



# Fitter Weaving Preparatory

QP Code: TSC/Q2401

Version: 3.0

NSQF Level: 4

Textile Sector Skill Council || 14-H, 14th Floor, Hansalaya Building, 15, Barakhamba Road  
New Delhi - 110001

## Qualification Pack

### Contents

TSC/Q2401: Fitter Weaving Preparatory .....	3
<i>Brief Job Description</i> .....	3
Applicable National Occupational Standards (NOS) .....	3
<i>Compulsory NOS</i> .....	3
<i>Qualification Pack (QP) Parameters</i> .....	3
TSC/N2401: Taking charge of shift and handing over shift to Fitter Weaving preparatory .....	5
TSC/N2402: Maintain weaving preparatory machines .....	11
TSC/N9001: Maintain work area, tools, and machines .....	20
TSC/N9002: Working in a team .....	24
TSC/N9003: Maintain health, safety and security at workplace .....	28
TSC/N9004: Comply with industry and organizational requirement .....	34
DGT/VSQ/N0101: Employability Skills (30 Hours) .....	38
Assessment Guidelines and Weightage .....	43
<i>Assessment Guidelines</i> .....	43
<i>Assessment Weightage</i> .....	44
Acronyms .....	45
Glossary .....	46

## TSC/Q2401: Fitter Weaving Preparatory

### Brief Job Description

A Fitter-Weaving Preparatory, is a job-role in the weaving preparatory department. The responsibility of a Fitter (Weaving Preparatory) is to maintain all Weaving Preparatory Machines, efficiently so as to get maximum output with minimum defects giving due importance to safety and environment aspects. He/she should carry out all the maintenance aspects such as erecting, dismantling, assembling, leveling, attending & resolving repairs and breakdowns in preparatory department. He/she should also carry out regular preventive maintenance activities thus ensuring proper functioning of all machines.

### Personal Attributes

A Fitter - Weaving Preparatory should have good eyesight, eye hand coordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [TSC/N2401: Taking charge of shift and handing over shift to Fitter Weaving preparatory](#)
2. [TSC/N2402: Maintain weaving preparatory machines](#)
3. [TSC/N9001: Maintain work area, tools, and machines](#)
4. [TSC/N9002: Working in a team](#)
5. [TSC/N9003: Maintain health, safety and security at workplace](#)
6. [TSC/N9004: Comply with industry and organizational requirement](#)
7. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

### Qualification Pack (QP) Parameters

<b>Sector</b>	Textile
<b>Sub-Sector</b>	Weaving - Textiles
<b>Occupation</b>	Maintenance-Weaving Machines
<b>Country</b>	India

## Qualification Pack

<b>NSQF Level</b>	4
<b>Credits</b>	15
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/8152.99
<b>Minimum Educational Qualification &amp; Experience</b>	11th Class (with no experience (OR) Completed 1st year of 3-year diploma (after 10th) and pursuing regular diploma with no experience (OR) 10th grade pass plus 1-year NTC/ NAC with no experience (OR) 8th grade pass plus 2-year NTC plus 1 Year NAC with no experience (OR) 8th pass plus 1-year NTC plus 1-Year NAC plus CITS with no experience (OR) 10th grade pass and pursuing continuous schooling (OR) 10th Grade Pass with 2 year relevant experience (OR) Previous relevant Qualification of NSQF Level 3.0 with minimum education as 5th Grade pass (OR) Previous relevant Qualification of NSQF Level 3.5 with 1 year relevant experience)
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	27/01/2025
<b>NSQF Approval Date</b>	17/11/2022
<b>Version</b>	3.0
<b>Reference code on NQR</b>	2022/TEXT/TSC/07082
<b>NQR Version</b>	1.0

## Qualification Pack

# TSC/N2401: Taking charge of shift and handing over shift to Fitter Weaving preparatory

## Description

This unit is about taking charge of shift from previous shift Fitter-Weaving Preparatory and relieving the responsibilities to the next shift Fitter-Weaving Preparatory

## Scope

The scope covers the following :

- Taking charge of shift from Fitter-Weaving preparatory
- Handing over shift to Fitter-Weaving preparatory

## Elements and Performance Criteria

### *Taking charge of shift from Fitter-Weaving Preparatory*

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

1. come at least 10 - 15 minutes earlier to the work spot
2. bring the necessary operational tools to the department
3. patrol around the machines in preparatory department and ensure smooth functioning of all the machines in the department
4. meet the previous fitter & discuss with him/ her regarding the issues faced with respect to the quality, production, spare, safety, any other specific instruction
5. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas
6. question the previous fitter for any deviation in the process and should bring the same to the knowledge of his/ her superior

### *Handing over shift to Fitter-Weaving Preparatory*

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

7. hand over the shift to the incoming shift fitter in a proper manner
8. provide all relevant information regarding the count produced, idle machines, damaged machine parts if any
9. report to His/ Her shift Superior about the quality, production, safety issues or any other issue faced in His/ Her shift and should leave the department only after getting concurrence for the same from His/ Her superiors
10. report to his shift superiors as well as that of the incoming shift fitter in case his/ her counterpart doesn't report for the incoming shift
11. ensure the work spot is clean

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

## Qualification Pack

- KU1.** the organization's policies & standard operating procedures (SOP)
- KU2.** should have an awareness & knowledge of customers
- KU3.** potential hazards associated with the machines and the safety precautions that must be taken
- KU4.** protocol to obtain more information on work related tasks
- KU5.** contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials & equipments
- KU6.** details of the various job roles & responsibilities
- KU7.** documentation and reporting formats
- KU8.** work targets & review with superiors
- KU9.** protocol and format for reporting work related risks/ problems
- KU10.** method of obtaining /giving feedback with respect to performance
- KU11.** importance of team work, harmonious working relationships
- KU12.** process for offering /obtaining work related assistance
- KU13.** responsibilities under health, safety and environmental legislation
- KU14.** guidelines for storage & disposal of waste materials
- KU15.** functions of different machines in weaving preparatory department
- KU16.** functions and methodology for operating different material handling tools Importance of cleanliness at work place
- KU17.** yarns from natural fibers - cotton, silk, wool
- KU18.** yarns from manmade fibers - polyester, nylon, viscose
- KU19.** blended yarns - polyester cotton, polyester viscose
- KU20.** plain Weave
- KU21.** twill Weave
- KU22.** drill Weave
- KU23.** plain Satin
- KU24.** reverse Satin
- KU25.** window Pane
- KU26.** yarn Faults like Slub, Thick Place, Thin Place, Yarn Variation, Shade Variation, Yarn contamination, Color Contamination, Kitties and Black Spots
- KU27.** satin Band
- KU28.** other Dobby Designs
- KU29.** jacquard All Over Pattern
- KU30.** jacquard Engineering Pattern
- KU31.** yarn Faults like Slub, Thick Place, Thin Place, Yarn Variation, Shade Variation, Yarn contamination, Color Contamination, Kitties and Black Spots
- KU32.** sizing faults like Size Patches, Sizing Beads, Sizing Stain and Sizing Beam Oil
- KU33.** weaver / labor oriented faults like Wrong Drawing, Wrong Denting, Double End, End Out, Hand Stain, Double Pick, Broken Pick

## Qualification Pack

- KU34.** machine oriented faults like Take up fault, Let Off fault, Starting Mark, Floats, Weft Cracks, Tear, Cloth Torn, Temple Cut, Temple Mark, Emery Cut or Emery hole or emery impression, Guide Tooth Mark, Other Impression Mark, Under Tuck In, Bad Selvedge, Bad shedding or Bad Pattern and Tails.
- KU35.** other faults like Reed Mark, Cloth not cut at centre in case of multiple channel fabrics and Cloth not cut at sides in case of fabrics with false selvedges

### Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** plan and manage work routine based on instructions from supervisor
- GS4.** willingly participate in the various programs/ meetings that will be conducted by the Superior
- GS5.** put forth suggestions in the interest of the Company
- GS6.** willingly participate in the Quality Circles formed by the Superiors
- GS7.** extend voluntary supports and adapt to the various procedures that are: adopted by the Company with respect to compliances for the different, certifications like ISO 9001, ISO 14001, SA 8001, GOTS Certification, Fair Trade
- GS8.** apply problem-solving approaches in different situations
- GS9.** refer anomalies to the supervisor
- GS10.** seek clarification on problems from others
- GS11.** apply good attention to detail
- GS12.** check your work is complete and free from errors
- GS13.** patrol around the preparatory department and identifying worn out or damaged machine parts
- GS14.** maintain neatness at work place
- GS15.** To know about 4 Point American System as below: defects of length/ width less than 3 - 1 point, defects of length/ width between 3 to 6 2 points, defects of length/ width between 6 to 9 3 points, defects of length/width of above 9 - 4 points
- GS16.** permissible points as per 4 points American system 15 points for 100 square meters
- GS17.** piece Lengths As Per Standards for defect based on length: 80 % - 80 meters & above, 20 & - Between 40 to 80 meters
- GS18.** permissible Specification faults (Universally): Ends Per Inch - Plus or minus 2, Picks Per Inch - Plus or minus 1 (for single pick insertion), Cloth Width - No Minus A maximum of in Plus side is allowed

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Taking charge of shift from Fitter-Weaving Preparatory</i>	<b>20</b>	<b>36</b>	-	<b>9</b>
1. come at least 10 - 15 minutes earlier to the work spot	1	2	-	-
2. bring the necessary operational tools to the department	2	3	-	2
3. patrol around the machines in preparatory department and ensure smooth functioning of all the machines in the department	2	10	-	1
4. meet the previous fitter & discuss with him/ her regarding the issues faced with respect to the quality, production, spare, safety, any other specific instruction	5	6	-	1
5. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas	5	10	-	-
6. question the previous fitter for any deviation in the process and should bring the same to the knowledge of his/ her superior	5	5	-	5
<i>Handing over shift to Fitter-Weaving Preparatory</i>	<b>10</b>	<b>14</b>	-	<b>11</b>
7. hand over the shift to the incoming shift fitter in a proper manner	1	3	-	2
8. provide all relevant information regarding the count produced, idle machines, damaged machine parts if any	4	7	-	3
9. report to His/ Her shift Superior about the quality, production, safety issues or any other issue faced in His/ Her shift and should leave the department only after getting concurrence for the same from His/ Her superiors	2	2	-	2
10. report to his shift superiors as well as that of the incoming shift fitter in case his/ her counterpart doesn't report for the incoming shift	2	1	-	2
11. ensure the work spot is clean	1	1	-	2



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>NOS Total</b>	<b>30</b>	<b>50</b>	<b>-</b>	<b>20</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N2401
<b>NOS Name</b>	Taking charge of shift and handing over shift to Fitter Weaving preparatory
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Weaving - Textiles
<b>Occupation</b>	Maintenance-Weaving Machines
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	27/01/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### TSC/N2402: Maintain weaving preparatory machines

#### Description

This unit provides performance criteria, knowledge and understanding and skills and abilities required to maintain Weaving Preparatory Machines attend to breakdowns and adhere to Preventive Maintenance Schedules of all the Weaving Preparatory Machines and get maximum output and minimum defects, without entertaining any damage to the people, the machine etc., without wasting much of raw materials, spares, tools etc., and without spoiling the environmental aspects

#### Scope

The scope covers the following :

- Maintain warping machines
- Maintain sizing machines
- Other work practices

#### Elements and Performance Criteria

##### *Maintain Warping machines*

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

1. check the condition of the running beams & machine performance of both warping and sizing machines. should check for any abnormal sound/ noise in all the warping and sizing machines
2. check whether all the stop motions are in good working condition
3. check the cleanliness of the machines and other work areas
4. check whether any spare/raw material/ tool /any other material is thrown under the machines or in the other work areas
5. plan preventive maintenance schedule
6. ensure thorough cleaning of creels of all warping machines
7. check the settings in the stop motions and correct the same in case of any deviation
8. check the brake drum setting and correct the same in case of any deviation
9. check the operation of counter meter and replace it if its faulty
10. check the comb condition and clean & adjust it properly
11. check the empty warping beams and ensure that all the bolts are tightly fixed
12. check and ensure that the beam flanges are not bent and are in good condition
13. ensure that correct tare weights are written on the empty warping beams
14. ensure that the hand knitters are in good working condition
15. ensure that the air compressor is in good working condition
16. ensure that water is drained out of the compressor whenever required
17. check the air compressor line and ensure that there is no leakage in compressor air
18. ensure proper lubrication (oiling & greasing) in the warping machines
19. ensure that all the bolts in the warping machines are tightly fixed

## Qualification Pack

20. ensure that there is no leakage of oil in the warping machines
21. ensure that oil is changed in the warping machines, whenever required
22. ensure that hydraulic pressure is maintained in all the warping machines
23. ensure that all the motors in all the warping machines are in good working condition

### *Maintain Sizing machines*

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

24. ensure thorough cleaning of sizing creel area, sizing cylinders, size cooker, size storage vessel, sow boxes and all other parts of the sizing machine
25. ensure proper lubrication (oiling & greasing) is done to the whole sizing machine
26. ensure that there is no leakage of oil in the sizing machine
27. ensure that oil is changed whenever required in the sizing machine
28. ensure that all the bolts in the sizing machine are fixed tightly
29. attend breakdowns immediately.
30. ensure that the hydraulic rollers are in good working condition
31. ensure that the beam flanges are free from any damage
32. ensure that there is no bend in the beam flanges
33. ensure that there is no leakages in the steam line
34. ensure that all the motors in the cooking vessel, storage vessel, sizing creel, sizing machine etc. are in good working condition
35. ensure proper functioning of moisture control
36. ensure that stretch control is in proper working condition
37. ensure that the pump motor is in good working condition
38. check the shore hardness of squeeze rollers and act as per the advice of the higher authority
39. ensure that the comb is in good working condition
40. ensure that the boiler is in good working condition
41. ensure that there is no leakages in the steam line

### *Other work practices*

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

42. ensure that there is no leakage in the cooker vessel, storage vessel, sow boxes etc.
43. ensure that all the weighing machines are in good working condition
44. ensure and maintain the required flange distance as per the instructions given for the running program
45. ensure that the bolts are tight in the empty beams before they are taken for sizing
46. ensure that the empty beams are cleaned properly so that the centre beam oil complaint is not there in weaving, particularly in the looms which are operated with twin beams
47. give preference to safety of machine & equipment
48. ensure that no raw material/ cloth/ spare/ tool / any other material is thrown under/ near the machines or in other work areas
49. ensure that any major machine faults is immediately reported to the superiors
50. ensure that all the warping machines and sizing machines work without any problem, before leaving the work spot for the day

## Qualification Pack

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization's policies & standard operating procedures (SOP)
- KU2.** should have an awareness & knowledge of customers
- KU3.** potential hazards associated with the machines and the safety precautions must be taken
- KU4.** protocol to obtain more information on work related tasks
- KU5.** contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials and equipment
- KU6.** details of the various job roles & responsibilities
- KU7.** protocol and format for reporting work related risks/ problems
- KU8.** work targets & review with superiors
- KU9.** importance of team work and harmonious working relationships
- KU10.** process for offering /obtaining work related assistance
- KU11.** responsibilities under health, safety and environmental legislation
- KU12.** guidelines for storage and disposal of waste materials
- KU13.** Planning maintenance activities and preparing date-wise plans for maintenance and replacement of parts considering their life.
- KU14.** workloads, work allocation and standard working conditions for maintenance operatives.
- KU15.** knowledge of oils & lubricants used in weaving machines
- KU16.** knowledge of various types of bearing and belts
- KU17.** knowledge of machine model and parts
- KU18.** yarns from natural fibres - cotton, silk, wool
- KU19.** yarns from manmade fibres - polyester, nylon, viscose
- KU20.** blended yarns - polyester cotton, polyester viscose
- KU21.** conventional sizing machine
- KU22.** modern sizing machines
- KU23.** about the compressor machines
- KU24.** about sectional warping machines
- KU25.** about the conventional direct warping machines
- KU26.** about modern direct warping machines
- KU27.** shade variation
- KU28.** soft sized beams
- KU29.** size patches
- KU30.** sunken ends
- KU31.** sizing stain
- KU32.** the safety mechanisms of the machines & should ensure that the same are in order
- KU33.** should know about the stop motions & should ensure that the same are in order
- KU34.** should know about the functional operations of the machines, where he/ she is working

## Qualification Pack

### Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** read and comprehend written instructions
- GS3.** read any application sent by other colleagues
- GS4.** communicate with supervisor appropriately
- GS5.** talk to others to convey information effectively
- GS6.** identify the real reason of problem faced
- GS7.** apply problem-solving approaches in different situations
- GS8.** refer anomalies to the supervisor
- GS9.** seek clarification on problems from others
- GS10.** apply good attention to detail
- GS11.** check your work is complete and free from errors
- GS12.** make sure every kind of communication is error free
- GS13.** ensure that the knotting & restarting of machine is done by a maximum of 4 hrs, from time of run out. (for total ends of around 20,000)
- GS14.** ensure that not more than 10 ends (for 20,000 ends) are left out in the beams due to double end or any other problem
- GS15.** ensure that there are no cross ends in the knotted beams
- GS16.** plan and manage work routine based on instructions from supervisor
- GS17.** participate willingly in the various programs/ meetings that are conducted by the superiors & put forth the suggestions in the interest of the company
- GS18.** participate willingly in the quality circles that are formed by the superiors
- GS19.** extend voluntary supports and adapt to the various procedures that are adopted by the company with respect to compliances for the different certifications like ISO 9001, ISO 14001, SA 8001 GOTS certification fair trade etc

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain Warping machines</i>	<b>47</b>	<b>75</b>	-	<b>22</b>
1. check the condition of the running beams & machine performance of both warping and sizing machines. should check for any abnormal sound/ noise in all the warping and sizing machines	2	4	-	-
2. check whether all the stop motions are in good working condition	2	4	-	-
3. check the cleanliness of the machines and other work areas	2	4	-	-
4. check whether any spare/raw material/ tool /any other material is thrown under the machines or in the other work areas	2	4	-	-
5. plan preventive maintenance schedule	3	3	-	-
6. ensure thorough cleaning of creels of all warping machines	2	2	-	2
7. check the settings in the stop motions and correct the same in case of any deviation	3	3	-	-
8. check the brake drum setting and correct the same in case of any deviation	3	3	-	-
9. check the operation of counter meter and replace it if its faulty	2	2	-	2
10. check the comb condition and clean & adjust it properly	2	2	-	2
11. check the empty warping beams and ensure that all the bolts are tightly fixed	2	2	-	2
12. check and ensure that the beam flanges are not bent and are in good condition	2	2	-	2
13. ensure that correct tare weights are written on the empty warping beams	2	2	-	2
14. ensure that the hand knitters are in good working condition	2	4	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
15. ensure that the air compressor is in good working condition	2	4	-	-
16. ensure that water is drained out of the compressor whenever required	2	4	-	-
17. check the air compressor line and ensure that there is no leakage in compressor air	2	2	-	2
18. ensure proper lubrication (oiling & greasing) in the warping machines	2	4	-	-
19. ensure that all the bolts in the warping machines are tightly fixed	2	4	-	-
20. ensure that there is no leakage of oil in the warping machines	2	4	-	2
21. ensure that oil is changed in the warping machines, whenever required	2	4	-	2
22. ensure that hydraulic pressure is maintained in all the warping machines	1	4	-	2
23. ensure that all the motors in all the warping machines are in good working condition	1	4	-	2
<i>Maintain Sizing machines</i>	<b>33</b>	<b>70</b>	-	<b>2</b>
24. ensure thorough cleaning of sizing creel area, sizing cylinders, size cooker, size storage vessel, sow boxes and all other parts of the sizing machine	2	2	-	2
25. ensure proper lubrication (oiling & greasing) is done to the whole sizing machine	-	6	-	-
26. ensure that there is no leakage of oil in the sizing machine	-	6	-	-
27. ensure that oil is changed whenever required in the sizing machine	-	6	-	-
28. ensure that all the bolts in the sizing machine are fixed tightly	-	6	-	-
29. attend breakdowns immediately.	3	3	-	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
30. ensure that the hydraulic rollers are in good working condition	2	3	-	-
31. ensure that the beam flanges are free from any damage	3	3	-	-
32. ensure that there is no bend in the beam flanges	3	3	-	-
33. ensure that there is no leakages in the steam line	3	3	-	-
34. ensure that all the motors in the cooking vessel, storage vessel, sizing creel, sizing machine etc. are in good working condition	2	3	-	-
35. ensure proper functioning of moisture control	3	3	-	-
36. ensure that stretch control is in proper working condition	2	4	-	-
37. ensure that the pump motor is in good working condition	2	4	-	-
38. check the shore hardness of squeeze rollers and act as per the advice of the higher authority	2	3	-	-
39. ensure that the comb is in good working condition	2	4	-	-
40. ensure that the boiler is in good working condition	2	4	-	-
41. ensure that there is no leakages in the steam line	2	4	-	-
<i>Other work practices</i>	<b>14</b>	<b>37</b>	-	-
42. ensure that there is no leakage in the cooker vessel, storage vessel, sow boxes etc.	2	3	-	-
43. ensure that all the weighing machines are in good working condition	2	4	-	-
44. ensure and maintain the required flange distance as per the instructions given for the running program	2	4	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
45. ensure that the bolts are tight in the empty beams before they are taken for sizing	2	4	-	-
46. ensure that the empty beams are cleaned properly so that the centre beam oil complaint is not there in weaving, particularly in the looms which are operated with twin beams	1	4	-	-
47. give preference to safety of machine & equipment	2	4	-	-
48. ensure that no raw material/ cloth/ spare/ tool / any other material is thrown under/ near the machines or in other work areas	-	6	-	-
49. ensure that any major machine faults is immediately reported to the superiors	-	6	-	-
50. ensure that all the warping machines and sizing machines work without any problem, before leaving the work spot for the day	3	2	-	-
<b>NOS Total</b>	<b>94</b>	<b>182</b>	<b>-</b>	<b>24</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N2402
<b>NOS Name</b>	Maintain weaving preparatory machines
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Weaving - Textiles
<b>Occupation</b>	Maintenance-Weaving Machines
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	27/01/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### TSC/N9001: Maintain work area, tools, and machines

#### 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

The scope covers the following :

- Maintaining the work area, tools and machines

#### Elements and Performance Criteria

##### *Maintaining the work area, tools and machines*

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

1. handle materials, machinery, equipment and tools with care and use them in the correct way
2. use correct lifting and handling procedures
3. use materials to minimize waste
4. maintain a clean and hazard free working area
5. maintain tools and equipment
6. carry out running maintenance within agreed schedules
7. carry out maintenance and/or cleaning within ones responsibility
8. report unsafe equipment and other dangerous occurrences
9. ensure that the correct machine guards are in place
10. work in a comfortable position with the correct posture
11. use cleaning equipment and methods appropriate for the work to be carried out
12. dispose of waste safely in the designated location
13. store cleaning equipment safely after use
14. carry out cleaning according to schedules and limits of responsibility

#### 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 organisational 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

## Qualification Pack

- 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.** work instructions and specifications and interpret them accurately
- KU13.** relation between work role and the overall manufacturing process
- KU14.** hazards likely to be encountered when conducting routine maintenance
- KU15.** the importance of taking action when problems are identified
- KU16.** different ways of minimising waste
- KU17.** the importance of running maintenance and regular cleaning
- KU18.** effects of contamination on products i.e. machine oil, dirt, foreign materials
- KU19.** common faults with equipment and the method to rectify
- KU20.** maintenance procedures
- KU21.** different types of cleaning equipment and substances and their use
- KU22.** safe working practices for cleaning and the method of carrying them out

## Generic Skills (GS)

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

- GS1.** comprehend written instructions
- GS2.** read any application sent by other colleagues
- GS3.** Communicate effectively in local language
- GS4.** communicate with supervisor appropriately
- GS5.** talk to others to convey information effectively
- GS6.** identify the real reason of problem faced
- GS7.** apply problem-solving approaches in different situations
- GS8.** refer anomalies to the supervisor
- GS9.** seek clarification on problems from others
- GS10.** apply good attention to detail
- GS11.** check your work is complete and free from errors
- GS12.** make sure every kind of communication is error free
- GS13.** communicate effectively
- GS14.** apply leadership skills wherever required
- GS15.** take initiative at the right place
- GS16.** understand the requirement to be creative

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintaining the work area, tools and machines</i>	<b>17</b>	<b>20</b>	-	<b>13</b>
1. handle materials, machinery, equipment and tools with care and use them in the correct way	2	2	-	1
2. use correct lifting and handling procedures	1	2	-	1
3. use materials to minimize waste	2	1	-	1
4. maintain a clean and hazard free working area	1	1	-	1
5. maintain tools and equipment	2	1	-	1
6. carry out running maintenance within agreed schedules	1	2	-	1
7. carry out maintenance and/or cleaning within ones responsibility	1	2	-	1
8. report unsafe equipment and other dangerous occurrences	1	2	-	-
9. ensure that the correct machine guards are in place	1	1	-	1
10. work in a comfortable position with the correct posture	1	1	-	1
11. use cleaning equipment and methods appropriate for the work to be carried out	1	1	-	1
12. dispose of waste safely in the designated location	1	2	-	1
13. store cleaning equipment safely after use	1	1	-	1
14. carry out cleaning according to schedules and limits of responsibility	1	1	-	1
<b>NOS Total</b>	<b>17</b>	<b>20</b>	-	<b>13</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9001
<b>NOS Name</b>	Maintain work area, tools, and machines
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing, Knitting
<b>Occupation</b>	Textile Mill sector - Cotton
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### TSC/N9002: Working in a team

#### Description

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

#### Scope

The scope 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



## Qualification Pack

- 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

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Commitment and trust</i>	<b>5</b>	<b>4</b>	-	<b>2</b>
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>	<b>6</b>	<b>7</b>	-	<b>4</b>
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>	<b>5</b>	<b>4</b>	-	<b>3</b>
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>	<b>3</b>	<b>5</b>	-	<b>2</b>
11. develop new ideas for work procedures	1	3	-	1
12. improve upon the existing techniques to increase process efficiency	2	2	-	1
<b>NOS Total</b>	<b>19</b>	<b>20</b>	-	<b>11</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9002
<b>NOS Name</b>	Working in a team
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing, Knitting
<b>Occupation</b>	Textile Mill sector - Cotton
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	6.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## 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

The scope 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:

## Qualification Pack

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

## Qualification Pack

- 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

## Qualification Pack

### 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>	<b>27</b>	<b>35</b>	-	<b>23</b>
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

### Qualification Pack

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>	<b>2</b>	<b>2</b>	-	<b>2</b>
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>	<b>3</b>	<b>3</b>	-	<b>3</b>
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
<b>NOS Total</b>	<b>32</b>	<b>40</b>	-	<b>28</b>



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9003
<b>NOS Name</b>	Maintain health, safety and security at workplace
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing, Knitting
<b>Occupation</b>	Textile Mill sector - Cotton
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	5.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### TSC/N9004: Comply with industry and organizational requirement

#### Description

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

#### Scope

The scope covers the following :

- self development
- team work
- organizational standards
- industry standards

#### Elements and Performance Criteria

##### *Self development*

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

1. perform own duties effectively
2. take responsibility for own actions
3. be accountable towards the job role and assigned duties
4. take initiative and innovate the existing methods
5. focus on self-learning and improvement

##### *Team work*

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

6. co-ordinate with all the team members and colleagues
7. communicate politely
8. avoid conflicts and miscommunication

##### *Organisational standards*

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

9. know the organisational standards
10. implement them in your performance
11. motivate others to follow them

##### *Industry standards*

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

12. monitor the workplace and work processes for potential risks and threat
13. align them with organisation standards

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

## Qualification Pack

- KU1.** standard operating procedures (SOP) and regulations in a textile mill
- KU2.** reporting to the supervisor or higher authority
- KU3.** knowledge of organisational standards
- KU4.** knowledge of industry standards
- KU5.** process and material flow in a textile mill
- KU6.** importance of complying with the standards
- KU7.** guidelines for cleaning the various parts of machine

### Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** read the given instructions
- GS3.** comprehend written instructions
- GS4.** talk effectively with others
- GS5.** put forward your point
- GS6.** listen to others
- GS7.** Organizational requirements
- GS8.** your responsibilities at the workplace
- GS9.** procedure to comply with the industry standards

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Self development</i>	<b>5</b>	<b>9</b>	-	<b>7</b>
1. perform own duties effectively	1	2	-	2
2. take responsibility for own actions	1	2	-	2
3. be accountable towards the job role and assigned duties	1	2	-	1
4. take initiative and innovate the existing methods	1	1	-	1
5. focus on self-learning and improvement	1	2	-	1
<i>Team work</i>	<b>3</b>	<b>5</b>	-	<b>4</b>
6. co-ordinate with all the team members and colleagues	1	2	-	1
7. communicate politely	1	1	-	2
8. avoid conflicts and miscommunication	1	2	-	1
<i>Organisational standards</i>	<b>3</b>	<b>4</b>	-	<b>3</b>
9. know the organisational standards	1	1	-	1
10. implement them in your performance	1	2	-	1
11. motivate others to follow them	1	1	-	1
<i>Industry standards</i>	<b>4</b>	<b>2</b>	-	<b>1</b>
12. monitor the workplace and work processes for potential risks and threat	2	1	-	-
13. align them with organisation standards	2	1	-	1
<b>NOS Total</b>	<b>15</b>	<b>20</b>	-	<b>15</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9004
<b>NOS Name</b>	Comply with industry and organizational requirement
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing, Knitting
<b>Occupation</b>	Textile Mill sector - Cotton
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### DGT/VSQ/N0101: Employability Skills (30 Hours)

#### Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

#### Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

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

**PC1.** understand the significance of employability skills in meeting the job requirements

##### *Constitutional values - Citizenship*

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

**PC2.** identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

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

**PC3.** explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

##### *Basic English Skills*

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

**PC4.** speak with others using some basic English phrases or sentences

##### *Communication Skills*

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

**PC5.** follow good manners while communicating with others

**PC6.** work with others in a team

## Qualification Pack

### *Diversity & Inclusion*

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

**PC7.** communicate and behave appropriately with all genders and PwD

**PC8.** report any issues related to sexual harassment

### *Financial and Legal Literacy*

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

**PC9.** use various financial products and services safely and securely

**PC10.** calculate income, expenses, savings etc.

**PC11.** approach the concerned authorities for any exploitation as per legal rights and laws

### *Essential Digital Skills*

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

**PC12.** operate digital devices and use its features and applications securely and safely

**PC13.** use internet and social media platforms securely and safely

### *Entrepreneurship*

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

**PC14.** identify and assess opportunities for potential business

**PC15.** identify sources for arranging money and associated financial and legal challenges

### *Customer Service*

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

**PC16.** identify different types of customers

**PC17.** identify customer needs and address them appropriately

**PC18.** follow appropriate hygiene and grooming standards

### *Getting ready for apprenticeship & Jobs*

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

**PC19.** create a basic biodata

**PC20.** search for suitable jobs and apply

**PC21.** identify and register apprenticeship opportunities as per requirement

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

**KU4.** Twenty first (21st) century skills and their importance

**KU5.** how to use basic spoken English language

**KU6.** Do and dont of effective communication

**KU7.** inclusivity and its importance

**KU8.** different types of disabilities and appropriate communication and behaviour towards PwD

**KU9.** different types of financial products and services

## Qualification Pack

- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

## Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC3.</b> explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use various financial products and services safely and securely	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> calculate income, expenses, savings etc.	-	-	-	-
<b>PC11.</b> approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	<b>4</b>	<b>6</b>	-	-
<b>PC12.</b> operate digital devices and use its features and applications securely and safely	-	-	-	-
<b>PC13.</b> use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	<b>3</b>	<b>5</b>	-	-
<b>PC14.</b> identify and assess opportunities for potential business	-	-	-	-
<b>PC15.</b> identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	<b>2</b>	<b>2</b>	-	-
<b>PC16.</b> identify different types of customers	-	-	-	-
<b>PC17.</b> identify customer needs and address them appropriately	-	-	-	-
<b>PC18.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>1</b>	<b>3</b>	-	-
<b>PC19.</b> create a basic biodata	-	-	-	-
<b>PC20.</b> search for suitable jobs and apply	-	-	-	-
<b>PC21.</b> identify and register apprenticeship opportunities as per requirement	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/10/2024
<b>NSQC Clearance Date</b>	25/06/2020

## 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**

## Qualification Pack

(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/N2401.Taking charge of shift and handing over shift to Fitter Weaving preparatory	30	50	-	20	100	14
TSC/N2402.Maintain weaving preparatory machines	94	182	-	24	300	44
TSC/N9001.Maintain work area, tools, and machines	17	20	-	13	50	7
TSC/N9002.Working in a team	19	20	-	11	50	7
TSC/N9003.Maintain health, safety and security at workplace	32	40	-	28	100	14
TSC/N9004.Comply with industry and organizational requirement	15	20	-	15	50	7
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	7
<b>Total</b>	<b>227</b>	<b>362</b>	<b>0</b>	<b>0</b>	<b>700</b>	<b>100</b>

## Acronyms

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

## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.

## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	<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>
<b>Organisational Context</b>	<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>
<b>Technical Knowledge</b>	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
<b>Core Skills/ Generic Skills (GS)</b>	<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>
<b>Electives</b>	<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>
<b>Options</b>	<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>