



## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET SECTOR

### What are Occupational Standards(OS)?

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

#### Contact Us:

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

E-mail:  
hcsc@hcsc.in



### Contents

1. Introduction and Contacts.....P.1
2. Qualifications Pack.....P.2
3. Glossary of Key Terms.....P.3
4. NOS Units.....P.5
5. Annexure: Nomenclature for QP & OS.....P.37
6. Assessment Criteria.....P.39

### Introduction

#### Qualifications Pack- Bamboo Basket Maker

**SECTOR:** HANDICRAFTS AND CARPET

**SUB-SECTOR:** Handicrafts (Bamboo Handicrafts)

**OCCUPATION:** Bamboo Basket Maker

**REFERENCE ID:** HCS/Q8704

**ALIGNED TO:** NCO-2015/7317.0700

**Brief Job Description:** A Bamboo Basket Maker is the one who prepares the bamboo slivers from bamboo split and makes the basket of desired shape & size by interlacing the slivers.

**Personal Attributes:** A Bamboo Basket 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/Q8704		
	Job Role	BAMBOO BASKET MAKER		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	19/06/15
	Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	23/01/18
	Occupation	Bamboo Basket Maker	Next review date	23/01/20
	NSQC Clearance on	09/04/2018		

Job Role	Bamboo Basket Maker
Role Description	To prepare bamboo sliver and make the basket of desired shape & size by interlacing the slivers.
NSQF level	3
Minimum Educational Qualifications	Basic literacy, preferably 5th class pass
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Training in Bamboo Basket making and quality appraisal.
Minimum Job Entry Age	15 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">HCS/N8711 (Carry out preparation of bamboo slivers)</a></li> <li><a href="#">HCS/N8712 ( Carry out weaving &amp; twining of bamboo slivers to achieve the final product as per requirement)</a></li> <li><a href="#">HCS/N8713 (Carry out finishing, varnishing, drying &amp; storage of bamboo basket)</a></li> <li><a href="#">HCS/N8714 (Contribute to achieve quality bamboo basket making)</a></li> <li><a href="#">HCS/N9908 (Working in a team)</a></li> <li><a href="#">HCS/N9912 (Maintain work area &amp; tools)</a></li> <li><a href="#">HCS/N9913 (Maintain health, safety and security at workplace)</a></li> </ol>
Performance Criteria	As described in the relevant OS units



## Glossary of Key Terms

Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
	Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
	Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
	Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
	Sub-functions	Sub-functions are sub-activities essential 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.
<b>Keywords /Terms</b>	<b>Description</b>
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

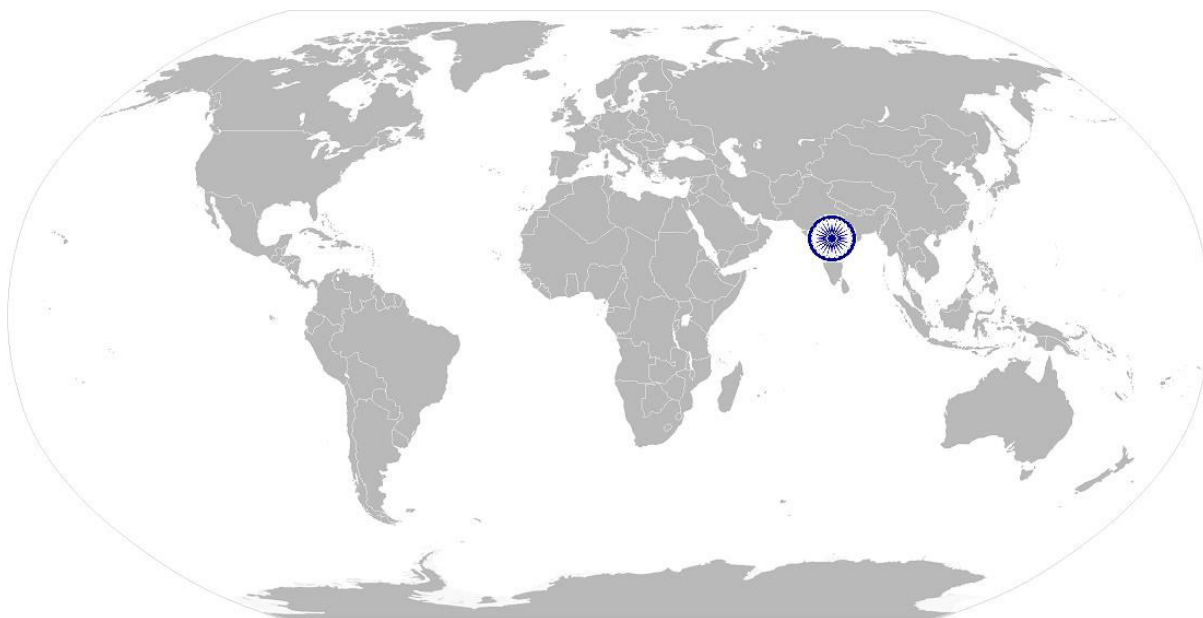


HCS/N8711

Carry out preparation of bamboo slivers

---

# National Occupational Standard



## Overview

This unit is about carrying out preparation of bamboo slivers of required specification to be used for making baskets.



HCS/N8711

Carry out preparation of bamboo slivers

National Occupational Standard	<b>Unit Code</b>	HCS/N8711
	<b>Unit Title (Task)</b>	Carry out preparation of bamboo slivers
	<b>Description</b>	This unit is about carrying out basic operations of preparing bamboo slivers of required specification.
	<b>Scope</b>	Basic operations to be undertaken by the Bamboo Basket Maker are follows: <ul style="list-style-type: none"> <li>making slivers from bamboo splits</li> <li>sorting &amp; drying of bamboo slivers</li> <li>bundling in bunches and storage of bamboo slivers</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>To make slivers from Bamboo Splits</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. appropriately use the hand saw.</li> <li>PC2. make the bamboo sliver by handling the bamboo split in the right manner.</li> <li>PC3. apply appropriate pressure on the bamboo split by using the hand saw to get the desired thickness of bamboo sliver.</li> <li>PC4. make the bamboo sliver of the desired size from the splits.</li> <li>PC5. measure &amp; maintain the uniformity of the sliver to be achieved.</li> <li>PC6. minimise and dispose the waste materials in the approved manner.</li> <li>PC7. carry out operations at a rate which maintains workflow.</li> <li>PC8. respond appropriately in case of any errors or faults in the bamboo and other operations.</li> <li>PC9. leave work area safe and secure when work is complete.</li> <li>PC10. maintain the sharpness of handsaw.</li> <li>PC11. take safety precautions while drawing out the sliver.</li> </ul>
	<b>Sorting &amp; Drying of sliver</b>	<ul style="list-style-type: none"> <li>PC12. identify and segregate the usable and the disposable bamboo slivers based on width, thickness, strength and colour.</li> <li>PC13. ensure uniform and complete drying.</li> <li>PC14. minimise and dispose the waste materials in the approved manner.</li> </ul>
	<b>Bundling &amp; Storage of slivers</b>	<ul style="list-style-type: none"> <li>PC15. take appropriate amount (weight/number of pieces as per market demand) of bamboo slivers from the bulk lot.</li> <li>PC16. undertake precautions while storage to avoid moisture.</li> </ul>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. your organization's policies, procedures, guidelines and standards for quality</li> <li>KA2. safe working practices and organisational procedures</li> <li>KA3. quality systems and other processes practiced in the organization</li> <li>KA4. types of problems with quality and how to report them to appropriate people</li> <li>KA5. the importance of complying with written instructions</li> <li>KA6. reporting procedure in case of faults in own/ other processes</li> <li>KA7. who to refer problems to when they are outside the limit of your authority</li> <li>KA8. your organization's tools, templates and processes for related operations in production</li> </ul>
<b>B. Technical</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. types of tools used.</li> </ul>	



HCS/N8711

Carry out preparation of bamboo slivers

<b>Knowledge</b>	<p>KB2. step- by- step process of making bamboo sliver</p> <p>KB3. correct positioning of tool while making bamboo sliver.</p> <p>KB4. common mistakes in handling of tools affecting the quality.</p> <p>KB5. importance of drying.</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. write in local language</p> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read measurement instructions.</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. listen effectively and orally communicate information accurately</p> <p>SA4. ask for clarification and advice from others</p>
<b>B. Professional Skills</b>	<p><b>Decision Making</b></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><b>Plan and Organize</b></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><b>Customer Centricity</b></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><b>Problem Solving</b></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><b>Analytical Thinking</b></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><b>Critical Thinking</b></p> <p>User/individual need to know and understand how to:</p> <p>SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</p>

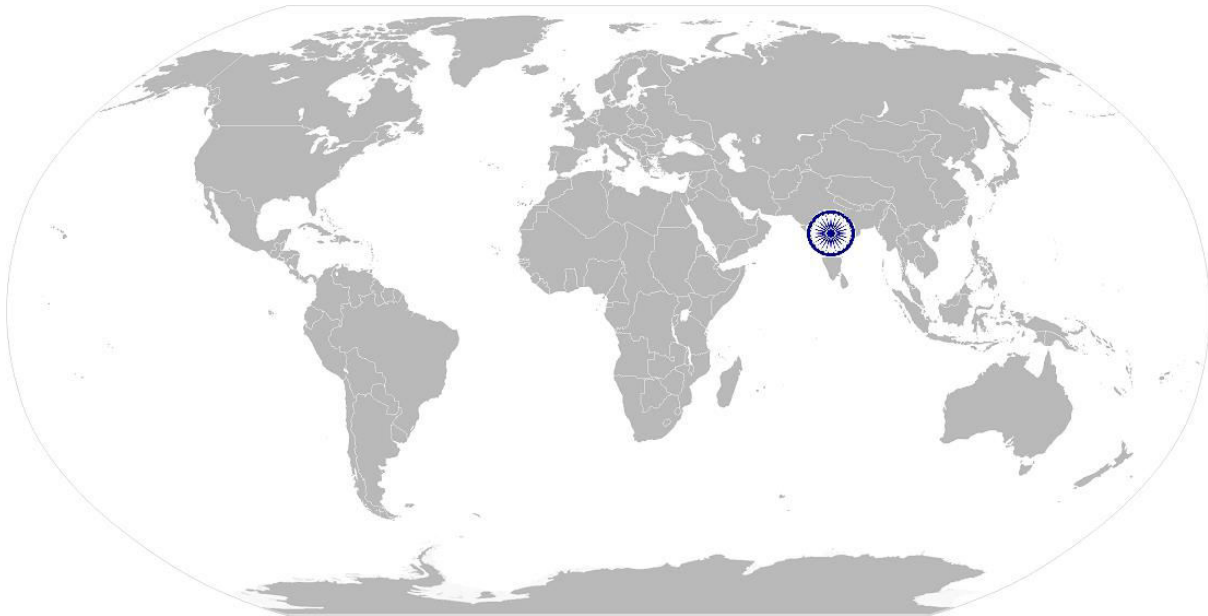


HCS/N8711

Carry out preparation of bamboo slivers

NOS Version Control

<b>NOS Code</b>	<b>HCS/N8711</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet Sector</b>	<b>Drafted on</b>	<b>19/06/15</b>
<b>Industry Sub-sector</b>	<b>Handicrafts (Bamboo Handicrafts)</b>	<b>Last reviewed on</b>	<b>23/01/18</b>
<b>Occupation</b>	<b>Bamboo Basket Maker</b>	<b>Next review date</b>	<b>23/01/20</b>



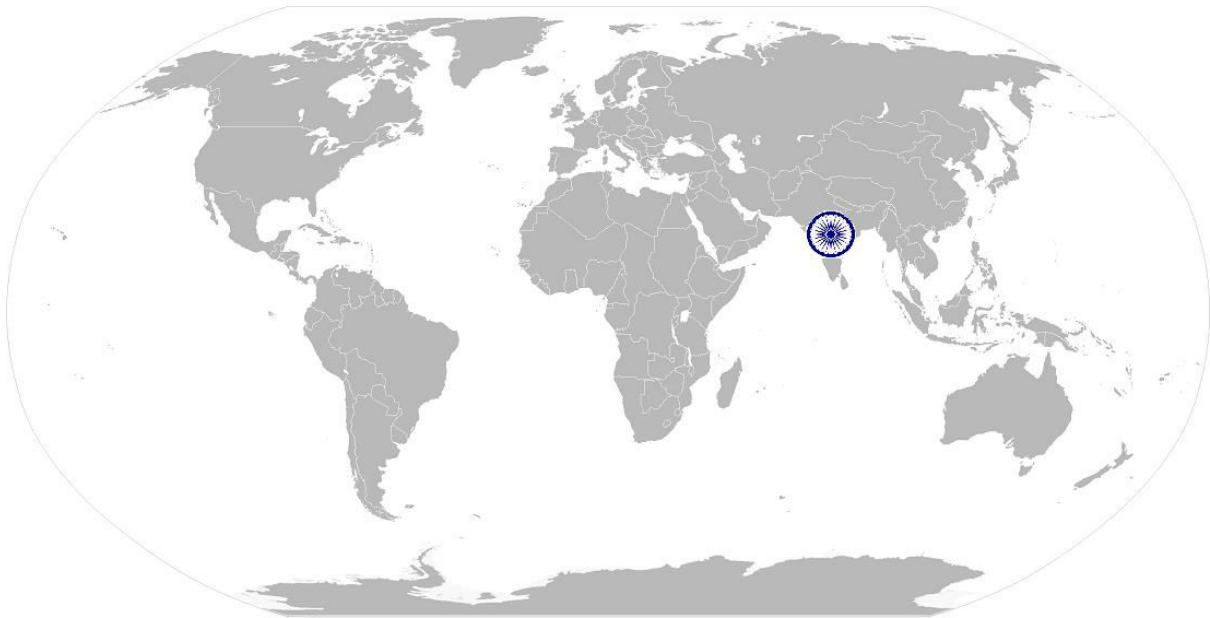




HCS/N8712 Carry out weaving & twining of bamboo slivers to achieve the final product as per requirement

---

# National Occupational Standard



## Overview

This unit is about carrying out weaving & twining the bamboo slivers to achieve the final product as per required size & shape.



**HCS/N8712 Carry out weaving & twining of bamboo slivers to achieve the final product as per requirement**

National Occupational Standard	<b>Unit Code</b>	<b>HCS/N8712</b>
	<b>Unit Title (Task)</b>	<b>Carry out weaving &amp; twining of bamboo slivers to achieve the final product as per requirement</b>
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out Basket making from bamboo slivers.
	<b>Scope</b>	The operations to be undertaken by the Bamboo Basket Maker are as follows: <ul style="list-style-type: none"> <li>making two dimensional bamboo sliver base according to specified design &amp; size on which weaving &amp; twining is to be done.</li> <li>carrying out the process of weaving &amp; twining in the definite pattern &amp; design.</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Making two dimensional Bamboo sliver base according to specified design &amp; size on which weaving &amp; twining is to be done.</b>	To be competent on the job, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. take specific type (based on width &amp; length) of bamboo slivers suitable for preparing the two dimensional base structure.</li> <li>PC2. plan out the base &amp; fix it (specifically for round base) to obtain a rigid structure.</li> <li>PC3. ensure that the base structure is fixed in a proper manner before weaving bamboo slivers on to the base structure.</li> <li>PC4. make the two dimensional bamboo sliver base according to required design &amp; pattern.</li> <li>PC5. ask questions to obtain more information on tasks when the instructions you have are unclear.</li> <li>PC6. to be able to work according to specified shape of bamboo basket.</li> <li>PC7. check that the materials to be used are free from faults.</li> <li>PC8. conform to organisation's quality standards.</li> <li>PC9. report any damaged work to the responsible person.</li> <li>PC10. leave work area safe and secure when work is complete free from hazards.</li> </ul>
	<b>Carrying the process of weaving &amp; twining in the definite pattern &amp; design</b>	<ul style="list-style-type: none"> <li>PC11. take appropriate slivers (based on width &amp; length) for weaving according to shape, size, colour &amp; design pattern required in making specific basketry product.</li> <li>PC12. do basic weaving in the given structure/frame.</li> <li>PC13. analyze and maintain uniform gap between the slivers as per the given specification.</li> <li>PC14. analyze and maintain compactness of the sliver to ensure rigidity of the structure.</li> <li>PC15. analyze and carry out the bending wherever required according to the shape &amp; size of the product to be achieved.</li> <li>PC16. analyze and maintain quality in giving shapes.</li> <li>PC17. ensure proper handling in making the basketry product to avoid any breakage.</li> <li>PC18. detect faults &amp; defects.</li> <li>PC19. solve &amp; rectify the faults</li> </ul>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational</b>	The user/individual on the job needs to know and understand:



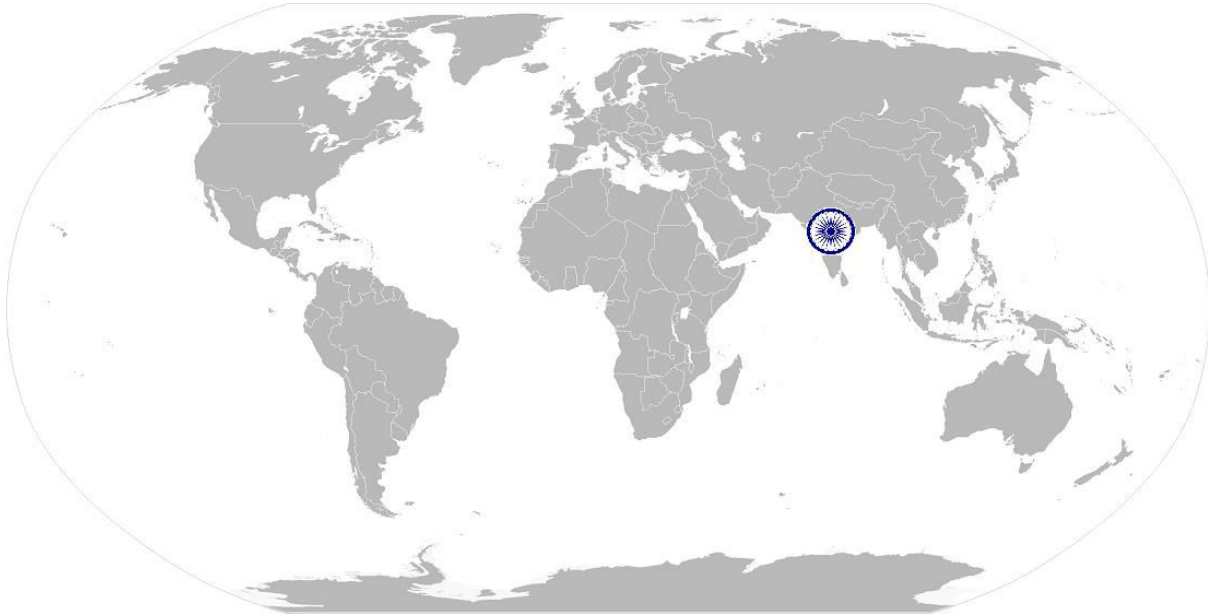
**HCS/N8712 Carry out weaving & twining of bamboo slivers to achieve the final product as per requirement**

<p><b>Context</b> (Knowledge of the company/ organization and its processes)</p>	<p>KA1. the organisation’s policies and procedures KA2. responsibilities under health, safety and environmental legislation KA3. guidelines for storage and disposal of waste materials KA4. potential hazards associated with the machines and the safety precautions that must be taken KA5. protocol to obtain more information on work related tasks KA6. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment KA7. details of the job role and responsibilities KA8. work target and review mechanism with your supervisor KA9. protocol and format for reporting work related risks/ problems KA10. method of obtaining/ giving feedback related to performance KA11. importance of team work and harmonious working relationships KA12. process for offering/ obtaining work related assistance</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand: KB1. need to sort slivers. KB2. need for drying. KB3. proper storing methods KB4. knowledge of types slivers based on quality and quantity measurements KB5. different types of defects/quality issues KB6. common hazards in the work area and workplace procedures for dealing with them</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b> The user/individual on the job needs to know and understand how to: SA1. write in local language</p> <p><b>Reading Skills</b> The user/individual on the job needs to know and understand how to: SA2. read measurement instructions</p> <p><b>Oral Communication (Listening and Speaking skills)</b> The user/individual on the job needs to know and understand how to: SA3. communicate orally with colleagues</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b> 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</p> <p><b>Plan and Organize</b> User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines</p> <p><b>Customer Centricity</b> 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</p>



**HCS/N8712 Carry out weaving & twining of bamboo slivers to achieve the final product as per requirement**

	<b>Problem Solving</b>
	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
	<b>Analytical Thinking</b>
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	<b>Critical Thinking</b>
	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

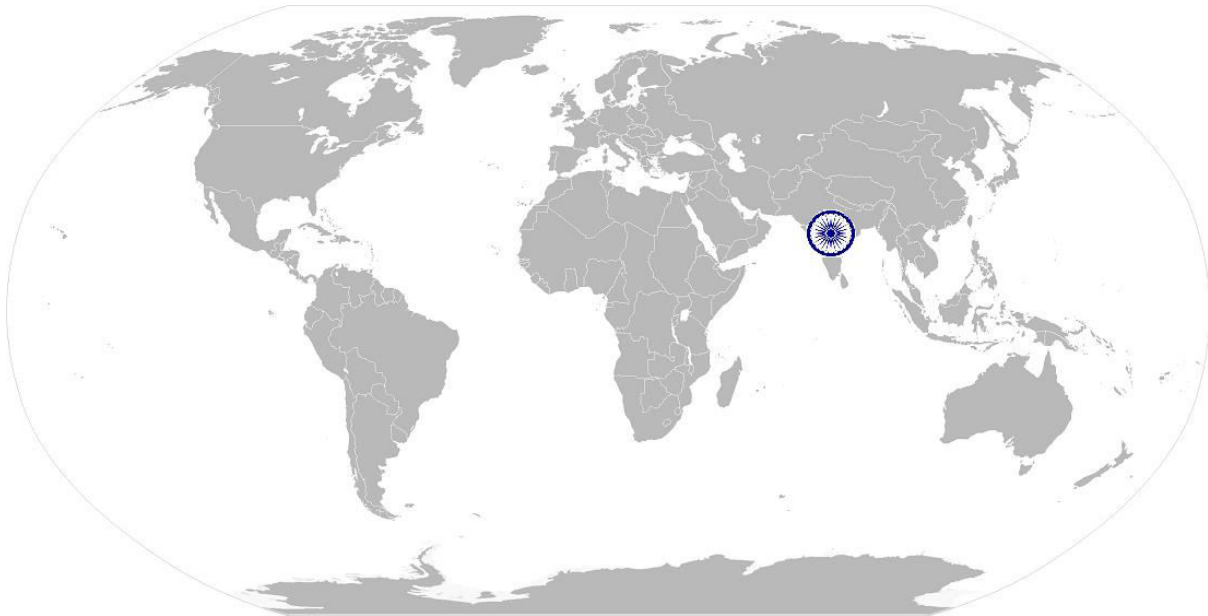




**HCS/N8712 Carry out weaving & twining of bamboo slivers to achieve the final product as per requirement**

**NOS Version Control**

<b>NOS Code</b>	<b>HCS/N8712</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet Sector</b>	<b>Drafted on</b>	<b>19/06/15</b>
<b>Industry Sub-sector</b>	<b>Handicrafts (Bamboo Handicrafts)</b>	<b>Last reviewed on</b>	<b>23/01/18</b>
<b>Occupation</b>	<b>Bamboo Basket Maker</b>	<b>Next review date</b>	<b>23/01/20</b>



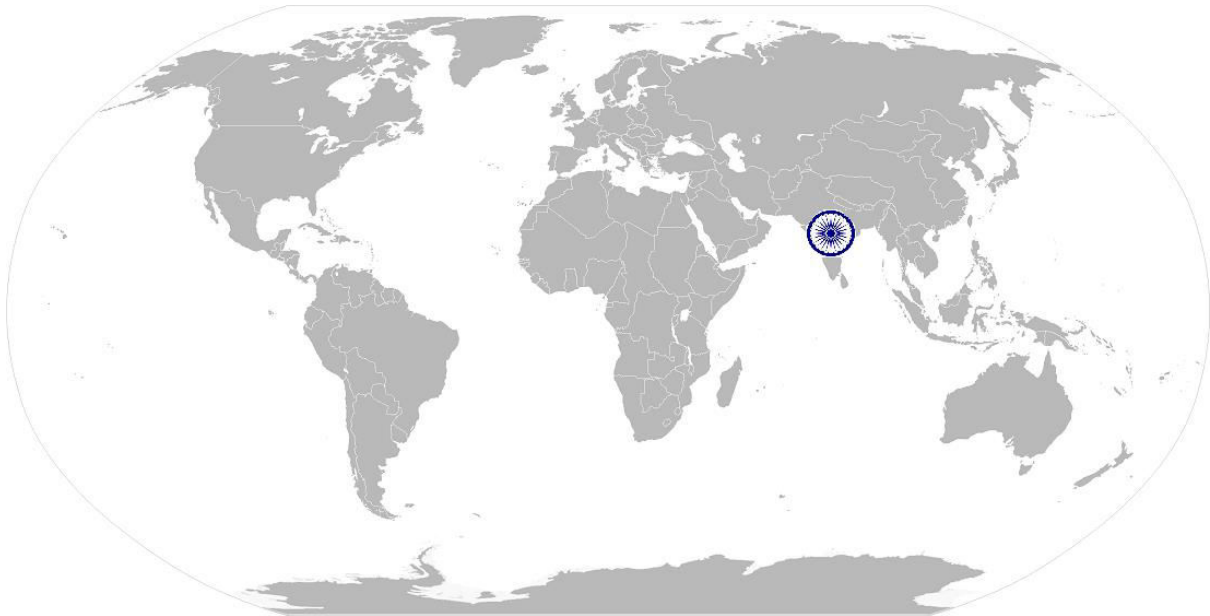


HCS/N8713

Carry out finishing, varnishing, drying & storage of bamboo basket

---

# National Occupational Standard



## Overview

This unit is about carrying out finishing, varnishing, drying & storage of bamboo basket.



HCS/N8713

Carry out finishing, varnishing, drying & storage of bamboo basket

National Occupational Standard	<b>Unit Code</b>	HCS/N8713
	<b>Unit Title (Task)</b>	Carry out finishing, varnishing, drying & storage of bamboo basket
	<b>Description</b>	This unit is about to carrying out basic operations of finishing, drying & varnishings Bamboo Basketry products.
	<b>Scope</b>	Basic operations to be undertaken by the Bamboo Basket Maker are follows: <ul style="list-style-type: none"> <li>clipping the extra unwanted sliver from the basket &amp; fix the edges.</li> <li>drying of bamboo basket.</li> <li>varnishing &amp; drying of bamboo basket.</li> <li>storage of bamboo basket products.</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Clipping the extra unwanted sliver from the basket &amp; fix the edges</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. appropriate usage of clipping tool.</li> <li>PC2. cut the extra edges neatly to give the fine finished look.</li> <li>PC3. analyze and apply glue to fix the edges.</li> <li>PC4. handle the bamboo basket properly to avoid any breakage.</li> <li>PC5. dispose the waste materials in the approved manner.</li> <li>PC6. carry out operations at a rate which maintains workflow.</li> <li>PC7. respond appropriately incase of any errors or faults in the bamboo and other operations.</li> <li>PC8. leave work area safe and secure when work is complete.</li> <li>PC9. maintaining the work place clean.</li> <li>PC10. maintaining sharpness of clipping tool.</li> <li>PC11. take safety precaution while clipping.</li> </ul>
	<b>Drying of Bamboo Basket</b>	<ul style="list-style-type: none"> <li>PC12. carry out effective drying of the basket to reduce moisture content.</li> <li>PC13. take precautions whie placing the baskets in a dust free area while drying.</li> </ul>
	<b>Proper Varnishing &amp; Drying of Bamboo Basket</b>	<ul style="list-style-type: none"> <li>PC14. handle the brush or sprayer properly.</li> <li>PC15. prepare the solution of varnish by adding an appropriate amount of thinner.</li> <li>PC16. take appropriate amount of solution to be applied on the bamboo basketry product.</li> <li>PC17. apply solution on the bamboo basketry product uniformly.</li> <li>PC18. handle the basket properly while doing varnishing.</li> <li>PC19. ensure uniform and complete drying in sunlight to avoid stickiness.</li> <li>PC20. check &amp; ensure the quality of the final product based on desired specifications.</li> <li>PC21. maintain the workplace clean</li> <li>PC22. dispose the waste materials safely in approved manner.</li> </ul>
	<b>Storage of Bamboo Basket products</b>	<ul style="list-style-type: none"> <li>PC23. take precautions while stacking the lot of basket avoiding any breakage</li> <li>PC24. store the lot of basket in a dry area avoiding direct contact with the ground.</li> </ul>
	<b>Knowledge and Understanding (K)</b>	
<b>C. Organizational Context (Knowledge of</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. the organization's policies, procedures, guidelines and standards for quality</li> <li>KA2. safe working practices and organisational procedures</li> </ul>	



HCS/N8713

**Carry out finishing, varnishing, drying & storage of bamboo basket**

the company/ organization and its processes)	KA3. quality systems and other processes practiced in the organization KA4. types of problems with quality and how to report them to appropriate people KA5. the importance of complying with written instructions KA6. reporting procedure in case of faults in own/ other processes KA7. who to refer problems to when they are outside the limit of your authority KA8. the organization's tools, templates and processes for related operations in production
<b>D. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. types of tools used. KB2. step – by – step finishing process KB3. preparation of varnish solution by added a right amount of thinner. KB4. common mistakes in handling of product affecting the finishing quality. KB5. importance of even drying
<b>Skills (S)</b>	
<b>C. Core Skills/ Generic Skills</b>	<b>Writing Skills</b> The user/individual on the job needs to know and understand how to: SA1. write in local language
	<b>Reading Skills</b> The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.
	<b>Oral Communication (Listening and Speaking skills)</b> 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>D. Professional Skills</b>	<b>Decision Making</b> 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>Plan and Organize</b> User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b> 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>Problem Solving</b> 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
	<b>Analytical Thinking</b> User/individual needs to know and understand how to: SB8. analyze data and activities

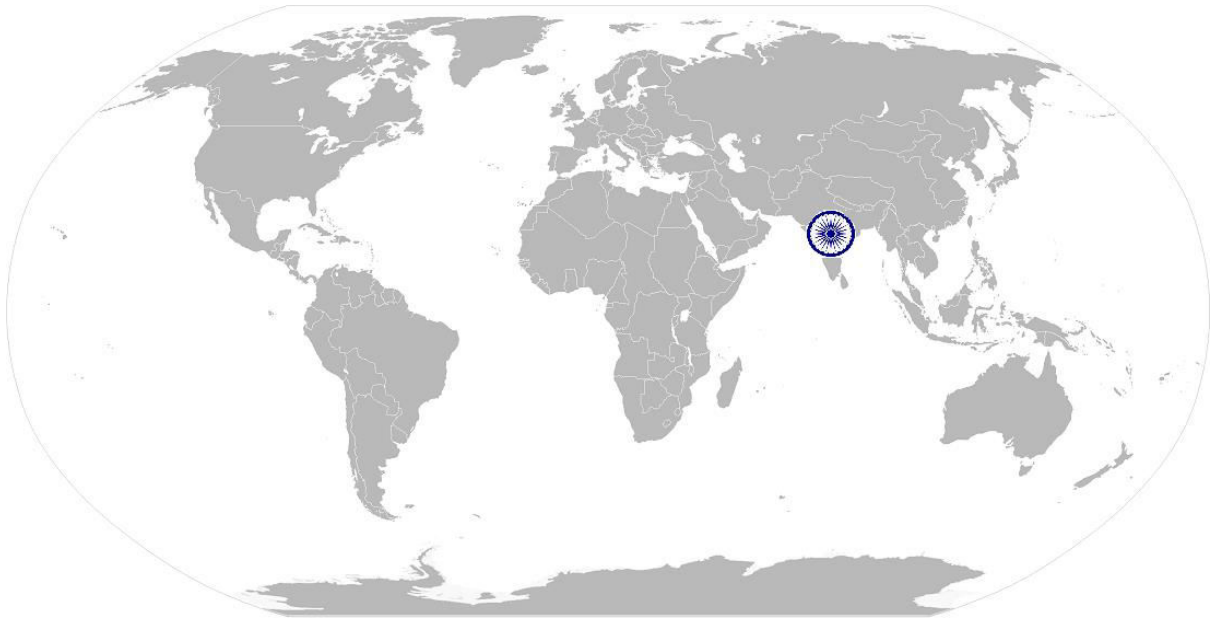




HCS/N8713

Carry out finishing, varnishing, drying & storage of bamboo basket

	SB9. pass on relevant information to others
	<b>Critical Thinking</b>
	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

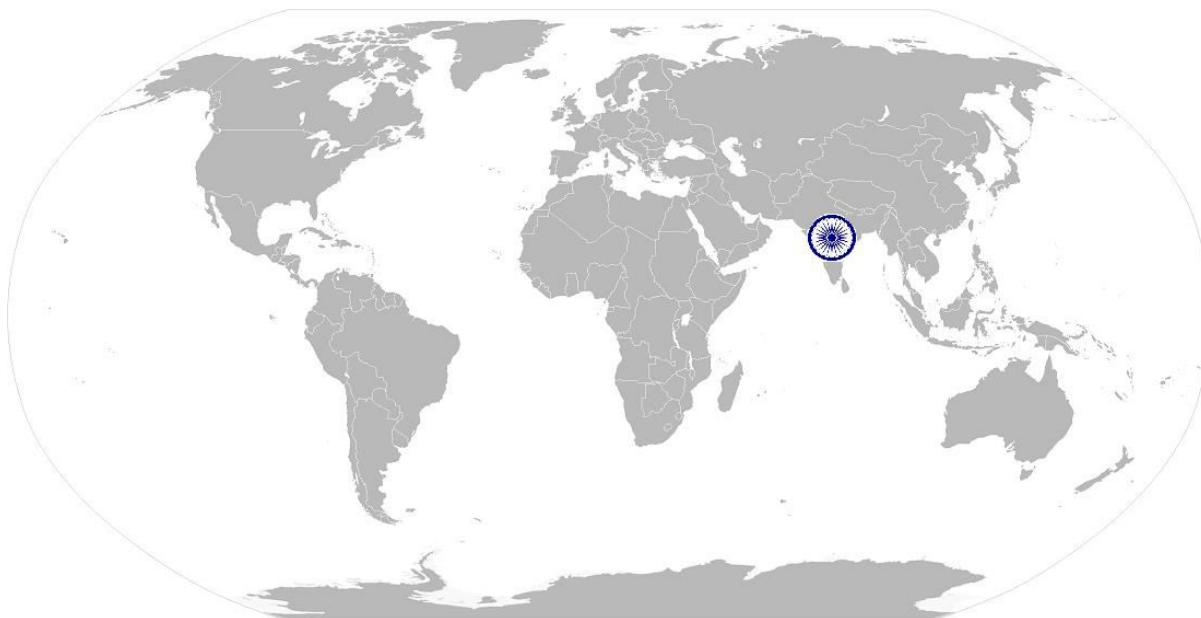




**HCS/N8713 Carry out finishing, varnishing, drying & storage of bamboo basket**

**NOS Version Control**

NOS Code	HCS/N8713		
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	23/01/18
Occupation	Bamboo Basket Maker	Next review date	23/01/20



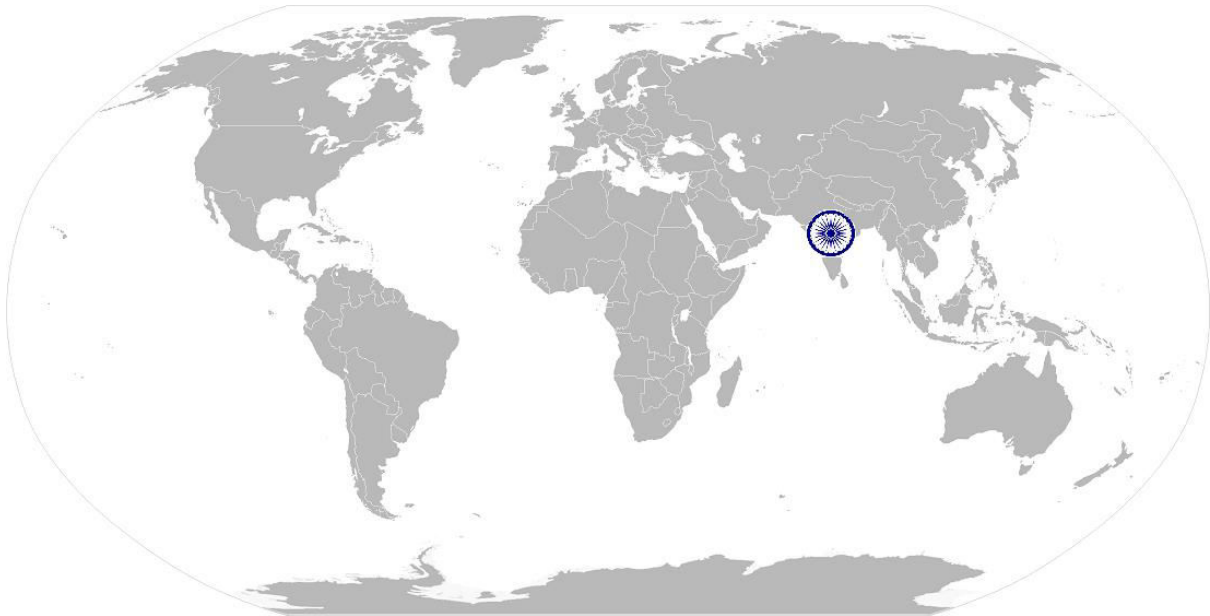


HCS/N8714

Contribute to achieve quality in bamboo basket making

---

# National Occupational Standard



## Overview

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



HCS/N8714

Contribute to achieve quality in bamboo basket making

National Occupational Standard	<b>Unit Code</b>	HCS/N8714
	<b>Unit Title (Task)</b>	Contribute to achieve quality in bamboo basket making
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while undertaking bamboo basket making to ensure that the final product meets desired specifications.
	<b>Scope</b>	<b>This unit/task requires to:</b> <ul style="list-style-type: none"> <li>contribute to achieving the quality in bamboo basket making related operations</li> </ul>
	<b>Performance Criteria (PC) w.r.t the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Contribute to achieving the product quality in embroidery work</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. identify and use raw materials as per the specifications provided</li> <li>PC2. take the necessary action when materials do not conform to quality standards</li> <li>PC3. report and replace identified faulty materials and component parts which do not meet specification</li> <li>PC4. identify modifiable defects and rework on them</li> <li>PC5. carry out work safely and at a rate which maintains work flow</li> <li>PC6. report to the responsible person when the work flow of other production areas disrupts work</li> <li>PC7. carry out quality checks at specified intervals according to instructions</li> <li>PC8. apply the allowed tolerances</li> <li>PC9. identify faults and take appropriate action for rectification</li> <li>PC10. maintain the required productivity and quality levels</li> </ul>
	<b>Knowledge and Understanding (K) w.r.t the Scope</b>	
	<b>Elements</b>	<b>Knowledge and Understanding</b>
	<b>A. Organisational Context</b> (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"> <li>KA1. safe working practices and organisational procedures</li> <li>KA2. the organisation's procedures and guidelines</li> <li>KA3. quality systems and machine embroidery processes practiced in the organization</li> <li>KA4. equipment operating procedures / manufacturer's instructions</li> <li>KA5. types of problems with quality and how to report them to appropriate people</li> <li>KA6. methods to present any ideas for improvement to supervisor</li> <li>KA7. the importance of complying with written instructions</li> <li>KA8. limits of personal responsibility</li> <li>KA9. reporting procedure in case of faults in own/ other processes</li> </ul>



HCS/N8714

**Contribute to achieve quality in bamboo basket making**

<p><b>B. Technical / Domain Knowledge</b></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          KB2. consequences of using incorrect tools          KB3. consequences of incorrect handling of tools          KB4. types of faults which may occur, methods of identification and deal with problems          KB5. different types of defects          KB6. the importance of segregating rejects          KB7. appropriate inspection methods that can be used          KB8. own responsibilities at work</p>
<p><b>Skills (S) w.r.t the Scope</b></p>	
<p><b>Elements</b></p>	<p><b>Skills</b></p>
<p><b>A. Core Skills / Generic Skills</b></p>	<p><b>Writing Skills</b>          The user/individual on the job needs to know and understand how to:          SA1. write in local language</p> <p><b>Reading Skills</b>          The user/individual on the job needs to know and understand how to:          SA2. read instructions, guidelines, procedures and rules</p> <p><b>Oral Communication (Listening and Speaking skills)</b>          The user/individual on the job needs to know and understand how to:          SA3. communicate orally with colleagues</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b>          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</p> <p><b>Plan and Organize</b>          User/individual needs to know and understand how to:          SB3. plan and organize your work to achieve targets and deadlines</p> <p><b>Customer Centricity</b>          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</p> <p><b>Problem Solving</b>          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</p> <p><b>Analytical Thinking</b>          User/individual needs to know and understand how to:          SB8. analyze data and activities          SB9. pass on relevant information to others</p> <p><b>Critical Thinking</b></p>

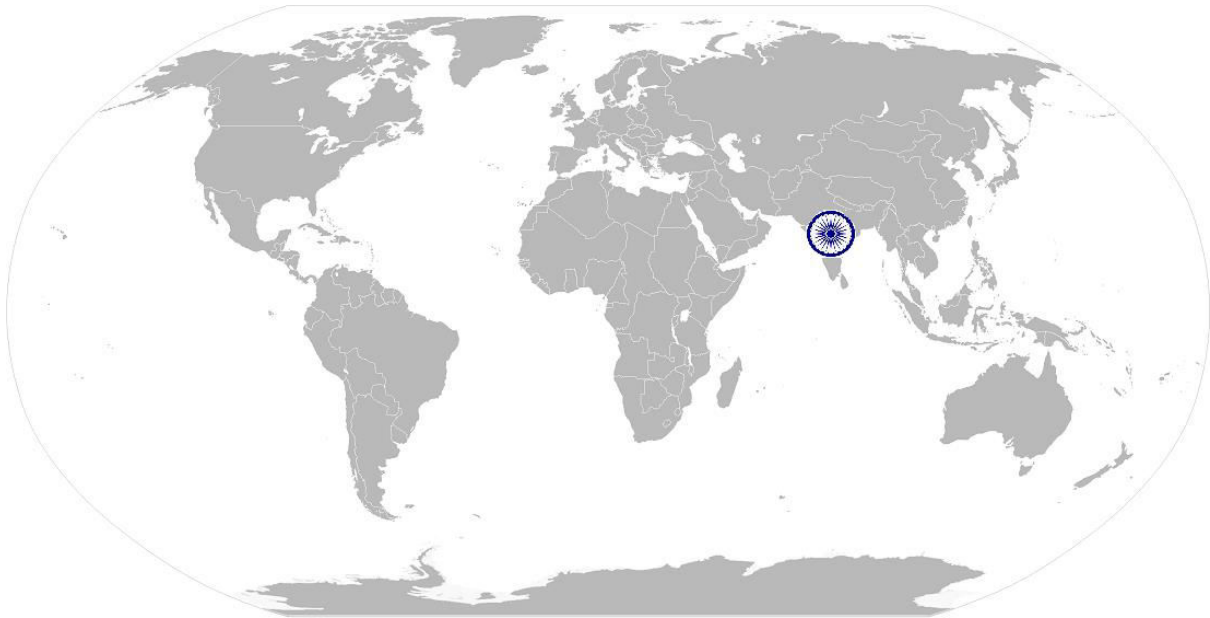


HCS/N8714

**Contribute to achieve quality in bamboo basket making**

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

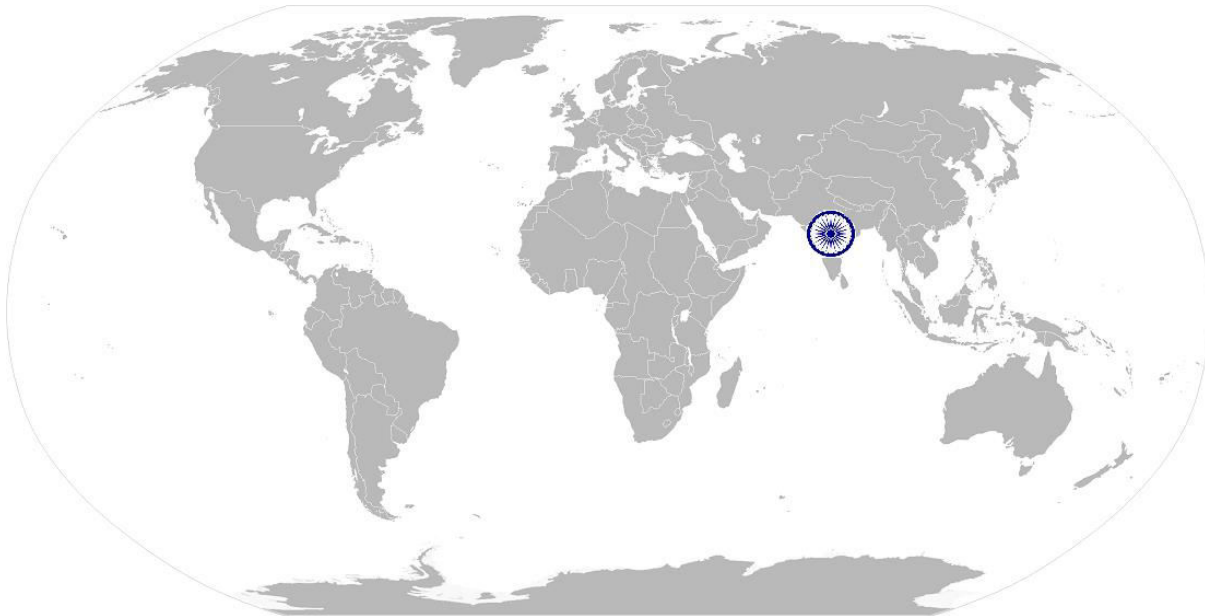




**HCS/N8714      Contribute to achieve quality in bamboo basket making**

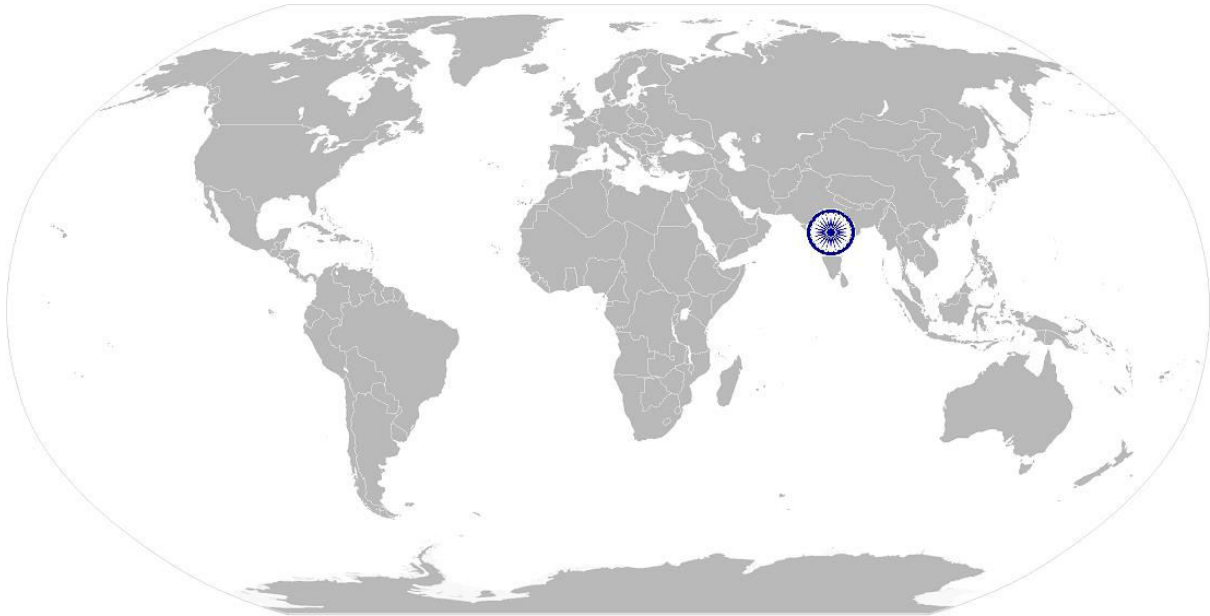
**NOS Version Control**

<b>NOS Code</b>	<b>HCS/N8714</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet Sector</b>	<b>Drafted on</b>	<b>19/06/15</b>
<b>Industry Sub-sector</b>	<b>Handicrafts (Bamboo Handicrafts)</b>	<b>Last reviewed on</b>	<b>23/01/18</b>
<b>Occupation</b>	<b>Bamboo Basket Maker</b>	<b>Next review date</b>	<b>23/01/20</b>





# 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

<b>Unit Code</b>	HCS/N9908
<b>Unit Title (Task)</b>	Working in a team
<b>Description</b>	This unit is about working as a team member within the organisation
<b>Scope</b>	<ul style="list-style-type: none"> <li>• Commitment and trust</li> <li>• Communication</li> <li>• Adaptability</li> <li>• Creative freedom</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Commitment and trust</b>	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
<b>Communication</b>	PC4. properly communicate about organization policies PC5. talk politely with other team members and colleagues
<b>Adaptability</b>	PC6. adjust in different work situations PC7. give due importance to others' point of view PC8. avoid conflicting situations
<b>Creative freedom</b>	PC9. develop new ideas for work procedures PC10. improve upon the existing techniques to increase process efficiency
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	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>B. Technical Knowledge</b>	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
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	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
	<b>Reading Skills</b>
	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
<b>Oral Communication (Listening and Speaking skills)</b>	



HCS/N9908

**Working in a team**

	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
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. make decisions in relation to the concerned scope of work
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. plan and organize the work to achieve shared objectives of the team
	<b>Customer Centricity</b>
	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
	<b>Problem Solving</b>
	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
	<b>Analytical Thinking</b>
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	
<b>Critical Thinking</b>	
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.	

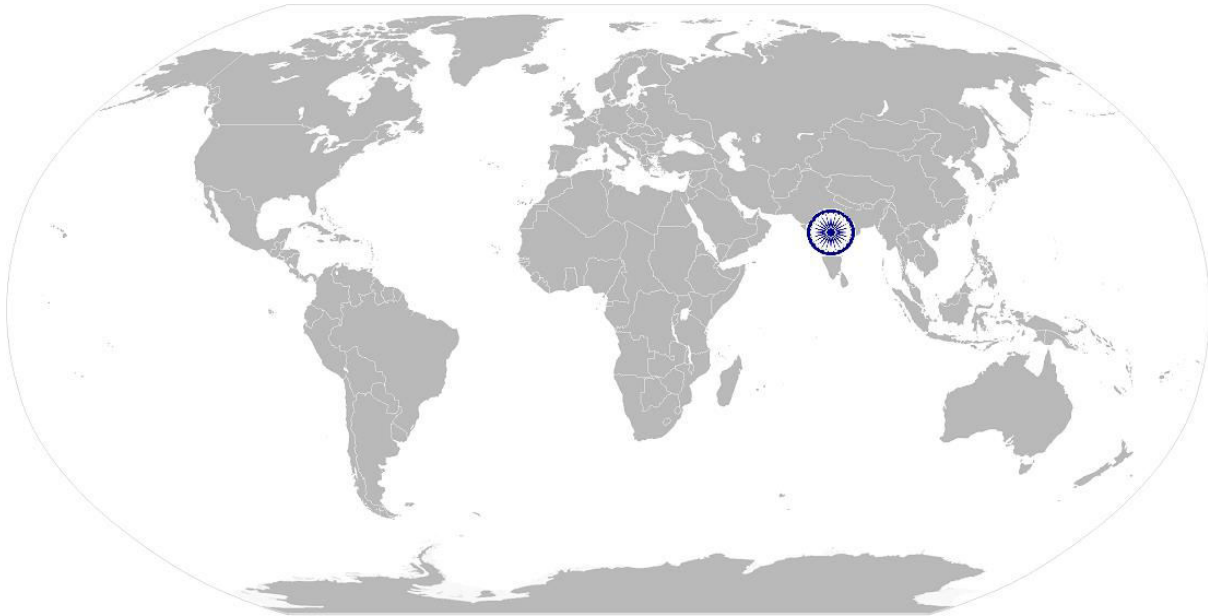


HCS/N9908

Working in a team

NOS Version Control

NOS Code	HCS/N9908		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	23/07/15
Industry Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	23/01/18
Occupation	Bamboo Basket Maker	Next review date	23/01/20



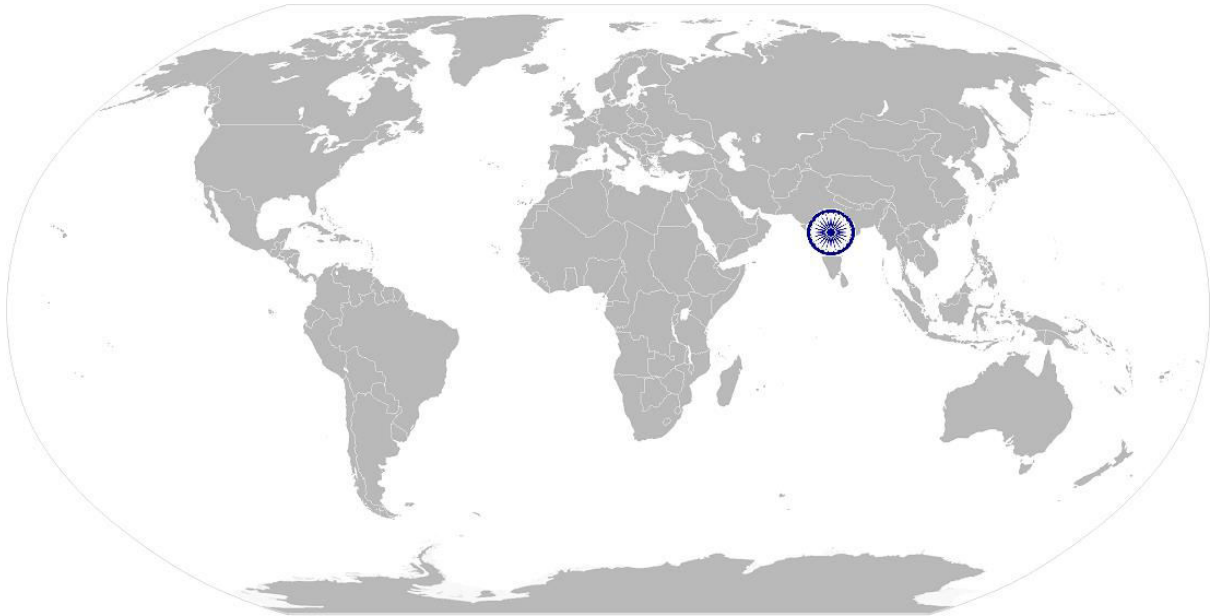


HCS/N9912

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 for bamboo basket making are maintained as per norms.



HCS/N9912

Maintain work area and tools

National Occupational Standard	<b>Unit Code</b>	HCS/N9912
	<b>Unit Title (Task)</b>	Maintain work area and tools
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools used for bamboo basket making are maintained as per norms
	<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>maintain the work area and tools</li> </ul>
	<b>Performance Criteria (PC) w.r.t the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Maintain the work area, tools and machines</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. handle materials and tools safely and correctly</li> <li>PC2. use materials to minimize waste</li> <li>PC3. maintain a clean and hazard free working area</li> <li>PC4. maintain the tools used for bamboo sliver making</li> <li>PC5. carry out maintenance and/or cleaning within one's responsibility</li> <li>PC6. report damaged tools &amp; materials</li> <li>PC7. work in a comfortable position with the correct posture</li> <li>PC8. dispose off waste safely in the designated location</li> <li>PC9. store tools safely after use</li> <li>PC10. carry out cleaning according to schedules and limits of responsibility</li> </ul>
	<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Knowledge and Understanding</b>
	<b>A. Organisational Context</b> (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"> <li>KA1. personal hygiene and duty of care</li> <li>KA2. safe working practices and organisational procedures</li> <li>KA3. limits of your own responsibility</li> <li>KA4. ways of resolving with problems within the work area</li> <li>KA5. the production process and the specific work activities that relate to the whole process</li> <li>KA6. the importance of effective communication with colleagues</li> <li>KA7. the lines of communication, authority and reporting procedures</li> <li>KA8. the organisation's rules, codes and guidelines (including timekeeping)</li> <li>KA9. the organisation's quality standards</li> <li>KA10. the importance of complying with written instructions</li> </ul>
<b>B. Technical / Domain Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. work instructions and specifications accurately</li> <li>KB2. method to make use of the information detailed in specifications and instructions</li> <li>KB3. relation between work role and the overall manufacturing process</li> <li>KB4. the importance of taking action when problems are identified</li> <li>KB5. different ways of minimising waste</li> <li>KB6. effects of contamination on products</li> <li>KB7. common faults in bamboo slivers</li> </ul>	



HCS/N9912

Maintain work area and tools

	KB8. tools maintenance procedures KB9. hazards likely to be encountered when conducting routine maintenance KB10. safe working practices for cleaning and the method of carrying them out
<b>Skills (S) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write in local language
	<b>Reading Skills</b>
	You need to know and understand how to: SA2. read measurement instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
You need to know and understand how to: SA3. communicate orally with colleagues	
<b>B. Professional Skills</b>	<b>Decision Making</b>
	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>Plan and Organize</b>
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	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>Problem Solving</b>
	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
	<b>Analytical Thinking</b>
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
<b>Critical Thinking</b>	
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	

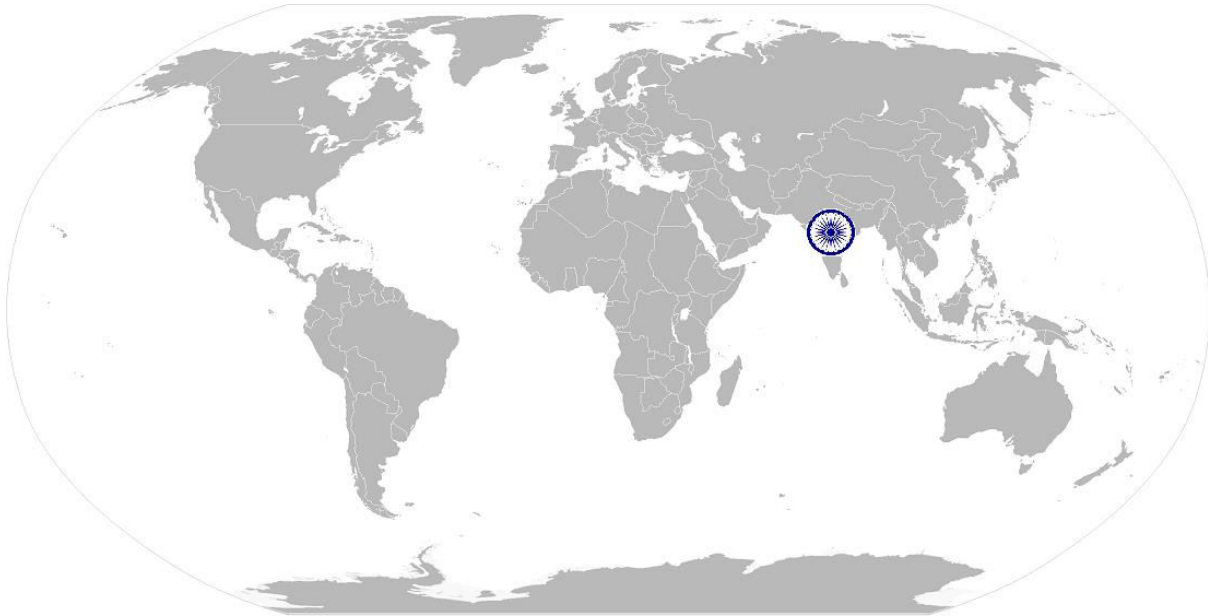


HCS/N9912

Maintain work area and tools

NOS Version Control

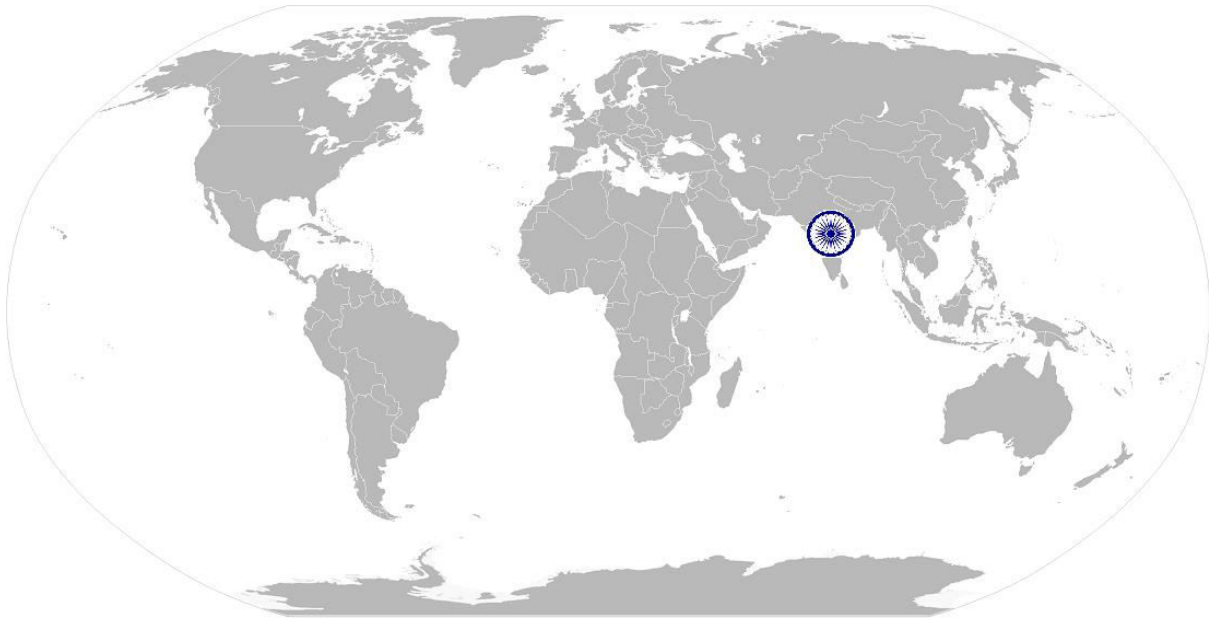
NOS Code	HCS/N9912		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	23/01/18
Occupation	Bamboo Basket Maker	Next review date	23/01/20





---

# 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

<b>Unit Code</b>	<b>HCS/N9913</b>
<b>Unit Title (Task)</b>	<b>Maintain health, safety and security at workplace</b>
<b>Description</b>	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.
<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>comply with health, safety and security requirements at work</li> </ul>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Comply with health, safety and security requirements at work</b>	To be competent, the user/individual on the job must be able to: 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
<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Knowledge and Understanding</b>
<b>A. Organisational Context</b>	The user/individual on the job needs to know and understand:
<b>(Knowledge of the company / organisation and its processes)</b>	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



HCS/N9913

**Maintain health, safety and security at workplace**

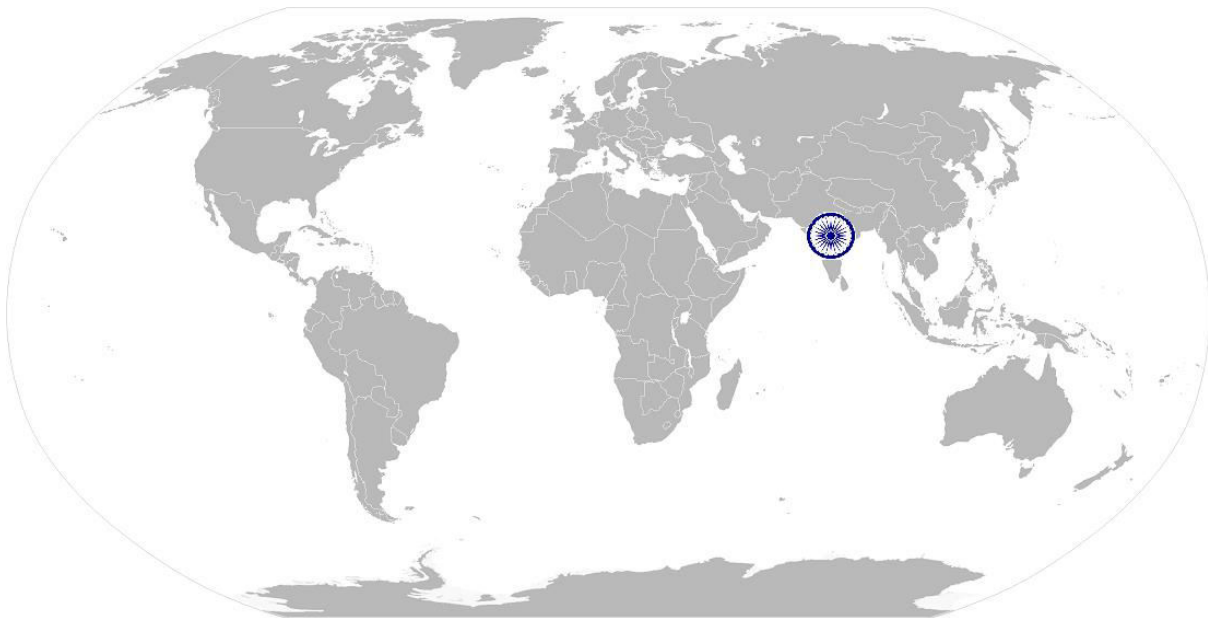
	<p>KA5. environmental management system related procedures at the workplace</p> <p>KA6. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. potential accidents and emergencies and response to these scenarios</p> <p>KA8. reporting protocol 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>B. Technical / Domain Knowledge</b>	<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>
<b>Skills (S) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write in local language
	<b>Reading Skills</b>
	You need to know and understand how to: SA2. read measurement instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to: SA3. communicate orally with colleagues
<b>B. Professional Skills</b>	<b>Decision Making</b>
	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>Plan and Organize</b>
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	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>Problem Solving</b>
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)	



HCS/N9913

**Maintain health, safety and security at workplace**

	SB7. identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	User/individual needs to know and understand how to:
	SB8. analyze data and activities
	SB9. pass on relevant information to others
	<b>Critical Thinking</b>
	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



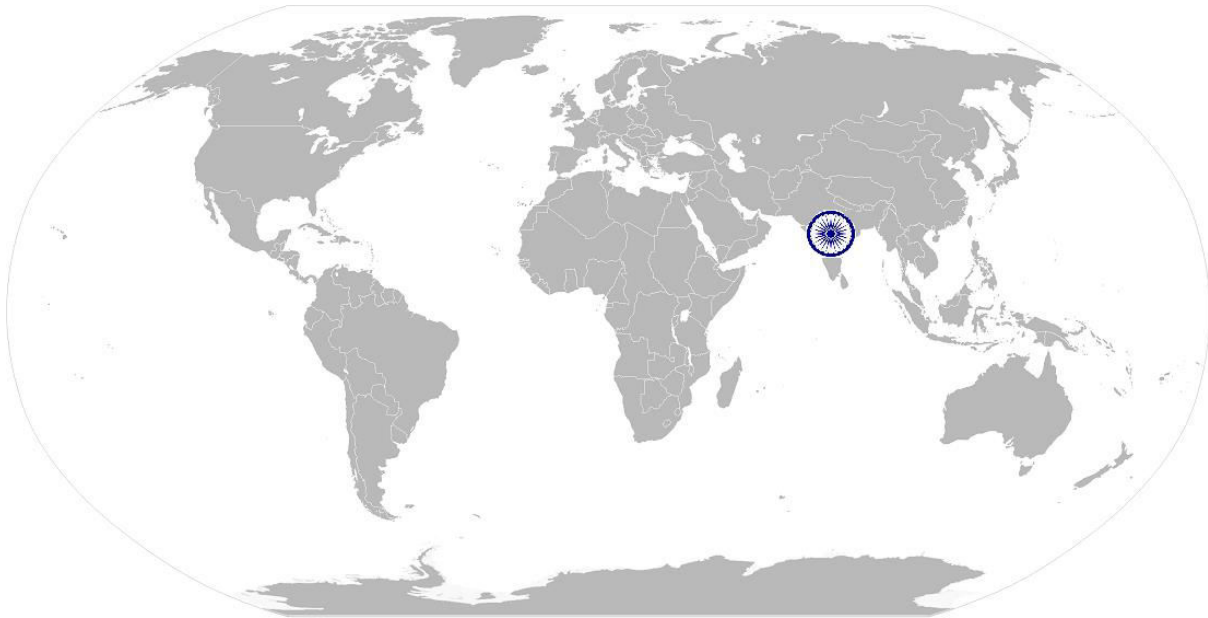


**HCS/N9913**

**Maintain health, safety and security at workplace**

**NOS Version Control**

<b>NOS Code</b>	<b>HCS/N9913</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet Sector</b>	<b>Drafted on</b>	<b>19/06/15</b>
<b>Industry Sub-sector</b>	<b>Handicrafts (Bamboo Handicrafts)</b>	<b>Last reviewed on</b>	<b>23/01/18</b>
<b>Occupation</b>	<b>Bamboo Basket Maker</b>	<b>Next review date</b>	<b>23/01/20</b>

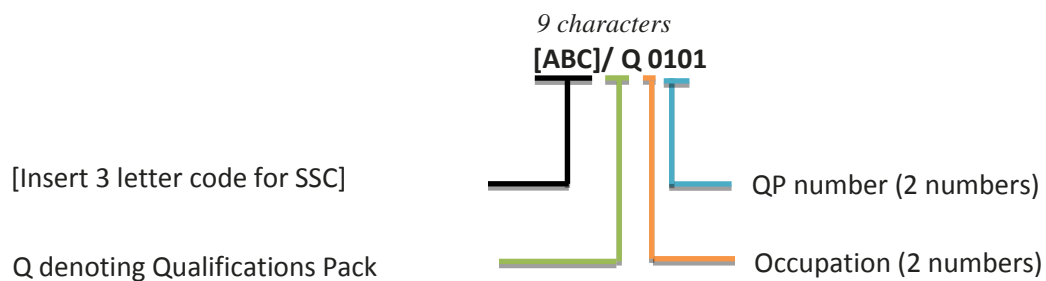




## Annexure

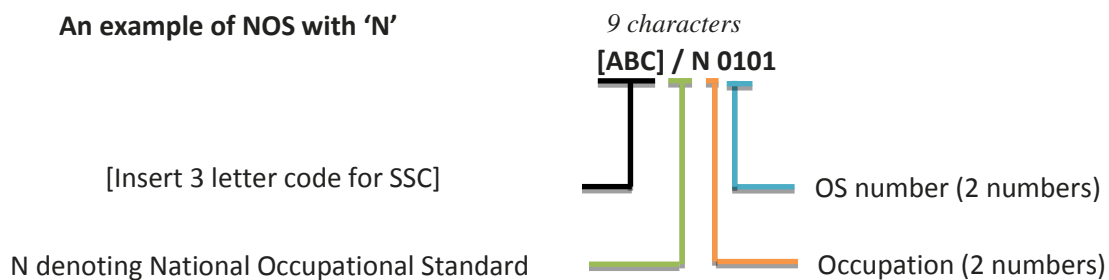
### Nomenclature for QP and NOS

#### 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: Bamboo Basket Maker**

**Qualification Pack: HCS/Q8704**

**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% 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

Total Marks: 700			Marks Allocated		
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
<b>1. HCS/N8711 (Carry out preparation of bamboo slivers)</b>	PC1. Appropriately use the Hand Saw.	<b>100</b>	7	2	5
	PC2. Make the bamboo sliver by handling the bamboo split in the right manner.		7	2	5
	PC3. Apply appropriate pressure on the bamboo split by using the hand saw to get the desired thickness of Bamboo sliver.		7	3	4
	PC4. Make the Bamboo sliver of the desired size from the splits.		7	3	4
	PC5. Measure & maintain the uniformity of the sliver to be achieved.		7	3	4
	PC6. Minimise and dispose the waste materials in the approved manner.		7	3	4
	PC7. Carry out operations at a rate which maintains workflow.		7	3	4
	PC8. Respond appropriately in case of any errors or faults in the bamboo and other operations.		5	2	3
	PC9. Leave work area safe and secure when work is complete.		7	3	4
	PC10. Maintain the sharpness of handsaw.		7	3	4
	PC11. Take safety precautions while drawing out the sliver.		7	3	4
	PC12. Identify and segregate the usable and the disposable bamboo slivers based on width, thickness,		5	2	3



Qualifications Pack For Bamboo Basket Maker



	strength and colour.				
	PC13. Ensure uniform and complete drying.		5	2	3
	PC14. Minimise and dispose the waste materials in the approved manner.		5	2	3
	PC15. Take appropriate amount (weight/number of pieces as per market demand) of bamboo slivers from the bulk lot.		5	2	3
	PC16. Undertake precautions while storage to avoid moisture.		5	2	3
	<b>TOTAL</b>		<b>100</b>	<b>40</b>	<b>60</b>
<b>2. HCS/N8712 (Carry out weaving &amp; twining of bamboo slivers to achieve the final product as per requirement)</b>	PC1. Take specific type (based on width & length) of bamboo slivers suitable for preparing the two dimensional base structure.	<b>100</b>	7	2	5
	PC2. Plan out the base & fix it (specifically for round base)to obtain a rigid structure.		7	2	5
	PC3. Ensure that the base structure is fixed in a proper manner before weaving bamboo slivers on to the base structure.		7	3	4
	PC4. Make the two dimensional Bamboo sliver base according to required design & pattern.		7	3	4
	PC5. Ask questions to obtain more information on tasks when the instructions you have are unclear.		5	2	3
	PC6. To be able to work according to specified shape of Bamboo basket.		5	2	3
	PC7. Check that the materials to be used are free from faults.		5	2	3
	PC8. Conform to organisation's quality standards.		5	2	3
	PC9. Report any damaged work to the responsible person.		5	2	3
	PC10. Leave work area safe and secure when work is complete free from hazards.		5	2	3
	PC11. Take appropriate slivers (based on width & length) for weaving according to shape,size,colour & Design pattern required in making specific basketry product.		5	2	3
	PC12. Do basic weaving in the given structure/frame.		5	2	3
	PC13. Analyze and maintain uniform gap between the slivers as per the given specification.		5	2	3
	PC14. Analyze and maintain compactness of the sliver to ensure rigidity of the structure.		5	2	3
	PC15. Analyze and carry out the bending wherever required according to the shape & size of the product to be achieved.		5	2	3
	PC16. Analyze and maintain quality in giving shapes.		5	2	3
	PC17. Ensure proper handling in making the basketry product to avoid any breakage.		4	2	2
	PC18. Detect faults & defects.		4	2	2
	PC19. Solve & rectify the faults		4	2	2
<b>TOTAL</b>		<b>100</b>	<b>40</b>	<b>60</b>	
<b>3. HCS/N8713 (Finishing, varnishing,</b>	PC1. Appropriate usage of clipping tool.	<b>100</b>	5	2	3
	PC2. Cut the extra edges neatly to give the fine finished look.		5	2	3





<b>drying &amp; storage of bamboo basket)</b>	PC3. Analyze and apply glue to fix the edges.	5	2	3	
	PC4. Handle the Bamboo basket properly to avoid any breakage.	5	2	3	
	PC5. Dispose the waste materials in the approved manner.	5	2	3	
	PC6. Carry out operations at a rate which maintains workflow.	5	2	3	
	PC7. Respond appropriately incase of any errors or faults in the bamboo and other operations.	5	2	3	
	PC8. Leave work area safe and secure when work is complete.	5	2	3	
	PC9. Maintaining the work place clean.	5	2	3	
	PC10. Maintaining sharpness of clipping tool.	5	2	3	
	PC11. Take safety precaution while clipping.	5	2	3	
	PC12. Carry out effective drying of the basket to reduce moisture content.	3	1	2	
	PC13. Take precautions whie placing the baskets in a dust free area while drying.	5	2	3	
	PC14. Handle the brush or sprayer properly.	5	2	3	
	PC15. Prepare the solution of Varnish by adding an appropriate amount of thinner.	4	1	3	
	PC16. Take appropriate amount of solution to be applied on the Bamboo Basketry product.	4	1	3	
	PC17. Apply solution on the bamboo basketry product uniformly.	3	1	2	
	PC18. Handle the Basket properly while doing varnishing.	3	1	2	
	PC19. Ensure uniform and complete drying in sunlight to avoid stickiness.	3	1	2	
	PC20. Check & ensure the quality of the final product based on desired specifications.	3	1	2	
	PC21. Maintain the workplace clean	3	1	2	
	PC22. Dispose the waste materials safely in approved manner.	3	1	2	
	PC23. Take precautions while stacking the lot of basket avoiding any breakage	3	1	2	
	PC24. Store the lot of basket in a dry area avoiding direct contact with the ground.	3	1	2	
		<b>TOTAL</b>	<b>100</b>	<b>37</b>	<b>63</b>
	<b>4. HCS/N8714 (Contribute to achieve quality bamboo basket making)</b>	PC1. Identify and use raw materials as per the specifications provided	<b>100</b>	10	4
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		10		4	6



	according to instructions				
	PC8. Apply the allowed tolerances		10	4	6
	PC9. Identify faults and take appropriate action for rectification		10	4	6
	PC10. Maintain the required productivity and quality levels		10	4	6
		<b>TOTAL</b>	<b>100</b>	<b>40</b>	<b>60</b>
<b>5. HCS/N9908 (Working in a team)</b>	PC1. Be accountable to one's own role in whole process of developing product	<b>100</b>	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
	<b>TOTAL</b>	<b>100</b>	<b>29</b>	<b>71</b>	
<b>6. HCS/N9912 (Maintain work area and tools)</b>	PC1. Handle materials and tools safely and correctly	<b>100</b>	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
	<b>TOTAL</b>	<b>100</b>	<b>30</b>	<b>70</b>	
<b>7. HCS/N9913 (Maintain health, safety and security at workplace)</b>	PC1. Comply with health and safety related instructions applicable to the workplace	<b>100</b>	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



## Qualifications Pack For Bamboo Basket Maker

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
<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>