



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFT AND CARPET

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack- Traditional Hand Embroiderer (Phulkari Embroidery/Chikankari Embroidery/Zari-Zardozi Embroidery)

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Hand Crafted Textiles

OCCUPATION: Traditional Hand Embroiderer

REFERENCE ID: HCS/Q7301

ALIGNED TO: NCO-2015/ 7533.0300

Brief Job Description: A Traditional Hand Embroiderer embroiders various types of designs on fabric by hand, using different types of needle and thread. The Traditional Hand Embroiderer should have the skill to embroider stitches typical to the traditional repertoire on different types of fabrics as per specifications/design details provided.

Electives:

Phulkari Embroidery:

This NOS deals with the various requisites for carrying out Phulkari Embroidery.



Chickankari Embroidery:

This NOS focus on imparting the knowledge of the various aspects of Chikankari embroidery.

Zari-Zardosi Embroidery:

This NOS is about Zari-Zardosi embroidery technique and the different aspects related to it.

Personal Attributes: A Traditional Hand Embroiderer 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/Q7301		
	Job Role	TRADITIONAL HAND EMBROIDERER		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	09/10/15
	Sub-sector	Hand Crafted Textiles	Last reviewed on	25/11/16
	Occupation	Traditional Hand Embroiderer	Next review date	25/11/19
	NSQC Clearance on	05/02/2018		

Job Role	Traditional Hand Embroiderer
Role Description	To carry out traditional embroidery as per specifications.
NSQF level	4
Minimum Educational Qualifications	Basic literacy, preferably 5 th class pass
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Training in traditional hand embroidery for quality appraisal.
Minimum Job Entry Age	As applicable under Government of India norms (ref: The Factories Act of 1948)
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N9914 Contribute to achieve quality in traditional hand embroidery work HCS/N9908 Working in a team HCS/N9912 Maintain work area & tools HCS/N9913 Maintain health, safety and security at workplace <p>Electives (mandatory to select at least one):</p> <p>Elective 1: Phulkari Embroidery</p> <ol style="list-style-type: none"> HCS/N7301 Prepare and carry out Phulkari embroidery as per given specifications <p>Elective 2: Chikankari Embroidery</p> <ol style="list-style-type: none"> HCS/N7302 Prepare and carry out Chikankari embroidery as per given specifications



	Elective 3: Zari-Zardozi Embroidery 3. HCS/Q7303 Prepare and carry out Zari-Zardozi embroidery as per given specifications
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	Handicraft and Carpet Sector Skill Council
TBD	To Be Determined
NSDC	National Skill Development Corporation
M/C	Machine

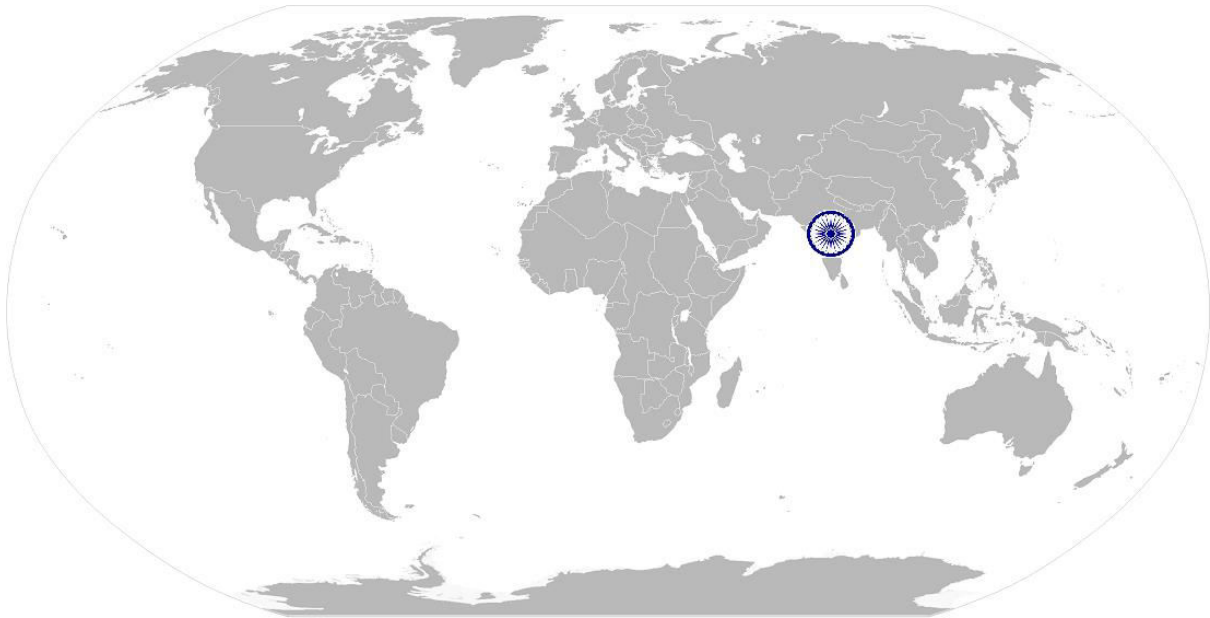
Acronyms



HCS/N9914

Contribute to achieve quality in traditional hand embroidery work

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to achieve quality in traditional hand embroidery work.



HCS/N9914

Contribute to achieve quality in traditional hand embroidery work

National Occupational Standard	Unit Code	HCS/N9914
	Unit Title (Task)	Contribute to achieve quality in traditional hand embroidery work
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for maintaining the quality while carrying out traditional hand embroidery and related activities to ensure that the embroidered product meet specifications and quality.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> contribute to achieving quality in traditional hand embroidery work and related operations
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Contribute to achieving quality in traditional hand embroidery work and related operations	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. identify and use materials required based on the specifications provided PC2. ensure that the correct type of fabric is used PC3. ensure that the correct quality of thread is used for the given embroidery technique PC4. ensure that the shape/ size/ pattern/ design is not distorted while embroidering PC5. avoid damage to fabric while embroidering like needle holes, cuts, etc PC6. ensure that the embroidery floats are of the appropriate size PC7. ensure that the embroidered fabric backs are neat PC8. ensure that there is no shade difference in the colours used PC9. maintain the correct tension while embroidering to avoid puckering and uneven embroidery PC10. avoid soiling of the fabric/ product while carrying out embroidery PC11. store the embroidered fabric/ product appropriately PC12. rip the embroidery appropriately to rework on modifiable defects in embroidery PC13. ensure uniformity in raw materials, design and technique <ul style="list-style-type: none"> a. within a product b. between pair/ set of products PC14. apply allowed tolerances PC15. ensure that the extra yarns are clipped neatly PC16. take the necessary action when materials do not conform to quality standards PC17. identify modifiable defects and rework on them PC18. maintain the required productivity and quality levels PC19. report to the responsible person when the work flow of other production areas disrupts work PC20. carry out quality checks at specified intervals according to instructions
	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: <ul style="list-style-type: none"> KA1. safe working practices and organisational procedures



HCS/N9914

Contribute to achieve quality in traditional hand embroidery work

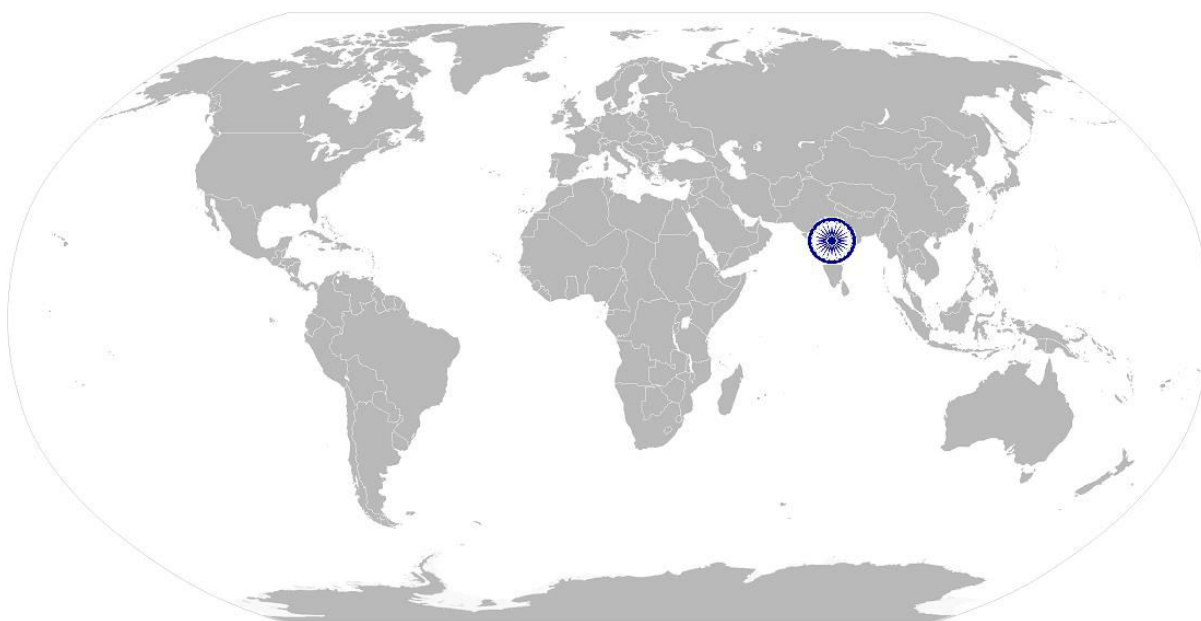
(Knowledge of the company / organisation and its processes)	<p>KA2. the organisation's procedures and guidelines</p> <p>KA3. quality systems and processes practiced in the organization</p> <p>KA4. equipment operating procedures / manufacturer's instructions</p> <p>KA5. types of problems with quality 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>
A. Technical /Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of stitches and their use</p> <p>KB2. types of fabrics used for embroidery</p> <p>KB3. types of threads used for embroidery</p> <p>KB4. appropriate usage of the measuring tape</p> <p>KB5. appropriate usage tools used in embroidery</p> <p>KB6. common embroidery defects</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 measurements and instructions.
	Oral Communication (Listening and Speaking skills)
You need 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	



HCS/N9914

Contribute to achieve quality in traditional hand embroidery work

	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



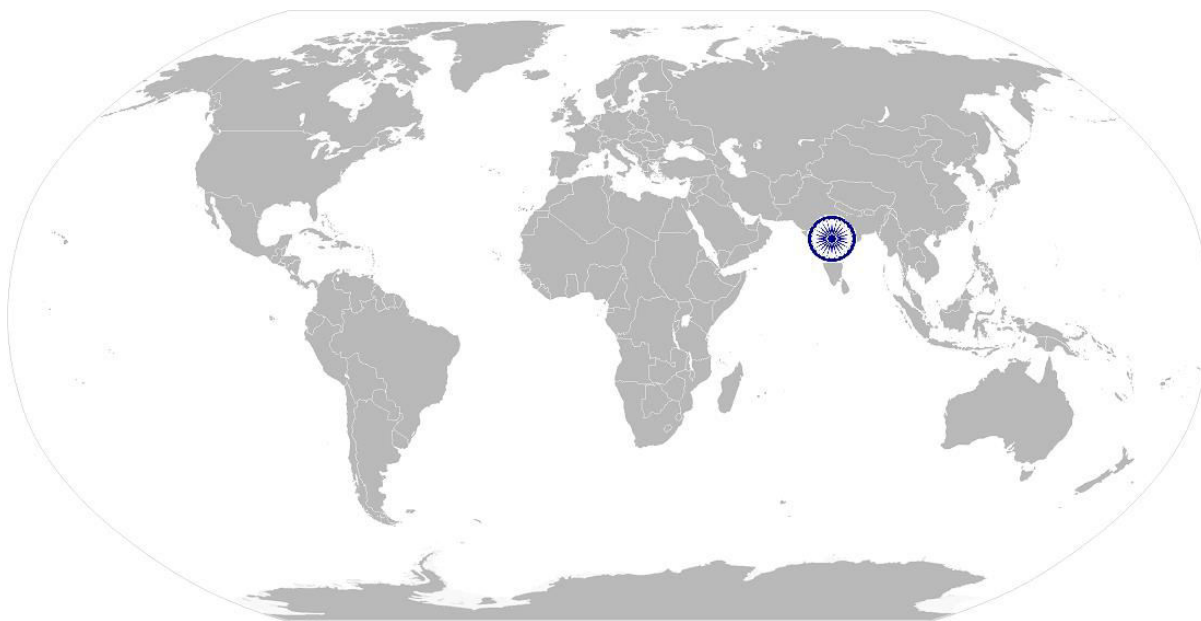


HCS/N9914

Contribute to achieve quality in traditional hand embroidery work

NOS Version Control

NOS Code	HCS/N9914		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	09/10/15
Industry Sub-sector	Hand Crafted Textiles	Last reviewed on	25/11/16
Occupation	Traditional Hand Embroiderer	Next review date	25/11/19





HCS/N9908

NOS
National Occupational Standards

Working in a team



National Occupational Standard



Overview

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



HCS/N9908

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
A. Core Skills/ Generic Skills	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 SA6. talk to team members to convey information effectively



HCS/N9908

Working in a team

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.	

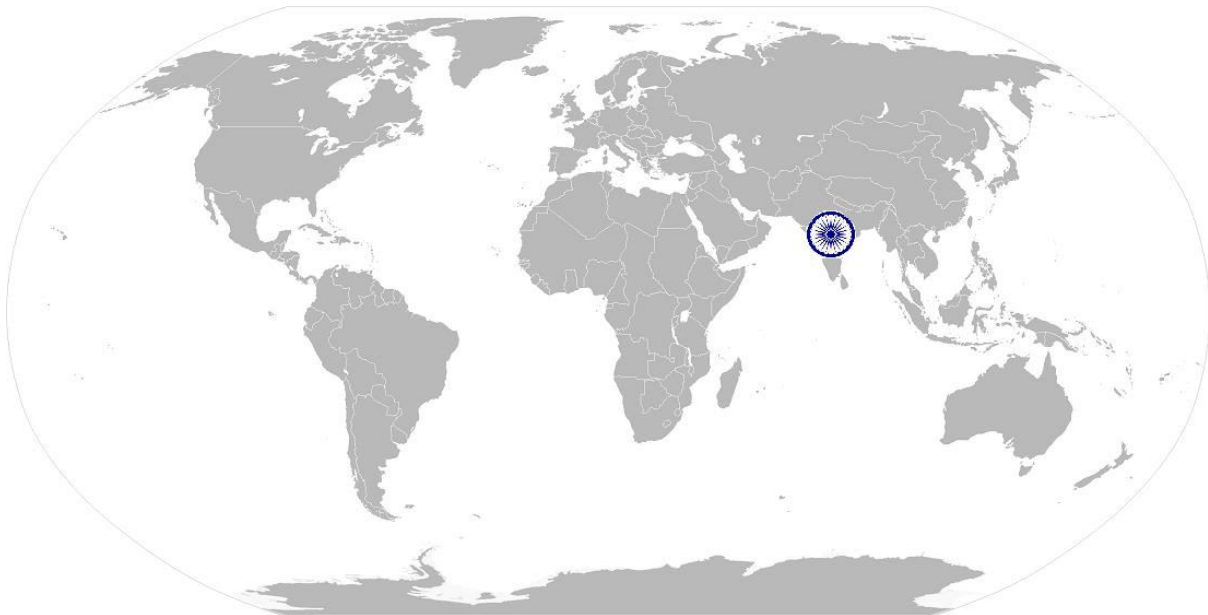


HCS/N9908

Working in a team

NOS Version Control

NOS Code	HCS/N9908		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	09/10/15
Industry Sub-sector	Hand Crafted Textiles	Last reviewed on	25/11/16
Occupation	Phulkari Embroiderer	Next review date	25/11/19

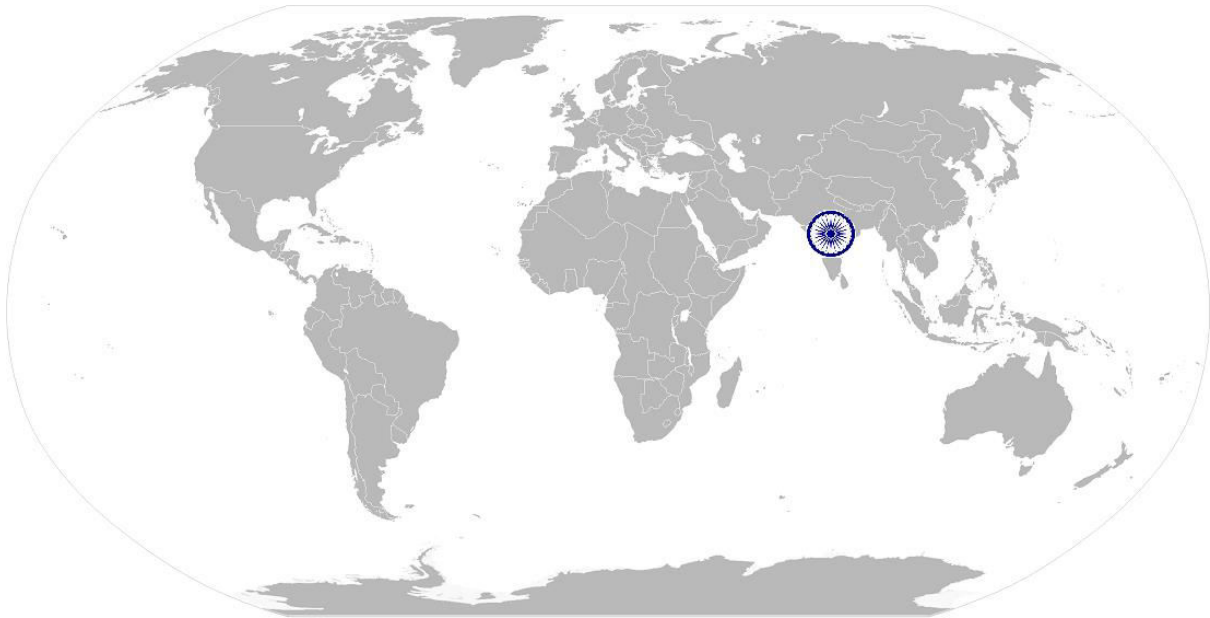




HCS/N9912

Maintain work area and tools

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/N9912

Maintain work area and tools

National Occupational Standard

Unit Code	HCS/N9912
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 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 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 of waste safely in the designated location PC9. store cleaning equipment 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 and interpret them 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 with handloom woven mats and the method to rectify KB7. tools maintenance procedures KB8. hazards likely to be encountered when conducting routine maintenance KB9. safe working practices for cleaning and the method of carrying them out
Skills (S) w.r.t the Scope	



HCS/N9912

Maintain work area and tools

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 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	

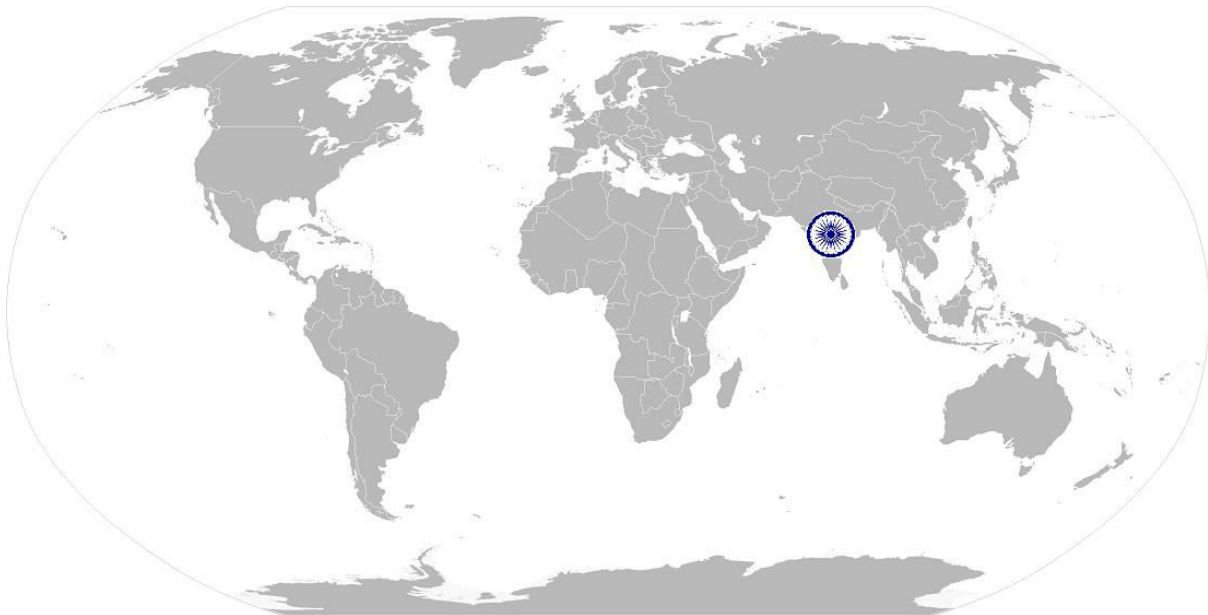


HCS/N9912

Maintain work area and tools

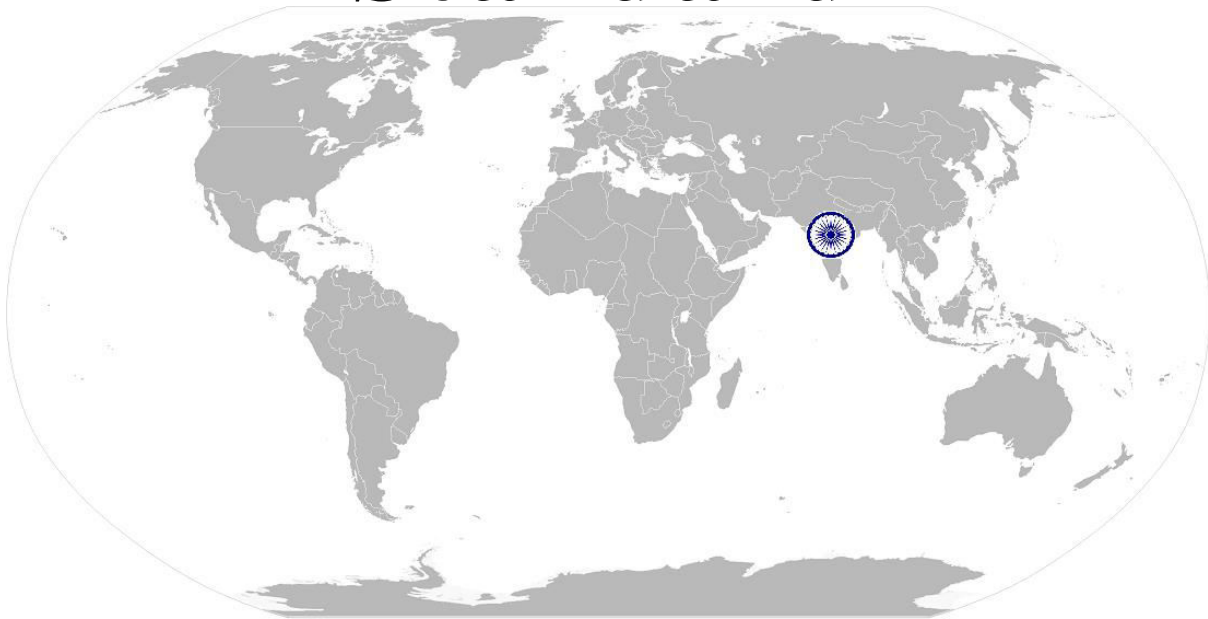
NOS Version Control

NOS Code	HCS/N9912		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	09/10/15
Industry Sub-sector	Hand Crafted Textiles	Last reviewed on	25/11/16
Occupation	Traditional Hand Embroiderer	Next review date	25/11/19





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/N9913

Maintain health, safety and security at workplace

National Occupational Standard

Unit Code	HCS/N9913
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	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. comply with health and safety related instructions applicable to the workplace PC2. use and maintain personal protective equipment as per protocol PC3. carry out own activities in line with approved guidelines and procedures PC4. maintain a healthy lifestyle and guard against dependency on intoxicants PC5. follow environment management system related procedures PC6. store materials and tools in line with manufacturer's and organisational requirements PC7. safely handle and move waste and debris PC8. minimize health and safety risks to self and others due to own actions PC9. seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC10. monitor the workplace and work processes for potential risks and threats PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel PC13. participate in mock drills/ evacuation procedures organized at the workplace PC14. undertake first aid, fire-fighting and emergency response training, if asked to do so PC15. take action based on instructions in the event of fire, emergencies or accidents PC16. follow organisation procedures for evacuation when required
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)	<ul style="list-style-type: none"> KA1. health and safety related practices applicable at the workplace KA2. potential hazards, risks and threats based on nature of operations KA3. organizational procedures for safe handling of tools KA4. potential risks due to own actions and methods to minimize these KA5. environmental management system related procedures at the workplace KA6. layout of the plant and details of emergency exits, escape routes,



HCS/N9913

Maintain health, safety and security at workplace

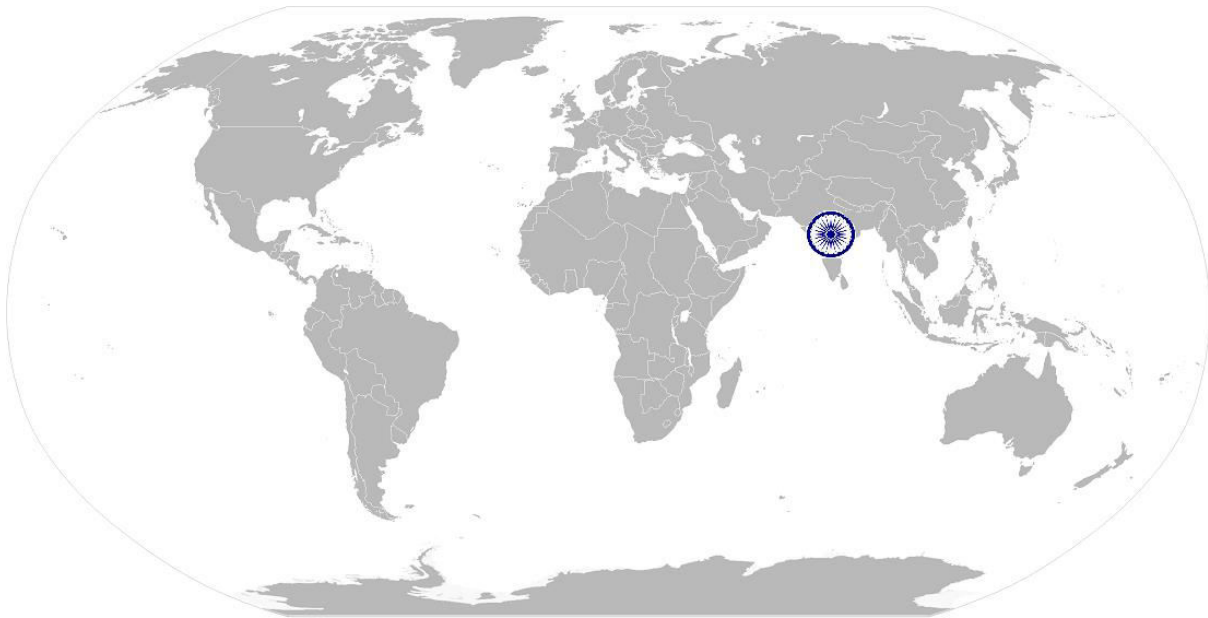
	<p>emergency equipment and assembly points</p> <p>KA7. potential accidents and emergencies and response to these scenarios</p> <p>KA8. reporting protocol and documentation required</p> <p>KA9. details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. actions to take 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 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	
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)
B. Professional Skills	SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
B. Professional Skills	User/individual needs to know and understand how to:



HCS/N9913

Maintain health, safety and security at workplace

	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



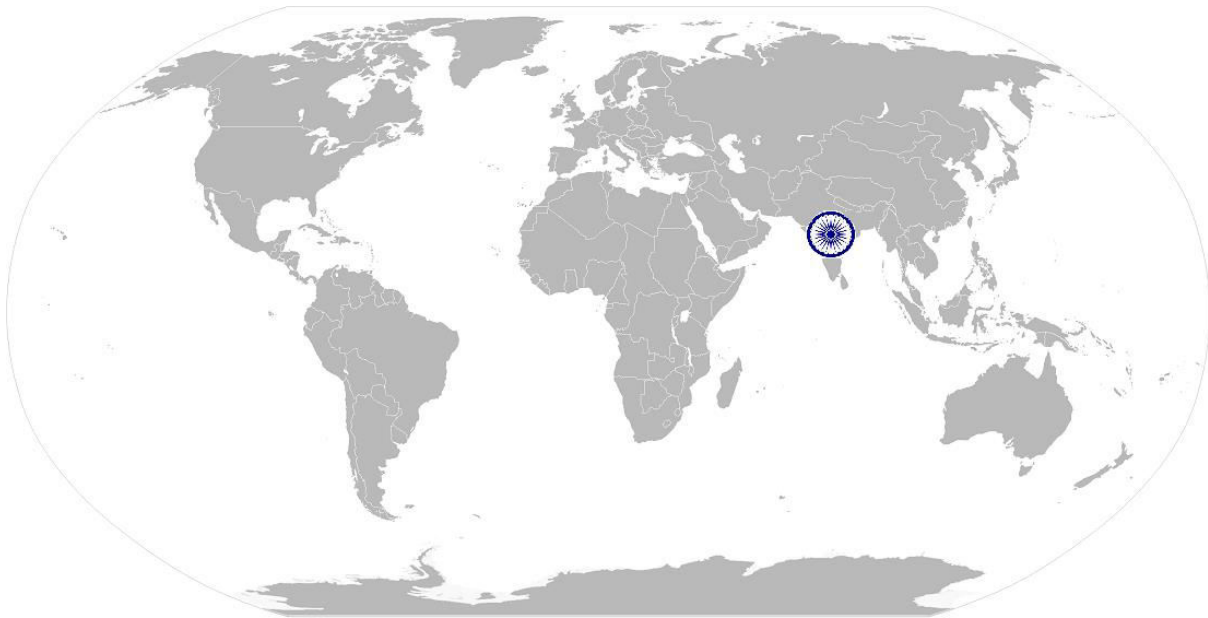


HCS/N9913

Maintain health, safety and security at workplace

NOS Version Control

NOS Code	HCSSC/N9913		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	09/10/15
Industry Sub-sector	Hand Crafted Textiles	Last reviewed on	25/11/16
Occupation	Traditional Hand Embroiderer	Next review date	25/11/19





HCS/N7301 Prepare and carry out Phulkari embroidery as per the given specifications

National Occupational Standard



Overview

This unit is about preparing and carrying out Phulkari embroidery as per specifications provided.



HCS/N7301 Prepare and carry out Phulkari embroidery as per the given specifications

National Occupational Standard	Unit Code	HCS/N7301
	Unit Title (Task)	Prepare and carry out Phulkari embroidery as per given specifications
	Description	This unit is about preparing for carrying out Phulkari embroidery
	Scope	This unit/task covers the following <ul style="list-style-type: none"> • prepare for carrying out Phulkari embroidery • carry out Phulkari embroidery as per the given specifications
	Performance Criteria (PC) w.r.t. the Scope	
	Prepare for carrying out Phulkari embroidery	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. analyse the given design specification or design artwork or design sample of the embroidered product PC2. understand the embroidery stitches to be used PC3. check with in charge /others when unsure of new product details PC4. check the fabric and ensure that it meets the requirements provided PC5. select the appropriate quality, colours and quantity of the threads to be used for embroidery PC6. select the appropriate needle as per the fabric and threads to be used PC7. ensure that the tracing/ block printing of design on the fabric is appropriately done PC8. attach the embroidery frame to the fabric appropriately PC9. estimate the time required to complete the given embroidery work PC10. report defective materials to the person concerned PC11. minimise and dispose the waste materials in the approved manner PC12. carry out operations at a rate which maintains workflow
	Carry out Phulkari embroidery as per the given specifications	<ul style="list-style-type: none"> PC13. ensure that the raw materials are prepared as per requirements PC14. carry out long and short darning stitch (locally known as phulkari stitch) PC15. carry out phulkari stitch to fill the given motif/ shape as per requirement PC16. ensure that the phulkari stitch length is about ½ cm or ¼ inch or as per requirement PC17. carry out chain stitch PC18. carry out herringbone stitch PC19. carry out satin stitch PC20. carry out stem stitch PC21. carry out blanket stitch PC22. carry out cross stitch PC23. embroider designs using phulkari stitch and other above mentioned stitches PC24. ensure that the correct colour threads are used to embroider the design as per specifications PC25. avoid damage to fabric/ product while carrying out embroidery PC26. start and end the embroidery thread neatly PC27. cut the extra threads appropriately while embroidering
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of	The user/individual on the job needs 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



HCS/N7301 Prepare and carry out Phulkari embroidery as per the given specifications

the company/ organization and its processes)	KA3. quality systems and other processes practiced in the organization KA4. guidelines for storage and disposal of waste materials KA5. types of problems with quality and how to report them to appropriate people KA6. the importance of complying with written instructions KA7. who to refer problems to when they are outside the limit of your authority KA8. your organization's tools, templates and processes for Phulkari embroidery in production KA9. protocol to obtain more information on work related tasks KA10. contact person in case of queries on procedure or products and for resolving issues related to own/ other processes, defective machines, tools and/or equipment KA11. details of the job role and responsibilities KA12. work target and review mechanism with your supervisor KA13. method of obtaining/ giving feedback related to performance KA14. process for offering/ obtaining work related assistance
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. process of producing Phulkari embroidery KB2. types of threads used in Phulkari embroidery KB3. different types of fabrics and their usage KB4. about the embroidery frame and its usage KB5. basics of colour and colour combinations KB6. the embroidering of long and short darning stitch (also known as phulkari stitch) in different phulkari designs KB7. the other stitches used in phulkari namely, chain stitch, herringbone, satin stitch, stem stitch and blanket stitch KB8. the usage of the above embroidery stitches KB9. different motifs and designs used in Phulkari KB10. the uniqueness of Phulkari embroidery KB11. appropriate use of tools like thread clipper, scissors, etc KB12. the quality aspects of Phulkari embroidery
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read a instructions/specifications in local language
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job 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



HCS/N7301 Prepare and carry out Phulkari embroidery as per the given specifications

	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

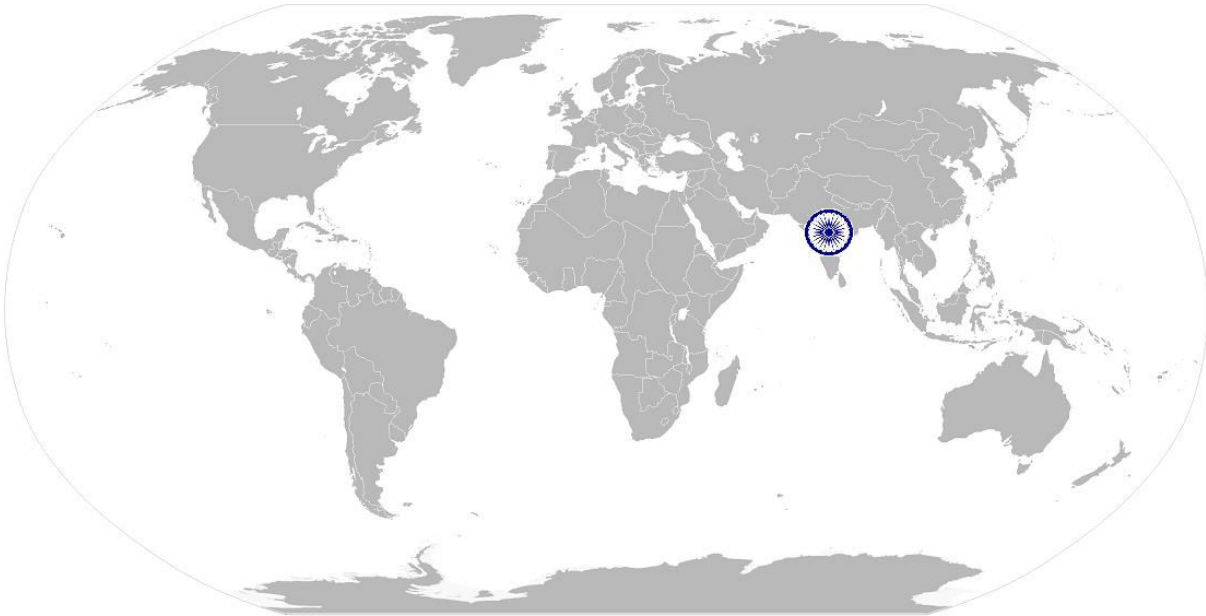




HCS/N7301 Prepare and carry out Phulkari embroidery as per the given specifications

NOS Version Control

NOS Code	HCS/N7301		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	09/10/15
Industry Sub-sector	Hand Crafted Textiles	Last reviewed on	25/11/16
Occupation	Traditional Hand Embroiderer	Next review date	25/11/19





HCS/N7302 Prepare and carry out Chikankari embroidery as per the given specifications

National Occupational Standard



Overview

This unit is about preparing and carrying out Chikankari embroidery as per specifications provided.



HCS/N7302 Prepare and carry out Chikankari embroidery as per the given specifications

National Occupational Standard	Unit Code	HCS/N7302
	Unit Title (Task)	Prepare and carry out Chikankari embroidery as per given specifications
	Description	This unit is about preparing for carrying out Chikankari embroidery
	Scope	This unit/task covers the following <ul style="list-style-type: none"> • prepare for carrying out Chikankari embroidery • carry out Chikankari embroidery as per the given specifications
	Performance Criteria (PC) w.r.t. the Scope	
	Prepare for carrying out Chikankari embroidery	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. analyse the given design specification or design artwork or design sample of the embroidered product PC2. understand the chikankari stitches to be used in the given design PC3. check with in charge /others when unsure of new product details PC4. check the fabric and ensure that it meets the requirements provided PC5. select the appropriate quality, colours and quantity of the threads to be used for embroidery PC6. select the appropriate needle as per the fabric and threads to be used PC7. ensure that the tracing/ block printing of design on the fabric is appropriately done PC8. attach the embroidery frame to the fabric appropriately PC9. estimate the time required to complete the given embroidery work PC10. report defective materials to the person concerned PC11. minimise and dispose the waste materials in the approved manner PC12. carry out operations at a rate which maintains workflow
	Carry out Chikankari embroidery as per the given specifications	<ul style="list-style-type: none"> PC13. ensure that the raw materials are prepared as per requirements PC17. carry out <i>tepchi</i> or running stitch PC18. carry out <i>rahet</i> or stem stitch PC19. carry out <i>zanjeera</i> or chain stitch PC20. carry out <i>kaaj</i> or buttonhole stitch PC21. carry out <i>pechni</i> stitch PC22. carry out <i>ulta bakhiya</i> stitch PC23. carry out <i>seedha bakhiya</i> stitch PC24. carry out <i>kaudi</i> stitch PC25. carry out <i>ghas patti</i> PC26. carry out <i>kangan</i> PC27. carry out <i>keel</i> PC28. carry out <i>bijli</i> PC29. carry out <i>phanda</i> PC30. carry out <i>murri</i> PC31. carry out <i>hathkati</i> PC32. carry out <i>hool</i> PC33. carry out the different types of <i>jaalis</i> used in Chikankari embroidery PC34. carry out the making of embroidery designs using a combination of the above stitches PC35. ensure that the embroidery stitches are even



HCS/N7302 Prepare and carry out Chikankari embroidery as per the given specifications

	PC36. avoid damage to fabric/ product while carrying out embroidery
Knowledge and Understanding (K)	
C. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: 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. guidelines for storage and disposal of waste materials KA5. types of problems with quality and how to report them to appropriate people KA6. the importance of complying with written instructions KA7. who to refer problems to when they are outside the limit of your authority KA8. your organization's tools, templates and processes for Chikankari embroidery in production KA9. protocol to obtain more information on work related tasks KA10. contact person in case of queries on procedure or products and for resolving issues related to own/ other processes, defective machines, tools and/or equipment KA11. details of the job role and responsibilities KA12. work target and review mechanism with your supervisor KA13. method of obtaining/ giving feedback related to performance KA14. process for offering/ obtaining work related assistance
D. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. process of producing Chikankari embroidery KB2. types of threads used in Chikankari embroidery KB3. different types of fabrics and their usage KB4. tools used for embroidery like needles, clippers, scissors, etc KB5. about the embroidery frame and its usage KB6. basics of colour and combinations KB7. the different stitches used in Chikankari- <i>tepchi</i> or running stitch, <i>rahet</i> or stem stitch, <i>zanjeera</i> or chain stitch, <i>kaaj</i> or buttonhole stitch, <i>pechni</i> stitch, <i>ulta bakhuya</i> stitch, <i>seedha bakhuya</i> stitch, <i>kaudi</i> stitch, <i>ghas patti</i> , <i>kangan</i> , <i>keel</i> , <i>bijli</i> , <i>phanda</i> , <i>murri</i> , <i>hathkati</i> , <i>hool</i> KB8. the usage of the above embroidery stitches KB9. different motifs and designs embroidered in Chikankari KB10. the uniqueness of Chikankari embroidery KB11. the quality aspects of Chikankari embroidery
Skills (S)	
C. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read a instructions/specifications in local language
C. Core Skills/ Generic Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately



HCS/N7302 Prepare and carry out Chikankari embroidery as per the given specifications

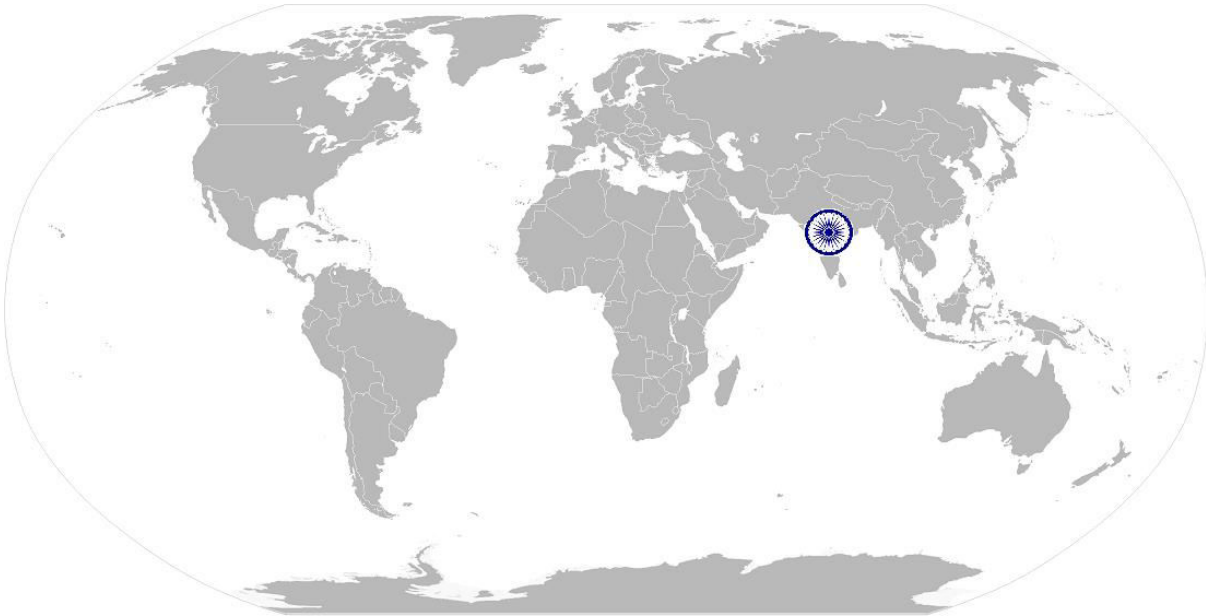
	SA4. ask for clarification and advice from others
D. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	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: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	



HCS/N7302 Prepare and carry out Chikankari embroidery as per the given specifications

NOS Version Control

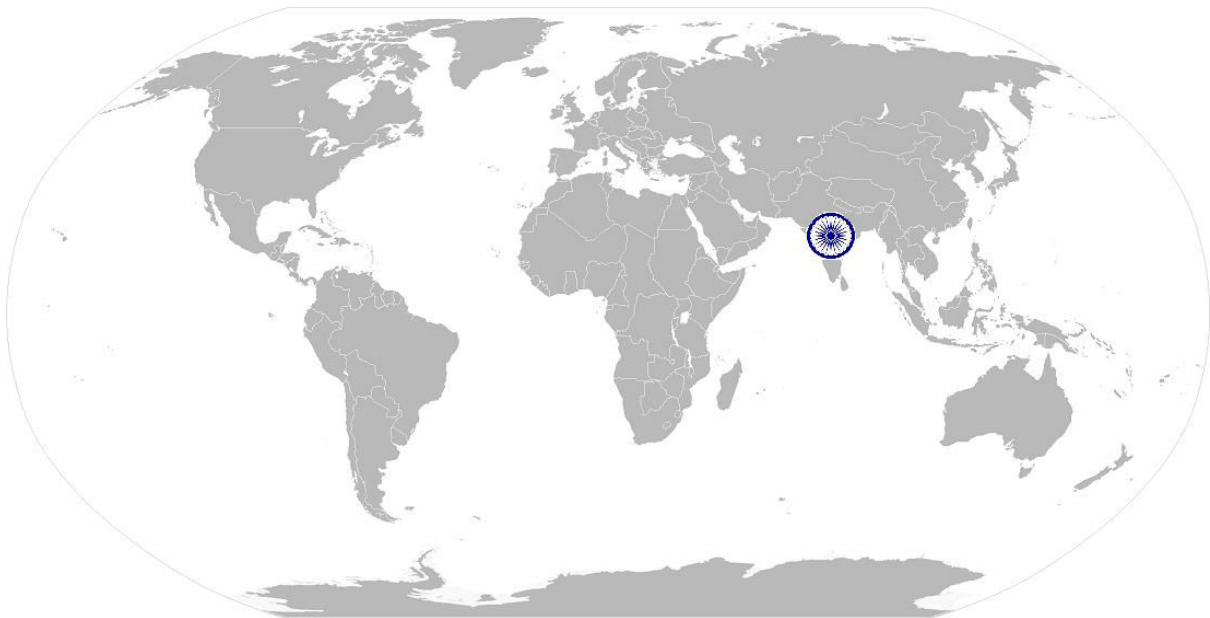
NOS Code	HCS/N7302		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	09/10/15
Industry Sub-sector	Hand Crafted Textiles	Last reviewed on	25/11/16
Occupation	Traditional Hand Embroiderer	Next review date	25/11/19





HCS/N7303 Prepare and carry out Zari-Zardozi embroidery as per the given specifications

National Occupational Standard



Overview

This unit is about preparing and carrying out Zari-Zardozi embroidery as per specifications provided.



HCS/N7303 Prepare and carry out Zari-Zardozi embroidery as per the given specifications

National Occupational Standard	Unit Code	HCS/Q7303
	Unit Title (Task)	Prepare for carrying out Zari-Zardozi embroidery as per given specifications
	Description	This unit is about preparing for carrying out Zari-Zardozi embroidery
	Scope	This unit/task covers the following <ul style="list-style-type: none"> • prepare the adda/ wooden frame • prepare the tools and raw materials • carry out Zari-Zardozi embroidery as per the given specifications
	Performance Criteria (PC) w.r.t. the Scope	
	Prepare the adda/ wooden frame	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. select the appropriate size of adda PC2. attach the fabric to the wooden beams (<i>farad</i>) appropriately PC3. maintain appropriate tension while rolling and attaching the fabric to the beam PC4. fix all the four beams of the adda with opposite beams parallel to each other PC5. ensure that the fabric is not damaged during the above process
	Prepare the tools and raw materials	<ul style="list-style-type: none"> PC6. analyse the given design specification or design artwork or design sample of the embroidered product PC7. understand the embellishments and stitches to be used in the given design PC8. check with in charge /others when unsure of new product details PC9. check the fabric and ensure that it meets the requirements provided PC10. select the appropriate quality, colours and quantity of the embellishments to be used for embroidery PC11. select and prepare the appropriate needle/<i>aari</i> as per the technique to be used PC12. prepare the different kinds of metallic wires like <i>dabka</i>, <i>gizai</i> as per requirements PC13. prepare the <i>tilla/kasab</i> and other threads PC14. ensure that the tracing of design on the fabric is appropriately done PC15. estimate the time required to complete the given embroidery work PC16. identify and report defective materials to the person concerned PC17. minimise and dispose the waste materials in the approved manner PC18. carry out operations at a rate which maintains workflow



HCS/N7303 Prepare and carry out Zari-Zardozi embroidery as per the given specifications

<p>Carry out Zari-Zardozi embroidery as per the given specifications</p>	<p>PC19. ensure that the raw materials are prepared as per requirements</p> <p>PC20. handle the <i>aari</i> appropriately to carry out chain stitch</p> <p>PC21. ensure that the appropriate tension of threads and evenness while carrying out chain stitch using <i>aari</i></p> <p>PC22. carry out couching using <i>aari</i>/needle</p> <p>PC23. carry out satin stitch using <i>aari</i>/needle</p> <p>PC24. carry couching of different metallic springs like dabka, gizai, etc</p> <p>PC25. carry out embroidery using different types of beads (<i>moti, cutdan</i>, etc)</p> <p>PC26. carry out couching of metallic threads (<i>tilla, kasab</i>, etc)</p> <p>PC27. carry out embroidery using different varieties and shapes of sequins</p> <p>PC28. carry out embroidery using chain stitch with different threads to make decorative designs</p> <p>PC29. carry out the use of different sizes of aari needles for attaching different beads & sequins</p> <p>PC30. make decorative designs using a combination of different techniques and embellishments as per given specifications</p> <p>PC31. ensure that the correct colour of embellishments and threads are used to embroider the design as per specifications</p> <p>PC32. avoid damage to fabric/ product while carrying out embroidery</p>
<p>Knowledge and Understanding (K)</p>	
<p>E. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. your organization's policies, procedures, guidelines and standards for quality</p> <p>KA2. safe working practices and organisational procedures</p> <p>KA3. quality systems and other processes practiced in the organization</p> <p>KA4. guidelines for storage and disposal of waste materials</p> <p>KA5. types of problems with quality and how to report them to appropriate people</p> <p>KA6. the importance of complying with written instructions</p> <p>KA7. who to refer problems to when they are outside the limit of your authority</p> <p>KA8. your organization's tools, templates and processes for Zari-Zardozi embroidery in production</p> <p>KA9. protocol to obtain more information on work related tasks</p> <p>KA10. contact person in case of queries on procedure or products and for resolving issues related to own/ other processes, defective machines, tools and/or equipment</p> <p>KA11. details of the job role and responsibilities</p> <p>KA12. work target and review mechanism with your supervisor</p> <p>KA13. method of obtaining/ giving feedback related to performance</p> <p>KA14. process for offering/ obtaining work related assistance</p>
<p>F. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. process of producing Zari-Zardozi embroidery</p> <p>KB2. about the adda, it's type, parts, sizes and other details</p> <p>KB3. step by step process of preparing the adda</p> <p>KB4. about aari and its appropriate use</p> <p>KB5. different metallic wires used</p>



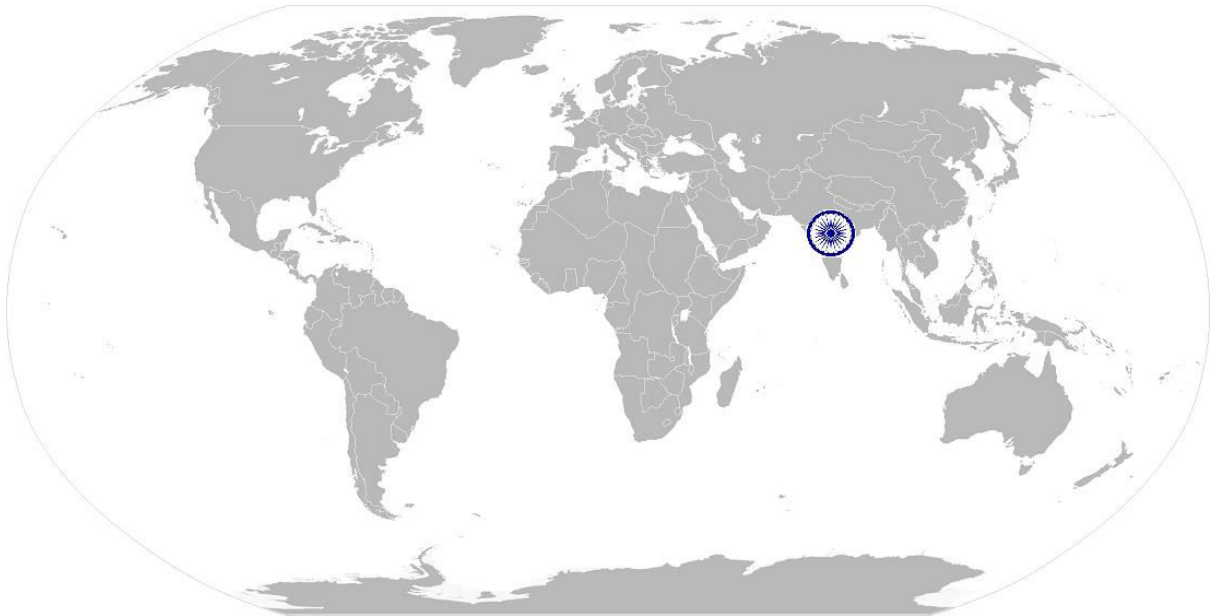
HCS/N7303 Prepare and carry out Zari-Zardozi embroidery as per the given specifications

	<p>KB6. different embellishments used like sequins, beads, etc.</p> <p>KB7. different metallic springs like dabka, gizai and their varieties used</p> <p>KB8. types of threads used in Zari-Zardozi embroidery</p> <p>KB9. properties of different embellishments used like sequins, beads, etc.</p> <p>KB10. different types of fabrics and their usage</p> <p>KB11. different designs used in Zari-Zardozi embroidery</p> <p>KB12. basics of colour and combinations</p> <p>KB13. techniques and stitches used- chain stitch using aari, satin stitch using aari</p> <p>KB14. design tracing process</p> <p>KB15. the uniqueness of Zari-Zardozi embroidery</p>
Skills (S)	
E. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read a instructions/specifications in local language
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others	
F. 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/N7303 Prepare and carry out Zari-Zardozi embroidery as per the given specifications

	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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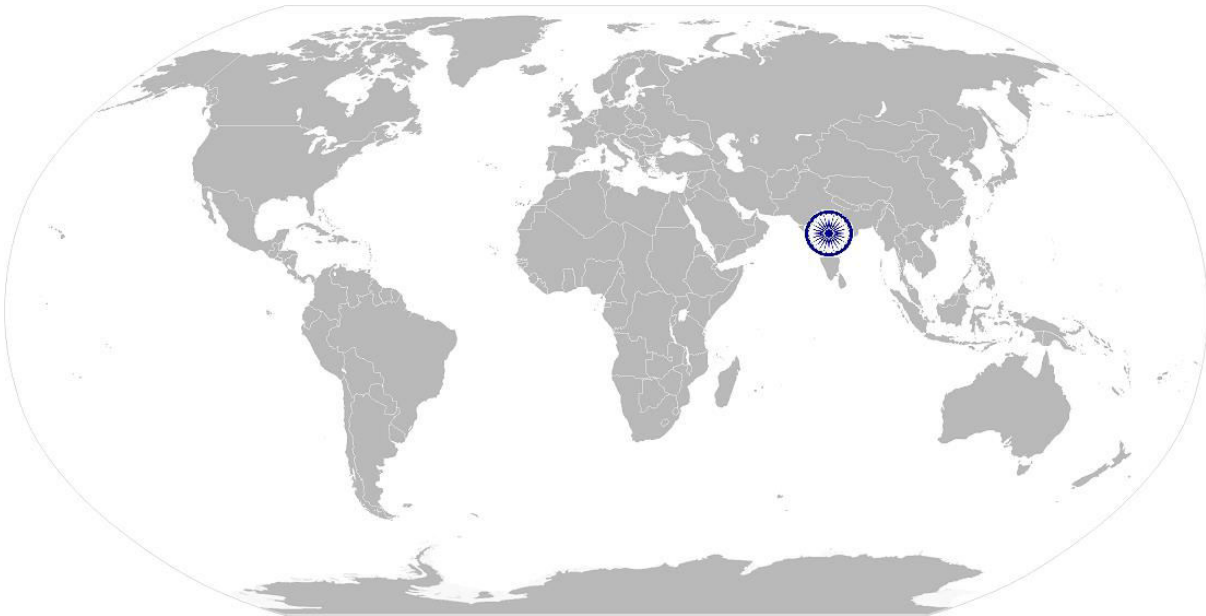




HCS/N7303 Prepare and carry out Zari-Zardozi embroidery as per the given specifications

NOS Version Control

NOS Code	HCS/Q7303		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	09/10/15
Industry Sub-sector	Hand Crafted Textiles	Last reviewed on	25/11/16
Occupation	Traditional Hand Embroiderer	Next review date	25/11/19

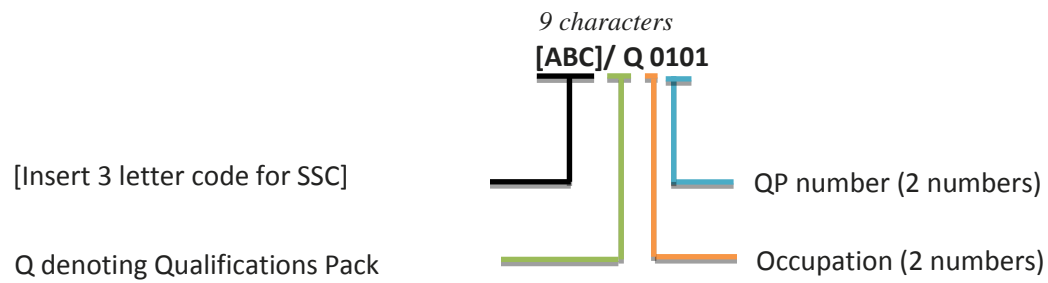




Annexure

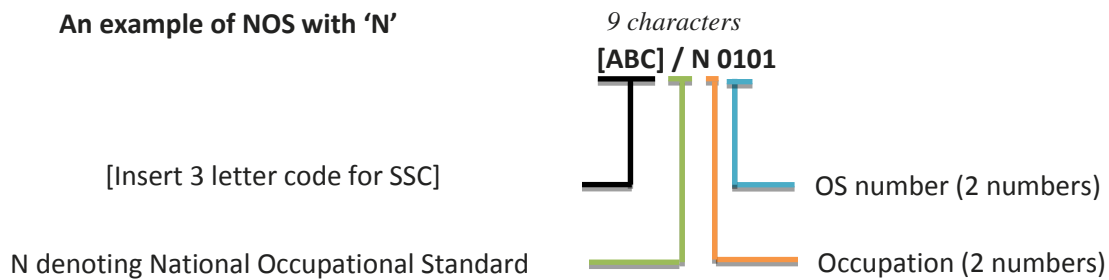
Nomenclature for QP and NOS

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: Traditional Hand Embroiderer

Qualification Pack: HCS/Q7301

Sector Skill Council : Handicrafts and Carpet

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for each PC.
2. Each NOS will be assessed both for theoretical knowledge and practical
3. The assessment will be based on knowledge bank of questions created by the SSC.
4. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center
5. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate of all the NOSs
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: 400		Marks Allocation			
Assessment Outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills practical
1. HCS/N9914 (Contribute to achieve quality in hand embroidery work)	PC1. identify and use materials required based on the specifications provided	100	5	2	3
	PC2. ensure that the correct type of fabric is used		3	1	2
	PC3. ensure that the correct quality of thread is used for the given embroidery technique		5	2	3
	PC4. ensure that the shape/ size/ pattern/ design is not distorted while embroidering		7	0	7
	PC5. avoid damage to fabric while embroidering like needle holes, cuts, etc		5	0	5
	PC6. ensure that the embroidery floats are of the appropriate size		5	1	4
	PC7. ensure that the embroidered fabric backs are neat		5	0	5
	PC8. ensure that there is no shade difference in the colours used		5	0	5
	PC9. maintain the correct tension while embroidering to avoid puckering and uneven embroidery		5	0	5



Qualifications Pack For Traditional Hand Embroiderer

Total Marks: 400		Marks Allocation			
Assessment Outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills practical
	PC10. avoid soiling of the fabric/ product while carrying out embroidery		5	0	5
	PC11. store the embroidered fabric/ product appropriately		5	0	5
	PC12. rip the embroidery appropriately to rework on modifiable defects in embroidery		5	2	3
	PC13. ensure uniformity in raw materials, design and technique a. within a product b. between pair/ set of products		5	2	3
	PC14. apply allowed tolerances		5	2	3
	PC15. ensure that the extra yarns are clipped neatly		5	0	5
	PC16. take the necessary action when materials do not conform to quality standards		5	2	3
	PC17. identify modifiable defects and rework on them		5	2	3
	PC18. maintain the required productivity and quality levels		5	0	5
	PC19. report to the responsible person when the work flow of other production areas disrupts work		5	2	3
	PC20. carry out quality checks at specified intervals according to instructions		5	2	3
	TOTAL			100	20
2. HCS/N9908 (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
3. HCS/N9912 (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



Qualifications Pack For Traditional Hand Embroiderer



Total Marks: 400		Marks Allocation			
Assessment Outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills practical
	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
4. HCS/N9913 (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		



Electives					
Elective 1: Phulkari Embroidery				Mark Allocation	
Total Marks: 100				Theory	Skills Practical
Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Out of	Theory	Skills Practical
1. HCS/N7301 (Prepare and carry out Phulkari embroidery as per given specifications)	PC1. analyse the given design specification or design artwork or design sample of the embroidered product	100	4	1.5	2.5
	PC2. understand the embroidery stitches to be used and their usage		4	1.5	2.5
	PC3. check with in charge /others when unsure of new product details		3.5	0	3.5
	PC4. check the fabric and ensure that it meets the requirements provided		5	2.5	2.5
	PC5. select the appropriate quality, colours and quantity of the threads to be used for embroidery		6	2	4
	PC6. select the appropriate needle as per the fabric and threads to be used		5	2	3
	PC7. ensure that the tracing/ block printing of design on the fabric is appropriately done		5	2	3
	PC8. attach the embroidery frame to the fabric appropriately		5	1	4
	PC9. estimate the time required to complete the given embroidery work		2.5	0	2.5
	PC10. report defective materials to the person concerned		2.5	1	1.5
	PC11. minimise and dispose the waste materials in the approved manner		2.5	0	2.5
	PC12. carry out operations at a rate which maintains workflow		5	0	5
	PC13. ensure that the raw materials are prepared as per requirements		2.5	1	1.5
	PC14. carry out long and short darning stitch (locally known as phulkari stitch)		5	1	4
	PC15. carry out phulkari stitch to fill the given motif/ shape as per requirement		7.5	1	6.5
	PC16. ensure that the phulkari stitch length is about ½ cm or ¼ inch or as per requirement		5	0	5
	PC17. carry out chain stitch		2.5	1	1.5
	PC18. carry out herringbone stitch		2.5	1	1.5
	PC19. carry out satin stitch		2.5	1	1.5
	PC20. carry out stem stitch		2.5	1	1.5
	PC21. carry out blanket stitch		2.5	1	1.5
	PC22. carry out cross stitch		2.5	1	1.5
	PC23. embroider designs using phulkari stitch and other above mentioned stitches		5	0	5
	PC24. ensure that the correct colour threads are used to embroider the design as per specifications		2.5	1	1.5
	PC25. avoid damage to fabric/ product while		2.5	1	1.5



Electives					
Elective 1: Phulkari Embroidery					
Total Marks: 100				Mark Allocation	
Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Out of	Theory	Skills Practical
	carrying out embroidery				
	PC26. start and end the embroidery thread neatly		2.5	0	2.5
	PC27. cut the extra threads appropriately while embroidering		2.5	0	2.5
		TOTAL	100	24.5	75.5

Electives					
Elective 2: Chikankari Embroidery					
Total Marks: 100				Marks Allocation	
Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Out of	Theory	Skills Practical
2. HCS/N7302 (Prepare and carry out Chikankari embroidery as per given specifications)	PC1. analyse the given design specification or design artwork or design sample of the embroidered product	100	4	1.5	2.5
	PC2. understand the chikankari stitches to be used in the given design		4	1.5	2.5
	PC3. check with in charge /others when unsure of new product details		3.5	0	3.5
	PC4. check the fabric and ensure that it meets the requirements provided		5	2.5	2.5
	PC5. select the appropriate quality, colours and quantity of the threads to be used for embroidery		6	2	4
	PC6. select the appropriate needle as per the fabric and threads to be used		5	2	3
	PC7. ensure that the tracing/ block printing of design on the fabric is appropriately done		5	2	3
	PC8. attach the embroidery frame to the fabric appropriately		5	1	4
	PC9. estimate the time required to complete the given embroidery work		2.5	0	2.5
	PC10. report defective materials to the person concerned		2.5	1	1.5
	PC11. minimise and dispose the waste materials in the approved manner		2.5	0	2.5
	PC12. carry out operations at a rate which maintains workflow		5	0	5
	PC13. ensure that the raw materials are prepared as per requirements		1.5	0	1.5
	PC14. carry out tepchi or running stitch		2.5	0.5	2
	PC15. carry out rahet or stem stitch		2.5	0.5	2
	PC16. carry out zanjeera or chain stitch		2.5	0.5	2
	PC17. carry out kaaj or buttonhole stitch		2.5	0.5	2
	PC18. carry out pechni stitch		2.5	0.5	2



Electives					
Elective 2: Chikankari Embroidery					
Total Marks: 100				Marks Allocation	
Assessment Outcomes	Assessment Criteria for outcomes	Total Mark	Out of	Theory	Skills Practical
	PC19. carry out ulta bakhiya stitch		2.5	0.5	2
	PC20. carry out seedha bakhiya stitch		2.5	0.5	2
	PC21. carry out kaudi stitch		2.5	0.5	2
	PC22. carry out ghas patti		2.5	0.5	2
	PC23. carry out kangan		2.5	0.5	2
	PC24. carry out keel		2.5	0.5	2
	PC25. carry out bijli		2.5	0.5	2
	PC26. carry out phanda		2.5	0.5	2
	PC27. carry out murri		2.5	0.5	2
	PC28. carry out hathkati		2.5	0.5	2
	PC29. carry out hool		2.5	0.5	2
	PC30. carry out the different types of jaalis used in Chikankari embroidery		2.5	0.5	2
	PC31. carry out the making of embroidery designs using a combination of the above stitches		2.5	0	2.5
	PC32. ensure that the correct colour threads are used to embroider the design as per specifications		1	0	1
	PC33. ensure that the embroidery stitches are even		2.5	0	2.5
TOTAL		100	22	78	

Electives					
Elective 3: Zari-Zardozi Embroidery					
Total Marks: 100				Marks Allocation	
Assessment outcomes	Assessment criteria for outcome	Total Mark	Out of	Theory	Skills Practical
3. HCS/Q7303 (Prepare and carry out Zari-Zardozi embroidery as per given specifications)	PC1. select the appropriate size of adda	100	2.5	1	1.5
	PC2. attach the fabric to the wooden beams (farad) appropriately		3.5	1	2.5
	PC3. maintain appropriate tension while rolling and attaching the fabric to the beam		2.5	0	2.5
	PC4. fix all the four beams of the adda with opposite beams parallel to each other		2.5	0.5	2
	PC5. ensure that the fabric is not damaged during the above process		3.5	1	2.5
	PC6. analyse the given design specification or design artwork or design sample of the embroidered product		4	2	2
	PC7. understand the embellishments and stitches to be used in the given design		2.5	1.5	1
	PC8. check with in charge /others when unsure of new product details		2.5	0.5	2
	PC9. check the fabric and ensure that it meets the requirements provided		2.5	1	1.5
	PC10. select the appropriate quality, colours and		2.5	1.5	1



Electives					
Elective 3: Zari-Zardozi Embroidery					
Total Marks: 100				Marks Allocation	
Assessment outcomes	Assessment criteria for outcome	Total Mark	Out of	Theory	Skills Practical
	quantity of the embellishments to be used for embroidery				
	PC11. select and prepare the appropriate needle/aari as per the technique to be used		2.5	1	1.5
	PC12. prepare the different kinds of metallic wires like dabka, gizai as per requirements		2.5	1.5	1
	PC13. prepare the tilla/kasab and other threads		2.5	1.5	1
	PC14. ensure that the tracing of design on the fabric is appropriately done		3.5	2	1.5
	PC15. estimate the time required to complete the given embroidery work		1.5	0	1.5
	PC16. identify and report defective materials to the person concerned		4	2	2
	PC17. minimise and dispose the waste materials in the approved manner		2.5	0	2.5
	PC18. carry out operations at a rate which maintains workflow		2.5	0	2.5
	PC19. ensure that the raw materials are prepared as per requirements		2.5	0.5	2
	PC20. handle the aari appropriately to carry out chain stitch		4	1	3
	PC21. ensure that the appropriate tension of threads and evenness while carrying out chain stitch using aari		2.5	0	2.5
	PC22. carry out couching using aari/needle		4	1	3
	PC23. carry out satin stitch using aari/needle		4	1	3
	PC24. carry couching of different metallic springs like dabka, gizai, etc		4	1	3
	PC25. carry out embroidery using different types of beads (moti, cutdan, etc)		4	1	3
	PC26. carry out couching of metallic threads (tilla, kasab, etc)		4	1	3
	PC27. carry out embroidery using different varieties and shapes of sequins		4	1	3
	PC28. carry out embroidery using chain stitch with different threads to make decorative designs		4	1	3
	PC29. carry out the use of different sizes of aari needles for attaching different beads & sequins		4	1	3
	PC30. make decorative designs using a combination of different techniques and embellishments as per given specifications		4	1	3
	PC31. ensure that the correct colour of embellishments and threads are used to embroider the design as per specifications		2.5	0	2.5
	PC32. avoid damage to fabric/ product while		2.5	0	2.5



Electives					
Elective 3: Zari-Zardozi Embroidery					
Total Marks: 100				Marks Allocation	
Assessment outcomes	Assessment criteria for outcome	Total Mark	Out of	Theory	Skills Practical
	carrying out embroidery				
	TOTAL		100	28.5	71.5