



Jute Weft Winding Operator

QP Code: TSC/Q0304

Version: 1.0

NSQF Level: 4

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Qualification Pack

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TSC/Q0304: Jute Weft Winding Operator

Brief Job Description

A jute weft winding operator is responsible to operate efficiently the Weft Winding Machine so as to maintain the desired productivity and quality of the Cops of Jute Weft Yarn. A jute weft winding operator can seek employment in a Jute factory.

Personal Attributes

A jute weft winding operator should have good eyesight, hand eye-leg coordination, motor skills and vision. He/she should also have good interpersonal skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [TSC/N0313: Taking charge of shift and handing over shift to Jute weft winding operator](#)
2. [TSC/N0314: Creeling and cop winding](#)
3. [TSC/N0315: Maintaining the cop dimension and doffing the jute weft package](#)
4. [TSC/N9002: Working in a team](#)
5. [TSC/N9003: Maintain health, safety and security at workplace](#)
6. [TSC/N9009: Maintain work area, tools, material handling equipment and machinery for jute processing](#)
7. [TSC/N9010: Comply with industry and organizational requirement in jute sector](#)

Qualification Pack (QP) Parameters

Sector	Textile
Sub-Sector	Spinning
Occupation	Post Spinning - Jute
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8151.18

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Minimum Educational Qualification & Experience	Basic Literacy and Numeracy with 6-12 Months of experience in post spinning department (Experience is preferred but not mandatory)
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	20 Years
Last Reviewed On	09/08/2017
Next Review Date	31/03/2021
Deactivation Date	31/03/2021
NSQC Approval Date	19/12/2018
Version	1.0

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TSC/N0313: Taking charge of shift and handing over shift to Jute weft winding operator

Description

This unit is about taking charge of shift from previous shift Jute spinning sardar and relieving the responsibilities to the next shift Jute Weft winding operator.

Scope

This unit/task covers the following:

- Taking charge of shift from Jute Weft winding operator
- Handing over shift to next Jute Weft winding operator

Elements and Performance Criteria

Taking charge of shift from Jute weft winding

To be competent, the user/individual on the job must be able to:

1. reach at least 10 - 15 minutes early to the work place
2. bring the necessary operational tools (knife, gauge) to the department
3. collect from the operator in previous shift the information regarding the jute yarn count being processed
4. follow norms of quality, production norms, safety norms or any other specific instructions, etc
5. understand the count of yarn produced, colour codes followed in the cop winding
6. ensure availability of full spinning bobbins (the feed material) for jute cop winding machine
7. ensure cleanliness of the machines & other work areas
8. check whether any spare / raw material/lubricant / tool / yarn / any other material are thrown on the ground or under the machines or in the relevant work place
9. run the machine smoothly
10. ensure in providing the details regarding count of jute weft yarn, colour coding followed in spinning and winding as per allocated number of cop spindles or machines
11. provide all relevant information regarding the jute count produced, and idle spindle of cop winding machine
12. ensure proper functioning of the machine and report to the supervisor if there is any anomalies or problem found

Hand over shift to next jute weft winding operator

To be competent, the user/individual on the job must be able to:

13. hand over the shift to the incoming Jute Weft Winding Operator in proper manner and get clearance from the incoming counterpart
14. report to the supervisor and incoming Jute Weft Winding Operator if there is any quality change and maintenance work done/or left during his shift

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15. report to the supervisor all specific observations for all running jute spinning and winding machinery (about their running / shortages of feed materials, if any / maintenance required / done in any of machinery and absenteeism of workman)

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard working procedures (SWP) and regulations in the Jute mill
- KU2.** safe working practices as adopted in the Jute mill
- KU3.** quality systems and other related processes practiced in the jute mill for ensuring right quality of the end-product
- KU4.** procedure of reporting to the sardar / senior in case of emergency
- KU5.** different Colour Codes used for identifying different yarn counts / products in the jute mill
- KU6.** procedures of running smoothly the jute weft(cop) winding machine (to start and stop properly)
- KU7.** understand the importance of type of jute yarn, count of jute yarn, yarn defects
- KU8.** importance of cop winding and cop package formation
- KU9.** functions of different parts of cop winding machine
- KU10.** importance of colour codes as followed for different counts of jute yarn
- KU11.** importance of cleanliness at workplace
- KU12.** importance of length, diameter and nose part of cop winding machine

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write instructions for communications
- GS2.** write any kind of request /memo to the sardar/supervisor/management if required
- GS3.** read instructions pass on to previous shift sardar/supervisor
- GS4.** read and comprehend written instructions and log books
- GS5.** read instruction/notice written on company notice board
- GS6.** communicate with sardar/supervisor appropriately
- GS7.** convey information effectively
- GS8.** communicate the anomalies to the sardar/supervisor
- GS9.** be able to produce good uniform weft package for the later process
- GS10.** apply problem-solving approaches in different awkward situations
- GS11.** seek clarification of the problem from the concerned persons
- GS12.** able to handle different tools, equipment effectively
- GS13.** complete the work without errors
- GS14.** seek clarifications on any problems faced from sardars/supervisors/colleagues from other fellow workers

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Taking charge of shift from Jute weft winding</i>	26	26	-	-
1. reach at least 10 - 15 minutes early to the work place	1	2	-	-
2. bring the necessary operational tools (knife, gauge) to the department	1	2	-	-
3. collect from the operator in previous shift the information regarding the jute yarn count being processed	2	2	-	-
4. follow norms of quality, production norms, safety norms or any other specific instructions, etc	3	2	-	-
5. understand the count of yarn produced, colour codes followed in the cop winding	3	2	-	-
6. ensure availability of full spinning bobbins (the feed material) for jute cop winding machine	2	2	-	-
7. ensure cleanliness of the machines & other work areas	1	3	-	-
8. check whether any spare / raw material/lubricant / tool / yarn / any other material are thrown on the ground or under the machines or in the relevant work place	3	2	-	-
9. run the machine smoothly	2	3	-	-
10. ensure in providing the details regarding count of jute weft yarn, colour coding followed in spinning and winding as per allocated number of cop spindles or machines	3	2	-	-
11. provide all relevant information regarding the jute count produced, and idle spindle of cop winding machine	3	2	-	-
12. ensure proper functioning of the machine and report to the supervisor if there is any anomalies or problem found	2	2	-	-
<i>Hand over shift to next jute weft winding operator</i>	6	7	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. hand over the shift to the incoming Jute Weft Winding Operator in proper manner and get clearance from the incoming counterpart	2	3	-	-
14. report to the supervisor and incoming Jute Weft Winding Operator if there is any quality change and maintenance work done/or left during his shift	3	2	-	-
15. report to the supervisor all specific observations for all running jute spinning and winding machinery (about their running / shortages of feed materials, if any / maintenance required / done in any of machinery and absenteeism of workman)	1	2	-	-
NOS Total	32	33	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0313
NOS Name	Taking charge of shift and handing over shift to Jute weft winding operator
Sector	Textile
Sub-Sector	Spinning
Occupation	Post Spinning-Jute
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	09/08/2017
Next Review Date	09/08/2020
NSQC Clearance Date	

Qualification Pack

TSC/N0314: Creeling and cop winding

Description

This unit provides performance criteria, knowledge & understanding and skills & abilities required to creeling the spinning bobbins, starting and running the machine and knotting the broken ends during cop winding

Scope

This unit/task covers the following:

- Creel the spinning bobbins, start and run the machine and knot the broken ends during cop winding

Elements and Performance Criteria

Creeling and cop winding

To be competent, the user/individual on the job must be able to:

1. pick up yarn bobbins (feed material) and place them on the bobbin spindles as required
2. ensure that the bobbins of correct yarn count are taken for feeding
3. patrol around the cop winding machine and to notice the time of exhaustion, if any, for fed yarn spinning bobbins to the cop winding machine
4. ensure proper placement of the yarn bobbin in the holder and its tension,
5. ensure that minimum time is taken for creeling the yarn bobbins
6. replace the empty feed bobbins with full ones and put the empty bobbins on the conveyer/ box
7. report about the defective feed bobbin, if any
8. ensure that the spinning yarn bobbin is fully consumed
9. ensure safety while creeling and joining or knotting the yarn
10. use hand knotters for knotting the broken yarn or during cop change and during yarn breakage
11. take minimum time for knotting using weavers knot
12. ensure that the knots are of good strength, small in size and of minimum tail ends
13. remove thick places of jute yarns, slubs, etc., if visible during knotting.
14. refrain from joining yarn without knotting
15. pull yarn from bobbin through thread guide correctly
16. maintain uniform tension in all cop winding spindle heads
17. ensure uniform winding of the yarn on each cone(for cop)
18. ensure proper material handling of spinning bobbins, cops and empty bobbins

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP)and regulations in a jute mill

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- KU2.** safe working practices to be adopted in jute mill
- KU3.** quality systems and other processes practiced in the jute mill
- KU4.** reporting to the supervisor or higher authority in case of emergency
- KU5.** color coding adopted for different counts/products in the jute mill
- KU6.** procedure to stop cop spindles by foot step break
- KU7.** process and material flow in a jute mill
- KU8.** understanding of types of jute yarn, jute yarn count, types of defects & reasons for jute yarn breakage
- KU9.** function of different parts in cop winding machine
- KU10.** importance of yarn quality
- KU11.** importance of material handling
- KU12.** importance of cleanliness at workplace
- KU13.** procedure for material handling of spinning bobbin, cop, hand knotters
- KU14.** procedure for creeling the empty bobbins
- KU15.** importance of safety at working place
- KU16.** importance of cleanliness at work place
- KU17.** handling procedure of hand knotter
- KU18.** procedure of making weaver's knot

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write instructions for communications
- GS2.** write any kind of request /memo to the sardar/supervisor/management if required
- GS3.** read instructions pass on to previous shift sardar/supervisor
- GS4.** read and comprehend written instructions and log books
- GS5.** read instruction/ notice written on company notice board
- GS6.** communicate with sardar/supervisor appropriately
- GS7.** convey information effectively
- GS8.** communicate the anomalies to the sardar/supervisor
- GS9.** restart the winding machine after attending the abnormalities during operation
- GS10.** plan to form team and seek quality awareness training programme from experts
- GS11.** plan for higher productivity and enhance product quality among the other shift
- GS12.** able to produce uniform weft package for the later process
- GS13.** apply problem-solving approaches in different awkward situations
- GS14.** seek clarification of the problem from the concerned persons
- GS15.** able to handle different tools, equipment effectively at the right place
- GS16.** complete the work without errors
- GS17.** apprehend the incoming problems by taking clue from the vibration/sound of the machine



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- GS18.** seek clarifications on any problems faced from sardars/ supervisors/ colleagues or from other fellow workers
- GS19.** proper handling of tools to reduce the time and productivity

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Creeling and cop winding</i>	33	47	-	-
1. pick up yarn bobbins (feed material) and place them on the bobbin spindles as required	2	2	-	-
2. ensure that the bobbins of correct yarn count are taken for feeding	2	2	-	-
3. patrol around the cop winding machine and to notice the time of exhaustion, if any, for fed yarn spinning bobbins to the cop winding machine	1	3	-	-
4. ensure proper placement of the yarn bobbin in the holder and its tension,	2	3	-	-
5. ensure that minimum time is taken for creeling the yarn bobbins	2	3	-	-
6. replace the empty feed bobbins with full ones and put the empty bobbins on the conveyer/ box	2	3	-	-
7. report about the defective feed bobbin, if any	2	2	-	-
8. ensure that the spinning yarn bobbin is fully consumed	1	3	-	-
9. ensure safety while creeling and joining or knotting the yarn	2	3	-	-
10. use hand knotters for knotting the broken yarn or during cop change and during yarn breakage	2	3	-	-
11. take minimum time for knotting using weavers knot	2	3	-	-
12. ensure that the knots are of good strength, small in size and of minimum tail ends	2	2	-	-
13. remove thick places of jute yarns, slubs, etc., if visible during knotting.	2	3	-	-
14. refrain from joining yarn without knotting	2	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
15. pull yarn from bobbin through thread guide correctly	1	3	-	-
16. maintain uniform tension in all cop winding spindle heads	2	3	-	-
17. ensure uniform winding of the yarn on each cone(for cop)	2	2	-	-
18. ensure proper material handling of spinning bobbins, cops and empty bobbins	2	2	-	-
NOS Total	33	47	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0314
NOS Name	Creeling and cop winding
Sector	Textile
Sub-Sector	Spinning
Occupation	Post Spinning-Jute
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	09/08/2017
Next Review Date	09/08/2020
NSQC Clearance Date	

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TSC/N0315: Maintaining the cop dimension and doffing the jute weft package

Description

This unit is about ensuring maintaining the cop dimensions, doffing of the jute weft (cop) package.

Scope

This unit/task covers the following:

- Maintaining the cop dimension and doffing the jute weft package

Elements and Performance Criteria

Maintaining the cop dimension and doffing the jute weft package

To be competent, the user/individual on the job must be able to:

1. adjust the diameter of cops
2. adjust the length of the cops
3. check the diameter/ length of cops at regular interval by gauge
4. check clutch lever, foot step weight and sensitive lever for good running of cop spindle
5. inform the maintenance department in case of any defects in the lock nut or in other parts
6. follow any other instructions relating to running of cop winding machines.
7. doff the cops
8. take minimum time to doff the cops
9. identify the defective cops and keep them separately.
10. inform the sardar or supervisor if there is any soft or hard cop
11. identify blunt and bullet head cop
12. ensure that cop bundles are kept with identification slips and correct quality mark
13. ensure proper stacking and transportation with care of cops

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** safe working practices and organizational standard operating procedures (SOP)
- KU2.** ways of resolving problems in the work area
- KU3.** importance of effective communication with supervisors
- KU4.** lines of communication, authority and reporting procedures
- KU5.** organization's rules, codes and guidelines (including time keeping)
- KU6.** company's quality standards
- KU7.** importance of complying with written instructions
- KU8.** equipment operating procedures / supervisor's instructions

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- KU9.** production process and the specific work activities that relate to the whole process
- KU10.** process and material flow in jute mill
- KU11.** types of jute yarn, jute yarn count, types of defects in jute yarn and reasons for jute yarn breakage
- KU12.** function of different parts in cop winding machine
- KU13.** importance of yarn quality
- KU14.** importance of material handling
- KU15.** importance of doffing
- KU16.** importance of weighing the cop package
- KU17.** importance of material handling in general and of
- KU18.** cop and spinning bobbin in particular
- KU19.** standard procedure for weighing the cop package
- KU20.** standard working procedure for restarting the machine after doffing

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write instructions for communications
- GS2.** write any kind of request /memo to the sardar/supervisor/management if required
- GS3.** read instructions pass on to previous shift sardar/supervisor
- GS4.** read and comprehend written instructions and log books
- GS5.** read instruction/notice written on company notice board
- GS6.** communicate with sardar/supervisor appropriately
- GS7.** talk to other to convey information effectively
- GS8.** communicate the anomalies to the sardar/supervisor
- GS9.** restart the winding machine after attending the abnormalities during operation
- GS10.** plan to form team and seek quality awareness training programme from experts
- GS11.** plan for higher productivity and enhance product quality among the other shift
- GS12.** be able to produce uniform weft package for the later process
- GS13.** apply problem-solving approaches in different awkward situations
- GS14.** seek clarification of the problem from the concerned persons
- GS15.** able to handle different tools, Equipment effectively at right place
- GS16.** apprehend the incoming problems by taking clue from the vibration/sound of the machine
- GS17.** seek clarifications on any problems faced from sardars/ supervisors/ colleagues or from other fellow workers
- GS18.** proper handling of tools to reduce the time and productivity

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintaining the cop dimension and doffing the jute weft package</i>	25	35	-	-
1. adjust the diameter of cops	2	3	-	-
2. adjust the length of the cops	2	3	-	-
3. check the diameter/ length of cops at regular interval by gauge	2	2	-	-
4. check clutch lever, foot step weight and sensitive lever for good running of cop spindle	2	3	-	-
5. inform the maintenance department in case of any defects in the lock nut or in other parts	2	2	-	-
6. follow any other instructions relating to running of cop winding machines.	2	2	-	-
7. doff the cops	2	2	-	-
8. take minimum time to doff the cops	1	4	-	-
9. identify the defective cops and keep them separately.	2	3	-	-
10. inform the sardar or supervisor if there is any soft or hard cop	2	2	-	-
11. identify blunt and bullet head cop	2	3	-	-
12. ensure that cop bundles are kept with identification slips and correct quality mark	2	3	-	-
13. ensure proper stacking and transportation with care of cops	2	3	-	-
NOS Total	25	35	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N0315
NOS Name	Maintaining the cop dimension and doffing the jute weft package
Sector	Textile
Sub-Sector	Spinning
Occupation	Post Spinning-Jute
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	09/08/2017
Next Review Date	09/08/2020
NSQC Clearance Date	

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TSC/N9002: Working in a team

Description

This unit is about working as a team member in the textile industry

Scope

This unit/task covers the following:

- commitment and trust
- communication
- adaptability
- creative freedom

Elements and Performance Criteria

Commitment and trust

To be competent, the user/individual on the job must be able to:

1. be accountable to the own role in whole process
2. perform all roles with full responsibility
3. be effective and efficient at workplace

Communication

To be competent, the user/individual on the job must be able to:

4. properly communicate about company policies
5. report all problems faced during the process
6. talk politely with other team members and colleagues
7. submit daily report of own performance

Adaptability

To be competent, the user/individual on the job must be able to:

8. adjust in different work situations
9. give due importance to other's point of view
10. avoid conflicting situations

Creative freedom

To be competent, the user/individual on the job must be able to:

11. develop new ideas for work procedures
12. improve upon the existing techniques to increase process efficiency

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a textile mill
KU2. procedure followed to get the final output in the mill

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- KU3.** safe working practices to be adopted in textile mill
- KU4.** reporting to the supervisor or higher authority about any grievances faced
- KU5.** the importance of the previous and next step of the process
- KU6.** process flow in a textile mill and the concerned workers
- KU7.** material flow in a textile mill and the required person
- KU8.** functions of different parts of the machine
- KU9.** tools and equipments used
- KU10.** guidelines for operating the machine
- KU11.** safety procedures to be followed in the machine

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write clear and short sentences
- GS2.** write daily work report
- GS3.** write grievance complaint application
- GS4.** comprehend written instructions
- GS5.** read any application sent by other colleagues
- GS6.** communicate with supervisor appropriately
- GS7.** talk to co-workers to convey information effectively
- GS8.** identify the real reason of problem faced
- GS9.** be able to find the most effective solution to the problems faced
- GS10.** apply good attention to detail
- GS11.** ensure every kind of communication is error free
- GS12.** communicate effectively
- GS13.** apply leadership skills wherever required
- GS14.** take initiative at the right place
- GS15.** understand the requirement to be creative

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Commitment and trust</i>	5	4	-	2
1. be accountable to the own role in whole process	2	1	-	1
2. perform all roles with full responsibility	2	1	-	1
3. be effective and efficient at workplace	1	2	-	-
<i>Communication</i>	6	7	-	4
4. properly communicate about company policies	1	2	-	1
5. report all problems faced during the process	1	2	-	1
6. talk politely with other team members and colleagues	2	1	-	1
7. submit daily report of own performance	2	2	-	1
<i>Adaptability</i>	5	4	-	3
8. adjust in different work situations	1	1	-	1
9. give due importance to other's point of view	2	1	-	1
10. avoid conflicting situations	2	2	-	1
<i>Creative freedom</i>	3	5	-	2
11. develop new ideas for work procedures	1	3	-	1
12. improve upon the existing techniques to increase process efficiency	2	2	-	1
NOS Total	19	20	-	11

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N9002
NOS Name	Working in a team
Sector	Textile
Sub-Sector	Spinning, Weaving, Processing, Knitting
Occupation	Textile Mill sector - Cotton
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	25/02/2015
Next Review Date	01/03/2016
NSQC Clearance Date	05/08/2015

Qualification Pack

TSC/N9003: 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 minimize risk to self and others.

Scope

This unit/task covers the following:

- comply with health, safety and security requirements at work
- Recognizing the hazards
- Planning the safety techniques
- Implementing the programs

Elements and Performance Criteria

Comply with health, Safety and security requirements at work

To be competent, the user/individual on the job must be able to:

1. comply with health and safety related instructions applicable to the workplace
2. use and maintain personal protective equipment such as ear plug, nose mask , head cap etc., as per protocol
3. carry out own activities in line with approved guidelines and procedures
4. maintain a healthy lifestyle and guard against dependency on intoxicants
5. follow environment management system related procedures
6. identify and correct (if possible) malfunctions in machinery and equipment
7. report any service malfunctions that cannot be rectified
8. store materials and equipment in line with organisational requirements
9. safely handle and remove waste
10. minimize health and safety risks to self and others due to own actions
11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks
12. monitor the workplace and work processes for potential risks and threat
13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned
14. report hazards and potential risks/ threats to supervisors or other authorized personnel
15. participate in mock drills/ evacuation procedures organized at the workplace
16. undertake first aid, fire-fighting and emergency response training, if asked to do so
17. take action based on instructions in the event of fire, emergencies or accidents
18. follow organisation procedures for shutdown and evacuation when required

Recognizing the hazards

To be competent, the user/individual on the job must be able to:

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19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry
20. recognise other possible security issues existing in the workplace

Planning the safety techniques Implementing the programs

To be competent, the user/individual on the job must be able to:

21. recognise different measures to curb the hazards
22. communicate the safety plan to everyone
23. attach disciplinary rules with the implementation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a textile mill
- KU2.** safe working practices to be adopted in textile mill
- KU3.** quality systems and other processes practiced in the textile mill
- KU4.** health and safety related practices applicable at the workplace
- KU5.** potential hazards, risks and threats based on nature of operations
- KU6.** organizational procedures for safe handling of equipment and machine operations
- KU7.** potential risks due to own actions and methods to minimize these
- KU8.** environmental management system related procedures at the workplace
- KU9.** layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points
- KU10.** potential accidents and emergencies and response to these scenarios
- KU11.** reporting protocol and documentation required
- KU12.** details of personnel trained in first aid, fire-fighting and emergency response
- KU13.** actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
- KU14.** occupational health and safety risks and methods
- KU15.** personal protective equipment and method of use
- KU16.** identification, handling and storage of hazardous substances
- KU17.** proper disposal system for waste and by-products
- KU18.** signage related to health and safety and their meaning
- KU19.** importance of sound health, hygiene and good habits
- KU20.** ill-effects of alcohol, tobacco and drugs

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write clear and short sentences
- GS2.** read and understand the company instructions

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- GS3.** read and understand work instructions
- GS4.** read and understand the safety guidelines
- GS5.** listen to others attentively
- GS6.** respond to emergencies, accidents or fire at the workplace
- GS7.** evacuate the premises and help others in need while doing so
- GS8.** the value of physical fitness, personal hygiene and good habits
- GS9.** talk with others politely
- GS10.** identify correct safety measure for particular hazard
- GS11.** make required safety plans as and when required
- GS12.** raise alarm in case of emergency
- GS13.** know the use of correct safety measure whenever required
- GS14.** be attentive to details
- GS15.** be careful to avoid occurrence of hazards
- GS16.** maintenance of neatness at work
- GS17.** procedure for reporting unwanted behavior

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with health, Safety and security requirements at work</i>	27	35	-	23
1. comply with health and safety related instructions applicable to the workplace	2	2	-	2
2. use and maintain personal protective equipment such as ear plug, nose mask , head cap etc., as per protocol	2	2	-	2
3. carry out own activities in line with approved guidelines and procedures	2	2	-	2
4. maintain a healthy lifestyle and guard against dependency on intoxicants	2	2	-	2
5. follow environment management system related procedures	2	2	-	2
6. identify and correct (if possible) malfunctions in machinery and equipment	2	2	-	1
7. report any service malfunctions that cannot be rectified	2	2	-	1
8. store materials and equipment in line with organisational requirements	2	2	-	1
9. safely handle and remove waste	2	2	-	1
10. minimize health and safety risks to self and others due to own actions	1	2	-	1
11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks	1	2	-	2
12. monitor the workplace and work processes for potential risks and threat	1	2	-	1
13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	1	2	-	1
14. report hazards and potential risks/ threats to supervisors or other authorized personnel	1	2	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
15. participate in mock drills/ evacuation procedures organized at the workplace	1	2	-	-
16. undertake first aid, fire-fighting and emergency response training, if asked to do so	1	2	-	1
17. take action based on instructions in the event of fire, emergencies or accidents	1	2	-	1
18. follow organisation procedures for shutdown and evacuation when required	1	1	-	1
<i>Recognizing the hazards</i>	2	2	-	2
19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry	1	1	-	1
20. recognise other possible security issues existing in the workplace	1	1	-	1
<i>Planning the safety techniques Implementing the programs</i>	3	3	-	3
21. recognise different measures to curb the hazards	1	1	-	1
22. communicate the safety plan to everyone	1	1	-	1
23. attach disciplinary rules with the implementation	1	1	-	1
NOS Total	32	40	-	28

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N9003
NOS Name	Maintain health, safety and security at workplace
Sector	Textile
Sub-Sector	Spinning, Weaving, Processing, Knitting
Occupation	Textile Mill sector - Cotton
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	25/02/2015
Next Review Date	01/03/2016
NSQC Clearance Date	05/08/2015

Qualification Pack

TSC/N9009: Maintain work area, tools, material handling equipment and machinery for jute processing

Description

This unit provides performance criteria, knowledge & understanding and skills & abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms.

Scope

This unit/task covers the following:

- Maintain work area, tools, material handling equipment and machinery for jute processing

Elements and Performance Criteria

Maintain work area, tools, material handling equipment and machinery for jute processing

To be competent, the user/individual on the job must be able to:

1. maintain personal hygiene and human safety, machine safety and specific dress code
2. carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage
3. carefully handle all tools such as hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms etc
4. carefully handle moisture meter
5. carefully handle weigh machine
6. use proper mechanical handling equipment for lifting and handling jute and other materials, Mechanical Handling Equipment: hand barrow, can trolley, bobbin trolley, beam carrier, spool carrier, cloth carrier etc.
7. keep all waste jute materials in a specified place for further processing
8. maintain a clean and hazard free working area, keeping floors free from all encumbrances
9. maintain tools and equipment being used for jute processing
10. carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery
11. report to supervisor for any abnormal sound, from any machine for jute processing
12. report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences
13. ensure that the doors and covers for gear side/ belt side of the jute machinery are kept properly closed and all machine guards are in appropriate place
14. ensure that standing place in working position are free from all encumbrances, to maintain correct posture of working/sitting/standing during working in respective jute processing machinery
15. use appropriate cleaning equipment like knife, brooms, pliers, screw driver etc. and follow appropriate cleaning methods for the work to be carried out in particular jute processing machine

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16. stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing
17. store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly
18. carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** personal hygiene and duty of care
- KU2.** safe working practices and organizational standard operating procedures
- KU3.** limits of your own responsibility
- KU4.** ways of resolving problems within the work area
- KU5.** the production process and the specific work activities that relate to the whole process
- KU6.** the importance of effective communication with supervisors
- KU7.** the lines of communication, authority and reporting procedures
- KU8.** the organisation's rules, codes and guidelines (including timekeeping)
- KU9.** the company's quality standards
- KU10.** the importance of complying with written instructions
- KU11.** equipment operating procedures / supervisor's instructions
- KU12.** importance of personal hygiene and care
- KU13.** safe working practices and human safety, machine safety for all jute processing machinery
- KU14.** organisational Standard, operating procedures (SOP) and safety rules specific for jute industry and specific for respective jute machinery
- KU15.** aware about limits of each one's responsibility for cleaning and minor maintenance of work area and cleaning of machinery
- KU16.** appropriate material flow in production process and the specific work activities that relate to the whole process, needing time to time cleaning during shift change/ quality change or otherwise as per schedule
- KU17.** importance and method of effective communication with Sardar and supervisors for resolving any problem / reporting anomalies
- KU18.** names and function of each cleaning and maintenance tools
- KU19.** names and functions of each tools and equipment used in a jute mill, Tools and Equipment: hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms, etc. hand barrow, can trolley, bobbin trolley, beam carrier, spool carrier, cloth carrier, etc.
- KU20.** fair understanding of company's quality standards of all jute yarns for sacking/hessian and other decorative fabrics and their process norms to maintain
- KU21.** importance and method of complying with instructions for production process, cleaning and maintenance as well as safety aspects
- KU22.** knowledge about reporting/ receiving instructions from the superior

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- KU23.** methods of cleaning the tools and equipment after use and process of safe storing for next use
- KU24.** safety procedure of each jute machinery as applicable
- KU25.** interpretation of work information, cleaning procedure and safety aspects
- KU26.** good understanding of relation between the safety/cleaning and material, handling work role and the overall manufacturing process performance
- KU27.** adequate awareness about types of possible hazards likely to be encountered when conducting minor or major routine cleaning and maintenance as per schedule for jute machinery
- KU28.** importance of taking immediate action when any anomalies and problems are identified (may be abnormal sound in machine, fire, excessive breakage of sliver and yarn etc.)
- KU29.** knowledge about minimising jute fibre/yarn and other waste
- KU30.** importance of running maintenance and regular cleaning on production efficiency of jute machinery
- KU31.** ways how to avoid contamination/ undesirable mixing of different quality of jute or other materials like machine oil, foreign materials including lube oil/spindle oil/graphite powder etc
- KU32.** common machine faults and product faults etc. and method to rectify those following proper/correct procedure
- KU33.** correct maintenance procedures for each jute machinery of different sections as applicable
- KU34.** correct procedure of different types of cleaning and maintenance of equipment and machinery for their effective use during processing
- KU35.** safe working practice

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write instructions for communications
- GS2.** write any kind of request /memo to the supervisor/management if required
- GS3.** read instructions pass on to previous shift supervisor
- GS4.** read and comprehend written instructions
- GS5.** read instruction/notice written on company notice board
- GS6.** communicate with co-worker appropriately
- GS7.** talk to other to convey information effectively
- GS8.** talk to other for clarifications of problems
- GS9.** take right initiative at the right time for cleaning and maintenance to be done properly for jute machinery
- GS10.** apply innovative ideas for further action required after discussion in Quality Circle meeting
- GS11.** understand and to take decision for timely replacement of worn out /defective spare parts taking new spare from store for further action
- GS12.** identify the real reason of problem faced and solve the problem in consultation with other
- GS13.** refer anomalies to the supervisor
- GS14.** take initiative at the right place to understand and to solve the problem

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- GS15.** identify the reasons of different faults and deviations in specifications if any
- GS16.** rectify machine faults and process faults etc. by correct problem-solving approaches in different sections of jute processing as applicable
- GS17.** offer good attention to the process and spares of machine for checking their correctness
- GS18.** ensure routine cleaning and maintenance schedule specific for different jute machinery
- GS19.** make sure that every action taken is error-free
- GS20.** apply leadership skills for motivating fellow workers and others to get the work done

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain work area, tools, material handling equipment and machinery for jute processing</i>	20	30	-	-
1. maintain personal hygiene and human safety, machine safety and specific dress code	1	1	-	-
2. carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage	1	2	-	-
3. carefully handle all tools such as hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms etc	1	2	-	-
4. carefully handle moisture meter	1	1	-	-
5. carefully handle weigh machine	1	1	-	-
6. use proper mechanical handling equipment for lifting and handling jute and other materials, Mechanical Handling Equipment: hand barrow, can trolley, bobbin trolley, beam carrier, spool carrier, cloth carrier etc.	1	2	-	-
7. keep all waste jute materials in a specified place for further processing	1	3	-	-
8. maintain a clean and hazard free working area, keeping floors free from all encumbrances	1	2	-	-
9. maintain tools and equipment being used for jute processing	1	2	-	-
10. carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery	2	2	-	-
11. report to supervisor for any abnormal sound, from any machine for jute processing	1	1	-	-
12. report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences	2	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. ensure that the doors and covers for gear side/ belt side of the jute machinery are kept properly closed and all machine guards are in appropriate place	1	2	-	-
14. ensure that standing place in working position are free from all encumbrances, to maintain correct posture of working/sitting/standing during working in respective jute processing machinery	1	2	-	-
15. use appropriate cleaning equipment like knife, brooms, pliers, screw driver etc. and follow appropriate cleaning methods for the work to be carried out in particular jute processing machine	1	1	-	-
16. stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing	1	2	-	-
17. store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly	1	1	-	-
18. carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed	1	2	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N9009
NOS Name	Maintain work area, tools, material handling equipment and machinery for jute processing
Sector	Textile
Sub-Sector	Spinning, Weaving, Processing
Occupation	Textile Mill sector - Jute
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	09/08/2017
Next Review Date	09/08/2020
NSQC Clearance Date	

Qualification Pack

TSC/N9010: Comply with industry and organizational requirement in jute sector

Description

This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry

Scope

This unit/task covers the following

- Comply with industry and organizational requirement in jute sector

Elements and Performance Criteria

Comply with industry and organizational requirement in jute sector

To be competent, the user/individual on the job must be able to:

1. perform assigned duties effectively section- wise / machine- wise
2. take full responsibility for desired performance
3. be accountable towards the job role and assigned duties
4. report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors
5. take drive on self-learning for improving efficiency
6. co-ordinate with all the team members and colleagues
7. communicate politely
8. avoid conflicts and miscommunication
9. take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle
10. take all initiative to achieve organisational norms for processing of yarn and fabrics of jute and to motivate all other fellow workers to follow them
11. implement the collection of wastage in a proper method (as instructed) for further processing
12. follow specific environmental regulation for jute industry
13. keep area of work and machine clean

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) of different processing sections of a jute mill
- KU2.** do's and don't's for each process of jute processing as applicable
- KU3.** fair knowledge of organizational standards
- KU4.** standard operating procedures (SOP) and regulations in a textile mill
- KU5.** report to the supervisor or higher authority
- KU6.** knowledge of organizational standards

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- KU7.** knowledge of industry standards
- KU8.** fair knowledge of jute and products standards for jute yarn types and fabric types
- KU9.** fair knowledge on received and delivered materials so that any anomalies /defects can be identified in those materials
- KU10.** process and material flow for different section-wise processes in a jute mill for different stages of jute yarn/fabric production
- KU11.** importance and procedure of complying with the standards of process / product / environment / safety for Jute Industry
- KU12.** jute industry's general standards of work performance for assigned job role / machine operation for jute mills
- KU13.** knowledge on reducing wastages in jute processing
- KU14.** how to have a fair idea about environmental standards for jute industry
- KU15.** the importance and procedure of cleaning work area and machineries in different section of jute mill

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write notes on quality of jute and products produced in the department
- GS2.** write instructions for communications
- GS3.** write the report on any problem faced
- GS4.** write any kind of request /memo to the supervisor/management if required
- GS5.** read instructions pass on to previous shift supervisor
- GS6.** read and comprehend written instructions and log books
- GS7.** read instruction/notice written on company notice board
- GS8.** communicate with sardar/supervisor appropriately
- GS9.** convey information effectively
- GS10.** talk to other for clarifications of problems
- GS11.** communicate the anomalies to the sardar/supervisor
- GS12.** maintain time for reporting duty
- GS13.** maintain quality of products
- GS14.** plan for trouble free running of machines
- GS15.** plan for storing of raw materials and finished products.
- GS16.** plan for trouble free operation of tools and equipment used for processing
- GS17.** solve the problem, if any in consultation with supervisor
- GS18.** meet the Organizational requirements for maintaining product specification for different types of yarns and fabrics of jute
- GS19.** have skills for carrying out the job assignment as per norms of Jute Industry
- GS20.** achieve defined competency as per his/her job role for working in deferent sections / machines/ in jute mills
- GS21.** run smoothly a specific machine of jute processing as applicable

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- GS22.** comply and achieve product-wise and process-wise Industry standards for each process / product as applicable for a jute mill processing
- GS23.** jointly decide in consultation with sardar/supervisor regarding team work and any organisational problem faced

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with industry and organizational requirement in jute sector</i>	21	29	-	-
1. perform assigned duties effectively section-wise / machine- wise	1	3	-	-
2. take full responsibility for desired performance	1	3	-	-
3. be accountable towards the job role and assigned duties	2	2	-	-
4. report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors	2	2	-	-
5. take drive on self-learning for improving efficiency	2	2	-	-
6. co-ordinate with all the team members and colleagues	2	2	-	-
7. communicate politely	1	2	-	-
8. avoid conflicts and miscommunication	1	2	-	-
9. take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle	2	2	-	-
10. take all initiative to achieve organisational norms for processing of yarn and fabrics of jute and to motivate all other fellow workers to follow them	3	2	-	-
11. implement the collection of wastage in a proper method (as instructed) for further processing	2	2	-	-
12. follow specific environmental regulation for jute industry	1	3	-	-
13. keep area of work and machine clean	1	2	-	-
NOS Total	21	29	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N9010
NOS Name	Comply with industry and organizational requirement in jute sector
Sector	Textile
Sub-Sector	Spinning, Weaving, Processing
Occupation	Textile Mill sector - Jute
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	09/08/2017
Next Review Date	09/08/2020
NSQC Clearance Date	

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
TSC/N0313.Taking charge of shift and handing over shift to Jute weft winding operator	32	33	-	-	65	14
TSC/N0314.Creeling and cop winding	33	47	-	-	80	18
TSC/N0315.Maintaining the cop dimension and doffing the jute weft package	25	35	-	-	60	13
TSC/N9002.Working in a team	19	20	-	11	50	11

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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
TSC/N9003.Maintain health, safety and security at workplace	32	40	-	28	100	22
TSC/N9009.Maintain work area, tools, material handling equipment and machinery for jute processing	20	30	-	-	50	11
TSC/N9010.Comply with industry and organizational requirement in jute sector	21	29	-	-	50	11
Total	182	234	-	39	455	100

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

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Glossary

Sector	Sector is a conglomeration of different business operations having similar business 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 organisation.
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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) 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)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
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 anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a 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 quality of performance required.

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Knowledge and Understanding (KU)	<p>Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.</p>
Organisational Context	<p>Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.</p>
Technical Knowledge	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
Core Skills/ Generic Skills (GS)	<p>Core skills or Generic Skills (GS) 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. 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.</p>
Electives	<p>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.</p>
Options	<p>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.</p>