

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR SKILL COUNCIL FOR PERSONS WITH DISABILITY

Rights of Persons with Disabilities Act - 2016

Principles for empowerment of persons with disabilities, —

- Respect for inherent dignity, individual autonomy including the freedom to make one's own choices, and independence of persons;
- Non-discrimination;
- full and effective participation and inclusion in society;
- Respect for difference and acceptance of persons with disabilities as part of human diversity and humanity;
- Equality of opportunity;
- Accessibility;
- Equality between men and women;
- Respect for the evolving capacities of children with disabilities and respect for the right of children with disabilities to preserve their identities

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Introduction

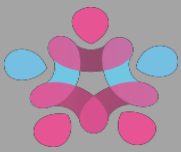
Qualifications Pack- Bamboo Basket Maker

Qualifications Pack Code	PWD/HCS/Q8704
Sector	Persons with Disability
Originating Sector Skill Council	Handicrafts and Carpet
Version number	1.0

Adoption of Job Role for PwD- Job mapping is critical for skill training of PwD so that the livelihood opportunity looks at him/ her not because he/ she is having a disability but because of the skill. Mapping with a disability involves research with subject matter experts (SMEs) with a view on the industry requirement without compromising on performance outcome. In cases, mapping is also supported by the use of assistive tools/ technology.

Mapped to Expository

S. No.	Expository Code	Expository Name	Minimum Entry Criteria	Expository Linked On
1.	E001	Expository for Locomotor Disability	Same as the Qualification Pack	11/03/2019
2	E002	Expository for Blindness/Visual Impairment	Same as the Qualification Pack	11/03/2019
3	E003	Expository for Low Vision (Visual Impairment)	Same as the Qualification Pack	11/03/2019
4	E004	Expository for Speech and Hearing Impairment	Same as the Qualification Pack	11/03/2019



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

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Introduction

Qualifications Pack- Bamboo Basket Maker

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Handicrafts (Bamboo Handicrafts)

OCCUPATION: Bamboo Basket Maker

REFERENCE ID: HCS/Q8704

ALIGNED TO: NCO-2015/7317.0700

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

Personal Attributes: A Bamboo Basket Maker should have good eyesight, hand eye coordination and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).



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

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



Glossary of Key Terms

Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
	Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
	Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
	Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
	Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
	Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
	Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
	Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
	National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
	Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
	Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
	Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or an 'N'.
	Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.



Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS , these include communication related skills that are applicable to most job roles.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVQF	National Vocational Qualifications Framework
HCSSC	Handicrafts and Carpet Sector Skill Council
TBD	To Be Determined
NSDC	National Skill Development Corporation
M/C	Machine

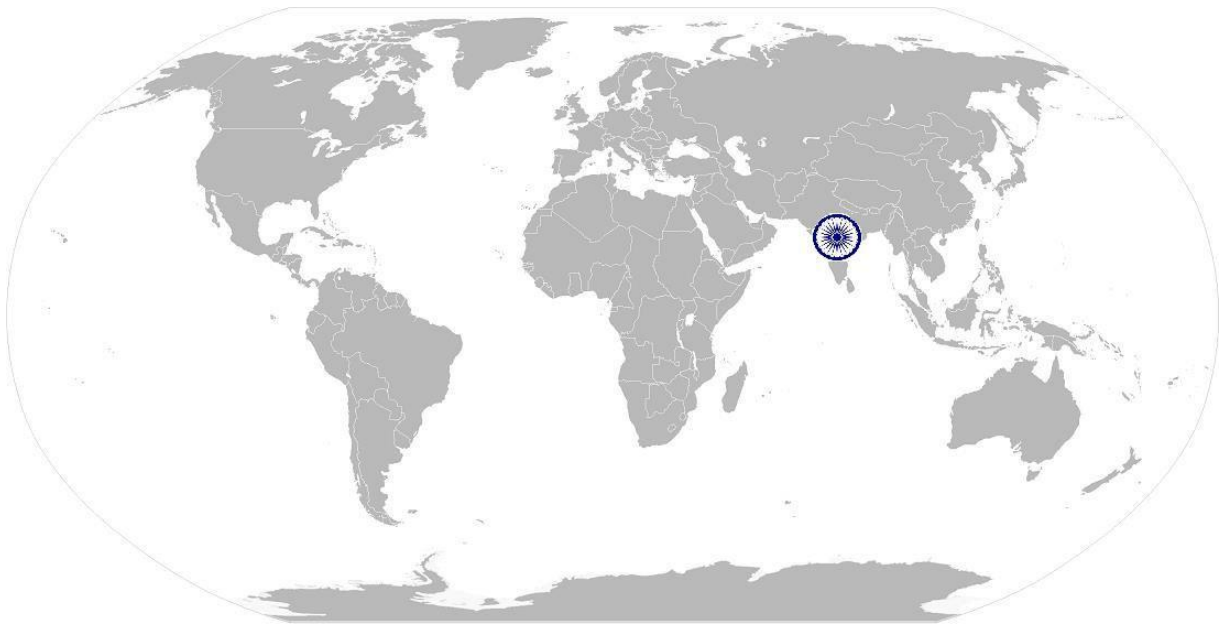
Acronyms



HCS/N8711

Carry out preparation of bamboo slivers

National Occupational Standard



Overview

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



HCS/N8711

Carry out preparation of bamboo slivers

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



HCS/N8711

Carry out preparation of bamboo slivers

Knowledge	KB2. step- by- step process of making bamboo sliver KB3. correct positioning of tool while making bamboo sliver. KB4. common mistakes in handling of tools affecting the quality. KB5. importance of drying.
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	Critical Thinking
	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

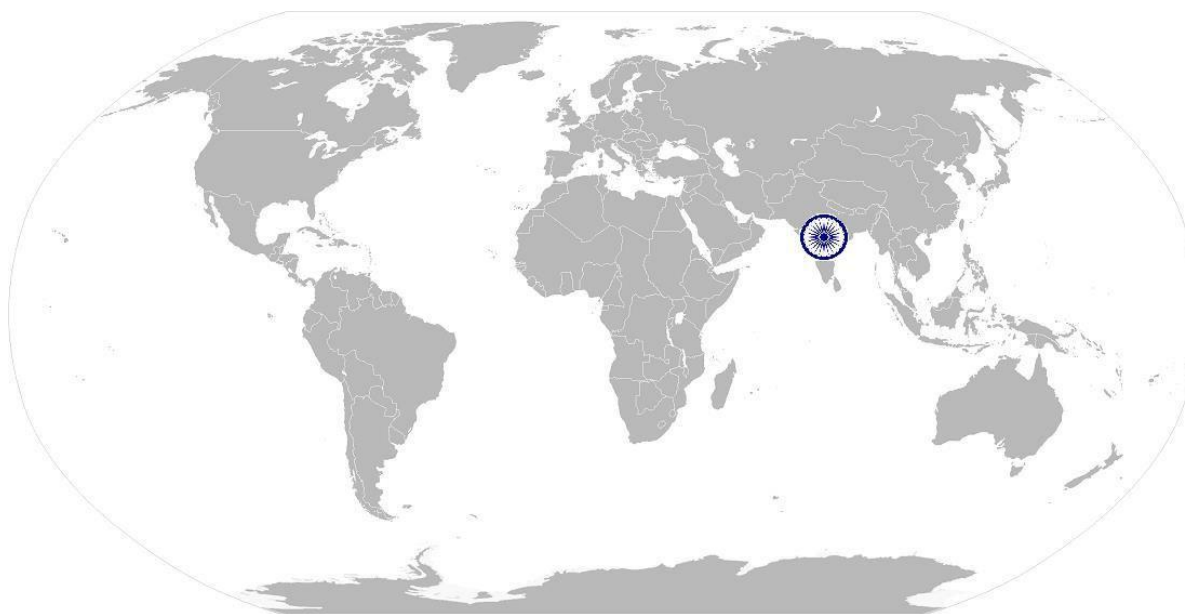


HCS/N8711

Carry out preparation of bamboo slivers

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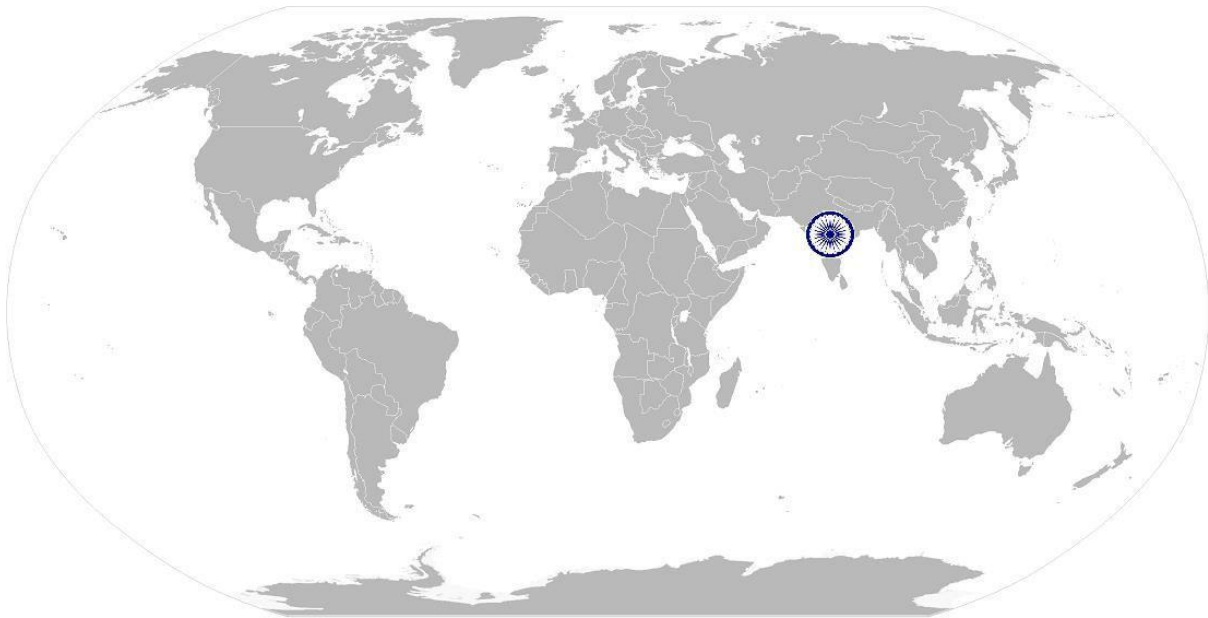
NOS Code	HCS/N8711		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Bamboo Handicrafts)	Last reviewed on	23/01/18
Occupation	Bamboo Basket Maker	Next review date	23/01/20





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

National Occupational Standard



Overview

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



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

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



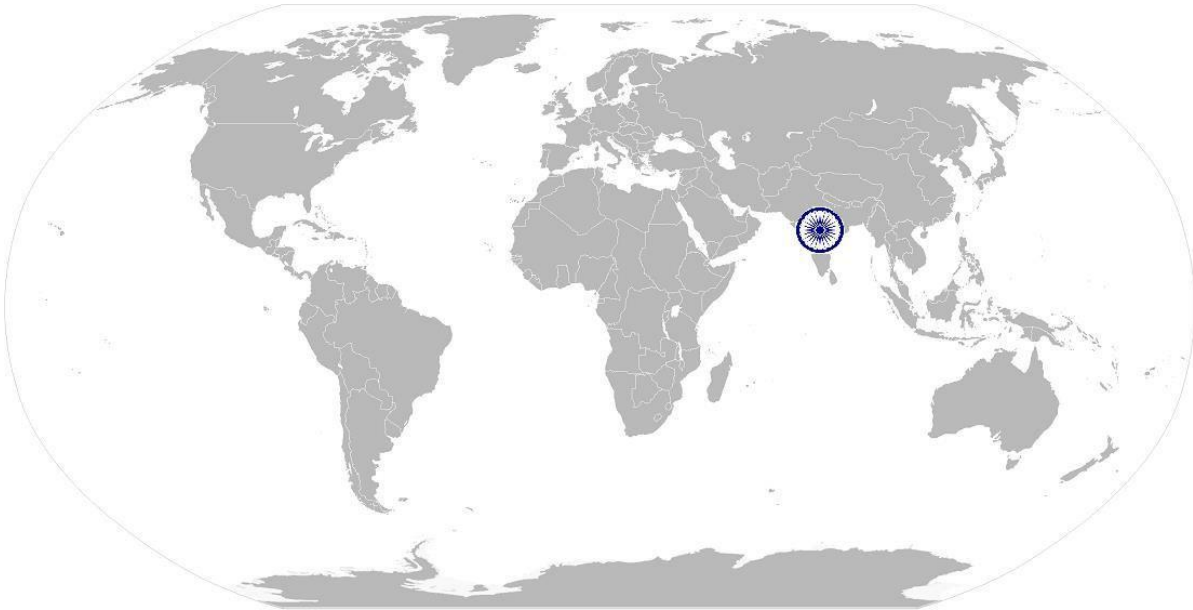
HCS/N8712 Carry out weaving & twining of bamboo slivers to achieve the final product as per requirement

Context (Knowledge of the company/ organization and its processes)	<p>KA1. the organisation's policies and procedures</p> <p>KA2. responsibilities under health, safety and environmental legislation</p> <p>KA3. guidelines for storage and disposal of waste materials</p> <p>KA4. potential hazards associated with the machines and the safety precautions that must be taken</p> <p>KA5. protocol to obtain more information on work related tasks</p> <p>KA6. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment</p> <p>KA7. details of the job role and responsibilities</p> <p>KA8. work target and review mechanism with your supervisor</p> <p>KA9. protocol and format for reporting work related risks/ problems</p> <p>KA10. method of obtaining/ giving feedback related to performance</p> <p>KA11. importance of team work and harmonious working relationships</p> <p>KA12. process for offering/ obtaining work related assistance</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. need to sort slivers.</p> <p>KB2. need for drying.</p> <p>KB3. proper storing methods</p> <p>KB4. knowledge of types slivers based on quality and quantity measurements</p> <p>KB5. different types of defects/quality issues</p> <p>KB6. common hazards in the work area and workplace procedures for dealing with them</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 in local language
	Reading Skills
	The user/individual on the job needs to know and understand how to:
	SA2. read measurement instructions
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA3. communicate orally with colleagues
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. follow organization rule-based decision making process
	SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to:
	SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB4. manage relationships with customers
	SB5. build customer relationships and use customer centric approach



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

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

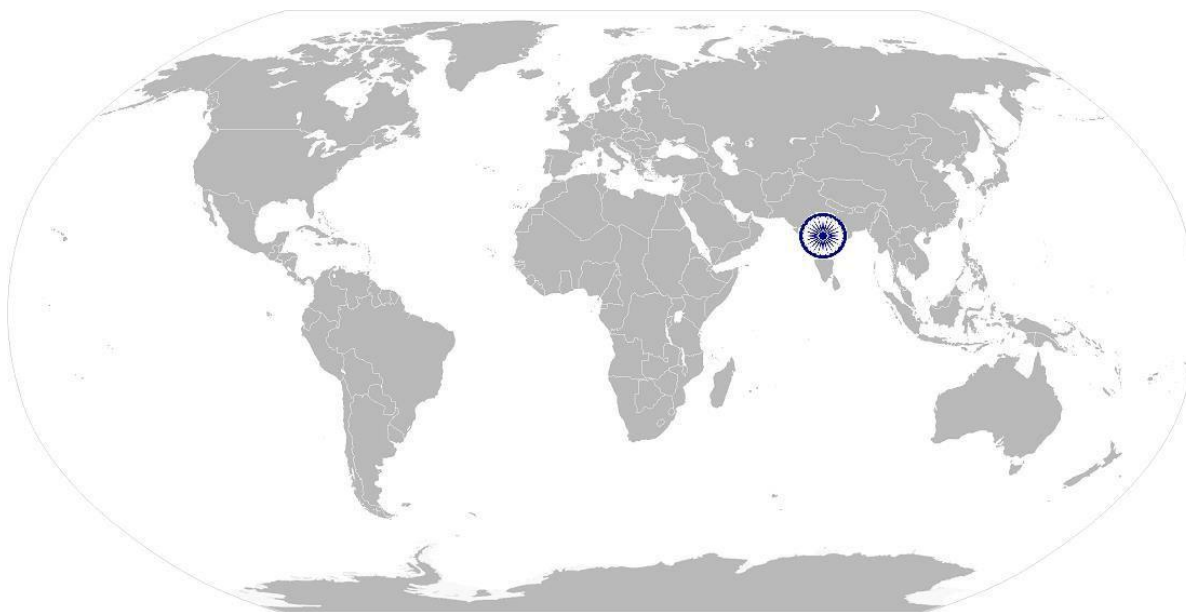




HCS/N8712 Carry out weaving & twining of bamboo slivers to achieve the final product as per requirement

NOS Version Control

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

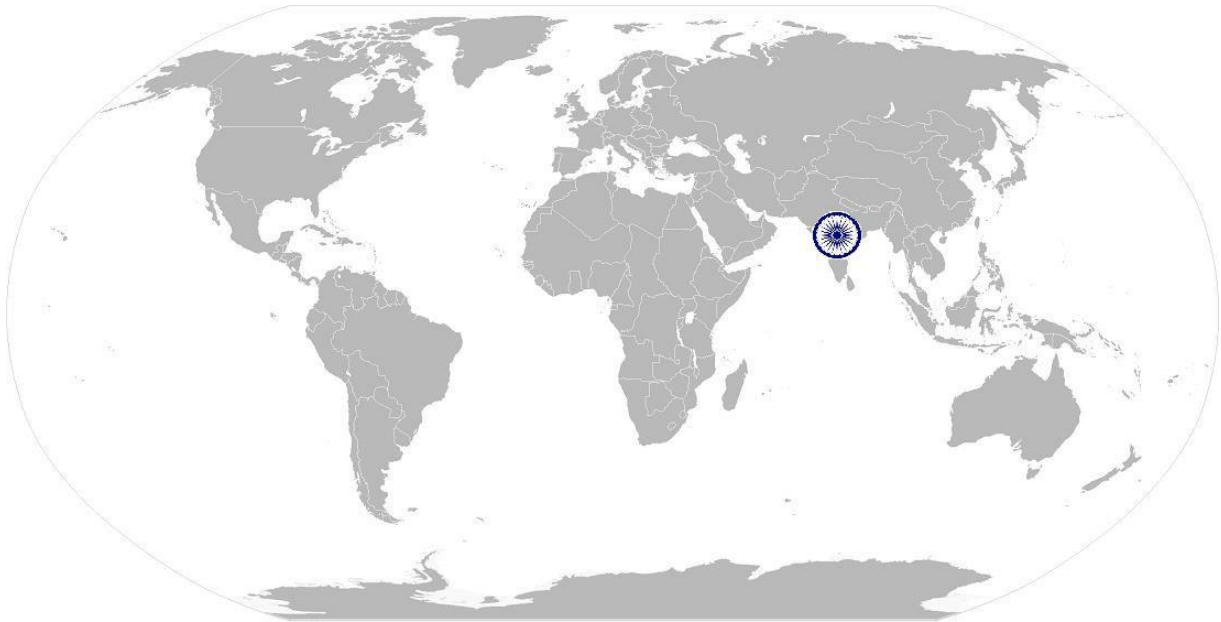




HCS/N8713

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

National Occupational Standard



Overview

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



HCS/N8713

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

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



HCS/N8713

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

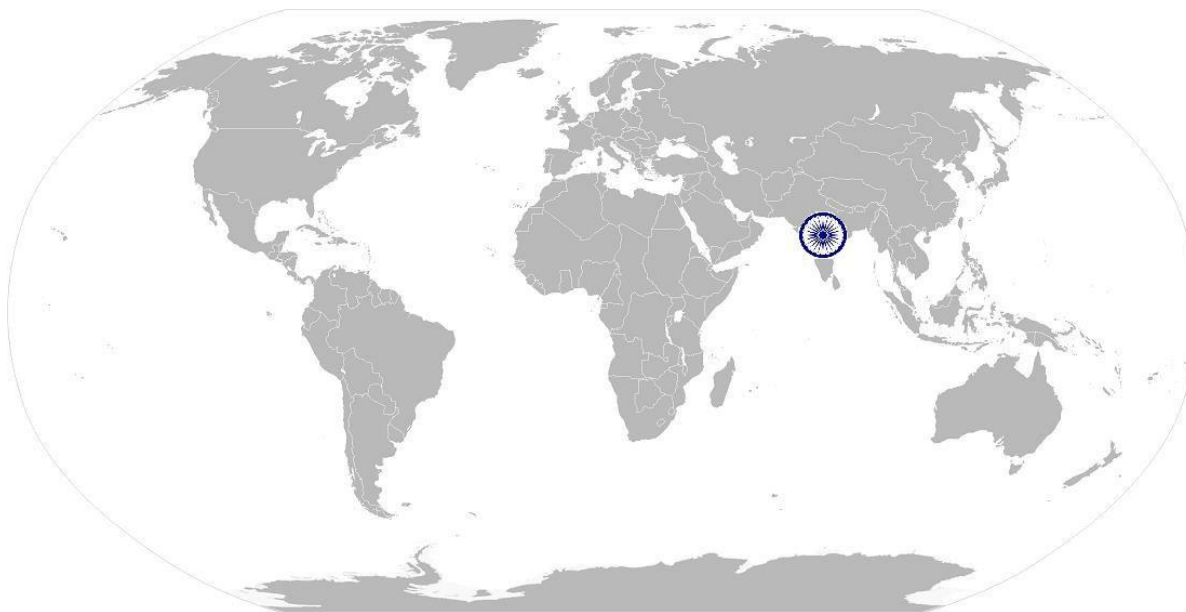
the company/ organization and its processes)	KA3. quality systems and other processes practiced in the organization KA4. types of problems with quality and how to report them to appropriate people KA5. the importance of complying with written instructions KA6. reporting procedure in case of faults in own/ other processes KA7. who to refer problems to when they are outside the limit of your authority KA8. the organization's tools, templates and processes for related operations in production
D. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. types of tools used. KB2. step – by – step finishing process KB3. preparation of varnish solution by added a right amount of thinner. KB4. common mistakes in handling of product affecting the finishing quality. KB5. importance of even drying
Skills (S)	
C. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
D. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities



HCS/N8713

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

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





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

NOS Version Control

NOS Code	HCS/N8713		
	TBD	Version number	1.0
	Handicrafts and Carpet Sector	Drafted on	19/06/15
	Handicrafts (Bamboo Handicrafts)	Last reviewed on	23/01/18
	Bamboo Basket Maker	Next review date	23/01/20

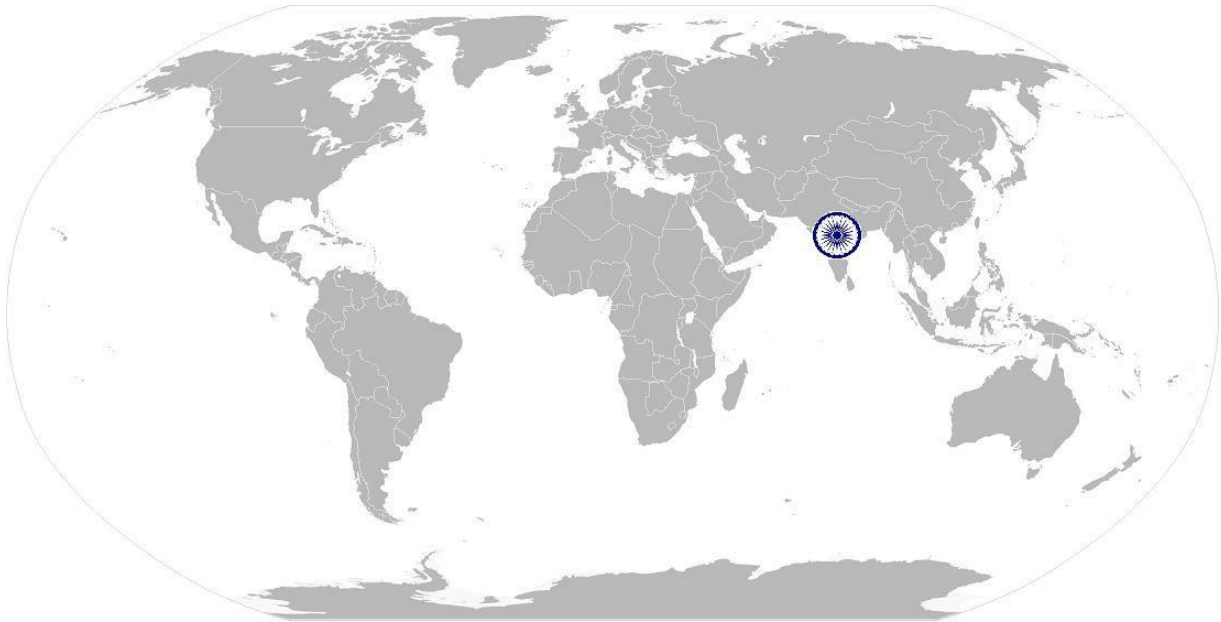




HCS/N8714

Contribute to achieve quality in bamboo basket making

National Occupational Standard



Overview

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



HCS/N8714

Contribute to achieve quality in bamboo basket making

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



HCS/N8714

Contribute to achieve quality in bamboo basket making

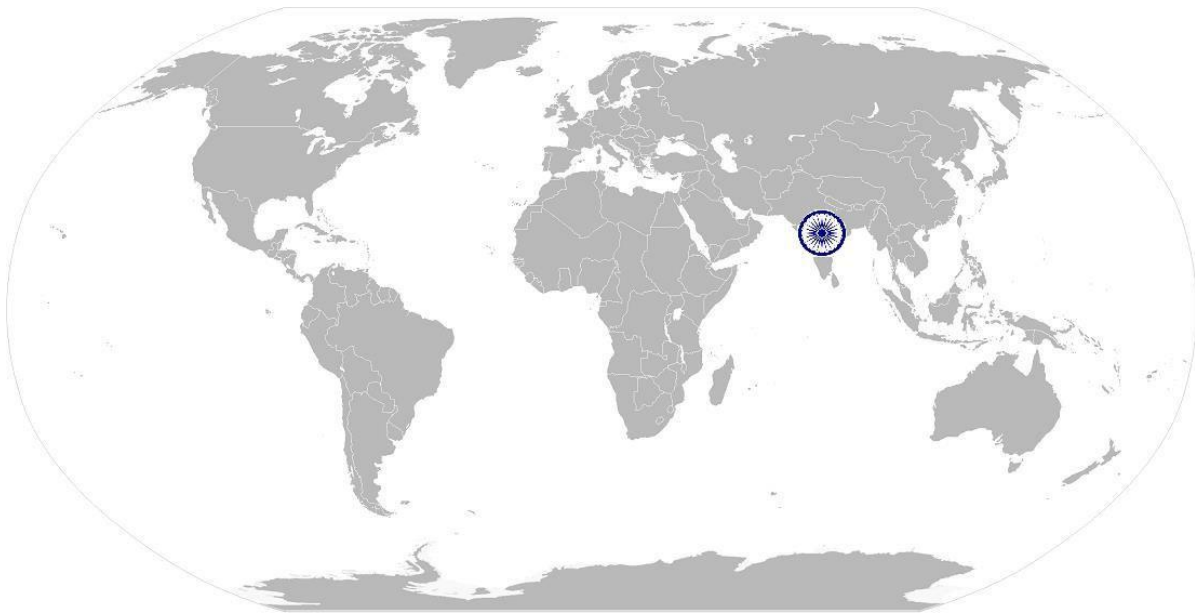
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of faults that are likely to be found</p> <p>KB2. consequences of using incorrect tools</p> <p>KB3. consequences of incorrect handling of tools</p> <p>KB4. types of faults which may occur, methods of identification and deal with problems</p> <p>KB5. different types of defects</p> <p>KB6. the importance of segregating rejects</p> <p>KB7. appropriate inspection methods that can be used</p> <p>KB8. own responsibilities at work</p>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to:
	SA1. write in local language
	Reading Skills
	The user/individual on the job needs to know and understand how to:
B. Professional Skills	SA2. read instructions, guidelines, procedures and rules
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA3. communicate orally with colleagues
	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. follow organization rule-based decision making process
	SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to:
	SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB4. manage relationships with customers
	SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to:
	SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
	SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to:
	SB8. analyze data and activities
	SB9. pass on relevant information to others
	Critical Thinking



HCS/N8714

Contribute to achieve quality in bamboo basket making

	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action
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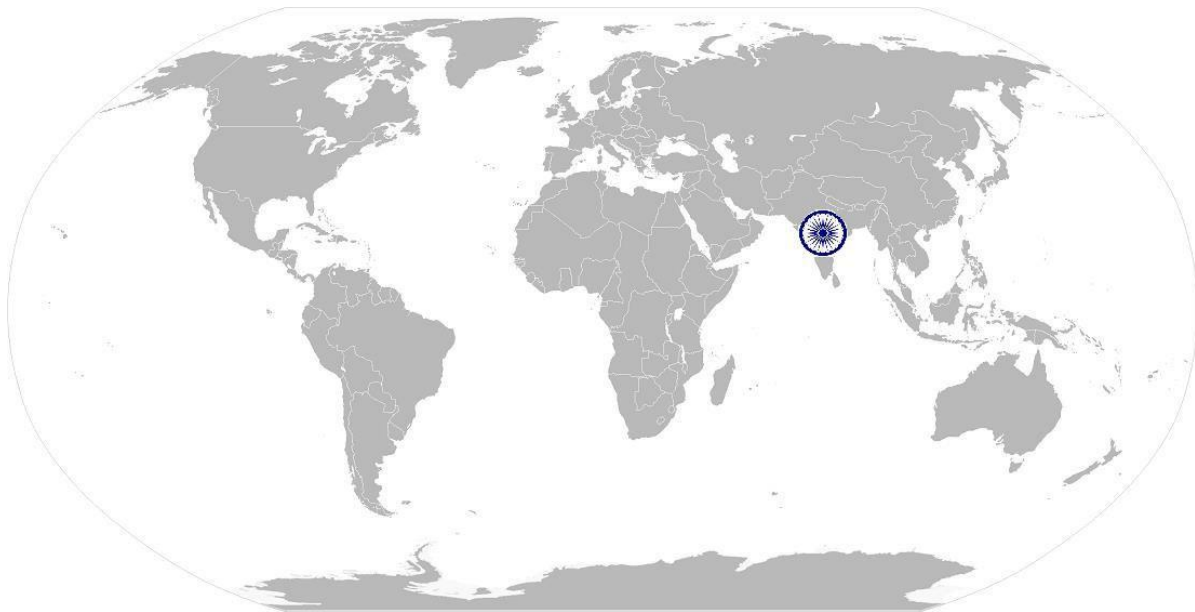




HCS/N8714 **Contribute to achieve quality in bamboo basket making**

NOS Version Control

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

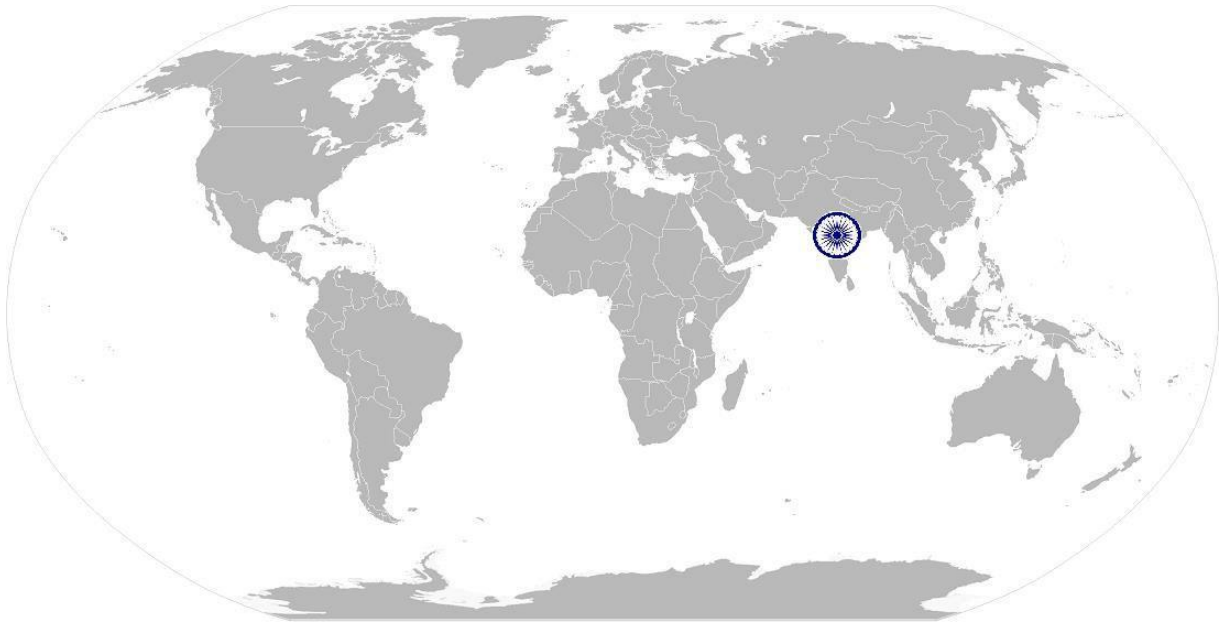




HCS/N9908

Working in a team

National Occupational Standard



Overview

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



HCS/N9908

Working in a team

National Occupational Standard

Unit Code	HCS/N9908
Unit Title (Task)	Working in a team
Description	This unit is about working as a team member within the organisation
Scope	<ul style="list-style-type: none"> • Commitment and trust • Communication • Adaptability • Creative freedom
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Commitment and trust	PC1. be accountable to one's own role in whole process of developing product PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
Communication	PC4. properly communicate about organization policies PC5. talk politely with other team members and colleagues
Adaptability	PC6. adjust in different work situations PC7. give due importance to others' point of view PC8. avoid conflicting situations
Creative freedom	PC9. develop new ideas for work procedures PC10. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)	
A. Organizational Context	KA1. general rules and regulations in a paper mache sector KA2. procedure followed to get the final output KA3. safe working practices to be adopted KA4. reporting to the supervisor or higher authority about any grievances faced
B. Technical Knowledge	KB1. understanding the importance of the previous and next step of the process KB2. process flow in a paper mache section KB3. material sequence of flow KB4. functions of different parts of product development KB5. tools and equipments used KB6. guidelines for operating the equipment KB7. safety procedures to be followed as applicable
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand: SA1. write letters, memos, applications regarding team needs and performance in simple language SA2. write daily work report
	Reading Skills
	The user/individual on the job needs to know and understand: SA3. comprehend written instructions SA4. read any application sent by other colleagues and team members
Oral Communication (Listening and Speaking skills)	



HCS/N9908

Working in a team

	<p>The user/individual on the job needs to know and understand:</p> <p>SA5. communicate with superior, colleagues and juniors appropriately</p> <p>SA6. talk to team members to convey information effectively</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make decisions in relation to the concerned scope of work</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand:</p> <p>SB2. plan and organize the work to achieve shared objectives of the team</p>
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. manage relationships with customers who may be in need of supports to maintain productivity and performance</p> <p>SB4. build with customer a relationship of trust and cooperation in achieving team goal</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand:</p> <p>SB5. apply problem-solving approaches to resolve conflicts</p> <p>SB6. seek clarification to problems when in doubt</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. identify root cause of problem split to utmost level of circumstances, personality etc</p>
	Critical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. critically evaluate various approaches of building team and sustaining team performance.</p>

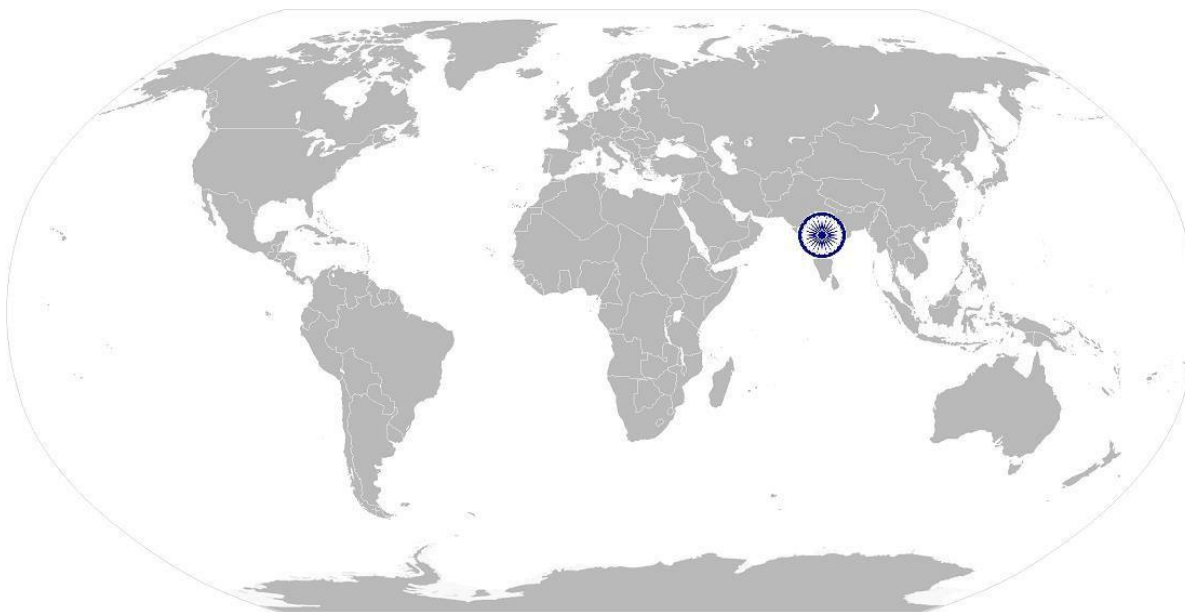


HCS/N9908

Working in a team

NOS Version Control

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

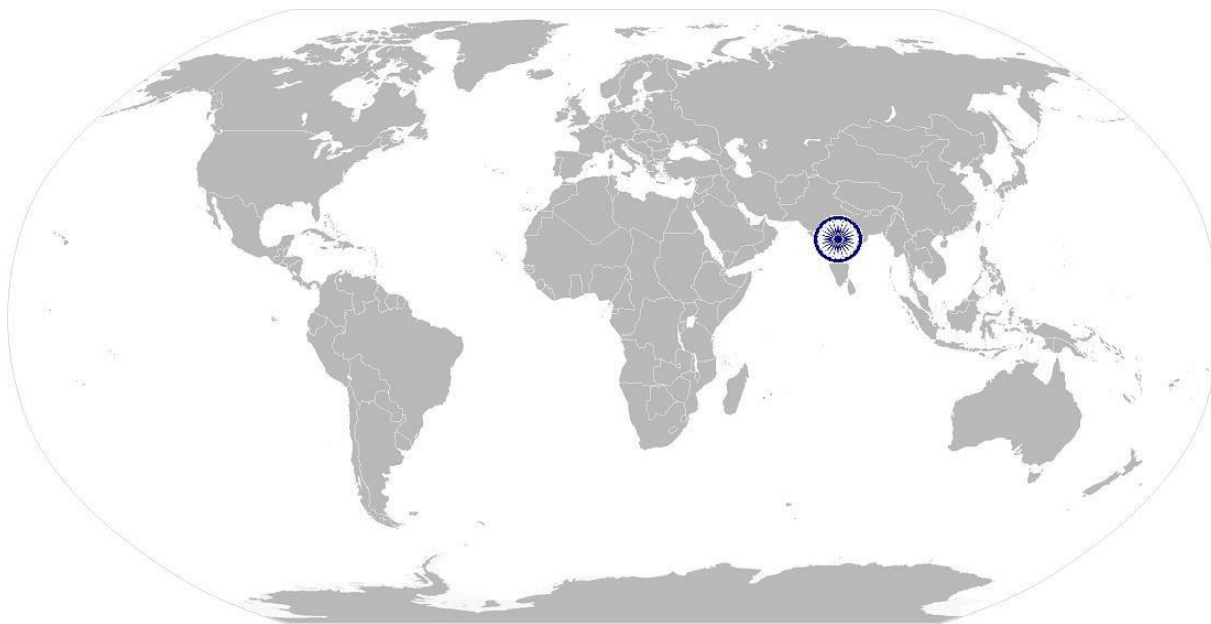




HCS/N9912

Maintain work area and tools

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/maintain work areas and activities to ensure tools used for bamboo basket making are maintained as per norms.



HCS/N9912

Maintain work area and tools

National Occupational Standard

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



HCS/N9912

Maintain work area and tools

	<p>KB8. tools maintenance procedures</p> <p>KB9. hazards likely to be encountered when conducting routine maintenance</p> <p>KB10. safe working practices for cleaning and the method of carrying them out</p>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write in local language
	Reading Skills
	You need to know and understand how to: SA2. read measurement instructions
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA3. communicate orally with colleagues
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	Critical Thinking
	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

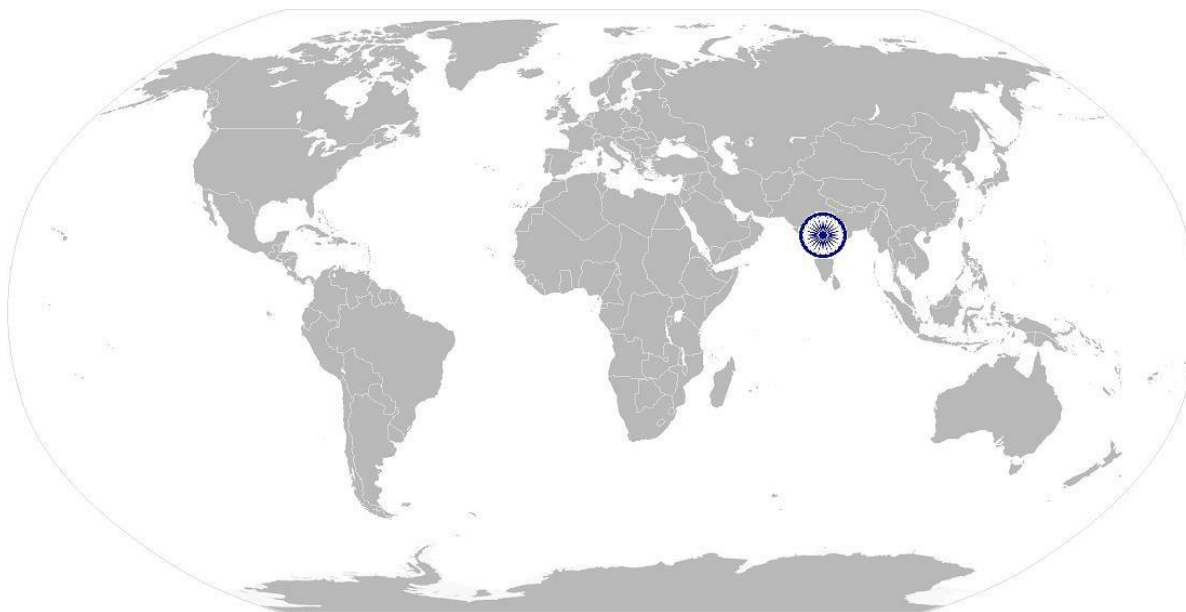


HCS/N9912

Maintain work area and tools

NOS Version Control

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

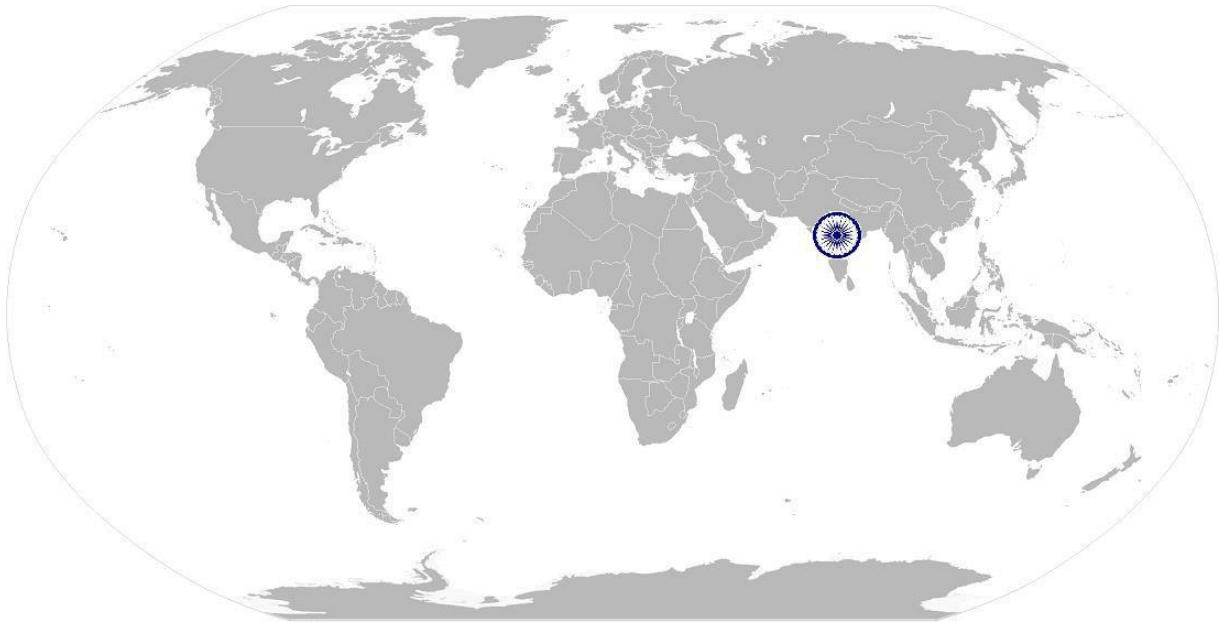




HCS/N9913

Maintain health, safety and security at workplace

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimise risk to self and others.



HCS/N9913

Maintain health, safety and security at workplace

National Occupational Standard

Unit Code	HCS/N9913
Unit Title (Task)	Maintain health, safety and security at workplace
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimise risk to self and others.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> comply with health, safety and security requirements at work
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Comply with health, safety and security requirements at work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. comply with health and safety related instructions applicable to the workplace</p> <p>PC2. use and maintain personal protective equipment as per protocol</p> <p>PC3. carry out own activities in line with approved guidelines and procedures</p> <p>PC4. maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. follow environment management system related procedures</p> <p>PC6. store materials and tools in line with manufacturer's and organisational requirements</p> <p>PC7. safely handle and move waste and debris</p> <p>PC8. minimize health and safety risks to self and others due to own actions</p> <p>PC9. seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC10. monitor the workplace and work processes for potential risks and threats</p> <p>PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC13. participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC14. undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC15. take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC16. follow organisation procedures for evacuation when required</p>
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context	The user/individual on the job needs to know and understand:
(Knowledge of the company / organisation and its processes)	<p>KA1. health and safety related practices applicable at the workplace</p> <p>KA2. potential hazards, risks and threats based on nature of operations</p> <p>KA3. organizational procedures for safe handling of tools</p> <p>KA4. potential risks due to own actions and methods to minimize these</p>



HCS/N9913

Maintain health, safety and security at workplace

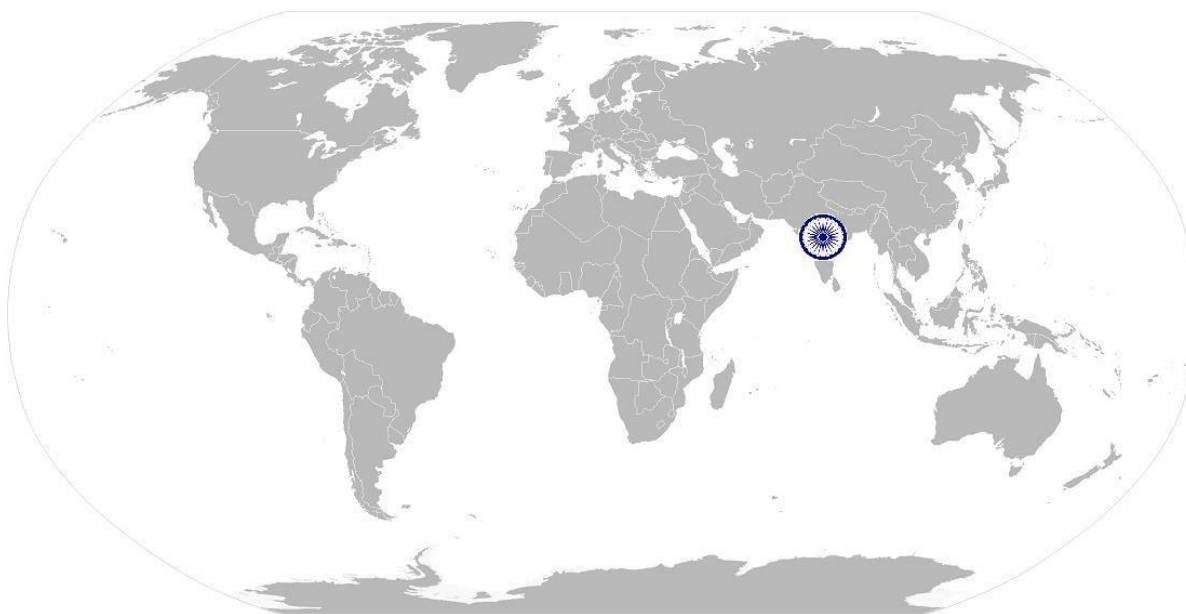
	<p>KA5. environmental management system related procedures at the workplace</p> <p>KA6. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. potential accidents and emergencies and response to these scenarios</p> <p>KA8. reporting protocol and documentation required</p> <p>KA9. details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. occupational health and safety risks and methods</p> <p>KB2. personal protective equipment and method of use</p> <p>KB3. identification, handling and storage of hazardous substances</p> <p>KB4. proper disposal system for waste and by-products</p> <p>KB5. signage related to health and safety and their meaning</p> <p>KB6. importance of sound health, hygiene and good habits</p> <p>KB7. ill-effects of alcohol, tobacco and drugs</p>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	Writing Skills
	You need to know and understand how to:
	SA1. write in local language
	Reading Skills
	You need to know and understand how to:
	SA2. read measurement instructions
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to:
	SA3. communicate orally with colleagues
	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. follow organization rule-based decision making process
B. Professional Skills	SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to:
	SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
B. Professional Skills	SB4. manage relationships with customers
	SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to:
	SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)



HCS/N9913

Maintain health, safety and security at workplace

	SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to:
	SB8. analyze data and activities
	SB9. pass on relevant information to others
	Critical Thinking
	User/individual need to know and understand how to:
	SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action



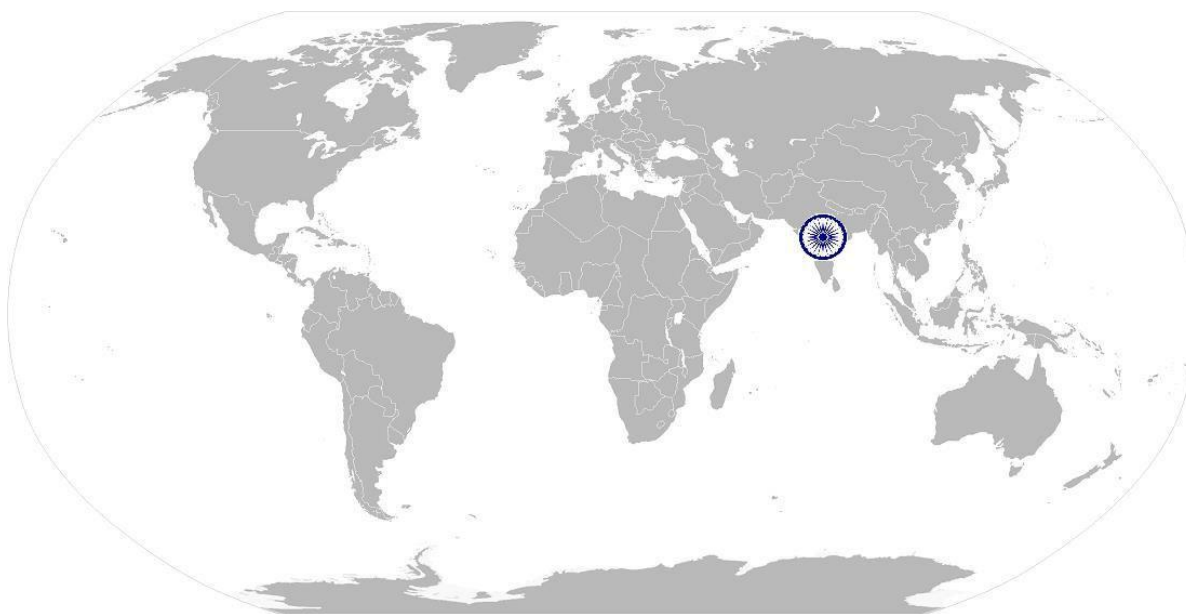


HCS/N9913

Maintain health, safety and security at workplace

NOS Version Control

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

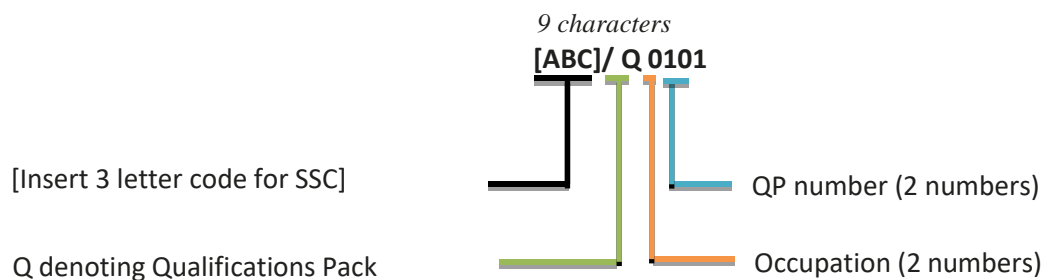




Annexure

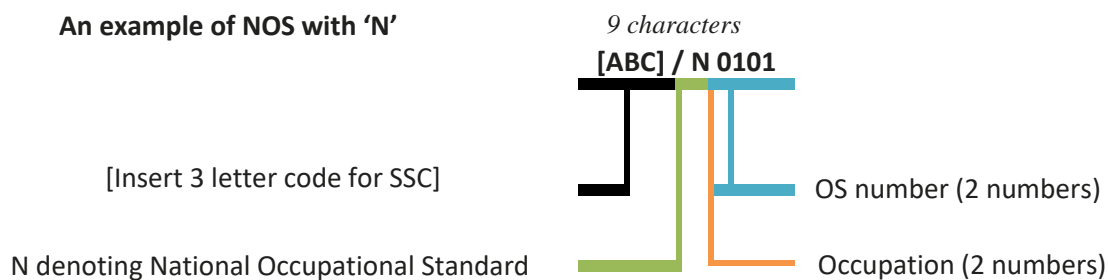
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'





The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Ceramics	01 – 10
Fashion Jewellery	11 - 13
Stoneware	14 - 19
Glassware	20 - 27
Metalware crafts	28 - 37
Leather crafts	38 - 43
Paper Mache	44 - 49
Carpets & rugs	50 – 59
Horn bone & shell craft	60 – 65
Wood ware, dolls & toys	66 – 71
Hand printed, Embroidered / knitted & crocheted textiles	72 – 77
Agarbatti	78 – 82
Paper crafts	83 – 86
NER crafts	87 – 92
Miscellaneous crafts	93 - 95
Generic Occupation	96 – 99

Sequence	Description	Example
Three letters	Handicraft and Carper Sector Skill Council	HCS
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Occupation code	01
Next two numbers	OS number	01

**CRITERIA FOR ASSESSMENT OF TRAINEES****Job Role: Bamboo Basket Maker****Qualification Pack: HCS/Q8704****Sector Skill Council: Handicrafts and Carpet****Guidelines for Assessment**

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for each PC.
2. Each NOS will be assessed both for theoretical knowledge and practical
3. The assessment will be based on knowledge bank of questions created by the SSC.
4. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

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



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



drying & storage of bamboo basket)	PC3. Analyze and apply glue to fix the edges.		5	2	3
	PC4. Handle the Bamboo basket properly to avoid any breakage.		5	2	3
	PC5. Dispose the waste materials in the approved manner.		5	2	3
	PC6. Carry out operations at a rate which maintains workflow.		5	2	3
	PC7. Respond appropriately incase of any errors or faults in the bamboo and other operations.		5	2	3
	PC8. Leave work area safe and secure when work is complete.		5	2	3
	PC9. Maintaining the work place clean.		5	2	3
	PC10. Maintaining sharpness of clipping tool.		5	2	3
	PC11. Take safety precaution while clipping.		5	2	3
	PC12. Carry out effective drying of the basket to reduce moisture content.		3	1	2
	PC13. Take precautions whie placing the baskets in a dust free area while drying.		5	2	3
	PC14. Handle the brush or sprayer properly.		5	2	3
	PC15. Prepare the solution of Varnish by adding an appropriate amount of thinner.		4	1	3
	PC16. Take appropriate amount of solution to be applied on the Bamboo Basketry product.		4	1	3
	PC17. Apply solution on the bamboo basketry product uniformly.		3	1	2
	PC18. Handle the Basket properly while doing varnishing.		3	1	2
	PC19. Ensure uniform and complete drying in sunlight to avoid stickiness.		3	1	2
	PC20. Check & ensure the quality of the final product based on desired specifications.		3	1	2
	PC21. Maintain the workplace clean		3	1	2
	PC22. Dispose the waste materials safely in approved manner.		3	1	2
	PC23. Take precautions while stacking the lot of basket avoiding any breakage		3	1	2
	PC24. Store the lot of basket in a dry area avoiding direct contact with the ground.		3	1	2
	TOTAL		100	37	63
4. HCS/N8714 (Contribute to achieve quality bamboo basket making)	PC1. Identify and use raw materials as per the specifications provided	100	10	4	6
	PC2. Take the necessary action when materials do not conform to quality standards		10	4	6
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		10	4	6
	PC4. Identify modifiable defects and rework on them		10	4	6
	PC5. Carry out work safely and at a rate which maintains work flow		10	4	6
	PC6. Report to the responsible person when the work flow of other production areas disrupts work		10	4	6
	PC7. Carry out quality checks at specified intervals		10	4	6



	according to instructions				
	PC8. Apply the allowed tolerances		10	4	6
	PC9. Identify faults and take appropriate action for rectification		10	4	6
	PC10. Maintain the required productivity and quality levels		10	4	6
		TOTAL	100	40	60
5. HCS/N9908 (Working in a team)	PC1. Be accountable to one's own role in whole process of developing product	100	12	4	8
	PC2. Perform all roles with full responsibility		10	3	7
	PC3. Be effective and efficient at workplace		10	3	7
	PC4. Properly communicate about organisation's policies		8	4	4
	PC5. Talk politely with other team members and colleagues		10	3	7
	PC6. Adjust in different work situations		10	3	7
	PC7. Give due importance to others' point of view		10	3	7
	PC8. Avoid conflicting situations		10	2	8
	PC9. Develop new ideas for work procedures		8	2	6
	PC10. Improve upon the existing techniques to increase process efficiency		12	2	10
		TOTAL	100	29	71
6. HCS/N9912 (Maintain work area and tools)	PC1. Handle materials and tools safely and correctly	100	8	2	6
	PC2. Use materials to minimize waste		10	3	7
	PC3. Maintain a clean and hazard free working area		10	3	7
	PC4. Maintain the tools used for stick making		8	2	6
	PC5. Carry out maintenance and/or cleaning within one's responsibility		10	3	7
	PC6. Report damaged tools and materials		12	4	8
	PC7. Work in a comfortable position with correct posture		10	3	7
	PC8. Dispose of waste safely in designated location		12	4	8
	PC9. Store tools safely after use		10	3	7
	PC10. Carry out cleaning according to schedules and limits of responsibility		10	3	7
		TOTAL	100	30	70
7. HCS/N9913 (Maintain health, safety and security at workplace)	PC1. Comply with health and safety related instructions applicable to the workplace	100	8	2	6
	PC2. Use and maintain personal protective equipment as per protocol		8	2	6
	PC3. Carry out own activities in line with approved guidelines and procedures		8	2	6
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		8	2	6
	PC5. Follow environment management system related procedures		6	2	4
	PC6. Store materials and tools in line with manufacturer's and organisational requirements		5	2	3
	PC7. Safely handle and move waste and debris		4	1	3
	PC8. Minimize health and safety risks to self and others due to own actions		6	2	4



	PC9. Seek clarifications from supervisors or other authorized personnel in case of perceived risks		4	1	3
	PC10. Monitor the workplace and work processes for potential risks and threats		4	1	3
	PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	2	3
	PC12. Report hazards and potential risks/ threats to supervisors or other authorized personnel		7	3	4
	PC13. Participate in mock drills/ evacuation procedures organised at the workplace		5	2	3
	PC14. Undertake first aid, fire fighting and emergency response training, if asked		6	2	4
	PC15. Take action based on instructions in the event of fire, emergencies or accidents		8	2	6
	PC16. Follow organisation evacuation procedures		8	2	6
	Total		100	30	70