

## Qualification Pack



# Metal Craft Artisan ( including Engraving and Stamping as elective)

Electives: Carry out the process of engraving/ Carry out the process of stamping

QP Code: HCS/Q2802

Version: 4.0

NSQF Level: 4

Handicrafts and Carpet Sector Skill Council || OCF, Plot No. 2, Pocket 9, Sector B, Vasant Kunj



## Qualification Pack

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## Qualification Pack

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## Qualification Pack

# HCS/Q2802: Metal Craft Artisan ( including Engraving and Stamping as elective)

## Brief Job Description

A metal craft artisan specialises in creating intricate designs and functional pieces through techniques such as engraving and stamping. Their artistry combines traditional craftsmanship with innovative design, resulting in unique, bespoke metalwork that reflects both skill and creativity.

## Personal Attributes

A metal craft artisan is highly creative and detail-oriented, with a strong appreciation for craftsmanship and design. They have good manual skills and patience, enabling them to create intricate pieces while ensuring high quality.

## Applicable National Occupational Standards (NOS)

### Compulsory NOS:

1. [HCS/N8507: Entrepreneurship skills for Metal craft artisan](#)
2. [HCS/N9901: Coordinate with colleagues and work as a team](#)
3. [HCS/N9913: Maintain health, safety and security at workplace](#)
4. [HCS/N9903: Maintain Personal Hygiene](#)
5. [HCS/N9904: Basic Business Management](#)
6. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

### Electives(mandatory to select at least one):

#### Elective 1: Carry out the process of engraving

Engraving involves the careful carving of designs or patterns onto metal surfaces using specialised tools. This process requires precision and artistry to create detailed and lasting impressions that enhance the aesthetic appeal of the metalwork.

1. [HCS/N2902: Perform pre engraving requirements](#)
2. [HCS/N2903: Engrave design on the metal surface](#)

#### Elective 2: Carry out the process of stamping

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Stamping is the process of using a metal die to press designs or shapes onto a metal surface. This method creates clear and consistent patterns, making it great for producing high-quality metal parts quickly.

### 1. [HCS/N2803: Perform stamping on the metal surface](#)

## Qualification Pack (QP) Parameters

<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Metalware
<b>Occupation</b>	Metal Craft Making
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Credits</b>	24
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7223.23
<b>Minimum Educational Qualification &amp; Experience</b>	12th grade Pass with NA of experience OR 8th grade pass with 1.5 years of experience OR 5th grade pass with 3 Years of experience OR Ability to read and write with 5 Years of experience OR Previous relevant Qualification of NSQF Level (3.5) with 1.5 years of experience
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	18/02/2028
<b>NSQC Approval Date</b>	18/02/2025
<b>Version</b>	4.0
<b>Reference code on NQR</b>	QG-04-HC-03853-2025-V2-HCSSC

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## Qualification Pack

### HCS/N8507: Entrepreneurship skills for Metal craft artisan

#### Description

This unit covers the essential entrepreneurship skills required for engraving and stamping artisans in the metalware sector. It focuses on technical mastery, innovation in design, product development, and marketing strategies, equipping artisans to create unique, high-quality products. Additionally, it emphasizes the integration of traditional craftsmanship with modern tools and technologies, helping artisans create unique products while scaling their business and navigating market trends effectively.

#### Scope

The scope covers the following :

- artistic creativity and innovation
- technical skills
- product development and design
- operational efficiency and production management
- networking and collaboration

#### Elements and Performance Criteria

##### *Artistic Creativity and Innovation*

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

- PC1.** create distinctive, appealing, and high-quality engraved or stamped metal products
- PC2.** keep up with current market trends, innovating designs to meet changing tastes while maintaining traditional craftsmanship
- PC3.** make personalized items for customers, such as engraving names or custom designs on metal pieces
- PC4.** mix modern styles or current trends to keep their designs fresh and relevant
- PC5.** explore new tools and methods to improve or change how they create their metal art

##### *Technical Skills*

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

- PC6.** skill in using specialized tools for engraving and stamping, such as chisels, hammers, and engraving machines, to create precise designs on metal surfaces
- PC7.** identify different types of metals (e.g., copper, brass, silver) and how each responds to engraving and stamping processes, including how to handle and shape them
- PC8.** use polish, buff, and finish metal products to give them a professional and appealing look
- PC9.** ability to read and translate designs (sketches, blueprints, or digital designs) into metalwork

##### *Product Development and Design*

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

- PC10.** start by understanding what customers want
- PC11.** sketch or plan different designs based on customer preferences
- PC12.** make a sample piece, or prototype, to see how the design looks in real life

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**PC13.** consider how different materials will affect the design and durability of the final product

### *Operational Efficiency and Production Management*

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

**PC14.** focus on making the work processes smoother and faster

**PC15.** managing the time well and can meet deadlines and keep customers happy

### *Networking and Collaboration*

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

**PC16.** identify new people in the industry, like other artisans, suppliers, and customers

**PC17.** collaborate with other artisans or experts allows to learn new techniques and skills

**PC18.** sharing experiences can help improve the craft and grow the business

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** knowledge of different metals (e.g., brass, aluminum, steel) and their properties, including hardness, malleability, and corrosion resistance
- KU2.** familiarity with various engraving methods (hand engraving, laser engraving, or more) and their applications
- KU3.** Understand how stamping machines work, including die design, setup, and operation
- KU4.** create unique designs tailored to customer preferences or market trends
- KU5.** awareness of industry regulations, safety standards, and environmental considerations related to metalworking and materials used
- KU6.** quality assurance processes to maintain high standards in the finished products
- KU7.** staying updated on the latest trends in metalware and decorative arts to anticipate customer needs and preferences
- KU8.** demographics and preferences of potential customers, such as businesses, consumers, or artisans
- KU9.** knowledge of competitors in the metalware sector and their offerings to identify gaps in the market
- KU10.** ability to network with other artisans, suppliers, and potential clients to create business opportunities

## Generic Skills (GS)

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

- GS1.** take notes or read about metal making techniques
- GS2.** read and write the notes from the design
- GS3.** read company policy documents
- GS4.** interact with team members to work efficiently
- GS5.** plan for budget and material requirement
- GS6.** customer preference, taste, etc and accordingly make crafts

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**GS7.** how to solve issues relating to material, cost and labour and ensure smooth production

**GS8.** analyse the material requirement, corrective action required during craft making

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Artistic Creativity and Innovation</i>	<b>12</b>	<b>18</b>	-	-
<b>PC1.</b> create distinctive, appealing, and high-quality engraved or stamped metal products	2	3	-	-
<b>PC2.</b> keep up with current market trends, innovating designs to meet changing tastes while maintaining traditional craftsmanship	3	4	-	-
<b>PC3.</b> make personalized items for customers, such as engraving names or custom designs on metal pieces	2	4	-	-
<b>PC4.</b> mix modern styles or current trends to keep their designs fresh and relevant	3	4	-	-
<b>PC5.</b> explore new tools and methods to improve or change how they create their metal art	2	3	-	-
<i>Technical Skills</i>	<b>10</b>	<b>16</b>	-	-
<b>PC6.</b> skill in using specialized tools for engraving and stamping, such as chisels, hammers, and engraving machines, to create precise designs on metal surfaces	3	4	-	-
<b>PC7.</b> identify different types of metals (e.g., copper, brass, silver) and how each responds to engraving and stamping processes, including how to handle and shape them	2	4	-	-
<b>PC8.</b> use polish, buff, and finish metal products to give them a professional and appealing look	3	4	-	-
<b>PC9.</b> ability to read and translate designs (sketches, blueprints, or digital designs) into metalwork	2	4	-	-
<i>Product Development and Design</i>	<b>8</b>	<b>10</b>	-	-
<b>PC10.</b> start by understanding what customers want	2	3	-	-
<b>PC11.</b> sketch or plan different designs based on customer preferences	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> make a sample piece, or prototype, to see how the design looks in real life	2	4	-	-
<b>PC13.</b> consider how different materials will affect the design and durability of the final product	2	-	-	-
<i>Operational Efficiency and Production Management</i>	<b>4</b>	<b>6</b>	-	-
<b>PC14.</b> focus on making the work processes smoother and faster	2	3	-	-
<b>PC15.</b> managing the time well and can meet deadlines and keep customers happy	2	3	-	-
<i>Networking and Collaboration</i>	<b>6</b>	<b>10</b>	-	-
<b>PC16.</b> identify new people in the industry, like other artisans, suppliers, and customers	2	3	-	-
<b>PC17.</b> collaborate with other artisans or experts allows to learn new techniques and skills	2	3	-	-
<b>PC18.</b> sharing experiences can help improve the craft and grow the business	2	4	-	-
<b>NOS Total</b>	<b>40</b>	<b>60</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HCS/N8507
<b>NOS Name</b>	Entrepreneurship skills for Metal craft artisan
<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	
<b>Occupation</b>	Entrepreneur, Metal Craft Making
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQC Clearance Date</b>	18/02/2025

## Qualification Pack

### HCS/N9901: Coordinate with colleagues and work as a team

#### Description

This NOS describes the communication and coordination skills and knowledge to work with colleagues and supervisor to achieve a smooth and hazard-free workflow.

#### Scope

The scope covers the following :

- interact with supervisor or superior
- work as a team by coordinating with colleagues within and outside the department and include inputs on PwD & Gender Sensitisation
- report and Document

#### Elements and Performance Criteria

##### *Interact with supervisor or superior*

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

- PC1.** comply with health, safety gender, and PwD (People with disability) related instructions applicable to the workplace
- PC2.** actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender, and PwD awareness organized at the workplace.
- PC3.** receive job orders and instructions from reporting supervisor and receive feedback on work standards.
- PC4.** understand the work output requirements, targets, performance indicators and incentives.
- PC5.** deliver quality work on time and report any anticipated reasons for delays and handover completed work to supervisor
- PC6.** report on any grievances, production defects and any potential hazards.

##### *Work as a team by coordinating with colleagues within and outside the department and include inputs on PwD & Gender Sensitisation*

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

- PC7.** communicate maintenance and repair schedule proactively to the supervisor
- PC8.** interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc.

##### *Report and Document*

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

- PC9.** report in time for shortage or need of raw materials
- PC10.** communicate with colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team
- PC11.** maintain the etiquette, use polite language, demonstrate responsible and disciplined behavior towards colleagues.
- PC12.** put team over individual goals and multi-task or share work where necessary supporting the colleagues.

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**PC13.** document all the details accurately relating to ones role as required.

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** knowledge about the importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior
- KU2.** knowledge about how to accommodate employees with disabilities etiquette to adhere to and proper language and terminology
- KU3.** knowledge about how to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs
- KU4.** knowledge about promoting a safe, accessible and healthy workplace for disabled employees
- KU5.** company's policies on preferred language of communication, incentives, quality standards, personnel management, reporting and escalation matrix policy.
- KU6.** company's standard operating procedure (sop) and the risk and impact of not following them.
- KU7.** procedures for working with colleagues, his/her role and responsibilities in relation to this
- KU8.** organizational hierarchy and the line of reporting structure and work target and review mechanism
- KU9.** procedures to report employment related issues and to deal with conflicts
- KU10.** importance of the individuals role in the organizational workflow and details of the individual responsibilities
- KU11.** tools and equipment handling procedure and common potential hazards in the work place and the procedures to deal with them
- KU12.** effective communication with various categories of people and the different departments in the organization
- KU13.** to document the job activity as required like the check sheets, history sheets, etc
- KU14.** expressing and addressing grievances appropriately, deal with difficult work relationships and manage the internal conflicts effectively

### Generic Skills (GS)

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

- GS1.** create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee
- GS2.** actively take part in any discussion/workshop organized for gender sensitization training
- GS3.** read and comprehend written instructions related to gender equality issues in the organization
- GS4.** identify and report any harassment or inappropriate behavior towards any employee
- GS5.** create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee with disability or special needs
- GS6.** actively take part in any discussion/workshop organized for disability sensitization training.

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- GS7.** read and comprehend written instructions related to equality issues in the organization related to disabled persons
- GS8.** read job sheets, design sheet and information displayed at the workplace
- GS9.** read and understand manuals, health and safety instructions, memos etc
- GS10.** fill up documentation to ones role
- GS11.** communicate effectively with supervisor
- GS12.** contribute to quality of team work and achieve smooth workflow
- GS13.** improve work processes by interacting with others and adopting best practices

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interact with supervisor or superior</i>	<b>14</b>	<b>30</b>	-	-
<b>PC1.</b> comply with health, safety gender, and PwD (People with disability) related instructions applicable to the workplace	2	5	-	-
<b>PC2.</b> actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender, and PwD awareness organized at the workplace.	2	5	-	-
<b>PC3.</b> receive job orders and instructions from reporting supervisor and receive feedback on work standards.	2	5	-	-
<b>PC4.</b> understand the work output requirements, targets, performance indicators and incentives.	2	5	-	-
<b>PC5.</b> deliver quality work on time and report any anticipated reasons for delays and handover completed work to supervisor	3	5	-	-
<b>PC6.</b> report on any grievances, production defects and any potential hazards.	3	5	-	-
<i>Work as a team by coordinating with colleagues within and outside the department and include inputs on PwD &amp; Gender Sensitisation</i>	<b>6</b>	<b>10</b>	-	-
<b>PC7.</b> communicate maintenance and repair schedule proactively to the supervisor	3	5	-	-
<b>PC8.</b> interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc.	3	5	-	-
<i>Report and Document</i>	<b>15</b>	<b>25</b>	-	-
<b>PC9.</b> report in time for shortage or need of raw materials	3	5	-	-
<b>PC10.</b> communicate with colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team	3	5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> maintain the etiquette, use polite language, demonstrate responsible and disciplined behavior towards colleagues.	3	5	-	-
<b>PC12.</b> put team over individual goals and multi-task or share work where necessary supporting the colleagues.	3	5	-	-
<b>PC13.</b> document all the details accurately relating to ones role as required.	3	5	-	-
<b>NOS Total</b>	<b>35</b>	<b>65</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HCS/N9901
<b>NOS Name</b>	Coordinate with colleagues and work as a team
<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Handicrafts (Ceramics), Handicrafts (Fashion Jewellery), Handicrafts (Stonecraft), Glassware, Metalware, Carpet, Handicrafts (Woodware)
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	6.0
<b>Last Reviewed Date</b>	30/04/2025
<b>Next Review Date</b>	30/04/2028
<b>NSQC Clearance Date</b>	30/04/2025

## Qualification Pack

### HCS/N9913: Maintain health, safety and security at workplace

#### Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimise risk to self and others.

#### 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:

- PC1.** Comply with health and safety related instructions applicable to the workplace.
- PC2.** Use and maintain personal protective equipment as per protocol.
- PC3.** Carry out own activities in line with approved guidelines and procedures.
- PC4.** Maintain a healthy lifestyle and guard against dependency on intoxicants.
- PC5.** Follow environment management system related procedures.
- PC6.** Store materials and tools in line with manufacturers and organisational requirements.
- PC7.** Safely handle and move waste and debris.
- PC8.** Minimize health and safety risks to self and others due to own actions.
- PC9.** Seek clarifications, from supervisors or other authorized personnel in case of perceived risks.
- PC10.** Monitor the workplace and work processes for potential risks and threats.
- PC11.** Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned.
- PC12.** Report hazards and potential risks/ threats to supervisors or other authorized personnel.
- PC13.** Participate in mock drills/ evacuation procedures organized at the workplace.
- PC14.** Undertake first aid, fire-fighting and emergency response training, if asked to do so.
- PC15.** Take action based on instructions in the event of fire, emergencies or accidents.
- PC16.** Follow organisation procedures for evacuation when required.

#### 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.** Organizational 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.

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- KU8.** Reporting protocol and documentation required.
- KU9.** Details of personnel trained in first aid, fire-fighting and emergency response.
- KU10.** Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire.
- KU11.** Occupational health and safety risks and methods.
- KU12.** Personal protective equipment and method of use.
- KU13.** Identification, handling and storage of hazardous substances.
- KU14.** Proper disposal system for waste and by-products.
- KU15.** Signage related to health and safety and their meaning.
- KU16.** Importance of sound health, hygiene and good habits.
- KU17.** 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 measurement instructions.
- GS3.** Communicate orally with colleagues.
- GS4.** Follow organization rule-based decision making process.
- GS5.** Take decision with systematic course of actions and/or response.
- GS6.** Plan and organize your work to achieve targets and deadlines.
- GS7.** Manage relationships with customers.
- GS8.** Build customer relationships and use customer centric approach.
- GS9.** Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s).
- GS10.** Identify immediate or temporary solutions to resolve delays.
- GS11.** Analyze data and activities.
- GS12.** Pass on relevant information to others.
- GS13.** Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action.

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with health, safety and security requirements at work</i>	<b>30</b>	<b>70</b>	-	-
<b>PC1.</b> Comply with health and safety related instructions applicable to the workplace.	2	6	-	-
<b>PC2.</b> Use and maintain personal protective equipment as per protocol.	2	6	-	-
<b>PC3.</b> Carry out own activities in line with approved guidelines and procedures.	2	6	-	-
<b>PC4.</b> Maintain a healthy lifestyle and guard against dependency on intoxicants.	2	6	-	-
<b>PC5.</b> Follow environment management system related procedures.	2	4	-	-
<b>PC6.</b> Store materials and tools in line with manufacturers and organisational requirements.	2	3	-	-
<b>PC7.</b> Safely handle and move waste and debris.	1	3	-	-
<b>PC8.</b> Minimize health and safety risks to self and others due to own actions.	2	4	-	-
<b>PC9.</b> Seek clarifications, from supervisors or other authorized personnel in case of perceived risks.	1	3	-	-
<b>PC10.</b> Monitor the workplace and work processes for potential risks and threats.	1	3	-	-
<b>PC11.</b> Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned.	2	3	-	-
<b>PC12.</b> Report hazards and potential risks/ threats to supervisors or other authorized personnel.	3	4	-	-
<b>PC13.</b> Participate in mock drills/ evacuation procedures organized at the workplace.	2	3	-	-
<b>PC14.</b> Undertake first aid, fire-fighting and emergency response training, if asked to do so.	2	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC15.</b> Take action based on instructions in the event of fire, emergencies or accidents.	2	6	-	-
<b>PC16.</b> Follow organisation procedures for evacuation when required.	2	6	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HCS/N9913
<b>NOS Name</b>	Maintain health, safety and security at workplace
<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Hand Crafted Textiles, Hand Crocheted Textiles, Handicrafts (Agarbatti), Handicrafts (Bamboo)
<b>Occupation</b>	Traditional Hand Embroiderer, Master Hand Embroiderer, Embroidery finishing, Design Tracer, Hand Block Printer, Block Print Supervisor, Hand Embroidery, Crochet Lace Maker, Master Crochet Lace Maker, Crochet Lace Tailor, Handmade Bamboo Agarbatti Stick Maker, Semi-Mechanized Bamboo Stick Maker, Automatic Stick Making M/C Operator, Hand Rolled Agarbatti Maker, Pedal Operated Machine Agarbatti Maker, Automatic Machine Rolled Agarbatti Maker, Agarbatti Perfume Applicator, Bamboo Processor and Dyer, Bamboo Mat Weaver, Handmade Bamboo Stick Maker (for Woven Mats), Bamboo Basket Maker, Bamboo Utility Handicraft Assembler, Bamboo Utility Product Tailor, Bamboo Artwork Maker.
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/04/2025
<b>Next Review Date</b>	30/04/2028
<b>NSQC Clearance Date</b>	30/04/2025

## Qualification Pack

### HCS/N9903: Maintain Personal Hygiene

#### Description

This NOS provides the abilities required for taking responsibility for their own health at the workplace and is about using the correct procedures to prevent, control and minimize risk to them and others at the workplace.

#### Scope

The scope covers the following :

- adopt healthy work practices
- achieve work productivity while maintaining health

#### Elements and Performance Criteria

##### *Adopt healthy work practices*

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

- PC1.** always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust
- PC2.** wear safety shoes while visiting the production unit to avoid any damage
- PC3.** wear personal protective equipment while visiting the different departments during production. oexample mask in the washing section, glasses and mask in an assembly line, and gloves in the printing section, etc.
- PC4.** always wash sanitize your hands after a factory unit before touching any document, laptop, cell phone, etc.
- PC5.** undergo preventive health checkups at regular intervals.
- PC6.** take prompt treatment from the doctor in case of illness.

##### *Achieve work productivity while maintaining health*

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

- PC7.** follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work
- PC8.** ensure no productivity loss or absenteeism from work due to illness
- PC9.** ensure no long-term ill effect on personal health.

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on personal health and occupational hazard management
- KU2.** company's HR policies.
- KU3.** company's reporting structure
- KU4.** company's emergency evacuation procedure
- KU5.** health risks to the worker at the workplace

## Qualification Pack

- KU6.** healthy work practices
- KU7.** how to perform the duties in a way to minimize pollution at the workplace.
- KU8.** what personal protective equipment should be worn and how it is cared for
- KU9.** safe disposal methods for waste
- KU10.** how to provide first-aid treatment at the workplace
- KU11.** emergency procedures to be followed in case of an mishap such as fire accidents etc.

## Generic Skills (GS)

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

- GS1.** read personal health instructions and manual
- GS2.** read the usage of various hand tools and personal protection equipment
- GS3.** take notes on descriptions and details of various personal health maintenance procedures
- GS4.** communicate supervisor about the physical symptoms
- GS5.** receive instructions from doctor and supervisor on medical care
- GS6.** how to select appropriate hand tools and personal protection equipment
- GS7.** when to change personal protection equipment during work
- GS8.** how to identify first aid needs in case and of an injury
- GS9.** how to select appropriate hand tools and personal protection equipment
- GS10.** when to change personal protection equipment during work
- GS11.** how to use materials that does not affect customer health / make injury
- GS12.** improve work processes by adopting best safety practices
- GS13.** analyze the usage of appropriate tools and consumables
- GS14.** spot errors and any other disruptions and communicate with solutions

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Adopt healthy work practices</i>	<b>18</b>	<b>48</b>	-	-
<b>PC1.</b> always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	3	8	-	-
<b>PC2.</b> wear safety shoes while visiting the production unit to avoid any damage	3	8	-	-
<b>PC3.</b> wear personal protective equipment while visiting the different departments during production. orexample mask in the washing section, glasses and mask in an assembly line, and gloves in the printing section, etc.	3	8	-	-
<b>PC4.</b> always wash sanitize your hands after a factory unit before touching any document, laptop, cell phone, etc.	3	8	-	-
<b>PC5.</b> undergo preventive health checkups at regular intervals.	3	8	-	-
<b>PC6.</b> take prompt treatment from the doctor in case of illness.	3	8	-	-
<i>Achieve work productivity while maintaining health</i>	<b>9</b>	<b>25</b>	-	-
<b>PC7.</b> follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work	3	8	-	-
<b>PC8.</b> ensure no productivity loss or absenteeism from work due to illness	3	8	-	-
<b>PC9.</b> ensure no long-term ill effect on personal health.	3	9	-	-
<b>NOS Total</b>	<b>27</b>	<b>73</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HCS/N9903
<b>NOS Name</b>	Maintain Personal Hygiene
<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Handicrafts (Ceramics), Handicrafts (Fashion Jewellery), Handicrafts (Stonecraft), Glassware, Metalware, Carpet, Handicrafts (Woodware)
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	30/04/2025
<b>Next Review Date</b>	30/04/2028
<b>NSQC Clearance Date</b>	30/04/2025

## Qualification Pack

### HCS/N9904: Basic Business Management

#### Description

This OS unit focuses on business planning, internal strategy, timelines.

#### Scope

The scope covers the following :

- People management
- Product planning
- Procurement of raw materials
- Market interfacing
- Financial management
- Record keeping

#### Elements and Performance Criteria

##### *People management*

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

- PC1.** arrange Interactive meetings of managers of sales and production teams and categorize the issues and feedbacks of both the teams
- PC2.** train the employees of his/her unit with the appropriate skills required to make marketrelevant and quality products
- PC3.** motivate the employees

##### *Product planning*

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

- PC4.** compile a report based on old production reports
- PC5.** address the issues faced in previous productions and try to resolve them
- PC6.** gather and analyze the cues from the market
- PC7.** ascertain the customer preference
- PC8.** develop product range lines based on current market preference
- PC9.** develop product range lines that are unique and able to price high
- PC10.** price the products according to market trends
- PC11.** identify the competent marketing strategy for the product range

##### *Procurement of raw materials*

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

- PC12.** list of the raw material s and prepare a B.O.M according to the product lines
- PC13.** ascertain the quantity and right price to procure the materials
- PC14.** identify the right locations/agents from where the raw materials can be procured
- PC15.** negotiate to get the best price
- PC16.** ensure quality materials are procured

## Qualification Pack

**PC17.** ensure the procured materials are stored in appropriate conditions

**PC18.** compile a record of price quotations, POs, and bills of procurement for future reference

### *Market interfacing*

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

**PC19.** maintain a healthy and professional relationship with vendor

**PC20.** the competitive market falls in order with the company policies of best price, quality, and delivery parameters

**PC21.** analyze the prevalent price for product lines

**PC22.** decide on the most effective means to access the market

**PC23.** plan for cost-effective transportation to the market

**PC24.** position the product according to market requirements

**PC25.** identify and address the expectations of customer

### *Financial management*

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

**PC26.** analyze and ascertain the cost of production

**PC27.** maintain the book of accounts related to the business

**PC28.** maintain export documents like a letter of credit, custom clearance

**PC29.** identify cost-effective means of running the business

### *Record keeping*

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

**PC30.** identify various aspects of business that require recording

**PC31.** design formats for recording

**PC32.** compile various records of all aspects of the business

**PC33.** maintain these records with periodic updations

**PC34.** maintain necessary documents as per local government and regulatory requirements

**PC35.** reframe the procurement strategy according to local scenarios like weather conditions, transport strikes, affected prices, etc.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** interpersonal skills and communication with a cross-section of stakeholders

**KU2.** understanding of basics accounting so that he/she can monitor the transactions between company and vendor

**KU3.** knowledge of banking basics to keep the export process flawless

**KU4.** understanding of costing principles to calculate the cost of production with all the overheads and the actual price

**KU5.** product and craft knowledge including material and tools requirements

**KU6.** gathering market intelligence.

**KU7.** various transportation means and implications on costing

**KU8.** various product lines that can be created depending on the sector of operation

## Qualification Pack

- KU9.** basic record-keeping techniques
- KU10.** basic laws, rules, regulations, etc. regarding business
- KU11.** vendor management and development
- KU12.** pricing techniques
- KU13.** business profitability assessment

## Generic Skills (GS)

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

- GS1.** analyse product range and keep abreast of market trends
- GS2.** document various aspects of the business
- GS3.** compile descriptions and details about investment, expenditures, and sales
- GS4.** interact with teams to work efficiently
- GS5.** communicate and manage vendors for cost-effective outsourcing and procurements
- GS6.** interface with fellow entrepreneurs to exchange ideas on the business
- GS7.** communicate with the customers for their feedback about the product
- GS8.** comprehend information shared by various stakeholders
- GS9.** plan and organize the product lines
- GS10.** fix the appropriate price.
- GS11.** hire employees with the appropriate skill set and experience
- GS12.** predict the profit margin to be achieved by the business
- GS13.** decide target segment of the market
- GS14.** schedule production cycles for better efficiency of resources
- GS15.** planning of production efficiency based on manpower and equipment available
- GS16.** schedule market visits for surveys and feedback
- GS17.** gather information on preference and taste of the customer
- GS18.** interact with various types of customers and understand the trends
- GS19.** analyze and solve conflicts and problems of the business.
- GS20.** ensure that the problems do not arise repeatedly.
- GS21.** anticipate various problems/challenges that can crop up
- GS22.** analyze the market for increasing sales
- GS23.** spot errors and any other disruptions and communicate with solutions

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>People management</i>	<b>3</b>	<b>6</b>	-	-
<b>PC1.</b> arrange Interactive meetings of managers of sales and production teams and categorize the issues and feedbacks of both the teams	1	2	-	-
<b>PC2.</b> train the employees of his/her unit with the appropriate skills required to make marketrelevant and quality products	1	2	-	-
<b>PC3.</b> motivate the employees	1	2	-	-
<i>Product planning</i>	<b>8</b>	<b>16</b>	-	-
<b>PC4.</b> compile a report based on old production reports	1	2	-	-
<b>PC5.</b> address the issues faced in previous productions and try to resolve them	1	2	-	-
<b>PC6.</b> gather and analyze the cues from the market	1	2	-	-
<b>PC7.</b> ascertain the customer preference	1	2	-	-
<b>PC8.</b> develop product range lines based on current market preference	1	2	-	-
<b>PC9.</b> develop product range lines that are unique and able to price high	1	2	-	-
<b>PC10.</b> price the products according to market trends	1	2	-	-
<b>PC11.</b> identify the competent marketing strategy for the product range	1	2	-	-
<i>Procurement of raw materials</i>	<b>7</b>	<b>14</b>	-	-
<b>PC12.</b> list of the raw material s and prepare a B.O.M according to the product lines	1	2	-	-
<b>PC13.</b> ascertain the quantity and right price to procure the materials	1	2	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC14.</b> identify the right locations/agents from where the raw materials can be procured	1	2	-	-
<b>PC15.</b> negotiate to get the best price	1	2	-	-
<b>PC16.</b> ensure quality materials are procured	1	2	-	-
<b>PC17.</b> ensure the procured materials are stored in appropriate conditions	1	2	-	-
<b>PC18.</b> compile a record of price quotations, POs, and bills of procurement for future reference	1	2	-	-
<i>Market interfacing</i>	<b>7</b>	<b>14</b>	-	-
<b>PC19.</b> maintain a healthy and professional relationship with vendor	1	2	-	-
<b>PC20.</b> the competitive market falls in order with the company policies of best price, quality, and delivery parameters	1	2	-	-
<b>PC21.</b> analyze the prevalent price for product lines	1	2	-	-
<b>PC22.</b> decide on the most effective means to access the market	1	2	-	-
<b>PC23.</b> plan for cost-effective transportation to the market	1	2	-	-
<b>PC24.</b> position the product according to market requirements	1	2	-	-
<b>PC25.</b> identify and address the expectations of customer	1	2	-	-
<i>Financial management</i>	<b>4</b>	<b>8</b>	-	-
<b>PC26.</b> analyze and ascertain the cost of production	1	2	-	-
<b>PC27.</b> maintain the book of accounts related to the business	1	2	-	-
<b>PC28.</b> maintain export documents like a letter of credit, custom clearance	1	2	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC29.</b> identify cost-effective means of running the business	1	2	-	-
<i>Record keeping</i>	<b>6</b>	<b>7</b>	-	-
<b>PC30.</b> identify various aspects of business that require recording	1	2	-	-
<b>PC31.</b> design formats for recording	1	1	-	-
<b>PC32.</b> compile various records of all aspects of the business	1	1	-	-
<b>PC33.</b> maintain these records with periodic updations	1	1	-	-
<b>PC34.</b> maintain necessary documents as per local government and regulatory requirements	1	1	-	-
<b>PC35.</b> reframe the procurement strategy according to local scenarios like weather conditions, transport strikes, affected prices, etc.	1	1	-	-
<b>NOS Total</b>	<b>35</b>	<b>65</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HCS/N9904
<b>NOS Name</b>	Basic Business Management
<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Handicrafts (Ceramics), Handicrafts (Fashion Jewellery), Handicrafts (Stonecraft), Glassware, Metalware
<b>Occupation</b>	Generic
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	30/04/2025
<b>Next Review Date</b>	30/04/2028
<b>NSQC Clearance Date</b>	30/04/2025

## Qualification Pack

### DGT/VSQ/N0102: Employability Skills (60 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
- Career Development & Goal Setting
- 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.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

##### *Constitutional values - Citizenship*

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

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

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

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

##### *Basic English Skills*

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

## Qualification Pack

- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

### *Career Development & Goal Setting*

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

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

### *Communication Skills*

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

### *Diversity & Inclusion*

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

### *Financial and Legal Literacy*

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

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

### *Essential Digital Skills*

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

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

### *Entrepreneurship*

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

### *Customer Service*

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

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

## Qualification Pack

**PC28.** follow appropriate hygiene and grooming standards

*Getting ready for apprenticeship & Jobs*

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

**PC29.** create a professional Curriculum vitae (Résumé)

**PC30.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

**PC31.** apply to identified job openings using offline /online methods as per requirement

**PC32.** answer questions politely, with clarity and confidence, during recruitment and selection

**PC33.** identify apprenticeship opportunities and register for it as per guidelines and requirements

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills and different learning and employability related portals

**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 English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

**KU6.** importance of career development and setting long- and short-term goals

**KU7.** about effective communication

**KU8.** POSH Act

**KU9.** Gender sensitivity and inclusivity

**KU10.** different types of financial institutes, products, and services

**KU11.** how to compute income and expenditure

**KU12.** importance of maintaining safety and security in offline and online financial transactions

**KU13.** different legal rights and laws

**KU14.** different types of digital devices and the procedure to operate them safely and securely

**KU15.** how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

**KU16.** how to identify business opportunities

**KU17.** types and needs of customers

**KU18.** how to apply for a job and prepare for an interview

**KU19.** apprenticeship scheme and the process of registering on apprenticeship portal

## Generic Skills (GS)

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

**GS1.** read and write different types of documents/instructions/correspondence

**GS2.** communicate effectively using appropriate language in formal and informal settings

## Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> identify employability skills required for jobs in various industries	-	-	-	-
<b>PC2.</b> identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC3.</b> recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
<b>PC4.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>2</b>	<b>4</b>	-	-
<b>PC5.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC6.</b> practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC7.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
<b>PC8.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC9.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> understand the difference between job and career	-	-	-	-
<b>PC11.</b> prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
<b>PC12.</b> follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
<b>PC13.</b> work collaboratively with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>2</b>	-	-
<b>PC14.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC15.</b> escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
<b>PC16.</b> select financial institutions, products and services as per requirement	-	-	-	-
<b>PC17.</b> carry out offline and online financial transactions, safely and securely	-	-	-	-
<b>PC18.</b> identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
<b>PC19.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>4</b>	-	-
<b>PC20.</b> operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
<b>PC21.</b> use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
<b>PC22.</b> use basic features of word processor, spreadsheets, and presentations	-	-	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	<b>2</b>	<b>3</b>	-	-
<b>PC23.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
<b>PC24.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
<b>PC25.</b> identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	<b>1</b>	<b>2</b>	-	-
<b>PC26.</b> identify different types of customers	-	-	-	-
<b>PC27.</b> identify and respond to customer requests and needs in a professional manner.	-	-	-	-
<b>PC28.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
<b>PC29.</b> create a professional Curriculum vitae (Résumé)	-	-	-	-
<b>PC30.</b> search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
<b>PC31.</b> apply to identified job openings using offline /online methods as per requirement	-	-	-	-
<b>PC32.</b> answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
<b>PC33.</b> identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0102
<b>NOS Name</b>	Employability Skills (60 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	31/01/2024
<b>Next Review Date</b>	31/01/2027
<b>NSQC Clearance Date</b>	31/01/2024

## Qualification Pack

### HCS/N2902: Perform pre engraving requirements

#### Description

This OS unit is about preparing the pre engraving requirements to engrave design on the metal surface

#### Scope

The scope covers the following :

- understand work requirement
- assemble the required raw materials
- prepare the metal surface

#### Elements and Performance Criteria

##### *Understanding work requirement*

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

- PC1.** understand the engraving method for its shape, style, materials, etc.
- PC2.** understand the areas to be engraved
- PC3.** plan the target on number of pieces to be completed

##### *Assembling the required raw materials*

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

- PC4.** select the appropriate tool such as hammer, chisel, gravers, magnifier, etc. to engrave
- PC5.** sharpen the tools periodically
- PC6.** collect and arrange the materials to begin the process
- PC7.** report on any shortage or defect of raw materials to the concerned person
- PC8.** collect the metal product to be engraved
- PC9.** report on any shortage or defect of raw materials to the concerned person
- PC10.** collect the metal product to be engraved

##### *Preparing the metal surface*

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

- PC11.** clean the surface of the metal using a wet cloth and soapy water
- PC12.** dry the surface

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on: incentives, safety and hazards, personnel management and quality standards
- KU2.** workflow involved in metal making process of the company
- KU3.** importance of the individuals role in the work process
- KU4.** reporting structure

## Qualification Pack

- KU5.** documentation policy
- KU6.** customer profile
- KU7.** metalcraft details
- KU8.** metal making process and types of products
- KU9.** various kinds of raw materials involved in the process
- KU10.** different kinds of engraving methods to be used based on the requirement
- KU11.** preparation of the metal surface
- KU12.** creating designs and tracing the outline
- KU13.** tools, consumables and equipments for engraving
- KU14.** bringing the required tools and equipments to desired shape
- KU15.** handling the tools and equipments for engraving
- KU16.** maintaining the tools and equipments for engraving
- KU17.** creating tools and equipments for engraving
- KU18.** use of hazardous acids and chemicals
- KU19.** safety standards and precautions to be taken
- KU20.** quality standards to be maintained
- KU21.** standard operating procedure
- KU22.** market trend and customer preferences

## Generic Skills (GS)

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

- GS1.** take notes or read about metal making techniques
- GS2.** read and write the notes from the design
- GS3.** read company policy documents
- GS4.** interact with team members to work efficiently
- GS5.** communicate effectively with the supervisor
- GS6.** share work load with the colleagues in the process
- GS7.** multi task and deliver the final finished piece on time adhering to quality standards
- GS8.** plan for daily production
- GS9.** plan for budget and material requirement
- GS10.** customer preference, taste, etc and accordingly make crafts
- GS11.** how to solve issues relating to material, cost and labour and ensure smooth production
- GS12.** analyse the material requirement, corrective action required during craft making
- GS13.** spot process disruptions and delays
- GS14.** use the various engraving tools

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understanding work requirement</i>	<b>9</b>	<b>18</b>	-	-
<b>PC1.</b> understand the engraving method for its shape, style, materials, etc.	3	6	-	-
<b>PC2.</b> understand the areas to be engraved	3	6	-	-
<b>PC3.</b> plan the target on number of pieces to be completed	3	6	-	-
<i>Assembling the required raw materials</i>	<b>21</b>	<b>35</b>	-	-
<b>PC4.</b> select the appropriate tool such as hammer, chisel, gravers, magnifier, etc. to engrave	3	5	-	-
<b>PC5.</b> sharpen the tools periodically	3	5	-	-
<b>PC6.</b> collect and arrange the materials to begin the process	3	5	-	-
<b>PC7.</b> report on any shortage or defect of raw materials to the concerned person	3	5	-	-
<b>PC8.</b> collect the metal product to be engraved	3	5	-	-
<b>PC9.</b> report on any shortage or defect of raw materials to the concerned person	3	5	-	-
<b>PC10.</b> collect the metal product to be engraved	3	5	-	-
<i>Preparing the metal surface</i>	<b>6</b>	<b>11</b>	-	-
<b>PC11.</b> clean the surface of the metal using a wet cloth and soapy water	3	5	-	-
<b>PC12.</b> dry the surface	3	6	-	-
<b>NOS Total</b>	<b>36</b>	<b>64</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HCS/N2902
<b>NOS Name</b>	Perform pre engraving requirements
<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Metalware
<b>Occupation</b>	Metal Craft Making
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQC Clearance Date</b>	18/02/2025

## Qualification Pack

### HCS/N2903: Engrave design on the metal surface

#### Description

This OS unit is about engraving a design onto the metal surface by cutting grooves onto it

#### Scope

The scope covers the following :

- creating design on the metal surface
- engraving the design onto the metal surface
- achieving quality standards

#### Elements and Performance Criteria

##### *Creating design on the metal surface*

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

- PC1.** choose the appropriate engraving method based on the type of metal used
- PC2.** choose the appropriate raw materials according to the engraving method
- PC3.** trace or outline the design on the metal surface i.e. cut the design onto the surface

##### *Engraving the design onto the metal surface*

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

- PC4.** use the appropriate tool such as graver, hammer, chisel, etc. for engraving styling selecting the tool with appropriate shape and size as required
- PC5.** use appropriate tools for hand engraving method for smaller space inscriptions
- PC6.** level the inner surface
- PC7.** carve the design or letters on the metal surface as per design requirement
- PC8.** perform shading to the engraved portion
- PC9.** add varnish to the engraved portion
- PC10.** ensure not to apply too much force during cutting or engraving
- PC11.** ensure to use safety measures such as respirator, mask, etc.

##### *Achieving quality standards*

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

- PC12.** ensure accuracy, cleanliness and designing in the engraving process as per requirement
- PC13.** ensure the target number of pieces are engraved
- PC14.** ensure the output delivered is defect free and hazard free

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on: incentives, safety and hazards, personnel management and quality standards

## Qualification Pack

- KU2.** workflow involved in metal making process of the company
- KU3.** importance of the individuals role in the work process
- KU4.** reporting structure
- KU5.** documentation policy
- KU6.** customer profile
- KU7.** metalcraft details
- KU8.** metal making process and types of products
- KU9.** various kinds of raw materials involved in the process
- KU10.** different kinds of engraving methods to be used based on the requirement
- KU11.** preparation of the metal surface
- KU12.** creating designs and tracing the outline
- KU13.** imagination, creativity and familiarity with engraving styles
- KU14.** tools, consumables and equipment/types of equipment for engraving
- KU15.** bringing the required tools and equipment/types of equipment to the desired shape
- KU16.** handling the tools and equipment/types of equipment for engraving
- KU17.** maintaining the tools and equipment/types of equipment for engraving
- KU18.** creating tools and equipment/types of equipment for engraving
- KU19.** use of hazardous acids and chemicals
- KU20.** safety standards and precautions to be taken
- KU21.** quality standards to be maintained
- KU22.** standard operating procedure
- KU23.** market trend and customer preferences

## Generic Skills (GS)

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

- GS1.** take notes or read about metal making techniques
- GS2.** read and write the notes from design
- GS3.** read company policy documents interact with team members to work efficiently
- GS4.** communicate effectively with supervisor
- GS5.** share work load with the colleagues in the process
- GS6.** multi task and deliver the final finished piece on time adhering to quality standards
- GS7.** plan for daily production
- GS8.** plan for budget and material requirement
- GS9.** understand the customer preference, taste, etc and accordingly make crafts
- GS10.** solve issues relating to material, cost and labour and ensure smooth production
- GS11.** analyse the material requirement, corrective action required during craft making
- GS12.** spot process disruptions and delays
- GS13.** use the various engraving tools

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Creating design on the metal surface</i>	<b>6</b>	<b>12</b>	-	-
<b>PC1.</b> choose the appropriate engraving method based on the type of metal used	2	4	-	-
<b>PC2.</b> choose the appropriate raw materials according to the engraving method	2	4	-	-
<b>PC3.</b> trace or outline the design on the metal surface i.e. cut the design onto the surface	2	4	-	-
<i>Engraving the design onto the metal surface</i>	<b>16</b>	<b>42</b>	-	-
<b>PC4.</b> use the appropriate tool such as graver, hammer, chisel, etc. for engraving styling selecting the tool with appropriate shape and size as required	2	4	-	-
<b>PC5.</b> use appropriate tools for hand engraving method for smaller space inscriptions	2	4	-	-
<b>PC6.</b> level the inner surface	2	4	-	-
<b>PC7.</b> carve the design or letters on the metal surface as per design requirement	2	6	-	-
<b>PC8.</b> perform shading to the engraved portion	2	6	-	-
<b>PC9.</b> add varnish to the engraved portion	2	6	-	-
<b>PC10.</b> ensure not to apply too much force during cutting or engraving	2	6	-	-
<b>PC11.</b> ensure to use safety measures such as respirator, mask, etc.	2	6	-	-
<i>Achieving quality standards</i>	<b>6</b>	<b>18</b>	-	-
<b>PC12.</b> ensure accuracy, cleanliness and designing in the engraving process as per requirement	2	6	-	-
<b>PC13.</b> ensure the target number of pieces are engraved	2	6	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. ensure the output delivered is defect free and hazard free	2	6	-	-
<b>NOS Total</b>	<b>28</b>	<b>72</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HCS/N2903
<b>NOS Name</b>	Engrave design on the metal surface
<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Metalware
<b>Occupation</b>	Metal Craft Making
<b>NSQF Level</b>	4
<b>Credits</b>	6
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQF Clearance Date</b>	18/02/2025

## Qualification Pack

### HCS/N2803: Perform stamping on the metal surface

#### Description

This unit is about die punching on the metal surface and transforms the metal to desired shape, design and letters based on requirements and design specifications.

#### Scope

The scope covers the following :

- understanding work requirement
- assembling the required materials
- performing stamping on the metal surface
- checking for defects
- undertaking preventive maintenance
- achieving quality standards

#### Elements and Performance Criteria

##### *understanding work requirement*

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

- PC1.** receive instructions on work requirements from superior
- PC2.** receive and understand the design specifications
- PC3.** understand the job sheet and the stamping methods
- PC4.** plan the target on the number of pieces to be completed

##### *assembling the required materials*

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

- PC5.** select the appropriate tool and machine for stamping such as die, puncher, etc.
- PC6.** collect and arrange the materials to begin the process
- PC7.** report on any shortage or defect of raw materials or machine to the concerned person
- PC8.** ensure to stock the required materials in advance
- PC9.** collect the metal product to be stamped

##### *performing stamping on the metal surface*

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

- PC10.** decide on the relevant stamping process to be performed from hydraulic, mechanical, etc.
- PC11.** set the stamping machine if using the machine
- PC12.** turn on the machine to perform the stamping
- PC13.** cut and bend the metal sheet forming it to the desired shape
- PC14.** use the appropriate stamping tool
- PC15.** ensure to align and space the sheet metal at the appropriate position
- PC16.** arrange the metal stamps in the order of using them
- PC17.** select the appropriate color to be stamped on the metal in such a way that it is easily seen

## Qualification Pack

- PC18.** ensure to wipe off the excess ink if color is given manually to the stamped work
- PC19.** insert the flat metal sheet into the die
- PC20.** activate the stamping machine to create the design
- PC21.** ensure the appropriate speed is set for the stamp
- PC22.** ensure the metal sheet inserted is of appropriate size and shape to fit the stamp machine
- PC23.** ensure to use the appropriate die to stamp the metal sheet if done by hand
- PC24.** ensure the appropriate punching force is applied when using a hand press
- PC25.** ensure the same amount of force is given to all the metal sheets
- PC26.** pierce holes where required for the finished part
- PC27.** ensure perform stamping in cold metal sheet
- PC28.** ensure to use the appropriate lubricant to protect the tool and die surface from scratching
- PC29.** ensure to take necessary safety precautions to perform stamping

### *checking for defects*

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

- PC30.** check for defects such as wrinkles, splits, material thinning, etc.
- PC31.** check the metal after stamping, if it matches the requirement
- PC32.** make necessary adjustments if any
- PC33.** rectify and rework if any mistakes are found un-matching the design specifications and requirements

### *undertaking preventive maintenance*

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

- PC34.** ensure general maintenance of the machine
- PC35.** ensure no shut down of machines due to improper maintenance
- PC36.** perform regular cleaning process as prescribed by the manufacturer

### *achieving quality standards*

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

- PC37.** ensure a proper finish as per requirement
- PC38.** ensure to stamp or punches die the target number of pieces
- PC39.** ensure the output delivered is defect free and hazard free

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on: incentives, safety and hazards, personnel management and quality standards
- KU2.** workflow involved in metal making process of the company
- KU3.** importance of the individuals role in the work process
- KU4.** reporting structure
- KU5.** documentation policy
- KU6.** customer profile

## Qualification Pack

- KU7.** metalcraft details
- KU8.** metal making process and types of products
- KU9.** various kinds of raw materials involved in the process
- KU10.** different stamping tools and methods to be used based on the requirement
- KU11.** use of stamp machine and its maintenance
- KU12.** appropriate die to be used
- KU13.** design and colors to be selected as required
- KU14.** appropriate and required force to be applied
- KU15.** different stamping tools and methods to be used based on the requirement
- KU16.** bringing the required tools and equipments to desired shape
- KU17.** handling the tools and equipments for painting
- KU18.** maintaining the tools and equipments for painting
- KU19.** creating tools and equipments for painting
- KU20.** use of hazardous acids and chemicals
- KU21.** safety standards and precautions to be taken
- KU22.** quality standards to be maintained
- KU23.** standard operating procedure
- KU24.** market trend and customer preferences

## Generic Skills (GS)

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

- GS1.** take notes or read about metal making techniques
- GS2.** read and write the notes from design
- GS3.** read company policy documents
- GS4.** interact with team members to work efficiently
- GS5.** communicate effectively with supervisor
- GS6.** share work load with the colleagues in the process
- GS7.** multi task and deliver the final finished piece on time adhering to quality standards
- GS8.** plan for daily production
- GS9.** plan for budget and material requirement
- GS10.** understand customer preference, taste, etc and accordingly make crafts
- GS11.** solve issues relating to material, cost and labour and ensure smooth production
- GS12.** analyse the material requirement, corrective action required during craft making
- GS13.** use the various stamping tools such as die, puncher, etc.
- GS14.** use the stamp machine

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>understanding work requirement</i>	<b>4</b>	<b>8</b>	-	-
<b>PC1.</b> receive instructions on work requirements from superior	1	2	-	-
<b>PC2.</b> receive and understand the design specifications	1	2	-	-
<b>PC3.</b> understand the job sheet and the stamping methods	1	2	-	-
<b>PC4.</b> plan the target on the number of pieces to be completed	1	2	-	-
<i>assembling the required materials</i>	<b>5</b>	<b>10</b>	-	-
<b>PC5.</b> select the appropriate tool and machine for stamping such as die, puncher, etc.	1	2	-	-
<b>PC6.</b> collect and arrange the materials to begin the process	1	2	-	-
<b>PC7.</b> report on any shortage or defect of raw materials or machine to the concerned person	1	2	-	-
<b>PC8.</b> ensure to stock the required materials in advance	1	2	-	-
<b>PC9.</b> collect the metal product to be stamped	1	2	-	-
<i>performing stamping on the metal surface</i>	<b>20</b>	<b>28</b>	-	-
<b>PC10.</b> decide on the relevant stamping process to be performed from hydraulic, mechanical, etc.	1	2	-	-
<b>PC11.</b> set the stamping machine if using the machine	1	2	-	-
<b>PC12.</b> turn on the machine to perform the stamping	1	2	-	-
<b>PC13.</b> cut and bend the metal sheet forming it to the desired shape	1	2	-	-
<b>PC14.</b> use the appropriate stamping tool	1	2	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC15.</b> ensure to align and space the sheet metal at the appropriate position	1	2	-	-
<b>PC16.</b> arrange the metal stamps in the order of using them	1	2	-	-
<b>PC17.</b> select the appropriate color to be stamped on the metal in such a way that it is easily seen	1	2	-	-
<b>PC18.</b> ensure to wipe off the excess ink if color is given manually to the stamped work	1	1	-	-
<b>PC19.</b> insert the flat metal sheet into the die	1	1	-	-
<b>PC20.</b> activate the stamping machine to create the design	1	1	-	-
<b>PC21.</b> ensure the appropriate speed is set for the stamp	1	1	-	-
<b>PC22.</b> ensure the metal sheet inserted is of appropriate size and shape to fit the stamp machine	1	1	-	-
<b>PC23.</b> ensure to use the appropriate die to stamp the metal sheet if done by hand	1	1	-	-
<b>PC24.</b> ensure the appropriate punching force is applied when using a hand press	1	1	-	-
<b>PC25.</b> ensure the same amount of force is given to all the metal sheets	1	1	-	-
<b>PC26.</b> pierce holes where required for the finished part	1	1	-	-
<b>PC27.</b> ensure perform stamping in cold metal sheet	1	1	-	-
<b>PC28.</b> ensure to use the appropriate lubricant to protect the tool and die surface from scratching	1	1	-	-
<b>PC29.</b> ensure to take necessary safety precautions to perform stamping	1	1	-	-
<i>checking for defects</i>	<b>4</b>	<b>5</b>	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC30.</b> check for defects such as wrinkles, splits, material thinning, etc.	1	2	-	-
<b>PC31.</b> check the metal after stamping, if it matches the requirement	1	1	-	-
<b>PC32.</b> make necessary adjustments if any	1	1	-	-
<b>PC33.</b> rectify and rework if any mistakes are found un-matching the design specifications and requirements	1	1	-	-
<i>undertaking preventive maintenance</i>	<b>3</b>	<b>3</b>	-	-
<b>PC34.</b> ensure general maintenance of the machine	1	1	-	-
<b>PC35.</b> ensure no shut down of machines due to improper maintenance	1	1	-	-
<b>PC36.</b> perform regular cleaning process as prescribed by the manufacturer	1	1	-	-
<i>achieving quality standards</i>	<b>3</b>	<b>7</b>	-	-
<b>PC37.</b> ensure a proper finish as per requirement	1	1	-	-
<b>PC38.</b> ensure to stamp or punches die the target number of pieces	1	4	-	-
<b>PC39.</b> ensure the output delivered is defect free and hazard free	1	2	-	-
<b>NOS Total</b>	<b>39</b>	<b>61</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	HCS/N2803
<b>NOS Name</b>	Perform stamping on the metal surface
<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Metalware
<b>Occupation</b>	Metal Casting and Stamping
<b>NSQF Level</b>	4
<b>Credits</b>	8
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQC Clearance Date</b>	18/02/2025

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

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

## Qualification Pack

### Minimum Aggregate Passing % at QP Level : 70

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

### Minimum Passing % at NOS Level: 50

(Please note: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

## Assessment Weightage

### Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N8507.Entrepreneurship skills for Metal craft artisan	40	60	-	-	100	10
HCS/N9901.Coordinate with colleagues and work as a team	35	65	0	0	100	10
HCS/N9913.Maintain health, safety and security at workplace	30	70	-	-	100	10
HCS/N9903.Maintain Personal Hygiene	27	73	0	0	100	10
HCS/N9904.Basic Business Management	35	65	0	0	100	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
<b>Total</b>	<b>187</b>	<b>363</b>	<b>0</b>	<b>0</b>	<b>550</b>	<b>60</b>

### Elective: 1 Carry out the process of engraving

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N2902.Perform pre engraving requirements	36	64	-	-	100	20

### Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N2903.Engrave design on the metal surface	28	72	-	-	100	20
<b>Total</b>	<b>64</b>	<b>136</b>	<b>-</b>	<b>-</b>	<b>200</b>	<b>40</b>

Elective: 2 Carry out the process of stamping

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N2803.Perform stamping on the metal surface	39	61	-	-	100	40
<b>Total</b>	<b>39</b>	<b>61</b>	<b>-</b>	<b>-</b>	<b>100</b>	<b>40</b>

## Qualification Pack

### Acronyms

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

## Qualification Pack

### Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
<b>Scope</b>	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	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.