

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR RUBBER INDUSTRY

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack- General Worker (RSS Trading)

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Natural Rubber (NR) Plantation

OCCUPATION: Production - NR

REFERENCE ID: RSC/ Q 6102

ALIGNED TO: NCO-2004/NIL

Brief Job Description: The main job of a worker associated with the trading and marketing firm dealing in RSS includes loading, unloading, weighing bundling and labeling of different grades of sheet rubber and field coagulum.

Personal Attributes: He should be healthy enough to load/unload sheet rubber bundles of 50 kg. He should also be able to handle field coagulum brought by the farmers. He should have good sense of cleanliness.

Qualification Pack for General Worker (RSS Trading)

Job Details

Qualifications Pack Code	RSC/ Q 6102		
Job Role	General Worker (RSS Trading)		
Credits(NSQF)	TBD	Version number	1.0
Sector	Rubber Industry	Drafted on	14/05/15
Sub-sector	Natural Rubber Plantation	Last reviewed on	14/05/15
Occupation	Production- NR	Next review date	14/05/16
NSQC Cleanance on	20/07/2015		

Job Role	General Worker (RSS Trading)
Role Description	The main job for a worker associated with the trading and marketing firm dealing in RSS includes loading, unloading, weighing and bundling of RSS and field coagulum.
NSQF level	3
Minimum Educational Qualifications*	Class VIII and above
Maximum Educational Qualifications*	NA
Training (Suggested but not mandatory)	NA
Minimum Job Entry Age	18 years
Experience	Minimum 3 months experience in a rubber dealer's shop
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> RSC/ N 6102 Carry out loading, unloading, weighing and bundling of sheets RSC/ N 5001 To carry out housekeeping <p>Optional: NA</p>
Performance Criteria	As described in the relevant OS units

Qualification Pack for General Worker (RSS Trading)

Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job Role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
OS	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
NOS	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard , which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills or Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working 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.
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National Occupational Standard



Overview

This unit is about carrying out safe loading/unloading of sheet rubber bundles and field coagulum as well as packing sheet rubber and field coagulum as per customer requirements and operating platform / electronic balance.

Carry out loading, unloading, weighing and bundling of sheet.

National Occupational Standard

Unit Code	RSC/N 6102
Unit Title (Task)	Carry out loading, unloading, weighing and bundling of sheets
Description	This unit is about carrying out safe loading/unloading of sheet rubber bundles and field coagulum as well as packing sheet rubber as per customer requirements and operating platform / electronic balance.
Scope	This unit covers the following tasks: <ul style="list-style-type: none"> • Sheet Handling • Undertake doping /packing of rubber in polythene sheets • Removal and segregation of impurities from sheets
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Sheet Handling	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Identify different grades of rubber sheets</p> <p>PC 2. Assess the quality of rubber sheet</p> <p>PC3. Load/unload rubber sheets</p> <p>PC4. Weigh it scientifically using platform/electronic balance</p> <p>PC5. Stack the sheets/field coagulum properly</p> <p>PC6. Perform his job with minimum damage/wastage</p>
Packaging	<p>PC7. Ensure the availability of packaging material</p> <p>PC8. Weigh rubber sheets correctly and bundle/ pack it properly</p> <p>PC9. Undertake doping /packing of rubber in polythene sheets</p> <p>PC10. Carry out labelling on packaged sheets</p>

Carry out loading, unloading, weighing and bundling of sheet.

<p>Improving Quality</p>	<p>PC11.Cutting and removing undried portions/portions with impurities to improve the grade of the sheets</p> <p>PC12.Segregating impurities</p> <p>PC13.Proper disposal of removed portions/impurities</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The objectives of the trader and act accordingly.</p> <p>KA2. He should understand the trends in rubber sheet market</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Basic knowledge of operation of platform/electronic balance</p> <p>KB2. Basic knowledge of grading and different grades of rubber sheets, packing and stacking etc.</p> <p>KB3. Basic knowledge about the quality of rubber sheet, its dryness, contamination etc.</p>
<p>Skills (S) (Optional)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write / label the bundles</p> <p>SA2. Apply basic arithmetics in his day to day work</p>
	<p>Reading Skills</p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Follow the instructions</p> <p>SA4. Read tags and labels</p>	

Carry out loading, unloading, weighing and bundling of sheet.

	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. Listen and communicate with superiors and customers
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Take appropriate decisions regarding processing steps in view of changing quality and availability of raw materials and finished goods.
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. seek clarification on problems from others SB3. apply problem-solving approaches in different situations SB4. refer anomalies to the line manager
	Customer Centricity
	The user/individual on the job needs to know and understand how to: NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB 5. Interpret quality for sheet SB 6 . Suggest improvements(if any) in process/product/materials based on results and experience
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB8. deal with clients lacking the technical background to solve the problem on their own identify immediate or temporary solutions to resolve delays
Critical Thinking	
The user/individual on the job needs to know and understand how to:	

Carry out loading, unloading, weighing and bundling of sheet.

	<p>SB9. Handle equipment/rubber sheet SB6. seek clarification on problems from others</p> <p>SB10. apply problem-solving approaches in different situations</p> <p>SB11. refer anomalies to the line manager</p>
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Carry out loading, unloading, weighing and bundling of sheet.

NOS Version Control

NOS Code	RSC /N 6102		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	14/05/15
Industry Sub-sector	Natural Rubber Plantation	Last reviewed on	14/05/15
Occupation	Production - NR	Next review date	14/05/16



National Occupational Standard



Overview

This unit is about carrying out housekeeping

Carry Out Housekeeping Activities

Unit Code	RSC / N 5001
Unit Title (Task)	To carry out housekeeping
Description	This unit is about carrying out housekeeping activities
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparing for housekeeping activities • Carry out housekeeping activities • Post housekeeping activities
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Pre housekeeping activities	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Inspect the area while taking into account various surfaces</p> <p>PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain</p> <p>PC3. Ensure that the cleaning equipment is in proper working condition</p> <p>PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person</p> <p>PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces</p> <p>PC6. Inform the affected people about the cleaning activity</p> <p>PC7. Display the appropriate signage for the work being conducted</p> <p>PC8. Ensure that there is adequate ventilation for the work being carried out</p> <p>PC9. Wear the personal protective equipment required for the cleaning method and materials being used</p>
Operations	<p>PC10. Use the correct cleaning method for the work area, type of soiling and surface</p> <p>PC11. Carry out cleaning activity without disturbing others</p>

Carry Out Housekeeping Activities

	<p>PC12. Deal with accidental damage, if any, caused while carrying out the work</p> <p>PC13. Report to the appropriate person any difficulties in carrying out your work</p> <p>PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill</p>
Post housekeeping activities	<p>PC15. Ensure that there is no oily substance on the floor to avoid slippage</p> <p>PC16. Ensure that no scrap material is lying around</p> <p>PC17. Maintain and store housekeeping equipment and supplies</p> <p>PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process</p> <p>PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements</p> <p>PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored</p> <p>PC21. Dispose the waste garnered from the activity in an appropriate manner</p> <p>PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly</p>
General	<p>PC23. Maintain schedules and records for housekeeping duty</p> <p>PC24. Replenish any necessary supplies or consumables</p>
Knowledge and Understanding (K)	
A. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The levels of hygiene required by workplace and why it is important to maintain them during your work</p> <p>KB2. How to inspect a work area to decide what cleaning it needs</p> <p>KB3. Methods and materials that used for cleaning variety of surfaces</p> <p>KB4. The types of cleansing agents that are not to be mixed together</p> <p>KB5. The correct method for cleaning equipment and/or machinery used during your work</p>

Carry Out Housekeeping Activities

	<p>KB6. The importance of personal protective equipment</p> <p>KB7. Appropriate personal protective equipment for the work area, cleaning equipment, tools, materials and chemicals used</p> <p>KB8. The correct sequence for cleaning the work area</p> <p>KB9. The time taken by the treatment to work</p> <p>KB10. The importance of following manufacturer's instructions on cleaning agents</p> <p>KB11. The most appropriate place to carry out test cleans and why this should be done before applying treatments</p> <p>KB12. The importance of applying treatments evenly and the effect of not doing this</p> <p>KB13. Process of cleaning the surfaces without causing injury or damage</p> <p>KB14. The method to check the treated surface and equipment on completion of cleaning</p> <p>KB15. Procedures for reporting any unidentified soiling</p> <p>KB16. Procedures for disposing off waste</p> <p>KB17. Procedures for disposing off or storing personal protective equipment</p> <p>KB18. Escalation procedures for soils or stains that could not be removed</p>
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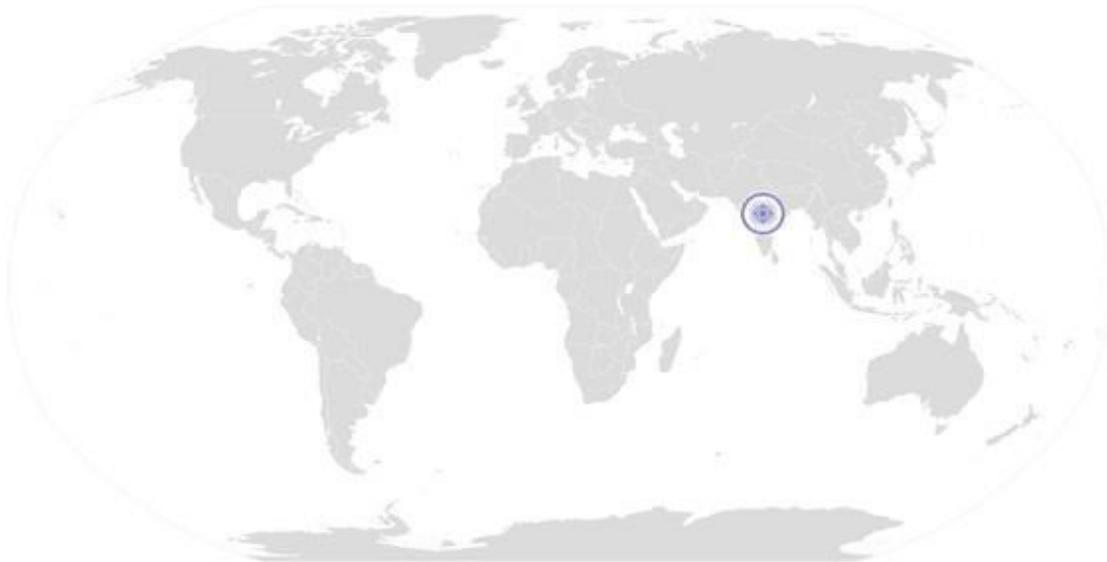
Skills (S)

A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Construct simple sentences and express ideas clearly through written communication</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in required format of the company</p> <p>SA3. Write simple letters, mails, etc</p> <p>SA4. Perform functional mathematical operations, including apply basic mathematical principles, such as numbers and space, and techniques such as estimation and approximation, for practical purposes</p>
	Reading Skills
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc</p> <p>SA6. Read images, graphs, diagrams</p> <p>SA7. Understand the various coding systems as per company norms</p>

Carry Out Housekeeping Activities

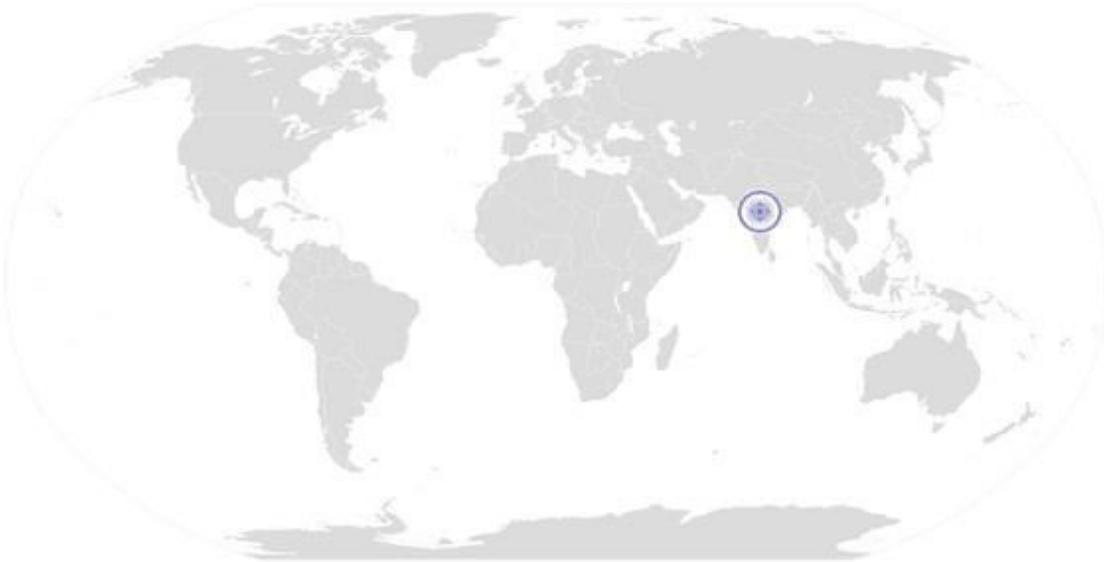
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. Express statements, opinions or information clearly so that others can hear and understand</p> <p>SA9. Respond appropriately to any queries</p> <p>SA10. Communicate with supervisor</p> <p>SA11. Communicate with upstream and downstream teams</p> <p>SA12. Work in a team and other behavioral skills required to support the small group activities (Quality Circle, Cross Functional Team, Suggestion Scheme)</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take appropriate decisions regarding processing steps in view of changing quality and availability of raw materials and finished goods.</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. seek clarification on problems from others</p> <p>SB3. apply problem-solving approaches in different situations</p> <p>SB4. refer anomalies to the line manager</p>
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>NA</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB 5. Interpret quality for sheet</p> <p>SB 6 . Suggest improvements(if any) in process/product/materials based on results and experience</p>
Analytical Thinking	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB8. deal with clients lacking the technical background to solve the problem on their own identify immediate or temporary solutions to resolve delays</p>	

	Critical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Handle equipment/rubber sheet SB6. seek clarification on problems from others</p> <p>SB10. apply problem-solving approaches in different situations</p> <p>SB11. refer anomalies to the line manager</p>



NOS Version Control

NOS Code	RSC /N 5001		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	20/03/14
Industry Sub-sector	Natural Rubber Plantation	Last reviewed on	05/05/14
Occupation	Production - NR	Next review date	05/05/15



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role General worker- RSS

Qualification Pack RSC/ Q 6102

Sector Skill Council Rubber Skill Development Council

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each 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 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 this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessment Strategy			Marks Allocation		
NOS	Elements	Performance Criteria	Total	Theory	Practical
RSC/ N 6102(Carry out loading, unloading, weighing and bundling of sheets)	Sheet Handling	PC1. Identify different grades of rubber sheets	17	6	11
		PC 2. Assess the quality of field coagulum	9	3	6
		PC3. Load/unload rubber sheets and field coagulum	14	0	14
		PC4. Weigh it scientifically using platform/electronic balance	11	3	9
		PC5. Stack the sheets/field coagulum properly	6	3	3
		PC6. Perform his job with minimum damage/wastage	4	1	3
	Packaging	PC7. Ensure the availability of packaging material	3	1	1
		PC8. Weigh rubber sheets correctly and bundle/ pack it properly	9	0	9
		PC9. Undertake doping /packing of rubber in polythene sheets	6	0	6
		PC10. Carry out labelling on packaged sheets	6	0	6
	Improving Quality	PC11. Cutting and removing undried portions/portions with impurities to improve the grade of the sheets	6	0	6
		PC12. Segregating impurities from field coagulum	6	3	3
		PC13. Proper disposal of removed portions/impurities	4	1	3
			100	21	79

RSC / N 5001(To carry out housekeep ing)	Pre housekeepin g activities	PC1. Inspect the area while taking into account various surfaces	7	7	0
		PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain	13	0	13
		PC3. Ensure that the cleaning equipment is in proper working condition	3	0	3
		PC4. Select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person	13	0	13
		PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces	3	0	3
		PC6. Inform the affected people about the cleaning activity	3	3	0
		PC7. Display the appropriate signage for the work being conducted	3	0	3
		PC8. Ensure that there is adequate ventilation for the work being carried out	3	0	3
		PC9. Wear the personal protective equipment required for the cleaning method and materials being used	7	0	7
	Operations	PC10. Use the correct cleaning method for the work area, type of soiling and surface	7	7	0
		PC11. Carry out cleaning activity without disturbing others	0	0	0
		PC12. Deal with accidental damage, if any, caused while carrying out the work	3	0	3
		PC13. Report to the appropriate person any difficulties in carrying out the work	3	3	0
		PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill	0	0	0
	Post housekeepin g activities	PC15. Ensure that there is no oily substance on the floor to avoid slippage	3	0	3
		PC16. Ensure that no scrap material is lying around	3	3	0
		PC17. Maintain and store housekeeping equipment and supplies	3	0	3
		PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process	3	0	3
		PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements	3	0	3
		PC20. Return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored	3	0	3
		PC21. Dispose off the waste generated from the activity in an appropriate manner	3	0	3
		PC22. Dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly	0	0	0
	General	PC23. Maintain schedules and records for housekeeping duty	7	0	7
		PC24. Replenish any necessary supplies or consumables	0	0	0

			100	23	77
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