

# Model Curriculum

## Crochet Lace Tailor

**SECTOR: HANDICRAFTS AND CARPET**  
**SUB-SECTOR: HAND CROCHETED TEXTILES**  
**OCCUPATION: CROCHET LACE TAILOR**  
**REF ID: HCS/Q7705, V1.0**  
**NSQF LEVEL: 3**



## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**HANDICRAFTS AND CARPET SECTOR SKILL COUNCIL**

for the

### MODEL CURRICULUM

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: 'Crochet Lace Tailor' No. 'HCS/Q7705 NSQF Level 3'

Date of Issuance: **February 27<sup>th</sup>, 2018**

Valid up to: **February 26<sup>th</sup>, 2020**

\* Valid up to the next review date of the Qualification Pack



Authorised Signatory  
(Handicrafts and Carpet Sector Skill Council)

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# Crochet Lace Tailor

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Crochet Lace Tailor”, in the “Handicrafts and Carpet” Sector/Industry and aims at building the following key competencies amongst the learner

<b>Program Name</b>	<b>Crochet Lace Tailor</b>		
<b>Qualification Pack Name and Reference ID.</b>	HCS/Q7705		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	14/11/2018
<b>Pre-requisites to Training</b>	Basic reading and writing skills, preferably 5th pass		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• Perform different cutting operations required for crochet lace tailoring.</li> <li>• Perform stitching operations to produce crochet lace products.</li> <li>• Perform quality check on given materials with respect to given specifications.</li> <li>• Maintain quality parameters as per standards.</li> <li>• Gather the tools and materials required to produce crochet lace products.</li> <li>• Identify new product details consulting with responsible personnel.</li> <li>• Maintain workflow rate as per company standards.</li> <li>• Identify tools and materials required for crochet lace tailoring.</li> <li>• Inspect tailoring machines for operating efficiency.</li> <li>• Set up sewing machine according to production requirements.</li> <li>• Manage the requisites for the sewing machine to perform crochet lace tailoring.</li> <li>• Evaluate to ascertain the quality requirements of the crochet lace product are met.</li> </ul>		

This course encompasses 6 out of 6 NOS (National Occupational Standards) of “Crochet Lace Tailor” Qualification Pack issued by “Handicrafts and Carpet Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p><b>Introduction</b></p> <p><b>Theory Duration</b> (hh:mm) 20:00</p> <p><b>Practical Duration</b> (hh:mm) 00:00</p> <p><b>Corresponding NOS Code</b> Bridge Module</p>	<ul style="list-style-type: none"> <li>Identify different crochet lace products</li> <li>Identify the crochet industry in India</li> <li>Identify the different tools and equipments used by a Crochet Lace Tailor</li> </ul>	<p>Scale, measuring tape, cutting table, personal protective equipments, cleaning tools, electricity tester, fire extinguisher, first-aid kit, tailoring (sewing) machine, yard stick, scissors, chalk, trimming tools</p>
2	<p><b>Prepare for stitching crochet lace products</b></p> <p><b>Theory Duration</b> (hh:mm) 15:00</p> <p><b>Practical Duration</b> (hh:mm) 25:00</p> <p><b>Corresponding NOS Code</b> HCS/N7714</p>	<ul style="list-style-type: none"> <li>Analyze and interpret given specification sheet for the crochet lace product.</li> <li>Identify pattern requirements as per the given design and measurement.</li> <li>Examine the given materials against the given specifications.</li> <li>Interpret organisation’s quality parameters.</li> <li>Choose the tools and materials as per requirement.</li> <li>Check with in charge /others when unsure of new product details.</li> <li>Maintain the rate of standard workflow while performing crochet lace tailoring operations.</li> <li>Select the appropriate tools and materials for cutting.</li> <li>Determine whether the material/fabric meet the quality requirements as per given specifications.</li> <li>Maintain workflow so as to ensure there are no defects on the material.</li> <li>Perform cutting operations with precision as per the given specifications.</li> <li>Maintain minimum wastage of material while cutting.</li> <li>Identify and respond to any defects and damage due to mishandling.</li> </ul>	<p>Scale, measuring tape, cutting table, personal protective equipments, cleaning tools, electricity tester, fire extinguisher, first-aid kit, tailoring (sewing) machine, yard stick, scissors, chalk, trimming tool</p>
3	<p><b>Carry out stitching operation for making crochet lace products</b></p> <p><b>Theory Duration</b> (hh:mm) 25:00</p> <p><b>Practical Duration</b></p>	<ul style="list-style-type: none"> <li>Apply the instructions and specifications given to stitch the product.</li> <li>Use the correct machine, tools (eg: Scissors, Measuring tapes and rulers) and equipment.</li> <li>Select the correct component parts for the design being worked on.</li> <li>Perform quality checks to ensure that the materials to be used are free from</li> </ul>	<p>Scale, measuring tape, cutting table, personal protective equipments, cleaning tools, electricity tester, fire extinguisher, first-aid kit, tailoring (sewing) machine,</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	(hh:mm) 55:00  <b>Corresponding NOS Code</b> HCS/N7715	faults. <ul style="list-style-type: none"> <li>Perform check to ascertain that the materials meet product specifications.</li> <li>Set up sewing machine according to production requirements.</li> <li>Perform different cutting operations appropriately.</li> <li>Perform machine tests to ensure machine operating efficiency.</li> <li>Determine whether the crochet lace product meet given specifications.</li> <li>Communicate reports on defective machines, tools and/or equipment, etc. to the responsible person.</li> <li>Interpret organisation's quality standards.</li> <li>Operate machines safely and in accordance with guidelines.</li> <li>Maintain optimized positioning of materials to ensure a smooth and rapid throughput.</li> <li>Perform quality check of equipments prior to carrying out crochet lace tailoring operations.</li> <li>Perform stitching operations to produce the desired products.</li> <li>Maintain the quality of the stitched product with respect given requirements.</li> <li>Carry out stitching without causing damage to the crochet lace.</li> </ul>	yard stick, scissors, chalk, trimming tool
4	<b>Contribute to achieve quality in stitching of crochet lace products</b>  <b>Theory Duration</b> (hh:mm) 15:00  <b>Practical Duration</b> (hh:mm) 25:00  <b>Corresponding NOS Code</b> HCS/N7716	<ul style="list-style-type: none"> <li>Identify and use materials that are required, based on the specifications given.</li> <li>Identify deviations from quality stands and work towards the elimination of the same.</li> <li>Recognise faulty materials for replacement.</li> <li>Perform crochet lace tailoring operations safely while maintaining standard production flow.</li> <li>Identify any disruption in production and inform the responsible person about the same.</li> <li>Identify faults in materials, components, etc. and work towards rectification of the same.</li> <li>Identify other process related faults and inform the responsible person.</li> <li>Maintain the required productivity and quality levels.</li> <li>Maintain quality standards to ensure that the crochet/fabric edges are</li> </ul>	Scale, measuring tape, cutting table, personal protective equipments, cleaning tools, electricity tester, fire extinguisher, first-aid kit, tailoring (sewing) machine, yard stick, scissors, chalk, trimming tool

Sr. No.	Module	Key Learning Outcomes	Equipment Required
5	<p><b>Working in a team</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm) 15:00</p> <p><b>Corresponding NOS Code</b> HCS/N9908</p>	<p>finished appropriately.</p> <ul style="list-style-type: none"> <li>Maintain proper handling of materials and tools safely and correctly.</li> <li>Identify one's responsibility in the whole process of product development.</li> <li>Identify one's role in the whole process of product development.</li> <li>Perform all roles with full responsibility.</li> <li>Maintain effectiveness and efficiency at workplace</li> <li>Communicate about organization policies appropriately.</li> <li>Maintain politeness while talking with other team members and colleagues.</li> </ul>	<p>Scale, measuring tape, cutting table, personal protective equipments, cleaning tools, electricity tester, fire extinguisher, first-aid kit, tailoring (sewing) machine, yard stick, scissors, chalk, trimming tool</p>
6	<p><b>Maintain work area and tools</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm) 15:00</p> <p><b>Corresponding NOS Code</b> HCS/N9912</p>	<ul style="list-style-type: none"> <li>Maintain proper handling of materials and tools, safely and correctly</li> <li>Use materials in a way to ascertain minimum waste.</li> <li>Maintain a clean and hazard free working area.</li> <li>Maintain the tools and equipments.</li> <li>Perform maintenance and/or cleaning activities within one's responsibilities.</li> <li>Identify damaged tools and materials and inform to the responsible person.</li> <li>Maintain the correct postures while working.</li> <li>Dispose of waste safely in the designated location.</li> <li>Maintain proper storage of cleaning equipments.</li> <li>Carry out cleaning according to schedules and limits of one's responsibilities.</li> </ul>	<p>Scale, measuring tape, cutting table, personal protective equipments, cleaning tools, electricity tester, fire extinguisher, first-aid kit, tailoring (sewing) machine, yard stick, scissors, chalk, trimming tool</p>
7	<p><b>Maintain health, safety and security at workplace</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm) 15:00</p> <p><b>Corresponding NOS Code</b> HCS/N9913</p>	<ul style="list-style-type: none"> <li>Comply with health and safety related instructions applicable to the workplace.</li> <li>Use and maintain personal protective equipment as per protocol.</li> <li>Perform all activities in accordance to approved guidelines and procedures.</li> <li>Maintain a healthy lifestyle and guard against dependency on intoxicants.</li> <li>Follow environment management system related procedures.</li> <li>Maintain safe handling procedures while moving waste and debris.</li> <li>Identify potentials risks at the workplace and work towards minimising health and safety risks due to any action.</li> <li>Communicate reports on hazards and potential risks/ threats to supervisors or other authorized personnel.</li> <li>Participate in mock drills/ evacuation procedures organized at the workplace.</li> </ul>	<p>Scale, measuring tape, cutting table, personal protective equipments, cleaning tools, electricity tester, fire extinguisher, first-aid kit, tailoring (sewing) machine, yard stick, scissors, chalk, trimming tool</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> <li>Perform first aid and fire-fighting.</li> </ul>	
	<b>Total Duration</b>  <b>Theory Duration</b> <b>90:00</b>  <b>Practical Duration</b> <b>150:00</b>	<b>Unique Equipment Required:</b> Laptop, white board, marker, projector, PPTs, scale, measuring tape, cutting table, personal protective equipments, cleaning tools, electricity tester, fire extinguisher, first-aid kit, tailoring (sewing) machine, yard stick, scissors, chalk, trimming tool	

Grand Total Course Duration: **240 Hours, 0 Minutes**

*(This syllabus/ curriculum has been approved by Handicrafts and Carpet Sector Skill Council)*

## Trainer Prerequisites for Job role: “Crochet Lace Tailor” mapped to Qualification Pack: “HCS/Q7705, v1.0”

Sr. No.	Area	Details
1	<b>Description</b>	A Crochet Lace Tailor is responsible for developing/tailoring crochet lace products as per the given specifications/ instructions. A crochet lace tailor should be able to perform basic cutting and stitching operations for developing crochet products of different designs as per quality standards. This job requires the individual to have knowledge of measurements, sewing and finishing for making quality crochet lace products.
2	<b>Personal Attributes</b>	A Crochet Lace Tailor 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).
3	<b>Minimum Educational Qualifications</b>	10 <sup>th</sup> pass
4a	<b>Domain Certification</b>	Certified for Job Role: “ <u>Crochet Lace Tailor</u> ” mapped to QP: “ <u>HCS/Q7705, v1.0</u> ”. Minimum accepted score is 80%
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “ <u>Trainer</u> ”, mapped to the Qualification Pack: “ <u>MEP/Q0102</u> ”. Minimum accepted % as per respective SSC guidelines is 80%.
5	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Total 3 Years experience,</li> <li>• 2 Years of sector-specific experience,</li> <li>• Min. 1 year of teaching experience</li> </ul>

## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job role:** Crochet Lace Tailor

**Qualification Pack:** HCS/Q7705

**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 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)	Marks Allocation		
			Out of	Theory	Skills practical
1. HCS/N7714 (Prepare for stitching crochet lace products)	PC1. Analyze and interpret the given specifications/ specification sheet of the crochet lace product	<b>100</b>	7	2	5
	PC2. Check the pattern as per the given design and measurement		5	1	4
	PC3. Check the given materials against the given specifications		6	1	5
	PC4. Conform to organisation's quality parameters		5	1	4
	PC5. Collect the tools and materials		5	1	4
	PC6. Check with in charge /others when unsure of new product details		5	1	4
	PC7. Carry out operations at a rate which maintains workflow		5	1	4
	PC8. Select the appropriate tools and materials for cutting		7	2	5
	PC9. Check the material/fabric with the given specifications		5	1	4
	PC10. Ensure there are no defects on the material		7	2	5
	PC11. Cut the various components with precision as per the given pattern		7	2	5
	PC12. Ensure that the cut material conform to the shape and size of the given crochet lace to be attached with		7	2	5
	PC13. Avoid fabric/material wastage while cutting		7	2	5
	PC14. Dispose of waste materials safely and return re-useable materials		5	1	4
	PC15. Place the cut components for stitching after counting the pieces		5	1	4

	PC16. Make sure the cut components are carefully placed to minimise the risk of damage		5	1	4
	PC17. Identify and respond to any defects and damage due to mishandling		7	2	5
	<b>TOTAL</b>	<b>100</b>	<b>30</b>	<b>70</b>	
2. HCS/N7715 (Carry out stitching operation)	PC1. Follow the instructions and specifications given to stitch the product	<b>100</b>	5	1	4
	PC2. Ask questions to obtain more information on tasks when the instructions you have are unclear		3	0	3
	PC3. Use the correct machine, tools (eg: Scissors, Measuring tapes and rulers) and equipment		5	2	3
	PC4. Select the correct component parts for the design being worked on		3	1	2
	PC5. Check that the materials to be used are free from faults		4	2	2
	PC6. Ensure the materials used meet the specification matching a. within a product b. between a pair/set of products		5	1	4
	PC7. Set up sewing machine according to production requirements		5	2	3
	PC8. Cut the thread appropriately		3	0	3
	PC9. thread the needle in the machine and adjust the needle as per the requirements		5	1	4
	PC10. Perform a test run to ensure machine is operating correctly		5	1	4
	PC11. Check if crochet lace and cut material/fabric is correctly marked and pieces cut as required		5	1	4
	PC12. Report defective machines, tools and/or equipment to the responsible person		5	2	3
	PC13. Conform to organisation's quality standards		5	2	3
	PC14. Operate machines safely and in accordance with guidelines		7	2	5
	PC15. Optimize the positioning and layout of materials to ensure a smooth and rapid throughput		5	1	4
	PC16. Check the equipment prior to making the stitching, including correct controls, correct attachments, correct needle and thread		3	1	2
	PC17. Stitch the correct materials in the right sequence as required by the product specification		5	1	4
	PC18. Ensure stitched product conforms to shape and size requirement		5	2	3
	PC19. Ensure stitched products meets specification in terms of labels and trimmings		5	2	3
	PC20. Sew and apply trims by hand and machine		5	1	4
	PC21. Carry out stitching without causing damage to the crochet lace		2	0	2

	PC22. Finish the raw edges by hand/machine		5	2	3
		<b>TOTAL</b>	<b>100</b>	<b>28</b>	<b>72</b>
3. HCS/N7716 (Contribute to achieve quality in stitching of crochet lace products)	PC1. Identify and use materials required based on the specifications given	<b>100</b>	6	1	5
	PC2. Take the necessary action when materials do not conform to quality standards		6	1	5
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		6	1	5
	PC4. Identify modifiable defects and rework on them		8	2	6
	PC5. Carry out work safely and at a rate which maintains work flow		8	2	6
	PC6. Report to the responsible person when the work flow of other production areas disrupts work		6	1	5
	PC7. Carry out quality checks at specified intervals according to instructions		7	2	5
	PC8. Apply the allowed tolerances		7	2	5
	PC9. Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts		6	1	5
	PC10. Identify faults and take appropriate action for rectification		6	1	5
	PC11. Make adjustments promptly to return product to specification		6	1	5
	PC12. Report faults in other processes to the appropriate person		6	1	5
	PC13. Maintain the required productivity and quality levels		6	1	5
	PC14. Inspect stitched products against specifications		8	2	6
	PC15. Ensure that the crochet/fabric edges are finished appropriately		8	2	6
	<b>TOTAL</b>	<b>100</b>	<b>21</b>	<b>79</b>	
4. HCS/N9908 (Working in a team)	PC1. Be accountable to one's own role in whole process of developing product	<b>100</b>	12	4	8
	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
	<b>TOTAL</b>	<b>100</b>	<b>29</b>	<b>71</b>	
5. HCS/N9912 (Maintain work area and tools)	PC1. Handle materials and tools safely and correctly	<b>100</b>	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
	<b>TOTAL</b>		<b>100</b>	<b>30</b>	<b>70</b>
6. HCS/N9913 (Maintain health, safety and security at workplace)	PC1. Comply with health and safety related instructions applicable to the workplace	<b>100</b>	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
<b>TOTAL</b>		<b>100</b>	<b>30</b>	<b>70</b>	