HCS/N5001

Operation of Hand operated Charkha

	The user/individual on the job needs to know and understand how to: SB2. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action
	Attention to Detail
	SB3. Apply good attention to detail SB4. Check work is complete and free from errors

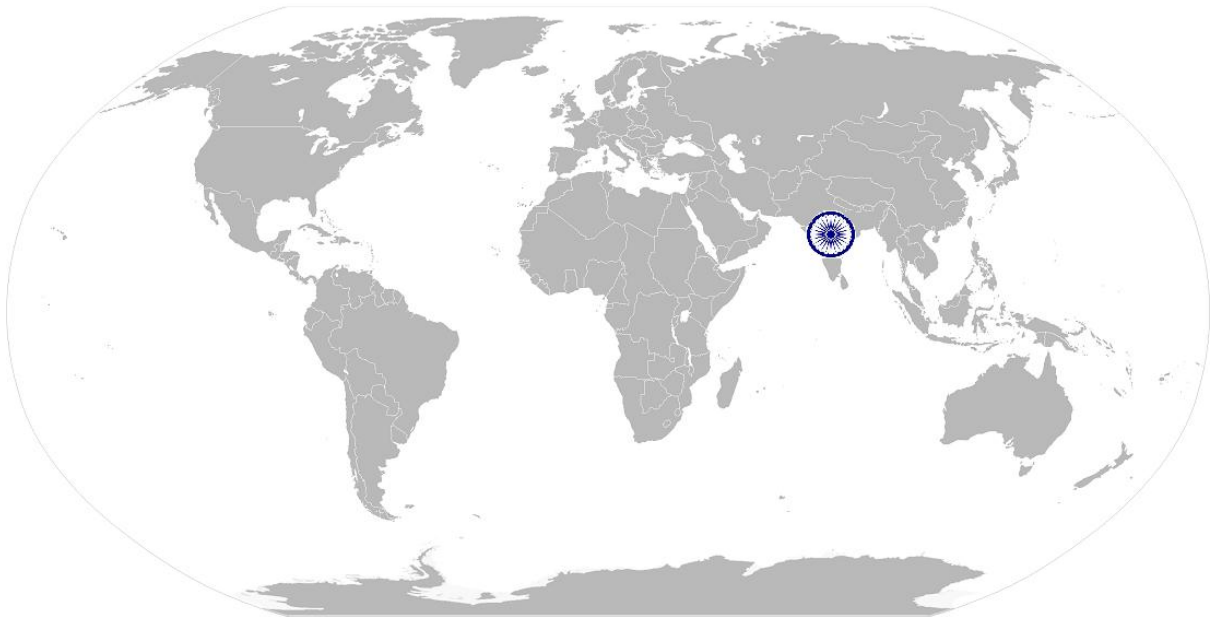
NOS Version Control

NOS Code	HCS /N5001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Processing	Next review date	26/05/16





National Occupational Standard



Overview

This unit is about maintaining work areas and activities to ensure tools and machines are maintained as per norms.



HCS/N9906

Maintaining work area, tools and machines

National Occupational Standard	Unit Code	HCS/N9906
	Unit Title (Task)	Maintaining work area, tools and machines
	Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/maintain work areas and activities to ensure tools and machines are maintained as per norms
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Proper maintaining of work area and activities • Maintenance of work related handtools and equipments
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Maintain the work area, tools and machines	PC1. Handle materials, reeling machine and tools with care PC2. Maintain clean and hazard free working area PC3. Use clean machine and methods appropriate for the work to be carried out PC4. Dispose of waste safely in the designated location PC5. Keep machine safely after away from reach of children after use
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	KA1. Personal hygiene and duty of care KA2. Safe working practices KA3. Effective communication with superiors KA4. The company's quality standards KA5. Importance of complying with written instructions
	B. Technical /Domain Knowledge	KB1. Work instructions and ability to interpret them accurately KB2. Relation between work role and the overall manufacturing process KB3. Hazards likely to be encountered when carrying out the process KB4. Maintenance procedures KB5. Safe working practices for maintenance KB6. Effects of contamination on products i.e. machine oil, dirt, foreign materials
Skills (S) [Optional]		
A. Core Skills/ Generic Skills	Writing Skills	
	The user/ individual on the job needs to know and understand how to: SA1. prepare status and progress reports SA2. write memos and e-mail to customers, co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct	
	Reading Skills	
	The user/individual on the job needs to know and understand how to: SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets	



HCS/N9906

Maintaining work area, tools and machines

	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. discuss task lists, schedules, and work-loads with co-workers SA5. keep co-workers and supervisors informed about progress
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize service feedback files/documents
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers SB4. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB6. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. use the existing data to arrive at specific data points
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

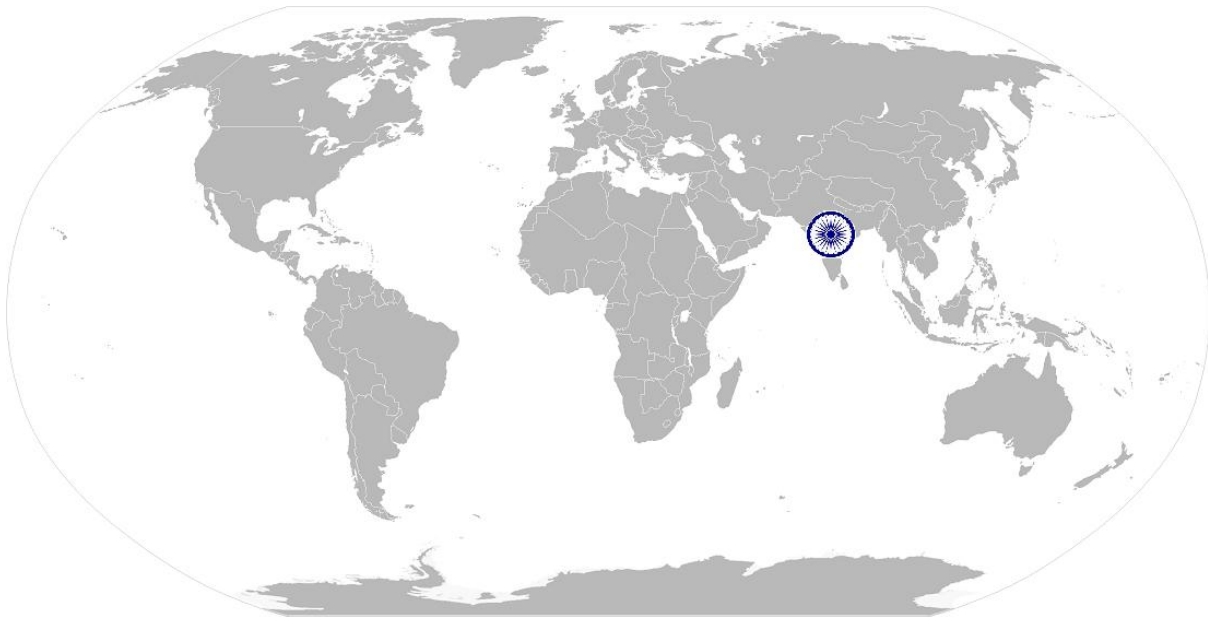


HCS/N9906

Maintaining work area, tools and machines

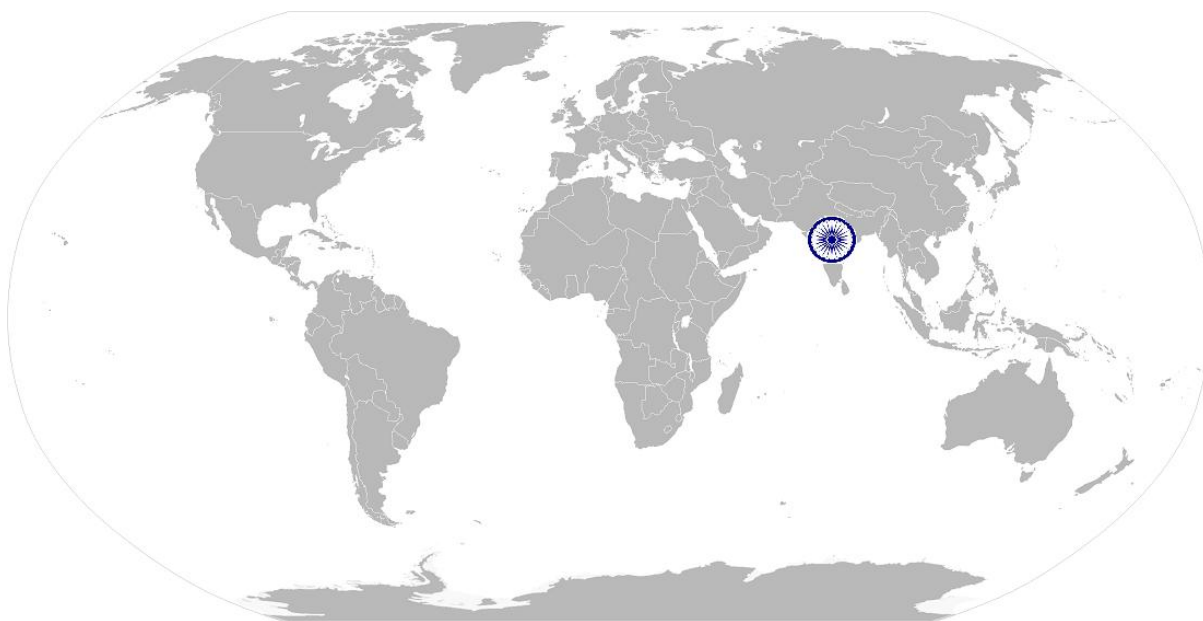
NOS Version Control

NOS Code	HCS/N9906		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Processing	Next review date	26/05/16





National Occupational Standard



Overview

This unit is about maintaining work areas and activities to ensure health, safety & security are maintained as per norms.



HCS/ N9907

Maintain health, safety and security at work place

National Occupational Standard

Unit Code	HSC/ N9907
Unit Title (Task)	Maintain health, safety and security at work place
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 minimize risk to self and others.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> To comply with health, safety and security requirements at work
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Comply with health, Safety and security requirements at work	<p>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Use and maintain personal protective equipment such as "Nose Mask" etc. as per protocol</p> <p>PC3. Carry out own activities in line with approved guidelines and procedures</p> <p>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. Follow environment management system related procedures</p> <p>PC6. Identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. Report any service malfunctions that cannot be rectified</p> <p>PC8. Store materials and equipment in line with organisational requirements</p> <p>PC9. Safely handle and remove waste</p> <p>PC10. Minimize health and safety risks to self and others due to own actions</p> <p>PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. Monitor the workplace and work processes for potential risks and threat</p> <p>PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. Report hazards and potential risks/threats to supervisors or other authorized personnel</p> <p>PC15. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. Follow organisation procedures for shutdown and evacuation when required</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and	<p>KA1. Health and safety related practices applicable at the workplace</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p> <p>KA3. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to minimize them</p> <p>KA5. Environmental management system related procedures at the workplace</p>



HCS/ N9907

Maintain health, safety and security at work place

its processes)	<p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical Knowledge	<p>KB1. Occupational health and safety risks and methods</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. prepare status and progress reports</p> <p>SA2. 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</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA5. keep coworker and supervisor informed about progress</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make decisions pertaining to the concerned area of work</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand:</p> <p>SB2. plan and organize service feedback files/documents</p>
	Customer Centricity
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. manage relationships with customers</p>	



HCS/ N9907

Maintain health, safety and security at work place

	SB4. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB6. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. use the existing data to arrive at specific data points
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

NOS Version Control

NOS Code	HCS / N9907		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Processing	Next review date	26/05/16



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Yarn Opener

Qualification Pack HCS/Q5001

Sector Skill Council Handicraft and Carpet

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each 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 PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

		Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
1. HCS/N5001- Operation of hand operated Charkha	PC1. Check hanks to ensure it matches with quality defined for shade, materials etc	100	10	4	6
	PC2. Prepare hanks properly so that it can be unreel easily without any entanglement		10	4	6
	PC3. Ensure the wheel rotates comfortably with no undue jerks and/or tilting of		10	4	6
	PC4. Frame, having no hooks, no worn out points and alike which may cause		10	4	6
	PC5. Damage to materials and/or person operating the machine.		10	4	6
	PC6. Load hanks on the charkha or any other appropriate tool for opening		6	3	3
	PC7. Unreel threads with no entanglement and defects		6	3	3



	PC8. Carefully knot any broken thread during unreeling		6	3	3
	PC9. Plying of threads		8	4	4
	PC10. Reeling plied threads in suitable ball form (pindi)		8	4	4
	PC11. Ensure that two lots of yarn (even if of the same shade) do not get mixed up together		8	4	4
	PC12. Record information related to production including thread count, number of ply, shade, quantity, thread quality, number of balls produced etc.		8	4	4
		Total	100	45	55
2. HCS/N9906- Maintain workarea, tools and machines	PC1. Handle materials, reeling machine and tools with care	50	10	4	6
	PC2. Maintain clean and hazard free working area		10	4	6
	PC3. Use clean machine and methods appropriate for the work to be carried out		10	4	6
	PC4. Dispose of waste safely in the designated location		10	4	6
	PC5. Keep machine safely after away from reach of children after use		10	4	6
		Total	50	16	34
3. HCS/N9907- Maintain Health, Safety and Security at Workplace	PC1. Comply with health and safety related instructions applicable to the workplace	100	15	5	10
	PC2. Use and maintain personal protective equipment such as "Nose Mask" etc. and other relevant protocols (Washer specific - personal protective equipments (PPE), gum boots, apron and hand gloves wherever applicable)		15	5	10
	PC3. Carry out work activities in line as per prescribed guidelines and procedures		15	5	10



	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		15	5	10
	PC5. Identify and correct (if possible) malfunctions in machinery and equipment		15	5	10
	PC6. Report malfunctions of tools to supervisors wherever applicable		15	5	10
	PC7. Monitor the workplace and work processes for potential risks and threat		10	4	6
		Total	100	34	66