



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

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Introduction

Qualifications Pack- Colour Cut & Carpet Repairer (Rang Katawaala)

SECTOR: Handicrafts and Carpet

SUB-SECTOR: Carpet

OCCUPATION: Finishing

REFERENCE ID: HCS/Q5405

ALIGNED TO: NCO-2004/7432.62

Colour cut & Carpet Repairer: The Colour cut & Carpet Repairer checks and corrects carpet for clarity of design, colour/shade, cleanliness etc.

Brief Job Description: The Colour cut & Carpet Repairer also called Rang Katawaala is a job role responsible for checking and correcting carpets for observable defects in terms of shade variation, tonal variation, stains, non-linearity at border, broken pile, knots, unlevel border, etc.

Personal Attributes: The repairer should be patient and hard working. He should have good colour sense, investigative and man looking for perfectionism. He should be quick to detect faults. He should have tenacity long hours of sedentary work.



Job Details	Qualifications Pack Code	HCS/Q5405		
	Job Role	Colour Cut & Carpet Repairer		
	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	Finishing	Next review date	26/05/16
Job Role	Colour Cut & Carpet Repairer			
Role Description	To execute the task of drying of carpet after rinsing while allowing it to dry under direct sun or using special set of machines for drying.			
NSQF level	3			
Minimum Educational Qualifications*	Preferably Class V			
Maximum Educational Qualifications*	Not Applicable			
Training (Suggested but not mandatory)	Not Applicable			
Experience	1-2 years of working in carpet/textile finishing or quality control department			
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. HCS/N5405 Colour Repairing and Carpet Mending 2. HCS/N9906 Maintain work area, tools and machines 3. HCS/N9908 Working in a team 4. HCS/N9907 Maintain health, safety and security at workplace 5. HCS/N9909 Comply with industry and organizational requirement <p>Optional: Not Applicable</p>			
Performance Criteria	As described in the relevant OS units			



Keywords /Terms	Description	
Definitions	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.
	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



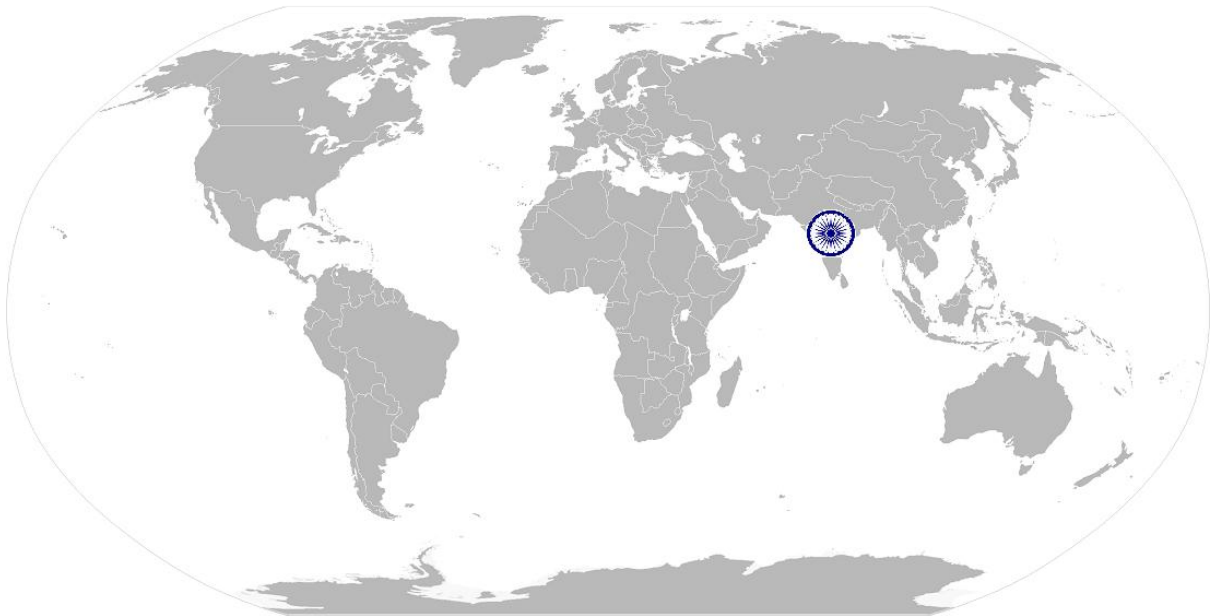
HCS/N5405

NOS
National Occupational Standards



Colour Repairing and Carpet Mending

National Occupational Standard



Overview

This unit is NOS describes about the skills, tools, techniques and knowledge required to accomplish the task of checking and mending of carpets detected with colour related defects and weaving faults repairable in nature.



HCS/N5405

Colour Repairing and Carpet Mending

National Occupational Standard

Unit Code	HCS/N5405
Unit Title (Task)	Colour Repairing and Carpet Mending
Description	This unit is about inventory of skills, knowledge, tools, techniques and machines needed for execution of the task of colour repairing and mending of faults.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Observing class and nature of faults Repairing of faults
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Analysis of Faults	PC1. Identify repairable and irreparable faults PC2. Identify and classify colour difference in terms of hue and tone PC3. Identify defects like stains, spots, dirt etc PC4. Detect mendable faults like knots, pile alignment etc
Repairing of Faults	PC5. Correct spots and dirt stains with selection and use of suitable colour stone and/or thinner PC6. Correct colour variation with selection and use of suitable colour pencil PC7. Prepare suitable colour solution to paint and overcome shade variation PC8. Correct mendable defects by repairing
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	KA1. general rules and regulations in a carpet processing section KA2. Safe working practices KA3. Correct working practices for inspection and checking KA4. The process of repairing and how it is affected by previous processes and how it affects subsequent processes
B. Technical Knowledge	KB1. Type of fiber, yarn and carpet being processed KB2. Understandings about: <ul style="list-style-type: none"> Material composition of carpet Dyes, chemicals, oils and stains Weaving defects Processing defects Light and Sublimation Fastness of dyes KB3. process flow in handmade carpet manufacturing processing sector KB4. importance of cleanliness at workplace KB5. Explain difference between correctable and non-correctable drying faults KB6. Acceptable solutions for specific faults identified/detected KB7. Method to make use of the information detailed in specifications and Work instructions



HCS/N5405

Colour Repairing and Carpet Mending

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 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
	Oral Communication (Listening and Speaking skills)
B. Professional 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
	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	

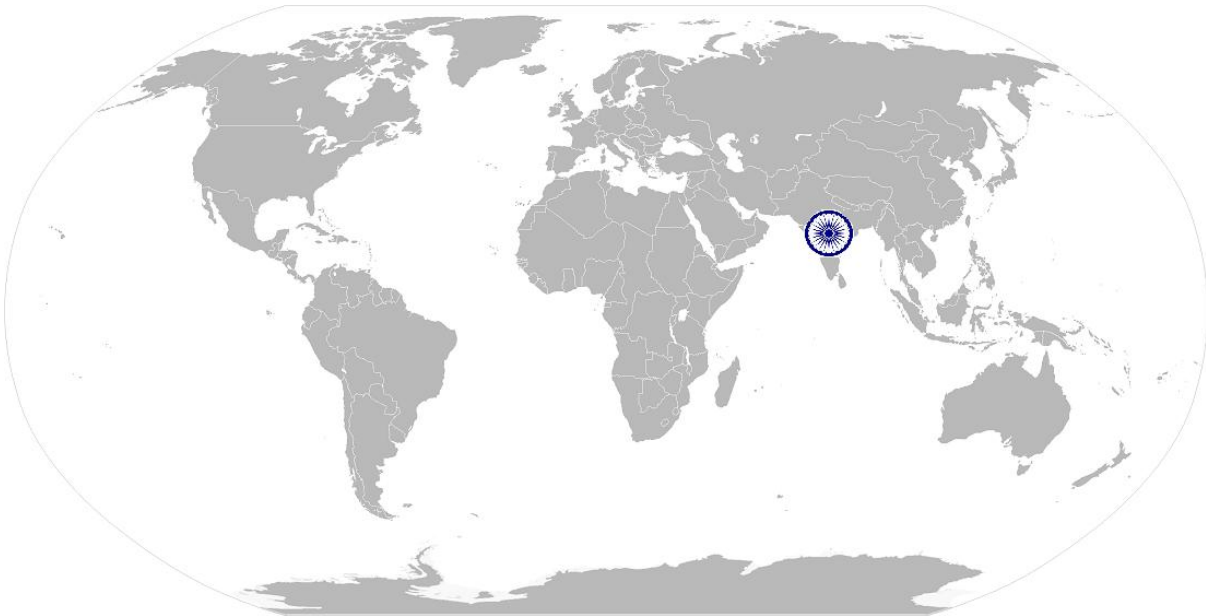


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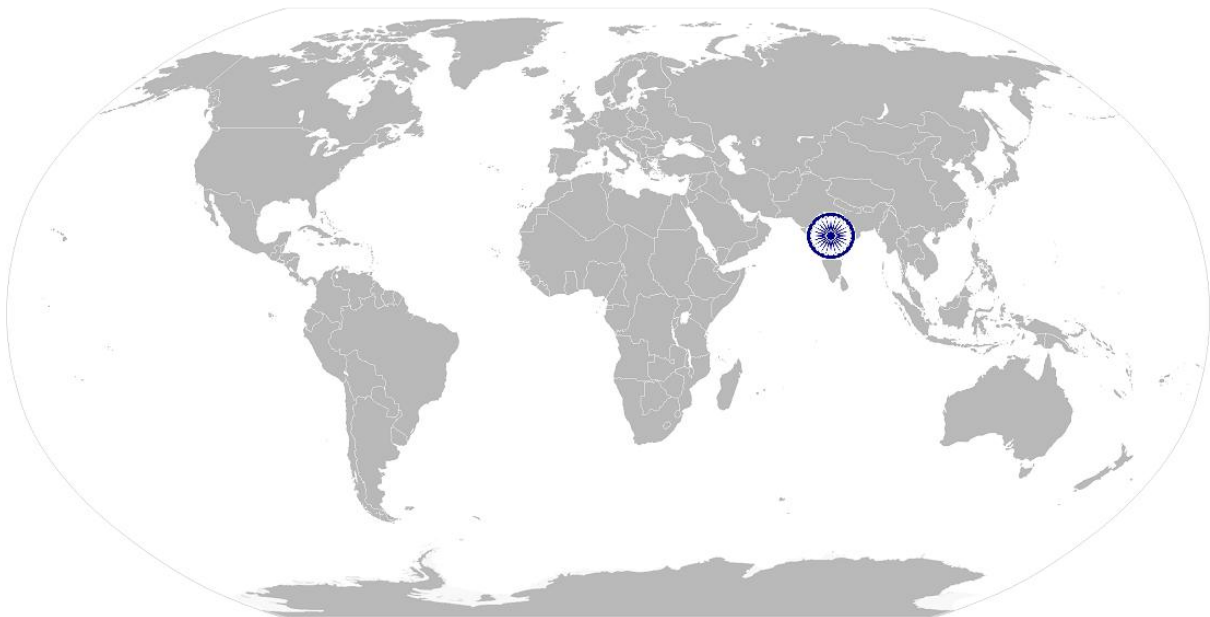
Colour Repairing and Carpet Mending

NOS Version Control

NOS Code	HCS/N5405		
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	Finishing	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	
Element	Performance Criteria
Maintain the work area, tools and machines	PC1. handle materials, machinery, equipment and tools with care and use them in correct way PC2. Use correct lifting 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 one's 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 (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	KA1. personal hygiene and duty of care KA2. safe working practices and organizational procedures KA3. ways of resolving conflicts/problems within the work area KA4. the production process and the specific work activities that relate to the whole process KA5. organization's rules, codes and guidelines (including timekeeping) KA6. the company's quality standards KA7. 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 maintenance process KB4. maintenance procedures KB5. importance of running maintenance and regular cleaning KB6. safe working practices for maintenance KB7. the importance of taking action when problems are identified KB8. effects of contamination on products i.e. machine oil, dirt, foreign materials KB9. common faults with equipment and the method to rectify



HCS/N9906

Maintaining work area, tools and machines

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 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
	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 coworker and supervisor 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 manage work routine based on company procedure SB3. plan and organize service feedback files/documents
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB8. 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: SB9. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

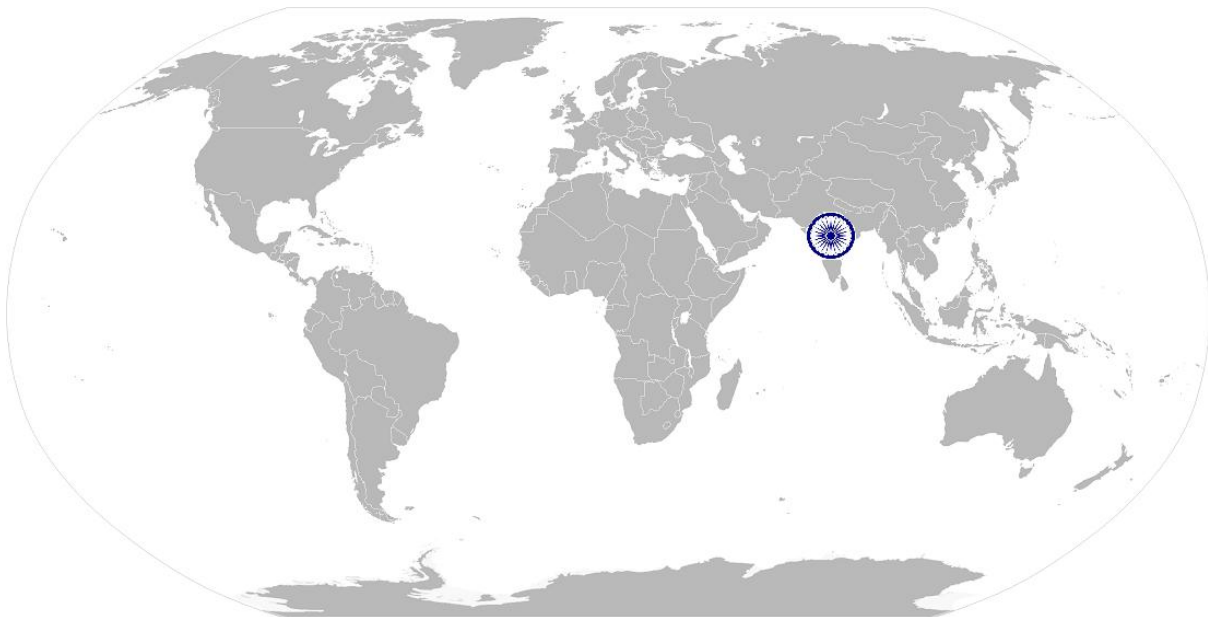


HCS/N9906

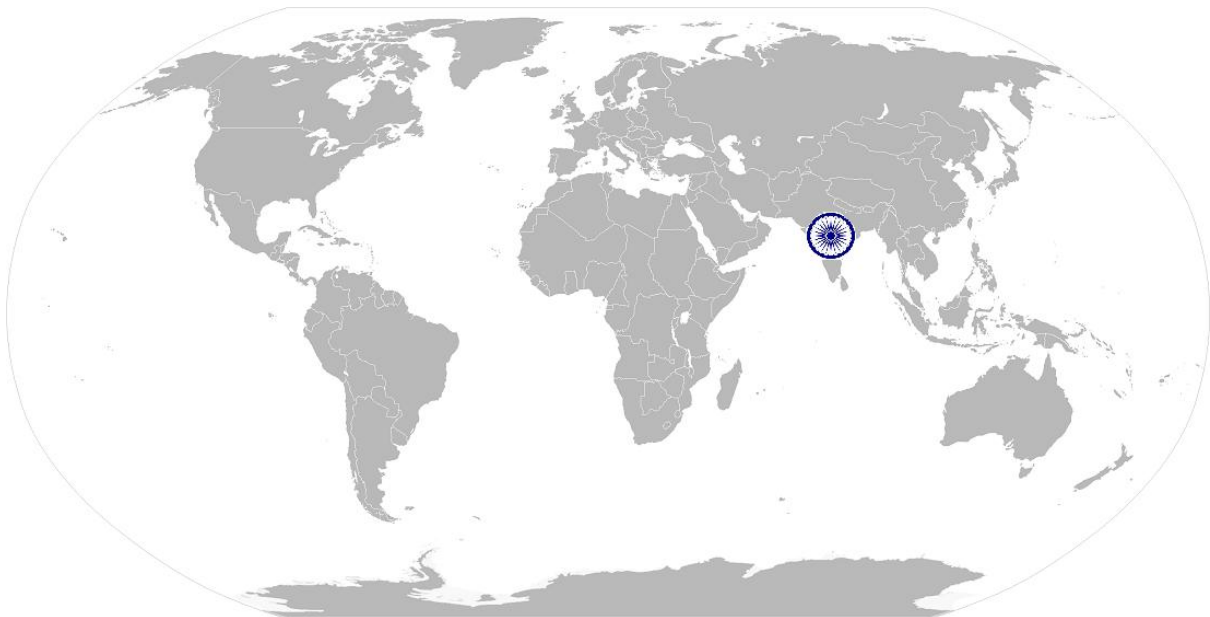
Maintaining work area, tools and machines

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	Finishing	Next review date	26/05/16



National Occupational Standard



Overview

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



HCS/N9908

Working in a team

National Occupational Standard

Unit Code	HCS/N9908
Unit Title (Task)	Working in a team
Description	This unit is about working as a team member in the role of carpet hand operated loom weaver
Scope	<ul style="list-style-type: none"> • Commitment and trust • Communication • Adaptability • Creative freedom
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Commitment and trust	PC1. Be accountable to one's own role in whole process of weaving PC2. Perform all roles with full responsibility PC3. Be effective and efficient at workplace
Communication	PC4. Properly communicate about company policies PC5. Talk politely with other team members and colleagues
Adaptability	PC6. Adjust in different work situations PC7. Give due importance to others' point of view PC8. Avoid conflicting situations
Creative freedom	PC9. Develop new ideas for work procedures PC10. Improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	KA1. General rules and regulations in a carpet sector KA2. Procedure followed to get the final output KA3. Safe working practices to be adopted KA4. Reporting to the supervisor or higher authority about any grievances faced
B. Technical Knowledge	KB1. Understanding the importance of the previous and next step of the process KB2. Process flow in a carpet weaving section KB3. Material sequence of flow KB4. Functions of different parts of carpet hand operated loom KB5. Tools and equipments used KB6. Guidelines for operating the hand operated loom KB7. Safety procedures to be followed in hand operated loom



HCS/N9908

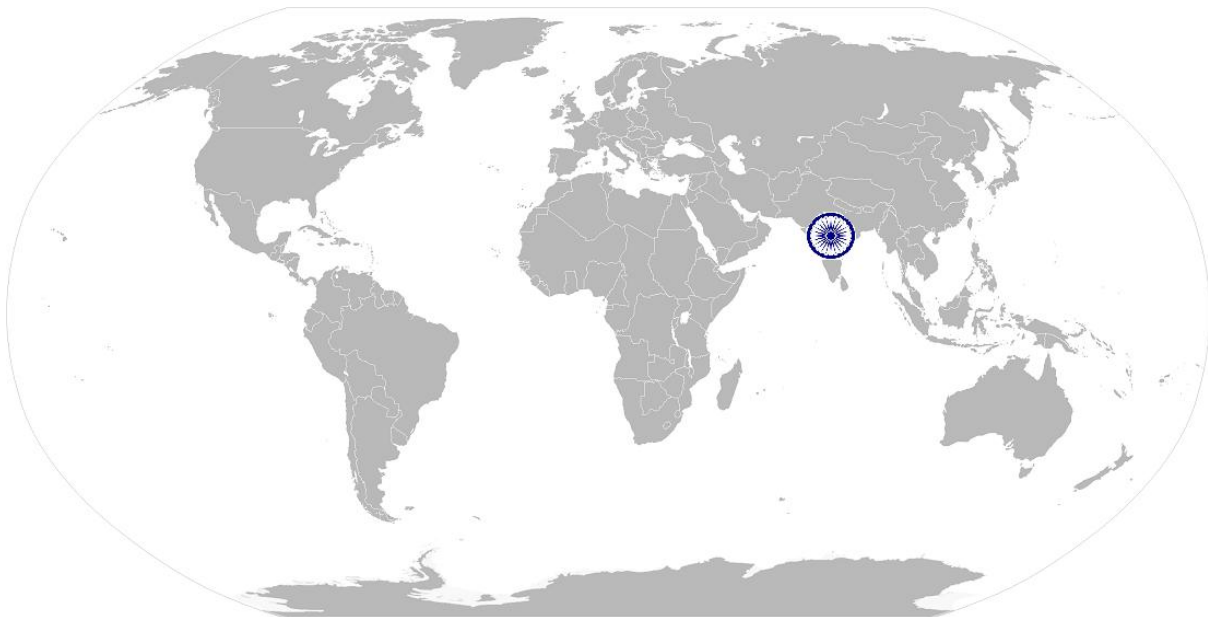
Working in a team

Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	SA1. Write instructions in local language SA2. Write daily work report SA3. Write grievance complaint application
	Reading Skills
	SA4. Read and comprehend written instructions
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	SA5. Communicate with superiors appropriately SA6. Talk to workers to convey information effectively
	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. deal with clients lacking the technical background to solve the problem on their own SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB8. 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: SB9. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

Working in a team

NOS Version Control

NOS Code	HCS/N9908		
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	Finishing	Next review date	26/05/16





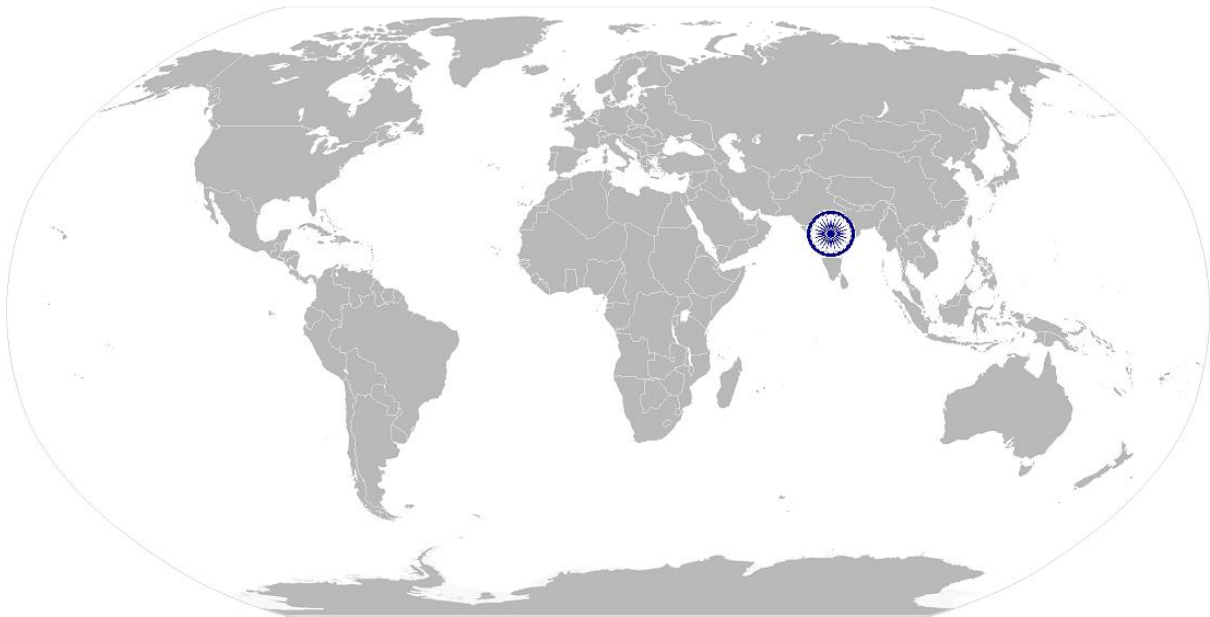
HCS/N9907

NOS
National Occupational Standards



Maintaining health and safety at work place

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

Maintaining health and safety at work place

National Occupational Standard	Unit Code	HCS/N9907
	Unit Title (Task)	Maintaining health and safety at work place
	Description	This OS unit is about ensuring Health and safety standards at work place and correct procedures to prevent control and minimize risk to yourself and others in the workplace.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Contribute to the safety and security in the workplace • Taking necessary action in the event of any uncertainty • Raising the alarm and follow correct procedures • Using sensitive and hazardous equipment correctly and safely • Monitor the workplace for hazards
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Follow safety procedures at work place	<p>PC1. Identify activities that can cause potential injury through sharp objects and other tools and equipments</p> <p>PC2. Use and maintain personal protective equipment such as “Nose Mask” etc</p> <p>PC3. Identify areas in the workplace which are potentially hazardous / unhygienic in nature</p> <p>PC4. Conduct regular checks on equipment and machines to identify potential hazards due to wear and tear of the machine</p> <p>PC5. Inform concerned authorities about the potential risks identified in the processes, workplace area/layout, materials used etc</p> <p>PC6. Report malfunctions of tools to supervisors wherever applicable</p> <p>PC7. Follow the instructions given on the equipment manual describing the operating process</p> <p>PC8. Maintain a clean and safe working environment by ensuring no chemicals is spread on the floor resulting in injury</p> <p>PC9. Maintain high standards of personal hygiene at the work place</p>
	Ensure 100% adherence to safety standards	<p>PC10. Ensure zero accidents at workplace</p> <p>PC11. Adhere to safety norms and ensure no damage to any material or individual</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Relevant standards, procedures and policies related to Health, safety and Environment followed at the workplace</p> <p>KA2. Emergency handling procedures and hierarchy for escalations</p> <p>KA3. Organizational procedures for safe handling of equipment / tools wherever applicable</p>



HCS/N9907

Maintaining health and safety at work place

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Basic knowledge of safety procedures (fire-fighting, first aid) within the organization</p> <p>KB2. Basic knowledge of risks/hazards associated with each job role in the organization</p> <p>KB3. Knowledge of personal hygiene and how an individual contribute towards creating a highly safe and clean working environment</p> <p>KB4. Signage related to health and safety and their meaning</p> <p>KB5. Ill-effects of alcohol, tobacco and drugs</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Reading and Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write basic notes and observations</p> <p>SA2. Read safety precautions mentioned in equipment manuals</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Effectively communicate information to co-workers</p> <p>SA4. Question operators / supervisors in order to understand the safety related issues</p> <p>SA5. Attentively listen with full attention and comprehend the information given by the speaker during safety drills and training programs</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Use common sense and make judgments on day to day basis</p> <p>SB2. Use examples of past experiences that could help in effective usage of time and resources</p> <p>SB3. Use intuition and keen observation skills to detect any potential problems which could arise during operations</p>



NOS

National Occupational Standards



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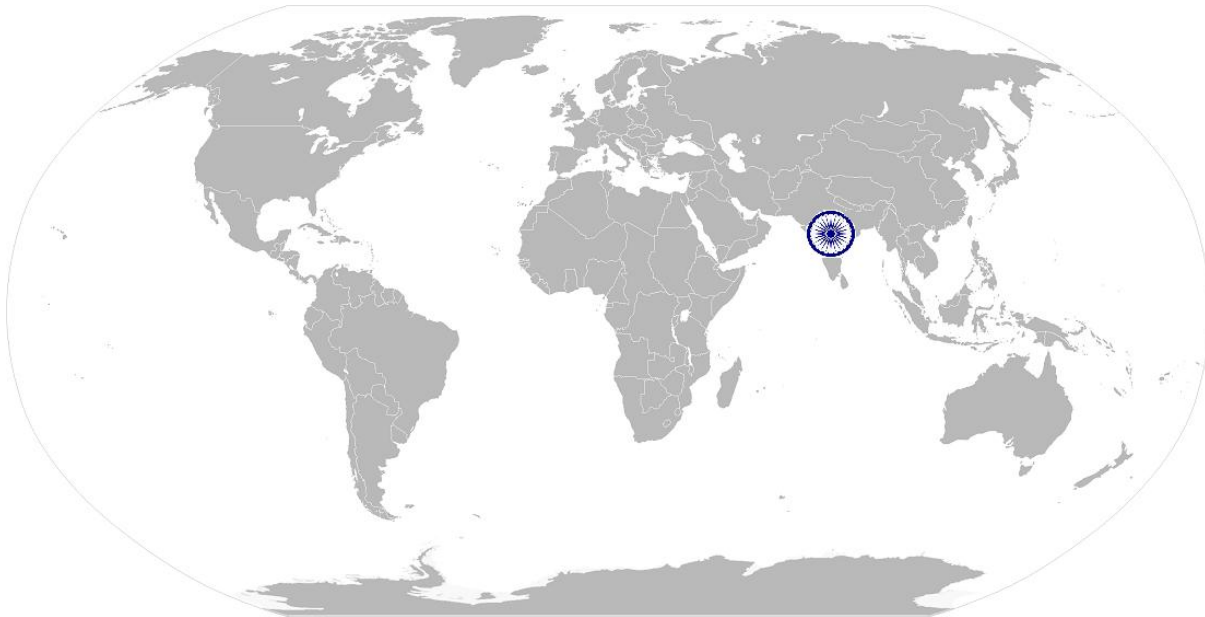
National
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HCS/N9907

Maintaining health and safety at work place

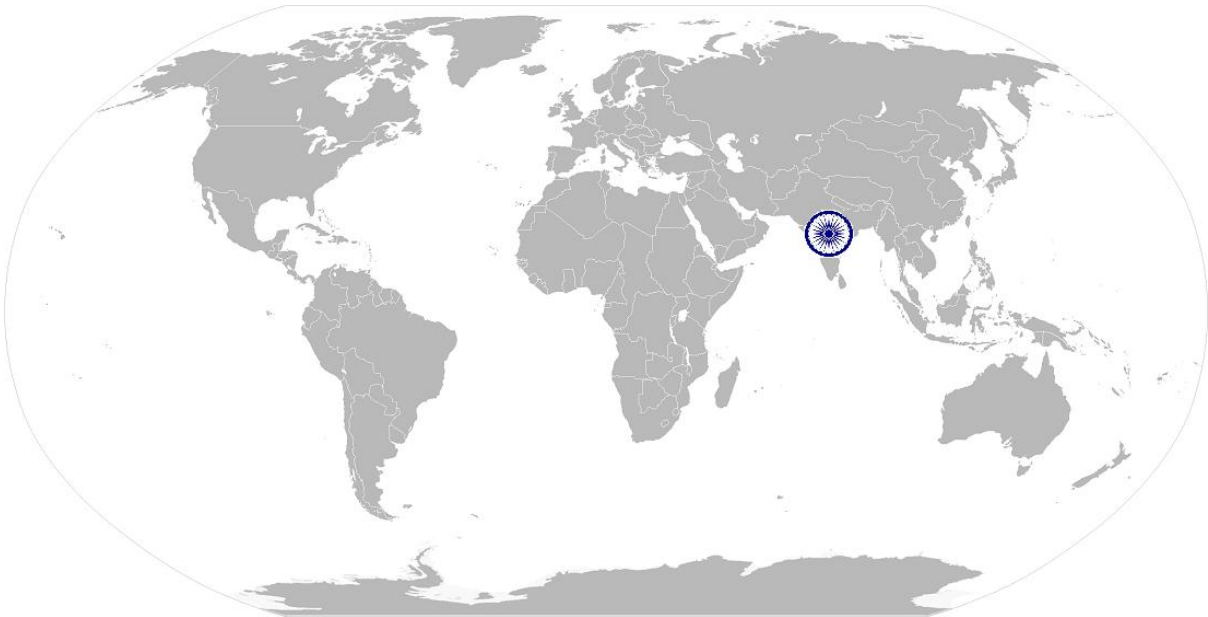
NOS Version Control

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	Finishing	Next review date	26/05/16





National Occupational Standard



Overview

This unit covers performance criteria, knowledge & understanding and skills abilities required to comply with legal and organization requirements.



HCS/N9909

Comply with industry and organizational requirements

National Occupational Standard	Unit Code	HCS/N9909
	Unit Title (Task)	Comply with industry and organizational requirements
	Description	This unit is about knowing, understanding, and complying with the requirements of the organization and carpet industry
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> To Comply with legal and organizational requirements
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Comply with legal and ethical requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel PC3. Apply and follow these policies and procedures within your work practices PC4. Provide support to your supervisor and team members in enforcing these considerations PC5. Identify and report any possible deviation to these requirements
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and its processes)	KA1. The importance of having an ethical and value-based approach KA2. Benefits to your company and yourself due to practice of these procedures KA3. The importance of punctuality and attendance KA4. Specific to the industry/sector, know and understand: <ul style="list-style-type: none"> Legal and ethical requirements Procedures to follow if someone does not meet the requirements KA5. Customer specific requirements mandated as a part of your work process
	B. Technical Knowledge	KB1. Customer specific regulations and their importance KB2. Reporting procedure in case of deviations KB3. Limits of personal responsibility
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 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	



HCS/N9909

Comply with industry and organizational requirements

	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
	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 coworker and supervisor 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 SB7. Take appropriate decisions related to responsibilities SB8. Follow the given standards SB9. Procedure to comply with the standards SB10. Plan and manage work routine based on company procedure SB11. Positively influence your team members into follow procedures as required SB12. Participate and influence your organization's response towards these procedures
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB13. 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: SB14. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

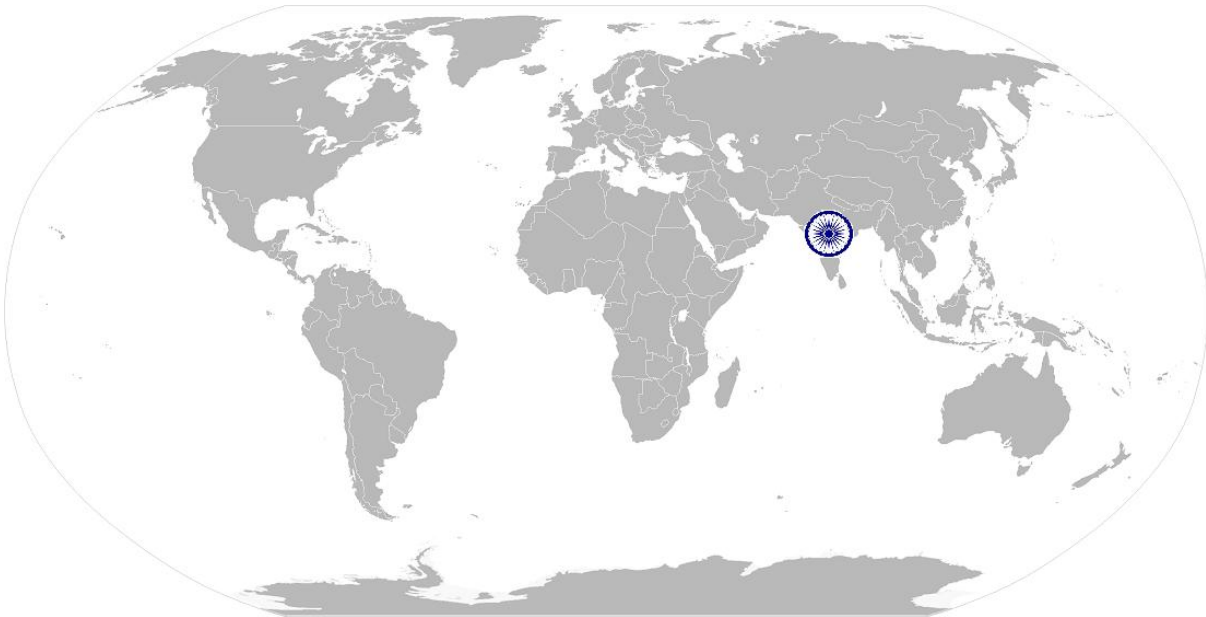


HCS/N9909

Comply with industry and organizational requirements

NOS Version Control

NOS Code	HCS/N9909		
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	Finishing	Next review date	26/05/16





CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Colour Cut & Carpet Repairer

Qualification Pack HCS/Q5405

Sector Skill Council Handicrafts and Carpets

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/N5405 - Colour Repairing and Carpet Mending	PC1. Identify repairable and irreparable faults	25	4	1	3
	PC2. Identify and classify colour difference in terms of hue and tone		5	2	3
	PC3. Identify defects like stains, spots, dirt etc		2	0	2
	PC4. Detect mendable faults like knots, pile alignment etc		2	0	2
	PC5. Correct spots and dirt stains with selection and use of suitable colour stone		2	0	2



	PC6. Correct colour variation with selection and use of suitable colour pencil		2	0	2
	PC7. Prepare suitable colour solution to paint and overcome shade variation		2	0	2
	PC8. Correct mendable defects by repairing		6	0	6
	Total		25	3	22
2. HCS/N9906 - Maintain workarea, tools and machines	PC1. handle materials, machinery, equipment and tools with care and use them in correct way	50	13	5	8
	PC2. Use correct lifting and handling procedures		5	2	3
	PC3. maintain clean and hazard free working area		5	2	3
	PC4. carry out running maintenance of within agreed schedules		5	2	3
	PC5. carry out maintenance and/or cleaning within one's responsibility		5	2	3
	PC6. report unsafe equipment and other dangerous occurrences		5	2	3
	PC7. use clean equipment and methods appropriate for the work to be carried out		2	2	0
	PC8. dispose of waste safely in the designated location		5	2	3
	PC9. store equipment safely after use		5	2	3
	Total		50	21	29
3. HCS/N9908 - Working in a team	PC1. Be responsible for one's own action and role	50	5	2	3



	PC2. Perform all roles with full commitment		5	2	3
	PC3. Be effective and efficient at workplace		7	2	5
	PC4. Communicate effectively about company policies and expectations		7	2	5
	PC5. Report problems faced during the process		4	1	3
	PC6. Talk politely with team members, sub-ordinates, superiors and colleagues		4	1	3
	PC7. Adapt to different work situations		5	1	4
	PC8. Give due importance to others' point of view		3	1	2
	PC9. Avoid conflicting situations		6	1	5
	PC10. Collaborate with colleagues performing the pre-required and post-required tasks as extra from defined span of tasks		4	1	3
		Total	50	14	36
4. HCS/N9907 - Maintain Health, Safety and Security at Workplace	PC1. Comply with health and safety related instructions applicable to the workplace	75	4	1	3
	PC2. Use and maintain personal protective equipment such as "Nose Mask" etc. as per protocol		3	1	2
	PC3. Carry out own activities in line with approved guidelines and procedures		5	2	3
	PC4. Maintain a healthy lifestyle and guard against dependency on		3	1	2



intoxicants			
PC5. Follow environment management system related procedures	3	1	2
PC6. Identify and correct (if possible) malfunctions in machinery and equipment	3	1	2
PC7. Report any service malfunctions that cannot be rectified	3	1	2
PC8. Store materials and equipment in line with organisational requirements	4	1	3
PC9. Safely handle and remove waste	4	1	3
PC10. Minimize health and safety risks to self and others due to own actions	4	1	3
PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks	4	2	2
PC12. Monitor the workplace and work processes for potential risks and threat	8	2	6
PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	5	1	4
PC14. Report hazards and potential risks/threats to supervisors or other authorized personnel	5	2	3
PC15. Participate in mock drills/evacuation procedures organized at the workplace	6	2	4



	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		2	0	2
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		3	0	3
	PC18. Follow organisation procedures for shutdown and evacuation when required		6	2	4
		Total	75	22	53
5. HCS/N9909 - Comply with industry and organizational requirement	PC19. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	25	7	2	5
	PC20. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		6	1	5
	PC21. Apply and follow these policies and procedures within your work practices		4	0	4
	PC22. Provide support to your supervisor and team members in enforcing these considerations		4	1	3
	PC23. Identify and report any possible deviation to these requirements		4	1	3
			Total	25	5