



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET

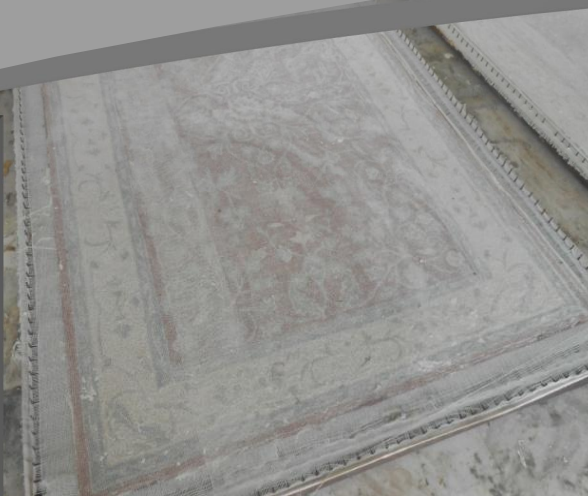
What are Occupational Standards(OS)?

- 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- Piercer & Matcher

SECTOR: Handicrafts and Carpet

SUB-SECTOR: Carpet

OCCUPATION: Designing

REFERENCE ID: HCS/Q5406

ALIGNED TO: NCO-2004/NIL

Shade Writer: The Piercer & Matcher does the work transferring design from tracing paper on to the base fabric for tufting. He also ensures selection and use of right colour threads for tufting.

Brief Job Description: The piercer & matcher is a job role in weaving department. The responsibility of the person is to create tiny holes all across the locus of design map received as tracing paper so as to transfer the very design on to the base fabric on which tufting process is carried on. He generally uses NIL or similar colours chosen in consideration to base fabric. The other part of job as matcher is to ensure right colour of tufting threads is used for tufting.

Personal Attributes: He should be vigilant, analytic and cooperative. He should be approachable and available for people seeking his assistance. He/she should have good colour sense and free from defects of colour vision.



Job Details	Qualifications Pack Code	HCS/Q5406		
	Job Role	Piercer & Matcher		
	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	Piercer & Matcher			
Role Description	To transfer design from tracing paper on to the base fabric for tufting.			
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 preferable			
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> HCS/N5406 Piercing of Tracing Paper and use of matched tufting threads 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			



Definitions	Keywords /Terms	Description
	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



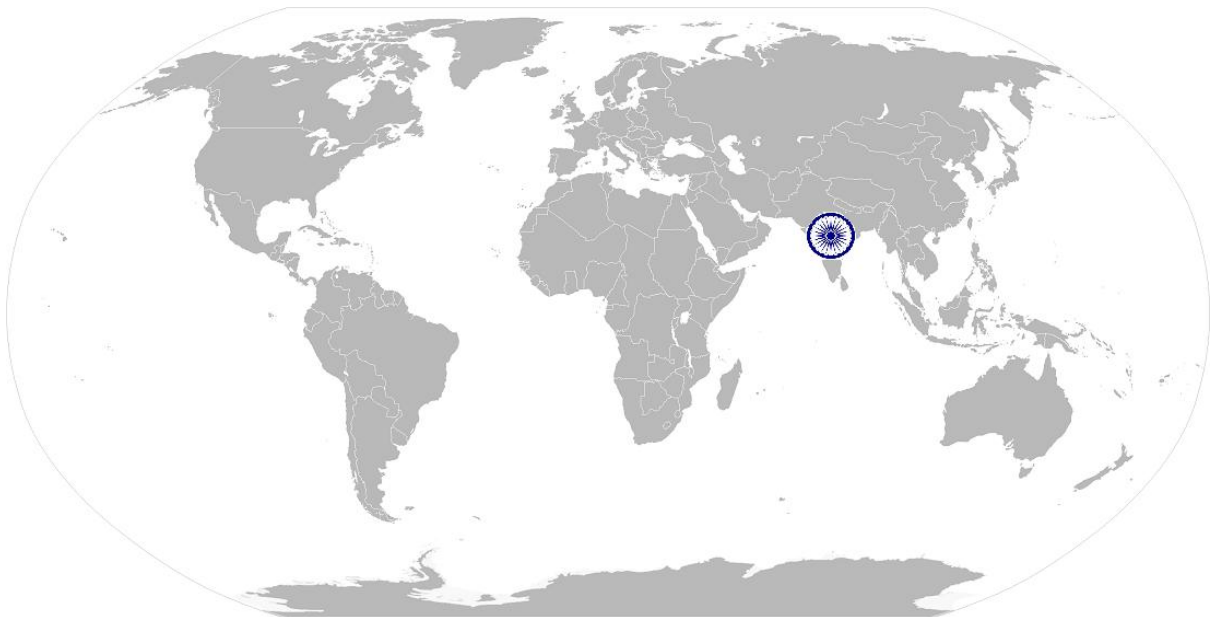
HCS/N5406

NOS
National Occupational Standards



Piercing of Tracing Paper and Use of matched tufting threads

National Occupational Standard



Overview

This unit is meant to capture skills, knowledge and personality attributes combined all together as set enabling one to work satisfactorily for transferring design from tracing paper to base fabric as well ensure using right colour threads for tufting.



HCS/N5406

Piercing of Tracing Paper and Use of matched tufting threads

National Occupational Standard	Unit Code	HCS/N5406
	Unit Title (Task)	Piercing of Tracing Paper and Use of matched tufting threads
	Description	This unit is about inventory of supervisory skills, knowledge, tools and techniques needed for creating design.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Preliminary process of checking <ul style="list-style-type: none"> ○ Carry out research on designs trends relevant to product class ○ Analysis of trend ○ Analysis of customer motifs ▪ Design Transfer <ul style="list-style-type: none"> ○ 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
	Preliminary process of checking	PC1. Check the tracing paper received is complete with all information PC2. Ensure the paper matches and conforms to job order PC3. Ensure it matches for size of carpet as per job order PC4. Ensure it is not torn or part missing PC5. Ensure the profile or locus of the design map is clearly drawn on tracing paper
	Design Transfer	PC6. Fix the paper uniformly on base fabric with no kinks on paper and fabric. PC7. Make small dotted lines across the design map/motif PC8. Pour carefully a washable ink (mainly nil is used) ensuring it does not bleed nor it spreads due over adding PC9. Remove the tracing paper and allow time for ink to dry. PC10. Check it is dried and ready for tufting process to start
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	KA1. Organization policies, procedures, guidelines KA2. Product type, class and materials KA3. Statutory and regulatory standards applicable to product and/or processes involved. KA4. Buyer's defined and intended requirements KA5. Recognize need and responding positively to cultural differences with change of behaviours KA6. Work methodically with attention to details without damaging product KA7. Adhere to organization policy of managing sensitive information related to design



HCS/N5406

Piercing of Tracing Paper and Use of matched tufting threads

<p>B. Technical Knowledge</p>	<p>KB1. understanding the importance of</p> <ul style="list-style-type: none"> • types of fibres and types of threads and ply • carpet design and types of design defects • tuft density • carpet dimension • general aesthetic parameters – appearance, cleanliness, feel, etc <p>KB2. process flow in tufted carpet manufacturing sector</p> <p>KB3. Aptitude and flair for art</p> <p>KB4. Measurement Tools, Equipment and Techniques</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>SA1. Effective communication skills – colleagues, superiors, subordinates and clients</p> <p>Reading Skills</p> <p>SA2. Comprehend written instructions from clients/colleagues/superiors</p> <p>SA3. Follow guidelines/procedures/rules</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>SA4. Communicate with superiors, colleagues and clients appropriately</p> <p>SA5. Listen carefully</p> <p>SA6. Talk effectively to convey information succinctly and unequivocally</p>
<p>B. Professional Skills</p>	<p>Problem Solving</p> <p>SB1. Seek and Comprehend design related inputs for clarification</p> <p>SB2. Assess/Evaluate design processes</p> <p>SB3. Communicate effectively with aids of soft skill tools and techniques</p> <p>Decision Making</p> <p>SB4. Follow organization rule-based decision making process</p> <p>SB5. Take decision with systematic course of actions and/or response</p> <p>Planning and Organization of Work</p> <p>SB6. Planning and Organization of Work to meet deadlines</p> <p>Analytical Thinking</p> <p>SB7. Apply domain information about Product, Processes and technical specifications</p> <p>Critical Thinking</p> <p>SB8. Critically evaluate design inputs in relation to product intended</p> <p>SB9. Develop holistic and comprehensive profile of products based on segregated</p> <p>SB10. discrete information available</p> <p>Attention to Details</p> <p>SB11. Systematic and Methodical way to collect information to details</p> <p>SB12. Evaluate work by checking at the end to ensure it corresponds with</p> <p>SB13. information collected to details</p>

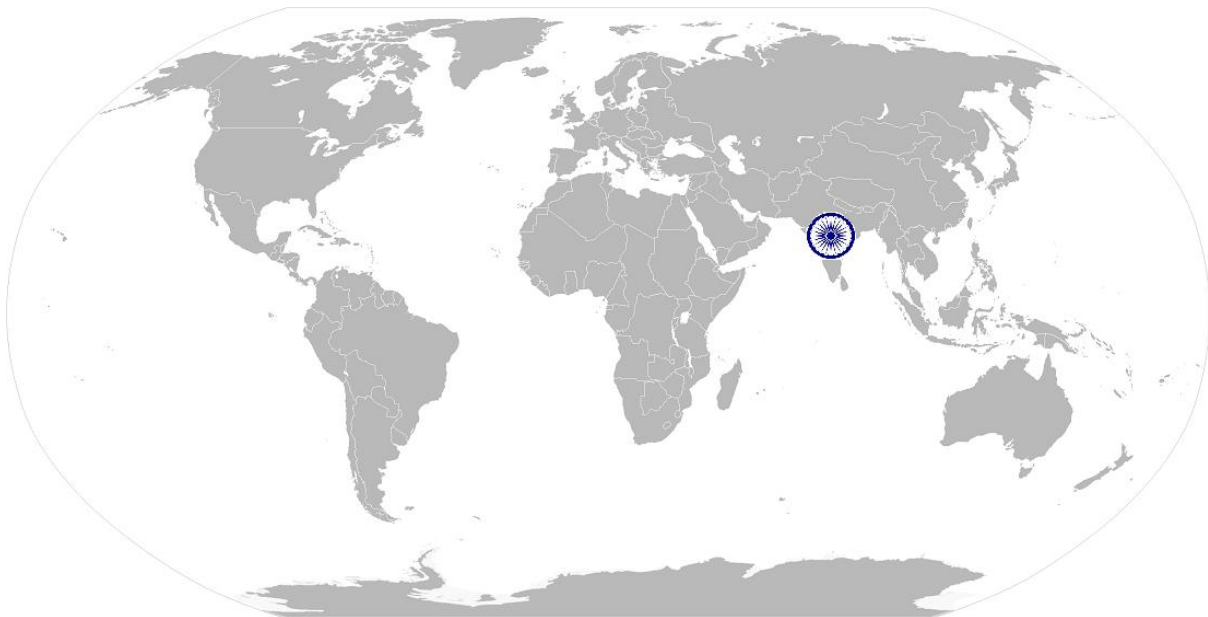


HCS/N5406

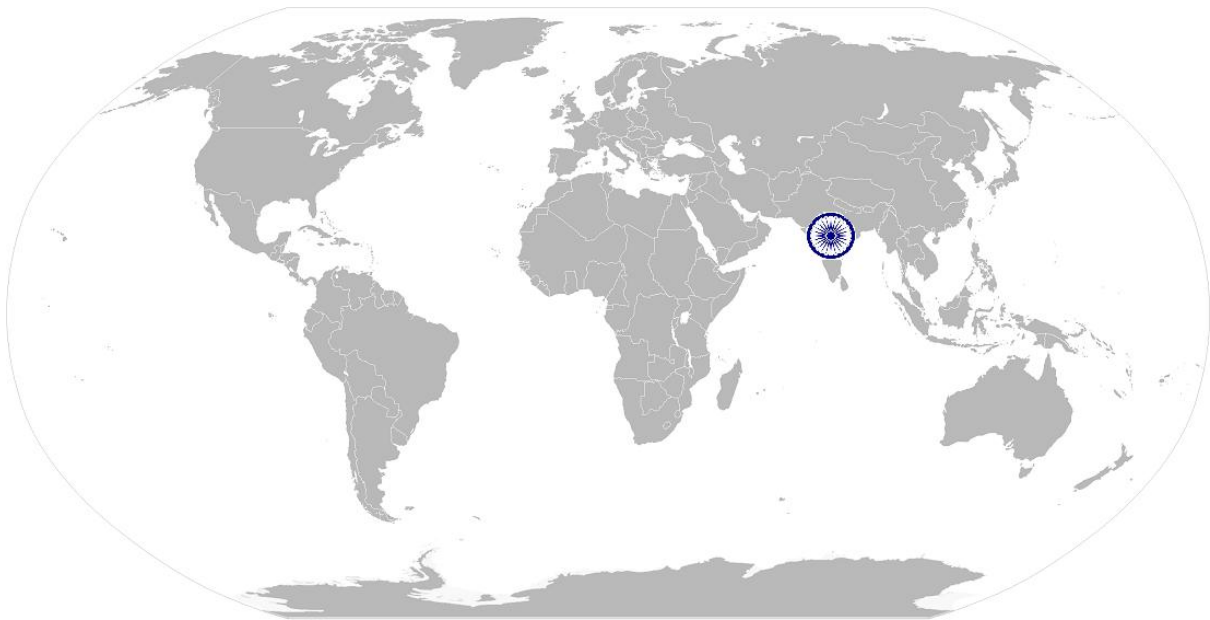
Piercing of Tracing Paper and Use of matched tufting threads

NOS Version Control

NOS Code	HCS/N5406		
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 machines
	Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/maintain work areas and activities to ensure tools and machines 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 • Maintenance of work related handtools and equipments
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Maintain the work area, tools and equipments	PC1. handle materials, equipment and tools with care and use them in correct way PC2. maintain clean and hazard free working area PC3. Organize with proper identification, storage and preservation of graphs, Tracing paper and design maps PC4. use of clean equipment, stationery items and appropriate methods 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. organization's rules, codes and guidelines (including timekeeping) KA5. the company's quality standards KA6. 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. Hazards likely to be encountered when carrying out the maintenance process KB4. importance of running maintenance and regular cleaning KB5. safe working practices KB6. the importance of taking action when problems are identified KB7. effects of contamination on products i.e. machine oil, dirt, foreign materials KB8. common faults with equipment and the method to rectify
Skills (S) [Optional]		
A. Core Skills/ Generic Skills	Writing Skills 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	



HCS/N9906

Maintaining work area, tools and machines

	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

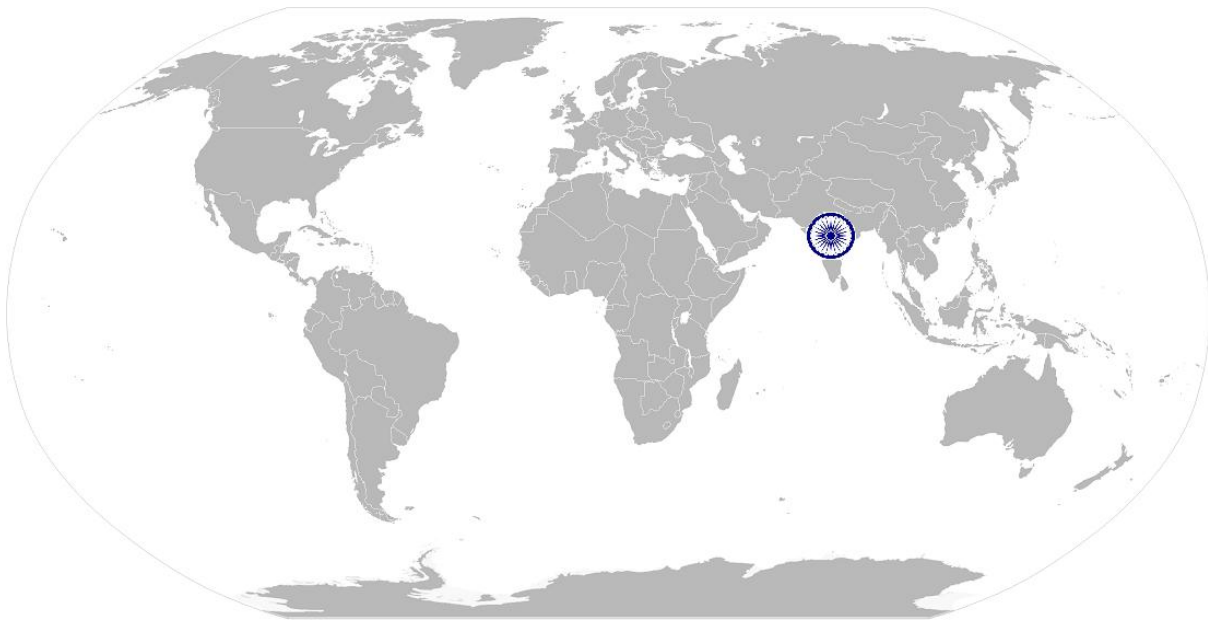


HCS/N9906

Maintaining work area, tools and machines

NOS Version Control

NOS Code	HCS/N9906		
Credits (NSQF)	TBD	Version number	1.0
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Industry Sub-sector	Carpet	Last reviewed on	27/05/15
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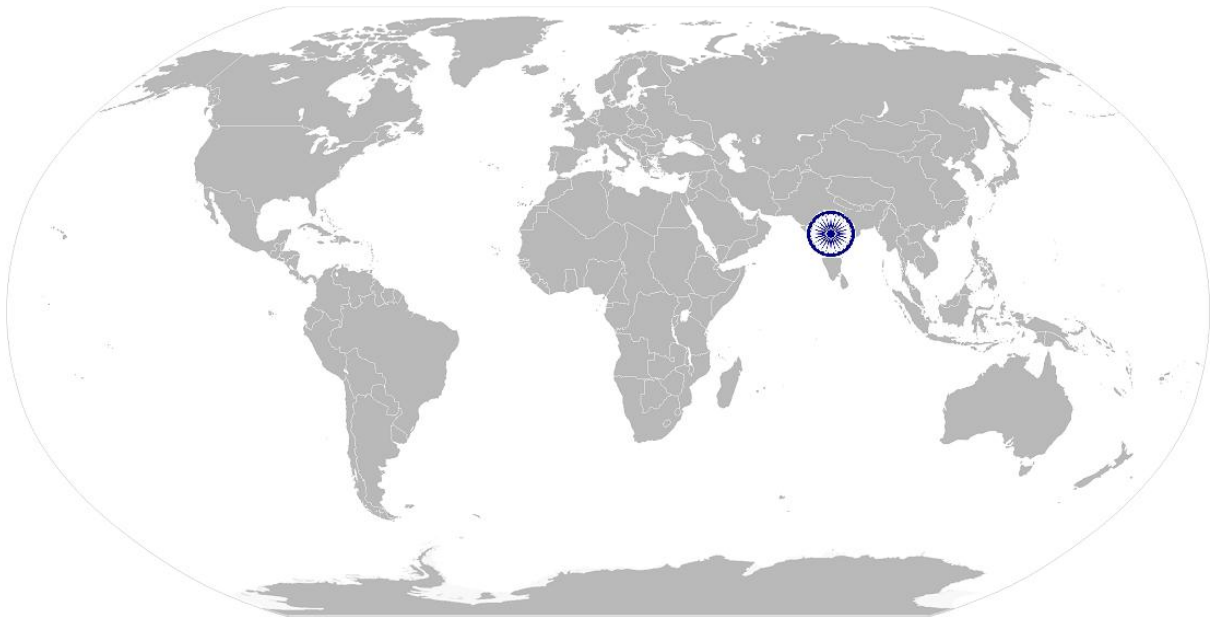
HCS/N9907

NOS
National Occupational Standards



Maintaining health and safety at work place

National Occupational Standard



Overview

This unit is about maintaining work areas and activities to ensure health, safety & security are maintained as per norms.



National Occupational Standard	Unit Code	HCS/ N9907
	Unit Title (Task)	Maintaining health and safety 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	
	Element	Performance Criteria
	Comply with health, Safety and security requirements at work	PC1. Comply with health and safety related instructions applicable to the workplace PC2. Carry out own activities in line with approved guidelines and procedures PC3. Maintain a healthy lifestyle and guard against dependency on intoxicants PC4. Follow environment management system related procedures PC5. Store materials and equipment in line with organisational requirements PC6. Minimize health and safety risks to self and others due to own actions PC7. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC8. Monitor the workplace and work processes for potential risks and threat PC9. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC10. Report hazards and potential risks/threats to supervisors or other authorized personnel PC11. Participate in mock drills/ evacuation procedures organized at the workplace PC12. Undertake first aid, fire-fighting and emergency response training, if asked to do so PC13. Take action based on instructions in the event of fire, emergencies or accidents PC14. Follow organisation procedures for shutdown and evacuation when required
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/organization and its processes)	KA1. Health and safety related practices applicable at the workplace KA2. Potential hazards, risks and threats based on nature of operations KA3. Organizational procedures for safe handling of equipment and machine operations KA4. Potential risks due to own actions and methods to minimize them KA5. Environmental management system related procedures at the workplace KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA7. Potential accidents and emergencies and response to these scenarios KA8. Reporting protocol and documentation required KA9. Details of personnel trained in first aid, fire-fighting and emergency response KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual



HCS/N9907

Maintaining health and safety at work place

	accident, emergency or fire
B. Technical/Domain Knowledge	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
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Reading and Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Write basic notes and observations SA2. Read safety precautions mentioned in equipment manuals
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. Effectively communicate information to co-workers SA4. Question operators / supervisors in order to understand the safety related issues SA5. Attentively listen with full attention and comprehend the information given by the speaker during safety drills and training programs
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Use common sense and make judgments on day to day basis SB2. Use examples of past experiences that could help in effective usage of time and resources SB3. Use intuition and keen observation skills to detect any potential problems which could arise during operations

NOS Version Control

NOS Code	HCS/N9907		
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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



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Piercer & Matcher

Qualification Pack HCS/Q5406

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

		Marks Allocation			
		Total Mark (125+75)	Out Of	Theory	Skills Practical
1. HCS/N5406 - Piercing of Tracing Paper and use of matched tufting threads	PC1. Check the tracing paper received is complete with all information	50	13	5	8
	PC2. Ensure the paper matches and conforms to job order		10	5	5
	PC3. Ensure it matches for size of carpet as per job order		2	0	2
	PC4. Ensure it is not torn or part missing		2	0	2
	PC5. Ensure the profile or locus of the design map is clearly drawn on tracing paper		6	1	5
	PC6. Fixed the paper uniformly on base fabric with no kinks on paper and fabric.		2	0	2



	PC7. Make small dotted lines across the design map/motif		5	0	5
	PC8. Pour carefully a washable ink (mainly nil is used) ensuring it does not bleed nor it spreads due over adding		3	0	3
	PC9. Remove the tracing paper and allow time for ink to dry.		2	0	2
	PC10. Check it is dried and ready for tufting process to start		5	2	3
		Total	50	13	37
2. HCS/N9906 - Maintain workarea, tools and machines	PC1. handle materials, equipment and tools with care and use them in correct way	25	4	1	3
	PC2. maintain clean and hazard free working area		5	2	3
	PC3. Organize with proper identification, storage and preservation of graphs, Tracing paper and design maps		5	2	3
	PC4. use of clean equipment, stationery items and appropriate methods		2	0	2
	PC5. disposal of waste safely in the designated location		3	1	2
	PC6. store cleaning of equipment safely after use		6	2	4
			Total	25	8
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