



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

Contact Us:

Handicrafts & Carpet
Sector Skill Council
(HCSSC),
EPCH House,
Pocket 6 & 7, Sector C,
Vasant Kunj,
New Delhi-110070

E-mail:
hcssc@hcssc.in



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Introduction

Qualifications Pack- Handmade Bamboo Agarbatti Stick Maker

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Handicrafts (Agarbatti)

OCCUPATION: Handmade Bamboo Agarbatti Stick Maker

REFERENCE ID: HCS/Q 7801

ALIGNED TO: NCO-2004/8229.20

Brief Job Description: A Handmade Bamboo Stick Maker is the one who, manually using a tool, prepares sticks from raw bamboo pole; the bamboo sticks of specific quality & dimension are used to manufacture agarbatti/ incense sticks.

Personal Attributes: A Handmade Bamboo Stick Maker 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).



Job Details	Qualifications Pack Code	HCS/Q 7801		
	Job Role	HANDMADE BAMBOO AGARBATTI STICK MAKER		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts & Carpet	Drafted on	19/06/15
	Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
	Occupation	Bamboo Agarbatti Stick Maker	Next review date	29/06/17

Job Role	Handmade Bamboo Agarbatti Stick Maker
Role Description	To make Bamboo Sticks of required specification manually using a tool used as a base for making agarbattis/ incense sticks.
NSQF level	3
Minimum Educational Qualifications	Preferably 5 th standard
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Training in stick making of required quality & specification from raw bamboo pole and quality appraisal.
Minimum Job Entry Age	15 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N 7801 (Carry out bamboo cutting and splitting) HCS/N 7802 (Make sticks from bamboo split) HCS/N 7803 (Contribute to achieve quality in handmade bamboo stick making) HCS/N 9908 (Working in a team) HCS/N 9912 (Maintain work area & tools) HCS/N 9913 (Maintain health, safety and security at workplace) <p>Optional: N/A</p>
Performance Criteria	As described in the relevant OS units



Glossary of Key Terms

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 to fulfill 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 organization.
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 (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or 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

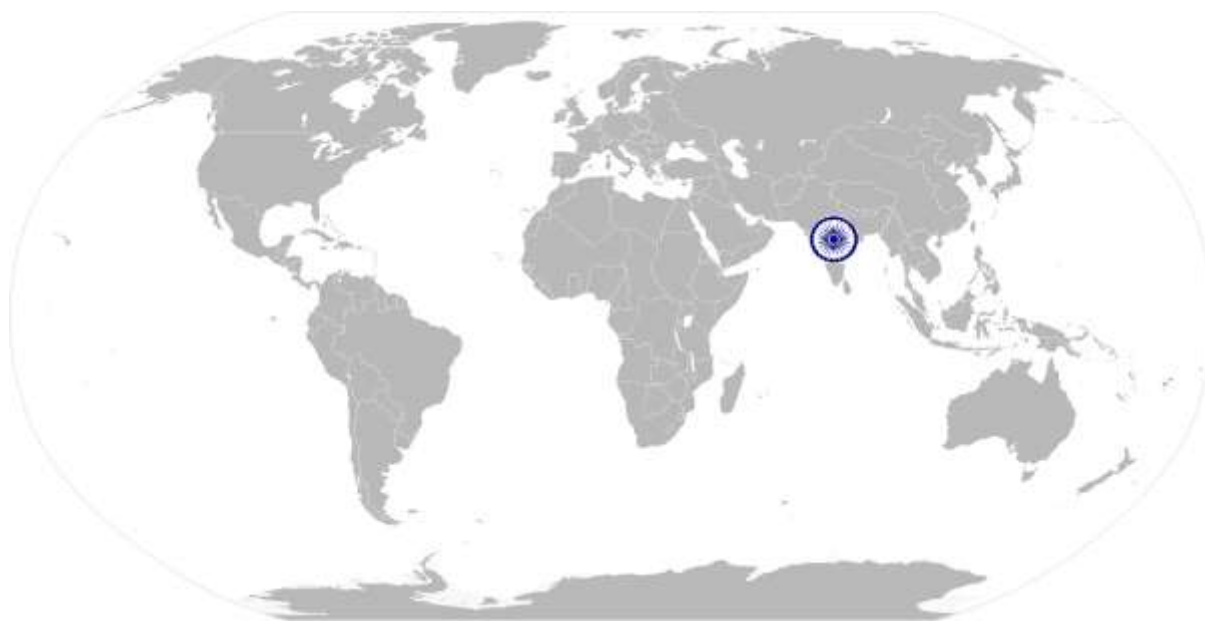


	helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization 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 Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working 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.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVQF	National Vocational Qualifications Framework
HCSSC	Handicrafts and Carpet Sector Skill Council
TBD	To Be Determined
NSDC	National Skill Development Corporation
M/C	Machine

Acronyms



National Occupational Standard



Overview

This unit is about carrying out bamboo pole cutting and making bamboo splits of required length.



HCS/N 7801

Carry out bamboo cutting & splitting

National Occupational Standard	Unit Code	HCS/N 7801
	Unit Title (Task)	Carry out bamboo cutting & splitting
	Description	This unit is about carrying out basic operations of Bamboo Cutting and Splitting.
	Scope	Basic operations to be undertaken by the handmade bamboo stick maker are follows: <ul style="list-style-type: none"> • bamboo pole cutting- conversion of bamboo pole into cylinders of required lengths • peeling off the green outer surface • vertical splitting of bamboo cylinders
	Performance Criteria (PC) w.r.t. the Scope	
	Bamboo Pole cutting- Conversion of Bamboo Pole into cylinders of required lengths	To be competent, you must be able to: <ul style="list-style-type: none"> PC1. appropriately use of the hand saw PC2. analyze the bamboo pole for calculating the approximate quantity of cylinders of required lengths which is ideally 8 to 9 inches PC3. select the correct/appropriate internodes to maximize yield PC4. appropriately measure and mark for the proposed cut PC5. undertake cutting of bamboo pole at a right angle with the length
	Peeling off the green outer surface	<ul style="list-style-type: none"> PC6. correctly handle the tool for effective peeling PC7. carry out removal of green outer surface uniformly PC8. minimise and dispose the waste materials in the approved manner PC9. carry out maintenance of peeling tool for sharpness PC10. take safety precautions while peeling
	Vertical Splitting of Bamboo Cylinders	<ul style="list-style-type: none"> PC11. analyze the bamboo cylinder cross section for the approximate number of splits to be made of required width as per the quality requirement PC12. carry out splitting of the bamboo cylinder vertically PC13. minimize error in cutting to avoid wastage PC14. carry out maintenance of hand saw for sharpness PC15. take safety precautions while splitting PC16. conform to product quality standards PC17. minimise and dispose the waste materials in the approved manner PC18. carry out operations at a rate which maintains workflow PC19. respond appropriately in case of any errors or faults in the bamboo and tools PC20. leave work area safe and secure when work is complete
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: <ul style="list-style-type: none"> KA1. your organization's policies, procedures, guidelines and standards for quality KA2. safe working practices and organisational procedures KA3. quality systems and other processes practiced in the organization KA4. types of problems with quality and how to report them to appropriate people KA5. the importance of complying with written instructions KA6. reporting procedure in case of faults in own/ other processes KA7. who to refer problems to when they are outside the limit of your authority KA8. your organization's tools, templates and processes for related operations in production



HCS/N 7801

Carry out bamboo cutting & splitting

<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <p>KB1. about the structure of bamboo pole.</p> <p>KB2. how to maintain the required length of the finished stick. the ideal size for the stick is 8 to 9 inches.</p> <p>KB3. different types of tools used.</p> <p>KB4. step-by-step process of bamboo split making.</p> <p>KB5. the measurement of quality as per the number of sticks produced per kilogram of bamboo. 4000-6000 sticks per kg of bamboo is considered as the best quality agarbatti sticks.</p> <p>KB6. the need for removal of outer green surface.</p> <p>KB7. common mistakes in handling of tools affecting the quality.</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>You need to know and understand how to:</p> <p>SA1. write in local language</p> <p>Reading Skills</p> <p>You need to know and understand how to:</p> <p>SA2. read measurement instructions.</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>You need to know and understand how to:</p> <p>SA3. listen effectively and orally communicate information accurately</p> <p>SA4. ask for clarification and advice from others</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The The user/individual on the job needs to know and understand how to:</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>User/individual needs to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. manage relationships with customers</p> <p>SB5. build customer relationships and use customer centric approach</p> <p>Problem Solving</p> <p>User/individual needs to know and understand how to:</p> <p>SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB7. identify immediate or temporary solutions to resolve delays</p> <p>Analytical Thinking</p> <p>User/individual needs to know and understand how to:</p> <p>SB8. analyze data and activities</p> <p>SB9. pass on relevant information to others</p> <p>Critical Thinking</p> <p>User/individual need to know and understand how to:</p>



HCS/N 7801

Carry out bamboo cutting & splitting

	SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action
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NOS Version Control

NOS Code	HCS/N 7801		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Handmade Bamboo Agarbatti Stick Maker	Next review date	29/06/17

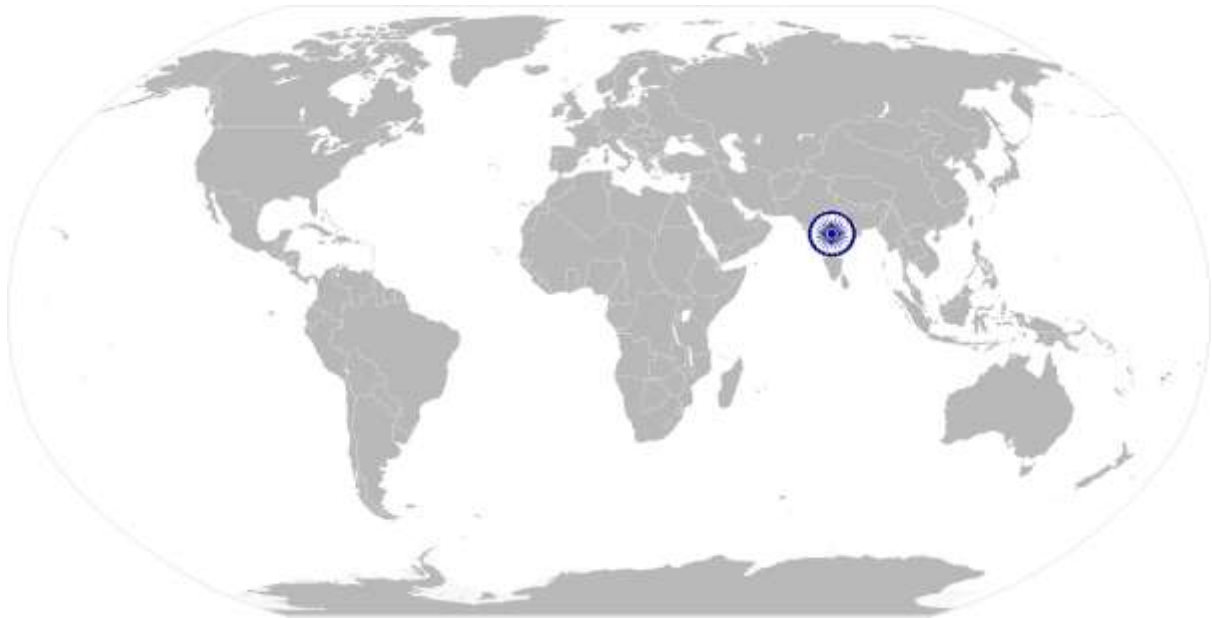




HCS/N 7802

Make sticks from bamboo split

National Occupational Standard



Overview

This unit is about making bamboo sticks of required thickness & grade from the bamboo splits.



HCS/N 7802

Make sticks from bamboo split

National Occupational Standard	Unit Code	HCS/N 7802
	Unit Title (Task)	Make sticks from bamboo split
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to make sticks from bamboo split.
	Scope	The stick making operations to be undertaken by the Handmade Bamboo Stick Maker are as follows: <ul style="list-style-type: none"> • drawing out sticks from the bamboo split • sorting and drying of sticks • bundling into small bunches and storage of sticks
	Performance Criteria (PC) w.r.t. the Scope	
	Drawing out sticks from the Bamboo Split	To be competent on the job, you must be able to: <ul style="list-style-type: none"> PC1. use the appropriate tool for making sticks from the bamboo split PC2. handle the stick making tool properly for effective results PC3. judge the thickness of the stick to be made PC4. effectively draw thin bamboo sticks from the splits PC5. ensure uniformity in thickness and quality of the sticks PC6. ask questions to obtain more information on tasks when the instructions you have are unclear PC7. maintain the stick making tool PC8. check that the materials to be used are free from faults PC9. conform to organisation's quality standards PC10. report any damaged work to the responsible person PC11. leave work area safe and secure when work is complete free from hazards PC12. take safety precautions while handling the tool
	Sorting and drying of sticks.	<ul style="list-style-type: none"> PC13. identify and segregate the usable and the disposable bamboo sticks PC14. identify & sort the usable bamboo sticks based on thickness, colour etc PC15. ensure uniform and complete drying PC16. properly dispose unwanted sticks
	Bundling and storage of sticks.	<ul style="list-style-type: none"> PC17. prepare unit bunches of handmade bamboo stick by taking appropriate amount (weight/number of pieces as per market demand) of bamboo sticks from the sorted bulk lot PC18. undertake precautions while storage to avoid moisture
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: <ul style="list-style-type: none"> KA1. the organisation's policies and procedures KA2. responsibilities under health, safety and environmental legislation KA3. guidelines for storage and disposal of waste materials KA4. potential hazards associated with the machines and the safety precautions that must be taken KA5. protocol to obtain more information on work related tasks KA6. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment KA7. details of the job role and responsibilities



HCS/N 7803

Contribute to achieve quality in handmade bamboo stick making

	<p>KA8. work target and review mechanism with your supervisor</p> <p>KA9. protocol and format for reporting work related risks/ problems</p> <p>KA10. method of obtaining/ giving feedback related to performance</p> <p>KA11. importance of team work and harmonious working relationships</p> <p>KA12. process for offering/ obtaining work related assistance</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. need for sorting of sticks</p> <p>KB2. need for drying of sticks</p> <p>KB3. proper storing methods</p> <p>KB4. knowledge of types of sticks based on quality and quantity measurements</p> <p>KB5. different types of defects/quality errors/issues</p> <p>KB6. common hazards in the work area and workplace procedures for dealing with them</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to:
	SA1. write in local language
	Reading Skills
	You need to know and understand how to:
SA2. read measurement instructions	
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to:
	SA3. communicate orally with colleagues
	Decision Making
	The user/individual on the job needs to know and understand how to:
SB1. follow organization rule-based decision making process	
SB2. take decision with systematic course of actions and/or response	
Plan and Organize	
User/individual needs to know and understand how to:	
SB3. plan and organize your work to achieve targets and deadlines	
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	
User/individual 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	
Decision Making	
The user/individual on the job needs to know and understand how to:	
SB8. follow organization rule-based decision making process	
SB9. take decision with systematic course of actions and/or response	
Plan and Organize	



HCS/N 7803

Contribute to achieve quality in handmade bamboo stick making

	User/individual needs to know and understand how to: SB10. plan and organize your work to achieve targets and deadlines
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NOS Version Control

NOS Code	HCS/N 7802		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Handmade Bamboo Stick Maker	Next review date	29/06/17

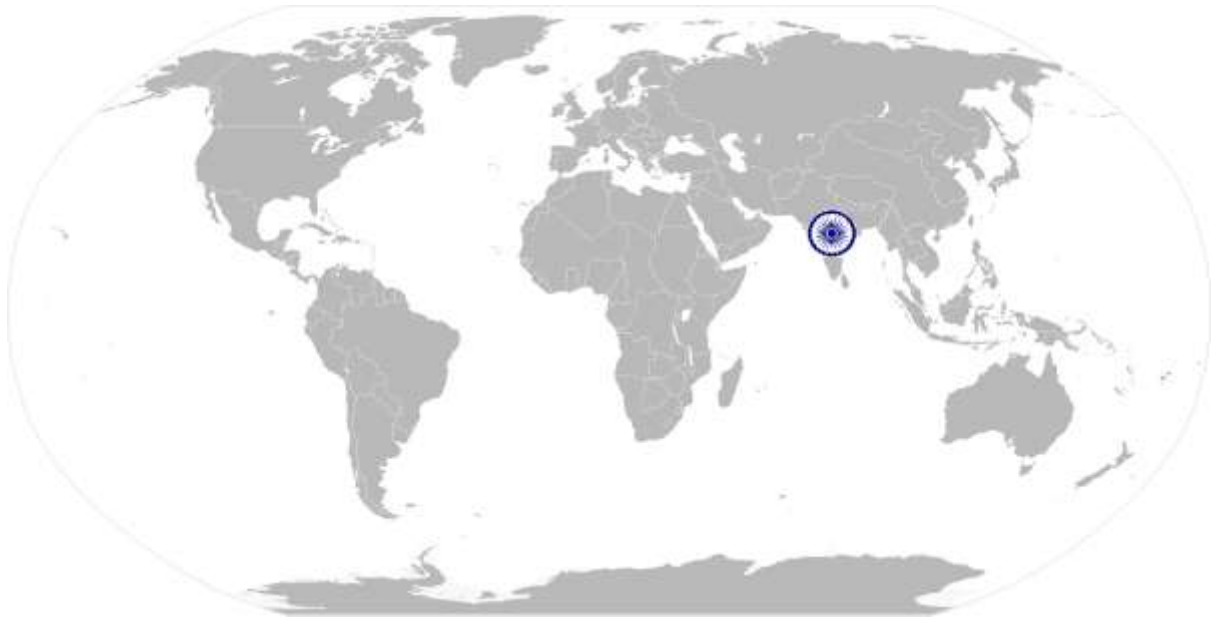




HCS/N 7803

Contribute to achieve quality in handmade bamboo stick making

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to achieve quality in handmade bamboo stick making.



HCS/N 7803

Contribute to achieve quality in handmade bamboo stick making

National Occupational Standard

Unit Code	HCS/N 7803
Unit Title (Task)	Contribute to achieve quality in handmade bamboo stick making
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while making handmade bamboo stick to ensure that the final product meets the desired specifications.
Scope	This unit contains details of how to optimize quality in bamboo agarbatti stick making.
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Contribute to achieving optimum quality in bamboo stick making	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify and use raw materials as per the specifications provided</p> <p>PC2. take the necessary action when materials do not conform to quality standards</p> <p>PC3. report and replace identified faulty materials and component parts which do not meet specification</p> <p>PC4. identify modifiable defects and rework on them</p> <p>PC5. carry out work safely and at a rate which maintains work flow</p> <p>PC6. report to the responsible person when the work flow of other production areas disrupts work</p> <p>PC7. carry out quality checks at specified intervals according to instructions</p> <p>PC8. apply the allowed tolerances</p> <p>PC9. identify faults and take appropriate action for rectification</p> <p>PC10. maintain the required productivity and quality levels</p>
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company / organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. safe working practices and organisational procedures</p> <p>KA2. the organisation's procedures and guidelines</p> <p>KA3. quality systems and machine embroidery processes practiced in the organization</p> <p>KA4. equipment operating procedures / manufacturer's instructions</p> <p>KA5. types of problems with quality and how to report them to appropriate people</p> <p>KA6. methods to present any ideas for improvement to supervisor</p> <p>KA7. the importance of complying with written instructions</p> <p>KA8. Limits of personal responsibility</p> <p>KA9. Reporting procedure in case of faults in own/ other processes</p>



HCS/N 7803

Contribute to achieve quality in handmade bamboo stick making

<p>B. Technical / Domain Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the quality requirements for agarbatti sticks.</p> <p>KB2. different grades of agarbatti sticks according to the number of sticks produced per kg of bamboo.</p> <p>KB3. the possibility of range in quality i.e. 3500 to 6000 sticks per kilogram of bamboo and requirements to achieve the ideal (4000 to 6000 sticks per kilogram) or specifications as per the buyer.</p> <p>KB4. different types of faults that are likely to be found</p> <p>KB5. consequences of using incorrect tools</p> <p>KB6. consequences of incorrect handling of tools</p> <p>KB7. types of faults which may occur, how they are identified and methods to deal with it</p> <p>KB8. different types of defects</p> <p>KB9. the importance of segregating rejects</p> <p>KB10. appropriate inspection methods that can be used</p> <p>KB11. own responsibilities at work</p>
<p>Skills (S) w.r.t the Scope</p>	
<p>Elements</p>	<p>Skills</p>
<p>A. Core Skills / Generic Skills</p>	<p>Writing Skills</p> <p>You need to know and understand how to:</p> <p>SA1. write in local language</p> <p>Reading Skills</p> <p>You need to know and understand how to:</p> <p>SA2. read measurement instructions</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>You need to know and understand how to:</p> <p>SA3. communicate orally with colleagues</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</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>User/individual needs to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. manage relationships with customers</p> <p>SB5. build customer relationships and use customer centric approach</p> <p>Problem Solving</p> <p>User/individual needs to know and understand how to:</p> <p>SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB7. identify immediate or temporary solutions to resolve delays</p>



HCS/N 7803

Contribute to achieve quality in handmade bamboo stick making

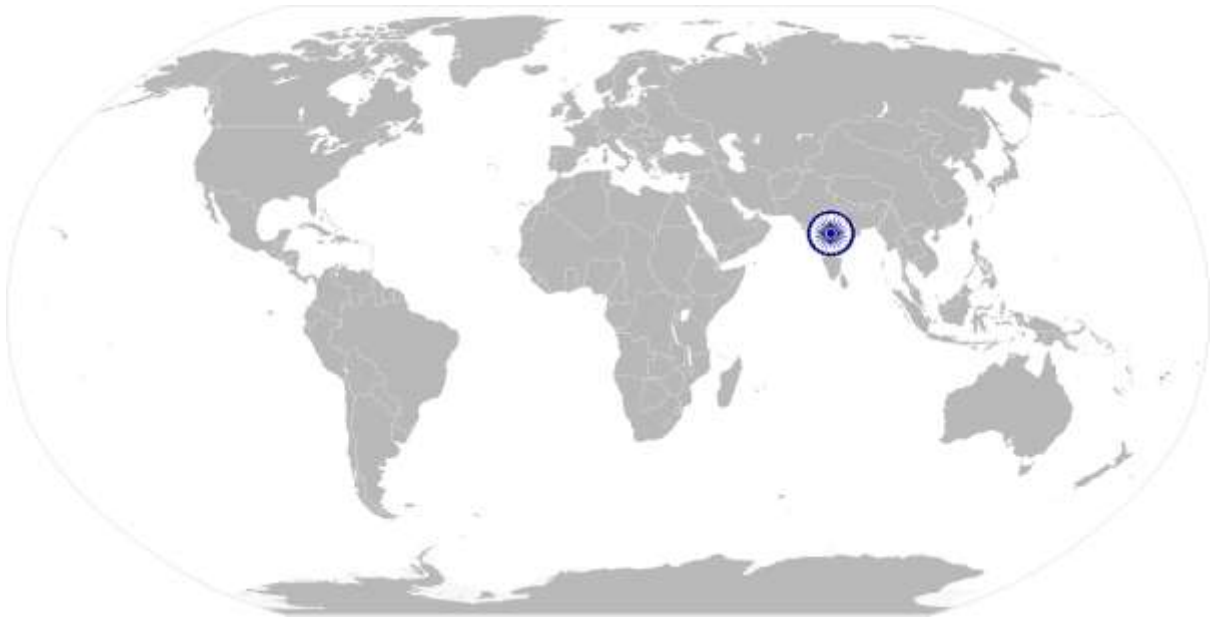
	Decision Making
	The user/individual on the job needs to know and understand how to: SB8. follow organization rule-based decision making process SB9. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB10. plan and organize your work to achieve targets and deadlines

NOS Version Control

NOS Code	HCS/N 7803		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicraft and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Handmade Bamboo Stick Maker	Next review date	29/06/17



National Occupational Standard



Overview

This unit is about working as part of a team within the organisation.



HCS/N 9912

Working in a team

National Occupational Standard	Unit Code	HCS/N9908
	Unit Title (Task)	Working in a team
	Description	This unit is about working as a team member within the organisation
	Scope	<ul style="list-style-type: none"> ▪ Commitment and trust ▪ Communication ▪ Adaptability ▪ Creative freedom
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Commitment and trust	PC1. be accountable to one's own role in whole process of developing product PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
	Communication	PC4. properly communicate about organization policies PC5. talk politely with other team members and colleagues
	Adaptability	PC6. adjust in different work situations PC7. give due importance to others' point of view PC8. avoid conflicting situations
	Creative freedom	PC9. develop new ideas for work procedures PC10. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)		
A. Organizational Context	KA1. general rules and regulations in a paper mache sector KA2. procedure followed to get the final output KA3. safe working practices to be adopted KA4. reporting to the supervisor or higher authority about any grievances faced	
B. Technical Knowledge	KB1. understanding the importance of the previous and next step of the process KB2. process flow in a paper mache section KB3. material sequence of flow KB4. functions of different parts of product development KB5. tools and equipments used KB6. guidelines for operating the equipment KB7. safety procedures to be followed as applicable	
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills	The user/individual on the job needs to know and understand: SA1. write letters, memos, applications regarding team needs and performance in simple language SA2. write daily work report
	Reading Skills	The user/individual on the job needs to know and understand: SA3. comprehend written instructions SA4. read any application sent by other colleagues and team members
	Oral Communication (Listening and Speaking skills)	The user/individual on the job needs to know and understand: SA5. communicate with superior, colleagues and juniors appropriately



HCS/N 9912

Working in a team

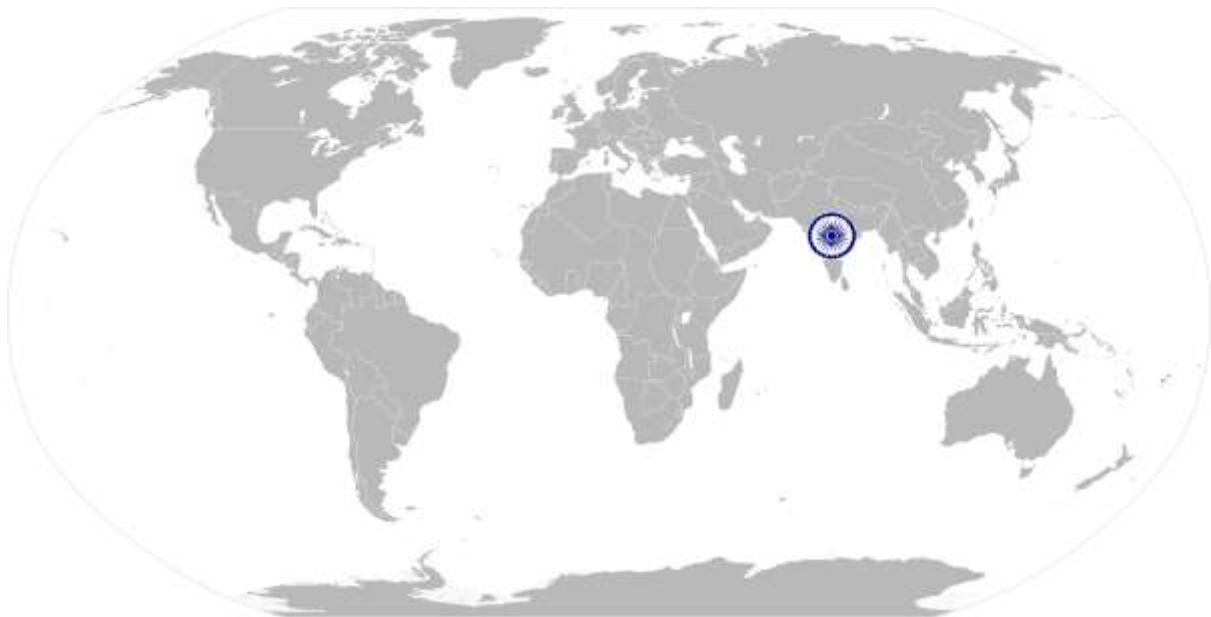
	SA6. talk to team members to convey information effectively
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions in relation to the concerned scope of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize the work to achieve shared objectives of the team
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers who may be in need of supports to maintain productivity and performance SB4. build with customer a relationship of trust and cooperation in achieving team goal
	Problem Solving
	The user/individual on the job needs to know and understand: SB5. apply problem-solving approaches to resolve conflicts SB6. seek clarification to problems when in doubt
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. identify root cause of problem split to utmost level of circumstances, personality etc
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB8. critically evaluate various approaches of building team and sustaining team performance.	

NOS Version Control

NOS Code	HCS/N9908		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Handmade Bamboo Stick Maker	Next review date	29/06/17



National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/maintain work areas and activities to ensure tools used are maintained as per norms.



HCS/N 9912

maintain work area and tools

National Occupational Standard

Unit Code	HCS/N 9912
Unit Title (Task)	Maintain work area and tools
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools used for handmade bamboo stick making are maintained as per norms.
Scope	This unit contains details of how to maintain the work area and tools
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Maintain the work area and tools	To be competent, the user/individual on the job must be able to: PC1. handle materials and tools safely and correctly PC2. use materials to minimize waste PC3. maintain a clean and hazard free working area PC4. maintain the tools used for bamboo stick making PC5. carry out maintenance and/or cleaning within one's responsibility PC6. report damaged tools & materials PC7. work in a comfortable position with the correct posture PC8. dispose off waste safely in the designated location PC9. store tools safely after use PC10. carry out cleaning according to schedules and limits of responsibility
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: KA1. personal hygiene and duty of care KA2. safe working practices and organisational procedures KA3. limits of your own responsibility KA4. ways of resolving problems within the work area KA5. the production process and the specific work activities that relate to the whole process KA6. the importance of effective communication with colleagues KA7. the lines of communication, authority and reporting procedures KA8. the organisation's rules, codes and guidelines (including timekeeping) KA9. the organisation's quality standards KA10. the importance of complying with written instructions
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: KB1. work instructions and specifications accurately KB2. relation between work role and the overall manufacturing process KB3. the importance of taking action when problems are identified KB4. different ways of minimising waste KB5. effects of contamination on products KB6. common faults in bamboo sticks KB7. tools maintenance procedures KB8. hazards likely to be encountered when conducting routine maintenance



HCS/N 9912

maintain work area and tools

	KB9. safe working practices for cleaning and the method of carrying them out
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write in local language
	Reading Skills
	You need to know and understand how to: SA2. read measurement instructions
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA3. communicate orally with colleagues
	Decision Making
	The The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
B. Professional Skills	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	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
	User/individual 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
	Decision Making
	The The user/individual on the job needs to know and understand how to: SB8. follow organization rule-based decision making process SB9. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB10. plan and organize your work to achieve targets and deadlines

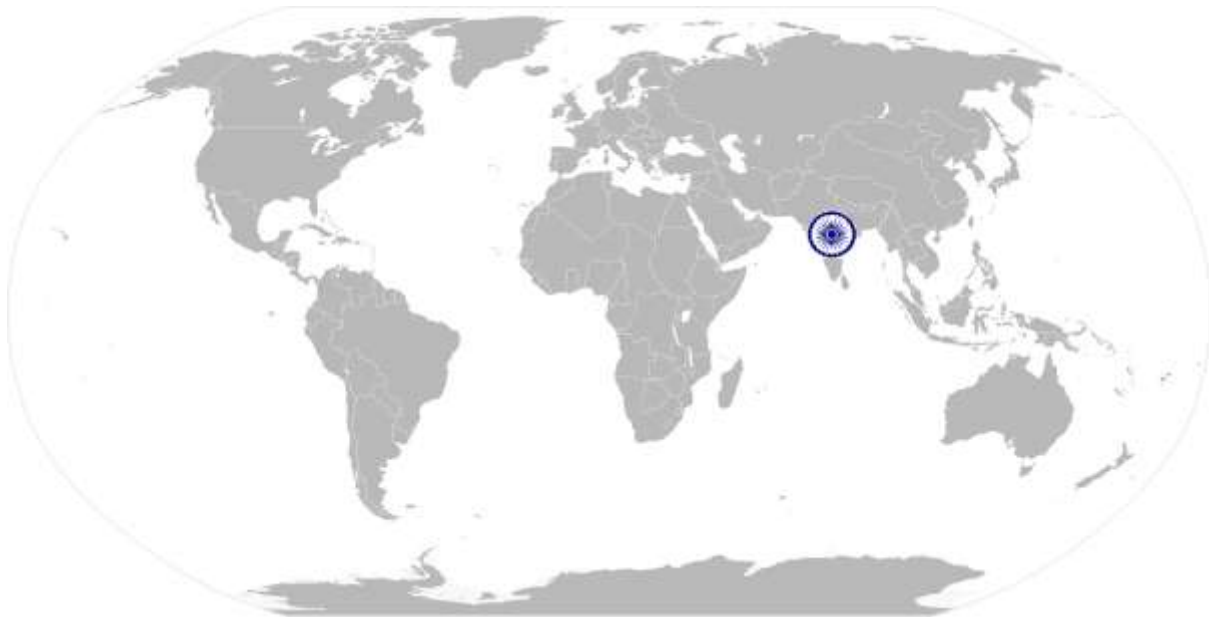


HCS/N 9912

maintain work area and tools

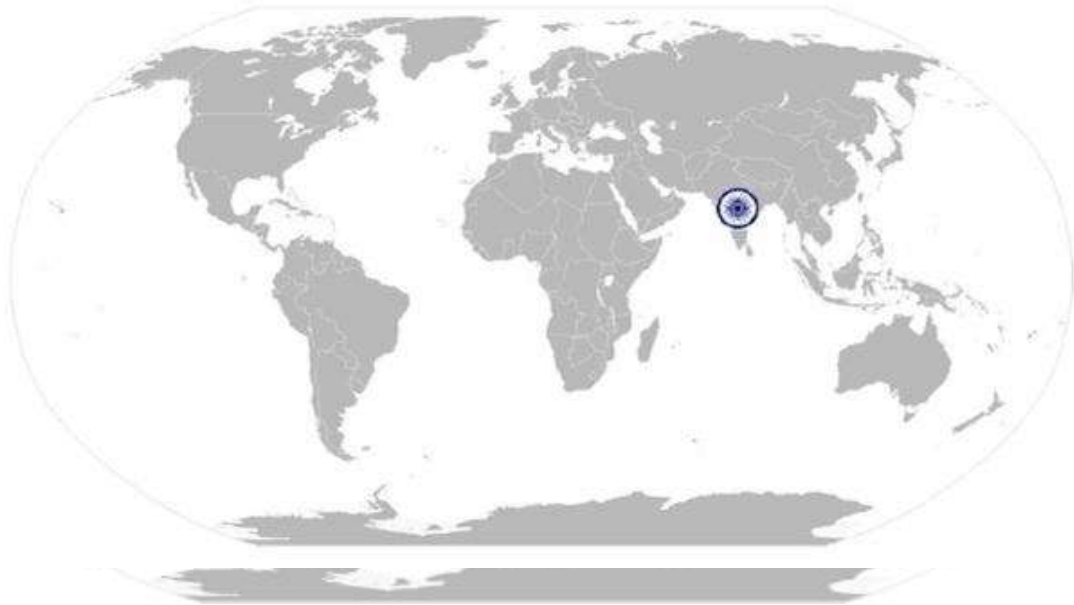
NOS Version Control

NOS Code	HCS/N 9912		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Handmade Bamboo Stick Maker	Next review date	29/06/17





National Occupational Standard



Overview

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 minimise risk to self and others.



HCS/N 9913

Maintain health, safety and security at workplace

Unit Title (Task)	Maintain health, safety and security at workplace
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 minimise risk to self and others.
Scope	This unit contains points on how 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>To be competent, the user/individual on the job must be able to:</p> <p>PC1. comply with health and safety related instructions applicable to the workplace</p> <p>PC2. use and maintain personal protective equipment as per protocol</p> <p>PC3. carry out own activities in line with approved guidelines and procedures</p> <p>PC4. maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. follow environment management system related procedures</p> <p>PC6. store materials and tools in line with manufacturer's and organisational requirements</p> <p>PC7. safely handle and move waste and debris</p> <p>PC8. minimize health and safety risks to self and others due to own actions</p> <p>PC9. seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC10. monitor the workplace and work processes for potential risks and threats</p> <p>PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC13. participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC14. undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC15. take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC16. follow organisation procedures for evacuation when required</p>
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context	The user/individual on the job needs to know and understand:
(Knowledge of the company / organisation 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 tools</p> <p>KA4. potential risks due to own actions and methods to minimize these</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>



HCS/N 9913

Maintain health, safety and security at workplace

	<p>KA7. potential accidents and emergencies and response to these scenarios</p> <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 / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <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) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write in local language
	Reading Skills
	You need to know and understand how to: SA2. read measurement instructions
	Oral Communication (Listening and Speaking skills)
You need to know and understand how to: SA3. communicate orally with colleagues	
B. Professional Skills	Decision Making
	The The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	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
	User/individual 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
	Decision Making
	The The user/individual on the job needs to know and understand how to: SB8. follow organization rule-based decision making process



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Maintain health, safety and security at workplace

	SB9. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to:
	SB10. plan and organize your work to achieve targets and deadlines

NOS Version Control

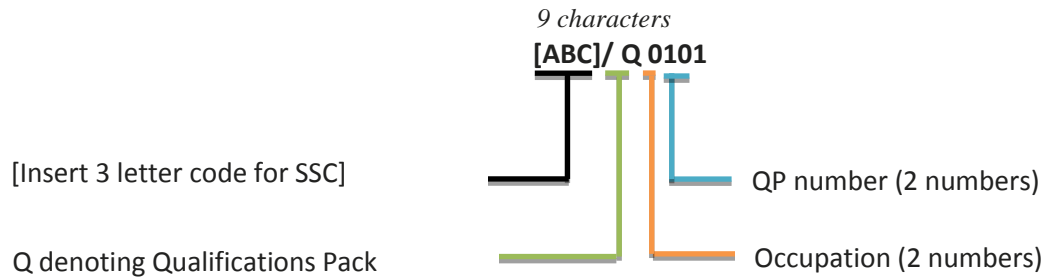
NOS Code	HCS/N 9913		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Handmade Bamboo Stick Maker	Next review date	29/06/17



Annexure

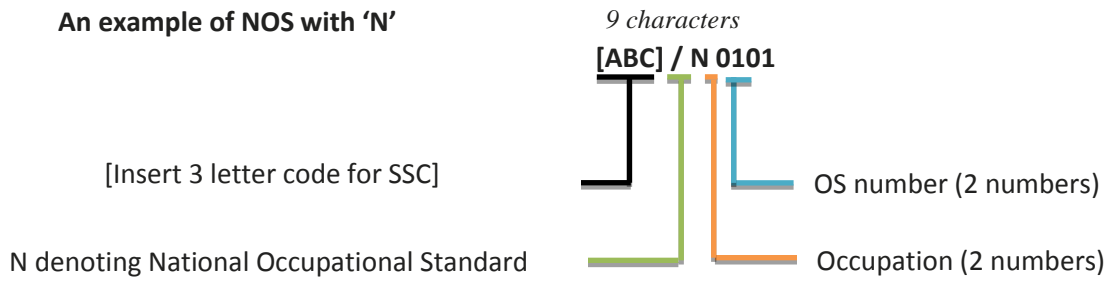
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'





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	Handicraft and Carper Sector Skill Council	HCS
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Occupation code	01
Next two numbers	OS number	01



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Handmade Bamboo Stick Maker

Qualification Pack: HCS/Q 7801

Sector Skill Council : Handicrafts & 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/N 7801 (Carry out bamboo cutting and splitting)	PC1. Appropriately use of the Hand Saw	100	3	1	2
	PC2. Analyze the Bamboo Pole for calculating the approximate quantity of cylinders of required lengths which is ideally 8 to 9 inches		8	2	6
	PC3. Select the correct/appropriate internodes to maximize yield		8	2	6
	PC4. Appropriately measure and mark for the proposed cut		3	1	2
	PC5. Undertake cutting of bamboo pole at a right angle with the length		5	2	3
	PC6. Correctly handle the tool for effective peeling		4	1	3
	PC7. Carry out removal of green outer surface uniformly		7	3	4
	PC8. Minimise and dispose the waste materials in the approved manner		5	2	3
	PC9. Carry out maintenance of peeling tool for sharpness		4	1	3
	PC10. Take safety precautions while peeling		6	2	4



	PC11. Analyze the bamboo cylinder cross section for the approximate number of splits to be made of required width as per the quality requirement		7	3	4
	PC12. Carry out splitting of the Bamboo Cylinder vertically		8	2	6
	PC13. Minimize error in cutting to avoid wastage		4	1	3
	PC14. Carry out maintainance of Hand Saw for sharpness		3	1	2
	PC15. Take safety precautions while splitting		6	2	4
	PC16. Confirm to product quality standards		7	3	4
	PC17. Minimise and dispose the waste materials in the approved manner		3	1	2
	PC18. Carry out operations at a rate which maintains workflow		3	1	2
	PC19. Respond appropriately in case of any errors or faults in the bamboo and Tools		3	1	2
	PC20. Leave work area safe and secure when work is complete		3	1	2
		TOTAL	100	33	67
2. HCS/N 7802 (Make sticks from bamboo split)	PC1. Use the appropriate tool for making sticks from the bamboo split	100	3	1	2
	PC2. Handle the stick making tool properly for effective results		3	1	2
	PC3. Judge the thickness of the stick to be made		4	1	3
	PC4. Effectively draw thin bamboo sticks from the splits		10	3	7
	PC5. Ensure uniformity in thickness and quality of the sticks		8	2	6
	PC6. Ask questions to obtain more information on tasks when the instructions you have are unclear		5	2	3
	PC7. Maintain the stick making tool		3	1	2
	PC8. Check that the materials to be used are free from faults		8	2	6
	PC9. Confirm to organisation's quality standards		7	3	4
	PC10. Report any damaged work to the responsible person		4	1	3
	PC11. Leave work area safe and secure when work is complete free from hazards		3	1	2
	PC12. Take safety precautions while handling the tool		3	1	2
	PC13. Identify and segregate the usable and the disposable bamboo sticks		8	2	6
	PC14. Identify & sort the usable bamboo sticks based on thickness, colour etc		8	2	6
	PC15. Ensure uniform and complete drying		7	3	4



	PC16. Properly dispose unwanted sticks		3	1	2
	PC17. Prepare unit bunches of handmade bamboo stick by taking appropriate amount (weight/number of pieces as per market demand) of bamboo sticks from the sorted bulk lot		8	2	6
	PC18. Undertake precautions while storage to avoid moisture		5	2	3
		TOTAL	100	31	69
3. HCS/N 7803 (Contribute to to achieve quality in handmade bamboo stick making)	PC1. Identify and use raw materials as per the specifications provided	100	10	3	7
	PC2. Take the necessary action when materials do not confirm to quality standards		8	2	6
	PC3. Adhere to the given specifications and grades for the given batch		12	4	8
	PC4. Maintain the count per kg for the lot		10	3	7
	PC5. Report and replace identified faulty raw materials and component parts which do not meet specification		8	2	6
	PC6. Identify modifiable defects and rework on them		8	2	6
	PC7. Carry out work safely and at a rate which maintains work flow		4	1	3
	PC8. Report to the responsible person when the work flow of other production areas disrupts work		3	1	2
	PC9. Carry out quality checks at specified intervals according to instructions		10	3	7
	PC10. Apply the allowed tolerances		5	2	3
	PC11. Identify faults and take appropriate action for rectification		12	4	8
	PC12. Maintain the required productivity		10	3	7
			TOTAL	100	30
4. HCS/N 9908 (Working in a team)	PC1. Be accountable to one's own role in whole process of developing product	100	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
		TOTAL	100	29	71
5. HCS/N 9912 (Maintain work area and tools)	PC1. Handle materials and tools safely and correctly	100	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
				TOTAL	100
6. HCS/N 9913 (Maintain health, safety and security at workplace)	PC1. Comply with health and safety related instructions applicable to the workplace	100	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		7	3	4



personnel			
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
TOTAL	100	30	70