



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET

What are Occupational Standards(OS)?

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

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Introduction

Qualifications Pack- Clipper and Embosser (Carpets)

SECTOR: Handicrafts and Carpet

SUB-SECTOR: Carpet

OCCUPATION: Finishing

REFERENCE ID: HCS/Q5404

ALIGNED TO: NCO-2004/7432.60-.61

Clipping and Embossing: The manufacturing process in which carpet is drawn under cutting blades, in order to produce a smooth face on the fabric.

Brief Job Description The clipper and embosser is responsible for clipping and cutting the loops in order to create an engraved appearance of the design

Personal Attributes: The job requires an individual to have good eyesight, attention to detail, strength with high concentration and good control of hand-eye coordination



Job Details	Qualifications Pack Code	HCS/Q5404		
	Job Role	Clipper and Embosser		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts and carpet	Drafted on	30/04/2015
	Sub-sector	Carpet	Last reviewed on	27/05/2015
	Occupation	Finishing	Next review date	26/05/2016
	Job Role	Clipper and Embosser		
	Role Description	The clipper clips the carpet to cut extra loops in order to carve them to create engraved appearance.		
	NSQF level	4		
	Minimum Educational Qualifications*	Preferably Class Vth		
	Maximum Educational Qualifications*	Not Applicable		
	Training (Suggested but not mandatory)	Not Applicable		
	Experience	Minimum 3 years prior experience in this sector		
	Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N5404 Understanding of basic activities involved in clipping and embossing HCS/N9907 Maintain health, safety and security at workplace <p>Optional: Not Applicable</p>		
	Performance Criteria	As described in the relevant OS units		



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 achieving the objectives of the function.
	Job role	Job role defines 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 consistently while carrying out a function at the workplace. Occupational Standards as set of competencies is applicable both in Indian and overreaching global contexts.
	Performance Criteria	Performance Criteria defined for a task are statements that together specify the standard of performance while carrying out the task.
	National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in Indian context.
	Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
	Qualifications Pack(QP)	Qualifications Pack comprises set of OS, together with the educational, training and other criteria that are required to perform a job role satisfactorily at workplace. A Qualifications Pack is assigned a unique qualification pack code for clear identification.
	Knowledge and Understanding	Knowledge and Understanding are statements which together as a set specify the technical, generic, professional and organization specific knowledge that an individual needs to possess in order to perform and meet the required standards consistently.
	Organizational Context	Organizational Context includes the way the organization is structured and how it operates. It includes elements of operational knowledge

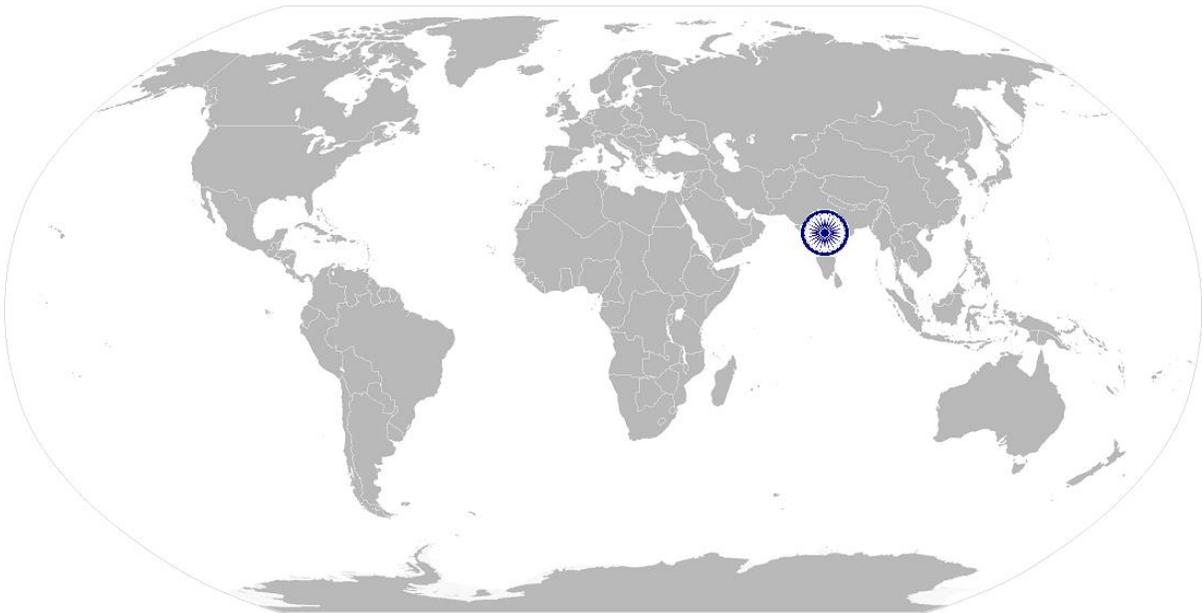


	contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It is usually coined with specifically designated roles and responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills as set are group of skills. It is key to working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include mainly communication related skills that are applicable to most job roles.
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.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
HCS	Handicrafts and Carpet Skill Sector Council
NSDC	National Skill Development Corporation

Acronyms



National Occupational Standard



Overview

This unit is about having a basic understanding of activities involved in the clipping and embossing during carpet manufacturing.



HCS/N5404

Understanding of basic activities involved in clipping and embossing

National Occupational Standard	Unit Code	HCS/N5404
	Unit Title (Task)	Understanding of basic activities involved in clipping and embossing
	Description	This OS unit is about understanding of basic activities involved in clipping
	Scope	<p>This unit/task covers the following:</p> <p>Clipping and Embossing of the carpet which includes:</p> <ul style="list-style-type: none"> • Proper use of clips and scissor • Create engraved / crisp appearance of the design <p>Artisans / Specialists (subject matter experts, who have the domain knowledge and expertise and can handle escalated service requests)</p> <p>Problems about:</p> <ul style="list-style-type: none"> • availability of tools and techniques
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Proper use of scissor and any other related tools	<p>PC1. Cleans the carpet and remove dust particles on the surface</p> <p>PC2. Clip the loops of the carpet, if any</p> <p>PC3. Cuts the pile (cut or loop pile) using a scissor to create engraved appearance</p> <p>PC4. Ensure the engraving does not damage the base of the rug</p> <p>PC5. Adjusts own position on the carpet for effective clipping and carving</p>
	Create engraved or flat surface as required	<p>PC6. Carves and trims the pattern diligently with a scissor to ensure proper appearance of design</p> <p>PC7. Ensure that the shape to be engraved should not be mixed up with yarn of the adjacent area</p> <p>PC8. Ensure that the carved and trimmed yarns do not overlap or mix up with another design</p>
	Process Compliances	<p>PC9. Comply with the requirements of the buyer or the instructions given by the supervisor</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, nature of business, standards, policies, and procedures followed in the company</p> <p>KA2. Understanding of firm's client base and exports market</p> <p>KA3. Role and importance of clipping and embossing especially while managing large orders and high volumes of same design</p>	



HCS/N5404

Understanding of basic activities involved in clipping and embossing

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Ability to work in different climatic conditions</p> <p>KB2. Basic functionality of clipping and embossing</p> <p>KB3. Estimation of height and width for symmetrical adjustments</p> <p>KB4. Excellent grip on the instrument and ability to use it diligently with good hand-eye coordination</p>
<p>Skills (S) [Optional]</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. Record keeping of carpets that are clipped during a day</p> <p>SA2. Record keeping of carpets that are embossed / carved in a day</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Read about different ways of embossing using machines</p> <p>SA4. Read about machine based scissors that could produce same output in less possible time</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>SA5. Discuss task lists, schedules and carpets clipped and carved in a day</p> <p>SA6. Discuss on the priority areas for fast delivery or time bound delivery</p> <p>SA7. give clear instructions to people within the assembly line</p> <p>SA8. avoid using jargon, slang or acronyms when communicating with a customer, unless it is required</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make decisions pertaining to the concerned area of work</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand:</p> <p>SB2. Plan and organize tasks to be done during a day</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Build customer relationships and use customer centric approach</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB5. Identify immediate or temporary solutions to resolve delays</p>



HCS/N5404

Understanding of basic activities involved in clipping and embossing

	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB6. Use the existing data to arrive at specific data points SB7. Use the existing data points for improving the current method of clipping and embossing SB8. Use the existing data points to generate required reports for business
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB9. Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

NOS Version Control

NOS Code	HCS/N5404		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/2015
Industry Sub-sector	Carpet	Last reviewed on	27/05/2015
Occupation	Finishing	Next review date	26/05/2016



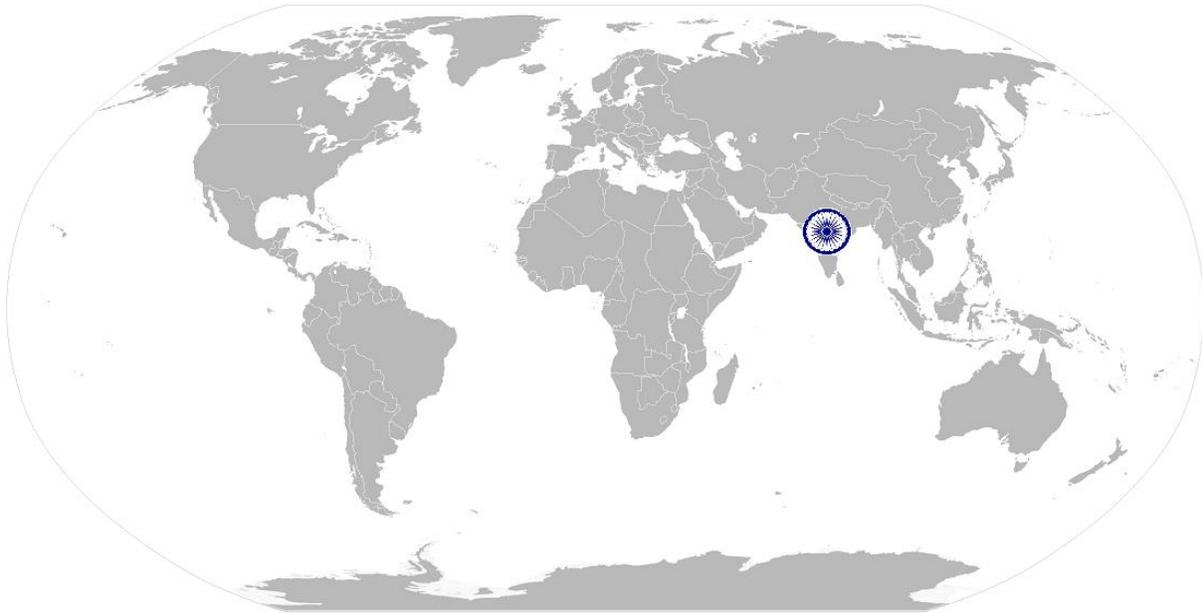
HCS/N9907

NOS
National Occupational Standards



Maintaining health and safety at work place

National Occupational Standard



Overview

This unit is about maintaining work areas and activities to ensure health, safety & security are maintained as per norms.



National Occupational Standard	Unit Code	HCS/N9907
	Unit Title (Task)	Maintaining health and safety at work place
	Description	This OS unit is about ensuring Health and safety standards at work place and correct procedures to prevent control and minimize risk to yourself and others in the workplace.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Contribute to the safety and security in the workplace • Taking necessary action in the event of any uncertainty • Raising the alarm and follow correct procedures • Using sensitive and hazardous equipment correctly and safely • Monitor the workplace for hazards
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Follow safety procedures at work place	<p>PC1. Identify activities that can cause potential injury through sharp objects and other tools and equipments</p> <p>PC2. Use and maintain personal protective equipment such as “Nose Mask” etc</p> <p>PC3. Identify areas in the workplace which are potentially hazardous / unhygienic in nature</p> <p>PC4. Conduct regular checks on equipment and machines to identify potential hazards due to wear and tear of the machine</p> <p>PC5. Inform concerned authorities about the potential risks identified in the processes, workplace area/layout, materials used etc</p> <p>PC6. Report malfunctions of tools to supervisors wherever applicable</p> <p>PC7. Follow the instructions given on the equipment manual describing the operating process</p> <p>PC8. Maintain a clean and safe working environment by ensuring no chemicals is spread on the floor resulting in injury</p> <p>PC9. Maintain high standards of personal hygiene at the work place</p>
	Ensure 100% adherence to safety standards	<p>PC1. Ensure zero accidents at workplace</p> <p>PC2. Adhere to safety norms and ensure no damage to any material or individual</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 standards, procedures and policies related to Health, safety and Environment followed at the workplace</p> <p>KA2. Emergency handling procedures and hierarchy for escalations</p> <p>KA3. Organizational procedures for safe handling of equipment / tools wherever applicable</p>



HCS/N9907

Maintaining health and safety at work place

B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Basic knowledge of safety procedures (fire-fighting, first aid) within the organization</p> <p>KB2. Basic knowledge of risks/hazards associated with each job role in the organization</p> <p>KB3. Knowledge of personal hygiene and how an individual contribute towards creating a highly safe and clean working environment</p> <p>KB4. Signage related to health and safety and their meaning</p> <p>KB5. Ill-effects of alcohol, tobacco and drugs</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Reading and Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write basic notes and observations</p> <p>SA2. Read safety precautions mentioned in equipment manuals</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Effectively communicate information to co-workers</p> <p>SA4. Question operators / supervisors in order to understand the safety related issues</p> <p>SA5. Attentively listen with full attention and comprehend the information given by the speaker during safety drills and training programs</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Use common sense and make judgments on day to day basis</p> <p>SB2. Use examples of past experiences that could help in effective usage of time and resources</p> <p>SB3. Use intuition and keen observation skills to detect any potential problems which could arise during operations</p>

NOS Version Control

NOS Code	HCS/N9907		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/2015
Industry Sub-sector	Carpet	Last reviewed on	27/05/2015
Occupation	Finishing	Next review date	26/05/2016



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Clipper and Embosser

Qualification Pack HCS/Q5404

Sector Skill Council Handicrafts and Carpets

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

NOS Element	Performance Criteria	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
1. HCS/N5404 - Understanding of basic activities involved in clipping and embossing	PC1. Cleans the carpet and remove dust particles on the surface	100	10	4	6
	PC2. Clip the loops of the carpet, if any		10	4	6
	PC3. Cuts the pile (cut or loop pile) using a scissor to create engraved appearance		9	3	6
	PC4. Ensure the engraving does not damage the base of the rug		9	3	6
	PC5. Adjusts own position on the carpet for effective clipping and carving		16	8	8
	PC6. Carves and trims the pattern diligently with a scissor to ensure proper appearance of design		16	8	8
	PC7. Ensure that the shape to be engraved should not be mixed up with yarn of the adjacent area		11	3	8
	PC8. Ensure that the carved and trimmed yarns do not overlap or mix up with another design		10	4	6
	PC9. Comply with the requirements of the buyer or the instructions given by the supervisor		9	3	6
TOTAL POINTS				40	60



	Performance Criteria	Total Marks	Out Of	Marks allocation	
				Theory	Skills Practical
2. HCS/N9907 - Maintain health, safety and security at work place	PC1. Identify activities that can cause potential injury through sharp objects and other tools and equipments	100	10	2	8
	PC2. Use and maintain personal protective equipment such as “Nose Mask” etc		10	2	8
	PC3. Identify areas in the workplace which are potentially hazardous / unhygienic in nature		10	2	8
	PC4. Conduct regular checks on equipment and machines to identify potential hazards due to wear and tear of the machine		8	2	6
	PC5. Inform concerned authorities about the potential risks identified in the processes, workplace area/layout, materials used etc.		12	4	8
	PC6. Report malfunctions of tools to supervisors wherever applicable		12	4	8
	PC7. Follow the instructions given on the equipment manual describing the operating process		8	2	6
	PC8. Maintain a clean and safe working environment by ensuring no chemicals is spread on the floor resulting in injury		8	2	6
	PC9. Maintain high standards of personal hygiene at the work place		8	2	6
	PC10. Ensure zero accidents at workplace		8	2	6
	PC11. Adhere to safety norms and ensure no damage to any material or individual		6	1	5
	TOTAL POINTS		100	25	75
	GRAND TOTAL			100	