



# 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- Finisher (Carpet)

**SECTOR:** Handicrafts and Carpet

**SUB-SECTOR:** Carpets

**OCCUPATION:** Finishing

**REFERENCE ID:** HCS/Q5407

**ALIGNED TO:** NCO-2015/NIL

**Carpet Finisher:** The finisher gives the final touch to the carpet which includes re-trimming, shearing, color touch up etc. so that it is ready for final packing and dispatch.

**Brief Job Description:** The finisher removes dust particles, chemicals and unnecessary yarn particles which would have accumulated subsequent to tufting, drying, embossing and latexing.

**Personal Attributes:** The job requires an individual to remove the unwanted dust particles, vacuums the carpet with all respects and ensures it is rolled with strong polythene protection and dispatch to the buyer.



Job Details	Qualifications Pack Code	HCS/Q5407		
	Job Role	Finisher		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	30/04/15
	Sub-sector	Carpet	Last reviewed on	28/06/18
	Occupation	Finishing	Next review date	28/06/20
	NSQC Clearance On	03/08/18		

Job Role	Finisher
Role Description	The carpet finisher gives the final touch to the carpet which includes re-trimming, shearing, color touch up etc. so that it is ready for final packing and dispatch.
NSQF level	4
Minimum Educational Qualifications*	5th Pass
Maximum Educational Qualifications*	Not Applicable
Training (Suggested but not mandatory)	Not Applicable
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<b>Compulsory:</b> <ol style="list-style-type: none"><li><a href="#">HCS/N5407 Understanding of basic activities involved in carpet finishing</a></li><li><a href="#">HCS/N9907 Maintain health, safety and security at workplace</a></li></ol> <b>Optional:</b> Not Applicable
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.	

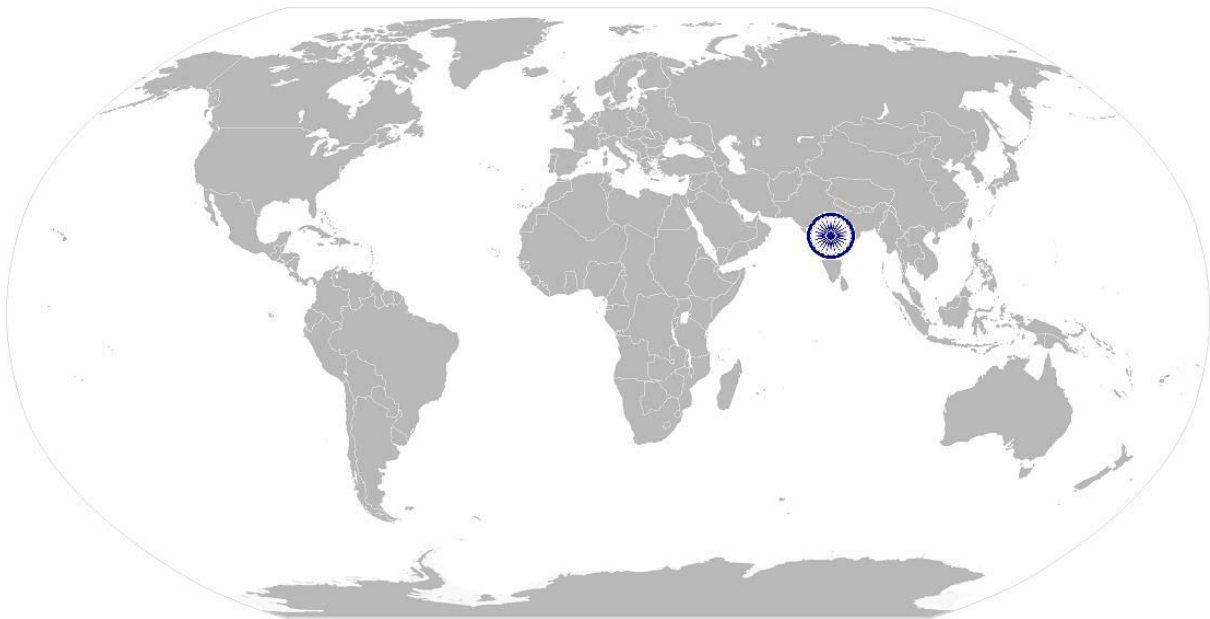


Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It is usually coined with specifically designated roles and responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills as set are group of skills. 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.
<b>Keywords /Terms</b>	<b>Description</b>
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 having a basic understanding of activities involved in the final finishing of the carpet that includes application of third backing cloth and tape to decorate and strengthen the edges.



HCS/N5407

Understanding of basic activities involved in final finishing of carpet

National Occupational Standard

<b>Unit Code</b>	HCS/N5407
<b>Unit Title (Task)</b>	Understanding of basic activities involved in final finishing of the carpet
<b>Description</b>	This OS unit is about understanding of basic activities involved in finishing of the carpet
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Application of third backing cloth and tape to strengthen and decorate the edges</li> <li>• Ensure 100% compliance and adherence to quality standards</li> <li>• Coordinate with other team members</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Application of Third backing cloth and tape to strengthen third backing cloth</b>	PC1. Assemble the necessary raw material in appropriate quantity PC2. Applies third backing cloth at the back of the tufted carpet PC3. Ensure that third backing cloth is properly stretched from all ends PC4. Ensure that third backing cloth sticks to latex which is applied on the back side of the carpet., from all ends PC5. Ensure that third backing cloth is not torn from anywhere PC6. Ensure the cloth is of prescribed quality to ensure strength and durability PC7. Use backing cloth of different colors as per the buyer's requirements PC8. Ensures the edges are adequate and cleanly latex and fasten to prevent from fraying PC9. Fix the strip from all ends properly PC10. Ensure strip covers all the four ends on the third backing cloth PC11. Cut the ends properly for proper finishing PC12. Set aside the raw material for further usage PC13. Return the raw materials back to store on time PC14. Ensure third backing and carpet is free from any stains
<b>Ensure quality and productivity standards</b>	PC15. Visually examine the raw materials PC16. Achieve targets as set by the supervisors PC17. Ensure no quality flaws as this is the final stage in tufted carpet manufacturing PC18. Inform in advance in case of any anticipated faults PC19. Ensure availability of raw materials and coordinate with stores on inventory update
<b>Coordination with other team members</b>	PC20. Coordinate with other team members and communicate properly to undertake the tasks effectively PC21. Work as a team and multi-task in case of high volumes PC22. Deliver quality work and report in case of any anticipated reasons of delay PC23. Understand the target for the day and demonstrate ability to work under pressure PC24. Interact and clarify doubts on design, usage of materials & tools, quality standard and compliance, etc. PC25. Maintain good behavior at the workplace, avoid disputes and demonstrate responsible and disciplined behavior





**HCS/N5407 Understanding of basic activities involved in final finishing of carpet**

<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. Relevant, nature of business, standards, policies, and procedures followed in the company KA2. Understanding of firm's client base and exports market KA3. Company policies related to personnel management, reporting and escalation matrix policy KA4. Work flow in the company's operations and sequence of operations KA5. Role and importance of Finishing especially while managing large orders and high volumes of same design KA6. Documentation and standard operating procedures
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. Ability to work in different climatic conditions KB2. Basic functionality involve in application of third backing cloth and tape KB3. Understanding of the value chain and assembly line KB4. Estimation of height and width for symmetrical adjustments KB5. Excellent grip on the cloth and ability to use it diligently with good eye-sight KB6. Effective communication with supervisors and other colleagues
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading and Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. Record keeping of third backing cloth ordered through stores SA2. Maintain track of inventory and report timely in case of shortage SA3. Read job sheets, other information shown by supervisors
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA4. Discuss task lists, schedules and carpets finished in a day SA5. Discuss on the priority areas for fast delivery or time bound delivery SA6. Give clear instructions to people within the assembly line SA7. Avoid using jargon, slang or acronyms when communicating with a customer, unless it is required
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. Make decisions pertaining to the concerned area of work
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. Plan and organize tasks to be done during a day
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB3. Build customer relationships and use customer centric approach



**HCS/N5407 Understanding of basic activities involved in final finishing of carpet**

	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB4. Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB5. Identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB6. Use the existing data to arrive at specific data points SB7. Use the existing data points for improving the current method of application of third backing cloth and tape SB8. Use the existing data points to generate required reports for business
	<b>Critical Thinking</b>
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	



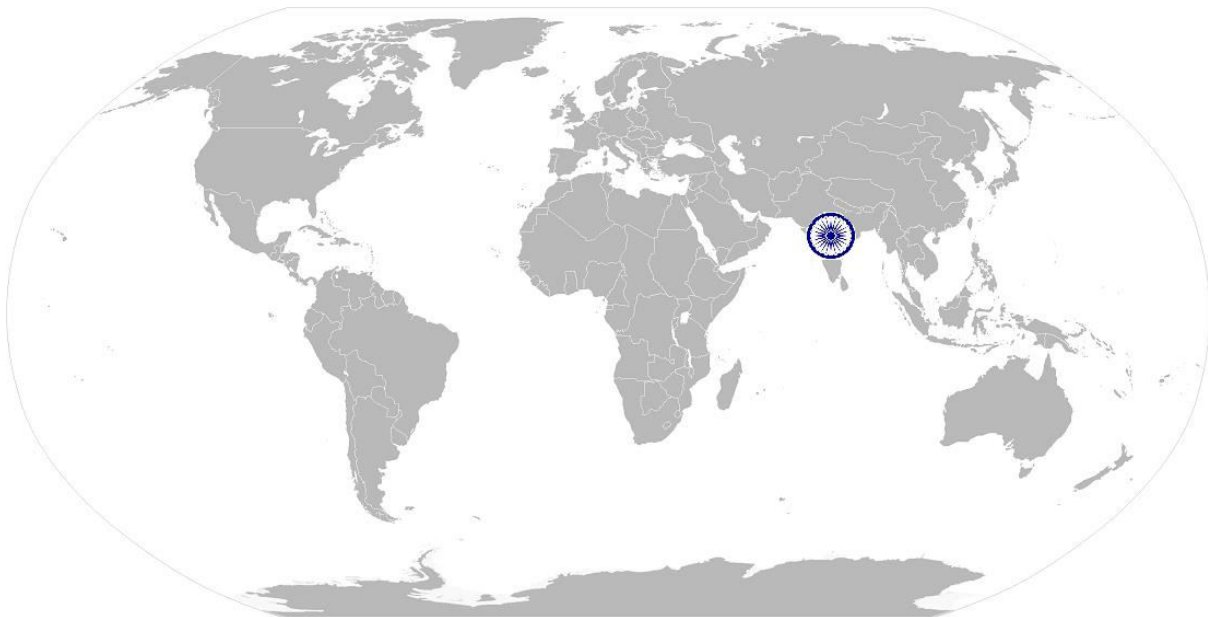




**HCS/N5407      Understanding of basic activities involved in final finishing of carpet**

**NOS Version Control**

NOS Code		HCS/N5407	
Credits (NSQF)	3	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpets	Last reviewed on	28/06/18
Occupation	Finishing	Next review date	28/06/20



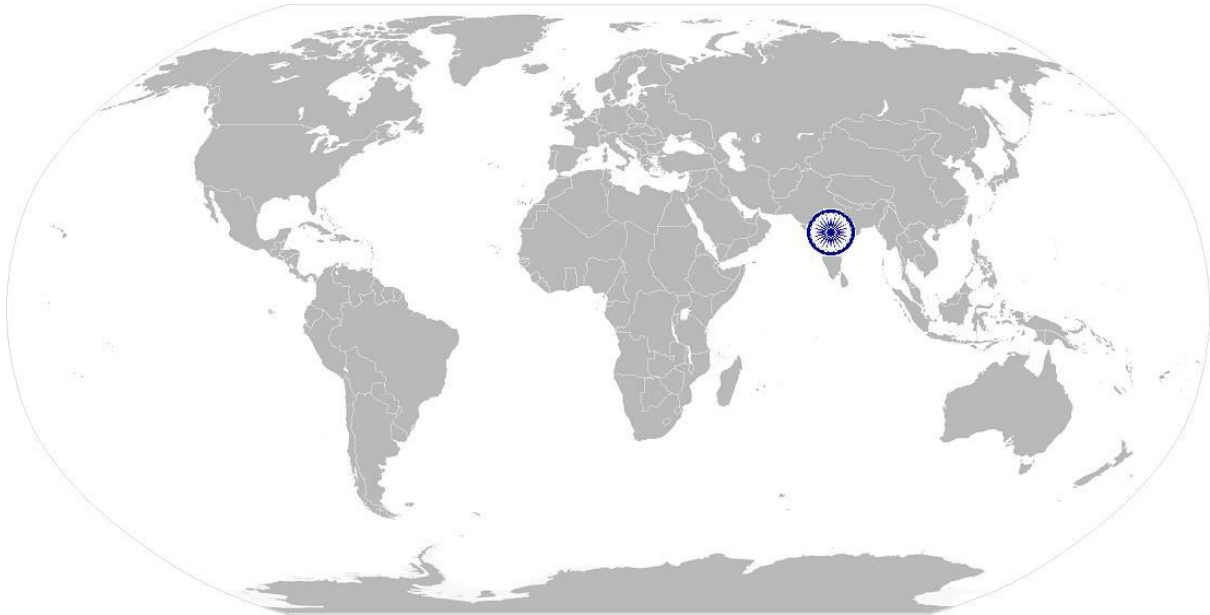


HCS/N9907

Maintaining health, safety and security at work place

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# 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, safety and security at work place

National Occupational Standard	<b>Unit Code</b>	HCS/N9907
	<b>Unit Title (Task)</b>	Maintain health, safety and security at work place
	<b>Description</b>	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.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>To comply with health, safety and security requirements at work</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Follow safety procedures at work place</b>	<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>
	<b>Ensure 100% adherence to safety standards</b>	<p>PC10. Ensure zero accidents at workplace</p> <p>PC11. Adhere to safety norms and ensure no damage to any material or individual</p>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (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, safety and security at work place**

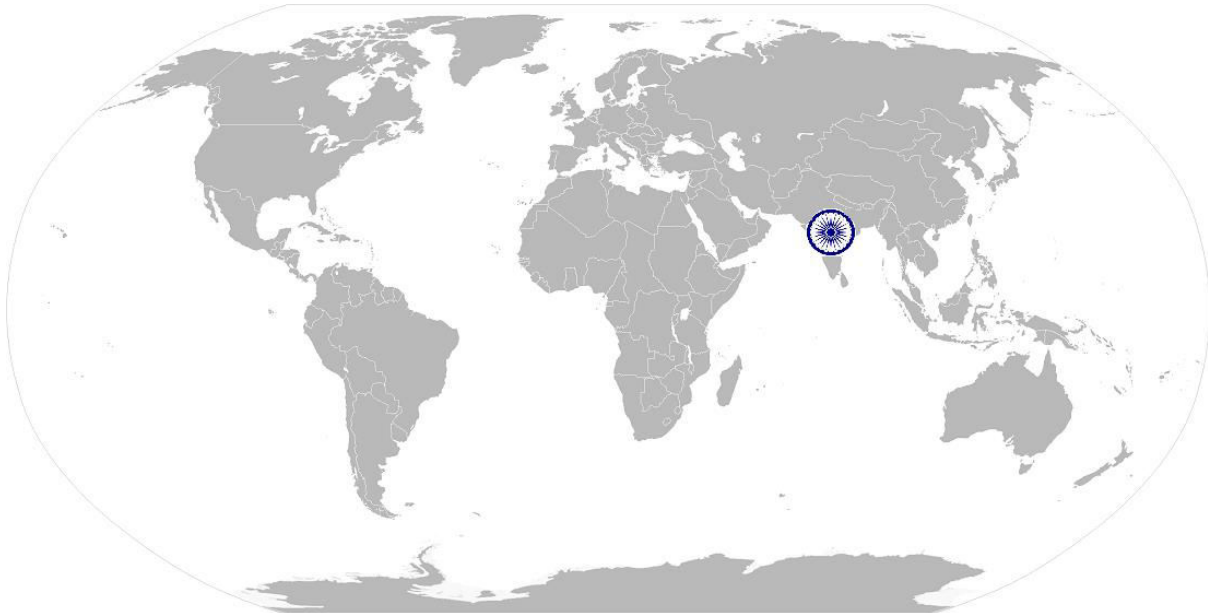
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and methods KB2. Personal protective equipment and method of use KB3. Identification, handling and storage of hazardous substances KB4. Proper disposal system for waste and by-products KB5. Signage related to health and safety and their meaning KB6. Importance of sound health, hygiene and good habits KB7. Ill-effects of alcohol, tobacco and drugs</p>
<p><b>Skills (S) [Optional]</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>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</p> <p><b>Reading Skills</b></p> <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> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <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 SA5. Keep coworker and supervisor informed about progress</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p> <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> <p><b>Plan and Organize</b></p> <p>The user/individual on the job needs to know and understand:</p> <p>SB2. Plan and organize service feedback files/documents</p> <p><b>Customer Centricity</b></p> <p>The user/individual on the job needs to know and understand:</p> <p>SB3. Manage relationships with customers SB4. Build customer relationships and use customer centric approach</p> <p><b>Problem Solving</b></p> <p>The user/individual on the job needs to know and understand:</p> <p>SB5. Raise alarm in case of emergency SB6. Safe and correct procedure of handling equipment and machinery SB7. Identify, report malfunctions in machinery and equipment and correct them if possible SB8. Identify and report service malfunctions and chemical leaks</p>



HCS/N9907

**Maintaining health, safety and security at work place**

	SB9. Keep work area free from potential hazards
	SB10. Report to supervisors and other authorized personnel for assistance think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
	SB11. Identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand: SB12. Use the existing data to arrive at specific data points
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand: SB13. Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action



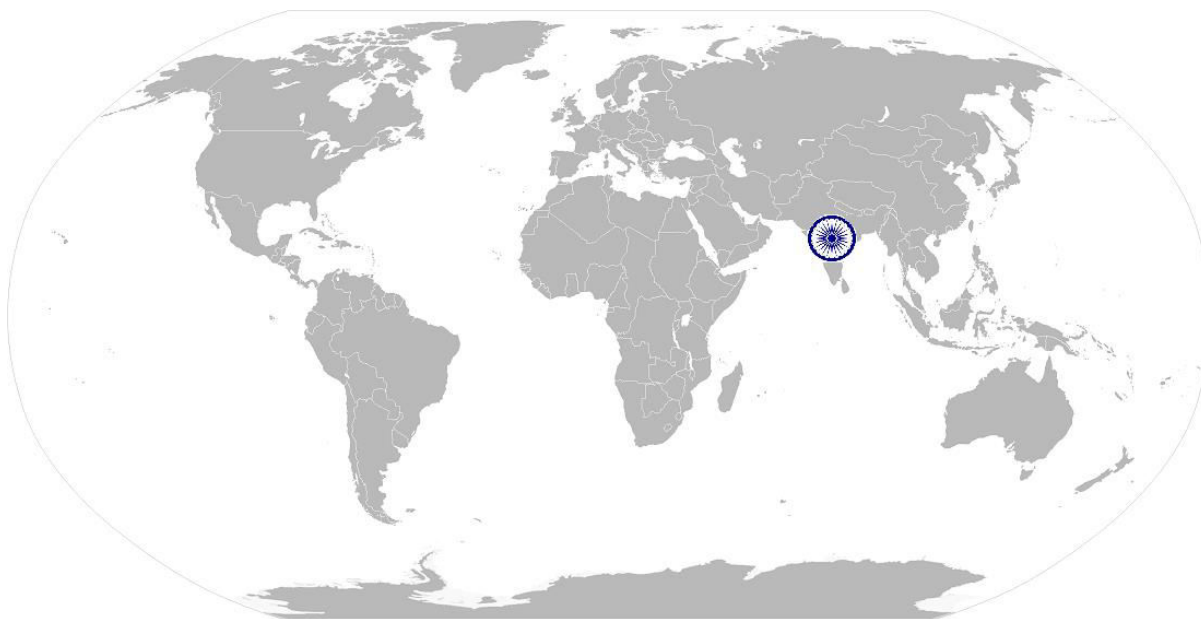


HCS/N9907

Maintaining health, safety and security 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	23/03/18
Occupation	Finishing	Next review date	23/03/20







## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role** Finisher (Carpets)

**Qualification Pack** HCS/Q5407

**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

Total Marks: 200				Marks Allocation	
NOS Elements	Performance criteria	Total Mark	Out Of	Theory	Skills Practical
<b>1. HCS/N5407 - Understanding of basic activities involved in final finishing of the carpet</b>	PC1. Assemble the necessary raw material in appropriate quantity	100	6	2	4
	PC2. Applies third backing cloth at the back of the tufted carpet		6	2	4
	PC3. Ensure that third backing cloth is properly stretched from all ends		3	1	2
	PC4. Ensure that third backing cloth sticks to latex which is applied on the back side of the carpet., from all ends		3	1	2
	PC5. Ensure that third backing cloth is not torn from anywhere		6	2	4
	PC6. Ensure the cloth is of prescribed quality to ensure strength and durability		6	2	4



## Qualifications Pack For Finisher (Carpets)

PC7. Use backing cloth of different colors as per the buyer's requirements	6	2	4
PC8. Ensures the edges are adequate and cleanly latex and fasten to prevent from fraying	3	1	2
PC9. Fix the strip from all ends properly	5	1	4
PC10. Ensure strip covers all the four ends on the third backing cloth	3	1	2
PC11. Cut the ends properly for proper finishing	3	1	2
PC12. Set aside the raw material for further usage	5	1	4
PC13. Return the raw materials back to store on time	3	1	2
PC14. Ensure third backing and carpet is free from any stains	5	1	4
PC15. Visually examine the raw materials	3	1	2
PC16. Identify different colors of third backing cloth as per buyer's requirements	3	1	2
PC17. Achieve targets as set by the supervisors	5	1	4
PC18. Ensure no quality flaws as this is the final stage in tufted carpet manufacturing	3	1	2
PC19. Ensure availability of raw materials and coordinate with stores on inventory update	3	1	2
PC20. Coordinate with other team members and communicate properly to undertake the tasks effectively	5	1	4
PC21. Work as a team and multi-task in case of high volumes	3	1	2
PC22. Deliver quality work and report in case of any anticipated reasons of delay	3	1	2
PC23. Understand the target for the day and demonstrate ability to work	3	1	2



Qualifications Pack For Finisher (Carpets)

	under pressure				
	PC24. Interact and clarify doubts on design, usage of materials & tools, quality standard and compliance, etc.		3	1	2
	PC25. Maintain good behaviour at the workplace, avoid disputes and demonstrate responsible and disciplined behaviour		3	1	2
	<b>TOTAL</b>		<b>100</b>	<b>30</b>	<b>70</b>
<b>2. HCS/N9907 - Maintain Health, Safety and Security at Workplace</b>	PC1. Identify activities that can cause potential injury through sharp objects and other tools and equipments	<b>100</b>	10	2	8
	PC2. Use and maintain personal protective equipment such as "Nose Mask" etc		10	2	8
	PC3. Identify areas in the workplace which are potentially hazardous / unhygienic in nature		10	2	8
	PC4. Conduct regular checks on equipment and machines to identify potential hazards due to wear and tear of the machine		8	2	6
	PC5. Inform concerned authorities about the potential risks identified in the processes, workplace area/layout, materials used etc.		12	4	8
	PC6. Report malfunctions of tools to supervisors wherever applicable		12	4	8
	PC7. Follow the instructions given on the equipment manual describing the operating process		8	2	6
	PC8. Maintain a clean and safe working environment by ensuring no chemicals is spread on the floor resulting in injury		8	2	6



## Qualifications Pack For Finisher (Carpets)

PC9. Maintain high standards of personal hygiene at the work place	8	2	6
PC10. Ensure zero accidents at workplace	8	2	6
PC11. Adhere to safety norms and ensure no damage to any material or individual	6	1	5
<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>