



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- Bamboo Artwork Maker

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Handicrafts (Bamboo Handicrafts)

OCCUPATION: Bamboo Artwork Maker

REFERENCE ID: HCS/Q 8707

ALIGNED TO: NCO-2004/NIL

Brief Job Description: A Bamboo Artwork Maker is the one who skillfully paints shades of colour using various types paints & colouring agents on a bamboo based background material to create an artwork of particular subject.

Personal Attributes: A Bamboo Artwork 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 8707		
	Job Role	BAMBOO ARTWORK MAKER		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicraft & Carpet	Drafted on	19/06/15
	Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	29/6/15
	Occupation	Bamboo Artwork Maker	Next review date	29/6/17

Job Role	Bamboo Artwork Maker
Role Description	To create artwork on a bamboo based material surface as per the specific subject using the available tools & templates.
NSQF level	3
Minimum Educational Qualifications	Preferably 5 th standard
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Training in bamboo artwork making on bamboo 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 8721 (Carry out basic pre-painting operations) HCS/N 8722 (Carry out painting as per given specification and post painting operations) HCS/N 8723 (Contribute to achieve quality in bamboo artwork) 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	
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 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.

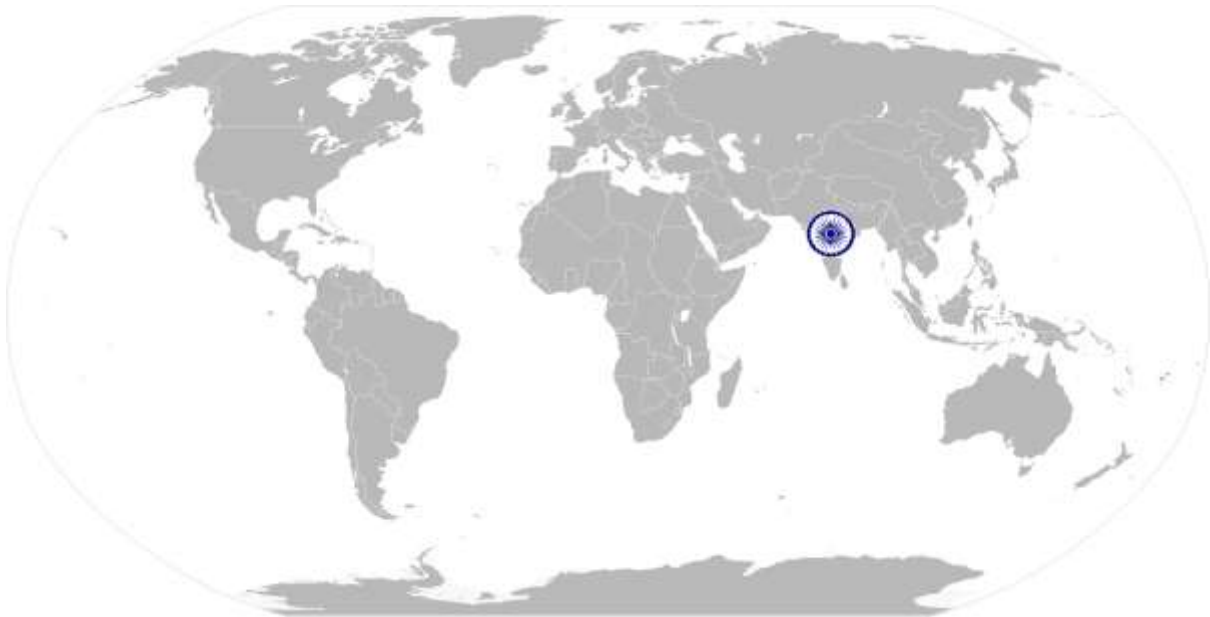


Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify 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 basic pre-painting operations for preparing the tools, materials & work area.



HCS/N 8721

Carry out basic pre-painting operations

National Occupational Standard	Unit Code	HCS/N 8721
	Unit Title (Task)	Carry out basic pre-painting operations
	Description	This unit is about carrying out basic pre-painting operations of preparing the tools, materials & work area
	Scope	Basic operations to be undertaken by the bamboo artwork maker are as follows: <ul style="list-style-type: none"> working safely prepare tools, materials & work area
	Performance Criteria (PC) w.r.t. the Scope	
	Working safely	To be competent, the user/individual must be able to: <ul style="list-style-type: none"> PC1. comply with health and safety, environmental and other relevant regulations and guidelines at work and ensure process compliance PC2. work following laid down procedures and instructions PC3. ensure that all tools, equipment are in a safe and usable condition and are kept at secured location PC4. ensure work area is clean and safe from hazards before and after the job is completed
	Prepare tools, materials & work area	<ul style="list-style-type: none"> PC5. obtain job specification from a valid and approved source such as job instructions, drawing instructions, material specifications, process specifications etc PC6. prepare and maintain the work area as per procedure operating PC7. obtain various types of painting & coating materials and consumables required for making the artwork as per specifications PC8. identify and obtain various kinds of tools and equipment required for painting operations as per specifications PC9. ensure the material surfaces to be treated are suitably prepared PC10. take out the appropriate bamboo based material (such as bamboo mat) to use it as background surface for the proposed artwork PC11. check the uniformity on the surface of the bamboo based material PC12. use the template/ ruler to mark the required size of bamboo based material PC13. use an appropriate cutting tool to cut the bamboo based material to required size as per specification PC14. fix the edges of the cut bamboo material by applying glue etc PC15. carry out drying of bamboo based material PC16. carry out proper storage of the materials in a clean & dust free area PC17. confirm with your supervisor about the grade of colour being used PC18. use appropriate type of painting brushes when required PC19. prepare brushes/sprayers separately for each colour PC20. check with your supervisor and get the appropriate templates for doing the artwork
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/	The user/individual needs to know and understand: <ul style="list-style-type: none"> KA1. the 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



HCS/N 8721

Carry out basic pre-painting operations

organization and its processes)	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
B. Technical Knowledge	The user/individual needs to know and understand: KB1. different types of tools used for making the artwork KB2. different types of colours used for making the artwork KB3. step-by-step process of bamboo artwork making KB4. common mistakes in handling of tools affecting the quality KB5. common mistakes in handling of materials affecting the quality
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual needs to know and understand how to: SA2. read measurement instructions.
	Oral Communication (Listening and Speaking skills)
The user/individual needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others	
B. Professional Skills	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
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
Critical Thinking	
User/individual need to know and understand how to:	



HCS/N 8721

Carry out basic pre-painting operations

	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 8721		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	29/6/15
Occupation	Bamboo Artwork Maker	Next review date	29/6/17





HCS/N 8722 Carry out painting as per given specification and post painting operations

National Occupational Standard



Overview

This unit is about carrying out the painting work using different colours & tools on the bamboo based material for the creating the artwork as per specification.



HCS/N 8722

Carry out painting as per given specification and post painting operations

National Occupational Standard	Unit Code	HCS/N 8722
	Unit Title (Task)	Carry out painting as per given specification and post painting operations
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to Carry out painting as per given specification and post painting operations
	Scope	The basic operations to be undertaken by the Bamboo Artwork Maker are as follows: <ul style="list-style-type: none"> making the artwork as per given specification post painting operations
	Performance Criteria (PC) w.r.t. the Scope	
	Making the artwork as per given specification	To be competent on the job, the user/individual must be able to: <ul style="list-style-type: none"> PC1. take appropriate amount of colour for the specific artwork PC2. prepare the water based colour solution(s) of required shade(s) as per the given design. PC3. fix the bamboo based material properly before applying colour on it PC4. apply the colours uniformly & sequentially as per the given design using the template PC5. take appropriate amount of oil based colour for the artwork PC6. analyze and justify the position of the highlighted painting work to be done PC7. use the appropriate painting tool (brush, sprayer or block) for the intended work PC8. ensure complete & uniform drying of the painted material PC9. check and ensure that the colour shades & patterns match the desired result PC10. store the material in a dry & clean area free from dust PC11. maintain the workplace clean to avoid any stain on the artwork PC12. carry out the work at a rate which maintains workflow to achieve the production target PC13. dispose waste and excess materials in line with agreed organizational procedures PC14. check and ensure that the paint work matches desired result PC15. use shading techniques (usually by brush) to create the final patches of the artwork
	Post painting operations	<ul style="list-style-type: none"> PC16. prepare the material, such as bamboo split, of required length to be used as frames in case of 3d artworks PC17. fix the bamboo splits along the borders of the paint work material PC18. make the hanging arrangement by fixing a hook or thread; check the position of the hanging arrangement for correct alignment PC19. ensure that the painted work-piece achieves the required characteristics and meets the finishing specification PC20. deal promptly and effectively with problems within control, and seek help and guidance from the relevant people for problems that cannot be resolved
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the	The user/individual needs 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



HCS/N 8722 Carry out painting as per given specification and post painting operations

company/ organization and its processes)	<p>KA3. guidelines for storage and disposal of waste materials</p> <p>KA4. potential hazards associated with the machines and the safety precautions that must be taken</p> <p>KA5. protocol to obtain more information on work related tasks</p> <p>KA6. contact person in case of queries on procedure or products and for resolving issues related to defective, tools and/or equipment</p> <p>KA7. details of the job role and responsibilities</p> <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>The user/individual needs to know and understand:</p> <p>KB1. different types of colours used</p> <p>KB2. different types of templates used</p> <p>KB3. need for proper storing area</p> <p>KB4. different types of defects/quality errors/issues</p> <p>KB5. different types of bamboo artworks</p> <p>KB6. utilize the tools and materials to carry out making of artwork</p> <p>KB7. common hazards in the work area and workplace procedures for dealing with them</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/individual need to know and understand how to:</p> <p>SA1. write the required measurements where applicable</p> <p>Reading Skills</p> <p>The user/individual need to know and understand how to:</p> <p>SA2. read measurement instructions</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual need to know and understand how to:</p> <p>SA3. communicate orally with colleagues</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. 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>



HCS/N 8722 Carry out painting as per given specification and post painting operations

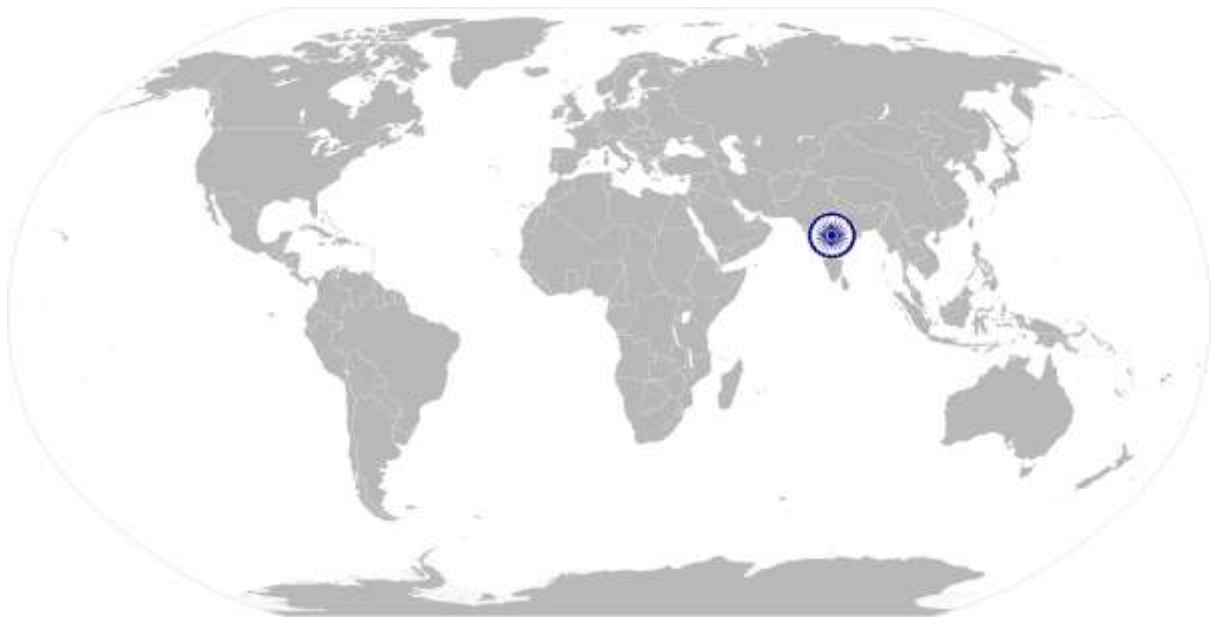
	SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
	SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	Critical Thinking
User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

NOS Version Control

NOS Code	HCS/N 8722		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	29/6/15
Occupation	Bamboo Artwork Maker	Next review date	29/6/17



National Occupational Standard



Overview

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



HCS/N 8723

Contribute to achieve quality in bamboo artwork making

National Occupational Standard	Unit Code	HCS/N 8723
	Unit Title (Task)	Contribute to to achieve quality in bamboo artwork making
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while making a bamboo artwork to ensure that the final product meets the desired specifications.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> contribute to achieving the quality in bamboo artwork making related operations
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Contribute to achieve the product quality in Bamboo Artwork 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. ensure that the painting is done evenly as per requirement</p> <p>PC5. use the appropriate technique to achieve the desired outcome</p> <p>PC6. ensure that the pasting of components is done appropriately</p> <p>PC7. identify modifiable defects and rework on them</p> <p>PC8. carry out work safely and at a rate which maintains work flow</p> <p>PC9. report to the responsible person when the work flow of other production areas disrupts work</p> <p>PC10. carry out quality checks at specified intervals according to instructions</p> <p>PC11. apply the allowed tolerances</p> <p>PC12. identify faults and take appropriate action for rectification</p> <p>PC13. 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. he organisation's procedures and guidelines</p> <p>KA3. quality systems 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. ka8. limits of personal responsibility</p> <p>KA9. Reporting procedure in case of faults in own/ other processes</p>



HCS/N 8723

Contribute to achieve quality in bamboo artwork making

<p>B. Technical / Domain Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of faults that are likely to be found</p> <p>KB2. consequences of using incorrect tools</p> <p>KB3. consequences of incorrect handling of tools</p> <p>KB4. types of faults which may occur, how they are identified and methods to deal with it</p> <p>KB5. the importance of segregating rejects</p> <p>KB6. appropriate inspection methods that can be used</p> <p>KB7. achieve even paint on the artworks</p> <p>KB8. 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> <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> <p>SB10. apply, analyze, and evaluate the information gathered from observation,</p>



HCS/N 8722 Carry out painting as per given specification and post painting operations

	experience, reasoning, or communication, as a guide to thought and action
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NOS Version Control

NOS Code	HCS/N 8723		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	29/6/15
Occupation	Bamboo Artwork Maker	Next review date	29/6/17





HCS/N 9908

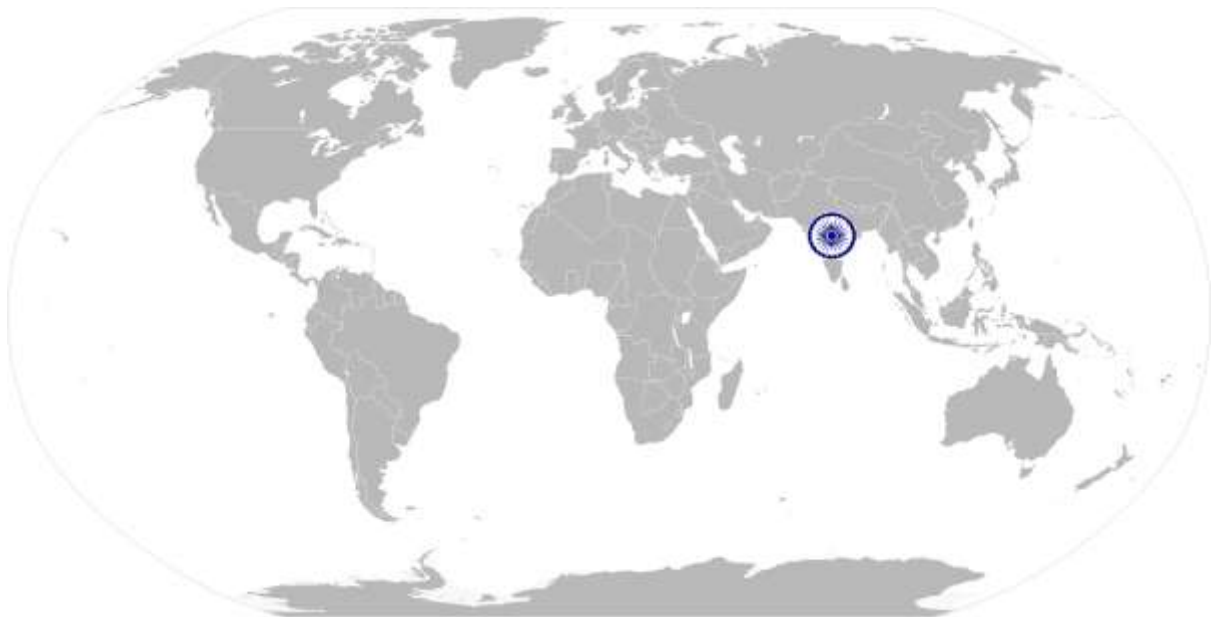
NOS
National Occupational Standards

working in a team



N·S·D·C
National
Skill Development
Corporation

National Occupational Standard



Overview

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



HCS/N 9908

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:



HCS/N 9908

Working in a team

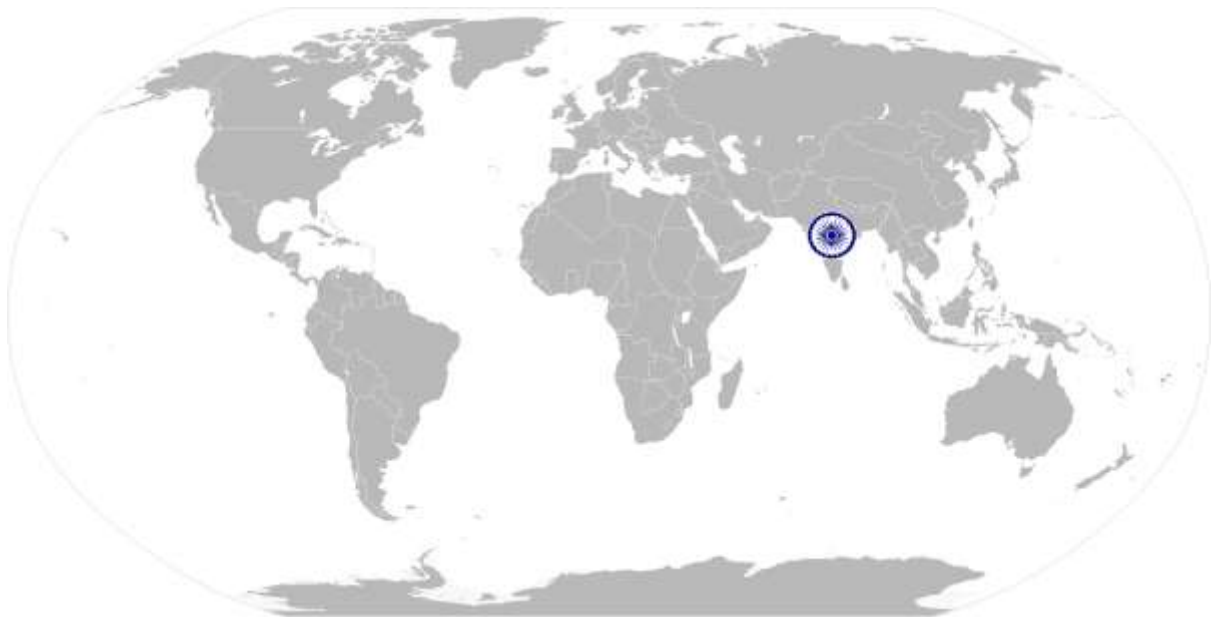
	SA5. communicate with superior, colleagues and juniors appropriately SA6. talk to team members to convey information effectively
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions in relation to the concerned scope of work
	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 (Bamboo Handicrafts)	Last reviewed on	29/06/15
Occupation	Bamboo Artwork 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 for making bamboo artwork 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 bamboo artwork making are maintained as per norms.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> maintain the work area and tools
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Maintain the work area, tools and machines	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> 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 painting 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: <ul style="list-style-type: none"> KA1. personal hygiene and duty of care KA2. safe working practices and organisational procedures KA3. limits of your own responsibility KA4. ways of resolving with 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: <ul style="list-style-type: none"> KB1. work instructions and specifications accurately KB2. method to make use of the information detailed in specifications and instructions KB3. relation between work role and the overall manufacturing process KB4. the importance of taking action when problems are identified KB5. different ways of minimising waste KB6. effects of contamination on products KB7. common faults in bamboo based materials KB8. tools maintenance procedures 	



HCS/N 9912

Maintain work area and tools

	KB9. hazards likely to be encountered when conducting routine maintenance KB10. 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 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
Analytical Thinking	
User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others	
Critical Thinking	
User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

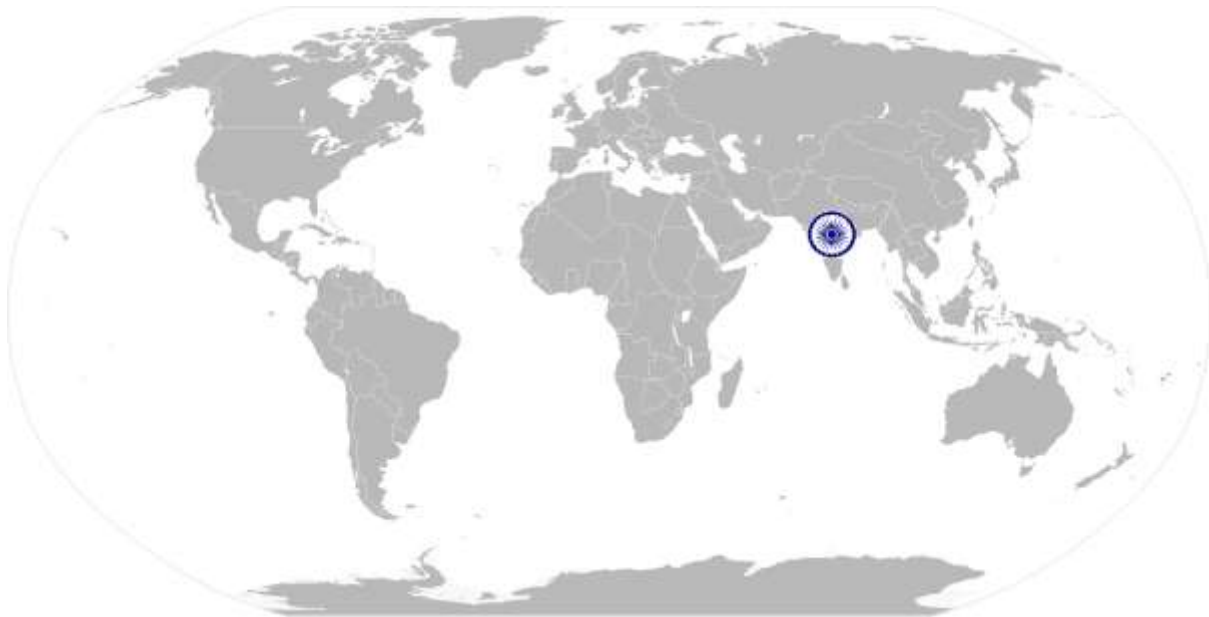


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Maintain work area and tools

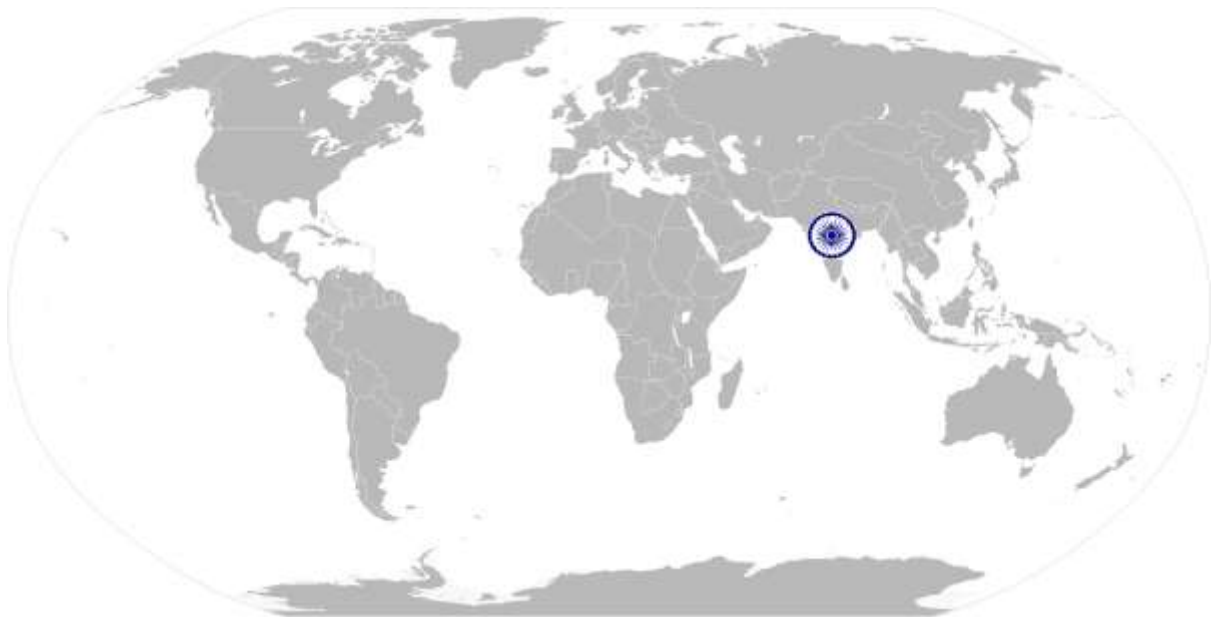
NOS Version Control

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 (Bamboo Handicrafts)	Last reviewed on	29/6/15
Occupation	Bamboo Artwork Maker	Next review date	29/6/17





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

National Occupational Standard	Unit Code	HCS/N 9913
	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/task covers the following: <ul style="list-style-type: none"> 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,</p>	



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Maintain health, safety and security at workplace

	<p>emergency equipment and assembly points</p> <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 the required measurements where applicable
	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	
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	
B. Professional Skills	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
	Analytical Thinking
	User/individual needs to know and understand how to:



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	SB8. analyze data and activities
	SB9. pass on relevant information to others
	Critical Thinking
	User/individual need to know and understand how to:
	SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

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 (Bamboo Handicrafts)	Last reviewed on	29/6/15
Occupation	Bamboo Artwork Maker	Next review date	29/6/17

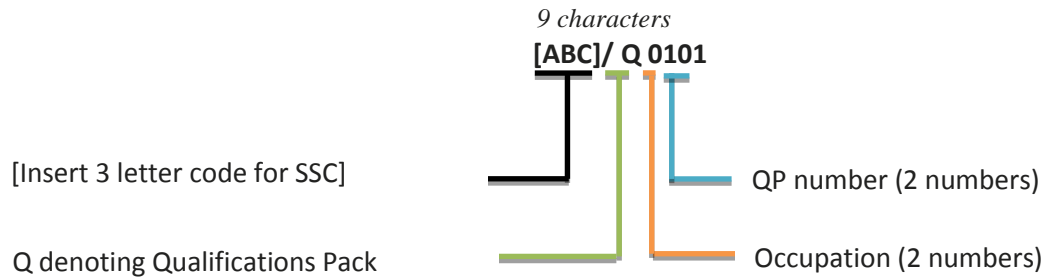




Annexure

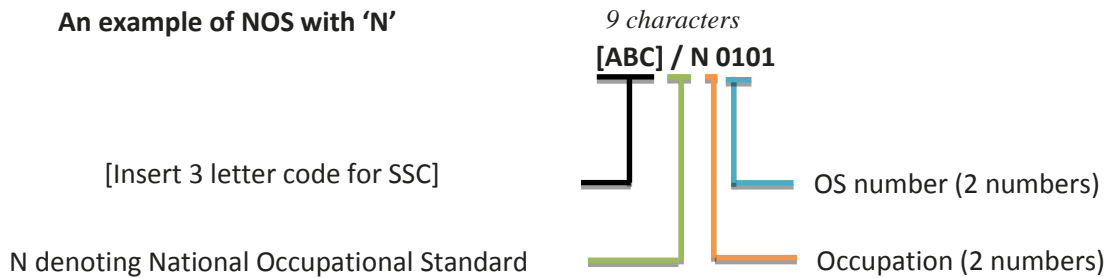
Nomenclature for QP and NOS

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 Artwork Maker

Qualification Pack: HCS/Q 80707

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)	Out of	Marks Allocated	
				Theory	Skills Practical
1. HCS/N 8721 (Carry out basic pre-painting operation s)	PC1. Comply with health and safety, environmental and other relevant regulations and guidelines at work and ensure process compliance	100	5	2	3
	PC2. Work following laid down procedures and instructions		5	2	3
	PC3. Ensure that all tools, equipment are in a safe and usable condition and are kept at secured location		5	2	3
	PC4. Ensure work area is clean and safe from hazards before and after the job is completed		5	2	3
	PC5. Obtain job specification from a valid and approved source such as job instructions, drawing instructions, material specifications, process specifications etc		5	2	3
	PC6. Prepare and maintain the work area as per procedure operating		5	2	3
	PC7. Obtain various types of painting & coating materials and consumables required for making the artwork as per specifications		5	2	3



	PC8. Identify and obtain various kinds of tools and equipment required for painting operations as per specifications		5	2	3
	PC9. Ensure the material surfaces to be treated are suitably prepared PC10. Take out the appropriate bamboo based material (such as bamboo mat) to use it as background surface for the proposed artwork		5	2	3
	PC10. Take out the appropriate bamboo based material (such as bamboo mat) to use it as background surface for the proposed artwork		5	2	3
	PC11. Check the uniformity on the surface of the bamboo based material		5	2	3
	PC12. Use the template/ ruler to mark the required size of bamboo based material		5	2	3
	PC13. Use an appropriate cutting tool to cut the bamboo based material to required size as per specification		5	2	3
	PC14. Fix the edges of the cut bamboo material by applying glue etc		5	2	3
	PC15. Carry out drying of bamboo based material		5	2	3
	PC16. Carry out proper storage of the materials in a clean & dust free area		5	2	3
	PC17. Confirm with your supervisor about the grade of colour being used		5	2	3
	PC18. Use appropriate type of painting brushes when required		5	2	3
	PC19. Prepare brushes/sprayers separately for each colour		5	2	3
	PC20. Check with your supervisor and get the appropriate templates for doing the artwork		5	2	3
		TOTAL	100	40	60
2. HCS/N 8722 (Carry out painting as per given specification and post painting operations)	PC1. Take appropriate amount of colour for the specific artwork	100	5	2	3
	PC2. Prepare the water based colour solution(s) of required shade(s) as per the given design		5	2	3
	PC3. Fix the bamboo based material properly before applying colour on it		5	2	3
	PC4. Apply the colours uniformly & sequentially as per the given design using the template		5	2	3
	PC5. Take appropriate amount of oil based colour for the artwork		5	2	3
	PC6. Analyze and justify the position of the highlighted painting work to be done		5	2	3
	PC7. Use the appropriate painting tool (brush, sprayer or block) for the intended work		5	2	3



	PC8. Ensure complete & uniform drying of the painted material		5	2	3
	PC9. Check and ensure that the colour shades & patterns match the desired result		5	2	3
	PC10. Store the material in a dry & clean area free from dust		5	2	3
	PC11. Maintain the workplace clean to avoid any stain on the artwork		5	2	3
	PC12. Carry out the work at a rate which maintains workflow to achieve the production target		5	2	3
	PC13. Dispose waste and excess materials in line with agreed organizational procedures		5	2	3
	PC14. Check and ensure that the paint work matches desired result		5	2	3
	PC15. Use shading techniques (usually by brush) to create the final patches of the artwork		5	2	3
	PC16. Prepare the material, such as bamboo split, of required length to be used as frames in case of 3D artworks		5	2	3
	PC17. Fix the bamboo splits along the borders of the paint work material		5	2	3
	PC18. Make the hanging arrangement by fixing a hook or thread; check the position of the hanging arrangement for correct alignment		5	2	3
	PC19. Ensure that the painted work-piece achieves the required characteristics and meets the finishing specification		5	2	3
	PC20. Deal promptly and effectively with problems within control, and seek help and guidance from the relevant people for problems that cannot be resolved		5	2	3
		TOTAL	100	40	60
3.HCS/N 8723 (Contribute to achieve quality in bamboo artwork making)	PC1. Identify and use raw materials as per the specifications provided	100	10	4	6
	PC2. Take the necessary action when materials do not conform to quality standards		10	4	6
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		10	4	6
	PC4. Identify modifiable defects and rework on them		10	4	6
	PC5. Carry out work safely and at a rate which maintains work flow		10	4	6
	PC6. Report to the responsible person when the work flow of other production areas disrupts work		10	4	6
	PC7. Carry out quality checks at specified intervals according to instructions		10	4	6
	PC8. Apply the allowed tolerances		10	4	6
	PC9. Identify faults and take appropriate action for		10	4	6



	rectification				
	PC10. Maintain the required productivity and quality levels		10	4	6
		TOTAL	100	40	60
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	30	70
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 personnel		7	3	4
PC13. Participate in mock drills/ evacuation procedures organised at the workplace		5	2	3
PC14. Undertake first aid, fire fighting and emergency response training, if asked		6	2	4
PC15. Take action based on instructions in the event of fire, emergencies or accidents		8	2	6
PC16. Follow organisation evacuation procedures		8	2	6
	TOTAL	100	30	70