



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)	 Compulsory: 1. <u>HCS/N8711 (Carry out preparation of bamboo slivers)</u> 2. <u>HCS/N8712 (Carry out weaving & twining of bamboo slivers to achieve the final product as per requirement)</u> 3. <u>HCS/N8713 (Carry out finishing, varnishing, drying & storage of bamboo basket)</u> 4. <u>HCS/N8714 (Contribute to achieve quality bamboo basket making)</u> 5. <u>HCS/N9908 (Working in a team)</u> 6. <u>HCS/N9912 (Maintain work area & tools)</u> 7. <u>HCS/N9913 (Maintain health, safety and security at workplace)</u> 	
Performance Criteria	As described in the relevant OS units	







Glossary of Key Terms

	Keywords /Terms	Description
Definitions	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as distinct subset of the economy whose components share similar characteristics and interests.
Defi	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	Knowledge and Understanding are statements which together specify the
Understanding	technical, generic, professional and organizational specific knowledge that
	an individual needs in order to perform to the required standard.
Organizational	Organizational Context includes the way the organization is structured
Context	and how it operates, including the extent of operative knowledge
	managers have of their relevant areas of responsibility.
Technical	Technical Knowledge is the specific knowledge needed to accomplish
Knowledge	specific designated responsibilities.
Core Skills/Generic	Core Skills or Generic Skills are a group of skills that are key to learning
Skills	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
NI/ C	

Acronyms



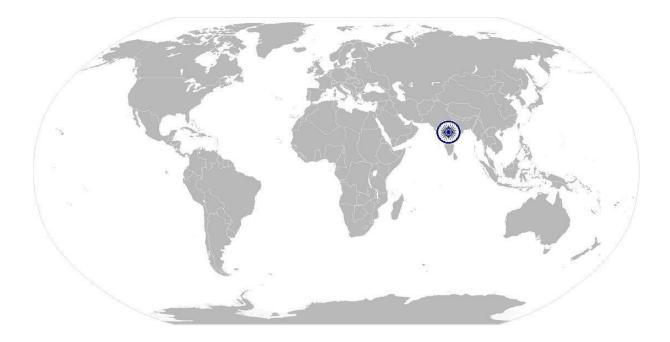






Carry out preparation of bamboo slivers

National Occupational Standard



Overview

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









Carry out preparation of bamboo slivers

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: 	Unit Code	HCS/N8711		
required specification. Scope Basic operations to be undertaken by the Bamboo Basket Maker are follows: 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 be competent, the user/individual on the job must be able to: PC appropriately use the hand saw. PC1. make the bamboo sliver by handling the bamboo split in the right manner. PC3. apply appropriately use the hand saw. PC4. make the bamboo sliver of the desired size from the splits. PC5. measure & maintain the uniformity of the sliver to be achieved. PC6. minimise and dispose the waste materials in the approved manner. PC7. carry out operations at a rate which maintains workflow. PC8. respond appropriately incase of any every or faults in the bamboo and other operations. PC9. leave work area safe and secure when work is complete. PC10. maintain the sharpness of handsaw. PC11 take safety precautions while drawing out the sliver. PC12. identify and segregate the usable and the disposable bamboo slivers based on width, thickness, strength and colour. PC13. ensure uniform and complete drying. PC14. minimise and dispose the waste materials in the approved manner. PC15. take appropriate amount (weight/number of pieces as per market demand) of famboo slivers from the bulk lot. PC15. take appropriate amount (weight/number of pieces as per market demand) of bamboo slivers from the bulk lo		Carry out preparation of bamboo slivers		
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KA8. your organization's tools, templates and processes for related operations in production				
production				
	B. Technical	The user/individual on the job needs to know and understand:		
KB1. types of tools used.				









Carry out preparation of bamboo slivers

Knowladga	KP2 stop by stop process of making hamboo sliver		
Knowledge	KB2. step- by- step process of making bamboo sliverKB3. correct positioning of tool while making bamboo sliver.		
	1 0 0		
	KB4. common mistakes in handling of tools affecting the quality.		
	KB5. importance of drying.		
ikills (S)	Meiting Chille		
A. Core Skills/	Writing Skills		
Generic 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		
3. 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 understance 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,		
	bio. apply, analyze, and evaluate the information gathered norm observation,		





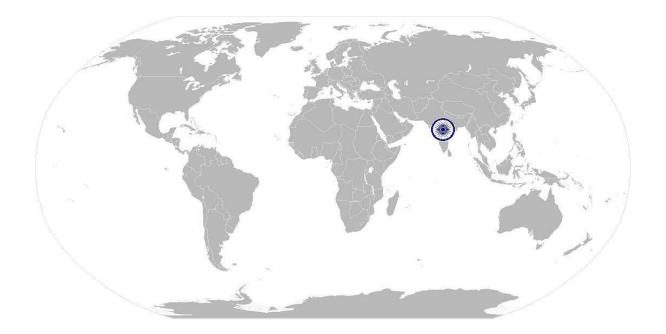




Carry out preparation of bamboo slivers

NOS Version Control

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



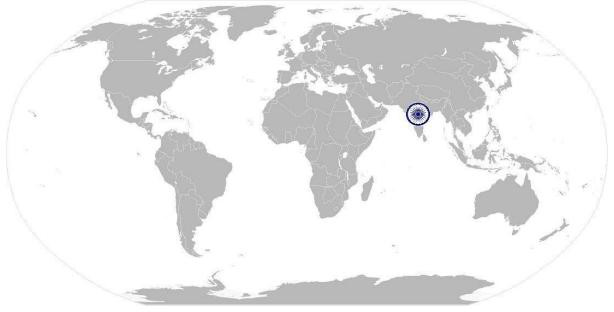








National Occupational Standard



Overview

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









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	 The operations to be undertaken by the Bamboo Basket Maker are as follows: 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 (F	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.	 To be competent on the job, the user/individual on the job must be able to: PC1. take specific type (based on width & length) of bamboo slivers suitable for preparing the two dimensional base structure. PC2. plan out the base & fix it (specifically for round base)to obtain a rigid structure. PC3. ensure that the base structure is fixed in a proper manner before weaving bamboo slivers on to the base structure. PC4. make the two dimensional bamboo sliver base according to required design & pattern. PC5. ask questions to obtain more information on tasks when the instructions you have are unclear. PC6. to be able to work according to specified shape of bamboo basket. PC7. check that the materials to be used are free from faults. PC8. conform to organisation's quality standards. PC9. report any damaged work to the responsible person. PC10. leave work area safe and secure when work is complete free from hazards.
Carrying the process of weaving & twining in the definite pattern & design	 PC11. take appropriate slivers (based on width & length) for weaving according to shape, size, colour & design pattern required in making specific basketry product. PC12. do basic weaving in the given structure/frame. PC13. analyze and maintain uniform gap between the slivers as per the given specification. PC14. analyze and maintain compactness of the sliver to ensure rigidity of the structure. PC15. analyze and carry out the bending wherever required according to the shape & size of the product to be acheived. PC16. analyze and maintain quality in giving shapes. PC17. ensure proper handling in making the basketry product to avoid any breakage. PC18. detect faults & defects. PC19. solve & rectify the faults
Knowledge and Unders	
A. Organizational	The user/individual on the job needs to know and understand:









ContextKA1.the organisation's policies and procedures(Knowledge of the company/KA2.responsibilities under health, safety and environmental legislationorganization and its processes)KA4.potential hazards associated with the machines and the safety precautions that must be taken			
company/ KA3. guidelines for storage and disposal of waste materials organization and KA4. potential hazards associated with the machines and the safety precautions			
organization and KA4. potential hazards associated with the machines and the safety precautions			
its processes) that must be taken			
KA5. protocol to obtain more information on work related tasks			
KA6. contact person in case of queries on procedure or products and for			
resolving issues related to defective machines, tools and/or equipment			
KA7. details of the job role and responsibilities			
KA8. work target and review mechanism with your supervisor			
KA9. protocol and format for reporting work related risks/ problems			
KA10. method of obtaining/ giving feedback related to performance			
KA11. importance of team work and harmonious working relationships			
KA12. process for offering/ obtaining work related assistance			
B. Technical The user/individual on the job needs to know and understand:			
Knowledge KB1. need to sort slivers.			
KB2. need for drying.			
KB3. proper storing methods			
KB4. knowledge of types slivers based on quality and quantity measurments			
KB5. different types of defects/quality issues			
KB6. common hazards in the work area and workplace procedures for dealing	•		
with them			
skills (S)			
A. Core Skills/ Writing Skills			
Generic 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	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:			
The user/individual on the job needs to know and understand now 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		





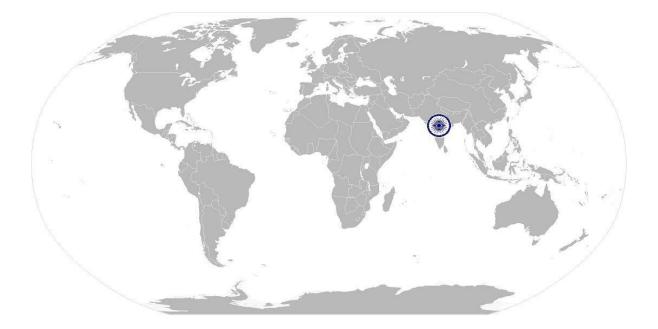






NOS Version Control

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



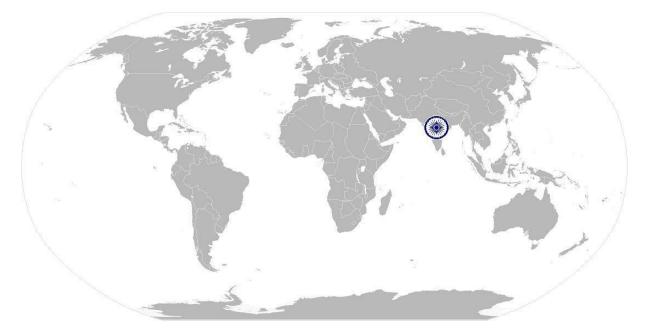








National Occupational Standard



Overview

This unit is about carrying 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:
		 clipping the extra unwanted sliver from the basket & fix the edges.
		drying of bamboo basket.
		 varnishing & drying of bamboo basket.
	Deufermenne Cuiterie /r	storage of bamboo basket products.
	Performance Criteria (F	
	Clipping the extra unwanted sliver from	To be competent, the user/individual on the job must be able to:
	the basket & fix the	PC1. appropriate usage of clipping tool. PC2. cut the extra edges neatly to give the fine finished look.
	edges	PC2. cut the extra edges heatly 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	PC12. carry out effective drying of the basket to reduce moisture content.
_	Basket	PC13. take precautions whie placing the baskets in a dust free area while drying.
	Proper Varnishing &	PC14. handle the brush or sprayer properly.
	Drying of Bamboo Basket	PC15. prepare the solution of varnish by adding an appropriate amount of thinner.
	Dasket	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	PC23. take precautions while stacking the lot of basket avoiding any breakage
	Basket products	PC24. store the lot of basket in a dry area avoiding direct contact with the ground.
	Knowledge and Unders	
	C. Organizational	The user/individual on the job needs to know and understand:
	Context	KA1. the organization's policies, procedures, guidelines and standards for quality
	(Knowledge of	KA2. safe working practices and organisational procedures







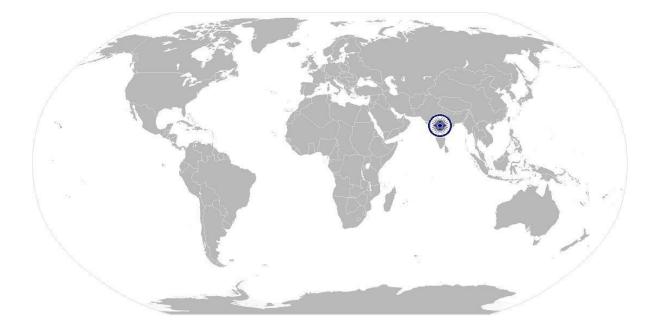
the company/	KA3. quality systems and other processes practiced in the organization		
organization and	KA4. types of problems with quality and how to report them to appropriate people		
its processes)	KA5. the importance of complying with written instructions		
	KA6. reporting procedure in case of faults 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	The user/individual on the job needs to know and understand:		
Knowledge	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/	Writing Skills		
Generic 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		







	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



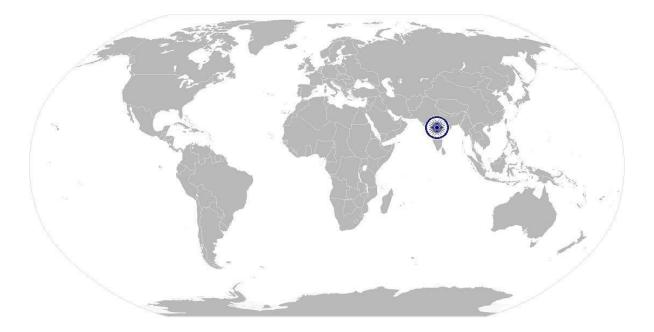






NOS Version Control

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



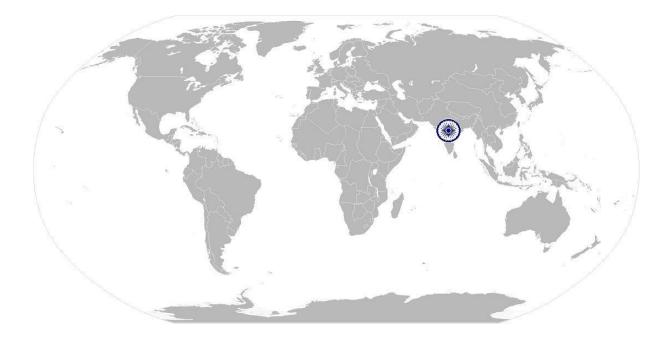








National Occupational Standard



Overview

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









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:		
	• contribute to achieving the quality in bamboo basket making related operations		
	a (PC) w.r.t the Scope		
Elements	Performance Criteria		
Contribute to	To be competent, the user/individual on the job must be able to:		
achieving the	ity in PC2. take the necessary action when materials do not conform to quality		
product quality in embroidery work			
emproduery work	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		
	PC8. apply the allowed tolerances		
	PC9. identify faults and take appropriate action for rectification		
Knowledge and Line	PC10. maintain the required productivity and quality levels Inderstanding (K) w.r.t. the Scope		
Elements	Knowledge and Understanding		
A. Organisational	The user/individual on the job needs to know and understand:		
Context	KA1. safe working practices and organisational procedures		
(Knowledge of the	KA2. the organisation's procedures and guidelines		
company /	KA3. quality systems and machine embroidery processes practiced in the		
organisation and its			
processes)	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	 The user/individual on the job needs to know and understand: KB1. different types of faults that are likely to be found KB2. consequences of using incorrect tools KB3. consequences of incorrect handling of tools KB4. types of faults which may occur, methods of identification and deal with problems KB5. different types of defects KB6. the importance of segregating rejects KB7. appropriate inspection methods that can be used KB8. own responsibilities at work 	
Skills (S) w.r.t the So		
Elements	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 instructions, guidelines, procedures and rules	
	Oral Communication (Listening and Speaking skills)	
	The user/individual on the job needs to know and how to: SA3. communicate orally with colleagues	
B. Professional Decision Making		
Skills	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	

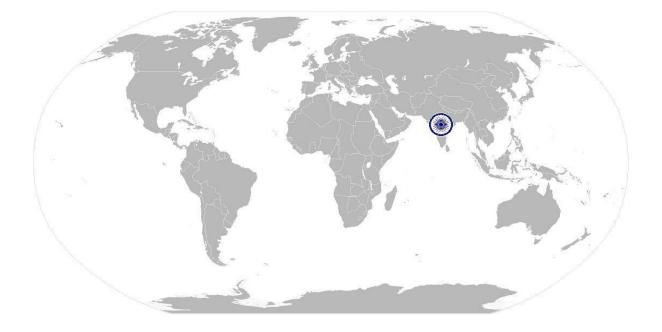








User/individual need to know and understand how to:
SB10. apply, analyze, and evaluate the information gathered from observation,
experience, reasoning, or communication, as a guide to thought and action





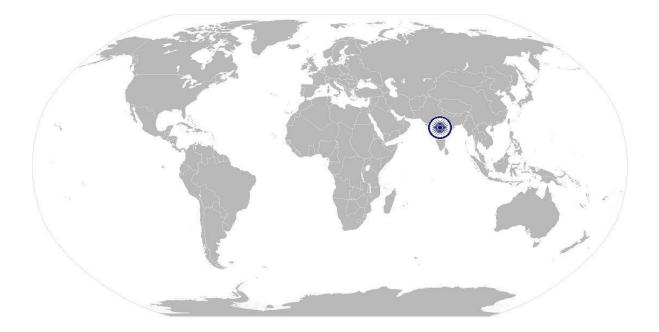






NOS Version Control

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



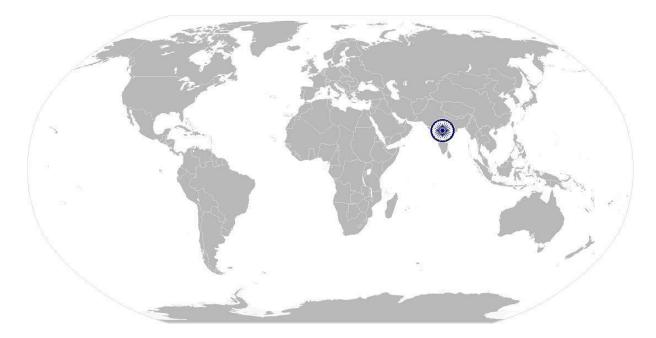






Working in a team

National Occupational Standard



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





Working in a team





HCS/N9908

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 Commitment and trust Communication Adaptability Creative freedom Performance Criteria (PC) w.r.t. the Scope Elements Performance Criteria 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 PC7. give due importance to others' point of view PC8. avoid conflicting situations PC9. develop new ideas for work procedures PC10. improve upon the existing techniqu (ext) 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 workin
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ContextKA2. procedure followed to get the final output KA3. safe working practices to be adopted
KA3. safe working practices to be adopted
KAA reporting to the supervisor or higher authority shout any grisyances faced
KA4. Tepoting to the supervisor of higher authority about any grevances faced
B. Technical KB1. understanding the importance of the previous and next step of the process
Knowledge 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/ Writing Skills
Generic 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)









Working in a team

	The user/individual on the job needs to know and understand:
	SA5. communicate with superior, colleagues and juniors appropriately
	SA6. talk to team members to convey information effectively
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. make decisions in relation to the concerned scope of work
	Plan and Organize
	The user/individual on the job needs to know and understand:
	SB2. plan and organize the work to achieve shared objectives of the team
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB3. manage relationships with customers who may be in need of supports to
	maintain productivity and performance
	SB4. build with customer a relationship of trust and cooperation in achieving team
	goal
	Problem Solving
	The user/individual on the job needs to know and understand:
	SB5. apply problem-solving approaches to resolve conflicts
	SB6. seek clarification to problems when the boots and the seek clarification to problems when the second s
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB7. identify root cause of problem split to utmost level of circumstances,
	personality etc
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB8. critically evaluate various approaches of building team and sustaining team
	performance.
1.5	





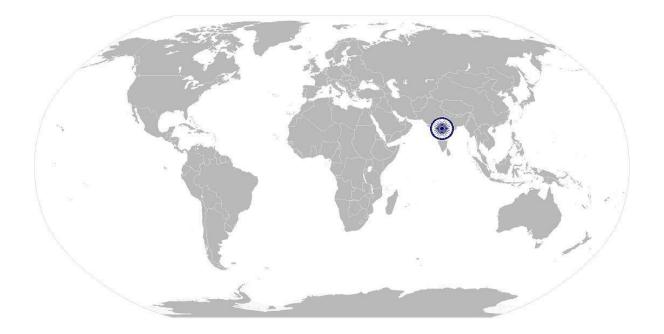




Working in a team

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





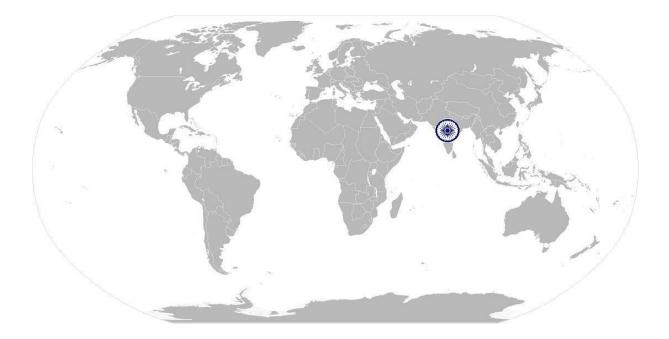






Maintain work area and tools

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.









Maintain work area and tools

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:
	maintain the work area and tools
	ia (PC) w.r.t the Scope
Elements	Performance Criteria
Maintain the	To be competent, the user/individual on the job must be able to:
work area, tools	PC1. handle materials and tools safely and correctly
and machines	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 dameaged 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 Un	derstanding (K) w.r.t. the Scope
Elements	Knowledge and Understanding
A. Organisational	The user/individual on the job needs to know and understand:
A. Organisational Context	The user/individual on the job needs to know and understand: KA1. personal hygiene and duty of care
A. Organisational Context (Knowledge of the	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
A. Organisational Context (Knowledge of the company /	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
A. Organisational Context (Knowledge of the company / organisation and	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
A. Organisational Context (Knowledge of the company /	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
A. Organisational Context (Knowledge of the company / organisation and	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
A. Organisational Context (Knowledge of the company / organisation and	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
A. Organisational Context (Knowledge of the company / organisation and	 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
A. Organisational Context (Knowledge of the company / organisation and	 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)
A. Organisational Context (Knowledge of the company / organisation and	 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
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 importance of complying with written instructions
A. Organisational Context (Knowledge of the company / organisation and	 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 importance of complying with written instructions The user/individual on the job needs to know and understand:
A. Organisational Context (Knowledge of the company / organisation and its processes) B. Technical /	 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 importance of complying with written instructions
A. Organisational Context (Knowledge of the company / organisation and its processes) B. Technical / Domain	 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 The user/individual on the job needs to know and understand: KB1. work instructions and specifications accurately
A. Organisational Context (Knowledge of the company / organisation and its processes) B. Technical / Domain	 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 importance of complying with written instructions 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
A. Organisational Context (Knowledge of the company / organisation and its processes) B. Technical / Domain	 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 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
A. Organisational Context (Knowledge of the company / organisation and its processes) B. Technical / Domain	 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 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
A. Organisational Context (Knowledge of the company / organisation and its processes) B. Technical / Domain	 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 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









HCS/N9912	Maintain work area and tools

	KB8. tools maintenance procedures KB9. hazards likely to be encountered when conducting routine maintenance KB10. safe working practices for cleaning and the method of carrying them out		
Skills (S) w.r.t the So			
Elements	Skills		
A. Core Skills /	Writing Skills		
Generic 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	Decision Making		
Skills	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 (a) 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		





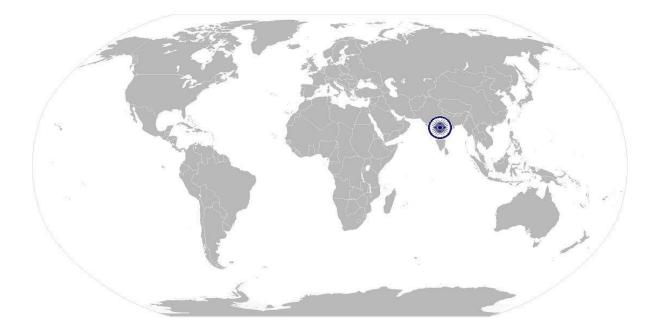




Maintain work area and tools

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



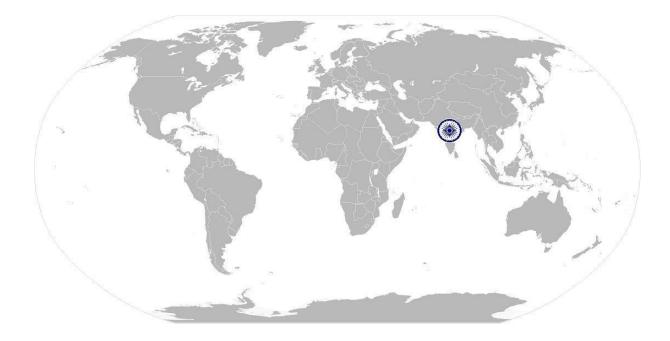






HCS/N9913 Maintain health, safety and security at workplace

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

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:
	 comply with health, safety and security requirements at work
Performance Criter	ia (PC) w.r.t the Scope
Elements	Performance Criteria
Comply with health, safety and security requirements at	 To be competent, the user/individual on the job must be able to: PC1. comply with health and safety related instructions applicable to the workplace PC2. use and maintain personal protective equipment as per protocol
work	 PC3. carry out own activities in line with approved guidelines and procedures PC4. maintain a healthy lifestyle and guard against dependency on intoxicants PC5. follow environment management system related procedures PC6. store materials and tools in line with manufacturer's and organisational requirements PC7. safely handle and move waste and debris PC8. minimize health and safety risks to self and others due to own actions PC9. seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC10. monitor the workplace and work processes for potential risks and threats PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel PC13. participate in mock drills/ evacuation procedures organized at the workplace PC14. undertake first aid, fire-fighting and emergency response training, if asked to do so PC15. take action based on instructions in the event of fire, emergencies or accidents PC16. follow organisation procedures for evacuation when required
	derstanding (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	KA1. health and safety related practices applicable at the workplace
company /	KA2. potential hazards, risks and threats based on nature of operations
organisation and	KA3. organizational procedures for safe handling of tools
its processes)	KA4. potential risks due to own actions and methods to minimize these



Ì	VOS
National O	ccupational Standards





HCS/N9913	Maintain health, safety and security at workplace
	 KA5. environmental management system related procedures at the workplace KA6. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA7. potential accidents and emergencies and response to these scenarios KA8. reporting protocol and documentation required KA9. details of personnel trained in first aid, fire-fighting and emergency response KA10. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
B. Technical /	The user/individual on the job needs to know and understand:
Domain	KB1. occupational health and safety risks and methods
Knowledge	KB2. personal protective equipment and method of use
	KB3. identification, handling and storage of hazardous substances
	KB4. proper disposal system for waste and by-products
	KB5. signage related to health and safety and their meaning
	KB6. importance of sound health, hygiene and good habits
	KB7. ill-effects of alcohol, tobacco and drugs
Skills (S) w.r.t the S	
Elements	Skills
A. Core Skills /	Writing Skills
Generic 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	Decision Making
Skills	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)

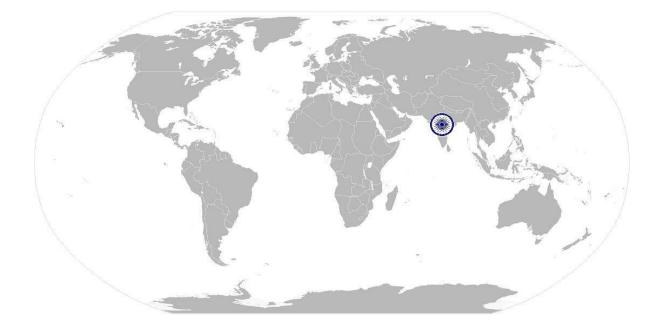








HCS/N9913	Maintain health, safety and security at workplace			
	SB7. identify immediate or temporary solutions to resolve delays			
	Analytical Thinking			
	User/individual needs to know and understand how to:			
	SB8. analyze data and activities			
	SB9. pass on relevant information to others			
	Critical 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			







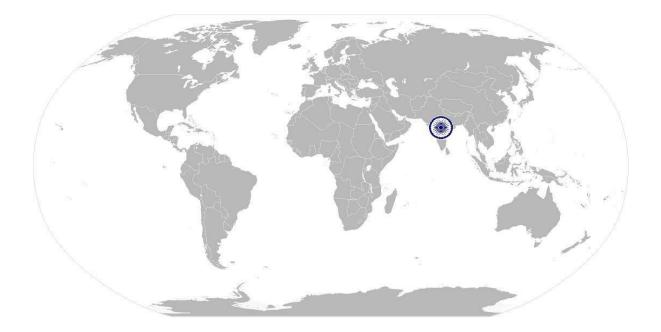




HCS/N9913 Maintain health, safety and security at workplace

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





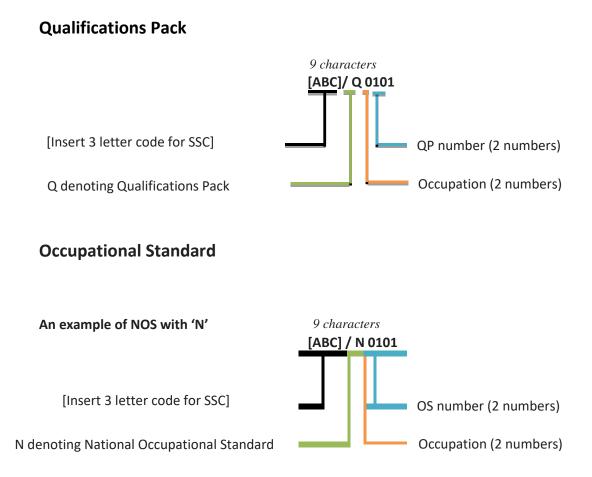
Qualifications Pack For Bamboo Basket Maker





<u>Annexure</u>

Nomenclature for QP and NOS







The following acronyms/codes have been used in the noemenclature 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

<u>Job Role</u>: Bamboo Basket Maker <u>Qualification Pack</u>: HCS/Q8704 <u>Sector Skill Council</u>: 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 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 A	Allocated
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
1. HCS/N8711	PC1. Appropriately use the Hand Saw.	100	7	2	5
(Carry out	PC2. Make the bamboo sliver by handling the bamboo		7	2	5
preparation of	split in the right manner.				
bamboo slivers)	PC3. Apply appropriate pressure on the bamboo split by		7	3	4
	using the hand saw to get the desired thickness of				
	Bamboo sliver.	7 7 7 7 7			
	PC4. Make the Bamboo sliver of the desired size from the		7	3	4
	splits.				
	PC5. Measure & maintain the uniformity of the sliver to be		7	3	4
	achieved.				
	PC6. Minimise and dispose the waste materials in the		7	3	4
	approved manner.				
	PC7. Carry out operations at a rate which maintains		7	3	4
	workflow.				
	PC8. Respond appropriately incase of any errors or faults		5	2	3
	in the bamboo and other operations.				
	PC9. Leave work area safe and secure when work is		7	3	4
	complete.				
	PC10. Maintain the sharpness of handsaw.		7	3	4
	PC11. Take safety precautions while drawing out the		7	3	4
	sliver.				
	PC12. Identify and segregate the usable and the		5	2	3
	disposable bamboo slivers based on width, thickness,				







	strength and colour.				
	PC13. Ensure uniform and complete drying.	1	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		5	2	3
	the bulk lot. PC16. Undertake precautions while storage to avoid moisture.		5	2	3
		TOTAL	100	40	60
2. HCS/N8712 (Carry out weaving &	PC1. Take specific type (based on width & length) of bamboo slivers suitable for preparing the two dimensional base structure.		7	2	5
twining of bamboo slivers	PC2. Plan out the base & fix it (specifically for round base)to obtain a rigid structure.		7	2	5
to achieve the final product as per	PC3. Ensure that the base structure is fixed in a proper manner before weaving bamboo slivers on to the base structure.		7	3	4
requirement)	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.	100	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 acheived.		5	2	3
	PC16. Analyze and maintain quality in giving shapes.	ļ	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
2 1100 (20742	DC1 Appropriate users of displayers	TOTAL	100	40	60
3. HCS/N8713 (Finishing, varnishing,	PC1. Appropriate usage of clipping tool. PC2. Cut the extra edges neatly to give the fine finished look.	100	5 5	2	3







drying & storage PC3. Analyze and apply glue to fix the edges. 5 2 3 of bamboo PC4. Handle the Bamboo basket properly to avoid any breakage. 5 2 3 PC5. Dispose the waste materials in the approved manner. 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 PC6. Leave work area safe and secure when work is complete. PC9. Maintaining the work place clean. 5 2 3 PC11. Take safety precaution while clipping. 5 2 3 5 2 3 PC12. Carry out effective drying of the basket to reduce moisture content. PC14. Fandle the Push or sprayer properly. 5 2 3 1 2 PC15. Prepare the solution of Varnish by adding an appropriate amount of solution to be applied on the Bamboo Basketry product unform. 3 1 2 PC15. Prepare the solution on the bamboo basketry product unform. 3 1 2 PC14. Fandle the Basket properly while doing varnishing. 3 1 2 PC15. Prepare the solution on the bamboo basketry product unform. 3 1 2 <						
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flow of other production areas disrupts work				10	4	6
				10	4	6
		PC7. Carry out quality checks at specified intervals	1	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	PC1. Be accountable to one's own role in whole process of developing product		12	4	8
team)	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	100	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	PC1. Handle materials and tools safely and correctly		8	2	6
(Maintain work	PC2. Use materials to minimize waste	100	10	3	7
area and tools)	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	PC1. Comply with health and safety related instructions applicable to the workplace	100	8	2	6
health, safety and security at workplace)	PC2. Use and maintain personal protective equipment as per protocol		8	2	6
	PC3. Carry out own activities in line with approved guidelines and procedures		8	2	6
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		8	2	6
	PC5. Follow environment management system related procedures		6	2	4
	PC6. Store materials and tools in line with manufacturer's and organisational requirements		5	2	3
	PC7. Safely handle and move waste and debris		4	1	3
	PC8. Minimize health and safety risks to self and others due to own actions		6	2	4



Qualifications Pack For Bamboo Basket Maker





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