



# Tape Winder

QP Code: TSC/Q8301

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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## TSC/Q8301: Tape Winder

### Brief Job Description

The Tape winder man is responsible for running the Tape winding machine under supervision by maintaining health, safety and security in the raffia industry.

### Personal Attributes

Needs to have basic knowledge of Tape winding machine operating procedure, Processing parameters, an eye for detail, and an alert mind.

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [TSC/N8301: Taking charge of shift and handing over shift to Tape winder](#)
2. [TSC/N8302: Running Tape winding machine](#)
3. [TSC/N8303: Contribute quality winding in Tape Plant line](#)
4. [TSC/N9011: Maintain work area, tools and machines in raffia sector](#)
5. [TSC/N9012: Working in a team in raffia sector](#)
6. [TSC/N9013: Maintain health, safety and security at work place in raffia sector](#)
7. [TSC/N9014: Comply with industry and organizational requirements in raffia sector](#)
8. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

### Qualification Pack (QP) Parameters

<b>Sector</b>	Textile
<b>Sub-Sector</b>	Technical Textiles
<b>Occupation</b>	Post Spinning - Technical Textiles
<b>Country</b>	India
<b>NSQF Level</b>	3

## Qualification Pack

<b>Credits</b>	11
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/8151.99
<b>Minimum Educational Qualification &amp; Experience</b>	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)
<b>Minimum Level of Education for Training in School</b>	9th Class
<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>	31/03/2025
<b>NSQC Approval Date</b>	17/11/2022
<b>Version</b>	3.0
<b>Reference code on NQR</b>	2022/TEXT/TSC/07080
<b>NQR Version</b>	1.0

## Qualification Pack

# TSC/N8301: Taking charge of shift and handing over shift to Tape winder

## Description

The unit deals with necessary skills, knowledge and attributes to carry Taking Charge of shift and Handing over shift to Tape winder under supervision

## Scope

The scope covers the following :

- taking charge of shift from Tape winder
- handing over shift to Tape winder

## Elements and Performance Criteria

### *Taking charge of shift from Tape winder*

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 necessary tools like knife to the shift
3. enquire with the previous shift winder man regarding the issues like winder problem, cheese build defect, tape fibrillation etc.
4. check the running efficiency of the winder
5. check the condition of the running oriented tapes, winder speed, Line speed etc.
6. check the running bobbin package for winding defects like Slippage etc.

### *Handing over shift to Tape winder*

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

7. hand over the shift to the incoming winder man in a proper manner & get clearance from the incoming counterpart before leaving the work spot
8. check the cleanliness of the machines & other work areas
9. check whether any spare/raw material/ tool / fabric/ any other material is under the machines or in the other work areas
10. question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well
11. convey instruction to the incoming shift operator if any
12. report to his/ her shift superiors in case of absenteeism of incoming shift operator
13. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** policies and procedures followed in the raffia sector relevant to own employment and performance conditions

## Qualification Pack

- KU2.** health, safety requirements, usage of personal protective equipment in the raffia industry
- 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
- KU6.** documentation and reporting formats
- KU7.** method of obtaining /giving feedback with respect to performance
- KU8.** work targets & review machine with superiors
- KU9.** guidelines for storage & disposal of waste materials
- KU10.** process flow in the raffia industry
- KU11.** various types of tools and Material Handling equipments for production
- KU12.** types of winding defects
- KU13.** winding processing parameters like Drum speed, tension, Package size, weight etc.

## 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.** read to differentiate the various materials used in the process
- GS3.** read and correctly interpret own notes written in local or English language
- GS4.** communicate with co-workers appropriately
- GS5.** listen carefully
- GS6.** talk effectively to convey information succinctly and unequivocally
- GS7.** adjust the speed of the winders based on tape specification
- GS8.** plan and organize own work in a way that all activities are completed in time and as per specifications
- GS9.** interpret work requirements correctly
- GS10.** deliver quality output and maintain long term business relationship with customers
- GS11.** 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>Taking charge of shift from Tape winder</i>	<b>14</b>	<b>21</b>	-	-
1. come at least 10 - 15 minutes earlier to the work spot	2	3	-	-
2. bring necessary tools like knife to the shift	2	3	-	-
3. enquire with the previous shift winder man regarding the issues like winder problem, cheese build defect, tape fibrillation etc.	2	3	-	-
4. check the running efficiency of the winder	2	3	-	-
5. check the condition of the running oriented tapes, winder speed, Line speed etc.	4	6	-	-
6. check the running bobbin package for winding defects like Slippage etc.	2	3	-	-
<i>Handing over shift to Tape winder</i>	<b>26</b>	<b>39</b>	-	-
7. hand over the shift to the incoming winder man in a proper manner & get clearance from the incoming counterpart before leaving the work spot	4	6	-	-
8. check the cleanliness of the machines & other work areas	4	6	-	-
9. check whether any spare/raw material/ tool / fabric/ any other material is under the machines or in the other work areas	4	6	-	-
10. question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well	2	3	-	-
11. convey instruction to the incoming shift operator if any	4	6	-	-
12. report to his/ her shift superiors in case of absenteeism of incoming shift operator	4	6	-	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift	4	6	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N8301
<b>NOS Name</b>	Taking charge of shift and handing over shift to Tape winder
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Technical Textiles
<b>Occupation</b>	Post Spinning - Technical Textiles
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## TSC/N8302: Running Tape winding machine

### Description

The unit deals with necessary skills, knowledge and attributes to run the Circular loom (Shuttle type) under supervision.

### Scope

The scope covers the following :

- Ensure proper running of the Tape plant winding unit
- Attend to breakages

### Elements and Performance Criteria

#### *Ensure proper running of the Tape plant winding unit*

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

1. pull tapes from final godet rollers
2. take the tapes to respective bobbins on individual winders either manually or through air gun
3. set tension knob in winder according to Denier
4. set the winding parameters like speed, Bobbin diameter at control panel

#### *Attend to breakages*

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

5. attend the tape breakage by tiny spiral knot
6. cut the back winding immediately on the godets to reduce the tape breakage
7. correct the tape winding if observed more fibrillation on the tape, double tape etc
8. doff and replace cheese pipe/ tube reached once specified diameter
9. clean the winding machine & work area
10. collect the Tape waste at winding area in respective waste bag
11. ensure that all winders are working properly
12. ensure correct quality of tapes are properly Stacked/stored.
13. ensure that no raw material/ cloth/ spare/ tool / any other material is thrown under/ near the machines or in the other work areas

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** process flow in the raffia industry
- KU2.** tape quality parameters such as Tape width, Elongation, Tenacity etc
- KU3.** types of plastic tapes like Polypropylene, High Density Polypropylene (HDPE) etc
- KU4.** speed range of different types of winders

## Qualification Pack

- KU5.** relevant BIS or ISO Specification for Monoaxially oriented Polypropylene & HDPE Tapes
- KU6.** knowledge about the stop motions & should ensure that the same are in order
- KU7.** knowledge about the indication lamps, buzzer/ alarm sound from the machine and work area
- KU8.** policies and procedures followed in the raffia sector relevant to own employment and performance conditions
- KU9.** health, safety requirements, usage of personal protective equipment in the raffia industry
- KU10.** potential hazards associated with the machines and the safety precautions must be taken
- KU11.** protocol to obtain more information on work related tasks
- KU12.** contact person in case of queries
- KU13.** documentation and reporting formats
- KU14.** method of obtaining /giving feed back with respect to performance
- KU15.** work targets & review machine with superiors
- KU16.** guidelines for storage & disposal of waste materials

## 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.** read to differentiate the various materials used in the process
- GS3.** read and correctly interpret own notes written in local or English language
- GS4.** communicate with co-workers appropriately
- GS5.** listen carefully
- GS6.** talk effectively to convey information succinctly and unequivocally
- GS7.** adjust the speed of the winders based on tape specification
- GS8.** plan and organize own work in a way that all activities are completed in time and as per specifications
- GS9.** interpret work requirements correctly
- GS10.** deliver quality output and maintain long term business relationship with customers
- GS11.** 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 running of the Tape plant winding unit</i>	<b>16</b>	<b>24</b>	-	-
1. pull tapes from final godet rollers	4	6	-	-
2. take the tapes to respective bobbins on individual winders either manually or through air gun	4	6	-	-
3. set tension knob in winder according to Denier	4	6	-	-
4. set the winding parameters like speed, Bobbin diameter at control panel	4	6	-	-
<i>Attend to breakages</i>	<b>44</b>	<b>66</b>	-	-
5. attend the tape breakage by tiny spiral knot	8	12	-	-
6. cut the back winding immediately on the godets to reduce the tape breakage	4	6	-	-
7. correct the tape winding if observed more fibrillation on the tape, double tape etc	4	6	-	-
8. doff and replace cheese pipe/ tube reached once specified diameter	4	6	-	-
9. clean the winding machine & work area	8	12	-	-
10. collect the Tape waste at winding area in respective waste bag	4	6	-	-
11. ensure that all winders are working properly	4	6	-	-
12. ensure correct quality of tapes are properly Stacked/stored.	4	6	-	-
13. ensure that no raw material/ cloth/ spare/ tool / any other material is thrown under/ near the machines or in the other work areas	4	6	-	-
<b>NOS Total</b>	<b>60</b>	<b>90</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N8302
<b>NOS Name</b>	Running Tape winding machine
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Technical Textiles
<b>Occupation</b>	Post Spinning - Technical Textiles
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### TSC/N8303: Contribute quality winding in Tape Plant line

#### Description

The unit deals with necessary skills, knowledge and attributes to contribute quality winding in Tape Plant line under supervision.

#### Scope

The scope covers the following :

- Ensure the quality production

#### Elements and Performance Criteria

##### *Ensure quality production*

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

1. ensure proper building of the tapes on each winder
2. ensure the correct passage of material from final godet roller to the winder
3. attend the tape breakages immediately to avoid the wastage of tapes
4. ensure proper tension is given to the winder based on denier of the material
5. carry out doffing and replace with empty bobbins
6. ensure the optimum winder speed is maintained for running various types of tape quality
7. collect all the tape waste in a waste collection bag
8. report to the fitter immediately incase bobbin building issues
9. ensure the proper maintenance activity is carried out as per the schedule
10. perform cleaning and maintenance activity within the limits of responsibility
11. ensure no raw material/ cloth/ spare/ tool / any other material is thrown under/ near the machines or in the other work areas

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** policies and procedures followed in the raffia sector relevant to own employment and performance conditions
- KU2.** health, safety requirements, usage of personal protective equipment in the raffia industry
- 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
- KU6.** documentation and reporting formats
- KU7.** method of obtaining /giving feedback with respect to performance
- KU8.** work targets & review machine with superiors

- KU9.** quality testing methods of Tape
- KU10.** basic Maintenance procedures
- KU11.** settings of the machine for various tape quality
- KU12.** proper Maintenance tools and Setting Gauge for various operation
- KU13.** waste disposal procedure

## **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.** read to differentiate the various materials used in the process
- GS3.** read and correctly interpret own notes written in local or English language
- GS4.** communicate with co-workers appropriately
- GS5.** listen carefully
- GS6.** talk effectively to convey information succinctly and unequivocally
- GS7.** adjust the speed of the winders based on tape specification
- GS8.** plan and organize own work in a way that all activities are completed in time and as per specifications
- GS9.** interpret work requirements correctly
- GS10.** deliver quality output and maintain long term business relationship with customers
- GS11.** 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 quality production</i>	<b>40</b>	<b>60</b>	-	-
1. ensure proper building of the tapes on each winder	4	6	-	-
2. ensure the correct passage of material from final godet roller to the winder	4	6	-	-
3. attend the tape breakages immediately to avoid the wastage of tapes	4	6	-	-
4. ensure proper tension is given to the winder based on denier of the material	4	6	-	-
5. carry out doffing and replace with empty bobbins	4	6	-	-
6. ensure the optimum winder speed is maintained for running various types of tape quality	4	6	-	-
7. collect all the tape waste in a waste collection bag	4	6	-	-
8. report to the fitter immediately incase bobbin building issues	4	6	-	-
9. ensure the proper maintenance activity is carried out as per the schedule	2	3	-	-
10. perform cleaning and maintenance activity within the limits of responsibility	4	6	-	-
11. ensure no raw material/ cloth/ spare/ tool / any other material is thrown under/ near the machines or in the other work areas	2	3	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N8303
<b>NOS Name</b>	Contribute quality winding in Tape Plant line
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Technical Textiles
<b>Occupation</b>	Post Spinning - Technical Textiles
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### TSC/N9011: Maintain work area, tools and machines in raffia sector

#### Description

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

#### 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 Polymer materials, machinery, equipment and tools with care and use them in proper way
2. use correct lifting and handling procedures of Polymer bags, Tape bobbins etc.
3. use materials to minimize waste of Polymer Granules, Tapes bobbins etc
4. maintain a clean and hazard free working area inside the Tape plant and circular loom department
5. ensure the maintenance are carried out within agreed schedules for Tape plant/ Circular looms
6. carry out maintenance and/or cleaning within ones responsibility
7. report unsafe conditions like Pressure deviation, Temperature deviation and other dangerous occurrences to the fitter
8. ensure that the correct machine guards are in their place
9. work in a comfortable position with the correct posture while handling Godet rollers, weaving ring etc.
10. use cleaning equipment like brush, air compressor to clean the winding area, loom creels etc
11. clean the quenching tank as per prescribed interval
12. dispose of tape waste in the designated location/ bins
13. store cleaning equipment at allotted place and close the air compressor valve safely after use
14. carry out cleaning of machines according to schedules and limits of responsibility
15. handle Polymer materials, machinery, equipment and tools with care and use them in proper way

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** personal hygiene and duty of care

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- KU2.** safe working practices and organizational standard operating procedures
- KU3.** limits of your own responsibility
- KU4.** ways of resolving problems within the work area
- KU5.** the production process and the specific work activities that relate to the whole process
- KU6.** the importance of effective communication with supervisors
- KU7.** the lines of communication, authority and reporting procedures
- KU8.** the organizations rules, codes and guidelines (including timekeeping)
- KU9.** the companys quality standards
- KU10.** the importance of complying with written instructions
- KU11.** equipment operating procedures / supervisors 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 minimizing waste
- KU17.** the importance of running maintenance and regular cleaning
- KU18.** Safe value ranges of Processing parameters such as temperature, pressure, speed, etc
- 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.** Write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** read any application sent by other colleagues
- GS4.** communicate effectively in simple language
- GS5.** communicate with supervisor appropriately
- GS6.** talk to others to convey information effectively
- GS7.** identify the real reason of problem faced
- 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.** make sure every kind of communication is error free
- GS14.** communicate effectively
- GS15.** apply leadership skills wherever required

**GS16.** take initiative at the right place

**GS17.** understand the requirement to be creative

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain the work area, tools and machines</i>	<b>40</b>	<b>60</b>	-	-
1. handle Polymer materials, machinery, equipment and tools with care and use them in proper way	4	6	-	-
2. use correct lifting and handling procedures of Polymer bags, Tape bobbins etc.	4	6	-	-
3. use materials to minimize waste of Polymer Granules, Tapes bobbins etc	4	6	-	-
4. maintain a clean and hazard free working area inside the Tape plant and circular loom department	4	6	-	-
5. ensure the maintenance are carried out within agreed schedules for Tape plant/ Circular looms	4	6	-	-
6. carry out maintenance and/or cleaning within ones responsibility	4	6	-	-
7. report unsafe conditions like Pressure deviation, Temperature deviation and other dangerous occurrences to the fitter	2	3	-	-
8. ensure that the correct machine guards are in their place	2	3	-	-
9. work in a comfortable position with the correct posture while handling Godet rollers, weaving ring etc.	2	3	-	-
10. use cleaning equipment like brush, air compressor to clean the winding area, loom creels etc	2	3	-	-
11. clean the quenching tank as per prescribed interval	2	3	-	-
12. dispose of tape waste in the designated location/ bins	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. store cleaning equipment at allotted place and close the air compressor valve safely after use	2	3	-	-
14. carry out cleaning of machines according to schedules and limits of responsibility	1	1	-	-
15. handle Polymer materials, machinery, equipment and tools with care and use them in proper way	1	2	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9011
<b>NOS Name</b>	Maintain work area, tools and machines in raffia sector
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Technical Textiles
<b>Occupation</b>	Textile Mill sector - Raffia
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## **TSC/N9012: Working in a team in raffia sector**

### **Description**

This unit is about working as a team member in the raffia 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 of Extruding/ Winding/ Weaving etc
2. perform your duty with full responsibility inside the tape plant/ circular loom department
3. be effective and efficient to avoid the tape waste, Fabric waste etc

#### *Communication*

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

4. properly communicate about company policies with colleagues
5. report all problems faced during the process with respective fitter, Spinning plant / Circular loom
6. submit process log report of tape plant in your shift without fail
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 others 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 woven sack

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- KU2.** procedure followed to get the final output suitable for market sale
- 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

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Commitment and trust</i>	<b>4</b>	<b>7</b>	-	-
1. be accountable to the own role in whole process of Extruding/ Winding/ Weaving etc	2	3	-	-
2. perform your duty with full responsibility inside the tape plant/ circular loom department	1	2	-	-
3. be effective and efficient to avoid the tape waste, Fabric waste etc	1	2	-	-
<i>Communication</i>	<b>7</b>	<b>11</b>	-	-
4. properly communicate about company policies with colleagues	1	2	-	-
5. report all problems faced during the process with respective fitter, Spinning plant / Circular loom	2	3	-	-
6. submit process log report of tape plant in your shift without fail	2	3	-	-
7. submit daily report of own performance	2	3	-	-
<i>Adaptability</i>	<b>5</b>	<b>8</b>	-	-
8. adjust in different work situations	2	3	-	-
9. give due importance to others point of view	2	3	-	-
10. avoid conflicting situations	1	2	-	-
<i>Creative freedom</i>	<b>3</b>	<b>5</b>	-	-
11. develop new ideas for work procedures	2	3	-	-
12. improve upon the existing techniques to increase process efficiency	1	2	-	-
<b>NOS Total</b>	<b>19</b>	<b>31</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9012
<b>NOS Name</b>	Working in a team in raffia sector
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Technical Textiles
<b>Occupation</b>	Textile Mill sector - Raffia
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### TSC/N9013: Maintain health, safety and security at work place in raffia sector

#### 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 :

- 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 for the raffia sector
2. use and maintain personal protective equipment such as ear plug, nose mask , head cap etc., as per protocol
3. carry out the activities in extrusion line/ loom with approved guidelines and procedures
4. follow safety methods while handling Heating zones, Melt pump, Breaker plate etc
5. do not exceed the line speed/ Loom speed unsafe for existing condition
6. identify and correct the malfunctions in winders, within limits of responsibility
7. store raw materials and equipment in line with organisational requirements
8. report any service malfunctions that cannot be rectified
9. store materials and equipment in line with organisational requirements
10. safely handle the molten polymer, tapes as per approved protocols
11. minimize health and safety risks to self and others due to own actions
12. seek clarifications, from supervisors or other authorized personnel in case of perceived risks while handling with extruder/ winder/ loom
13. monitor the workplace and work processes for potential risks and threat
14. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned
15. report hazards and potential risks/ threats to supervisors or other authorized personnel inside the Extrusion/ Loom department
16. participate in mock drills/ evacuation procedures organized at the workplace
17. undertake first aid, fire-fighting and emergency response training, if asked to do so
18. take action based on instructions in the event of fire, emergencies or accidents

## Qualification Pack

**19.** follow organisation procedures for shutdown of Tape plant/ loom and evacuation when required

### *Recognizing the hazards*

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

**20.** identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry

**21.** recognise other possible security issues existing in the workplace

### *Planning the safety techniques*

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

**22.** recognise different measures to curb the hazards

### *Implementing the programs*

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

**23.** communicate the safety plan to colleagues/ trainee workers in the plant department

**24.** 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 woven sack

**KU2.** safe working practices to be adopted in woven sack industry

**KU3.** quality systems and other processes practiced in the woven sack industry

**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 Tape waste and polymer waste

**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
- 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>36</b>	<b>54</b>	-	-
1. comply with health and safety related instructions applicable for the raffia sector	2	3	-	-
2. use and maintain personal protective equipment such as ear plug, nose mask , head cap etc., as per protocol	2	3	-	-
3. carry out the activities in extrusion line/ loom with approved guidelines and procedures	2	3	-	-
4. follow safety methods while handling Heating zones, Melt pump, Breaker plate etc	2	3	-	-
5. do not exceed the line speed/ Loom speed unsafe for existing condition	2	3	-	-
6. identify and correct the malfunctions in winders, within limits of responsibility	2	3	-	-
7. store raw materials and equipment in line with organisational requirements	2	3	-	-
8. report any service malfunctions that cannot be rectified	2	3	-	-
9. store materials and equipment in line with organisational requirements	2	3	-	-
10. safely handle the molten polymer, tapes as per approved protocols	2	3	-	-
11. minimize health and safety risks to self and others due to own actions	2	3	-	-
12. seek clarifications, from supervisors or other authorized personnel in case of perceived risks while handling with extruder/ winder/ loom	2	3	-	-
13. monitor the workplace and work processes for potential risks and threat	2	3	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
14. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	2	3	-	-
15. report hazards and potential risks/ threats to supervisors or other authorized personnel inside the Extrusion/ Loom department	2	3	-	-
16. participate in mock drills/ evacuation procedures organized at the workplace	2	3	-	-
17. undertake first aid, fire-fighting and emergency response training, if asked to do so	2	3	-	-
18. take action based on instructions in the event of fire, emergencies or accidents	1	2	-	-
19. follow organisation procedures for shutdown of Tape plant/ loom and evacuation when required	1	1	-	-
<i>Recognizing the hazards</i>	<b>2</b>	<b>2</b>	-	-
20. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry	1	1	-	-
21. recognise other possible security issues existing in the workplace	1	1	-	-
<i>Planning the safety techniques</i>	<b>1</b>	<b>1</b>	-	-
22. recognise different measures to curb the hazards	1	1	-	-
<i>Implementing the programs</i>	<b>2</b>	<b>2</b>	-	-
23. communicate the safety plan to colleagues/ trainee workers in the plant department	1	1	-	-
24. attach disciplinary rules with the implementation	1	1	-	-
<b>NOS Total</b>	<b>41</b>	<b>59</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9013
<b>NOS Name</b>	Maintain health, safety and security at work place in raffia sector
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Technical Textiles
<b>Occupation</b>	Textile Mill sector - Raffia
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### TSC/N9014: Comply with industry and organizational requirements in raffia sector

#### Description

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

#### Scope

The scope covers the following :

- 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 in the raffia sector
2. take responsibility for own actions
3. be accountable towards the job role and assigned duties
4. take initiative to minimize the tape waste
5. focus on self-learning and improvement within the various positions in raffia sector

##### *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 for effective information sharing
7. communicate politely with co workers
8. avoid conflicts and miscommunication

##### *Organizational 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. know the industry standards
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 organizational standards
- KU4.** knowledge of industry standards
- KU5.** process and material flow in raffia sector
- KU6.** importance of complying with the standards
- KU7.** guidelines for cleaning the various parts of extruder, circular loom etc.

## 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

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Self development</i>	<b>9</b>	<b>15</b>	-	-
1. perform own duties effectively in the raffia sector	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 to minimize the tape waste	2	3	-	-
5. focus on self-learning and improvement within the various positions in raffia sector	1	3	-	-
<i>Team work</i>	<b>6</b>	<b>6</b>	-	-
6. co-ordinate with all the team members and colleagues for effective information sharing	2	2	-	-
7. communicate politely with co workers	2	2	-	-
8. avoid conflicts and miscommunication	2	2	-	-
<i>Organizational standards</i>	<b>5</b>	<b>5</b>	-	-
9. know the organisational standards	2	2	-	-
10. implement them in your performance	2	2	-	-
11. motivate others to follow them	1	1	-	-
<i>Industry standards</i>	<b>2</b>	<b>2</b>	-	-
12. know the industry standards	1	1	-	-
13. align them with organisation standards	1	1	-	-
<b>NOS Total</b>	<b>22</b>	<b>28</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9014
<b>NOS Name</b>	Comply with industry and organizational requirements in raffia sector
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Technical Textiles
<b>Occupation</b>	Textile Mill sector - Raffia
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	NA
<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

### *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>	<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>	17/11/2025
<b>NSQC Clearance Date</b>	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**

(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/N8301.Taking charge of shift and handing over shift to Tape winder	40	60	-	-	100	14
TSC/N8302.Running Tape winding machine	60	90	-	-	150	23
TSC/N8303.Contribute quality winding in Tape Plant line	40	60	-	-	100	14
TSC/N9011.Maintain work area, tools and machines in raffia sector	40	60	-	-	100	14
TSC/N9012.Working in a team in raffia sector	19	31	-	-	50	7
TSC/N9013.Maintain health, safety and security at work place in raffia sector	41	59	-	-	100	14
TSC/N9014.Comply with industry and organizational requirements in raffia sector	22	28	-	-	50	7
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	7
<b>Total</b>	<b>282</b>	<b>418</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

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