



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFT 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- Crochet Lace Maker- Furnishings

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Hand Crocheted Textiles

OCCUPATION: Crochet Lace Maker- Furnishings

REFERENCE ID: HCS/Q 7701

ALIGNED TO: NCO-2004/7432.72

Brief Job Description: A Crochet Lace Maker- Furnishings is responsible for crocheting lace products or components for furnishings. A Crochet Lace Maker- Furnishings should be able to make different kind of crochets using different yarns as per the given specifications. This job requires the individual to have knowledge of crochet lace making, raw materials used for making furnishings and the techniques used for the same.

Personal Attributes: A Crochet Lace Maker- Furnishings should have good eyesight, hand-eye coordination and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).



Job Details	Qualifications Pack Code	HCS/Q 7701		
	Job Role	CROCHET LACE MAKER-FURNISHINGS		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	23/07/15
	Sub-sector	Hand Crocheted Textiles	Last reviewed on	30/07/15
	Occupation	Crochet Lace Maker-Furnishings	Next review date	30/07/17

Job Role	Crochet Lace Maker- Furnishings
Role Description	To make crochet laces for furnishings as per specifications.
NSQF level	3
Minimum Educational Qualifications	Preferably 5 th standard
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Training in crochet lace making- furnishings and quality appraisal.
Minimum Job Entry Age	15 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N 7701 (Prepare for making crochet lace for furnishings) HCS/N 7702 (Carry out the crocheting process, packing and preservation for furnishings) HCS/N 7703 (Contribute to achieve quality in crochet lace making for furnishings) HCS/N 9908 (Working in a team) HCS/N 9912 (Maintain work area & tools) HCS/N 9913 (Maintain health, safety and security at workplace) <p>Optional: N/A</p>
Performance Criteria	As described in the relevant OS units



Glossary of Key Terms

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 to fulfill the achieving the objectives of the function.
	Job role	Job role defines a 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 when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
	Performance Criteria	Performance Criteria 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 Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
	Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
	Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or 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



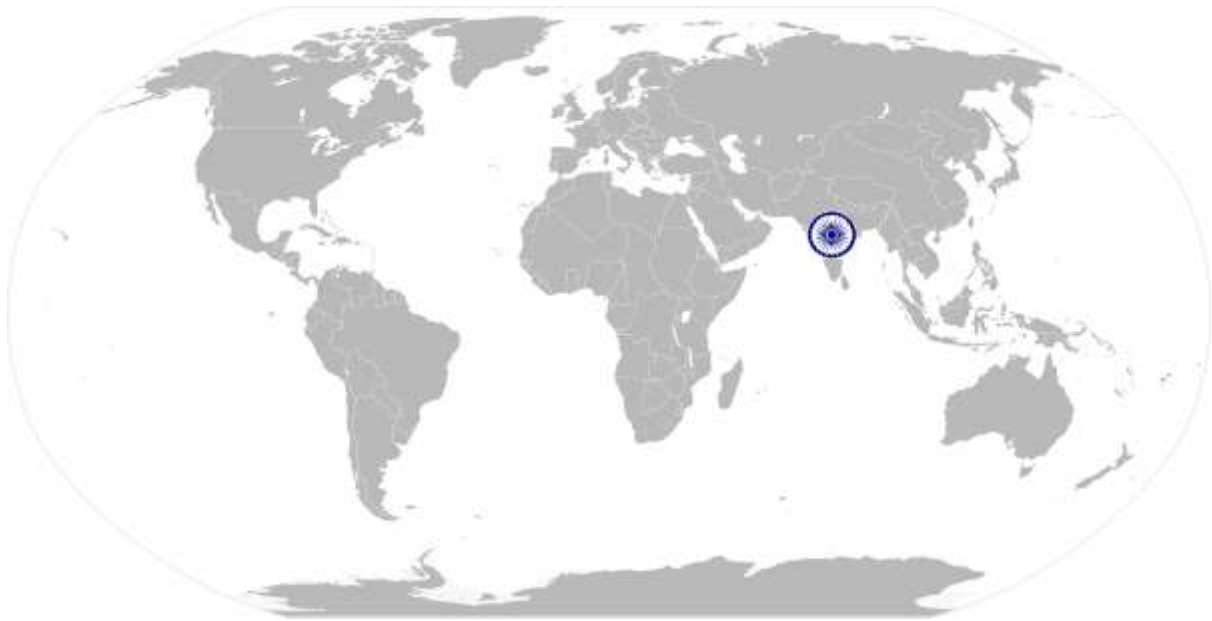
	helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization 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	Core Skills or Generic Skills are a group of skills that are key to learning and working 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.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVQF	National Vocational Qualifications Framework
HCSSC	Handicraft and Carpet Sector Skill Council
TBD	To Be Determined
NSDC	National Skill Development Corporation
M/C	Machine

Acronyms



HCS/N 7701 Prepare for making crochet lace for furnishings

National Occupational Standard



Overview

This unit is about carrying out preparations for making crochet lace for furnishings



HCS/N 7701 Prepare for making crochet lace for furnishings

Unit Code	HCS/N 7701
Unit Title (Task)	Prepare for making crochet lace for furnishings
Description	This unit is about preparing for making crochet laces for furnishings
Scope	This unit/task covers the following <ul style="list-style-type: none"> • analysing the design and preparing raw materials • tracing pattern from the master pattern
Performance Criteria (PC) w.r.t. the Scope	
Analysing the design and preparing raw materials	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. analyse and interpret the given design to be developed PC2. discuss the given design with Master Crochet Lace Maker and understand the instructions/ specifications for the furnishing product to be developed PC3. ensure that the yarn procured is of optimum strength and as per requirement PC4. draw the yarn from the cone PC5. weigh the yarn and note it down PC6. ensure that the yarn does not get dirty and entangled PC7. select the suitable crochet hook as per the yarn count PC8. ensure the hook to be used is free from faults and dirt, in case of any report them PC9. discuss on pattern of the design given PC10. identify and prepare the tools required for crochet lace making
Tracing pattern from the master pattern	<ul style="list-style-type: none"> PC11. prepare the paper and tracing instruments to make pattern PC12. measure the given master pattern PC13. trace/reproduce the master pattern appropriately PC14. cut the traced pattern PC15. ensure that the cut pattern is as per requirements
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. your organization's policies, procedures, guidelines and standards for quality KA2. safe working practices and organisational procedures KA3. quality systems and other processes practiced in the organization KA4. types of problems with quality and how to report them to appropriate people KA5. the importance of complying with written instructions KA6. reporting procedure in case of faults in own/ other processes KA7. who to refer problems to when they are outside the limit of your authority KA8. your organization's tools, templates and processes for crochet lace making for furnishings in production
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. process of crochet making for furnishings KB2. basic crochet stitches used for making furnishings KB3. basic length and weight measurements KB4. types of crochet finishings KB5. different thicknesses of yarns used for crocheting furnishings KB6. basic relationship of thicknesses and yarn counts KB7. different types of yarns used for crocheting



HCS/N 7701 Prepare for making crochet lace for furnishings

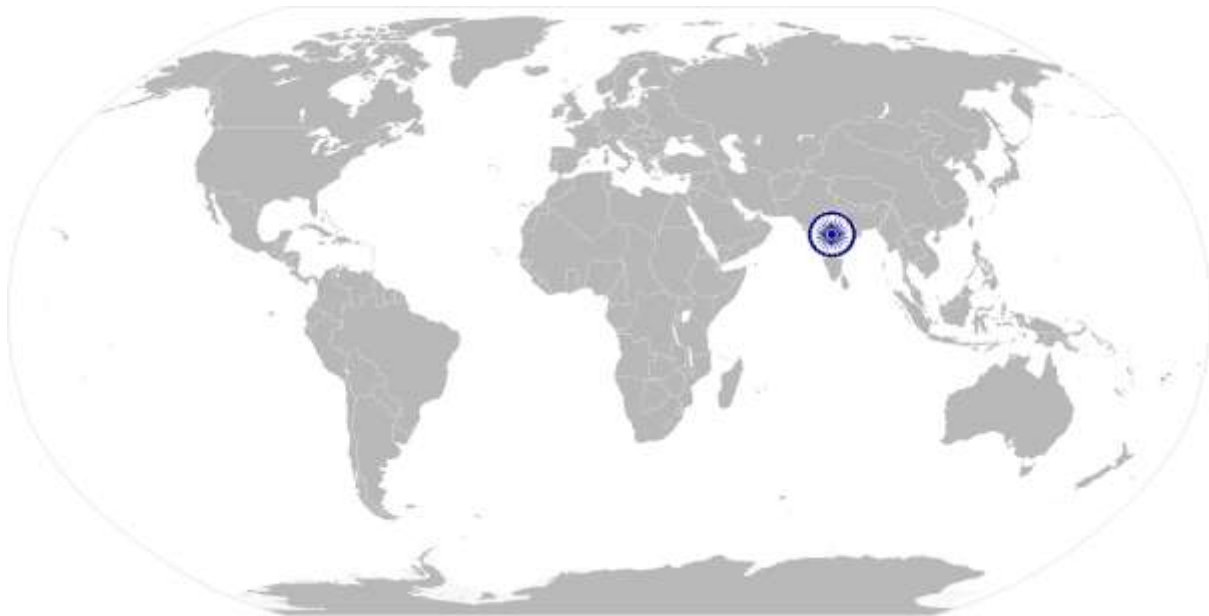
	<p>KB8. quality measures KB9. types of crochet hooks KB10. tools and materials required for crochet lace making KB11. basic process of making tracings and patterns KB12. preparatory processes of crocheting</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read a instructions/specifications in local language
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	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
	User/individual 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	
User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others	
Critical Thinking	
User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	



HCS/N 7701 Prepare for making crochet lace for furnishings

NOS Version Control

NOS Code	HCS/N 7701		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	23/07/15
Industry Sub-sector	Hand Crocheted Textiles	Last reviewed on	30/07/15
Occupation	Crochet Lace Maker-Furnishings	Next review date	30/07/17

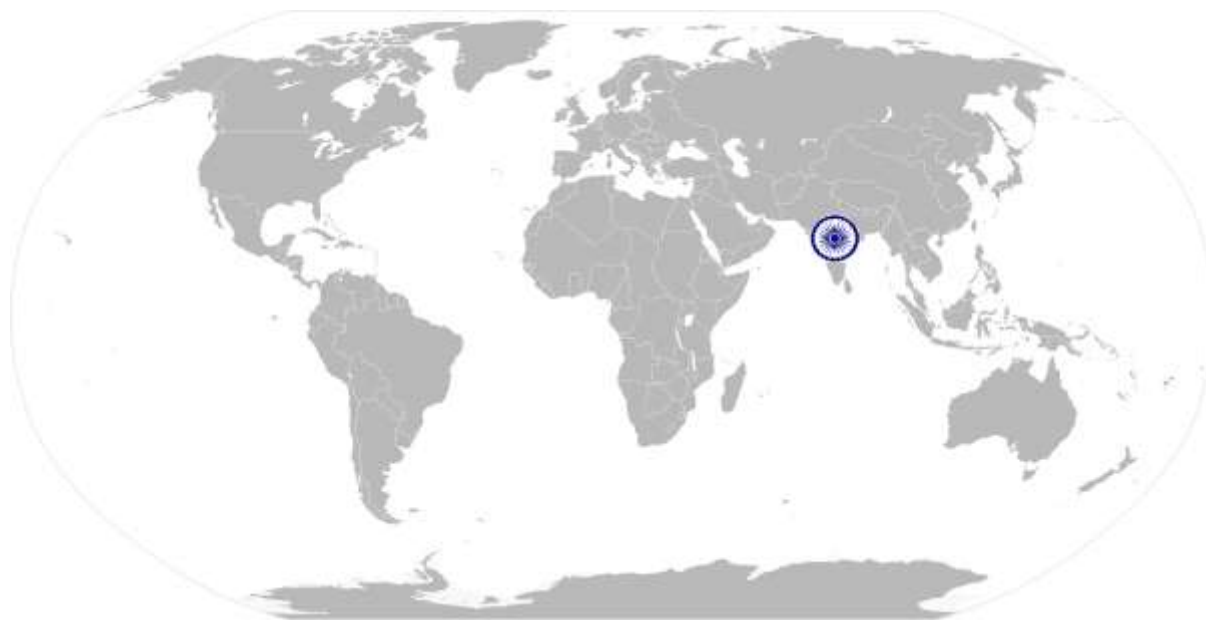




HCS/N 7702

Carry out crocheting process for making crochet lace furnishings

National Occupational Standard



Overview

This unit is about carrying out the basic crocheting process for making crochet lace furnishings using the given yarns as per the design specifications/ instructions provided.



HCS/N 7702

Carry out crocheting process for making crochet lace furnishings

National Occupational Standard	Unit Code	HCS/N 8706
	Unit Title (Task)	Carry out crocheting process for making crochet lace furnishings
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for carrying out the basic crocheting process for making crochet lace furnishings using the given yarns as per the design specifications provided..
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> carry out the basic process of crocheting used for making furnishings
	Performance Criteria (PC) w.r.t. the Scope	
	Carry out the basic process of crocheting used for making furnishings	To be competent on the job, the user/individual on the job must be able to: <p>PC1. identify the use of raw materials as per the specifications provided</p> <p>PC2. use the correct thickness and colour of yarn to start crocheting</p> <p>PC3. take necessary action when the material do not confirm to quality standards</p> <p>PC4. report and replace identified faulty yarn which does not meet requirement</p> <p>PC5. start crocheting from the correct position in the product with the specified crochet stitch</p> <p>PC6. carry out basic crochet stitches for making the furnishing product as per specifications</p> <p>PC7. carry out the crocheting of different motifs/ elements as per specifications provided for making furnishings</p> <p>PC8. use appropriate method/s for joining the crochet motifs together to make the furnishing panel</p> <p>PC9. manipulate the number of stitches row-wise to attain the required shape of the crochet lace wherever necessary</p> <p>PC10. make different crochet lace in different shapes/designs as per the required shape of the furnishing product</p> <p>PC11. ensure that the technique/ crochet stitches being used are in semblance with the required design specifications</p> <p>PC12. check the crochet lace/product against the pattern to ensure the correct dimension and shape</p> <p>PC13. check for the tension of the yarn from all direction and ensure the evenness of crocheting</p> <p>PC14. fold the product as per the direction/instructions</p> <p>PC15. keep the product in cool dry place and pack as per requirement</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <p>KA1. the organisation's policies and procedures</p> <p>KA2. guidelines for storage and disposal of waste materials</p> <p>KA3. potential hazards associated with the machines and the safety precautions that must be taken</p> <p>KA4. protocol to obtain more information on work related tasks</p> <p>KA5. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment</p> <p>KA6. details of the job role and responsibilities</p>



HCS/N 7702

Carry out crocheting process for making crochet lace furnishings

	<p>KA7. work target and review mechanism with your supervisor KA8. method of obtaining/ giving feedback related to performance KA9. importance of team work and harmonious working relationships KA10. process for offering/ obtaining work related assistance</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the different raw materials used for making crochet laces for furnishings KB2. basics of yarn thicknesses, yarn types and hooks KB3. different crocheting processes KB4. basic crochet stitches used for making crochet lace furnishings KB5. techniques of making different motifs/ elements KB6. methods of joining crochet units/motifs KB7. methods of joining different panels KB8. different crochet lace furnishing designs/ patterns/products KB9. different crocheting knots, stitches and methods KB10. the correct technique of the increasing and decreasing the row length KB11. quality aspects of crochet making KB12. different types of defects/quality errors/issues in hand crocheting, and methods/ways to eliminate them KB13. common hazards in the work area and workplace procedures for dealing with them</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read instructions, guidelines, procedures and rules
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. communicate orally with colleagues
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	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
User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an	



HCS/N 7702

Carry out crocheting process for making crochet lace furnishings

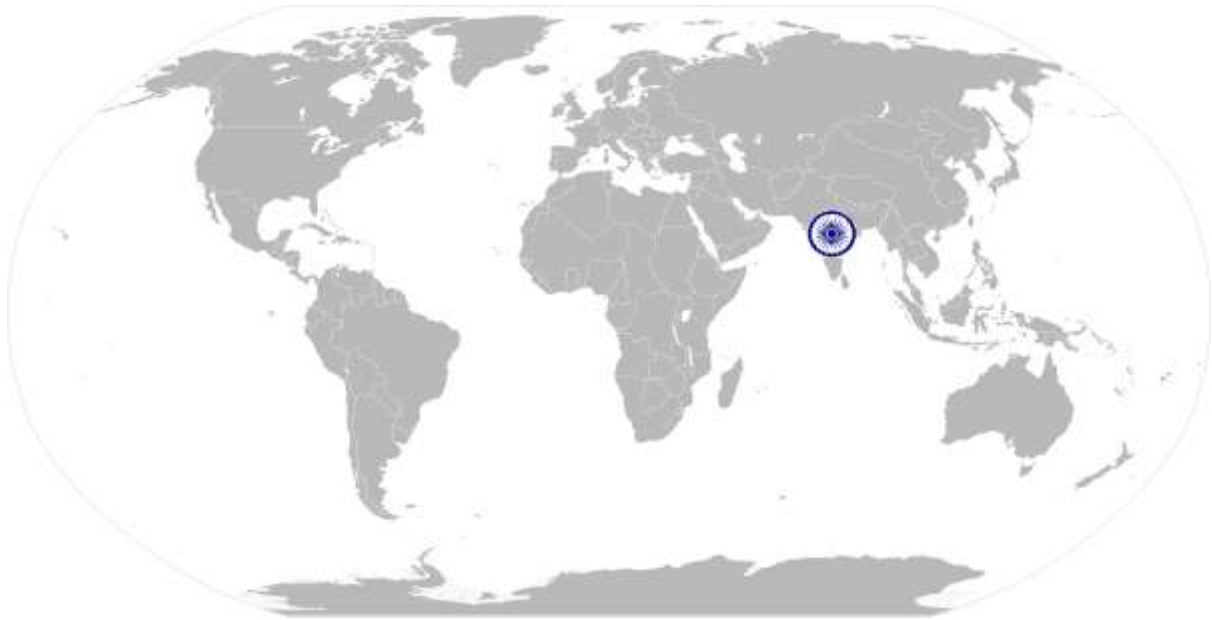
	optimum /best possible solution(s)
	SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	Critical Thinking
	User/individual need to know and understand how to: SB10. 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/N 7702		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	23/07/15
Industry Sub-sector	Hand Crocheted Textiles	Last reviewed on	30/07/15
Occupation	Crochet Lace Maker-Furnishings	Next review date	30/07/17



National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to achieve quality in crochet lace making for furnishings.



HCS/N 7703

Contribute to achieve quality in crochet lace making for furnishings

National Occupational Standard

Unit Code	HCS/N 7703
Unit Title (Task)	Contribute to achieve quality in crochet lace making for furnishings
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required monitoring the quality while undertaking crochet lace making for furnishings related activities to ensure that the crochet lace furnishings meet specifications and quality.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> contribute to achieving the quality in crochet lace making for furnishings and related operations
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Contribute to achieving quality in crochet lace furnishings	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. identify and use materials required based on the specifications given by the Master Crochet Lace maker PC2. take the necessary action when materials do not conform to quality standards PC3. report and replace identified faulty materials and component parts which do not meet specification PC4. identify modifiable defects and rework on them PC5. ensure that the yarn ends are clipped neatly, so that the crochet yarns don't unravel PC6. maintain the required productivity and quality levels PC7. report to the responsible person when the work flow of other production areas disrupts work PC8. carry out quality checks at specified intervals according to instructions PC9. apply the allowed tolerances PC10. make adjustments promptly to ensure that the correct quantity of yarn is used to make the required design PC11. fault-find materials and components for stained, damage and incorrectly made-up component parts PC12. ensure that the tension of the crochet lace being produced is maintained PC13. ensure that the shape of the produced crochet lace matches the requirements PC14. take corrective measures to get the correct shape PC15. while making units for bigger panels ensure that the units are similar in size, shape and material PC16. ensure uniformity in materials, size, design and shape <ul style="list-style-type: none"> a. within a product b. between a pair/set of products
Knowledge and Understanding (K) w.r.t the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. safe working practices and organisational procedures KA2. the organisation's procedures and guidelines



HCS/N 7703

Contribute to achieve quality in crochet lace making for furnishings

company / organisation and its processes)	KA3. quality systems and processes practiced in the organization KA4. equipment operating procedures / manufacturer’s instructions KA5. types of problems with quality and how to report them to appropriate people KA6. methods to present any ideas for improvement to supervisor KA7. the importance of complying with written instructions KA8. limits of personal responsibility KA9. reporting procedure in case of faults in own/ other processes
C. Technical /Domain Knowledge	The user/individual on the job needs to know and understand: KB1. different yarns used in making crochet lace furnishings KB2. quality of raw materials used KB3. types of faults which may occur, how they are identified and methods to deal with it KB4. common quality issues with crochet lace furnishing products KB5. different types of defects in crochet lace making KB6. the importance of marking and segregating rejects KB7. the consequences of not rectifying problems KB8. the types of adjustments suitable for specific types of faults KB9. own responsibilities at work
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	Writing Skills You need to know and understand how to: SA1. Write in local language Reading Skills You need to know and understand how to: SA2. Read measurements and instructions. Oral Communication (Listening and Speaking skills) You need to know and understand how to: SA3. Listen effectively and orally communicate information accurately SA4. Ask for clarification and advice from others
B. Professional Skills	Decision Making The user/individual on the job needs to know and understand how to: SB1. Follow organization rule-based decision making process SB2. Take decision with systematic course of actions and/or response Plan and Organize User/individual needs to know and understand how to: SB3. Plan and organize your work to achieve targets and deadlines 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 User/individual needs to know and understand how to:



HCS/N 7703

Contribute to achieve quality in crochet lace making for furnishings

	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
	User/individual needs to know and understand how to:
	SB8. Analyze data and activities SB9. Pass on relevant information to others
	Critical Thinking
	User/individual need to know and understand how to:
	SB10. 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/N 7703		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	23/07/15
Industry Sub-sector	Hand Crocheted Textiles	Last reviewed on	30/07/15
Occupation	Crochet Lace Maker-Furnishings	Next review date	30/07/17



HCS/N 9908

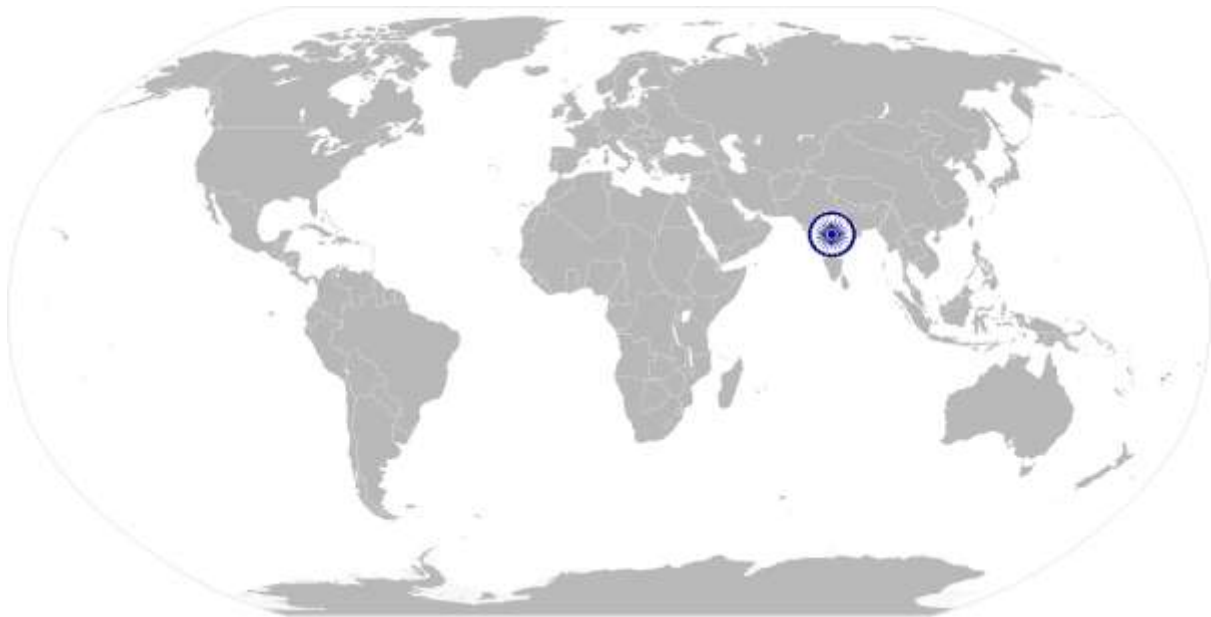
NOS
National Occupational Standards

Working in a team



N · S · D · C
National
Skill Development
Corporation

National Occupational Standard



Overview

This unit is about working as part of a team within the organization.



HCS/N 9908

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 within the organisation
Scope	<ul style="list-style-type: none"> ▪ Commitment and trust ▪ Communication ▪ Adaptability ▪ Creative freedom
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Commitment and trust	PC1. be accountable to one's own role in whole process of developing product PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
Communication	PC4. properly communicate about organization 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	KA1. general rules and regulations in a paper mache 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 paper mache section KB3. material sequence of flow KB4. functions of different parts of product development KB5. tools and equipments used KB6. guidelines for operating the equipment KB7. safety procedures to be followed as applicable
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand: SA1. write letters, memos, applications regarding team needs and performance in simple language SA2. write daily work report
	Reading Skills
	The user/individual on the job needs to know and understand: SA3. comprehend written instructions SA4. read any application sent by other colleagues and team members
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand: SA5. communicate with superior, colleagues and juniors appropriately SA6. talk to team members to convey information effectively	



HCS/N 9908

Working in a team

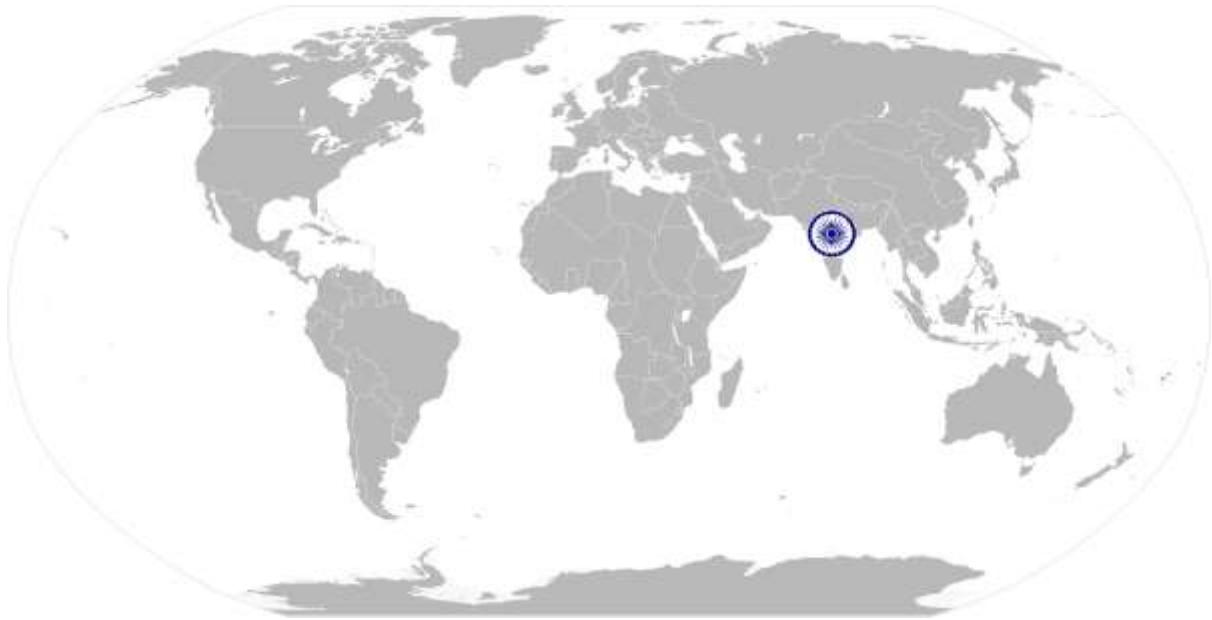
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions in relation to the concerned scope of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize the work to achieve shared objectives of the team
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers who may be in need of supports to maintain productivity and performance SB4. build with customer a relationship of trust and cooperation in achieving team goal
	Problem Solving
	The user/individual on the job needs to know and understand: SB5. apply problem-solving approaches to resolve conflicts SB6. seek clarification to problems when in doubt
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. identify root cause of problem split to utmost level of circumstances, personality etc
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB8. critically evaluate various approaches of building team and sustaining team performance.	

NOS Version Control

NOS Code	HCS/N9908		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	23/07/15
Industry Sub-sector	Hand Crocheted Textiles	Last reviewed on	30/07/15
Occupation	Crochet Lace Maker-Furnishings	Next review date	30/07/17



National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to ~~organise~~/maintain work areas and activities to ensure tools used are maintained as per norms



HCS/N 9912

Maintain work area and tools

National Occupational Standard	Unit Code	HCS/N 9912
	Unit Title (Task)	Maintain work area and tools
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/maintain work areas and activities to ensure tools used are maintained as per norms
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> maintain the work area and tools
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Maintain the work area, tools and machines	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. handle materials and tools safely and correctly PC2. use materials to minimize waste PC3. maintain a clean and hazard free working area PC4. maintain the tools PC5. carry out maintenance and/or cleaning within one's responsibility PC6. report damaged tools & materials PC7. work in a comfortable position with the correct posture PC8. dispose of waste safely in the designated location PC9. store cleaning equipment safely after use PC10. carry out cleaning according to schedules and limits of responsibility
	Knowledge and Understanding (K) w.r.t the Scope	
	Elements	Knowledge and Understanding
	A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. personal hygiene and duty of care KA2. safe working practices and organisational procedures KA3. limits of your own responsibility KA4. ways of resolving with problems within the work area KA5. the production process and the specific work activities that relate to the whole process KA6. the importance of effective communication with colleagues KA7. the lines of communication, authority and reporting procedures KA8. the organisation's rules, codes and guidelines (including timekeeping) KA9. the organisation's quality standards KA10. the importance of complying with written instructions
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. work instructions and specifications and interpret them accurately KB2. relation between work role and the overall manufacturing process KB3. the importance of taking action when problems are identified KB4. different ways of minimising waste KB5. effects of contamination on products KB6. common faults with handloom woven mats and the method to rectify KB7. tools maintenance procedures KB8. hazards likely to be encountered when conducting routine maintenance KB9. safe working practices for cleaning and the method of carrying them out 	
Skills (S) w.r.t the Scope		



HCS/N 9912

Maintain work area and tools

Elements	Skills
A. Core Skills / Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write in local language
	Reading Skills
	You need to know and understand how to: SA2. read measurement instructions
	Oral Communication (Listening and Speaking skills)
You need to know and understand how to: SA3. communicate orally with colleagues	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	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
	User/individual 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
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
Critical Thinking	
User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

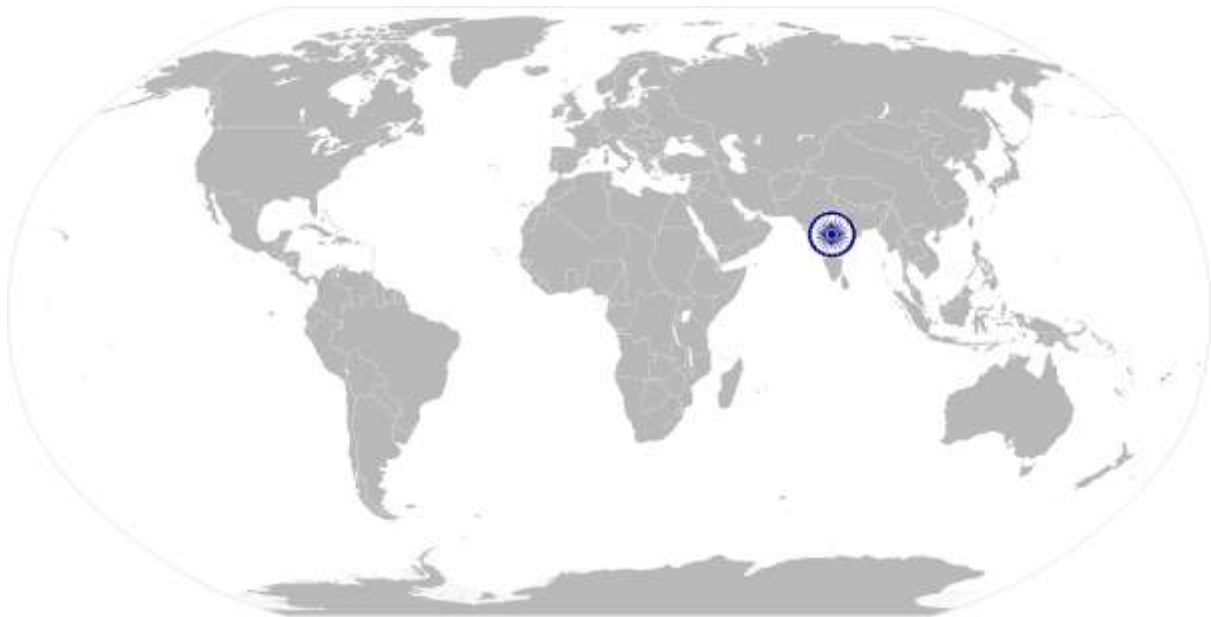


HCS/N 9912

Maintain work area and tools

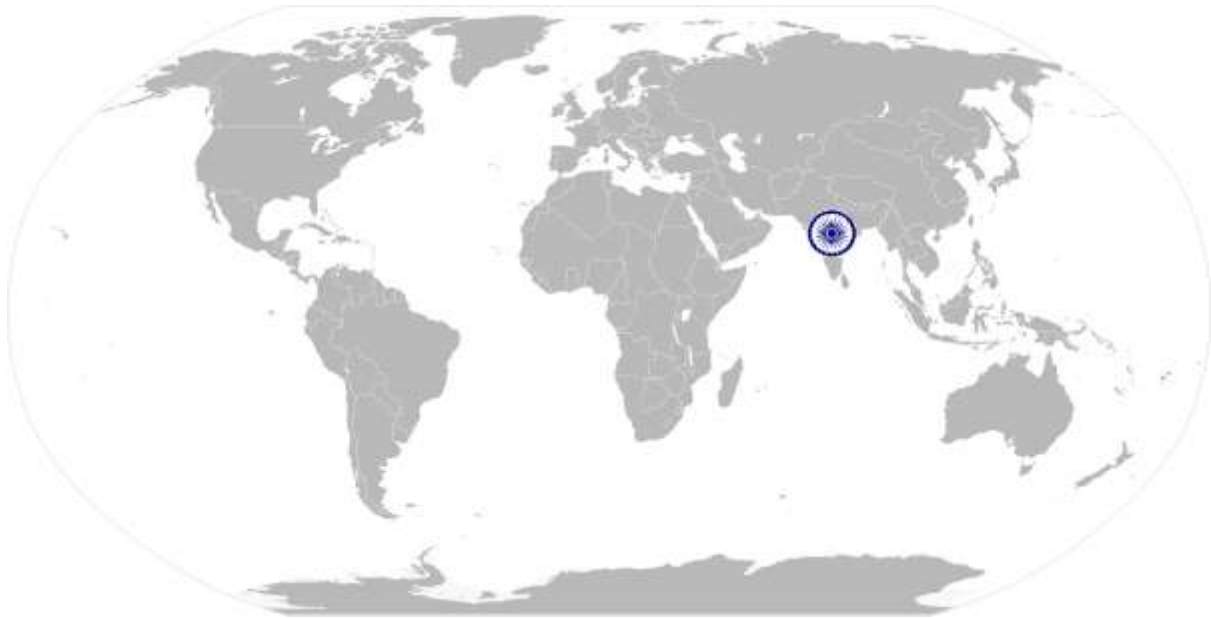
NOS Version Control

NOS Code	HCS/N 9912		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	23/07/15
Industry Sub-sector	Hand Crocheted Textiles	Last reviewed on	30/07/15
Occupation	Crochet Lace Maker-Furnishings	Next review date	30/07/17





National Occupational Standard



Overview

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.



HCS/N 9913

Maintain health, safety and security at workplace

National Occupational Standard

Unit Code	HCS/N 9913
Unit Title (Task)	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.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> comply with health, safety and security requirements at work
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Comply with health, safety and security requirements at work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. comply with health and safety related instructions applicable to the workplace</p> <p>PC2. use and maintain personal protective equipment 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. store materials and tools in line with manufacturer's and organisational requirements</p> <p>PC7. safely handle and move waste and debris</p> <p>PC8. minimize health and safety risks to self and others due to own actions</p> <p>PC9. seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC10. monitor the workplace and work processes for potential risks and threats</p> <p>PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC13. participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC14. undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC15. take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC16. follow organisation procedures for evacuation when required</p>
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context	The user/individual on the job needs to know and understand:
(Knowledge of the company / organisation and its processes)	<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 tools</p> <p>KA4. potential risks due to own actions and methods to minimize these</p> <p>KA5. environmental management system related procedures at the workplace</p> <p>KA6. layout of the plant and details of emergency exits, escape routes,</p>



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Maintain health, safety and security at workplace

	<p>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 / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <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) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	Writing Skills
	You need to know and understand how to:
	SA1. write in local language
	Reading Skills
	You need to know and understand how to:
	SA2. read measurement instructions
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to:
	SA3. communicate orally with colleagues
	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. follow organization rule-based decision making process
SB2. take decision with systematic course of actions and/or response	
B. Professional Skills	Plan and Organize
	User/individual needs to know and understand how to:
	SB3. plan and organize your work to achieve targets and deadlines
	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	
B. Professional Skills	Problem Solving
	User/individual 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
B. Professional Skills	Analytical Thinking
	User/individual needs to know and understand how to:



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Maintain health, safety and security at workplace

	SB8. analyze data and activities
	SB9. pass on relevant information to others
	Critical Thinking
	User/individual need to know and understand how to:
	SB10. 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	HCSSC/N 9913		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	23/07/15
Industry Sub-sector	Hand Crocheted Textiles	Last reviewed on	30/07/15
Occupation	Crochet Lace Maker-Furnishings	Next review date	30/07/17

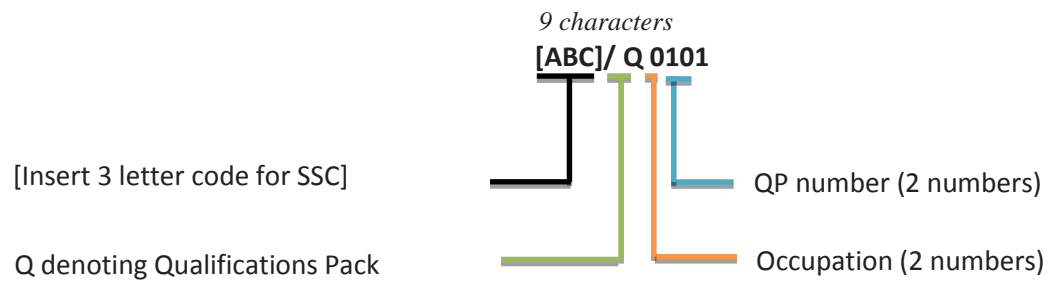




Annexure

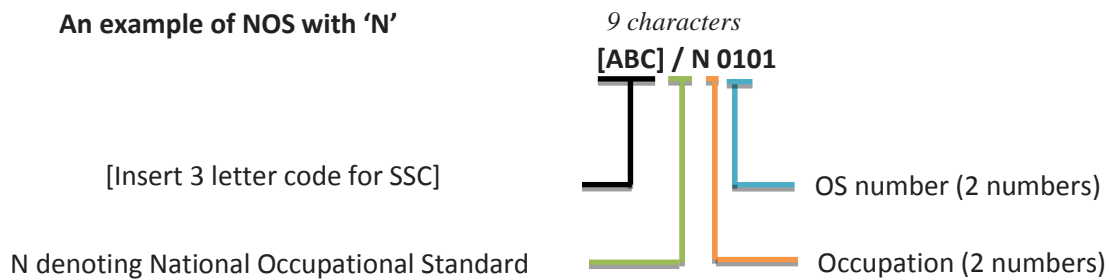
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'





The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Ceramics	01 – 10
Fashion Jewellery	11 - 13
Stoneware	14 - 19
Glassware	20 - 27
Metalware crafts	28 - 37
Leather crafts	38 - 43
Paper Mache	44 - 49
Carpets & rugs	50 – 59
Horn bone & shell craft	60 – 65
Wood ware, dolls & toys	66 – 71
Hand printed, Embroidered / knitted & crocheted textiles	72 – 77
Agarbatti	78 – 82
Paper crafts	83 – 86
NER crafts	87 – 92
Miscellaneous crafts	93 - 95
Generic Occupation	96 – 99

Sequence	Description	Example
Three letters	Handicraft and Carper Sector Skill Council	HCS
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Occupation code	01
Next two numbers	OS number	01



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Crochet Lace Maker- Furnishings

Qualification Pack: HCS/Q 7701

Sector Skill Council : Handicrafts & 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 each PC.
2. Each NOS will be assessed both for theoretical knowledge and practical
3. The assessment will be based on knowledge bank of questions created by the SSC.
4. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center
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

ASSESSMENT CRITERIA

		Total Marks (600)	Out of	Marks Allocation	
				Theory	Skills practical
1. HCS/N 7701 (Prepare for making crochet lace for furnishings)	PC1. analyse and interpret the given design to be developed	100	7	2	5
	PC2. discuss the given design with Master Crochet Lace Maker and understand the instructions/ specifications for the furnishing product to be developed		10	5	5
	PC3. ensure that the yarn procured is of optimum strength and as per requirement		8	3	5
	PC4. draw the yarn from the cone		8	2	6
	PC5. weigh the yarn and note it down		7	2	5
	PC6. ensure that the yarn does not get dirty and entangled		7	2	5
	PC7. select the suitable crochet hook as per the yarn count		8	3	5
	PC8. ensure the hook to be used is free from faults and dirt, in case of any report them		5	1	4
	PC9. discuss on pattern of the design given		4	2	2
	PC10. identify and prepare the tools required		6	1	5



	for crochet lace making				
	PC11. prepare the paper and tracing instruments to make pattern		6	1	5
	PC12. measure the given master pattern		4	1	3
	PC13. trace/reproduce the master pattern appropriately		8	2	6
	PC14. cut the traced pattern		8	2	6
	PC15. ensure that the cut pattern is as per requirements		4	1	3
		TOTAL	100	30	70
2. HCS/N 7702 (Carry out crocheting process for making crochet lace furnishings)	PC1. identify the use of raw materials as per the specifications provided	100	5	1	4
	PC2. use the correct thickness and colour of yarn to start crocheting		7	1	2
	PC3. take necessary action when the material do not confirm to quality standards		5	1	4
	PC4. report and replace identified faulty yarn which does not meet requirement		5	1	4
	PC5. start crocheting from the correct position in the product with the specified crochet stitch		7	2	5
	PC6. carry out basic crochet stitches for making the furnishing product as per specifications		9	2	7
	PC7. carry out the crocheting of different motifs/ elements as per specifications provided for making furnishings		9	2	7
	PC8. use appropriate method/s for joining the crochet motifs together to make the furnishing panel		9	2	7
	PC9. manipulate the number of stitches row-wise to attain the required shape of the crochet lace wherever necessary		8	2	6
	PC10. make different crochet lace in different shapes/designs as per the required shape of the furnishing product		9	2	7
	PC11. ensure that the technique/ crochet stitches being used are in semblance with the required design specifications		5	1	4
	PC12. check the crochet lace/product against the pattern to ensure the correct dimension and shape		5	1	4
	PC13. check for the tension of the yarn from all direction and ensure the evenness of crocheting		7	2	5
	PC14. fold the product as per the		5	1	4



	direction/instructions				
	PC15. keep the product in cool dry place and pack as per requirement		5	1	4
		TOTAL	100	22	74
3. HCS/N 7703 (Contribute to achieve quality in crochet lace making for furnishings)	PC1. identify and use materials required based on the specifications given by the Master Crochet Lace maker	100	5	1	4
	PC2. take the necessary action when materials do not conform to quality standards		5	1	4
	PC3. report and replace identified faulty materials and component parts which do not meet specification		7	2	5
	PC4. identify modifiable defects and rework on them		7	2	5
	PC5. ensure that the yarn ends are clipped neatly, so that the crochet yarns don't unravel		5	1	4
	PC6. maintain the required productivity and quality levels		7	2	5
	PC7. report to the responsible person when the work flow of other production areas disrupts work		5	1	4
	PC8. carry out quality checks at specified intervals according to instructions		7	2	5
	PC9. apply the allowed tolerances		5	1	4
	PC10. make adjustments promptly to ensure that the correct quantity of yarn is used to make the required design		7	2	5
	PC11. fault-find materials and components for stained, damage and incorrectly made-up component parts		5	1	4
	PC12. ensure that the tension of the crochet lace being produced is maintained		7	2	5
	PC13. ensure that the shape of the produced crochet lace matches the requirements		6	1	5
	PC14. take corrective measures to get the correct shape		7	2	5
	PC15. while making units for bigger panels ensure that the units are similar in size, shape and material		7	2	5
	PC16. ensure uniformity in materials, size, design and shape a. within a product b. between a pair/set of products		8	2	6
	TOTAL	100	25	75	
4. HCS/N9908 (Working in a	PC1. be accountable to one's own role in whole process of developing product	100	12	4	8



team)	PC2. perform all roles with full responsibility		10	3	7
	PC3. be effective and efficient at workplace		10	3	7
	PC4. properly communicate about organisation's policies		8	4	4
	PC5. talk politely with other team members and colleagues		10	3	7
	PC6. adjust in different work situations		10	3	7
	PC7. give due importance to others' point of view		10	3	7
	PC8. avoid conflicting situations		10	2	8
	PC9. develop new ideas for work procedures		8	2	6
	PC10. improve upon the existing techniques to increase process efficiency		12	2	10
		TOTAL	100	29	71
5. HCS/N 9912 (Maintain work area and tools)	PC1. handle materials and tools safely and correctly	100	8	2	6
	PC2. use materials to minimize waste		10	3	7
	PC3. maintain a clean and hazard free working area		10	3	7
	PC4. maintain the tools used for stick making		8	2	6
	PC5. carry out maintenance and/or cleaning within one's responsibility		10	3	7
	PC6. report damaged tools and materials		12	4	8
	PC7. work in a comfortable position with correct posture		10	3	7
	PC8. dispose of waste safely in designated location		12	4	8
	PC9. store tools safely after use		10	3	7
	PC10. carry out cleaning according to schedules and limits of responsibility		10	3	7
			TOTAL	100	30
6. HCS/N 9913 (Maintain health, safety and security at workplace)	PC1. comply with health and safety related instructions applicable to the workplace	100	8	2	6
	PC2. use and maintain personal protective equipment as per protocol		8	2	6
	PC3. carry out own activities in line with approved guidelines and procedures		8	2	6
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants		8	2	6
	PC5. follow environment management system related procedures		6	2	4
	PC6. store materials and tools in line with manufacturer's and organisational requirements		5	2	3
	PC7. safely handle and move waste and debris		4	1	3



PC8. minimize health and safety risks to self and others due to own actions		6	2	4
PC9. seek clarifications from supervisors or other authorized personnel in case of perceived risks		4	1	3
PC10. monitor the workplace and work processes for potential risks and threats		4	1	3
PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	2	3
PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel		7	3	4
PC13. participate in mock drills/ evacuation procedures organised at the workplace		5	2	3
PC14. undertake first aid, fire fighting and emergency response training, if asked		6	2	4
PC15. take action based on instructions in the event of fire, emergencies or accidents		8	2	6
PC16. follow organisation evacuation procedures		8	2	6
	TOTAL	100	30	70