



Jacquard Harness Builder

QP Code: TSC/Q7502

Version: 3.0

NSQF Level: 2

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

Qualification Pack

Contents

TSC/Q7502: Jacquard Harness Builder	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/N7502: Build harness for handloom jacquard weaving	5
TSC/N9005: Maintain the work area, tools and machines	11
TSC/N9006: Working in a team in handloom sector	15
TSC/N9007: Maintain health, safety and security at work place in handloom sector	19
TSC/N9008: Comply with workplace requirements in handloom sector	25
DGT/VSQ/N0101: Employability Skills (30 Hours)	29
Assessment Guidelines and Weightage	34
<i>Assessment Guidelines</i>	34
<i>Assessment Weightage</i>	35
Acronyms	36
Glossary	37

Qualification Pack

TSC/Q7502: Jacquard Harness Builder

Brief Job Description

Builds the structure of the harness of handloom jacquard weaving and mounts it on the loom as per as per the loom fabric and design specifications

Personal Attributes

Needs to have an eye for detail, motor skills, vision (including near, distance, colour, and peripheral), depth perception, alert mind and calculative. The harness builder also needs to understand the psychology of the designers, card puncher and the weavers.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [TSC/N7502: Build harness for handloom jacquard weaving](#)
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	Maintenance - Handloom & Accessories
Country	India
NSQF Level	2
Credits	11
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7318.99

Qualification Pack

Minimum Educational Qualification & Experience	Ability to read and write
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	31/03/2025
NSQC Approval Date	17/11/2022
Version	3.0
Reference code on NQR	2022/TEXT/TSC/07027
NQR Version	1.0

Qualification Pack

TSC/N7502: Build harness for handloom jacquard weaving

Description

This unit refers to the necessary skills, knowledge and personality required by jacquard harness builder to build a harness for handloom jacquard weaving.

Scope

The scope covers the following :

- Ensure proper alignment of the hooks
- Build jacquard harness

Elements and Performance Criteria

Ensure proper alignment of the hooks

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

1. place the jacquard machine in relation to the loom with card cylinder either on the sides or in the front or back
2. ensure that the long rows of the hooks are at right angle or in parallel to the length of the comber-board when the card cylinder is on the sides or in front/back of the loom respectively
3. cross the harness cords with each other when passing from the neck-cords to the holes in the comber-board if the card cylinder is on the sides of the loom London/crossed or quarter twist tie
4. check the harness cords do not cross each other when the card cylinder is in front/back of the loom Norwich or straight tie

Build jacquard harness

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

5. identify the hook in the row nearest to the head of the cylinder as the first hook
6. distinguish between the types of tie as per the design specificationssingle tie and lay-over or repeat tie
7. check the hooks are tied to the harness cords as per the jacquard designs
8. ensure the width of the comber-board is as per quality
9. draw the warp threads through the harness mail eyes
10. Place the numbered ends of the laced jacquard cards at the right side of the cylinder for rotation in serial order and design specifications
11. calculate the number of harness mails per unit area
12. dent the warp in the reed sometimes, e.g. 200 threads, 4 split and 200 threads, 2 split
13. maintain uniform distribution of the harness cord on the comber-board
14. calculate the number of harness cord per unit length
15. calculate the number of harness cords to each hook
16. cast-out by leaving empty a portion of the mails in each repeat of the harness
17. ensure that the wrap threads should occupy the same width in the harness as in the reed
18. check the set of harness does not change when tied up

Qualification Pack

19. change the set of wrap in the reed according to the requirements
20. select rows for cast-out in such a manner that they in the same order when counted from either end of the card

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** legislation, standards, policies, and procedures followed in the work place 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.** types of tie, e.g. single tie, lay-over or repeating tie
- KU8.** different parts of the handloom warp beam, rods, heddles, harnesses or shafts, treadles, reed, lathe, etc.
- KU9.** different types of fabrics, yarn, count, twist, etc.
- KU10.** loom dimensions and other specifications
- KU11.** jacquard cards and jacquard machines
- KU12.** technical terms associated with all harness operations
- KU13.** types of tools and equipments usedshuttles, pirns, harness eye, harness cord, hooks, etc.
- KU14.** process flow involved in the harness building operations
- KU15.** common hazards in the work area and work place procedures for dealing with them
- KU16.** valid sources of receiving the harness building order, e.g. employer (with valid appointment letter or service agreement), contractor (with valid contract), client (with signed job order and advance payment as agreed), etc.
- KU17.** appropriate inspection methods that can be used
- KU18.** calculation of the number of harness mails per unit area is by the rate at which the rows of the holes are formed in the comber-board and the number of holes in each row, e.g. for eight row machine, the wrap threads are drawn through harness mails in corresponding order1 to 8 on the odd mails, 9 to 16 on even mails and so on
- KU19.** calculation of the number of harness cord per unit length is by multiplying the number of rows per unit length with the number of holes per row
- KU20.** calculation of the number of harness cords to each hook is by multiplying the width and set of the harness per cm and then dividing that with the number of hooks
- KU21.** cast-out by leaving empty a portion of the mails in each repeat of the harness and allowing the corresponding needles, hooks and harness cords to remain idle

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 alignment of the hooks
- GS11.** decide the number of harness cords
- GS12.** plan and organize own work in a way that all activities are completed in time and as per specifications
- GS13.** interpret jacquard designers work requirements and card punching related specifications correctly
- GS14.** provide jacquard weavers with proper build of harness for weaving
- GS15.** deliver quality output and maintain long term business relationship with designers, card punchers and weavers
- GS16.** determine timely correction of errors to prevent redoing of work

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure proper alignment of the hooks</i>	12	28	-	-
1. place the jacquard machine in relation to the loom with card cylinder either on the sides or in the front or back	3	7	-	-
2. ensure that the long rows of the hooks are at right angle or in parallel to the length of the comber-board when the card cylinder is on the sides or in front/back of the loom respectively	3	7	-	-
3. cross the harness cords with each other when passing from the neck-cords to the holes in the comber-board if the card cylinder is on the sides of the loom London/crossed or quarter twist tie	3	7	-	-
4. check the harness cords do not cross each other when the card cylinder is in front/back of the loom Norwich or straight tie	3	7	-	-
<i>Build jacquard harness</i>	48	112	-	-
5. identify the hook in the row nearest to the head of the cylinder as the first hook	3	7	-	-
6. distinguish between the types of tie as per the design specification single tie and lay-over or repeat tie	3	7	-	-
7. check the hooks are tied to the harness cords as per the jacquard designs	3	7	-	-
8. ensure the width of the comber-board is as per quality	3	7	-	-
9. draw the warp threads through the harness mail eyes	3	7	-	-
10. Place the numbered ends of the laced jacquard cards at the right side of the cylinder for rotation in serial order and design specifications	3	7	-	-
11. calculate the number of harness mails per unit area	3	7	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
12. dent the warp in the reed sometimes, e.g. 200 threads, 4 split and 200 threads, 2 split	3	7	-	-
13. maintain uniform distribution of the harness cord on the comber-board	3	7	-	-
14. calculate the number of harness cord per unit length	3	7	-	-
15. calculate the number of harness cords to each hook	3	7	-	-
16. cast-out by leaving empty a portion of the mails in each repeat of the harness	3	7	-	-
17. ensure that the wrap threads should occupy the same width in the harness as in the reed	3	7	-	-
18. check the set of harness does not change when tied up	3	7	-	-
19. change the set of wrap in the reed according to the requirements	3	7	-	-
20. select rows for cast-out in such a manner that they in the same order when counted from either end of the card	3	7	-	-
NOS Total	60	140	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N7502
NOS Name	Build harness for handloom jacquard weaving
Sector	Textile
Sub-Sector	Handloom & Khadi
Occupation	Maintenance - Handloom & Assessories
NSQF Level	2
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
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

Qualification Pack

- 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

Qualification Pack

- 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

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	-	-

Qualification Pack

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

- 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	-	-

Qualification Pack

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 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 : 50

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/N7502.Build harness for handloom jacquard weaving	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.