



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET INDUSTRY

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- Engraving/ Carving/ Etching Assistant

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Handicrafts (Woodware)

OCCUPATION: Wood shaping

REFERENCE ID: HCS/Q7001

ALIGNED TO: NCO-2015/7522.1400

The job holder draws the picture of designs on the wood boards and then carves, engraves and etches it according to design specification.

Brief Job Description: The individual is responsible for the drawing on the board and performing the operations of carving or engraving or etching on it according to the design and under supervision. It involves removal of material from either base or relief to achieve design specifications for artistic purpose. The assistant constantly verifies the quality of work with the supervisor.

Personal Attributes: The job requires the individual to be a good artist with a good aesthetic sense, good eye for detail and a steady hand. The person needs to have patience and willingness to work with dedication and detail.



Job Details	Qualifications Pack Code	HCS/Q7001		
	Job Role	Engraving/ Carving/ Etching Assistant		
	Credits	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	05/01/16
	Sub-sector	Handicrafts (Woodware)	Last reviewed on	09/01/18
	Occupation	Wood shaping	Next review date	09/01/20
	NSQC Clearance on	05/02/2018		

Job Role	Engraving/ Carving/ Etching Assistant
Role Description	The individual is responsible for the drawing on the board and performing the operations of carving or engraving or etching on it according to the design.
NSQF level	3
Minimum Educational Qualifications	Basic reading and writing skills, preferably 5th pass
Maximum Educational Qualifications	NA
Training (Suggested but not mandatory)	NA
Minimum Job Entry Age	18 Years
Experience	NA
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> HCS/N7001Select suitable type of wood and work according to the design requirement HCS/N7002Perform the required engraving, carving and etching operations
Performance Criteria	As described in the relevant OS units



Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an 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-function	Sub-functions are sub-activities essential to fulfil 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 organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding 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 (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic	Core skills or generic skills are a group of skills that are the key to learning and



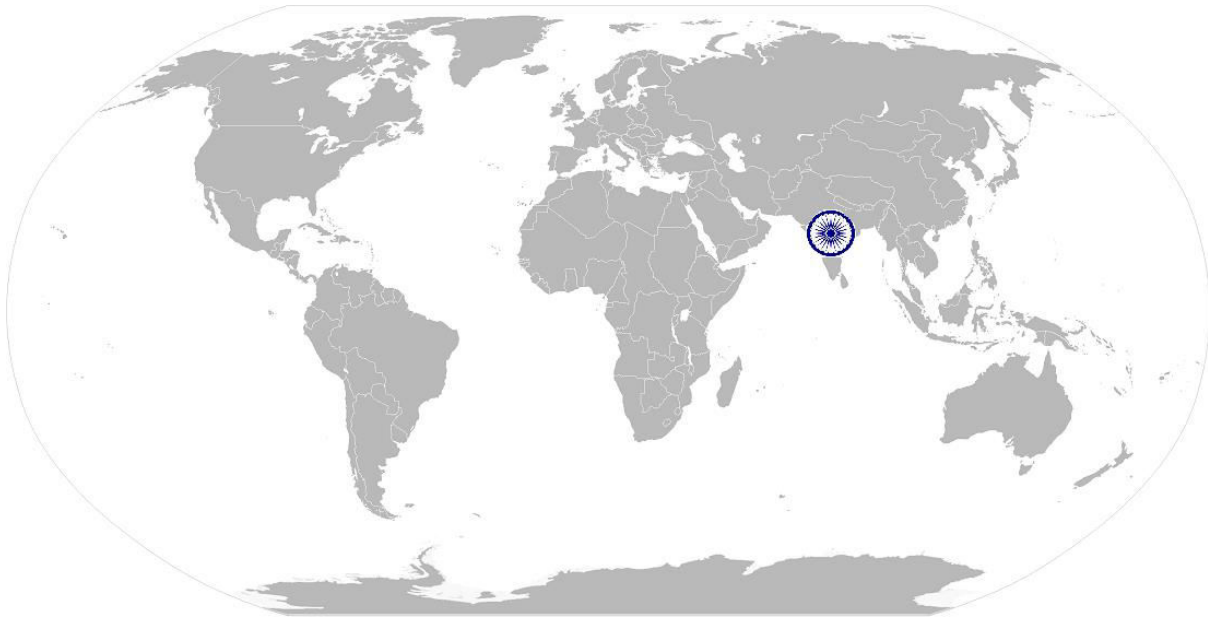
Acronyms

Skills	working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
NA	Not Applicable
TBD	To Be Decided



HCS/N7001 Select suitable type of wood and work according to the design requirement

National Occupational Standard



Overview

This unit is about dealing with finalization of wood types to be used for the carving and etching operations, and the wood work to be done according to the different designs and final product required.



HCS/N7001 Select suitable type of wood and work according to the design requirement

National Occupational Standard	Unit Code	HCS/N7001
	Unit Title (Task)	Select suitable type of wood and work according to design requirement
	Description	This unit is about dealing with finalization of wood species and wood work according to the different designs and final product required under supervision.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Select suitable type of wood • Plan wood work for carving, engraving and etching
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Select suitable type of wood	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. summarise different types of wood work to be done on different wood types and quantities involved PC2. correlate advantages and disadvantages of various wood types for carrying out the required wood work with design requirements PC3. diagnose the quality of wood visually whether it is suitable for the type of wood work that is to be done PC4. diagnose the wood finishing needs before carving PC5. ensure the required finish is achieved before carving, engraving and etching PC6. interpret the design specifications appropriately to assess nature of woodwork required PC7. finalise and select the wood quality that gives the best finish to the specific design requirement as per supervisor instructions or specifications
	Plan wood work for carving, engraving and etching	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC8. identify the sequence of operations required for achieving the carving, engraving and etching requirements as per design and instructions PC9. identify and obtain the necessary tools for carving, engraving and etching operations PC10. use mathematical calculations and techniques to carry out measurements, calculate area and estimate other material requirements
	Knowledge and Understanding (K)	



HCS/N7001 Select suitable type of wood and work according to the design requirement

<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organization's policies on product making, safety measures, various categories of the wood work, quality of artistic work and quality standards accepted</p> <p>KA2. work flow involved in product designing and the production process</p> <p>KA3. importance of the individual's role in the production process of the organization</p> <p>KA4. the formal reporting and operating structure of the organization</p> <p>KA5. documentation and recording policies of the organization the extent and categories of the different market areas targeted by the organization</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. type and properties of different wood quality</p> <p>KB2. wood designing process</p> <p>KB3. wood carving, etching and engraving process</p> <p>KB4. wood carving, engraving and etching tools</p> <p>KB5. various categories of wooden products</p> <p>KB6. basic geometric shapes and arithmetic calculations</p> <p>KB7. density, hardness, moisture and its impact on carving, engraving and etching operations</p> <p>KB8. various relevant carving, engraving and etching techniques available in the industry</p> <p>KB9. various technical developments in the field of wood designing and carving</p> <p>KB10. various kinds of raw materials used in the production process according to the final product finish required</p> <p>KB11. defects and possible errors involved in the production process</p> <p>KB12. quality of wood and other raw material used to achieve the right finish</p> <p>KB13. safety equipments and precautions to be taken</p> <p>KB14. market trend of the latest product range and customer preferences</p> <p>KB15. quality standards to be followed</p> <p>KB16. the procedure and importance of the documentation and categorization of different product designs</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. read basic terms and terminologies to accurately interpret design documents, supervisor instructions in the local language</p> <p>SA2. read and interpret accurate information from various relevant logs and records</p> <p>SA3. read production schedules and operation manuals to derive</p>



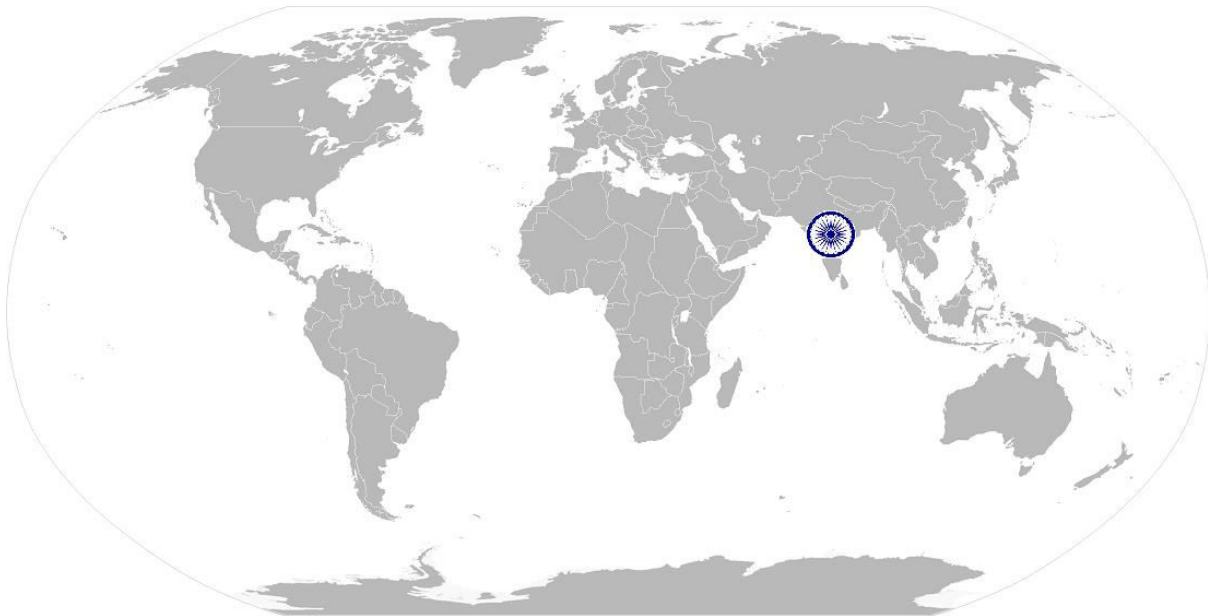
HCS/N7001 Select suitable type of wood and work according to the design requirement

	<p>accurate information from these</p> <p>SA4. read the organization's policy documents pertaining to employee work rules and regulations to derive accurate information from these</p>
	<p>Writing Skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. write the raw material requirement for operational requirements with complete detailing in the local language</p> <p>SA6. write basic numbers, quantities and messages for operational requirements in the local language</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>SA7. interact with the supervisor appropriately (correct protocol and manner of speaking) in order to understand the basic requirements of the product, production plans and other associated requirements</p> <p>SA8. display active listening skills while interacting with co-workers and other in the workplace</p>
B. Professional Skills	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. identify and list variables in the operational process that impact achievement and quality</p> <p>SB2. consider time, safety and quality as parameters to escalate issues to supervisor or modify work schedules</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. importance of appropriate planning of carving and etching operations to maintain a smooth production schedule under supervision</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. list the key benefits that customers seek in products that may lead to customer satisfaction</p>
	<p>Problem Solving</p>



HCS/N7001 Select suitable type of wood and work according to the design requirement

	The user/individual on the job needs to know and understand how to: SB5. work with co-workers and supervisor to resolve any issues that threat disruption, increase risk, cause delays or under-achievement of quality and targets as per the planned schedule
	Analytical Thinking
	NA
	Critical Thinking
	NA

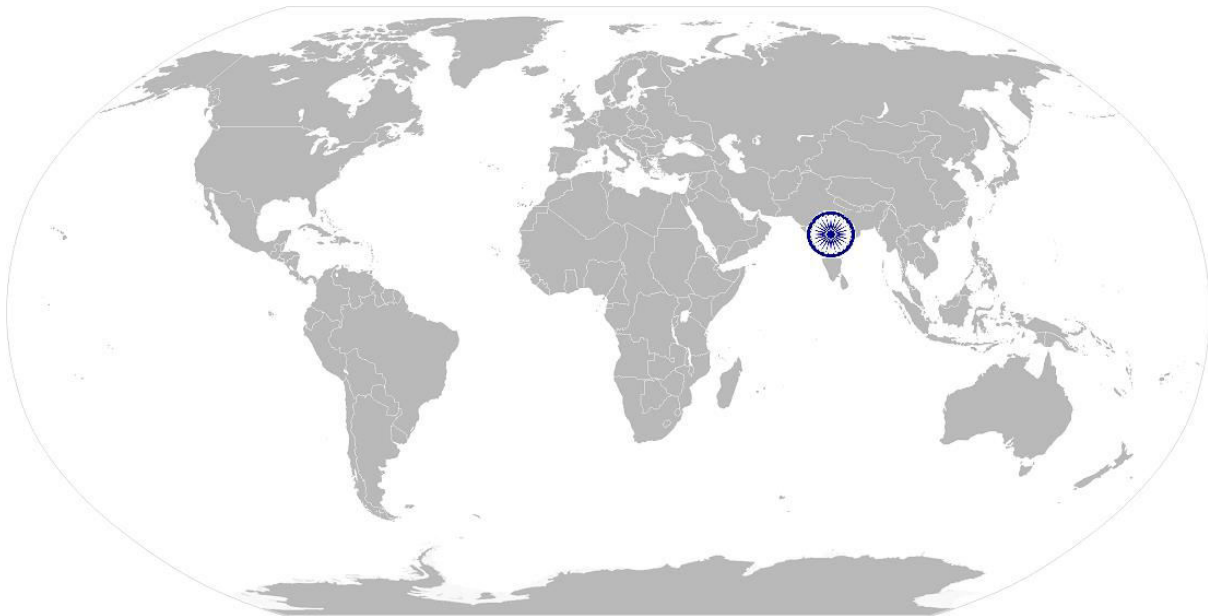




HCS/N7001 Select suitable type of wood and work according to the design requirement

NOS Version Control

NOS Code	HCS/N7001		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	06/10/16
Industry Sub-sector	Handicrafts (Woodware)	Last reviewed on	09/01/18
Occupation	Wood shaping	Next review date	09/01/20

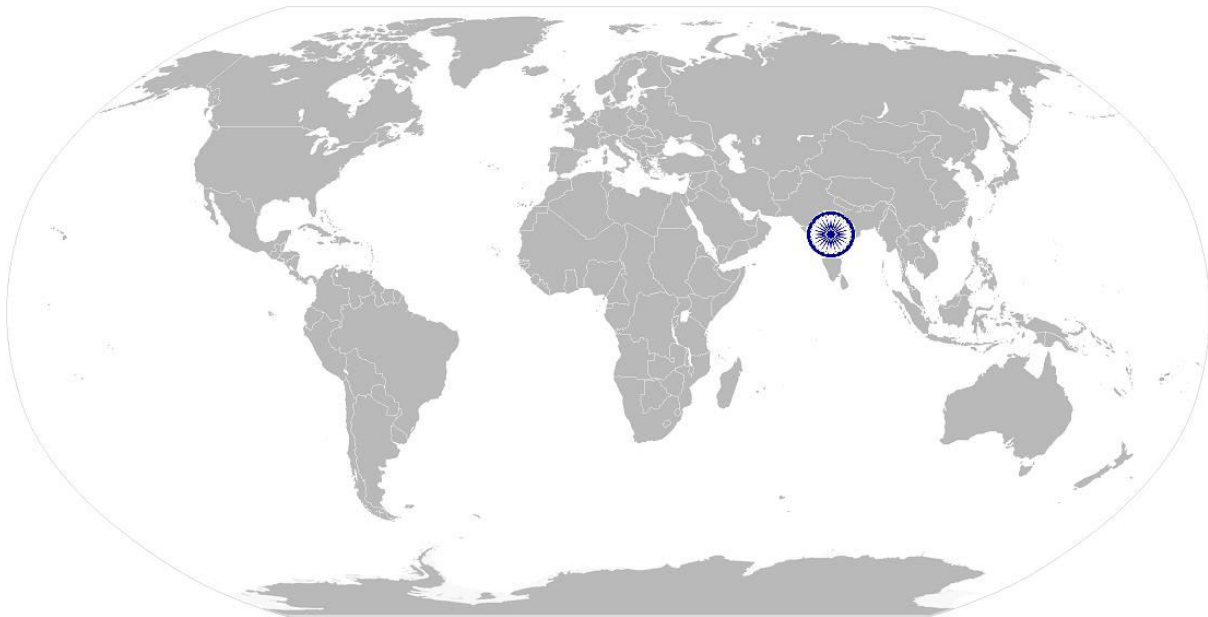




HCS/N7002

Perform the required engraving, carving and etching operations

National Occupational Standard



Overview

This unit covers the functions of engraving, carving and etching according to the design sketch drawn.



HCS/ N7002

Perform the required engraving, carving and etching operations

National Occupational Standard

Unit Code	HCS/N7002
Unit Title (Task)	Perform the required engraving, carving and etching operations
Description	It also performs the functions of engraving and carving according to the design sketch drawn.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Prepare for wood carving operations • Perform wood engraving and carving • Achieve productivity, quality and safety standards as per company's policy
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Prepare for wood carving operations	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. use safe handling procedures for equipment and materials, including use of personal protective equipment PC2. select appropriate tool for performing the wood carving, engraving and etching operations as per the set criteria and instructions PC3. check the selected tools for sharpness, safety and usability as per work requirements and organization standards PC4. rectify or refer to qualified persons tools that require maintenance or repair
Perform wood engraving, etching and carving	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC5. use supporting and holding tools and equipment to hold the wooden piece in required position for carving operations PC6. carry out the carving, engraving and etching operations in the correct sequence to ensure optimal result, minimal wastage and least chance of errors or damage PC7. diagnose the strength and steadiness of the board to work on it PC8. calculate the force with which to work on the boards and apply force accordingly to achieve results as per product specifications PC9. perform the operations without causing damage to the boards and minimize wastage
Achieve productivity, quality and safety standards as per company's policy	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC10. plan and work to achieve 100% target of daily production PC11. plan and work to achieve zero errors as per the company's standards PC12. record any defects/inadequacies noted during the engraving and carving process PC13. maintaining the uniformity and consistency in the work throughout the whole production batch PC14. maintain safety standards as per company policy PC15. clear the work area and remove waste as per approved procedures



HCS/ N7002 Perform the required engraving, carving and etching operations

Knowledge and Understanding (K)	
B. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KA1. organization's policies on product making, safety measures, artistic woodwork and quality standards accepted. KA2. work flow involved in product designing and the production process KA3. importance of the individual's role in the production process of the organization KA4. documentation and recording policies of the organization KA5. the extent and categories of the different market areas targeted by the organization
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. type and properties of different wood quality KB2. wood designing, engraving and carving process KB3. various categories of wooden products KB4. various relevant designing software available in the industry KB5. various technical developments in the field of wood engraving and carving KB6. various kinds of raw materials used in the production process according to the final product finish required KB7. defects and possible errors involved in the production process KB8. quality of wood and other raw material used to achieve the right finish KB9. safety equipments and precautions to be taken KB10. market trend of the latest product range and customer preferences KB11. quality standards to be followed KB12. the procedure and importance of the documentation and categorization of different product designs
Skills (S)	
C. Core Skills/ Generic Skills	<p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA1. read production schedules and operation manuals to derive accurate information from these SA2. read basic terms and terminologies to accurately interpret supervisor instructions in the local language SA3. read and interpret accurate information from various relevant logs and records SA4. read the organization's policy documents pertaining to employee work rules and regulations to derive accurate information from these <p>Writing Skills</p>



HCS/ N7002

Perform the required engraving, carving and etching operations

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. write the raw material requirement for operational requirements with complete detailing in the local language</p> <p>SA2. write basic numbers, quantities and messages for operational requirements in the local language</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. interact with the supervisor appropriately (correct protocol and manner of speaking) in order to understand the basic requirements of the job, work plans and other associated requirements</p> <p>SA4. display active listening skills while interacting with co-workers and other in the workplace</p>
	<p>D. Professional Skills</p>
	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. identify and list variables in the operational process that impact achievement and quality</p> <p>SB2. consider time, safety and quality as parameters to escalate issues to supervisor or modify work schedules</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. importance of appropriate planning of carving and etching operations to maintain a smooth production schedule under supervision</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. list the key benefits that customers seek in products that may lead to customer satisfaction</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. work with co-workers and supervisor to resolve any issues that threaten disruption, increase risk, cause delays or under-achievement of quality and targets as per the planned schedule</p>
	<p>Analytical Thinking</p>
	<p>NA</p>
	<p>Critical Thinking</p>
	<p>NA</p>

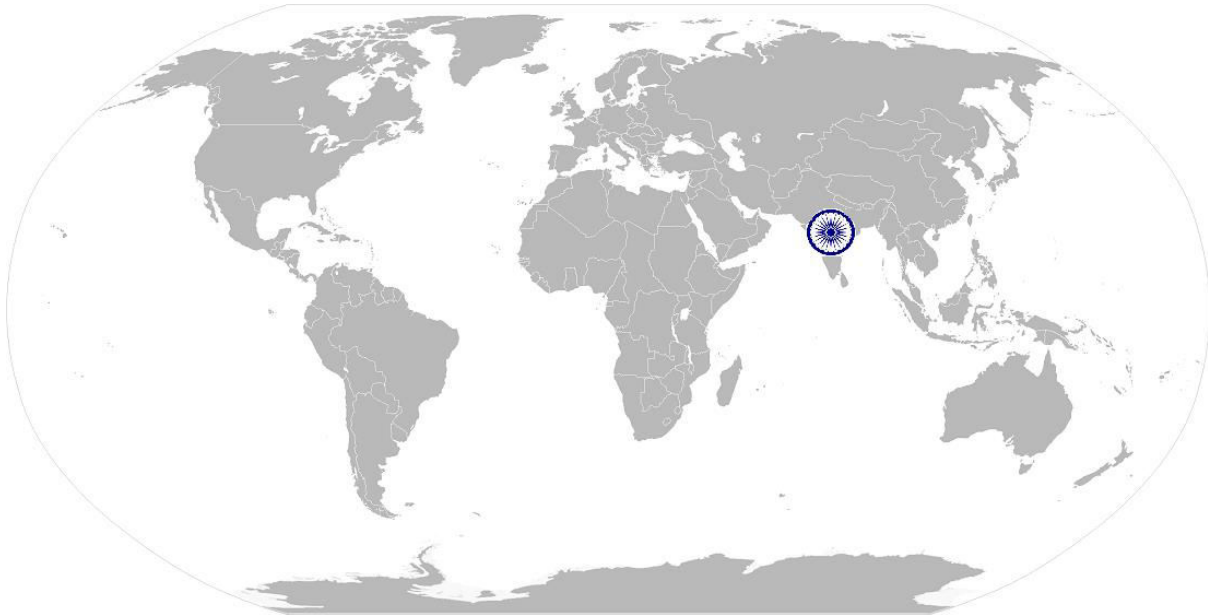


HCS/ N7002

Perform the required engraving, carving and etching operations

NOS Version Control

NOS Code	HCS/N7002		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	06/10/16
Industry Sub-sector	Handicrafts (Woodware)	Last reviewed on	09/01/18
Occupation	Wood shaping	Next review date	09/01/20

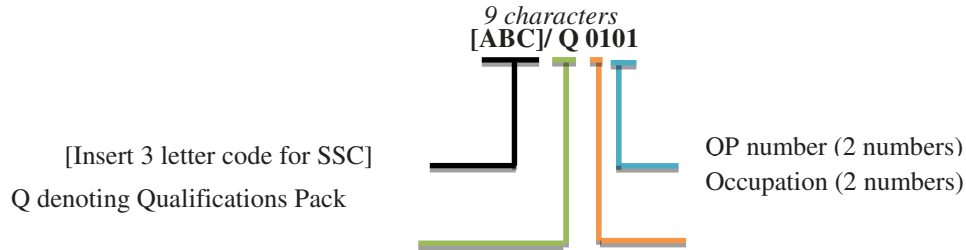




Annexure

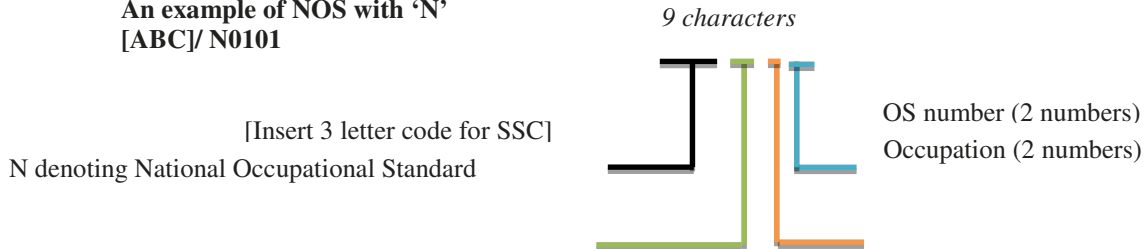
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'
[ABC]/ N0101





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	Handicrafts and Carpet	HCS
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Engraving/ Carving/ Etching Artisan

Qualification Pack: HCS/Q7001

Sector Skill Council: Handicrafts and Carpet

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on these criteria.
5. To pass the Qualification Pack, every trainee should score a minimum of 60% 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

Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
1. HCS/N7001 Select suitable type of wood and work according to the design requirement	PC1. summarise different types of wood work to be done on different wood species and quantities involved	100	10	3	7
	PC2. correlate advantages and disadvantages of various wood species for carrying out the required wood work with design requirements		11	4	7
	PC3. diagnose the quality of wood visually whether its suitable for the type of wood work that is to be done		9	2	7
	PC4. diagnose the wood finishing needs before carving		12	2	10
	PC5. ensure the required finish is achieved before carving and etching		11	2	9
	PC6. interpret the design specifications appropriately to assess nature of wood work required		11	3	8
	PC7. finalise and select the wood quality that gives the best finish to the specific design requirement		8	0	8



	PC8. identify the sequence of operations required for achieving the carving and etching requirements as per design and instructions		10	3	7
	PC9. identify and obtain the necessary tools for carving and etching operations		5	0	5
	PC10. use mathematical calculations and techniques to carry out measurements, calculate area and estimate other material requirements		13	6	7
		Total	100	25	75
2. HCS/N7002 Perform the required engraving, carving and etching operations	PC1. use safe handling procedures for equipment and materials, including use of personal protective equipment	100	7	2	5
	PC2. select appropriate carving tool for performing the wood carving, etching and engraving operations as per the set criteria		7	2	5
	PC3. check the selected tools for sharpness, safety and usability as per work requirements and organization standards		8	3	5
	PC4. rectify or refer to qualified person, tools that require maintenance or repair		6	1	5
	PC5. use supporting and holding tools and equipment to hold the wooden piece in required position for carving operations		5	0	5
	PC6. carry out the carving and etching operations in the correct sequence to ensure optimal result, minimal wastage and least chance of errors or damage		8	2	6
	PC7. diagnose the strength and steadiness of the board to work on it		6	1	5
	PC8. calculate the force with which to work on the boards and apply force accordingly to achieve results as per product specifications		9	3	6
	PC9. perform the operations without causing the damage to the boards and minimize wastage		5	0	5
	PC10. plan and work to achieve 100% target of daily production		5	1	4
	PC11. plan and work to achieve zero errors as per the company's standards		9	3	6



Qualifications Pack for Engraving/ Carving/ Etching Assistant

	PC12. record any defects/inadequacies noted during the engraving and carving process		7	2	6
	PC13. ensure the product components are inspected for suitability against the target product specifications before assembly		6	1	5
	PC14. maintain safety standards as per company policy		5	2	3
	PC15. clear the work area and remove waste as per approved procedures		7	2	5
		Total	100	25	75