



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET SECTOR

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 – Designer & Sketcher

SECTOR: Handicrafts and Carpet

SUB-SECTOR: Carpet

OCCUPATION: Designing

REFERENCE ID: HCS/Q5201

ALIGNED TO: NCO-2004/NIL

Shade Writer: The Designer & Sketcher creates design on graph paper manually based on his own imagination or as per motif received from customer.

Brief Job Description: The designer & sketcher is a job role in designing department. The responsibility of designer is to create or reproduce design on suitable graph papers as per repeat and carpet size and quality.

Personal Attributes: He/she should have flair for art and drawings. He/she should be patient for strenuous long hours of working under stringent deadlines. He should be highly imaginative, creative, analytic and man of voracious readings and keen listener too. He/she should have good colour sense and versed with recent trends and diverse tastes and preferences across global customer base.



Job Details	Qualifications Pack Code	HCS/Q5201		
	Job Role	Designer & Sketcher		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	30/04/15
	Sub-sector	Carpet	Last reviewed on	27/05/15
	Occupation	Designing	Next review date	26/05/16

Job Role	Designer & Sketcher
Role Description	To create design on graph paper and transferring design back on base fabric for (tufted carpet quality) or on tracing paper for reference (making of hand knotted carpet)
NSQF level	4
Minimum Educational Qualifications	Preferably Class VIII
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Not Applicable
Experience	1-2 years working in carpet/textile industry
National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> HCS/N5201 Creation of Design HCS/N9906 Maintain work area, tools and equipments HCS/N9907 Maintain health, safety and security at workplace Optional: 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

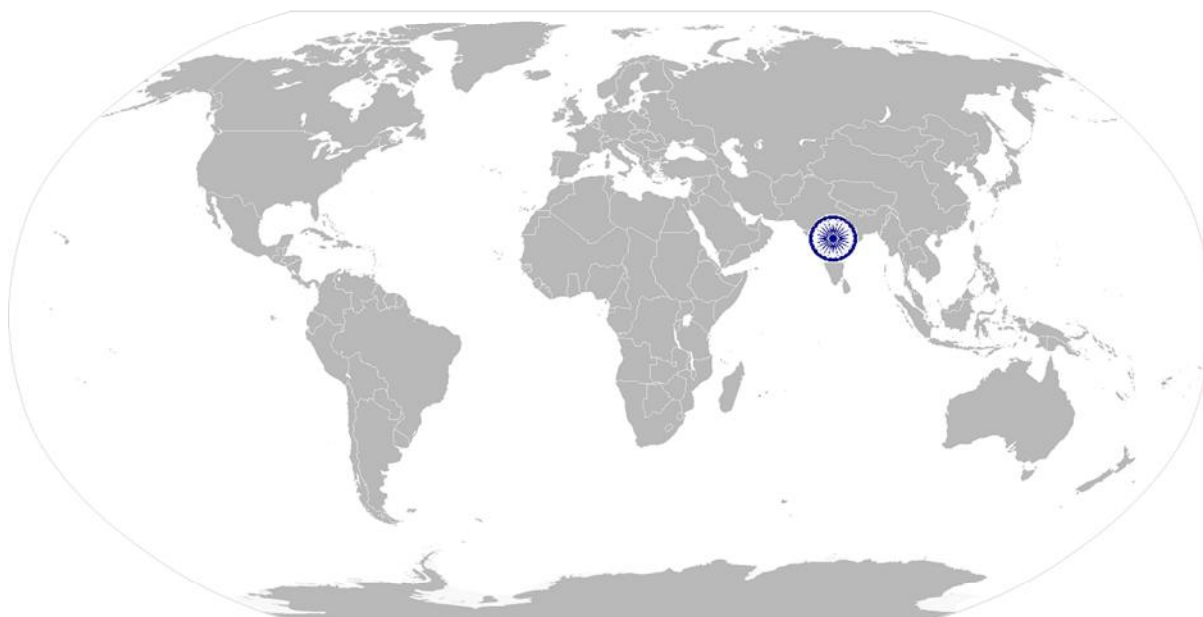


	contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It 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.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
HCS	Handicrafts and Carpet Skill Sector Council
NSDC	National Skill Development Corporation

Acronyms



National Occupational Standard



Overview

This unit is meant to capture skills, knowledge and personality attributes combined all together as set enabling one to develop design as per specific requirements of tufted and hand knotted carpets.



HCS/N5201

Creation of Design

National Occupational Standard	Unit Code	HCS/N5201
	Unit Title (Task)	Creation of Design
	Description	This unit is about inventory of supervisory skills, knowledge, tools and techniques needed for creating design.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> ▪ Carry out research on designs trends relevant to product class ▪ Analysis of trend ▪ Analysis of customer motifs ▪ Creating new and similar design based on inputs and motifs ▪ Design creation with use of Auto CAD is beyond the scope of this QP
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Creating design from inputs and imagination	<p>PC1. Market Research for design trends from various sources of information</p> <p>PC2. Identify basic trends based on past review and analysis</p> <p>PC3. Analysis of design motifs received from buyer</p> <p>PC4. Creation of design inspired out of motifs</p> <p>PC5. Identify design repeat for knotted carpet</p> <p>PC6. transfer motif to design spread over carpet of defined size</p> <p>PC7. Identify suitable graph for design making</p> <p>PC8. transfer design from graph to tracing paper with clarity and precision</p> <p>PC9. translate inputs as per company procedure for adoption and adaptability</p> <p>PC10. Quality elements applicable to designs</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>KA1. Organization policies, procedures, guidelines</p> <p>KA2. Product type, class and materials</p> <p>KA3. Statutory and regulatory standards applicable to product and/or processes involved.</p> <p>KA4. Buyer's defined and intended requirements</p> <p>KA5. Recognize need and responding positively to cultural differences with change of behaviours</p> <p>KA6. Work methodically with attention to details without damaging product</p> <p>KA7. Adhere to organization policy of managing sensitive information related to design</p>



HCS/N5201

Creation of Design

<p>B. Technical Knowledge</p>	<p>KB1. understanding the importance of</p> <ul style="list-style-type: none"> • types of fibres • types of threads • carpet design • knot types • types of design defects • number of knots per square inch (tapka/inch²) • tuft density • design repeat • carpet dimension • general aesthetic parameters – appearance, cleanliness, feel, etc <p>KB2. process flow in handmade carpet manufacturing sector</p> <p>KB3. Aptitude and flair for art and designs</p> <p>KB4. Measurement Tools, Equipment and Techniques</p> <p>KB5. Knowledge of carpet types and its salient characteristics</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. prepare status and progress reports</p> <p>SA2. write memos and e-mail to customer 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>Reading Skills</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>Oral Communication (Listening and Speaking skills)</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</p> <p>SA5. keep co-workers and supervisors informed about progress</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>SB1. Follow organization rule-based decision making process</p> <p>SB2. Take decision with systematic course of actions and/or response</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand:</p> <p>SB3. plan and organize service feedback files/documents</p> <p>Customer Centricity</p>



HCS/N5201

Creation of Design

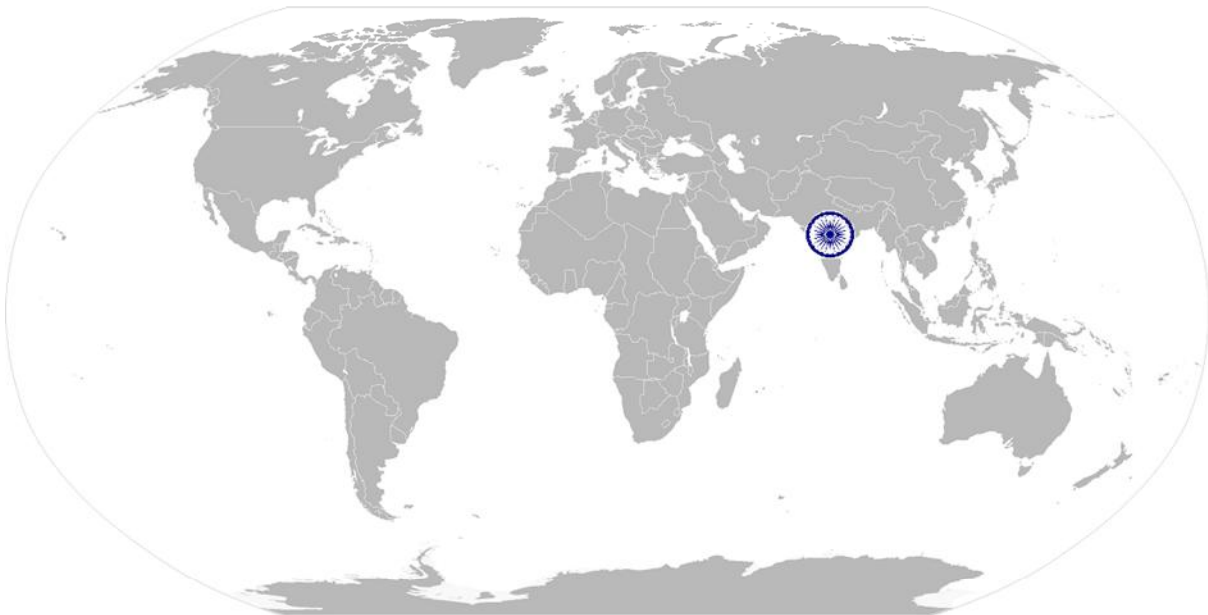
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	SB6. Seek and Comprehend design related inputs for clarification SB7. Assess/Evaluate design processes SB8. Communicate effectively with aids of soft skill tools and techniques
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB9. use the existing data to arrive at specific data points SB10. Apply domain information about Product, Processes and technical specifications
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB11. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action SB12. Critically evaluate design inputs in relation to product intended SB13. Develop holistic and comprehensive profile of products based on segregated discrete information available

NOS Version Control

NOS Code	HCS/N5201		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Designing	Next review date	26/05/16



National Occupational Standard



Overview

This unit is about maintaining work areas and activities to ensure tools and machines are maintained as per norms.



HCS/N9906

Maintaining work area, tools and machines

National Occupational Standard	Unit Code	HCS/N9906
	Unit Title (Task)	Maintaining work area, tools and equipments
	Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/maintain work areas and activities to ensure tools and equipments for designing are maintained as per norms
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Proper maintaining of work area and activities comprising arrangement of graphs, tracing papers etc Maintenance of work related handtools and equipments
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Maintain the work area, tools and equipments	PC1. handle materials, machinery, equipment and tools with care and use them in correct way PC2. maintain a clean and hazard free working area PC3. Organize with proper identification, storage and preservation of graphs, tracing papers and design maps PC4. use of clean equipment and methods appropriate for the work to be carried out PC5. disposal of waste safely in the designated location PC6. store cleaning of equipment safely after use
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	KA1. personal hygiene and duty of care KA2. safe working practices and organizational procedures KA3. ways of resolving conflicts/problems within the work area KA4. the design process and the specific work activities that relate to the process KA5. organization's rules, codes and guidelines (including timekeeping) KA6. the company's quality standards KA7. importance of complying with written instructions
	B. Technical /Domain Knowledge	KB1. work instructions and ability to interpret them accurately KB2. relation between work role and the overall manufacturing process KB3. safe working practices KB4. the importance of taking action when problems are identified KB5. effects of contamination on products i.e. machine oil, dirt, foreign materials KB6. common faults with equipment and the method to rectify
Skills (S) [Optional]		
A. Core Skills/ Generic Skills	Writing Skills	



HCS/N9906

Maintaining work area, tools and machines

	The user/ individual on the job needs to know and understand how to: SA1. prepare status and progress reports SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. discuss task lists, schedules, and work-loads with co-workers SA5. keep coworker and supervisor informed about progress
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and manage work routine based on company procedure SB3. plan and organize service feedback files/documents
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB8. use the existing data to arrive at specific data points
Critical Thinking	
	The user/individual on the job needs to know and understand how to: SB9. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

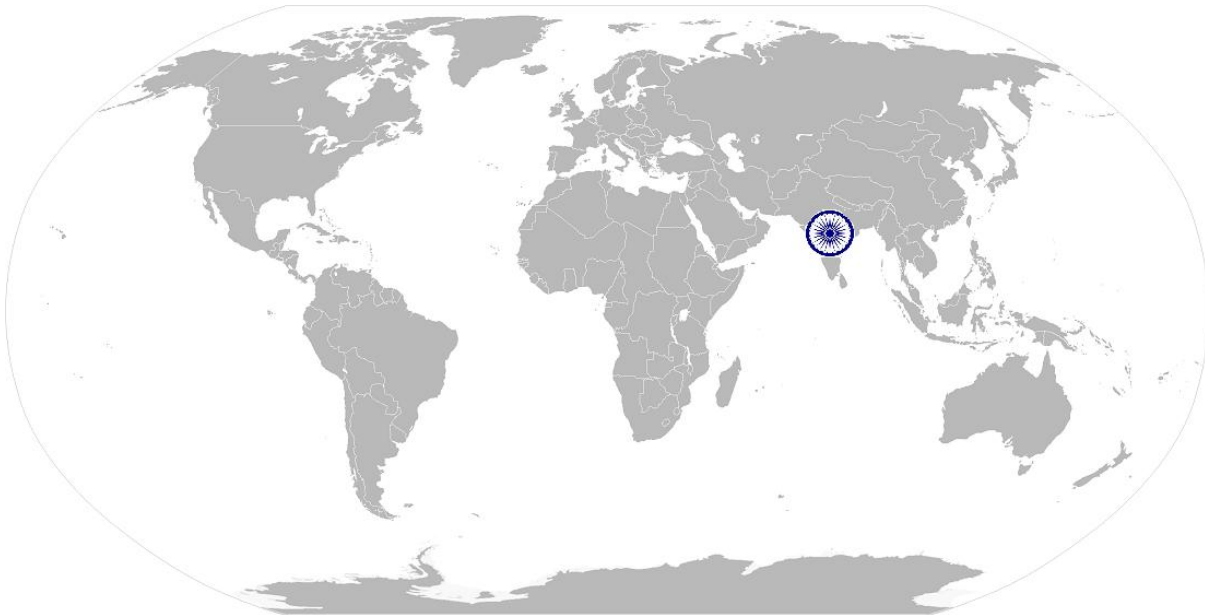


HCS/N9906

Maintaining work area, tools and machines

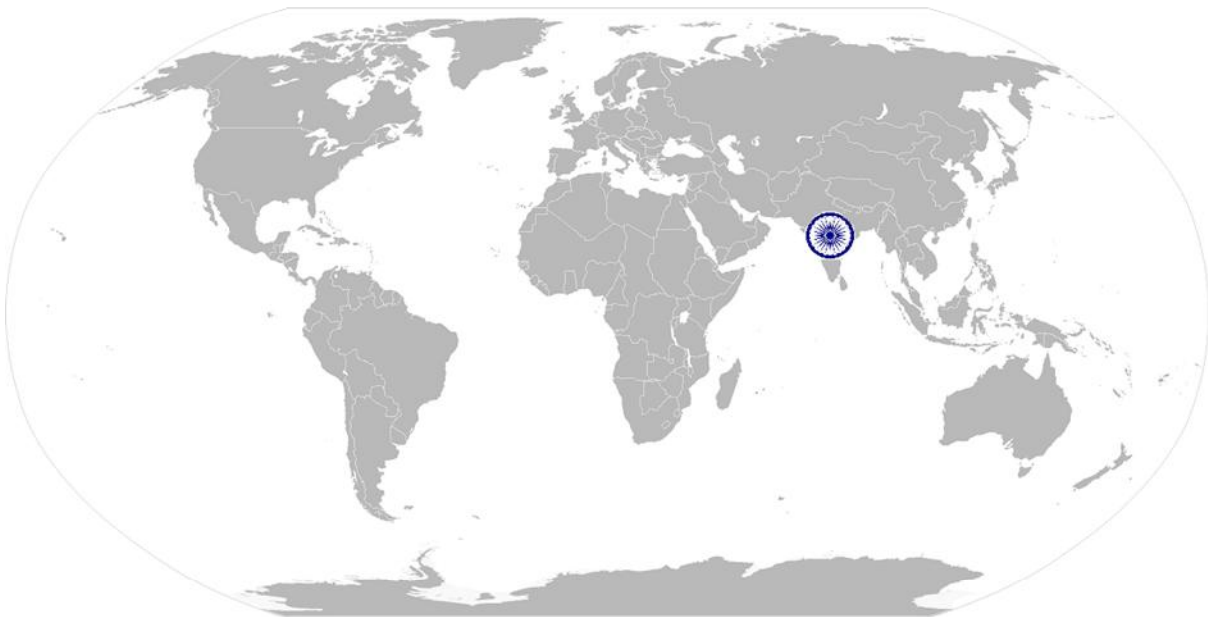
NOS Version Control

NOS Code	HCS/N9906		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
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Occupation	Designing	Next review date	26/05/16





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

Maintain health, safety and security at work place

National Occupational Standard	Unit Code	HCS/ N9907
	Unit Title (Task)	Maintain health, safety and security at work place
	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 minimize risk to self and others.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> To 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>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Carry out own activities in line with approved guidelines and procedures</p> <p>PC3. Maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC4. Follow environment management system related procedures</p> <p>PC5. Store materials and equipment in line with organisational requirements</p> <p>PC6. Minimize health and safety risks to self and others due to own actions</p> <p>PC7. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC8. Monitor the workplace and work processes for potential risks and threat</p> <p>PC9. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC10. Report hazards and potential risks/threats to supervisors or other authorized personnel</p> <p>PC11. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC12. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC13. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC14. Follow organisation procedures for shutdown and evacuation when required</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/organization 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 equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to minimize them</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, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p>



HCS/N9907

Maintain health, safety and security at work place

	<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 Knowledge	<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) [Optional]	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	<p>SA1. prepare status and progress reports</p> <p>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>
	Reading Skills
	The user/individual on the job needs to know and understand how to:
	SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	<p>SA4. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA5. keep coworker and supervisor informed about progress</p>
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
	The user/individual on the job needs to know and understand:
	SB2. plan and organize service feedback files/documents
	Customer Centricity
The user/individual on the job needs to know and understand how to:	
<p>SB3. manage relationships with customers</p> <p>SB4. build customer relationships and use customer centric approach</p>	
	Problem Solving



HCS/N9907

Maintain health, safety and security at work place

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB6. identify immediate or temporary solutions to resolve delays</p> <p>SB7. Raise alarm in case of emergency</p> <p>SB8. Safe and correct procedure of handling equipment and machinery</p> <p>SB9. Identify, report malfunctions in machinery and equipment and correct them if possible</p> <p>SB10. Identify and report service malfunctions and chemical leaks</p> <p>SB11. Keep work area free from potential hazards</p> <p>SB12. Report to supervisors and other authorized personnel for assistance</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. use the existing data to arrive at specific data points</p>
	Critical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB14. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</p>

NOS Version Control

NOS Code	HCS/N9907		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
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Occupation	Designing	Next review date	26/05/16



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Designer & Sketcher

Qualification Pack HSC/Q5201

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 this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

		Marks Allocation			
		Total Mark (125+100)	Out Of	Theory	Skills Practical
1. HCS/N5201 - Creation of Design	PC1. Market Research for design trends from various sources of information	50	5	3	2
	PC2. Identify basic trends based on past review and analysis		5	2	3
	PC3. Analysis of design motifs received from buyer		5	2	3
	PC4. Creation of design inspired out of motifs		7	2	5
	PC5. Identify design repeat for knotted carpet		3	1	2
	PC6. transfer motif to design spread over carpet of defined size		5	2	3



	PC7. Identify suitable graph for design making		5	2	3
	PC8. transfer design from graph to tracing paper with clarity and precision		2	0	2
	PC9. translate inputs as per company procedure for adoption and adaptability		5	2	3
	PC10. Quality elements applicable to designs		8	3	5
		Total	50	19	31
2. HCS/N9906 - Maintain workarea, tools and machines	PC1. handle materials, machinery, equipment and tools with care and use them in correct way	25	5	2	3
	PC2. maintain a clean and hazard free working area		3	1	2
	PC3. Organize with proper identification, storage and preservation of graphs, tracing papers and design maps		6	2	4
	PC4. use of clean equipment and methods appropriate for the work to be carried out		4	2	2
	PC5. disposal of waste safely in the designated location		4	1	3
	PC6. store cleaning of equipment safely after use		3	1	2
			Total	25	9
3. HCS/N9907 - Maintain Health, Safety and Security at Workplace	PC1. Comply with health and safety related instructions applicable to the workplace	50	3	1	2



PC2. Carry out own activities in line with approved guidelines and procedures	3	1	2
PC3. Maintain a healthy lifestyle and guard against dependency on intoxicants	3	1	2
PC4. Follow environment management system related procedures	3	1	2
PC5. Store materials and equipment in line with organisational requirements	3	1	2
PC6. Minimize health and safety risks to self and others due to own actions	3	1	2
PC7. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks	3	1	2
PC8. Monitor the workplace and work processes for potential risks and threat	3	1	2
PC9. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	3	1	2
PC10. Report hazards and potential risks/threats to supervisors or other authorized personnel	3	1	2
PC11. Participate in mock drills/evacuation procedures organized at the workplace	4	1	3



	PC12. Undertake first aid, fire-fighting and emergency response training, if asked to do so	5	1	4
	PC13. Take action based on instructions in the event of fire, emergencies or accidents	5	2	3
	PC14. Follow organisation procedures for shutdown and evacuation when required	6	2	4
	Total	50	16	34