

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

Qualification Pack – Executive Procurement-RSS Trading

SECTOR: RUBBER INDUSTRY

SUB-SECTOR: Natural Rubber (NR) Plantation

OCCUPATION: Sales & Marketing

REFERENCE ID: RSC/ Q 6303

ALIGNED TO: NCO-2004/Nil

Brief Job Description: Executive Procurement-RSS Trading is responsible for the procurement of all the items related to operations of the factory which includes raw material (Rubber Wood), chemicals, tools and spares etc.

Personal Attributes: He should be an honest person with absolute integrity and sound knowledge about rubber wood processing. He should have good negotiating and communication skills. He should be very active and observant about the current market trends so as to procure the material at the best competitive prices.

Qualifications Pack for Executive (Procurement)

Job Details	Qualifications Pack Code	RSC/Q 6303		
	Job Role	Executive Procurement-RSS Trading		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Rubber industry	Drafted on	22/06/2015
	Sub-sector	Natural Rubber (NR) Plantation	Last reviewed on	22/06/2015
	Occupation	Sales & Marketing	Next review date	22/06/2017
	NSQC Clearance on	20/07/2015		

Job Role	Executive Procurement-RSS Trading
Role Description	Executive Procurement-RSS Trading is responsible for the procurement of all the items related to operations of the factory which includes raw material (Rubber Wood), chemicals, tools and spares etc.
NSQF level	4
Minimum Educational Qualifications*	Class XII - Preferred
Maximum Educational Qualifications*	NA.
Training (Suggested but not mandatory)	Training in procurement management by a competent authority.
Minimum Job Entry Age	18 years
Experience	Minimum 1 year experience in purchase activities
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> RSC /N 6304 (Procurement activity) RSC/N 5010 Documentation and office management Optional: <ol style="list-style-type: none"> NA
Performance Criteria	As described in the relevant OS units

Qualifications Pack for Executive (Procurement)

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.

National Occupational Standard



Overview

The unit is about purchase of various materials in a rubber wood processing factory.

Unit Code	RSC/N 6304
Unit Title (Task)	Procurement Activity
Description	The unit is about purchase of various materials in a rubber wood processing factory.
Scope	This unit covers the following tasks: <ul style="list-style-type: none"> • Planning and Scheduling • Purchasing • Quality Assessment • Market Trends • Relationship
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Planning and Scheduling	To be competent, the user/individual on the job must be able to: PC1. Actively participate in planning and control of production to plan and schedule purchases accordingly. PC2. Consider the consumption pattern of chemicals and other raw materials in purchase plans PC3. Prepare schedule of purchase of raw material and other inputs keeping enough stock of material for manufacturing of the product without interruption of the working of Factory. PC4. Plan machinery purchases as per the requirement (capacity increase as orders increases, outdated machine replacement etc) PC5. Report the purchase requirement of machinery parts or other material for repair/maintenance of equipment/machinery to the higher authority for approval
Purchasing	PC6. Procure the raw material, tools and machinery at competitive rate PC7. Organize purchase of machinery parts or other material for repair/maintenance of equipment/machinery PC8. Proficiently use knowledge in computer applications for procurement at competitive rates.
Quality Assessment	PC9. Assess the quality of all the material procured for processing operation PC10. Get the replacement of material not confirming to the standards accepted by the firm.
Market Trends	PC11. Keep a close watch on prevailing market trends with respect to price variations, quality changes, innovations etc. PC12. Use the updated information on market trends to maximize profit in undertaking purchases PC13. Apply knowledge of Taxes, Duties, quality standards etc. while

	carrying out transactions
Relationship	<p>PC14. Take into account customer requirements and act accordingly</p> <p>PC15. Maintain good rapport with vendors</p> <p>PC16. Correspond effectively with management, staff, workers and suppliers</p> <p>PC17. Maintain good contacts in the market to receive any new information influencing the time, quantity and source of procurement</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The objectives and functioning of the factory.</p> <p>KA2. Functioning of the factory and the organizational structure and span of control</p> <p>KA3. Quality policies of the management</p> <p>KA4. The production targets and schedule</p> <p>KA5. Inventory requirements for the firm at any given time</p> <p>KA6. Implications of tax and duty structure and guidelines of Rubber Act, BIS / ISI rules etc.</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Basic knowledge in the processing methods for rubber wood</p> <p>KB2. Production capacity of the factory and requirements of equipment set-up and raw material for achieving the same.</p> <p>KB3. Annual/monthly/daily/shift production targets and raw material and utility requirements</p> <p>KB4. Customer requirement on the quality of the product</p> <p>KB5. National/International specifications for the product</p> <p>KB6. Quality management and control systems for rubber wood</p> <p>KB7. Various environment regulations related to rubber wood processing</p> <p>KB8. Good manufacturing practices</p> <p>KB9. Current market trends in Rubber wood in India and abroad</p> <p>KB10. Basic knowledge in accountancy and computing.</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Note down all the details regarding different requirements, purchases and details of production and maintain purchase register.</p> <p>SA2. Write in English and local language.</p> <p>SA3. Write memos, notices and other letters to various agencies</p> <p>SA4. Prepare reports, charts and agreements</p>

	<p>SA5. Calculate the volume of Round logs</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Read periodicals, articles and informative writings on rubber wood processing, specification of raw material and products, market reports, etc in English and local language</p> <p>SA7. Read and understand various notifications/letters from regulatory agencies and government</p> <p>SA8. Read and understand relevant Acts and Rules and amendments thereof.</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA9. Be a good listener to any new information being introduced in his field.</p> <p>SA10. Communicate the latest trends and details of day to day activities to the management.</p> <p>SA11. Communicate effectively with vendors/clients and address market and vendors/clients issues through oral communication.</p> <p>SA12. Speak in English and local language.</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:-</p> <p>SB1. Take decision on inventories on the basis of requirement/availability</p> <p>SB2. Take decisions on rescheduling purchases in case of sudden change in market prices, problems arising out of labour unrest, unexpected break down of machinery etc.</p> <p>SB3. Take diplomatic decisions while handling vendors complaints.</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:-</p> <p>SB4. Plan inventories according to the firm's production schedule.</p> <p>SB5. Plan purchases taking into account raw material and utility availability</p> <p>SB6. Arrange for timely preventive maintenance of equipment/machinery to ensure minimum down time</p> <p>Customer Centricity</p> <p>Not directly related</p> <p>Problem Solving</p>

	<p>The user/individual on the job needs to know and understand how to: SB7. Deal with market fluctuations, price variations, raw material availability and should be capable of solving any sudden and unexpected problems.</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to: SB8. Analyze quality to price ratios. SB9. Analyze market trends and advise the Management to schedule procurement and production programme for maximum profitability.</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to: SB12. Consider every issue of related to procurement of raw material, machinery and other inputs affecting the functioning of the factory and take appropriate decisions and/or report to the management for guidance.</p>

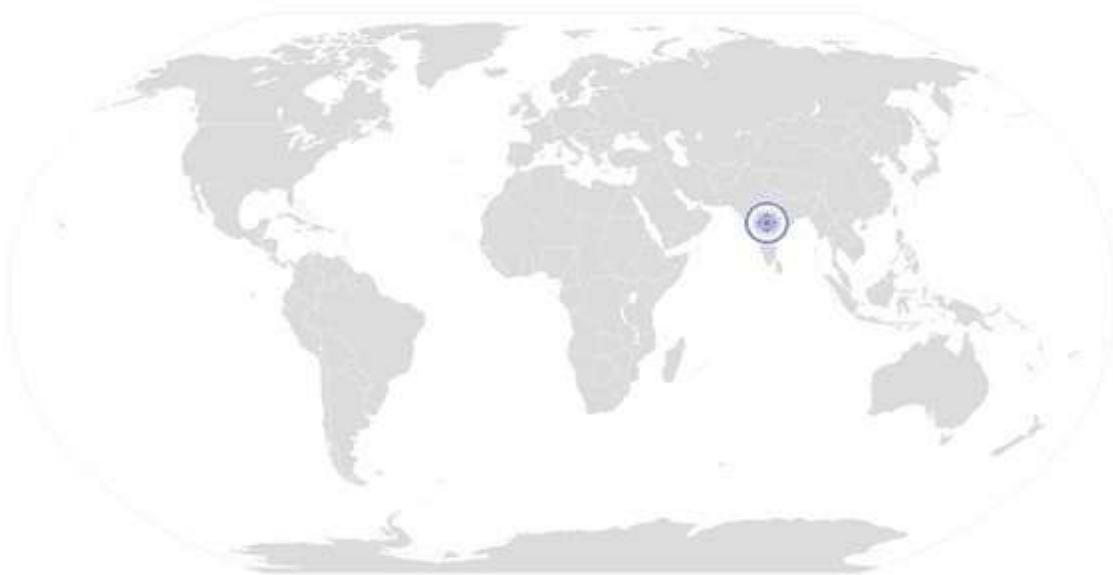


NOS Version Control

NOS Code	RSC / N 6304		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber (NR) Plantation	Last reviewed on	22/06/2015
Occupation	Sales & Marleting	Next review date	22/06/2017



National Occupational Standard



Overview

This unit is about Documentation & Office Management.

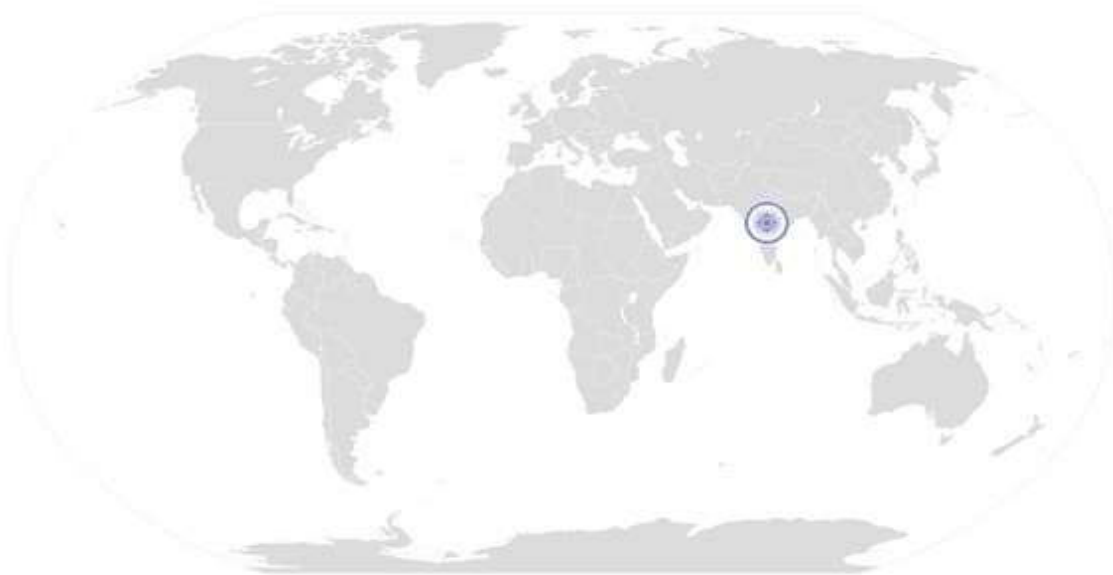
Unit Code	RSS/ N 5010
Unit Title (Task)	Documentation & Office Management
Description	This unit is about documentation & office management.
Scope	<p>This unit/task covers the following tasks:</p> <ul style="list-style-type: none"> • Office management • Account maintenance • Balance sheet & budget preparation • Input/equipment purchase & management • Data collection, analysis and documentation
Performance Criteria(PC) w.r.t. the scope	
Element	Performance Criteria
Office management	<p>To be competent, the individual on the job must be able to know and understand –</p> <p>PC1. General office procedures PC2. Record keeping and file maintenance PC3. Leave and allowance/wages rules PC4. Rules regarding workers’ benefits PC5. Monitor office activities PC6. Maintenance of punctuality and discipline in the factory</p>
Account maintenance	<p>PC7. Dealing cash/effecting payments PC8. Proper accounting and book keeping PC9. Regulating expenditure as per fund allocation PC10. Income and expenditure statement preparation PC11. Profit/loss statements PC12. Operating bank account PC13. Disbursement of salary/wages</p>
Balance sheet & budget Preparation	<p>PC13. Annual budget preparation as per target PC14. Annual balance sheet preparation PC15. Annual EPF statements & other statutory statements</p>
Input/equipment purchase & management	<p>PC16. Assessment of input & equipment requirement PC17. Arrange for purchase, effective utilization & management of the resources PC18. Records of sales and purchases</p>

Data collection, analysis & documentation	PC19. Collection and recording of all data PC20. Compilation, analysis and documentation PC21. Documentation for publication, reporting and recording for future reference PC22. Correspondence with vendors, clients, govt. agencies and public PC23. Document notifications/letters from Government agencies and management
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. Efficient management of office activities KA2. Planning and organizing activities through administrative and financial management KA3. Analyzing shortfall/achievement for further improvement KA4. Documentation for self-awareness and publication
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Office management procedures KB2. Finance management procedures KB3. Labour Act and Rules, welfare schemes etc. KB4. Insurance schemes KB5. EPF and other service rules KB6. Data collection, analysis and documentation KB7. Computer application- data processing, report typing etc.
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Express ideas clearly through written document SA2. Prepare letters, mails and other documents for communication SA3. Prepare proposals, feedback to higher authorities SA4. Correspond with other institutions/department SA5. Report writing, computerization
	Reading Skills
The user/individual on the job needs to know and understand how to: SA6. Read and understand the contents published in scientific journals, manuals, newspaper and other publications SA7. Read, understand and interpret various rules, schemes etc. SA8. Read and understand images, graphs, charts, diagrams etc. SA9. Read and understand articles and interpret	

Documentation & Office management

	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA10. Be a good communicator. SA11. Express statements, opinions or information clearly so that the receiver can hear and understand SA12. Respond appropriately to queries SA13. Communicate effectively to supervisors, employees and clients</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to</p> <p>SB1. Arrive at proper decisions according to various situations</p>
	Plan and Organize
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Plan the seasonal activities on priority basis SB3. Fix up tasks and allotment of the same SB4. Assign tasks to suitable persons SB5. Motivate them for better output and time bound completion of tasks SB6. Monitor the progress</p>
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Correspond effectively with clients relating to product delivery, payment and for communicating any other information.</p>
	Problem Solving
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Solve problems related to documentation and office management SB9. Solve problems related to transportation, loading, unloading etc. SB10. Solve problems related to equipment and supply of inputs SB11. Solve problems among colleagues SB12. Diagnose problems and nip in the bud stage itself</p>
Analytical Thinking	

	The user/individual on the job needs to know and understand how to: SB13. Suggest improvement over the present documentation and office management system
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB14. Take appropriate action/seek expert opinion to overcome critical situations



NOS Version Control

NOS Code	RSC / N 5010		
Credits(NSQF)	TBD	Version number	1.0
Industry	Rubber Industry	Drafted on	22/06/2015
Industry Sub-sector	Natural Rubber (NR) Plantation	Last reviewed on	22/06/2015
Occupation	Sales & Marleting	Next review date	22/06/2017



CRITERIA FOR ASSESSMENT OF TRAINEES

Subsector	Executive Procurement-RSS Trading
Qualification Pack	RSC/ Q 6303
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

			Marks Allocation		
Nos	Element	Description	Total	Theory	Practical
RSC / N 6304 Field Coagulum Processing	Equipment and Raw Material Readiness	PC 1. Follow equipment preparation process as per instructions	4	2	2
		PC2. Ensure the cleanliness of machine before commencing the processing operation.	6	2	4
		PC 3. Ensure that no delays are caused as a result of improper preparation	6	2	4
		PC4. Perform loading and unloading of raw material properly	6	2	4
		PC5. Ensure the availability of raw material as per the production requirement	8	4	4
	Operational Assistance	PC6. Assist in providing the tools and equipments required during processing operation	7	2	5
		PC7. Follow the instructions of the operators, supervisors etc. to assist in varied jobs for processing operations	8	4	4
		PC8. Report on any malfunctioning of equipment to the concerned person	6	4	2
		PC9. Ensure cleanliness in the workplace by carrying out periodic housekeeping work	6	2	4
		PC10. Ensure minimum wastage of materials and utilities.	8	4	4

		PC11.Help in the process of sorting, grading, packaging and storage whenever and wherever required	8	4	4
		PC12.Help in the movement of products and documents from one section to another	6	2	4
		PC13.Dispose off waste material as directed by the supervisor	6	2	4
	Repair and Maintenance	PC15.Help in maintenance of the machines	5	2	3
		PC16.Help in the repair work	4	0	4
		PC17.Carry tools and equipments for the maintenance work	6	2	4
			100	40	60
RSC/N 5001 To carry out housekeeping	Pre housekeeping activities	PC1. Inspect the area while taking into account various surfaces	6	2	4
		PC2. Identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain	4	2	2
		PC3. Ensure that the cleaning equipment is in proper working condition	5	2	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	4	0	4
		PC5. Plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces	6	2	4
		PC6. Inform the affected people about the cleaning activity	4	0	4
		PC7. Display the appropriate signage for the work being conducted	5	2	3
		PC8. Ensure that there is adequate ventilation for the work being carried out	4	2	2
		PC9.Wear the personal protective equipment required for the cleaning method and materials being used	5	2	3
	Operations	PC10. Use the correct cleaning method for the work area, type of soiling and surface	4	2	2
		PC11. Carry out cleaning activity without disturbing others	5	1	4
		PC12. Deal with accidental damage, if any, caused while carrying out the work	2	0	2
		PC13. Report to the appropriate person any difficulties in carrying out the work	4	1	3

		PC14. Identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill	4	1	3
	Post housekeeping activities	PC15. Ensure that there is no oily substance on the floor to avoid slippage	6	2	4
		PC16. Ensure that no scrap material is lying around	4	0	4
		PC17. Maintain and store housekeeping equipment and supplies	4	2	2
		PC18. Follow workplace procedures to deal with any accidental damage caused during the cleaning process	2	0	2
		PC19. Ensure that, on completion of the work, the area is left clean and dry and meets requirements	3	1	2
		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	5	2	3
		PC21. Dispose off the waste generated from the activity in an appropriate manner	4	0	4
		PC22. Dispose of used and un-used solutions according to manufacturer's	4	2	2
	General	PC23. Maintain schedules and records for housekeeping duty	4	2	2
		PC24. Replenish any necessary supplies or consumables	2	0	2
			100	30	70
RSC/N 5007 Health & Safety	Maintain a clean and efficient workplace	PC1. Undertake basic safety checks before operation of all machinery and equipment and report hazards to the appropriate supervisor	2	2	0
		PC2. Work for which protective clothing or equipment is required is identified and the appropriate protective clothing or equipment is used in performing these duties in accordance with workplace policy.	4	2	2
		PC3. Read and understand the hazards of use and contamination mentioned on the labels of chemicals, utilities etc	2	2	0
		PC4. Prior to performing manual handling jobs, risk is assessed and work is carried out according to currently recommended safe practices.	4	2	2
		PC5. Use equipment and materials safely and correctly and return the same to designated storage	4	2	2

	when not in use.			
	PC6.Dispose off waste safely and correctly in a designated area.	2		2
	PC7. Risks to by standers are recognized and action taken to reduce risk associatedwith jobs in the workplace.	6	2	4
	PC8. Perform work in a manner which minimizes environmental damage.	4	2	2
	PC9. All procedures and work instructions for controlling risk are followed closely.	6	2	4
	PC10.Report any accidents, incidents or problems without delay to an appropriate person and take immediate necessary action to reduce further danger.	6	2	4
Render appropriate emergency procedures	PC11.Follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency.	4	2	2
	PC12.Follow emergency procedures as per company standards and workplace requirements.	4	2	2
	PC13.Use Emergency equipment in accordance with manufacturers' specifications and workplace requirements.	2	2	0
	PC14. Provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques.	4	0	4
	PC15. Recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate.	2	0	2
	PC16. Dispose off medical waste in accordance with workplace requirements.	3	0	3
	PC17.Report details of first aid administered in accordance with work place procedures.	4	2	2
Maintain standard safety procedures at the workplace	PC18. Comply with general safety procedures of the company.	2	2	0
	PC19. Follow standard safety procedures while handling equipment, hazardous material or tool.	2	0	2
	PC20. Check parts of the workplace and take preventive actions like spraying and other steps to protect from leakages, water logging, pests, fire, pollution, etc.	4	2	2
	PC21. Ensure no accidents and damages at the workplace, reporting of any breach of company safety procedure.	4	2	2

	PC22. Keep the workplace organized, swept, clean and hazard free.	4	2	2
Participate in safety awareness campaigns	PC23. Attend fire drills and other safety related workshops organized at the workplace	2	0	2
	PC24. Be aware of first aid, evacuation and emergency procedures.	2	0	2
	PC25. Be alert of any events and do not be negligent to any safety procedures to be followed	2	0	2
Understand potential sources of accidents	PC26. Avoid accidents while using hazardous chemicals, machines, sharp tools and equipment	4	2	2
Use safety gears to avoid accidents	PC27. Use safety materials such as protective gear, goggles, caps, shoes, etc. (as applicable with workplace)	6	2	4
	PC28. Handle heavy and hazardous materials with care and using appropriate tools and handling equipment such as trolleys, ladders	5	2	3
		100	40	60