



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET INDUSTRY

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:

HCSSC, New Delhi
Handicrafts and Carpet
Sector Skill Council,
EPCH House,
Pocket 6 & 7, Sector C,
Vasant Kunj,
New Delhi-110070
E-mail:
hcsc@hcsc.in



Contents

1. Introduction and Contacts.....	1
2. Qualifications Pack.....	2
3. Glossary of Key Terms	3
4. OS Units.....	5
5. Annexure: Nomenclature for QP & OS.....	41
6. Assessment Criteria.....	43

Introduction

Qualifications Pack- Carpet Weaver – Knotted

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Carpet

OCCUPATION: Weaver

REFERENCE ID: HCS/Q5701

ALIGNED TO: NCO-2004/NIL

This role exists either as employed or contracted. The weaver could also be a member of a co-operative or self help group.

Brief Job Description: This job holder weaves the carpet using different knotting technique as per the design document received from proper authorities along with the consumables like warp yarn, weaving yarn, etc. The job holder may also have to install the loom, make the warp structure and set the warp in the loom as per requirement and work singly or jointly with other weavers. After weaving, the woven carpet is given to the relevant team for further processing.

Personal Attributes: Needs to be quality conscious, alert and physically active as well as capable to sit in position and work meticulously for long hours. Should be able to work as per instructions given, be responsible for own outcomes and work in a team.



Job Details	Qualifications Pack Code	HCS/Q5704		
	Job Role	Carpet Weaver – Knotted		
	Credits	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	03/08/16
	Sub-sector	Carpet	Last reviewed on	03/08/16
	Occupation	Weaving	Next review date	03/08/18
	NSQC Clearance on	NA		

Job Role	Carpet Weaver – Knotted
Role Description	The person should be able to weave the carpet using different knotting technique as per the design document received, install loom, make warp structure and set the warp in the loom and weave the carpet using cotton, wool or silk yarn.
NSQF level	4
Minimum Educational Qualifications	5 th Standard pass, preferably
Maximum Educational Qualifications	NA
Training (Suggested but not mandatory)	NA
Minimum Job Entry Age	18 Years
Experience	NA
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N5708 Install loom for knotted carpet weaving HCS/N5709 Prepare warp structure for knotted carpet weaving and fix into the loom HCS/N5710 Perform knotted carpet weaving as per a range of designs HCS/N9907 Receive, track and handle payments as per work done HCS/N9908 Use basic health and safety practices while weaving carpets CSC/N1336 Work effectively with others <p>Optional: NA</p>
Performance Criteria	As described in the relevant OS units



Definitions

Keywords /Terms	Description
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 NOS, these include communication related skills that are applicable to most job roles.
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 NOS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Organisational Context	Organisational 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.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
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.
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.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for a NOS unit, which can be denoted with an 'N'
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.

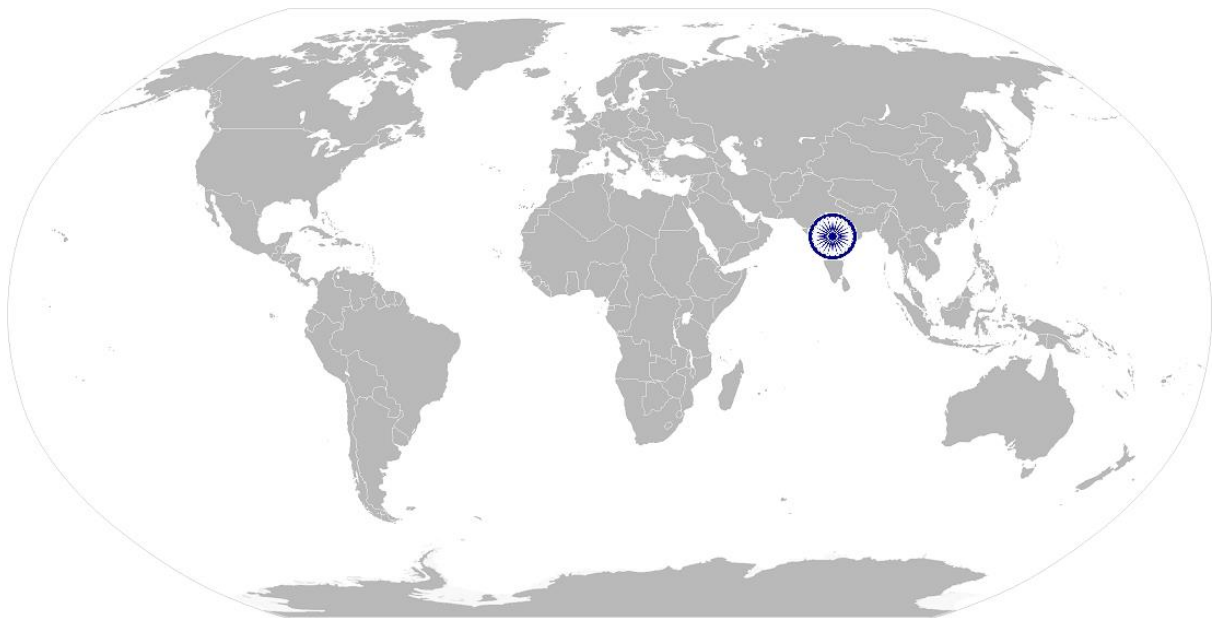


Acronyms

Keywords /Terms	Description
NSQF	National Skill Qualification Framework
NOS	National Occupational Standards
PPE	Personal Protective Equipment



National Occupational Standard



Overview

This unit is about installation and commissioning of the vertical loom for knotted carpet weaving



HCS/N5708 Install loom for knotted carpet weaving

National Occupational Standard

Unit Code	HCS/N5708
Unit Title (Task)	Install loom for knotted carpet weaving
Description	This unit prepares the learner to install and commission vertical loom for knotted carpet weaving. The loom is usually made of wood, and its width depends on the desired width of the carpet to be produced.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Work safely • Organize for and take care of loom installation tools and materials • Prepare for installing the loom for knotted carpet weaving • Install the loom for knotted carpet weaving • Check and ensure that the loom is secure and aligned correctly
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Work safely	<p>The user/individual on the job should be able to:</p> <p>PC1. use adequate footwear to save from stepping on sharp objects</p> <p>PC2. state the name and location of people responsible for health and safety in the workplace</p> <p>PC3. identify job-site hazardous work and state possible causes of risk or accident in the workplace</p> <p>Hazards: Balancing of the loom that can be heavy, using sharp or heavy tools and nails, working in confined spaces, etc.</p> <p>PC4. carry out safe working practices while dealing with hazards to ensure the safety of self and others</p>
Organize for and take care of warp making tools and materials	<p>The user/individual on the job should be able to:</p> <p>PC5. identify various tools and materials used in installing a loom for knotted carpet weaving</p> <p>PC6. prepare the tools appropriately for usage</p> <p>Appropriately: e.g. safely, cleanly, using right accessories, ensuring all parts are well maintained and functional, right sharpness, etc.</p> <p>PC7. identify any damage or malfunctioning of the tools</p> <p>PC8. use appropriate care procedures for routine maintenance or for troubleshooting</p>
Prepare for installing the loom	<p>The user/individual on the job should be able to:</p> <p>PC9. receive the packaged loom from a valid source along with picture guide for installation</p> <p>PC10. extract key information from the picture guide for installation of the loom</p> <p>PC11. cross check that all the parts as mentioned in the guide have been received</p> <p>PC12. check that all the parts are intact and not damaged in any way</p> <p>PC13. communicate to the contact person as per the contact person details mentioned in the order description in case there is a discrepancy</p>



HCS/N5708

Install loom for knotted carpet weaving

<p>Install the loom for knotted carpet weaving</p>	<p>The user/individual on the job should be able to:</p> <p>PC14. assemble the parts of the loom as per instructions provided in the picture guide</p> <p>PC15. setup the loom and fix it securely as per instructions</p> <p>PC16. fix the interlocking mechanism correctly</p> <p>PC17. check alignment using plumb and level</p> <p>PC18. make a few inches of warp and fix the warp structure correctly on the loom</p> <p>PC19. perform a sample weft and interlocking weaving and adjust the parts to ensure that there are no problems in weaving</p> <p>PC20. handle problems with respect to loom installation or alignment during weaving</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. 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. legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions</p> <p>KA2. relevant health and safety requirements applicable in the work place</p> <p>KA3. importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business</p> <p>KA4. own job role and responsibilities and sources for information pertaining to employment terms, compensation, job role and responsibilities</p> <p>KA5. relevant people and their responsibilities within the work area</p> <p>KA6. who to approach for support in order to obtain work related instructions, clarifications and support</p> <p>KA7. various categories of people that one is required to communicate and co-ordinate with in the organization</p> <p>KA8. documentation and related procedures applicable in the context of employment and work</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. various types of knotted weaving loom</p> <p>KB2. parts of a knotted weaving loom and their functions</p> <p>KB3. assembly sequence for assembling a knotted weaving loom</p> <p>KB4. importance of checking alignment</p> <p>KB5. precautions to be taken while installing a loom</p> <p>KB6. importance of securing the equipment during and after work and keeping the work area tidy and clutter free</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. fill logs, forms and formats in local or English language for recording production figures, quality related information, tool and material care and maintenance related information, etc.</p> <p>SA2. take notes in any language of instructions received from supervisor</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. read to differentiate the various types of yarn and their colour codes</p> <p>SA4. read the terminology provided in the design document in local or English</p>



HCS/N5708

Install loom for knotted carpet weaving

	<p>language</p> <p>SA5. read and correctly interpret simple instructions from supervisor provided in local or English language</p> <p>SA6. Read and correctly interpret own notes written in any language</p>	
	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. inform supervisor or team members of discrepancies; non-standard output; design document or tools and material related issues; or any problems in any language understood locally</p> <p>SA8. take instructions completely so that no instruction is missed or misunderstood</p> <p>SA9. seek clarification and understanding where instructions are not clear in any language understood locally</p> <p>SA10. use common knotted carpet related terms and jargons where required</p>	
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. when faced with difficult decisions seek clarification from the supervisor and understand the parameters used by the supervisor to arrive at the decision</p>	
	<p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. plan and organize own work in a way that all activities are completed in time and as per specifications</p>	
	<p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. interpret contractor or client's work requirements and other weaving related specifications correctly</p> <p>SB4. provide contractor or client with all relevant weaving information including delivery timelines, work requirements, feasibility and available support</p> <p>SB5. deliver quality output and maintain long term business relationship with contractors or clients</p>	
	<p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. determine timely correction of errors to overcome redoing of work</p>	
	<p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>NA</p>	
	<p>Critical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>NA</p>	



NOS

National Occupational Standards



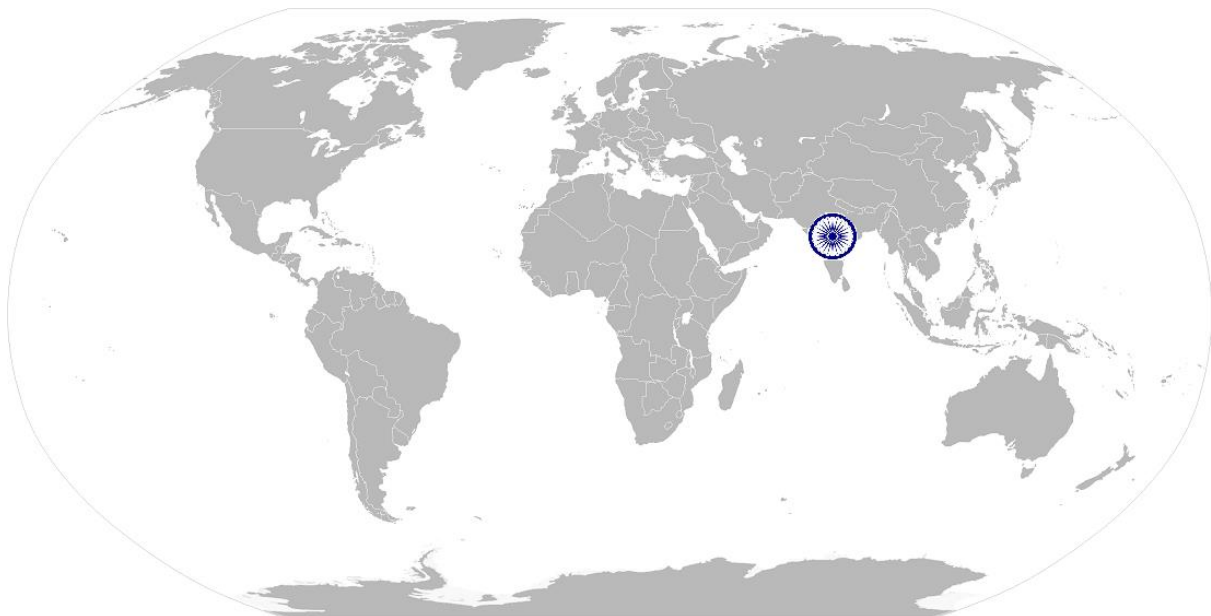
N · S · D · C
National
Skill Development
Corporation

HCS/N5708

Install loom for knotted carpet weaving

NOS Version Control

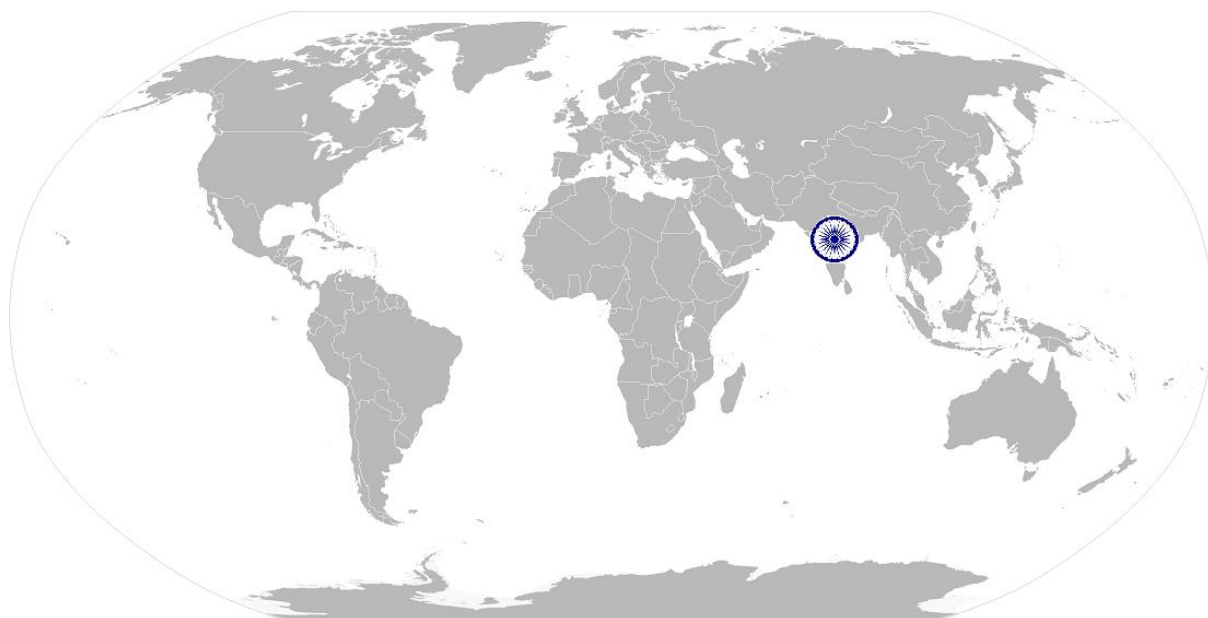
NOS Code	HCS/N5708		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	03/08/16
Industry Sub-sector	Carpets	Last reviewed on	03/08/16
Occupation	Weaving	Next review date	03/08/18





HCS/N5709 Prepare warp structure for knotted carpet weaving and fix into the loom

National Occupational Standard



Overview

This unit is about preparing the warp structure for knotted carpet weaving as per the requirements of the design document and then fixing it and aligning it with the loom.



HCS/N5709 Prepare warp structure for knotted carpet weaving and fix into the loom

National Occupational Standard	Unit Code	HCS/N5709
	Unit Title (Task)	Prepare warp structure for knotted carpet weaving and fix into the loom
	Description	This unit prepares the learner to make a warp structure for knotted carpet weaving as per the requirements such as dimensions of the carpet, knots per inch required, type of yarn to be used, etc. which the learner will have to identify and make the warp accordingly from the design document and then fix it and align it with the loom.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Work safely • Organize for and take care of warp making tools and materials • Prepare for warp making • Make the warp structure as per the design • Check and ensure that the dimensions of the warp is as per the design • Fix the and align warp to the loom
Performance Criteria(PC) w.r.t. the Scope		
Element	Performance Criteria	
Work safely	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. use protective mask for protection from inhaling cotton and wool dust and adequate footwear to save from stepping on sharp objects,</p> <p>PC2. state the name and location of people responsible for health and safety in the workplace</p> <p>PC3. identify job-site hazardous work and state possible causes of risk or accident in the workplace</p> <p>Hazards: Inhaling cotton and wool dust, awkward positions, poorly designed tools, repetitive movements, and stressful working conditions including insufficient rest periods, inadequate lighting and poor temperature control, sharp/pointed tools like the knife or wooden comb</p> <p>PC4. carry out safe working practices while dealing with hazards to ensure the safety of self and others</p>	
Organize for and take care of warp making tools and materials	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC5. identify various tools and materials used in carpet weaving</p> <p>PC6. prepare the tools appropriately for usage</p> <p>Appropriately: e.g. safely, cleanly, using right accessories, ensuring all parts are well maintained and functional, right sharpness, etc.</p> <p>PC7. identify any damage or malfunctioning of the tools</p> <p>PC8. use appropriate care procedures for routine maintenance or for troubleshooting</p>	



HCS/N5709 Prepare warp structure for knotted carpet weaving and fix into the loom

Prepare for warp making	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC9. receive order pack containing processed and dyed raw material, design and description of the work from a valid source</p> <p>PC10. extract key information from the design graph and order description Key information: Dimensions of the carpet, type of tana to be built(8 or 12 or 16 threads per inch etc.)</p> <p>PC11. read and interpret the terminology used on the design map in local language or English Terminology: e.g. warp (tana), knot, weft (thera), start point (kanni), etc.</p> <p>PC12. read and extract key information in order description in local language and English Key Information: e.g. timelines, contact person details, etc.</p> <p>PC13. check the map for any inconsistency or missing information</p> <p>PC14. cross check the raw material given with the description given in the order pack and coding given in the design map</p> <p>PC15. communicate to the contact person as per the contact person details mentioned in the order description in case there is a discrepancy or doubt in the map or raw material received</p> <p>PC16. spool the warp yarn neatly into easily unwindable spools</p>
Make the warp structure as per the specifications of the design	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC17. select the warp yarn as per the requirement of the order</p> <p>PC18. determine the yardage of yarn required from the dimension details and threads per inch mentioned in the order design and check availability</p> <p>PC19. mark the start and end point on the loom structure as per the dimensions of the carpet to be woven leaving an allowance of</p> <p>PC20. wind the warp yarn on the warp frame for a standing loom as per strings per inch indicated in the design document Strings per inch range: 8 to 24 strings</p> <p>PC21. count no of warp strings and ensure accuracy as per requirement calculated from order design intermittently and in the end</p>
Check and ensure that the dimensions of the warp is as per the design	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC22. check and ensure that the dimensions of the warp are as per the design</p> <p>PC23. perform corrections in case of errors that can be rectified without redoing the warp structure</p> <p>PC24. unravel and redo warp in case error can be rectified by redoing the warp structure</p> <p>PC25. inform senior or supervisor in case of error that cannot be rectified at own level</p>
Fix and align the warp to the loom	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC26. fix the warp structure on the loom safely and securely</p> <p>PC27. check vertical alignment using a plumb and adjust accordingly</p> <p>PC28. check horizontal alignment using a chalk and thread and adjust accordingly</p> <p>PC29. insert 2 weft yarns as a precautionary measure before starting the weaving part</p>



HCS/N5709 Prepare warp structure for knotted carpet weaving and fix into the loom

Knowledge and Understanding (K)

<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KA1. legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions KA2. relevant health and safety requirements applicable in the work place KA3. importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business KA4. own job role and responsibilities and sources for information pertaining to employment terms, compensation, job role and responsibilities KA5. relevant people and their responsibilities within the work area KA6. who to approach for support in order to obtain work related instructions, clarifications and support KA7. various categories of people that one is required to communicate and co-ordinate with in the organization KA8. documentation and related procedures applicable in the context of employment and work
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. various types of materials used in warp making of knotted carpet weaving and their handling process KB2. various tools used in warp making of knotted carpet weaving and their functions KB3. care procedures for routine maintenance or for troubleshooting KB4. valid sources of receiving the design order, e.g. employer(with valid appointment letter or service agreement), contractor(with valid contract), client(with signed job order and advance payment as agreed), etc. KB5. various features in the design map KB6. how to use a design map KB7. information available in the design map KB8. terminology used in the design map KB9. importance of checking the map and cross-checking raw material before starting work KB10. what to check in the map KB11. purpose of warp and its features KB12. the process of building the warp structure for a standing loom KB13. difference in process for building the warp structure for a vertical or flat loom KB14. how to determine the number of rows of warp threads with the help of the carpet dimensions and strings per inch mentioned in the order design KB15. how to calculate the length of warp yarn required KB16. precautions to be taking while making the warp structure KB17. importance of checking dimensions intermittently and in the end of the weaving KB18. precautions to be taken while checking KB19. how to ensure that the warp is secure and upright while fixing it on the loom KB20. importance of securing the equipment during and after work and keeping the work area tidy and clutter free



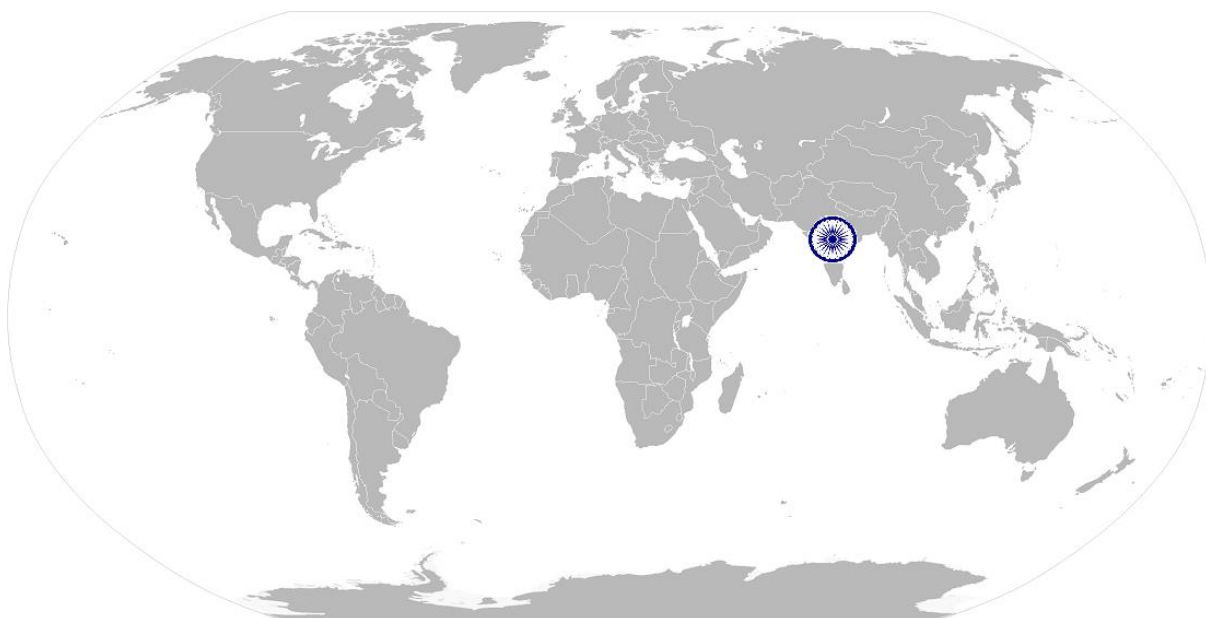
HCS/N5709 Prepare warp structure for knotted carpet weaving and fix into the loom

Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. fill logs, forms and formats in local, Hindi or English language for recording production figures, quality related information, tool and material care and maintenance related information, etc. SA2. take notes in any language of instructions received from supervisor
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. read to differentiate the various types of yarn and their colour codes SA4. read the terminology provided in the design document in local, Hindi or English language SA5. read and correctly interpret simple instructions from supervisor provided in local, Hindi or English language SA6. read and correctly interpret own notes written in any language
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand how to: SA7. inform supervisor or team members of discrepancies; non-standard output; design document or tools and material related issues; or any problems in any language understood locally SA8. take instructions completely so that no instruction is missed or misunderstood SA9. seek clarification and understanding where instructions are not clear in any language understood locally SA10. use common knotted carpet related terms and jargons where required	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. use the quality parameters to take decisions on whether to redo or rectify errors during warp making SB2. when faced with difficult decisions seek clarification from the supervisor and understand the parameters used by the supervisor to arrive at the decision
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. plan and organize own work in a way that all activities are completed in time and as per specifications
	Customer Centricity
The user/individual on the job needs to know and understand how to: SB4. interpret contractor or client's work requirements and other weaving related specifications correctly SB5. provide contractor or client with all relevant weaving information including delivery timelines, work requirements, feasibility and available support SB6. deliver quality output and maintain long term business relationship with contractors or clients	



HCS/N5709 Prepare warp structure for knotted carpet weaving and fix into the loom

	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. determine timely correction of errors to overcome redoing of work
	Analytical Thinking
	NA
	Critical Thinking
	NA

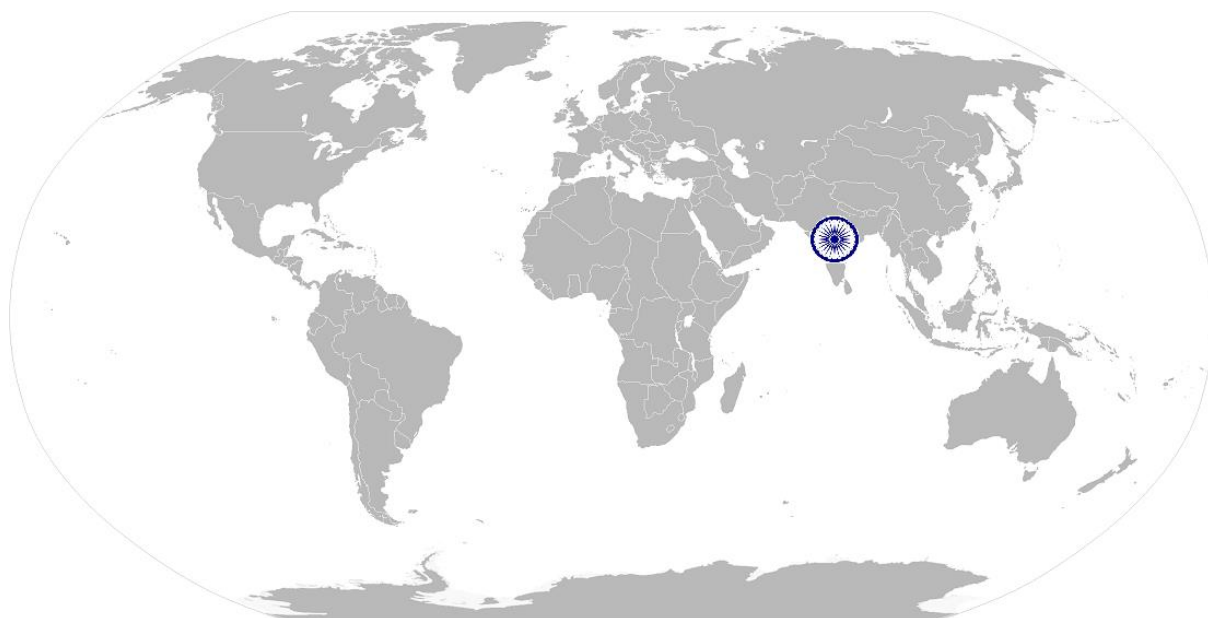




HCS/N5709 Prepare warp structure for knotted carpet weaving and fix into the loom

NOS Version Control

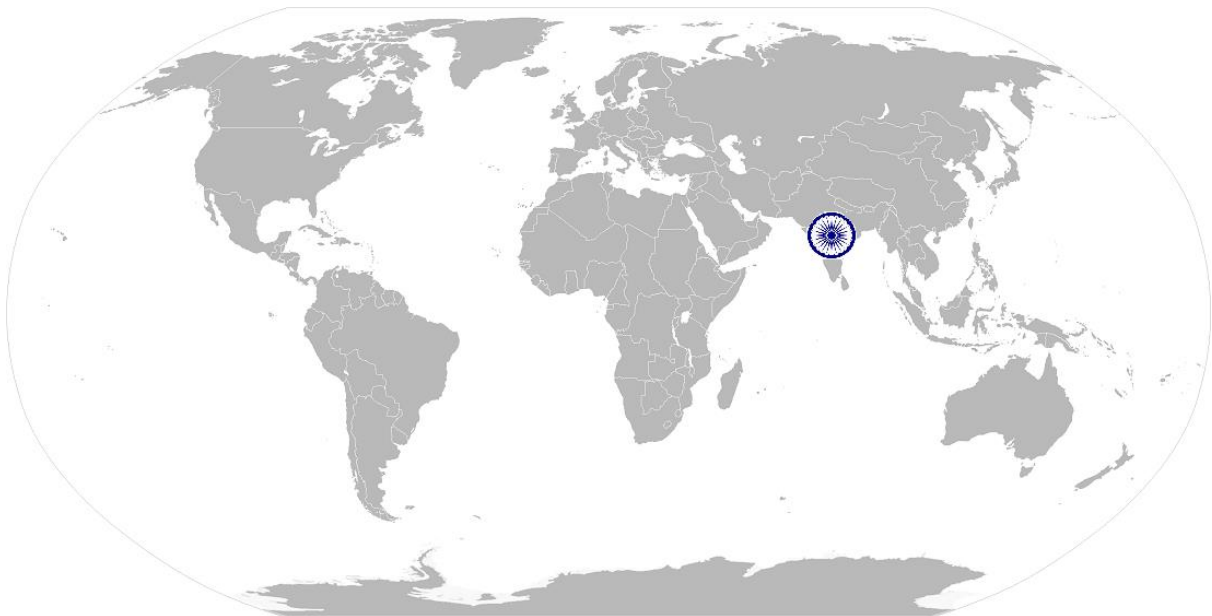
NOS Code	HCS/N5709		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	03/08/16
Industry Sub-sector	Carpet	Last reviewed on	03/08/16
Occupation	Weaving	Next review date	03/08/18





HCS/N5710 Perform advanced knotted carpet weaving as per a range of designs

National Occupational Standard



Overview

This unit is about weaving the carpet using various knotting techniques as per a range of designs.



HCS/N5710 Perform advanced knotted carpet weaving as per a range of designs

National Occupational Standard	Unit Code	HCS/N5710
	Unit Title (Task)	Perform advanced knotted carpet weaving as per a range of designs
	Description	This unit prepares the learner to weave knotted carpets using Persian (Sennah) and Turkish knotted techniques using single weft or double weft as per the requirements of the design document received from proper authorities along with the consumables like cotton, wool or silk warp yarn and weaving yarn, etc. After weaving, the woven carpet is given to the relevant team for further processing.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Work safely • Organize for and take care of knotted carpet weaving tools and materials • Prepare for knotted carpet weaving • Perform Knotted weaving using various techniques as per the design • Jointly perform knotted weaving as per the design • Check and ensure that the dimensions and design of the carpet is as per the design • Remove the woven carpet material from the warp structure and hand over to relevant people 	
Performance Criteria(PC) w.r.t. the Scope		
Element	Performance Criteria	
Work safely	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. use protective mask for protection from inhaling cotton and wool dust and adequate footwear to save from stepping on sharp objects,</p> <p>PC2. state the name and location of people responsible for health and safety in the workplace</p> <p>PC3. identify job-site hazardous work and state possible causes of risk or accident in the workplace</p> <p>Hazards: Inhaling cotton and wool dust, awkward positions, poorly designed tools, repetitive movements, and stressful working conditions including insufficient rest periods, inadequate lighting and poor temperature control, sharp/pointed tools like the knife or wooden comb</p> <p>PC4. carry out safe working practices while dealing with hazards to ensure the safety of self and others</p> <p>Safe working practices: Use of mouth mask; correct posture; availability of adequate natural light and cross ventilation; care for hygiene and sanitation; adequate resting periods(approx.. half hour break after every 3 hours of work); correct and safe use of tools; etc.</p>	
Organize for and take care of knotted carpet weaving tools and materials	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC5. identify various tools and materials used in carpet weaving</p> <p>Tools: Iron screw/chain to tighten or roll warp or weft; specialized knife to cut pile; specialized scissors that cuts fixed pile height; simple scissors; wooden comb tool(panja) as per the quality of carpet and user strength for knocking</p>	



HCS/N5710 Perform advanced knotted carpet weaving as per a range of designs

	<p>threads into place; inch tape to measure dimensions, chalk and thread to check horizontal alignment; plumb or level to check vertical alignment; lever to roll the carpet down;</p> <p>PC6. prepare the tools appropriately for usage Appropriately: e.g. safely, cleanly, using right accessories, ensuring all parts are well maintained and functional, right sharpness, etc.</p> <p>PC7. identify any damage or malfunctioning of the tools</p> <p>PC8. use appropriate care procedures for routine maintenance or for simple troubleshooting</p>
<p>Prepare for knotted carpet weaving</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC9. receive order pack containing processed and dyed raw material, design and description of the work from a valid source</p> <p>PC10. extract key information from the design graph and order description Key information: Colour/raw material code; where to start; dimensions of the carpet; type of design (simple/complex, repeat patterns/single pattern, geometrical/traditional/modern, etc.); repeat parts; type of tana (8 threads per inch, 16 threads per inch etc.)</p> <p>PC11. read and interpret the terminology used on the design map in local language or English Terminology: e.g Warp(Tana), Knot, Weft (Thera), Start point (Kanni), etc.</p> <p>PC12. read and extract key information in order description in local language and English Key Information: e.g. timelines, contact person details, etc.</p> <p>PC13. check the map for any inconsistency or missing information</p> <p>PC14. cross check the raw material given with the description given in the order pack and coding given in the design map</p> <p>PC15. communicate to the contact person as per the contact person details mentioned in the order description in case there is a discrepancy or doubt in the map or raw material received</p>
<p>Perform Knotted weaving using various techniques as per the design</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC16. perform checks on all equipment before starting the weaving Checks: e.g. check the warp to ensure that it is neither too loose nor too tight; cross check dimensions of the warp and threads per inch as per the design requirements; check loom alignment using plumb and chalk and thread; check curved knife have right sharpness, etc.</p> <p>PC17. rectify problems that are within owns control and seek help if unable to resolve the problem Problem rectification: e.g. adjust the warp to right tightness; redo the warp (partially or completely as the case may be), is there is any error that cannot be corrected otherwise; adjust the loom to correct position and uprightness; Sharpen knife if blunt, etc.</p> <p>PC18. wind the yarn into spools or rolls that can easily unwind</p> <p>PC19. set the yarn spools or rolls on the spool rack attached to the warp structure in the form of a beam or rope to keep them from getting tangled or stuck</p> <p>PC20. sit comfortably on the bench and position self in such a way that the weaving can be done without straining oneself</p> <p>PC21. tie knots using various knotting techniques on the warp threads with the correct yarn and in the correct sequence as per a range of designs</p>



HCS/N5710 Perform advanced knotted carpet weaving as per a range of designs

	<p>Knotted techniques: persian (sennah), turkish knot, single weft weaving, double weft weaving, single warp weaving, double warp weaving, open on the left, open on the right</p> <p>Range of designs: Modern, traditional (medallion, flower, border, field), geometric, intricate motifs, using upto 10 colours</p> <p>PC22. insert thicker yarn as a weft (thera) horizontally over each row of knots</p> <p>PC23. use the interlocking beam that causes the front and back threads of the warp structure to get interchanged after every weft</p> <p>PC24. knock the three rows together (row of knots, weft and interlocking) with the help of a wooden comb tool (panja) to set them tightly</p> <p>PC25. weave uptill 16x16 knots per square inch with a minimum tolerance level of 1 knot per 50 square inches</p> <p>PC26. perform knotted weaving using cotton, wool or silk yarn</p> <p>PC27. join threads neatly and tightly when broken</p> <p>PC28. roll the woven area downwards after around 1 feet of weaving in order to keep the last woven row at accessible height</p> <p>PC29. weave weft and interlocking rows at the beginning and end of the weaving as required by the design</p>
Jointly perform Persian knotted weaving as per the design	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC30. weave simultaneously with other weavers on the same warp and design by dividing up the design</p> <p>PC31. convert design into verbal instructions that can be recited (chalta-front, bachcha-back, dhal-up, the colour code or as per an equivalent of the taalim)</p> <p>PC32. recite the design verbally when working simultaneously on a repetitive pattern</p> <p>PC33. provide feedback and solutions to junior weavers when they are faced with weaving related problems</p> <p>PC34. identify errors in weaving and suggest remedial measures where possible</p>
Check and ensure that the dimensions and design of the carpet is as per the design	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC35. check and ensure that the dimensions and design of the carpet weaving is as per the design</p> <p>PC36. perform corrections in case of errors that can be rectified without redoing the weaving</p> <p>PC37. unravel and redo weaving in case error can be rectified by redoing the last few rows of weaving</p> <p>PC38. inform senior or supervisor in case of error that cannot be rectified at own level</p>
Remove the woven carpet material from the warp structure and hand over to relevant people	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC39. cut and remove the woven carpet material from the warp frame without damaging or dirtying it</p> <p>PC40. roll, pack and dispatch to the relevant authority as mentioned in the order description along with remaining raw material</p> <p>PC41. secure the weaving equipment to keep it safe, dry and dirt free</p> <p>PC42. keep the work area tidy and clutter free</p>



HCS/N5710 Perform advanced knotted carpet weaving as per a range of designs

Knowledge and Understanding (K)

A. Organizational Context
(Knowledge of the company / organization and its processes)

- The user/individual on the job needs to know and understand:
- KA1. relevant legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions
 - KA2. relevant health and safety requirements applicable in the work place
 - KA3. own job role and responsibilities and sources for information pertaining to employment terms, entitlements, job role and responsibilities
 - KA4. reporting structure, inter-dependent functions, lines and procedures in the work area
 - KA5. who to approach for support in order to obtain work related instructions, clarifications and support
 - KA6. importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business
 - KA7. relevant people and their responsibilities within the work area
 - KA8. escalation matrix and procedures for reporting work and employment related issues
 - KA9. documentation and related procedures applicable in the context of employment and work

B. Technical Knowledge

- The user/individual on the job needs to know and understand:
- KB1. various types of materials used in knotted carpet weaving and their handling process
 - KB2. various tools used in knotted carpet weaving and their functions
 - KB3. care procedures for routine maintenance or for troubleshooting
 - KB4. valid sources of receiving the design order, e.g. employer(with valid appointment letter or service agreement), contractor(with valid contract), client(with signed job order and advance payment as agreed), etc
 - KB5. various features in the design map
 - KB6. how to use a design map
 - KB7. design map information available in the
 - KB8. terminology used in the design map
 - KB9. importance of checking the map and cross checking raw material before starting work
 - KB10. what to check in the design map
 - KB11. what is warp and its function
 - KB12. how to determine the number of rows of warp threads with the help of the carpet dimensions and strings per inch mentioned in the order design
 - KB13. importance of each of the checks performed before starting and the consequences if the check is not performed
 - KB14. various types of carpet weaving and knotting techniques,
 - KB15. various knotting techniques and their characteristics
 - KB16. various design types and related terminologies
 - KB17. importance of referring to the design while knotting
 - KB18. how to weave a weft thread
 - KB19. how to make an interlocking
 - KB20. how to use the wooden comb tool to knocking the woven section tightly together
 - KB21. precautions to be taking while weaving
 - KB22. benefits of joint weaving,
 - KB23. when is joint weaving possible



HCS/N5710 Perform advanced knotted carpet weaving as per a range of designs

	<p>KB24. how to convert a design into verbal instructions that can be recited</p> <p>KB25. how to reciting the design (Boli bolna, Taalim padhna or its equivalent)</p> <p>KB26. terminology used while reciting the design</p> <p>KB27. care to be taking while joint weaving</p> <p>KB28. what to check (intermittently and in the end of the weaving)</p> <p>KB29. types of common weaving errors and what can be done to minimize them or resolve them</p> <p>KB30. importance of checking dimensions intermittently and in the end of the weaving</p> <p>KB31. how to check the dimensions and design of the woven carpet material</p> <p>KB32. precautions to be taken while checking</p> <p>KB33. how to removing the woven material from the warp</p> <p>KB34. importance of securing the equipment and keeping the work area tidy and clutter free</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. fill logs, forms and formats in local, Hindi or English language for recording production figures, quality related information, tool and material care and maintenance related information, etc.</p> <p>SA2. take notes in any language of instructions received from supervisor</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. read to differentiate the various types of yarn and their colour codes</p> <p>SA4. read the terminology provided in the design document in local, Hindi or English language</p> <p>SA5. read and correctly interpret simple instructions from supervisor provided in local, Hindi or English language</p> <p>SA6. read and correctly interpret own notes written in any language</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. inform supervisor or team members of discrepancies; non-standard output; design document or tools and material related issues; or any problems in any language understood locally</p> <p>SA8. take instructions completely so that no instruction is missed or misunderstood</p> <p>SA9. seek clarification and understanding where instructions are not clear in any language understood locally</p> <p>SA10. use common knotted carpet related terms and jargons where required</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. use the quality parameters to take decisions on whether to redo or rectify errors during weaving</p>



HCS/N5710 Perform advanced knotted carpet weaving as per a range of designs

	SB2. when faced with difficult decisions seek clarification from the supervisor and understand the parameters used by the supervisor to arrive at the decision
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. plan and organize own work in a way that all activities are completed in time and as per specifications
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. interpret contractor or client's work requirements and other weaving related specifications correctly SB5. provide contractor or client with all relevant weaving information including delivery timelines, work requirements, feasibility and available support SB6. deliver quality output and maintain long term business relationship with contractors or clients
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. determine timely correction of errors to overcome redoing of work
	Analytical Thinking
	NA
	Critical Thinking
	NA



NOS

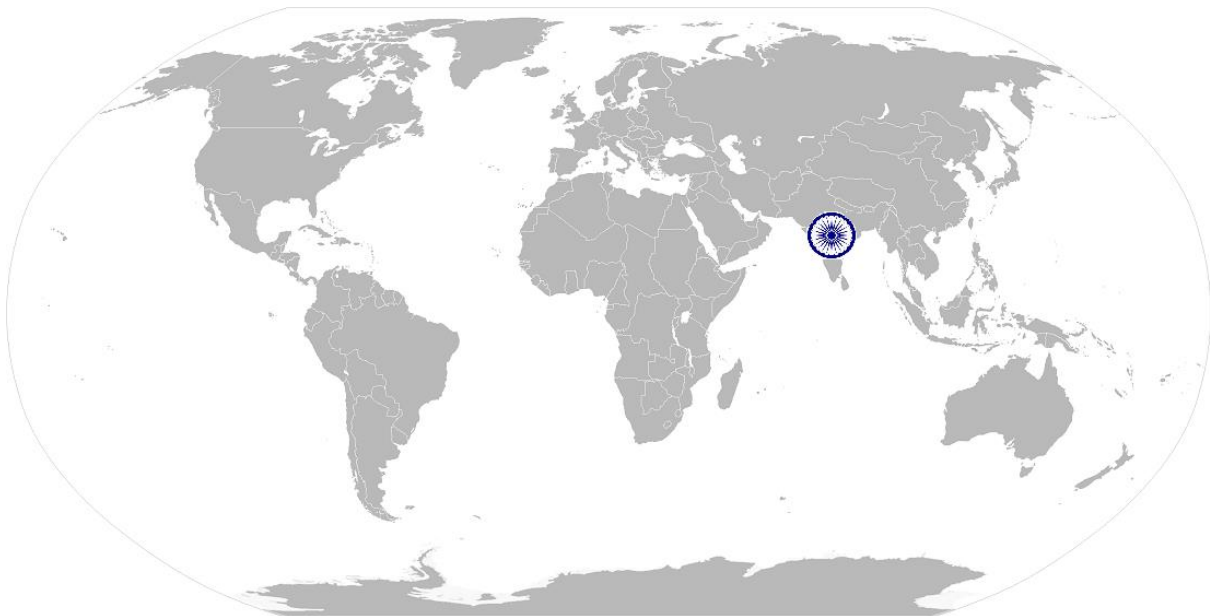
National Occupational Standards



HCS/N5710 Perform advanced knotted carpet weaving as per a range of designs

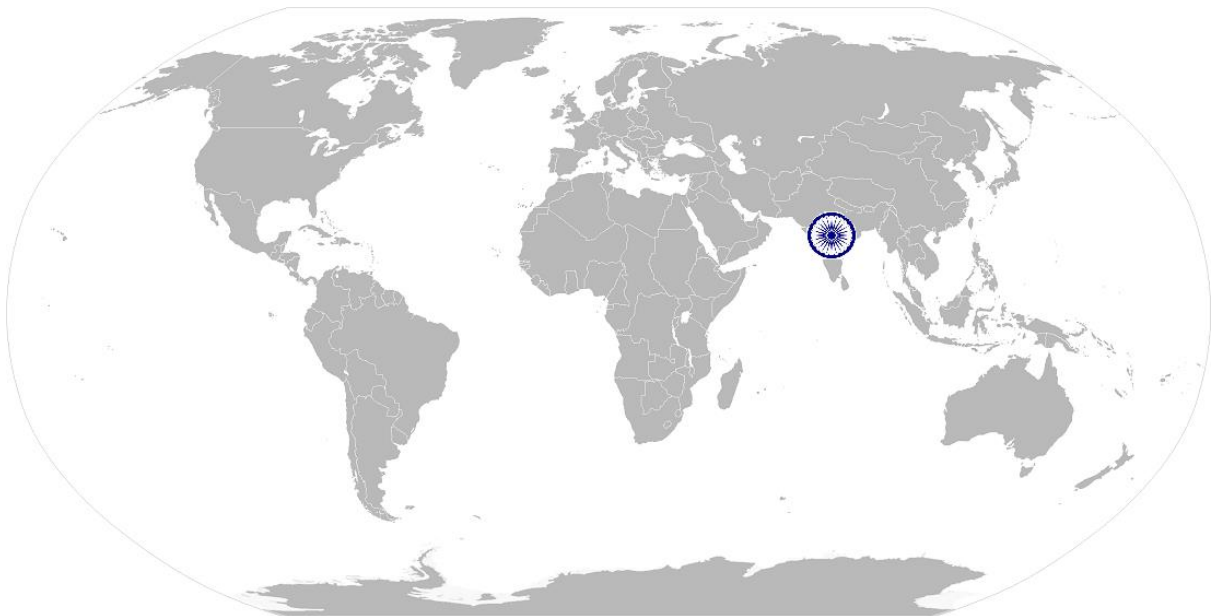
NOS Version Control

NOS Code	HCS/N5710		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	03/08/16
Industry Sub-sector	Carpet	Last reviewed on	03/08/16
Occupation	Weaving	Next review date	03/08/18





National Occupational Standard



Overview

This unit is about receiving, tracking and handling payments received for contractual or freelance work.



HCS/N9907 Receive, track and handle payments as per work done

National Occupational Standard	Unit Code	HCS/N9907
	Unit Title (Task)	Receive, track and handle payments as per work done
	Description	<p>This OS unit covers competencies required by a worker working on a contractual or freelance basis to receive, track and handle payments as per the work done. It also gives inputs on how payments are calculated so that they understand the basis of payments and deductions.</p> <p>This is relevant for people with low levels of numeracy and literacy.</p>
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Receive, track and handle payments as per work done
	Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria	
Receive, track and handle payments as per work done	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. cross check if the correct amount has been received as per the work agreement and/or agreed basis of payment</p> <p>PC2. keep track of expenses and payments</p> <p>PC3. follow up for non-receipt of payment with the appropriate authorities</p> <p>PC4. open a bank account and perform basic operations</p> <p>Basic operations: withdrawing of money from ATM or by cheque, checking account balance from ATM or branch, tracking transactions in a bank statement, depositing cash or cheque in a bank</p>	
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant legislation, standards, policies, and procedures followed in the company</p> <p>KA2. relevant health and safety requirements applicable in the work place</p> <p>KA3. own job role and responsibilities and sources for information pertaining to employment terms, entitlements, job role and responsibilities</p> <p>KA4. reporting structure, inter-dependent functions, lines and procedures in the work area</p> <p>KA5. who to approach for support in order to obtain work related instructions, clarifications and support</p> <p>KA6. importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business</p> <p>KA7. relevant people and their responsibilities within the work area</p> <p>KA8. escalation matrix and procedures for reporting work and employment related issues</p> <p>KA9. documentation and related procedures applicable in the context of employment and work</p>	



HCS/N9907 Receive, track and handle payments as per work done

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. basis of payment for carpet making KB2. modes of receiving payment KB3. importance of keeping track of expenses and payments KB4. how to handle non-receipt of payment KB5. handling a bank account KB6. importance of saving for the future KB7. various options for micro savings KB8. what is Provident Fund, basis of PF deductions and how to claim PF amount
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA1. fill bank and PF related forms, write a cheque in regional language, Hindi or English SA2. maintain a record of expenses and payments in any language SA3. take notes in any language of instructions received regarding payments <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA4. read dates and amounts transacted in the transaction statement in English SA5. read instructions in the ATM in Hindi or English <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA6. Explain own requirements, ask for clarifications and state observations to employer, contractor, bank authorities, etc. in local, Hindi or English language
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB1. use the quality parameters to take decisions to reject a packed piece or not SB2. when faced with difficult decisions seek clarification from the supervisor and understand the parameters used by the supervisor to arrive at the decision <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB3. plan and organize own work in a way that all activities are completed in time and as per specifications <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB4. interpret contractor or client's work requirements and manage financial dealings efficiently SB5. provide contractor or client with all relevant weaving information including delivery timelines, work requirements, feasibility and available support SB6. deliver quality output and maintain long term business relationship with contractors or clients <p>Problem Solving</p>



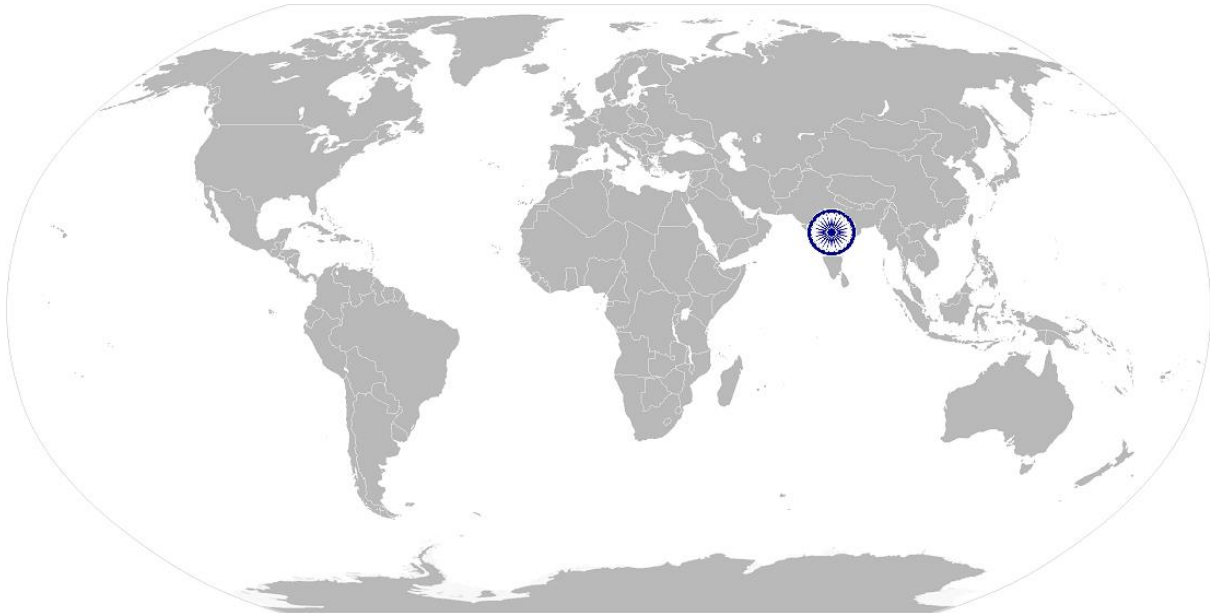
NOS

National Occupational Standards



HCS/N9907 Receive, track and handle payments as per work done

	The user/individual on the job needs to know and understand how to: SB7. determine timely correction of errors to overcome redoing of work
	Analytical Thinking
	NA
	Critical Thinking
	NA





NOS

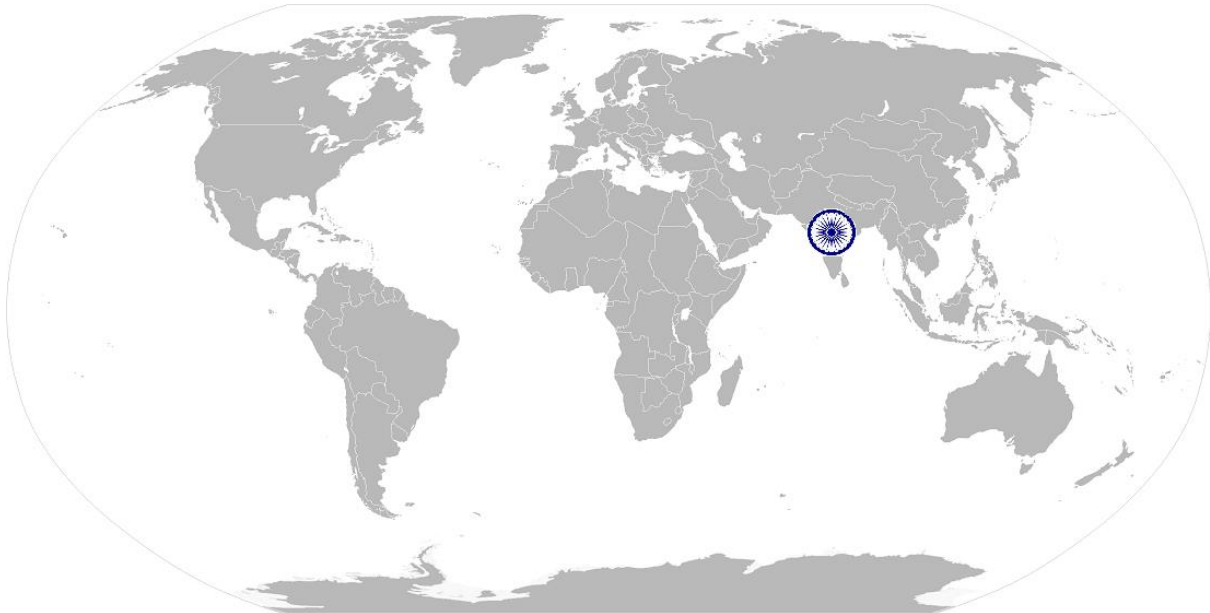
National Occupational Standards



HCS/N9907 Receive, track and handle payments as per work done

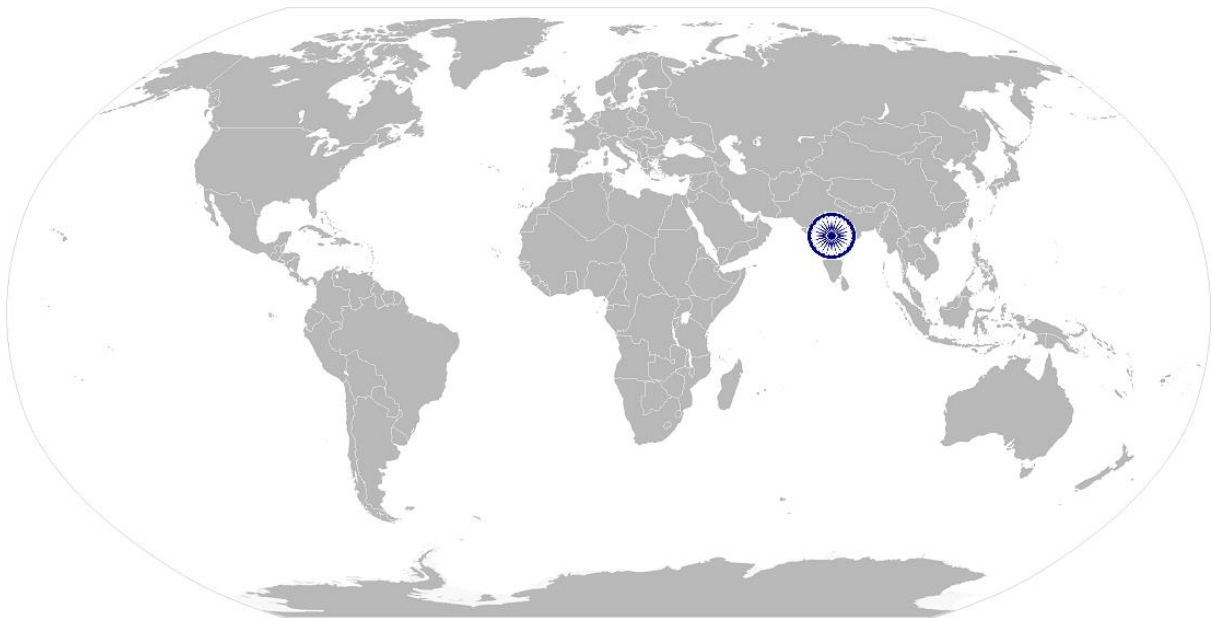
NOS Version Control

NOS Code	HCS/N9907		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	03/08/16
Industry Sub-sector	Carpet	Last reviewed on	03/08/16
Occupation	Weaving	Next review date	03/08/18





National Occupational Standard



Overview

This unit covers health, safety and security while weaving carpets manually. This includes procedures and practices that candidates need to follow to help maintain a healthy, safe and secure work environment.



HCS/N9908 Use basic health and safety practices while weaving carpets

National Occupational Standard	Unit Code	HCS/N9908
	Unit Title (Task)	Use basic health and safety practices while weaving carpets
	Description	This OS unit is about knowledge and practices relating to health, safety and security that candidates need to use while weaving carpets manually. It covers responsibilities towards self, others, assets and the environment. It includes understanding of risks and hazards in the workplace, along with common techniques to minimize risk, deal with accidents, emergencies, etc.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Health and safety • Fire safety • Emergencies, rescue and first-aid procedures
Performance Criteria(PC) w.r.t. the Scope		
Element	Performance Criteria	
Health and safety	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. use protective clothing/equipment for specific tasks and work conditions Protective clothing: face masks; clothing appropriate to the weather, adequate footwear Equipment: lifting assistance</p> <p>PC2. state the name and location of people responsible for health and safety in the workplace</p> <p>PC3. identify job-site hazardous work and state possible causes of risk or accident in the workplace Hazards: sharp edged tools; poorly designed tools, hazardous surfaces(sharp, slippery, uneven, chipped, broken, etc.); physical hazards(wrong postures, flying particles of fabric/yarn, repetitive movements, and stressful working conditions including insufficient rest periods, inadequate lighting/ventilation and poor temperature control, manual handling, sharp equipment, sharp and piercing objects, excessive noise, confined spaces, over stacked shelves and packages, etc.); electrical hazards (power supply and points, loose and naked cables and wires, equipment malfunctions, etc.) Possible causes of risk and accident: physical actions; listening to and giving instructions while working; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness)</p> <p>PC4. carry out safe working practices while dealing with hazards to ensure the safety of self and others Safe working practices: using protective clothing and equipment; putting up and reading safety signs; handle tools in the correct manner and store and maintain them properly; while working with</p>	



HCS/N9908 Use basic health and safety practices while weaving carpets

	<p>electricity take all electrical precautions like insulated clothing, adequate equipment insulation, use of control equipment, dry work area, switch off the power supply when not required, etc.; safe lifting and carrying practices; use equipment that is working properly and is well maintained; take due measures for safety while working in confined places, awkward seating, etc. ensure good ventilation, lighting, etc.</p> <p>PC5. state methods of accident prevention in the work environment of the job role Methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors</p> <p>PC6. state location of general health and safety equipment in the workplace General health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations(e.g. fire exits, exhaust fans)</p> <p>PC7. apply good housekeeping practices at all times Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, pest control</p> <p>PC8. identify common hazard signs displayed in various areas Various areas: on chemical containers; equipment; packages; inside buildings; in open areas and public spaces, etc.</p>
Fire safety	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC9. use the various appropriate fire extinguishers on different types of fires correctly Types of fires: Class A: eg. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: eg. electrical equipment such as appliances, wiring, breaker panels, etc. (These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents)</p> <p>PC10. demonstrate rescue techniques applied during fire hazard PC11. demonstrate good housekeeping in order to prevent fire hazards PC12. demonstrate the correct use of a fire extinguisher</p>
Emergencies, rescue and first-aid procedures	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC13. demonstrate how to free a person from electrocution PC14. administer appropriate first aid to victims where required e.g. in case of bleeding, burns, choking, electric shock, poisoning, etc. PC15. demonstrate basic techniques of bandaging PC16. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments</p>



HCS/N9908 Use basic health and safety practices while weaving carpets

	<p>PC17. perform and organize loss minimization or rescue activity during an accident in real or simulated environments</p> <p>PC18. administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases</p> <p>PC19. demonstrate the artificial respiration and the CPR Process</p> <p>PC20. participate in emergency procedures Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work</p> <p>PC21. complete a written accident/incident report or dictate a report to another person, and send report to person responsible Incident Report includes details of: name, date/time of incident, date/time of report, location, environment conditions, persons involved, sequence of events, injuries sustained, damage sustained, actions taken, witnesses, supervisor/manager notified</p> <p>PC22. demonstrate correct method to move injured people and others during an emergency</p>
Knowledge and Understanding (K)	
<p>A. 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. names (and job titles if applicable), and where to find, all the people responsible for health and safety in a workplace</p> <p>KA2. names and location of documents that refer to health and safety in the workplace</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. meaning of “hazards” and “risks”</p> <p>KB2. health and safety hazards commonly present in the work environment and related precautions</p> <p>KB3. possible causes of risk, hazard or accident in the workplace and why risk and/or accidents are possible</p> <p>KB4. possible causes of risk and accident</p> <p>KB5. methods of accident prevention</p> <p>KB6. safe working practices when working with tools and equipment</p> <p>KB7. safe working practices while working at various hazardous sites</p> <p>KB8. where to find all the general health and safety equipment in the workplace</p> <p>KB9. various dangers associated with the use of electrical equipment</p> <p>KB10. preventative and remedial actions to be taken in the case of exposure to toxic materials Exposure: ingested, contact with skin, inhaled Preventative action: ventilation, masks, protective clothing/equipment); Remedial action: immediate first aid, report to supervisor Toxic materials: colour, paint, cleaning agents, etc.</p> <p>KB11. importance of using protective clothing/equipment while working</p>



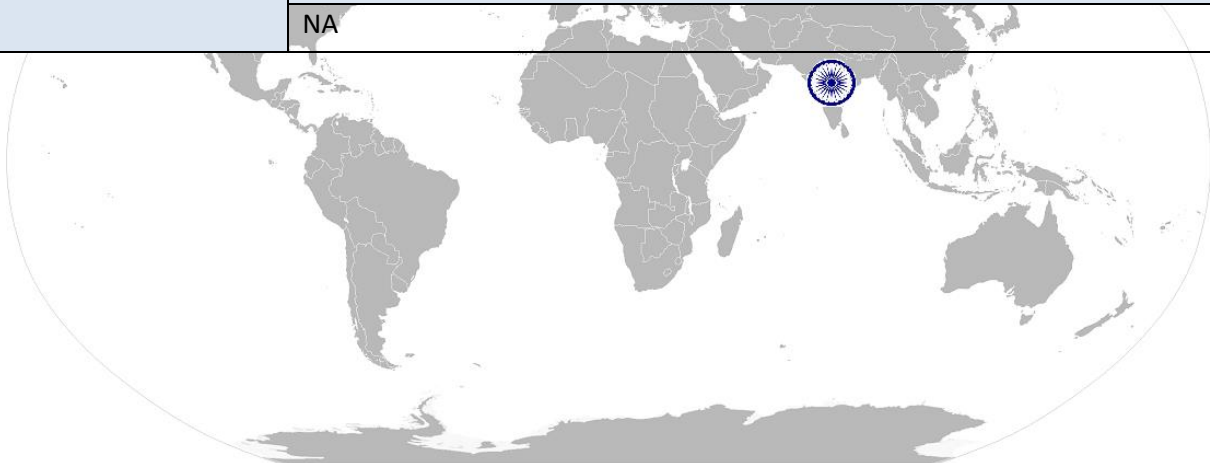
HCS/N9908 Use basic health and safety practices while weaving carpets

	<p>KB12. adherence to environmental management policies</p> <p>KB13. precautionary activities to prevent the fire accident</p> <p>KB14. various causes of fire Causes of fires: heating of metal; spontaneous ignition; sparking; electrical heating; loose fires (smoking, welding, etc.); chemical fires; etc.</p> <p>KB15. techniques of using the different fire extinguishers</p> <p>KB16. different methods of extinguishing fire</p> <p>KB17. different materials used for extinguishing fire Materials: sand, water, foam, CO2, dry powder</p> <p>KB18. rescue techniques applied during a fire hazard</p> <p>KB19. various types of safety signs and what they mean</p> <p>KB20. appropriate basic first aid treatment relevant to the condition eg. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries, etc.</p> <p>KB21. content of written accident report</p> <p>KB22. potential injuries and ill health associated with incorrect manual handling</p> <p>KB23. safe lifting and carrying practices</p> <p>KB24. personal safety, health and dignity issues relating to the movement of a person by others</p> <p>KB25. potential impact to a person who is moved incorrectly</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write an accident/incident report in local language or English
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read and comprehend basic content to read labels, charts, signages SA3. read an accident/incident report in local language or English
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand how to: SA4. question coworkers appropriately in order to clarify instructions and other issues SA5. give clear instructions to coworkers, subordinates and others	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make appropriate decisions pertaining to the concerned area of work with respect to intended work objective, span of authority, responsibility, laid down procedure and guidelines
	Plan and Organize
The user/individual on the job needs to know and understand how to: SB2. plan and organize their own work schedule, work area, tools, equipment and materials to maintain decorum and for improved productivity	



HCS/N9908 Use basic health and safety practices while weaving carpets

	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB4. identify immediate or temporary solutions to resolve delays SB5. identify sources of support that can be availed of for problem solving for various kind of problems SB6. seek appropriate assistance from other sources to resolve problems SB7. report problems that you cannot resolve to appropriate authority
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB8. identify cause and effect relations in their area of work SB9. use cause and effect relations to anticipate potential problems and their solution
	Critical Thinking
NA	

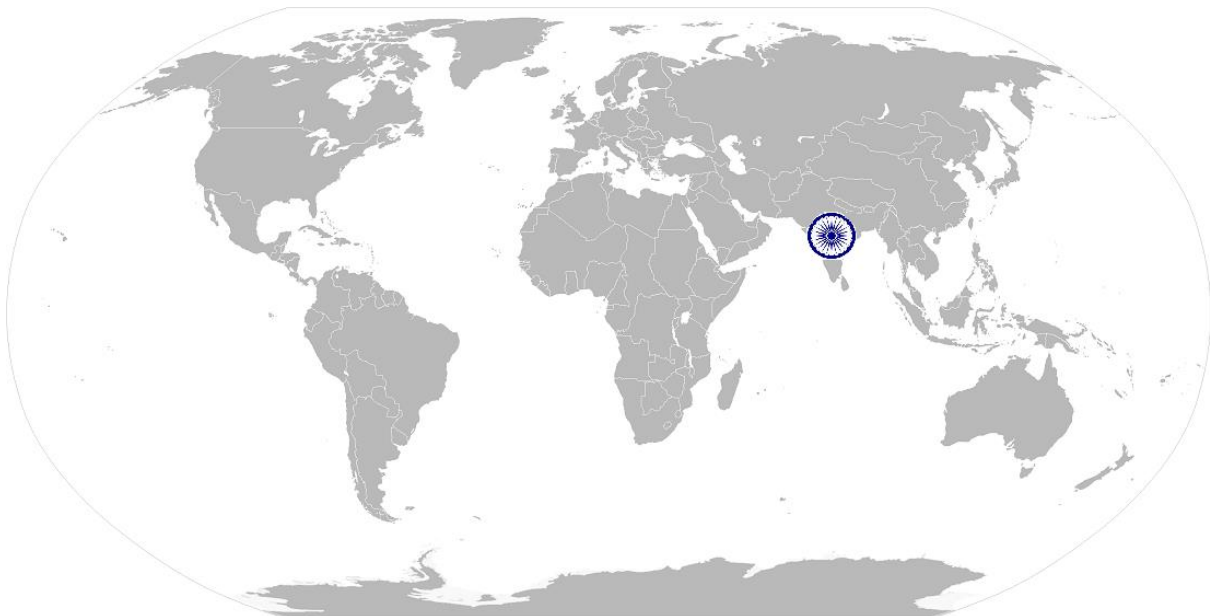




HCS/N9908 Use basic health and safety practices while weaving carpets

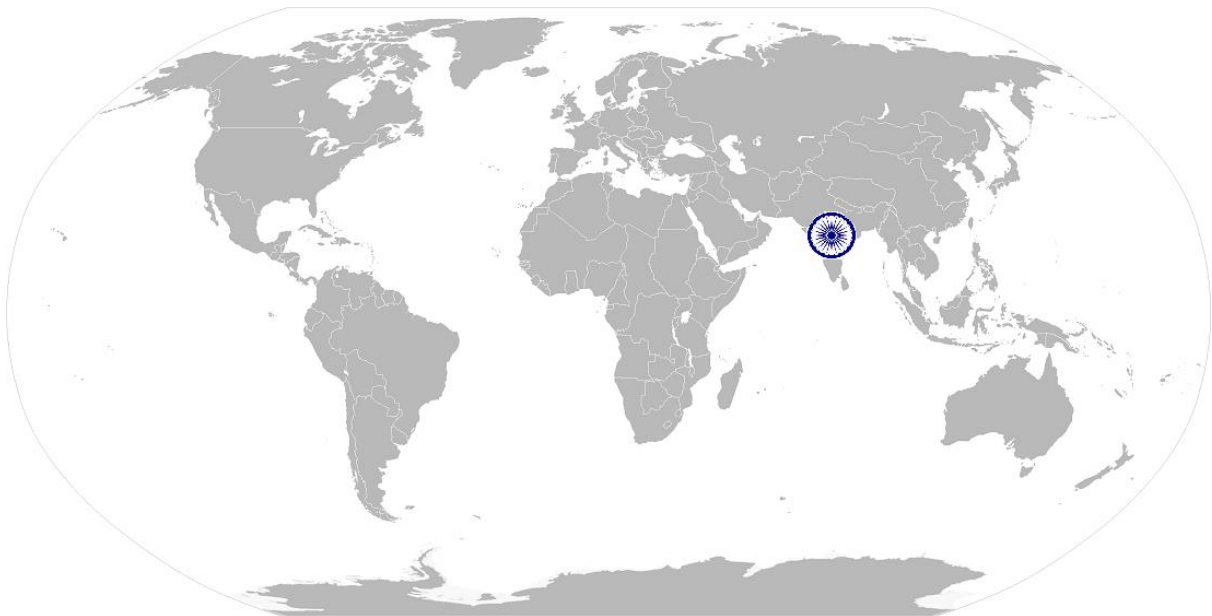
NOS Version Control

NOS Code	HCS/N9908		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	03/08/16
Industry Sub-sector	Carpet	Last reviewed on	03/08/16
Occupation	All Occupations	Next review date	03/08/18





National Occupational Standard



Overview

This unit covers basic practices that improve effectiveness of working with others in an organizational set-up.



CSC/N1336

Work effectively with others

National Occupational Standard	Unit Code	CSC/N1336
	Unit Title (Task)	Work effectively with others
	Description	This unit covers basic etiquette and competencies that a candidate is required to possess and demonstrate in their behavior and interactions with others at the workplace. These cover areas such as communication etiquette, discipline, listening, handling conflict and grievances.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Working with others
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Working with others	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required</p> <p>PC2. accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt</p> <p>PC3. give information to others clearly, at a pace and in a manner that helps them to understand</p> <p>PC4. display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible</p> <p>PC5. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks</p> <p>PC6. display appropriate communication etiquette while working</p> <p>Communication etiquette: do not use abusive language; use appropriate titles and terms of respect; do not eat or chew while talking (vice versa) etc.</p> <p>PC7. display active listening skills while interacting with others at work</p> <p>PC8. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism</p> <p>PC9. demonstrate responsible and disciplined behaviors at the workplace</p> <p>Disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.</p> <p>PC10. escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions</p> <p>KA2. reporting structure, inter-dependent functions, lines and procedures in the work area</p> <p>KA3. relevant people and their responsibilities within the work area</p> <p>KA4. escalation matrix and procedures for reporting work and employment related issues</p>



CSC/N1336

Work effectively with others

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. various categories of people that one is required to communicate and co-ordinate with in the organization</p> <p>KB2. importance of effective communication in the workplace</p> <p>KB3. importance of teamwork in organizational and individual success</p> <p>KB4. various components of effective communication</p> <p>KB5. key elements of active listening</p> <p>KB6. value and importance of active listening and assertive communication</p> <p>KB7. barriers to effective communication</p> <p>KB8. importance of tone and pitch in effective communication</p> <p>KB9. importance of avoiding casual expletives and unpleasant terms while communicating professional circles</p> <p>KB10. how poor communication practices can disturb people, environment and cause problems for the employee, the employer and the customer</p> <p>KB11. importance of ethics for professional success</p> <p>KB12. importance of discipline for professional success</p> <p>KB13. what constitutes disciplined behavior for a working professional</p> <p>KB14. common reasons for interpersonal conflict</p> <p>KB15. importance of developing effective working relationships for professional success</p> <p>KB16. expressing and addressing grievances appropriately and effectively</p> <p>KB17. importance and ways of managing interpersonal conflict effectively</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>NA</p> <p>Reading Skills</p> <p>NA</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>NA</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>NA</p> <p>Plan and Organize</p> <p>NA</p> <p>Customer Centricity</p> <p>NA</p> <p>Problem Solving</p> <p>NA</p> <p>Analytical Thinking</p> <p>NA</p> <p>Critical Thinking</p> <p>NA</p>



CSC/N1336

Work effectively with others

NOS Version Control

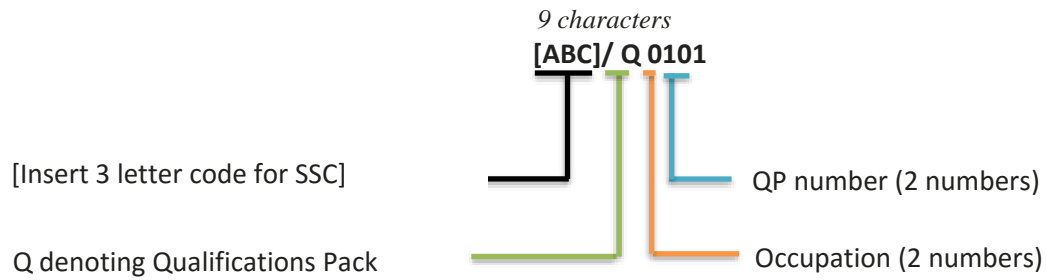
NOS Code	CSC/N1336		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	03/08/16
Industry Sub-sector	Ceramics Fashion Jewellery Stoneware Glassware Metalware crafts Leather crafts Paper Mache Carpets & rugs Horn bone & shell craft Wood ware, dolls & toys Hand printed, Embroidered / knitted & crocheted textiles Agarbatti Paper crafts NER crafts Miscellaneous crafts Generic Occupation	Last reviewed on	03/08/16
Occupation	All Occupations	Next review date	03/08/18



Annexure

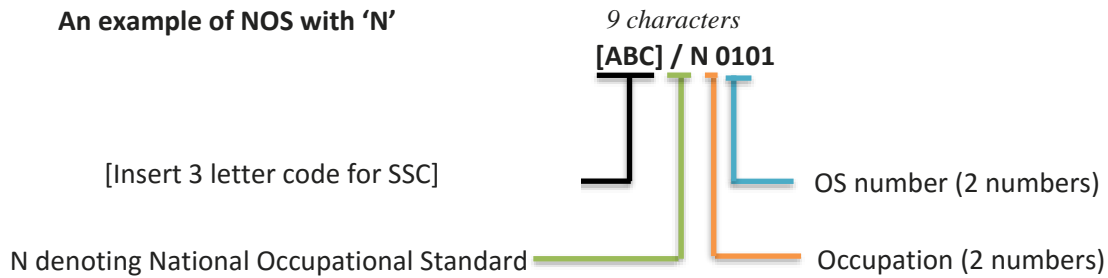
Nomenclature for QP and NOS

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	Handicrafts	HCS
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Carpet Weaver- Knotted

Qualification Pack: HCS/Q5704

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 Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
5. To pass the Qualification Pack , every trainee should score a minimum of 70% in every NOS.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
HCS/N5708 Install loom for knotted carpet weaving	PC1. use adequate footwear to save from stepping on sharp objects	100	4	0	4
	PC2. state the name and location of people responsible for health and safety in the workplace		4	0	4
	PC3. identify job-site hazardous work and state possible causes of risk or accident in the workplace		5	1	4
	PC4. carry out safe working practices while dealing with hazards to ensure the safety of self and others		7	2	5
	PC5. identify various tools and materials used in installing a loom for knotted carpet weaving		4	0	4
	PC6. prepare the tools appropriately for usage		3	0	3
	PC7. identify any damage or malfunctioning of the tools		5	1	4
	PC8. use appropriate care procedures for routine maintenance or for troubleshooting		6	2	4
	PC9. receive the packaged loom from a valid source along with picture guide for installation		4	0	4



	PC10. extract key information from the picture guide for installation of the loom		4	1	3
	PC11. cross check that all the parts as mentioned in the guide have been received		7	2	5
	PC12. check that all the parts are intact and not damaged in any way		3	0	3
	PC13. communicate to the contact person as per the contact person details mentioned in the order description in case there is a discrepancy		4	1	3
	PC14. assemble the parts of the loom as per instructions provided in the picture guide		6	2	4
	PC15. setup the loom and fix it securely as per instructions		6	2	4
	PC16. fix the interlocking mechanism correctly		7	2	5
	PC17. check alignment using plumb and level		6	2	4
	PC18. make a few inches of warp and fix the warp structure correctly on the loom		6	2	4
	PC19. perform a sample weft and interlocking weaving and adjust the parts to ensure that there are no problems in weaving		6	2	4
	PC20. handle problems with respect to loom installation or alignment during weaving		4	0	4
		Total	100	22	78
HCS/N5709 Prepare warp structure for knotted carpet weaving and fix into the loom	PC1. use protective mask for protection from inhaling cotton and wool dust and adequate footwear to save from stepping on sharp objects,	100	5	1	4
	PC2. state the name and location of people responsible for health and safety in the workplace		4	1	3
	PC3. identify job-site hazardous work and state possible causes of risk or accident in the workplace		4	1	3
	PC4. carry out safe working practices while dealing with hazards to ensure the safety of self and others		5	1	4
	PC5. identify various tools and materials used in carpet weaving		2	0	2
	PC6. prepare the tools appropriately for usage		2	0	2
	PC7. identify any damage or malfunctioning of the tools		3	1	2



PC8. use appropriate care procedures for routine maintenance or for troubleshooting	4	1	3
PC9. receive order pack containing processed and dyed raw material, design and description of the work from a valid source	3	0	3
PC10. extract key information from the design graph and order description	3	0	3
PC11. read and interpret the terminology used on the design map in local language or English	3	1	2
PC12. read and extract key information in order description in local language and English	3	1	2
PC13. check the map for any inconsistency or missing information	4	1	3
PC14. cross check the raw material given with the description given in the order pack and coding given in the design map	4	1	3
PC15. communicate to the contact person as per the contact person details mentioned in the order description in case there is a discrepancy or doubt in the map or raw material received	3	0	3
PC16. spool the warp yarn neatly into easily unwindable spools	2	0	2
PC17. select the warp yarn as per the requirement of the order	3	1	2
PC18. determine the yardage of yarn required from the dimension details and threads per inch mentioned in the order design and check availability	4	1	3
PC19. mark the start and end point on the loom structure as per the dimensions of the carpet to be woven leaving an allowance of	5	2	3
PC20. wind the warp yarn on the warp frame for a standing loom as per strings per inch indicated in the design document	3	1	2
PC21. count no of warp strings and ensure accuracy as per requirement calculated from order design intermittently and in the end	5	2	3
PC22. check and ensure that the dimensions of the warp are as per the design	3	1	2



	PC23. perform corrections in case of errors that can be rectified without redoing the warp structure		3	0	3
	PC24. unravel and redo warp in case error can be rectified by redoing the warp structure		3	0	3
	PC25. inform senior or supervisor in case of error that cannot be rectified at own level		4	1	3
	PC26. fix the warp structure on the loom safely and securely		4	1	3
	PC27. check vertical alignment using a plumb and adjust accordingly		3	1	2
	PC28. check horizontal alignment using a chalk and thread and adjust accordingly		3	1	2
	PC29. insert 2 weft yarns as a precautionary measure before starting the weaving part		3	1	2
		Total	100	23	77
HCS/N5710 Perform advanced knotted carpet weaving as per a range of designs	PC1. use protective mask for protection from inhaling cotton and wool dust and adequate footwear to save from stepping on sharp objects,	100	4	1	3
	PC2. state the name and location of people responsible for health and safety in the workplace		3	1	2
	PC3. identify job-site hazardous work and state possible causes of risk or accident in the workplace		3	1	2
	PC4. carry out safe working practices while dealing with hazards to ensure the safety of self and others		4	1	3
	PC5. identify various tools and materials used in carpet weaving		2	0	2
	PC6. prepare the tools appropriately for usage		2	0	2
	PC7. identify any damage or malfunctioning of the tools		2	0	2
	PC8. use appropriate care procedures for routine maintenance or for simple troubleshooting		3	1	2
	PC9. receive order pack containing processed and dyed raw material, design and description of the work from a valid source		2	0	2
	PC10. extract key information from the design graph and order description		3	1	2



PC11. read and interpret the terminology used on the design map in local language or English	2	1	1
PC12. read and extract key information in order description in local language and English	2	1	1
PC13. check the map for any inconsistency or missing information	2	1	1
PC14. cross check the raw material given with the description given in the order pack and coding given in the design map	2	1	1
PC15. communicate to the contact person as per the contact person details mentioned in the order description in case there is a discrepancy or doubt in the map or raw material received	2	0	2
PC16. perform checks on all equipment before starting the weaving	3	1	2
PC17. rectify problems that are within own's control and seek help if unable to resolve the problem	3	1	2
PC18. wind the yarn into spools or rolls that can easily unwind	1	0	1
PC19. set the yarn spools or rolls on the spool rack attached to the warp structure in the form of a beam or rope to keep them from getting tangled or stuck	3	1	2
PC20. sit comfortably on the bench and position self in such a way that the weaving can be done without straining oneself	3	1	2
PC21. tie knots using various knotting techniques on the warp threads with the correct yarn and in the correct sequence as per a range of designs	4	2	2
PC22. insert thicker yarn as a weft (thera) horizontally over each row of knots	2	1	1
PC23. use the interlocking beam that causes the front and back threads of the warp structure to get interchanged after every weft	2	0	2
PC24. knock the three rows together (row of knots, weft and interlocking) with the help of a wooden comb tool (panja) to set them tightly	2	0	2



PC25. weave uptill 16x16 knots per square inch with a minimum tolerance level of 1 knot per 50 square inches	3	1	2
PC26. perform knotted weaving using cotton, wool or silk yarn	2	0	2
PC27. join threads neatly and tightly when broken	2	0	2
PC28. roll the woven area downwards after around 1 feet of weaving in order to keep the last woven row at accessible height	2	1	1
PC29. weave weft and interlocking rows at the beginning and end of the weaving as required by the design	2	1	1
PC30. weave simultaneously with other weavers on the same warp and design by dividing up the design	2	0	2
PC31. convert design into verbal instructions that can be recited (chalta-front, bachcha-back, dhal-up, the colour code or as per an equivalent of the taalim)	3	1	2
PC32. recite the design verbally when working simultaneously on a repetitive pattern	3	1	2
PC33. provide feedback and solutions to junior weavers when they are faced with weaving related problems	2	0	2
PC34. identify errors in weaving and suggest remedial measures where possible	3	1	2
PC35. check and ensure that the dimensions and design of the carpet weaving is as per the design	3	1	2
PC36. perform corrections in case of errors that can be rectified without redoing the weaving	3	1	2
PC37. unravel and redo weaving in case error can be rectified by redoing the last few rows of weaving	2	0	2
PC38. inform senior or supervisor in case of error that cannot be rectified at own level	2	0	2
PC39. cut and remove the woven carpet material from the warp frame without damaging or dirtying it	1	0	1



	PC40. Roll, pack and dispatch to the relevant authority as mentioned in the order description along with remaining raw material		2	1	1
	PC41. secure the weaving equipment to keep it safe, dry and dirt free		1	0	1
	PC42. keep the work area tidy and clutter free		1	0	1
		Total	100	26	74
HCS/N9907 Receive, track and handle payments as per work done	PC1. cross check if the correct amount has been received as per the work agreement and/or agreed basis of payment	100	25	5	20
	PC2. keep track of expenses and payments		25	5	20
	PC3. follow up for non-receipt of payment with the appropriate authorities		20	5	15
	PC4. open a bank account and perform basic operations		30	10	20
		Total	100	25	75
HSC/N9908 Use basic health and safety practices while weaving carpets	PC1. use protective clothing/equipment for specific tasks and work conditions	100	4	1	3
	PC2. state the name and location of people responsible for health and safety in the workplace		5	2	3
	PC3. identify job-site hazardous work and state possible causes of risk or accident in the workplace		5	2	3
	PC4. carry out safe working practices while dealing with hazards to ensure the safety of self and others		5	2	3
	PC5. state methods of accident prevention in the work environment of the job role		5	1	4
	PC6. state location of general health and safety equipment in the workplace		4	0	4
	PC7. apply good housekeeping practices at all times		5	0	5
	PC8. identify common hazard signs displayed in various areas		4	1	3
	PC9. use the various appropriate fire extinguishers on different types of fires correctly		5	1	4
	PC10. demonstrate rescue techniques applied during fire hazard		5	2	3
	PC11. demonstrate good housekeeping in order to prevent fire hazards		4	1	3



	PC12. demonstrate the correct use of a fire extinguisher		5	1	4
	PC13. demonstrate how to free a person from electrocution		4	1	3
	PC14. administer appropriate first aid to victims where required e.g. in case of bleeding, burns, choking, electric shock, poisoning, etc.		5	1	4
	PC15. demonstrate basic techniques of bandaging		4	1	3
	PC16. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments		4	0	4
	PC17. perform and organize loss minimization or rescue activity during an accident in real or simulated environments		4	0	4
	PC18. administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases		4	1	3
	PC19. demonstrate the artificial respiration and the CPR Process		5	1	4
	PC20. participate in emergency procedures		4	1	3
	PC21. complete a written accident/incident report or dictate a report to another person, and send report to person responsible		6	2	4
	PC22. demonstrate correct method to move injured people and others during an emergency		4	1	3
		Total	100	23	77
CSC/N1336 Work effectively with others	PC1. accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required	100	10	3	7
	PC2. accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt		10	3	7
	PC3. give information to others clearly, at a pace and in a manner that helps them to understand		10	3	7
	PC4. display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible		10	3	7



PC5. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks	10	3	7
PC6. display appropriate communication etiquette while working	10	3	7
PC7. display active listening skills while interacting with others at work	10	3	7
PC8. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism	10	3	7
PC9. demonstrate responsible and disciplined behaviors at the workplace	10	3	7
PC10. escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict	10	3	7
Total	100	30	70