

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE 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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Contents

1. Introduction and Contents.....	1
2. Qualifications Pack	2
3. Glossary of Key Terms	3
4. OS Units.....	5
5. Annexure: Nomenclature for QP & OS.....	29
6. Assessment Criteria	31

Introduction

Qualifications Pack-Hand Operated Knitting Machine Operator (Circular & Flat)

SECTOR/S: TEXTILE

SUB-SECTOR:Knitting

OCCUPATION: Operator

REFERENCE ID: TSC/Q7304

ALIGNED TO:NCO-2015/7318.9900

Brief Job Description:The hand operated knitting machine operator is responsible for knitting by maintaining health, safety and security, and complying with the workplace requirements. The person can either work as a freelancer or seek employment in a cooperative/organization.

Personal Attributes: Needs to have basic knowledge of fabrics, yarn count, knitting machines, process,precision, an eye for detail, and an alert mind.

Job Details	Qualifications Pack Code		TSC/Q7304	
	Job Role		Hand Operated Knitting Machine Operator (Circular & Flat) [Applicable to National Scenarios]	
	Credits	TBD	Version number	1.0
	Sector	Textile	Drafted on	03/05/17
	Sub-sector	Knitting	Last reviewed on	03/05/17
	Occupation	Operator	Next review date	03/05/19

Job Role	Hand Operated Knitting Machine Operator (Circular & Flat)
Role Description	The job holder is responsible for knitting by maintaining health, safety and security, and complying with the workplace requirements.
NSQF level	4
Minimum Educational Qualifications	5 th Standardpass, preferably
Maximum Educational Qualifications	NA
Prerequisite License or Training	NA
Minimum Job Entry Age	16 years
Experience	NA
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> 1. TSC/N7308 Undertake knitting process efficiently 2. TSC/N9005 Maintain work area and tools in handloom sector 3. TSC/N9006 Working in a team in handloom sector 4. TSC/N9007 Maintain health, safety and security at work place in handloom sector 5. TSC/N9008 Comply with work place requirements in handloom sector
Performance Criteria	As described in the relevant OS units

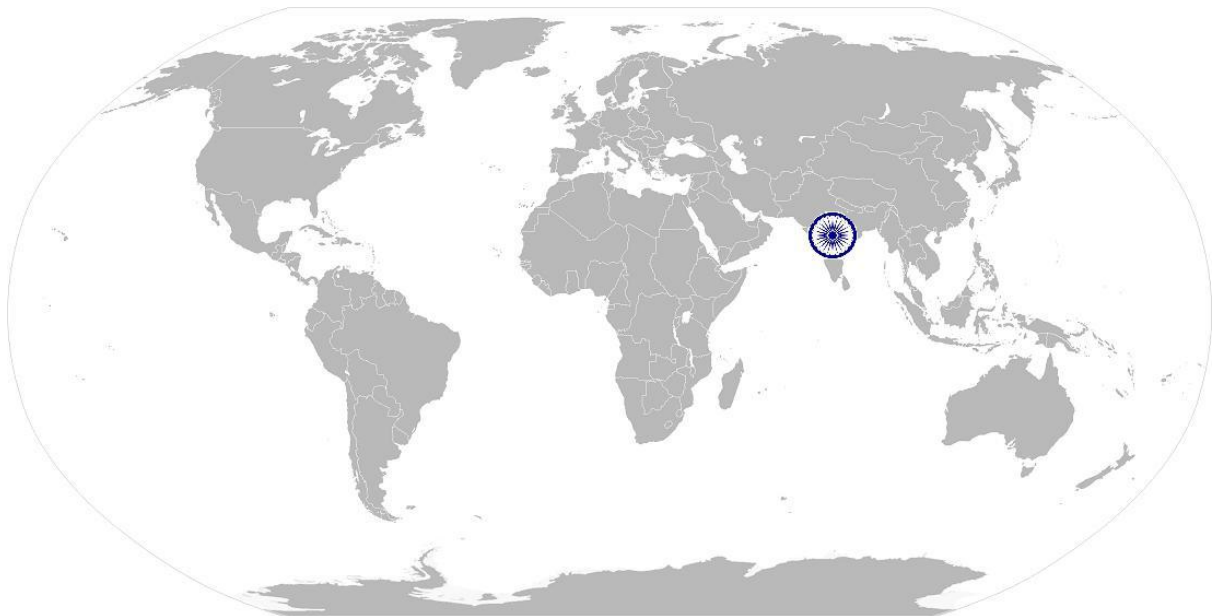
Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-Sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
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(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by 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 any one 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.
Organisational Context	Organisational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
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 the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. In the context of the OS, these include communication related skills that are applicable to most job roles.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of NOS.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.

Acronyms	Keywords/Terms	Description
	NOS	National Occupational Standard(s)
	NSQF	National Skills Qualifications Framework
	QP	Qualifications Pack
	OS	Occupational Standards
	TSC	Textile Sector Skill Council
	TBD	To be decided

National Occupational Standard



Overview

This unit refers to the necessary skills, knowledge and attributes required by knitting machine operator to undertake knitting process efficiently.


TSC/N7308

Undertake knitting process efficiently

Unit Code	TSC/N7308
Unit Title (Task)	Undertake knitting process efficiently
Description	The unit deals with necessary skills, knowledge and attributes required by knitting machine operator to set-up, repair, adjust, maintain and test knitting machines, and carry out knitting process efficiently.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Set-up, repair, adjust, maintain and test knitting machines • Carry out knitting process
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Set-up, repair, adjust, maintain and test knitting machines	To be competent, the user/individual on the job must be able to: <p>PC1. select the type of knitting machine as per the product's requirement Types: Flat knitting machines and circular knitting machines</p> <p>PC2. interpret production and pattern specifications to determine required machine settings for knitted product</p> <p>PC3. select appropriate tools for the machine as per product's requirement</p> <p>PC4. run the machine at optimum quality and efficiency levels</p> <p>PC5. check the yarn threaded for production for possible impact on operational problems</p> <p>PC6. operate the knitting machine in accordance with manufacturer's and workplace instructions</p> <p>PC7. conduct quality tests to ensure optimal production outcomes are achieved</p> <p>PC8. diagnose and fix knitting problems</p> <p>PC9. assess operational efficiency and safe operation of knitting machines</p> <p>PC10. identify knit faults and determine the root cause</p>
Carry out knitting process	To be competent, the user/individual on the job must be able to: <p>PC11. select the type of yarn as per product's requirement Types: Wool, acrylic, blended, etc.</p> <p>PC12. identify different types of needles used for various knitting process Types: Spring-beard, latch, compound, etc. Process: Weft knitting and warp knitting</p> <p>PC13. calculate the number of feeder as per the required design of the product</p> <p>PC14. place the yarn in the creel</p> <p>PC15. feed yarn through a feeder under tension to the needles to create stitches</p> <p>PC16. set the machine as per design and fabric per square meter</p> <p>PC17. knit as per design and withdraw the roll fabric and weigh</p> <p>PC18. ensure that the machine stops instantly during yarn breakage</p> <p>PC19. change broken needles and knot the yarn when the yarn breaks</p> <p>PC20. inspect and mark the roll</p>

TSC/N7308

Undertake knitting process efficiently

Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. policies and procedures followed in the handloom sector relevant to own employment and performance conditions</p> <p>KA2. relevant health and safety requirements applicable in the work place</p> <p>KA3. importance of following health, hygiene, safety and quality standards and the impact of non-compliance of the standards on consumers and the business</p> <p>KA4. own job role and responsibilities and sources for information pertaining to employment terms, compensation, job role and responsibilities</p> <p>KA5. relevant people and their responsibilities within the work area</p> <p>KA6. various categories of people that one is required to communicate and co-ordinate within the organization</p> <p>KA7. documentation relating to machine settings, operation and maintenance as per the needs of the task</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. type, design and diameter of fabric</p> <p>KB2. finished fabric per square meter (GSM)— calculation and control</p> <p>KB3. yarn type and count</p> <p>KB4. factors affecting machine performance—yarn strength, sizing, ambient conditions</p> <p>KB5. various types of knitting process  Types: Weft knitting—one continuous yarn forms courses across the fabric, and warp knitting —series of yarns forms wales in the lengthwise direction of the fabric</p> <p>KB6. different machine parameters Machine parameters: Diameter, revolution per minute, number of feeder used, gauge, yarn count, required time, efficiency, etc.</p> <p>KB7. basic weft knitting stitches— plain-knit stitch, purl stitch and rib stitch</p> <p>KB8. common knitting machine defects and remedies</p> <p>KB9. safety and environmental aspects of knitting</p>
Skills (S)	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write local or English language for recording production, quality related information, numbering, and maintenance of related information and materials, etc.</p>
	<p>Reading Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read to differentiate the various materials used in the process</p> <p>SA3. read and correctly interpret own notes written in local or English language</p>

TSC/N7308

Undertake knitting process efficiently

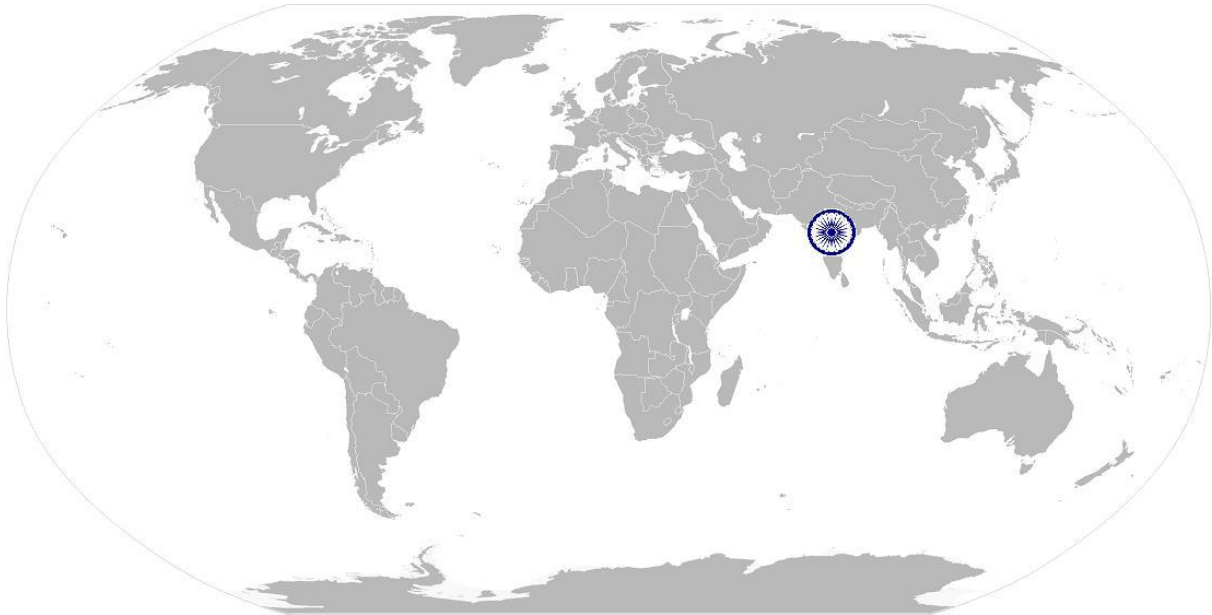
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. communicate with co-workers appropriately SA5. listen carefully SA6. talk effectively to convey information succinctly and unequivocally
B. Professional Skills	Decision Making
	NA
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. plan and organize own work in a way that all activities are completed in time and as per specifications
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB2. interpret work requirements correctly SB3. deliver quality output
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. determine timely correction of errors to prevent redoing of work
	Analytical Thinking
	NA
Critical Thinking	
NA	

TSC/N7308

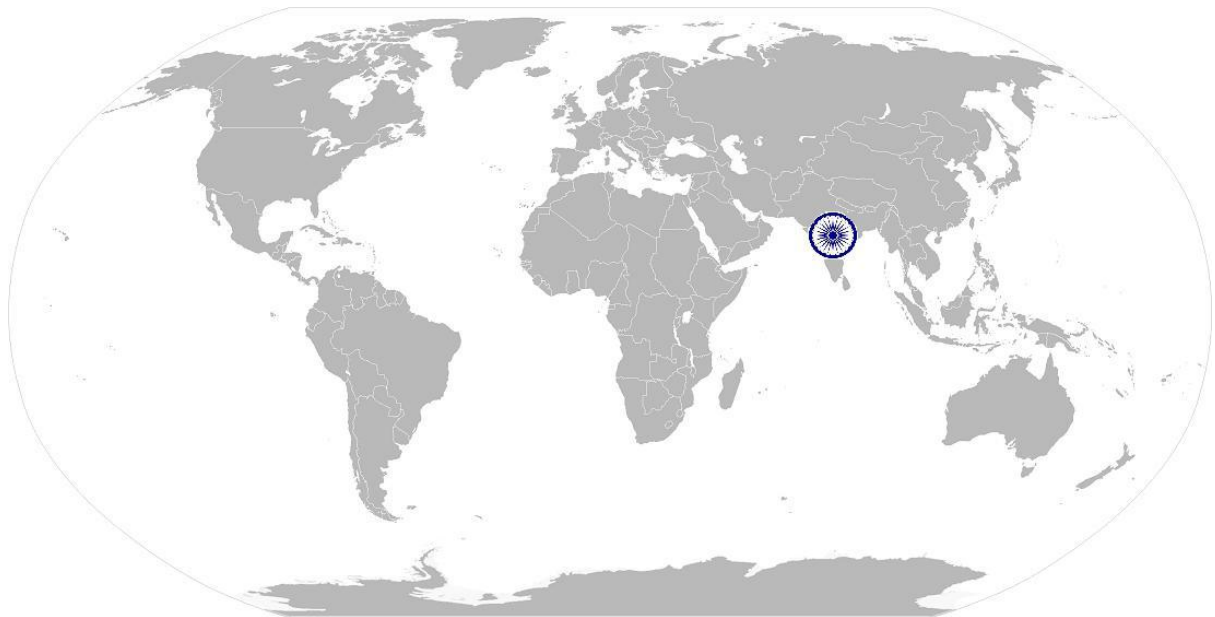
Undertake knitting process efficiently

NOS Version Control

NOS Code	TSC/N7308		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	03/05/17
Industry Sub-sector	Knitting	Last reviewed on	03/05/17
Occupation	Operator	Next review date	03/05/19



National Occupational Standard



Overview

This unit provides performance criteria, knowledge, understanding, skills and abilities required to organize/maintain work area and activities to ensure tools used for winding are maintained as per norms.

TSC/N9005

Maintain work area and tools in handloom sector

Unit Code	TSC/N9005
Unit Title (Task)	Maintain work area and tools in handloom sector
Description	This unit provides performance criteria, knowledge, understanding, skills and abilities required to organize/maintain work area and activities to ensure tools used for winding are maintained as per norms
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Maintain the work area, tools and machines
Performance Criteria (PC) w.r.t the Scope	
Element	Performance Criteria
Maintain the work area, tools and machines	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. handle materials and tools safely and correctly</p> <p>PC2. use correct lifting and handling procedures</p> <p>PC3. use materials in a manner to minimize waste</p> <p>PC4. maintain a clean and hazard free working area</p> <p>PC5. maintain the tools and equipment used for winding</p> <p>PC6. carry out maintenance and/or cleaning within one's responsibility</p> <p>PC7. identify damaged tools and materials and take action according to the standards followed</p> <p>PC8. ensure that the correct tools and yarn required are in place</p> <p>PC9. work in the correct posture</p> <p>PC10. use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC11. dispose of waste safely in the designated location</p> <p>PC12. store cleaning equipment safely after use</p> <p>PC13. carry out cleaning according to schedule and limits of responsibility</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. personal hygiene</p> <p>KA2. safe working practices and Cooperative Society/NGO/SHG/cluster procedures</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving problems within the work area</p> <p>KA5. production process and the specific work activities that relate to the whole process</p> <p>KA6. importance of effective communication with colleagues</p> <p>KA7. lines of communication, authority and reporting procedures</p> <p>KA8. cooperative Society/NGO/SHG/cluster rules, codes and guidelines (including time keeping)</p>

TSC/N9005

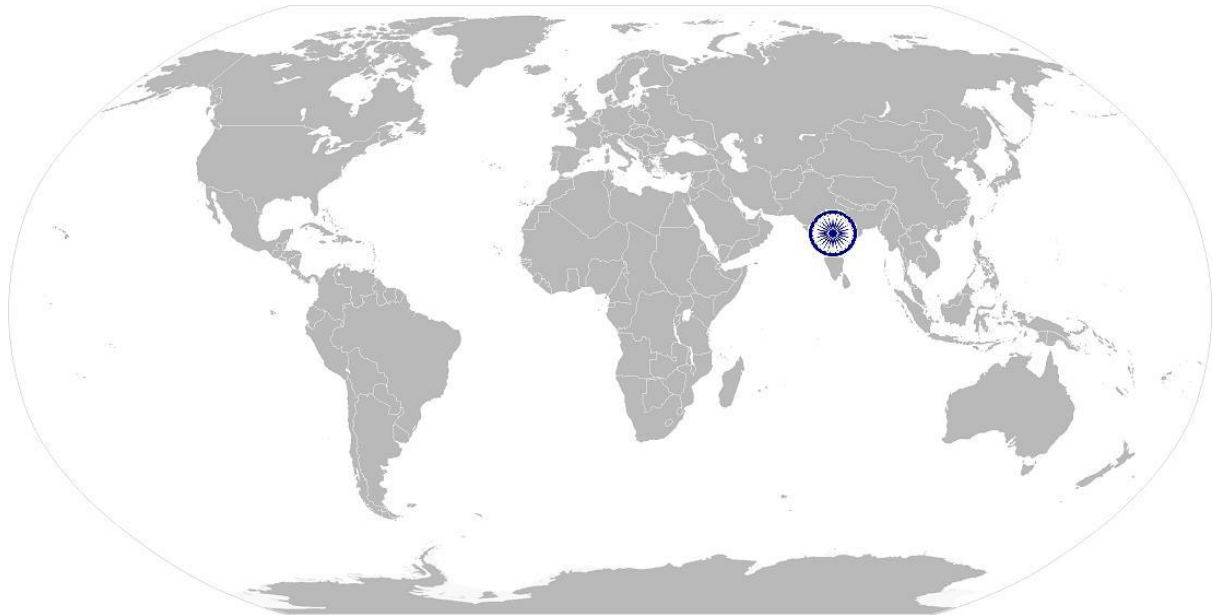
Maintain work area and tools in handloom sector

	<p>KA9. company's quality standards</p> <p>KA10. importance of complying with written instructions</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. work instructions and specifications and interpret them accurately</p> <p>KB2. relation between work role and the overall manufacturing process</p> <p>KB3. importance of taking action when problems are identified</p> <p>KB4. different ways of minimizing waste</p> <p>KB5. effects of contamination on products</p> <p>KB6. common faults and the methods to rectify them</p> <p>KB7. tools maintenance procedures</p> <p>KB8. hazards likely to be encountered when conducting routine maintenance</p> <p>KB9. different types of cleaning substances and their use</p> <p>KB10. safe working practices for cleaning and the methods of carrying them out</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 and comprehend written 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 rule-based decision-making processes SB2. make decisions on a suitable course of action or response
	Plan and Organize
	The user/individual on the job 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. avoid absenteeism SB5. be punctual SB6. work in discipline	

TSC/N9005

Maintain work area and tools in handloom sector

	SB7. act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB8. apply problem-solving approaches in different situations SB9. seek clarification on problems from others
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB10. analyze data and activities SB11. pass on relevant information to others
	Critical Thinking
The user/individual on the job needs to know and understand how to: SB12. provide opinions on work in a detailed and constructive way SB13. apply balanced judgments to different situations	

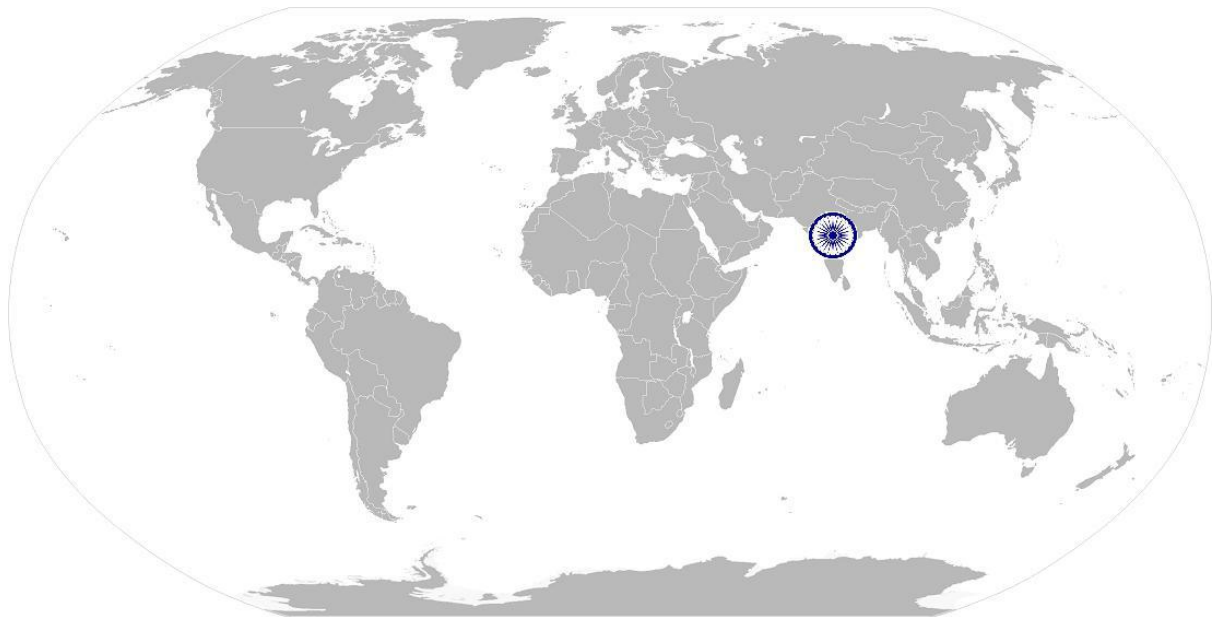


TSC/N9005

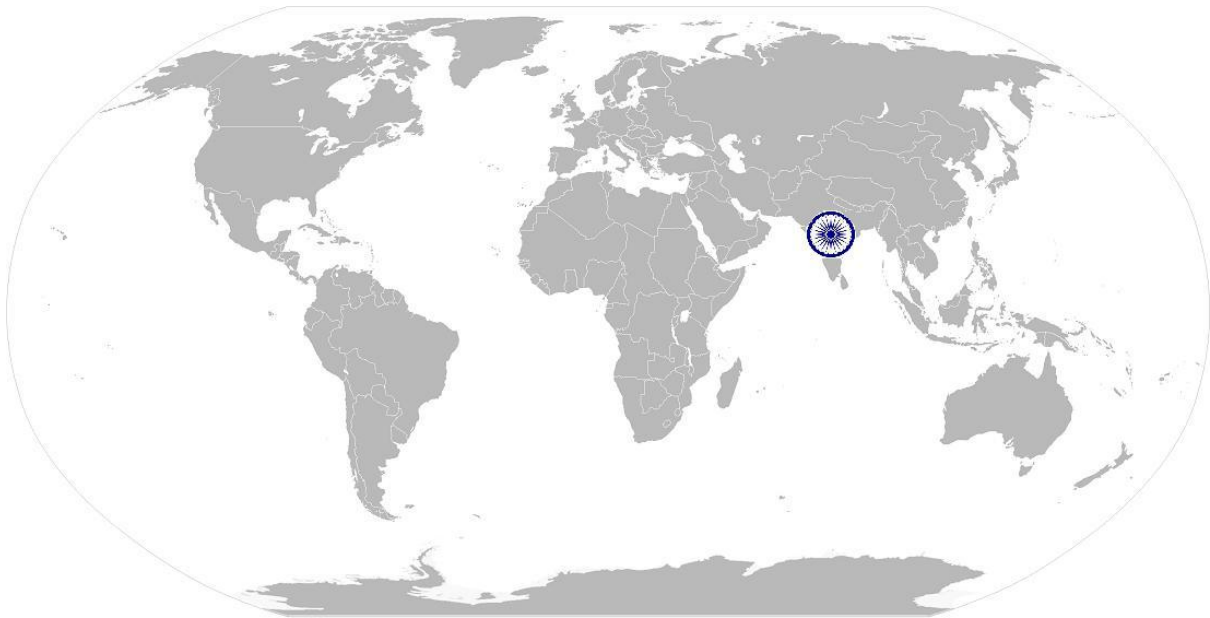
Maintain work area and tools in handloom sector

NOS Version Control

NOS Code	TSC/N9005		
Credits	TBD	Version number	1.0
Industry	Textiles Sector	Drafted on	03/05/17
Industry Sub-sector	Handloom	Last reviewed on	03/05/17
Occupation	Generic	Next review date	03/05/19



National Occupational Standard



Overview

This unit is about working in a team in a handloom sector.

TSC/N9006

Working in a team in handloom sector

National Occupational Standard	Unit Code	TSC/N9006
	Unit Title (Task)	Working in a team in handloom sector
	Description	This unit is about working as a team member.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Self-development • Team work • Organizational standards
	Performance Criteria (PC) w.r.t the Scope	
	Element	Performance Criteria
	Self- development	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. perform own duties effectively PC2. take responsibility for own actions PC3. be accountable towards the job role and assigned duties PC4. take initiative and innovate the existing methods PC5. focus on self-learning and improvement
	Team Work	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC6. co-ordinate with all team members and colleagues PC7. communicate politely PC8. avoid conflicts and miscommunication
	Organizational standards	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC9. know the organizational standards PC10. implement them in your performance PC11. motivate others to follow them
	Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. standard Operating Procedures (SOP) and regulations in the Cooperative Society/NGO/SHG KA2. knowledge of workplace standards 	
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. importance of self-development KB2. importance of team work KB3. importance of understanding and complying with organizational standards 	
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills	
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. write in local language 	
	Reading Skills	

TSC/N9006

Working in a team in handloom sector

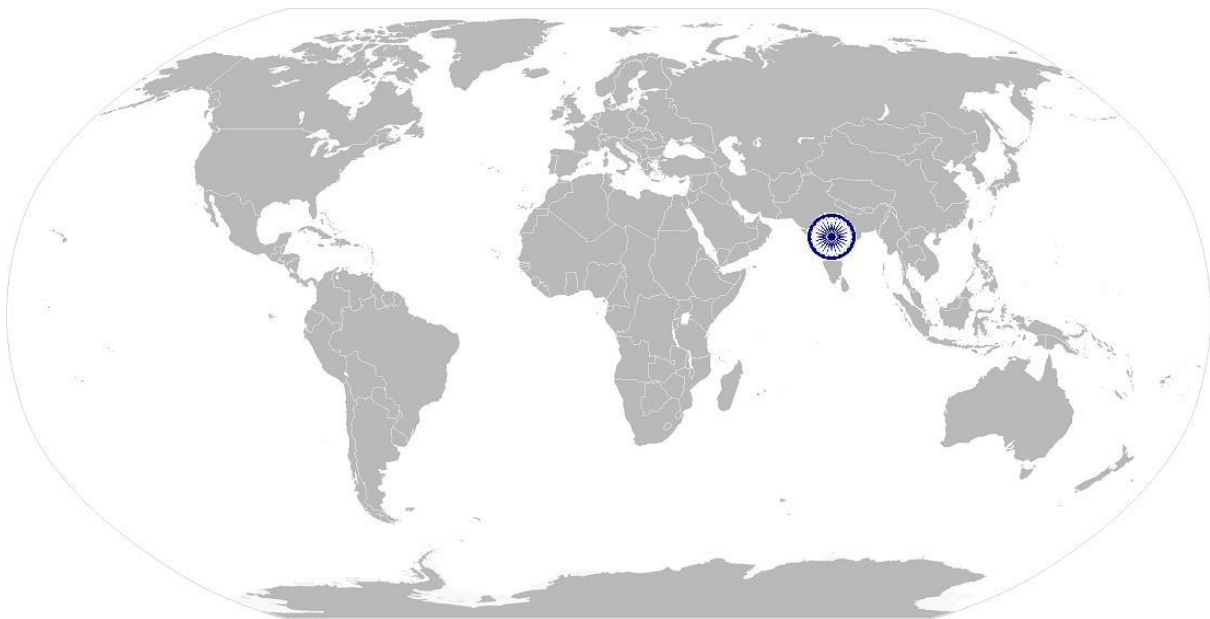
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read and comprehend written instructions</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. listen effectively and orally communicate information accurately</p> <p>SA4. ask for clarification and advice from others</p>
B. Professional Skills	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. follow rule-based decision-making processes</p> <p>SB2. make decisions on a suitable course of action or response</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. avoid absenteeism</p> <p>SB5. be punctual</p> <p>SB6. work in Discipline</p> <p>SB7. act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. apply problem-solving approaches in different situations</p> <p>SB9. seek clarification on problems from others</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. analyze data and activities</p> <p>SB11. pass on relevant information to others</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. provide opinions on work in a detailed and constructive way</p> <p>SB13. apply balanced judgments to different situations</p>

TSC/N9006

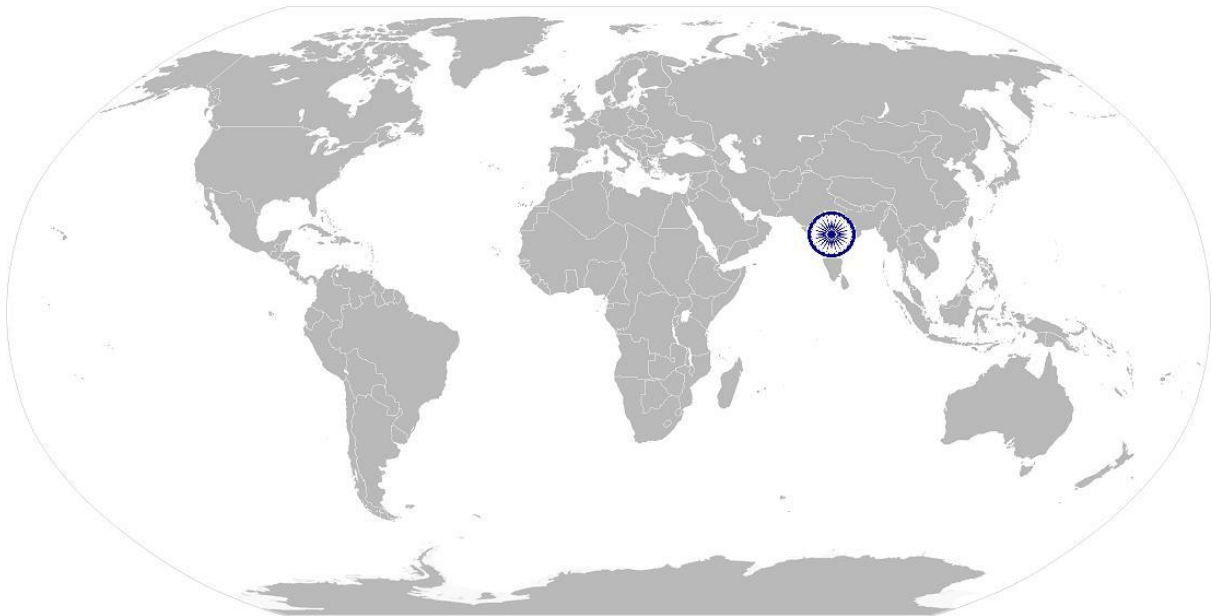
Working in a team in handloom sector

NOS Version Control

NOS Code	TSC/N9006		
Credits	TBD	Version number	1.0
Industry	Textiles Sector	Drafted on	03/05/17
Industry Sub-sector	Handloom	Last reviewed on	03/05/17
Occupation	Generic	Next review date	03/05/19



National Occupational Standard



Overview

This unit provides performance criteria, knowledge, understanding, skills and abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others

TSC/N9007

Maintain health, safety and security at work place in handloom sector

National Occupational Standard	Unit Code	TSC/N9007
	Unit Title (Task)	Maintain health, safety and security at workplace in handloom sector
	Description	This unit provides performance criteria, knowledge, understanding, skills and abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize 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 • Recognize and address the hazards
	Performance Criteria (PC) w.r.t the Scope	
	Element	Performance Criteria
	Comply with health, safety and security requirements at work	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. comply with health and safety related instructions applicable to the workplace PC2. use and maintain personal protective equipment as per protocol PC3. Carry out own activities in line with approved guidelines and procedures PC4. Maintain a healthy life style and guard against dependency on in toxicants PC5. Follow environment management system related procedures PC6. store materials and tools in line with manufacturer’s and Cooperative Society/NGO/SHG requirements PC7. Safely handle and move waste and debris PC8. Minimize health and safety risks to self and others due to own actions PC9. Monitor the work place and work processes for potential risks and threats PC10. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC11. Participate in mock drills/ evacuation procedures organized at the workplace PC12. undertake first aid, fire-fighting and emergency response training, if asked to do so PC13. take action based on instructions in the event of fire, emergencies or accidents PC14. follow Cooperative Society/NGO/SHG procedures for evacuation when required
	Recognize and address the hazards	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC15. identify different kinds of possible hazards (environmental, personal, ergonomic and chemical) of the industry PC16. recognize other possible security issues existing in the workplace PC17. plan the safety techniques PC18. recognize different measures to curb the hazards PC19. implement the programs

TSC/N9007

Maintain health, safety and security at work place in handloom sector

	<p>PC20. communicate the safety plans to everyone</p> <p>PC21. attach disciplinary rules with the implementation</p>
Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. 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. cooperative Society/NGO/SHG procedures for safe handling of tools</p> <p>KA4. potential risks due to own actions and methods to minimize these</p> <p>KA5. environmental management system related procedures at the workplace</p> <p>KA6. potential accidents and emergencies and response to these scenarios</p> <p>KA7. documentation formats, if any</p> <p>KA8. knowledge of personnel trained in first aid, fire-fighting and emergency response</p>
<p>B. Technical Knowledge</p>	<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)	
<p>A. Core Skills/ Generic Skills</p>	<p style="background-color: #d9e1f2;">Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. write in local language</p> <p style="background-color: #d9e1f2;">Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read and comprehend written instructions</p> <p style="background-color: #d9e1f2;">Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. listen effectively and orally communicate information accurately</p> <p>SA4. ask for clarification and advice from others</p>
<p>B. Professional Skills</p>	<p style="background-color: #d9e1f2;">Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. follow rule-based decision-making processes</p> <p>SB2. make decisions on a suitable course of action or response</p>

TSC/N9007

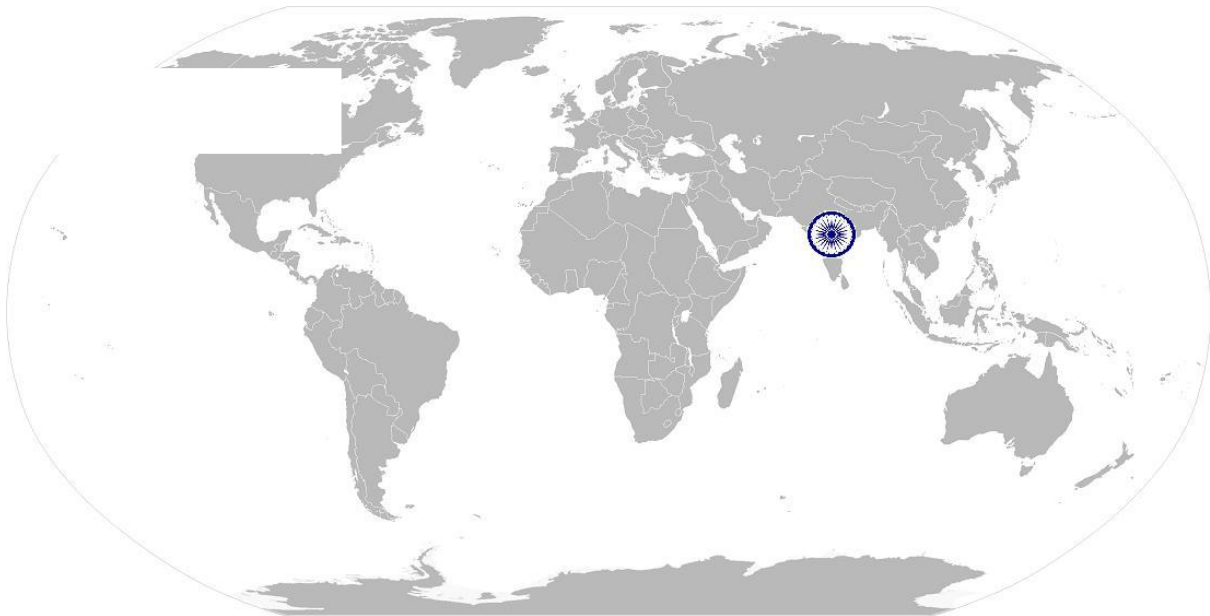
Maintain health, safety and security at work place in handloom sector

	Plan and Organize
	The user/individual on the job 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. avoid absenteeism SB5. be punctual SB6. work in Discipline SB7. act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB8. apply problem-solving approaches in different situations SB9. seek clarification on problems from others
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB10. analyze data and activities SB11. pass on relevant information to others
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB12. provide opinions on work in a detailed and constructive way SB13. apply balanced judgment to different situations

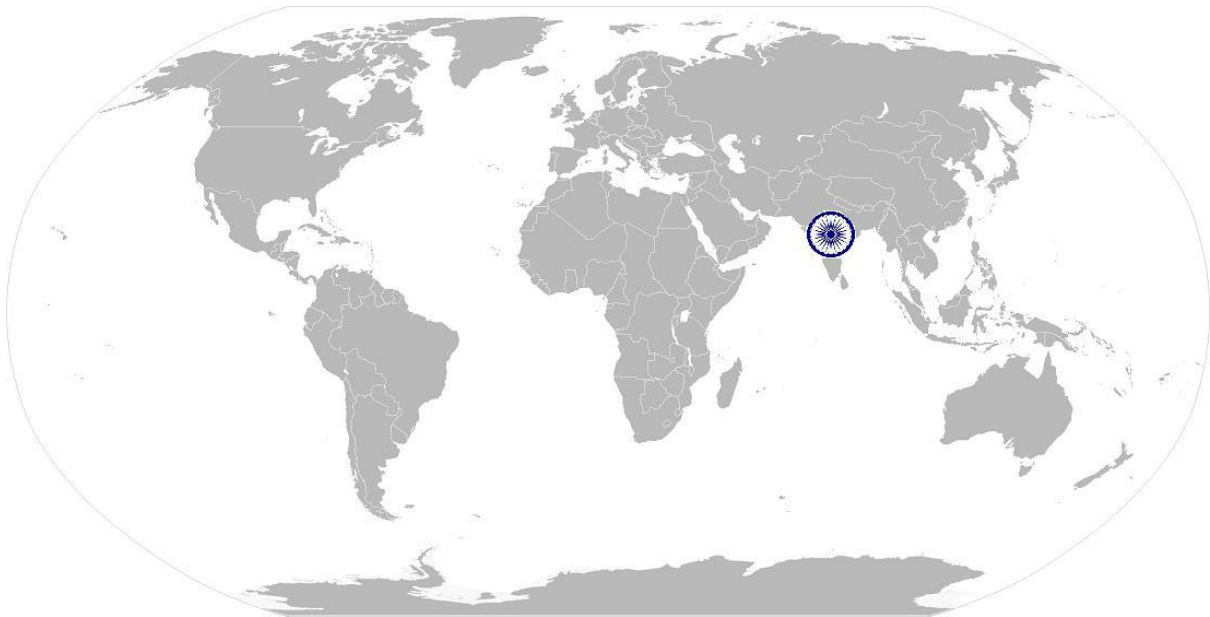
TSC/N9007 Maintain health, safety and security at work place in handloom sector

NOS Version Control

NOS Code	TSC/N9007		
Credits	TBD	Version number	1.0
Industry	Textiles Sector	Drafted on	03/05/17
Industry Sub-sector	Handloom	Last reviewed on	03/05/17
Occupation	Generic	Next review date	03/05/19



National Occupational Standard



Overview

This unit is about knowing, understanding and complying with work place requirements in handloom sector.

TSC/N9008 Comply with work place requirements in handloom sector

Unit Code	TSC/N9008
Unit Title (Task)	Comply with work place requirements in handloom sector
Description	This unit is about knowing, understanding and complying with work place requirements in handloom sector
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Commitment and trust • Communication • Adaptability • Creative freedom
Performance Criteria (PC) w.r.t the Scope	
Element	Performance Criteria
Commitment and trust	To be competent, the user/individual on the job must be able to: PC1. be accountable to one's own role in the whole process PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
Communication	To be competent, the user/individual on the job must be able to: PC4. properly communicate about work place policies PC5. talk politely with other team members and colleagues PC6. submit daily report of own performance
Adaptability	To be competent, the user/individual on the job must be able to: PC7. adjust in different work situations PC8. give due importance to others' point of view PC9. avoid conflicting situations
Creative freedom	To be competent, the user/individual on the job must be able to: PC10. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. standard operating procedures(SOP) and regulations in the cooperative society/NGO/SHG KA2. procedure followed to get the final output in the Cooperative Society/NGO/SHG KA3. safe working practices to be adopted in the Cooperative Society/NGO/SHG

TSC/N9008

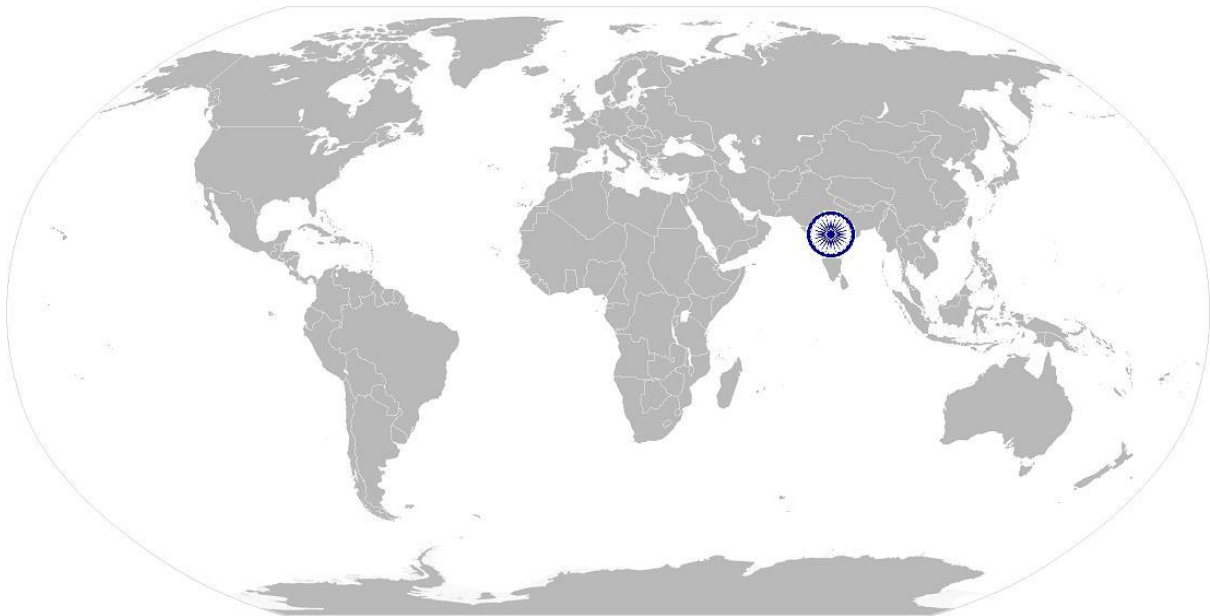
Comply with work place requirements in handloom sector

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. importance of commitment and trust</p> <p>KB2. importance of proper communication</p> <p>KB3. importance of adaptability</p> <p>KB4. importance of creative freedom</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. write in local language</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read and comprehend written instructions</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. listen effectively and orally communicate information accurately</p> <p>SA4. ask for clarification and advice from others</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. follow rule-based decision-making processes</p> <p>SB2. make decisions on a suitable course of action or response</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. avoid absenteeism</p> <p>SB5. be punctual</p> <p>SB6. work in discipline</p> <p>SB7. act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. apply problem-solving approaches in different situations</p> <p>SB9. seek clarification on problems from others</p> <p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. analyze data and activities</p> <p>SB11. pass on relevant information to others</p>

TSC/N9008

Comply with work place requirements in handloom sector

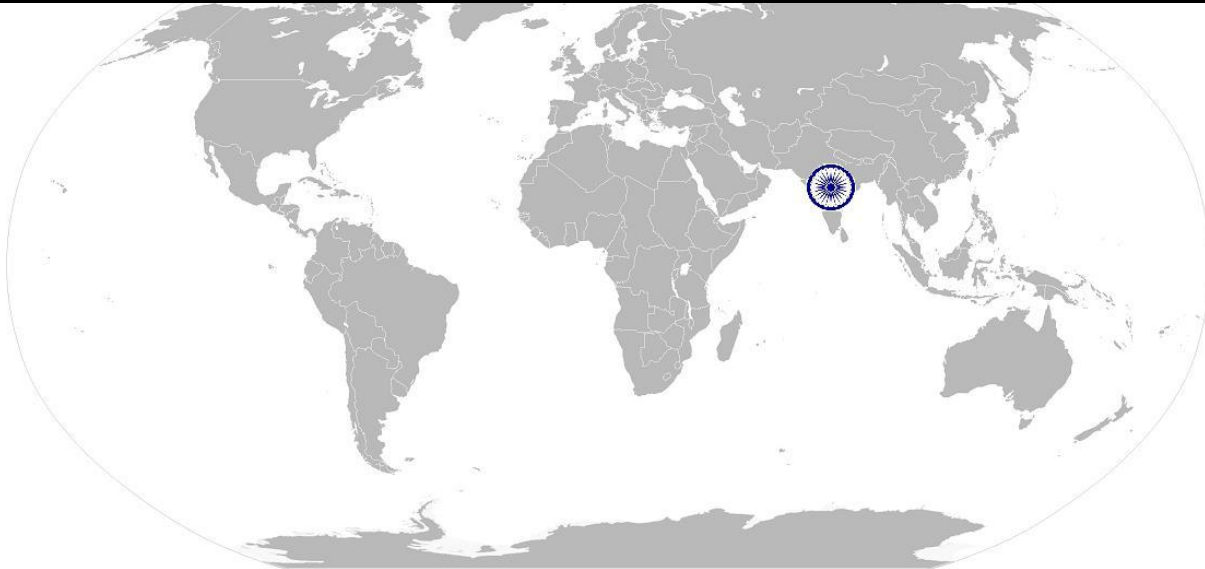
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB12. provide opinions on work in a detailed and constructive way SB13. apply balanced judgment to different situations



TSC/N9008 Comply with work place requirements in handloom sector

NOS Version Control

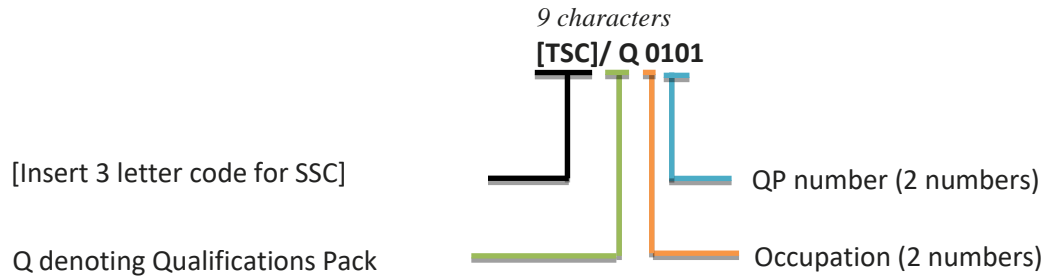
NOS Code	TSC/N9008		
Credits	TBD	Version number	1.0
Industry	Textiles Sector	Drafted on	03/05/17
Industry Sub-sector	Handloom	Last reviewed on	03/05/17
Occupation	Generic	Next review date	03/05/19



Annexure

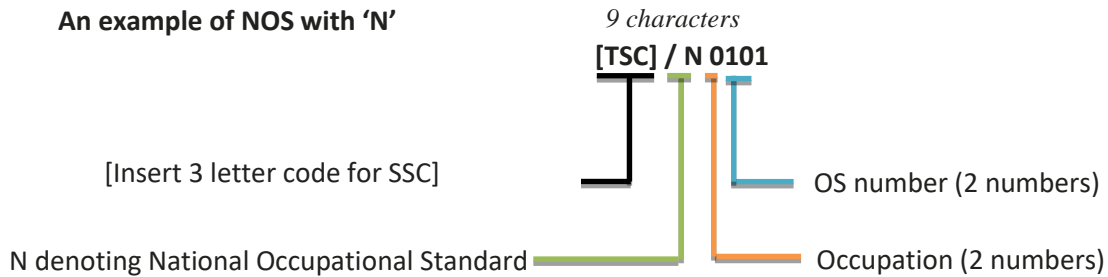
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



[Back to top...](#)

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

Sub-sector	Range of Occupation numbers
Spinning	01-20
Weaving	21-40
Knitting	41-50
Processing	51-70
Handlooms	71-79
Technical Textiles	80-89
Common	90-99

Sequence	Description	Example
Three letters	Textile Sector Skill Council	TSC
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Hand Operated Knitting machine Operator (Circular & Flat)

Qualification Pack TSC/Q7304

Sector Skill Council Textile Sector Skill Council

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/ option NOS/ set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% in aggregate marks to successfully clear the assessment
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Total Marks : 450	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Skills Practical
1.TSC/N7308 Undertake knitting process efficiently	PC1. select the type of knitting machine as per the product's requirement	200	20	5	15
	PC2. interpret production and pattern specifications to determine required machine settings for knitted product		20	5	15
	PC3. select appropriate tools for the machine as per product's requirement		20	5	15
	PC4. run the machine at optimum quality and efficiency levels		20	5	15
	PC5. check the yarn threaded for production for possible impact on operational problems		20	5	15
	PC6. operate the knitting machine in accordance with manufacturer's and workplace instructions		20	5	15

Total Marks : 450		Compulsory NOS		Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Skills Practical
	PC7. conduct quality tests to ensure optimal production outcomes are achieved		20	5	15
	PC8. diagnose and fix knitting problems		20	5	15
	PC9. assess operational efficiency and safe operation of knitting machines		20	5	15
	PC10. identify knit faults and determine the root cause		20	5	15
		Total	200	50	150
2.TSC/N9005 Maintain work area and tools in handloom sector	PC1. handle materials and tools safely and correctly	50	5	2	3
	PC2. use correct lifting and handling procedures		3	1	2
	PC3. use materials in a manner to minimize waste		3	1	2
	PC4. maintain a clean and hazard free working area		3	1	2
	PC5. maintain the tools and equipment used for winding		5	2	3
	PC6. carry out maintenance and/or cleaning within one's responsibility		5	2	3
	PC7. identify damaged tools and materials and take action according to the standards followed		5	2	3
	PC8. ensure that the correct tools and yarn required are in place		3	1	2
	PC9. work in the correct posture		3	1	2
	PC10. use cleaning equipment and methods appropriate for the work to be carried out		3	1	2
	PC11. dispose of waste safely in the designated location		4	2	2
	PC12. store cleaning equipment safely after use		3	1	2
	PC13. carry out cleaning according to schedule and limits of responsibility		5	2	3
		Total	50	19	31
3.TSC/N9006 Working in a team	PC1. perform own duties effectively		5	2	3
	PC2. take responsibility for own actions		5	2	3

Total Marks : 450		Compulsory NOS		Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theroy	Skills Practical
in handloom sector	PC3. be accountable towards the job role and assigned duties	50	5	2	3
	PC4. take initiative and innovate the existing methods		3	1	2
	PC5. focus on self-learning and improvement		5	2	3
	PC6. co-ordinate with all team members and colleagues		5	2	3
	PC7. communicate politely		5	2	3
	PC8. avoid conflicts and miscommunication		5	2	3
	PC9. know the organizational standards		5	2	3
	PC10. implement them in your performance		5	2	3
	PC11. motivate others to follow them		2	1	1
	Total	50	20	30	
4.TSC/N9007 Maintain health, safety and security at work place in handloom sector	PC1. comply with health and safety related instructions applicable to the workplace	100	6	2	4
	PC2. use and maintain personal protective equipment as per protocol		6	2	4
	PC3. carry out own activities in line with approved guidelines and procedures		4	1	3
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants		4	1	3
	PC5. follow environment management system related procedures		4	1	3
	PC6. store materials and tools in line with manufacturer's and Cooperative Society/NGO/SHG requirements		4	2	2
	PC7. safely handle and move waste and debris		4	2	2
	PC8. minimize health and safety risks to self and others due to own actions		6	2	4
	PC9. monitor the work place and work processes for potential risks and threats		6	2	4
	PC10. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		6	2	4
	PC11. participate in mock drills/ evacuation procedures organized at the workplace		4	2	2

Total Marks : 450		Compulsory NOS		Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Skills Practical
	PC12. undertake first aid, fire-fighting and emergency response training, if asked to do so		6	2	4
	PC13. take action based on instructions in the event of fire, emergencies or accidents		6	2	4
	PC14. follow Cooperative Society/NGO/SHG procedures for evacuation when required		4	1	3
	PC15. identify different kinds of possible hazards (environmental, personal, ergonomic and chemical) of the industry		4	1	3
	PC16. recognize other possible security issues existing in the workplace		4	1	3
	PC17. plan the safety techniques		5	2	3
	PC18. recognize different measures to curb the hazards		4	1	3
	PC19. implement the programs		5	2	3
	PC20. communicate the safety plans to everyone		4	1	3
	PC21. attach disciplinary rules with the implementation		4	1	3
	Total	100	33	67	
5.TSC/N9008 Comply with work place requirements in handloom sector	PC1. be accountable to one's own role in the whole process	50	6	2	4
	PC2. perform all roles with full responsibility		5	1	4
	PC3. be effective and efficient at workplace		4	2	2
	PC4. properly communicate about work place policies		5	2	3
	PC5. talk politely with other team members and colleagues		5	2	3
	PC6. submit daily report of own performance		6	2	4
	PC7. adjust in different work situations		5	2	3
	PC8. give due importance to others' point of view		5	2	3
	PC9. avoid conflicting situations		5	2	3
	PC10. improve upon the existing techniques to increase process efficiency		4	2	2
	Total	50	19	31	
Total			450	141	309