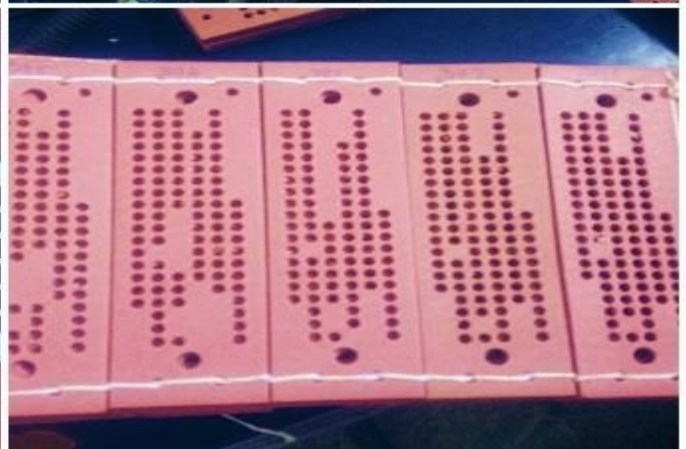
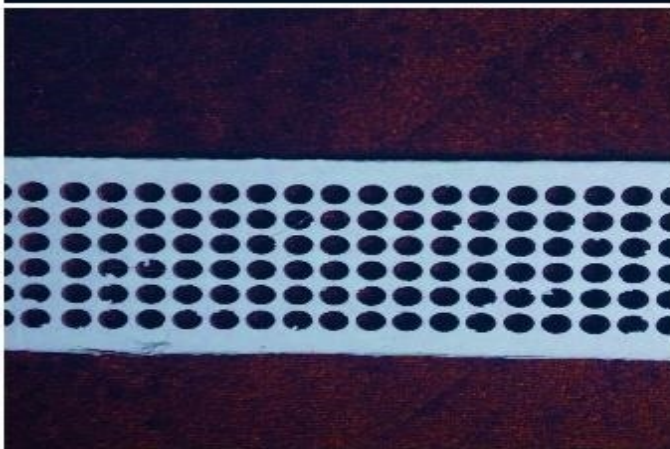


Qualification Pack



Card Puncher (Automatic Machine)

QP Code: TSC/Q7401

Version: 3.0

NSQF Level: 3

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

Qualification Pack

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Qualification Pack

TSC/Q7401: Card Puncher (Automatic Machine)

Brief Job Description

The card puncher punches customized cards based on the designs created by the designer by special card punching machines using different softwares, and may also do the lacing of the cards for jacquard weaving.

Personal Attributes

Needs to have basic knowledge of computer jacquard designing and card punching softwares, be physically active, patient, needs to have an eye for detail, and an alert mind. The card puncher also needs to understand the concept of weaving.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [TSC/N7401: Punch cards according to the jacquard design using automatic card punching machine](#)
2. [TSC/N9005: Maintain the work area, tools and machines](#)
3. [TSC/N9006: Working in a team in handloom sector](#)
4. [TSC/N9007: Maintain health, safety and security at work place in handloom sector](#)
5. [TSC/N9008: Comply with workplace requirements in handloom sector](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Textile
Sub-Sector	Handloom & Khadi
Occupation	Designer
Country	India
NSQF Level	3
Credits	13

Qualification Pack

Aligned to NCO/ISCO/ISIC Code	NCO-2015/8152.04
Minimum Educational Qualification & Experience	9th Class (with no experience (OR) Grade 8 pass and pursuing continuous schooling in regular school with vocational subject with no experience (OR) 8th grade pass with 1 year of relevant experience (OR) 5th grade pass with 4 years of relevant experience (OR) Ability to read and write with 5 years of experience)
Minimum Level of Education for Training in School	9th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	25/11/2024
NSQC Approval Date	17/11/2022
Version	3.0
Reference code on NQR	2022/TEXT/TSC/07049
NQR Version	1.0

Qualification Pack

TSC/N7401: Punch cards according to the jacquard design using automatic card punching machine

Description

This unit prepares the card puncher to punch jacquard design on cards with the help of computer software and automatic card punching machine using the required skills and knowledge, as per the instructions from the designer.

Scope

The scope covers the following :

- Identify and select punching card
- Operate and maintain the card punching machine
- Lace the punched cards together according to the design

Elements and Performance Criteria

Identify and select punching card

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

1. select the type of punching card material according to the requirement and availability of the material in consultation with the jacquard designer Types of punching card materials: Card board, wood-pulp board, plastic board, etc.
2. identify the different size of cards according to the number of hooks required for that particular jacquard design Number of hooks: 120, 172, 240, 256, 400, 480, 600, etc.

Operate and maintain the card punching machine

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

3. identify specific commercial software under the guidance of the jacquard designer for jacquard card punching in accordance with the industry standards and specifications
4. select the relevant option from the software menu for setup and operation of card punching
5. number the cards serially according to the jacquard design
6. insert the card in the punching machine one after the another
7. keep the punched cards serially in order
8. store the punched cards in clean and dry place
9. ensure the machine works in a proper condition by suitably lubricating and cleaning

Lace the punched cards together according to the design

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

10. lace the punched cards according to the serial number using needle and twine thread manually or in a lacing machine
11. use lacing hooks to hold the punched cards together in a lace for a particular jacquard design
12. select the type of lacing hook according to the length of the card to be punched
13. assort all the punched cards and handover to the jacquard weaver for weaving

Qualification Pack

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions
- KU2.** relevant health and safety requirements applicable in the work place
- KU3.** importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business
- KU4.** own job role and responsibilities and sources for information pertaining to employment terms, compensation, job role and responsibilities
- KU5.** relevant people and their responsibilities within the work area
- KU6.** various categories of people that one is required to communicate and coordinate within the organization
- KU7.** various tools and machineries used for card punching Tools: Punching software, jacquard card, pen, needle, twine thread, lacing hooks, punching machine, etc.
- KU8.** latest computer software tools used in card punching
- KU9.** care procedures for routine maintenance or for troubleshooting of the software
- KU10.** different types of materials used for making cards Types of materials: Wood-pulp board, cardboard, plastic coated board, etc.
- KU11.** various sizes of the card according to the number of hooks required for that particular jacquard design Number of hooks: 120, 172, 240, 256, 400, 480, 600, etc.
- KU12.** availability and price of different types of card
- KU13.** operation of the punching machine
- KU14.** structure and operation of loom, types of hooks, jacquard designing and weaving process

Generic Skills (GS)

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

- GS1.** write local or English language for recording production, quality related information, numbering, and maintenance of related information and materials, etc.
- GS2.** take notes in local or English language of instructions received from jacquard designers
- GS3.** read to differentiate the various types of tools used in CAD software
- GS4.** read the manual in local or English language for operating the punching and lacing machine
- GS5.** read and correctly interpret own notes written in local or English language
- GS6.** communicate with colleagues, jacquard designers and jacquard weavers appropriately
- GS7.** listen carefully
- GS8.** talk effectively to convey information succinctly and unequivocally
- GS9.** take decision with systematic course of actions and /or response
- GS10.** decide the material of the card
- GS11.** plan and organize own work in a way that all activities are completed in time and as per specifications

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- GS12.** interpret jacquard designers work requirements and other designing related specifications correctly
- GS13.** provide jacquard weavers with all relevant designing information
- GS14.** deliver quality output and maintain long term business relationship with designers and weavers
- GS15.** determine timely correction of errors to prevent redoing of work

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify and select punching card</i>	12	28	-	-
1. select the type of punching card material according to the requirement and availability of the material in consultation with the jacquard designer Types of punching card materials: Card board, wood-pulp board, plastic board, etc.	6	14	-	-
2. identify the different size of cards according to the number of hooks required for that particular jacquard design Number of hooks: 120, 172, 240, 256, 400, 480, 600, etc.	6	14	-	-
<i>Operate and maintain the card punching machine</i>	30	70	-	-
3. identify specific commercial software under the guidance of the jacquard designer for jacquard card punching in accordance with the industry standards and specifications	6	14	-	-
4. select the relevant option from the software menu for setup and operation of card punching	6	14	-	-
5. number the cards serially according to the jacquard design	3	7	-	-
6. insert the card in the punching machine one after the another	3	7	-	-
7. keep the punched cards serially in order	3	7	-	-
8. store the punched cards in clean and dry place	3	7	-	-
9. ensure the machine works in a proper condition by suitably lubricating and cleaning	6	14	-	-
<i>Lace the punched cards together according to the design</i>	18	42	-	-
10. lace the punched cards according to the serial number using needle and twine thread manually or in a lacing machine	6	14	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
11. use lacing hooks to hold the punched cards together in a lace for a particular jacquard design	5	10	-	-
12. select the type of lacing hook according to the length of the card to be punched	4	11	-	-
13. assort all the punched cards and handover to the jacquard weaver for weaving	3	7	-	-
NOS Total	60	140	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N7401
NOS Name	Punch cards according to the jacquard design using automatic card punching machine
Sector	Textile
Sub-Sector	Handloom & Khadi
Occupation	Designer
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	17/11/2022

Qualification Pack

TSC/N9005: Maintain the work area, tools and machines

Description

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

Scope

The scope covers the following :

- Maintain the work area, tools and machines

Elements and Performance Criteria

Maintain the work area, tools and machines

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

1. Handle materials and tools safely and correctly
2. Use correct lifting and handling procedures
3. Use materials in a manner to minimize waste
4. Maintain a clean and hazard free working area
5. Maintain the tools and equipment used for warping
6. Carry out maintenance and/or cleaning within ones responsibility
7. Identify damaged tools and materials and take action according to the standards followed
8. Ensure that the correct tools and yarn required are in place
9. Work with the correct posture
10. Use cleaning equipment and methods appropriate for the work to be carried out
11. Dispose of waste safely in the designated location
12. Store cleaning equipment safely after use
13. Carry out cleaning according to schedule and limits of responsibility

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Personal hygiene
- KU2.** Safe working practices and Cooperative Society/NGO/SHG/cluster 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 colleagues
- KU7.** The lines of communication, authority and reporting procedures

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- KU8.** The Cooperative Society/NGO/SHG/cluster rules, codes and guidelines (including time keeping)
- KU9.** The company's quality standards
- KU10.** The importance of complying with written instructions
- KU11.** Work instructions and specifications and interpret them accurately
- KU12.** Method to make use of the information detailed in specifications and instructions
- KU13.** Relation between work role and the overall manufacturing process
- KU14.** The importance of taking action when problems are identified
- KU15.** Different ways of minimising waste
- KU16.** Effects of contamination on products
- KU17.** Common faults and the methods to rectify them
- KU18.** Tools maintenance procedures
- KU19.** Hazards likely to be encountered when conducting routine maintenance
- KU20.** Different types of cleaning substances and their use
- KU21.** Safe working practices for cleaning and the methods of carrying them out

Generic Skills (GS)

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

- GS1.** Write in local language
- GS2.** Read and comprehend written instructions
- GS3.** Listen effectively and orally communicate information accurately
- GS4.** Ask for clarification and advice from others
- GS5.** Follow rule-based decision-making processes
- GS6.** Make decisions on a suitable course of action or response
- GS7.** Plan and organize your work to achieve targets and deadlines
- GS8.** Avoid absenteeism
- GS9.** Be punctual
- GS10.** Work in Discipline
- GS11.** Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
- GS12.** Apply problem-solving approaches in different situations
- GS13.** Seek clarification on problems from others
- GS14.** Analyze data and activities
- GS15.** Pass on relevant information to others
- GS16.** Provide opinions on work in a detailed and constructive way
- GS17.** Apply balanced judgment to different situations

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain the work area, tools and machines</i>	19	31	-	-
1. Handle materials and tools safely and correctly	2	3	-	-
2. Use correct lifting and handling procedures	1	2	-	-
3. Use materials in a manner to minimize waste	1	2	-	-
4. Maintain a clean and hazard free working area	1	2	-	-
5. Maintain the tools and equipment used for warping	2	3	-	-
6. Carry out maintenance and/or cleaning within ones responsibility	2	3	-	-
7. Identify damaged tools and materials and take action according to the standards followed	2	3	-	-
8. Ensure that the correct tools and yarn required are in place	1	2	-	-
9. Work with the correct posture	1	2	-	-
10. Use cleaning equipment and methods appropriate for the work to be carried out	1	2	-	-
11. Dispose of waste safely in the designated location	2	2	-	-
12. Store cleaning equipment safely after use	1	2	-	-
13. Carry out cleaning according to schedule and limits of responsibility	2	3	-	-
NOS Total	19	31	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N9005
NOS Name	Maintain the work area, tools and machines
Sector	Textile
Sub-Sector	Handloom & Khadi
Occupation	Textile Hand loom sector
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	17/11/2022

TSC/N9006: Working in a team in handloom sector

Description

This unit provides performance criteria, knowledge, understanding, skills and abilities required to working as part of team

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 one's own role in the 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 workplace policies
5. Talk politely with other team members and colleagues
6. Submit daily report of own performance

Adaptability

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

7. Adjust in different work situations
8. Give due importance to others' point of view
9. Avoid conflicting situations

Creative freedom

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

10. 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 the Cooperative Society/NGO/SHG
- KU2.** Procedure followed to get the final output in the Cooperative Society/NGO/SHG
- KU3.** Safe working practices to be adopted in the Cooperative Society/NGO/SHG

- KU4.** Consulting the supervisor and taking relevant actions against any grievances faced
- KU5.** Importance of commitment and trust
- KU6.** Importance of proper communication
- KU7.** Importance of adaptability
- KU8.** Importance of creative freedom

Generic Skills (GS)

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

- GS1.** Write in local language
- GS2.** Read and comprehend written instructions
- GS3.** Listen effectively and orally communicate information accurately
- GS4.** Ask for clarification and advice from others
- GS5.** Follow rule-based decision-making processes
- GS6.** Make decisions on a suitable course of action or response
- GS7.** Plan and organize your work to achieve targets and deadlines
- GS8.** Avoid absenteeism
- GS9.** Be punctual
- GS10.** Work in Discipline
- GS11.** Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
- GS12.** Apply problem-solving approaches in different situations
- GS13.** Seek clarification on problems from others
- GS14.** Analyze data and activities
- GS15.** Pass on relevant information to others
- GS16.** Provide opinions on work in a detailed and constructive way
- GS17.** Apply balanced judgment to different situations

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Commitment and trust</i>	6	9	-	-
1. Be accountable to one's own role in the whole process	2	4	-	-
2. Perform all roles with full responsibility	2	3	-	-
3. Be effective and efficient at workplace	2	2	-	-
<i>Communication</i>	6	10	-	-
4. Properly communicate about workplace policies	2	3	-	-
5. Talk politely with other team members and colleagues	2	3	-	-
6. Submit daily report of own performance	2	4	-	-
<i>Adaptability</i>	6	9	-	-
7. Adjust in different work situations	2	3	-	-
8. Give due importance to others' point of view	2	3	-	-
9. Avoid conflicting situations	2	3	-	-
<i>Creative freedom</i>	2	2	-	-
10. Improve upon the existing techniques to increase process efficiency	2	2	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N9006
NOS Name	Working in a team in handloom sector
Sector	Textile
Sub-Sector	Handloom & Khadi
Occupation	Textile Hand loom sector
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	17/11/2022

Qualification Pack

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

Description

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

Scope

The scope covers the following :

- Comply with health, safety and security requirements at work
- Recognizing and addressing the hazards

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 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 in toxicants
5. Follow environment management system related procedures
6. Store materials and tools in line with manufacturers and Cooperative Society/NGO/SHG requirements
7. Safely handle and move waste and debris
8. Minimize health and safety risks to self and others due to own actions
9. Monitor the work place and work processes for potential risks and threats
10. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned
11. Participate in mock drills/ evacuation procedures organized at the workplace
12. Undertake first aid, fire-fighting and emergency response training, if asked to do so
13. Take action based on instructions in the event of fire, emergencies or accidents
14. Follow Cooperative ociety/NGO/SHG procedures for evacuation when required

Recognizing and addressing the hazards

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

15. Identify different kinds of possible hazards (environmental, personal, ergonomic and chemical) of the industry
16. Recognize other possible security issues existing in the workplace
17. Plan the safety techniques
18. Recognize different measures to curb the hazards

Qualification Pack

19. Implement the programs
20. Communicate the safety plans to everyone
21. Attach disciplinary rules with the implementation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Health and safety related practices applicable at the workplace
- KU2.** Potential hazards, risks and threats based on nature of operations
- KU3.** Cooperative Society/NGO/SHG procedures for safe handling of tools
- KU4.** Potential risks due to own actions and methods to minimize these
- KU5.** Environmental management system related procedures at the workplace
- KU6.** Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points
- KU7.** Potential accidents and emergencies and response to these scenarios
- KU8.** Documentation formats
- KU9.** Details of personnel trained in first aid, fire-fighting and emergency response
- KU10.** Occupational health and safety risks and methods
- KU11.** Personal protective equipment and method of use
- KU12.** Identification, handling and storage of hazardous substances
- KU13.** Proper disposal system for waste and by-products
- KU14.** Signage related to health and safety and their meaning
- KU15.** Importance of sound health, hygiene and good habits
- KU16.** Ill- effects of alcohol, tobacco and drugs

Generic Skills (GS)

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

- GS1.** Write in local language
- GS2.** Read and comprehend written instructions
- GS3.** Listen effectively and orally communicate information accurately
- GS4.** Ask for clarification and advice from others
- GS5.** Follow rule-based decision-making processes
- GS6.** Make decisions on a suitable course of action or response
- GS7.** Plan and organize your work to achieve targets and deadlines
- GS8.** Avoid absenteeism
- GS9.** Be punctual
- GS10.** Work in Discipline
- GS11.** Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations

- GS12.** Apply problem-solving approaches in different situations
- GS13.** Seek clarification on problems from others
- GS14.** Analyze data and activities
- GS15.** Pass on relevant information to others
- GS16.** Provide opinions on work in a detailed and constructive way
- GS17.** Apply balanced judgment to different situations

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>	24	46	-	-
1. Comply with health and safety related instructions applicable to the workplace	2	4	-	-
2. Use and maintain personal protective equipment as per protocol	2	4	-	-
3. Carry out own activities in line with approved guidelines and procedures	1	3	-	-
4. Maintain a healthy lifestyle and guard against dependency on in toxicants	1	3	-	-
5. Follow environment management system related procedures	1	3	-	-
6. Store materials and tools in line with manufacturers and Cooperative Society/NGO/SHG requirements	2	2	-	-
7. Safely handle and move waste and debris	2	2	-	-
8. Minimize health and safety risks to self and others due to own actions	2	4	-	-
9. Monitor the work place and work processes for potential risks and threats	2	4	-	-
10. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	2	4	-	-
11. Participate in mock drills/ evacuation procedures organized at the workplace	2	2	-	-
12. Undertake first aid, fire-fighting and emergency response training, if asked to do so	2	4	-	-
13. Take action based on instructions in the event of fire, emergencies or accidents	2	4	-	-
14. Follow Cooperative ociety/NGO/SHG procedures for evacuation when required	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Recognizing and addressing the hazards</i>	9	21	-	-
15. Identify different kinds of possible hazards (environmental, personal, ergonomic and chemical) of the industry	1	3	-	-
16. Recognize other possible security issues existing in the workplace	1	3	-	-
17. Plan the safety techniques	2	3	-	-
18. Recognize different measures to curb the hazards	1	3	-	-
19. Implement the programs	2	3	-	-
20. Communicate the safety plans to everyone	1	3	-	-
21. Attach disciplinary rules with the implementation	1	3	-	-
NOS Total	33	67	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N9007
NOS Name	Maintain health, safety and security at work place in handloom sector
Sector	Textile
Sub-Sector	Handloom & Khadi
Occupation	Textile Hand loom sector
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	17/11/2022

Qualification Pack

TSC/N9008: Comply with workplace requirements in handloom sector

Description

This unit provides performance criteria, knowledge and understanding and skills and abilities required to comply with the requirements of the workplace

Scope

The scope covers the following :

- Self-development
- Team work
- Organizational 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 team members and colleagues
7. Communicate politely
8. Avoid conflicts and miscommunication

Organizational standards

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

9. Know the organizational standards
10. Implement them in your performance
11. Motivate others to follow them

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Standard Operating Procedures (SOP) and regulations in the Cooperative Society/NGO/SHG
- KU2.** Knowledge of workplace standards
- KU3.** Importance of self-development
- KU4.** Importance of team work

KU5. Importance of understanding and complying with organizational standards

Generic Skills (GS)

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

- GS1.** Write in local language
- GS2.** Read and comprehend written instructions
- GS3.** Listen effectively and orally communicate information accurately
- GS4.** Ask for clarification and advice from others
- GS5.** Follow rule-based decision-making processes
- GS6.** Make decisions on a suitable course of action or response
- GS7.** Plan and organize your work to achieve targets and deadlines
- GS8.** Avoid absenteeism
- GS9.** Be punctual
- GS10.** Work in Discipline
- GS11.** Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
- GS12.** Apply problem-solving approaches in different situations
- GS13.** Seek clarification on problems from others
- GS14.** Analyze data and activities
- GS15.** Pass on relevant information to others
- GS16.** Provide opinions on work in a detailed and constructive way
- GS17.** Apply balanced judgment to different situations

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Self development</i>	9	14	-	-
1. Perform own duties effectively	2	3	-	-
2. Take responsibility for own actions	2	3	-	-
3. Be accountable towards the job role and assigned duties	2	3	-	-
4. Take initiative and innovate the existing methods	1	2	-	-
5. Focus on self-learning and improvement	2	3	-	-
<i>Team Work</i>	6	9	-	-
6. Co-ordinate with all team members and colleagues	2	3	-	-
7. Communicate politely	2	3	-	-
8. Avoid conflicts and miscommunication	2	3	-	-
<i>Organizational standards</i>	5	7	-	-
9. Know the organizational standards	2	3	-	-
10. Implement them in your performance	2	3	-	-
11. Motivate others to follow them	1	1	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N9008
NOS Name	Comply with workplace requirements in handloom sector
Sector	Textile
Sub-Sector	Handloom & Khadi
Occupation	Textile Hand loom sector
NSQF Level	3
Credits	TBD
Version	2.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	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

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

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
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.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

Qualification Pack

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

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

Minimum Aggregate Passing % at QP Level : 50

(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/N7401.Punch cards according to the jacquard design using automatic card punching machine	60	140	-	-	200	40
TSC/N9005.Maintain the work area, tools and machines	19	31	-	-	50	10
TSC/N9006.Working in a team in handloom sector	20	30	-	-	50	10
TSC/N9007.Maintain health, safety and security at work place in handloom sector	33	67	-	-	100	20
TSC/N9008.Comply with workplace requirements in handloom sector	20	30	-	-	50	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	10
Total	172	328	0	0	500	100

Acronyms

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

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.

Qualification Pack

Knowledge and Understanding (KU)	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.
Organisational Context	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.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	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.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.