

Nepal Industrial and Business Sector **Occupational Standard (OS)** Of Natural Fiber and Lump Crafter Level-2 (Foreman Level)



In jointly implemented by

Occupational Classification Linkage with NSCO:

Occupational Title: Natural Fiber and Lump Crafter

Level: 2 (Foreman Level)

Sector: Agriculture

Sub – Sector: Natural Fiber

OSS ID No.: Ag-07-078

Major Group: 7

Sub-major Group: 73

Minor Group: 731

Unit Group: 7317

Occupation Specific Employers Panel:

S.N.	Name	Designation	Organization
1.	Dibya Tara Tuladhar	Proprietor	Annapurna Handicraft
2.	Ram Lal Awale	Proprietor	Mountain Leather Craft
3.	Ganesh Aidi	Owner	National Allo Entrepreneurs Association Nepal
4.	Ram Kali Khadka	Owner	Pokhara Women Skill Development Pvt. Ltd.
5.	Krishna Nanda Joshi	Owner	Api Nampal Allo Udhog
6.	Rajesh Koirala	Owner	Nepal Apparels & Natural Fiber Pvt. Ltd
7.	Letar Bahadur KC	Proprietor	Rapti Handmade Paper Product, Rukum
8.	Nimto Sherpa	Owner	Tibetan Handicraft Paper Pvt. Ltd
9.	Benu Das Shrestha	Proprietor	Jagirti Nepali Handmade Paper Products, Sindhupalchok
10.	Chakramani Devkota	Owner	Dev Chakra Expert Pvt. Ltd
11.	Kiran Dangol	Owner	Nepal Handmade Paper Association
12.	Radha Krishna Dhaubadel	Owner	Eco Craft

Occupation Specific Expert Workers Panel:

S.N.	Name	Designation	Organization
1.	Ms. Bimala Joshi	Expert worker	Api Nampal Allo Udhog
2.	Mr. Narayan B. Khadka	Expert worker	Raghupati Jute Mills Pvt. Ltd.
3.	Mr. Jiba Chhiring Sherpa	Expert worker	Tibetan Handicraft Paper Pvt. Ltd.
4.	Ms. Sita Poudel Thapa	Expert worker	Pokhara Womens Skill Development Pvt. Ltd.
5.	Mr. Mohan Singh Rokaya	Expert worker	Himalaya Nettle Udhog.
6.	Mr. Pare Khadka	Expert worker	Malika Allo Proasodhan Tatha Dhago Udhog
7.	Mr. Janga B. Rai (Kulung)	Expert worker	Himalayan Allo Tatha Suti Kapada Udhog
8.	Mr. Nabaraj Lamichhane	Expert worker	Jugal Nepali Handmade Paper Industry
9.	Mr. Santosh Karki	Expert worker	Nepal Apparels & Natural Fiber
10.	Mr. Bharat B. Aidi	Expert worker	Forestry Hemp Bag Udhog
11.	Mr. Angur Baba Subedi	Expert worker	Dev Chakra Exports
12.	Ms. Mira Hamal	Expert worker	Rapti Handpaper Products

OS Development Workshop Facilitated by:

S.N.	Name	Designation	Organization
1.	Mr. Harischandra Sapkota	Facilitator	Freelance
2.	Ms. Srijana Katuwal	Co-facilitator / Recorder	Freelancer

OS Reviewed by ELMS Agriculture Sector Working Group:

S.N.	Name	Designation	Organization
1.	Mr. Krishna Prasad Adhikari	Advisor, Export Promotion Committee	CNI
2.	Mr. Govinda Ghimire	Vice President	FNCCI
3.	Ms. Shanta Banskota Koirala	Secretary General, Woman Entrepreneur Committee	FNCSI
4.	Mr. Khemraj Kafle	Agriculture Sector Expert	ELMS

OS Verified by ELMS Technical Advisory Committee:

S.N.	Name	Designation	Organization
1.	Dr. Mahesh Nath Parajuli	Professor	KU
2.	Mr. Kul Bahadur Phadera	Under secretary	MoEST
3.	Mr. Pravat Uprety	Associate Prof.	TU
4.	Mr. Kishor KC	Statistics Officer	CBS
5.	Ms. Sarada Ghimire	Dy. Director	CTEVT, Curriculum Div.
6.	Mr. Keshab Ghimire	Dy. Director	CTEVT, NSTB

OS Recommended by ELMS Coordination Committee:

S.N.	Name	Designation	Organization
1.	Mr. Rabin Kumar Shrestha	Focal Person/Ex EC member	FNCCI
2.	Mr. Sumit Kumar Kedia	Executive committee member	FNCCI
3.	Mr. Birendra Raj Pandey	Vice –president	CNI
4.	Mr. Megh Nath Neupane	Senior Consultant	CNI
5.	Ms. Shobha Gurung	Vice president	FNCSI
6.	Mr. Mohan Katuwal	Vice president	FNCSI
7.	Mr. Binayak Shah	Senior-vice president	HAN
8.	Mr. Sajjan Shakya	Secretary General	HAN
9.	Mr. Nicholas Pandey	Senior Vice President	FCAN
10.	Mr. Roshan Dahal	General Secretary	FCAN

OS Approved by ELMS Board:

S.N.	Name	Designation	Organization
1.	Mr. Shekhar Golchha	Head of the organization	FNCCI
2.	Mr. Vishnu Kumar Agarwal	Head of the organization	CNI
3.	Mr. Shyam Prasad Giri	Head of the organization	FNCSI
4.	Ms. Srijana Rana	Head of the organization	HAN
5.	Mr. Rabi Singh	Head of the organization	FCAN
6.	Mr. Chandra Kanta Adhikari	Member Secretary	ELMS

Occupational Description:

A Natural Fiber and Lump Crafter performs a wide range of work like extracting raw materials from fiber yielding plants like cotton, Allo, Lakta, Jute, Hemp, Vorla, Alaichi, Bamboo, Banana and Vango etc and crafting of different handmade products. In Nepal, except for the production of jute which is done by machines, all the products created from natural fibers are handmade which has led to the higher cost of the production. Nepali handmade paper which is made from Lokta is renowned in international markets for its quality. It is exported to almost 70 countries. Variety of products including stationary and handcraft has high value in the global market.

About 2000 entrepreneurs and 378 industries are registered in Allo Union of Nepal; whereas, less than 200 industries are registered in case of Nepali Paper. Due to lack of modern technology in Nepal, rough fur is imported from China. Similarly, lack of the touch of technology has made the Natural Fiber and Lump Crafting industry in Nepal is time consuming. As a result, it gets slower in mass production.

The Natural Fiber and Lump Crafter extract fiber from different fibrous plant either cultivated or naturally grown in the varied altitude and geography of Nepal. Main duties of Natural Fiber and Lump Crafter are extracting, cooking, hammering, washing, spinning, designing and weaving different products. Similarly the crafter shared wool of sheep, goat, yak and rabbit. They perform washing, spinning, dying, designing and weaving different woolen items. The products has high value and high demand in the global market however the demand is not full filled because of all process are manual. It seems that, private sector and the Nepal government has to pay attention to develop advanced technology on cultivation practices, quality products, manual to machine made as future skills requirement.

The occupation Natural Fiber and Lump Crafter Level-2 (Foreman Level) describes the individual with required knowledge for applying basic method of performance, knowledge to select tools, equipment and materials appropriate for the given task. He/she possess the ability to apply basic theory and principle of the common duties and tasks to solve the given assignment as per this occupation standard. Further, the performer has ability to act independently in simple core skills and can work under the supervision of supervisor for some higher level of tasks to ensure the technicality as a co-worker. This individual has to operate machines and supervises assistant worker and labour in the team. Nepal's industrial & business sector expects individual reserving this set level of skills, knowledge and attitudes which reflect for the improvement of production/services and workers' productivity.

Occupational and environmental safety:

Natural fiber and lump crafting industry has minimal environmental impacts. Allo (Himalayan Giant nettle (*Girardinia diversifolia*)) is one of the most sustainable plants as it is found naturally and no pesticides or fertilizers are required for its growth. When cut in an appropriate way, both Allo and Lokta, both plants grow profusely and promote afforestation as compared to the same plants left untouched. In case of Lokta which is used for making Nepali paper, incorrect way of cutting of Lokta has led to almost extinction of the plant species in the same place where it had higher plant population earlier. In order to prevent the risk of extinction of the species of Lokta, over consumption of Lokta should be avoided on first hand; on the other hand, standard procedure of cutting / harvesting of Lokta should be applied. Further cultivation practices of fibrous plant is essential for the sustainable environmental protection and industrial sustainability of this sub-sector.

Different chemicals are used in natural fiber and lump crafting industries for dying which changes acidity of soil if disposed in land. Vegetable dying can be used as an alternative in order to minimize the environmental impacts. Similarly, ash can be used as an alternative for bleaching instead of caustic soda which harms the environment. Air pollution created by applying firewood as a fuel so that electricity can be used to minimize this types of risk. Likewise, in case of paper mill, chemicals like bleaching powder make soil acidic; washing when done alternative if washing is done multiple times. This can minimize both water and land pollution.

Minimum job entry requirement:

As per the labor law, the Nepalese citizen aged 18 years and above and competent as per this occupation standards are eligible to enter in this occupation. To cope the required knowledge and tasks performance standard of this occupation, 8-10th grade graduates or equivalent qualification are recommended to enter in the skills and knowledge impartation courses.

Worker's traits:

The desired workers traits of the **Natural Fiber and Lump Crafter** are mentally and physically fit people who are honest, disciplined, hardworking, responsible and accountable for the performed duties and tasks. Someone who is punctual, loyal and possess leadership skills along with professional ethics are desired in this occupation. Similarly, individuals who are good time-keeper with good communication skills and who has transparent behavior with a sense of ownership towards the occupation and organization are highly desired in this occupation. Likewise, individuals who is aware with the occupation's tradition, creative, enjoying in the preservation of fiber and fiber plants, their cultivation and production of handicrafts are highly demanded in this occupation. Furthermore, respects company's rules and management are preferred in this occupation from the employers' side.

Occupational career path:

- **Above the position-** : Natural Fiber and Lump Crafter :Level -3 (Supervisor level)
- **Current position-** : Natural Fiber and Lump Crafter :Level -2 (Technician or foreman level)
- **Below the position-**: Natural Fiber and Lump Crafter :Level -1 (Assistant Technician level)

Abbreviation used:

Task Level	Rating number and their meaning
Significance	: 1- Important; 2- Moderately important; 3-Highly important.
Ease	: 1- Easy; 2-Moderately easy; 3-Very easy.
Occurrence	: 1-Rarely occurred; 2-Moderately occurred; 3-Frequently occurred.

N/A	: Not Applicable
OS	: Occupation Standard
FNCCI	: Federation of Nepalese Chamber of Commerce & Industries
CNI	: Confederation of Nepalese Industries
FNCSI	: Federation of Nepalese Cottage & Small Industries
FCAN	: Federation of Construction Association Nepal
HAN	: Hotel Association Nepal
ELMS	: Employers Led Market Secretariat
SWG	: Sector Working Group
TAC	: Technical Advisory Committee
SOP	: Standard Operating Procedure
KU	: Kathmandu University

MoEST	:	Ministry of Education, Science & Technology
TU	:	Tribhuvan University
CBS	:	Central Beauru of Statics
CTEVT	:	Council of Technical Education and Vocational Training
NSTB	:	National Skill Testing Board
Div.	:	Division
PPM	:	Parts Per Million
PPE	:	Person Protective Equipment

List of duties and tasks of the Natural Fiber and Lump Crafter: level- 2

Soft Skills Area			
SN	Duty statements	SN	Task statements
1.	Demonstrate positive attitudes	1.	Manage time for occupational assignment
		2.	Exhibit empathy with customer / team members
		3.	Keep work ethics of Natural Fiber and Lump Crafter
		4.	Respond assignment received
		5.	Receive and give feedback and feed forward
2.	Exhibit interpersonal skills	6.	Listen customers' demands, complaints and other information
		7.	Communicate with others about products and services
		8.	Coordinate with customers and team members
		9.	Perform networking with customers, team and stakeholders
3.	Demonstrate occupational leadership	10.	Exhibit behavior of team player among the members
		11.	Make decision at different situation of the occupation
		12.	Solve problem encountered in the occupation
		13.	Take responsibility and accountability of assignment
		14.	Develop work plan of Natural Fiber and Lump Crafter
Core Skills Area			
4.	Extract natural fiber	15.	Harvest fiber yielding raw materials
		16.	Measure quantity of materials or raw materials
		17.	Soak harvested raw materials
		18.	Cook raw materials
		19.	Perform beating of Lokta
		20.	Separate fiber by applying Maadi / Kamero
		21.	Perform washing of raw materials
		22.	Perform spreading in frame (for handmade paper)
		23.	Perform drying
5.	Process wool	24.	Perform wool shearing
		25.	Perform wool washing
		26.	Perform wool carding
		27.	Prepare woolen mat / felting
6.	Perform spinning (Dhago katne)	28.	Perform spinning by Katuwa / taaku
		29.	Perform spinning by Charkha
		30.	Perform spinning by machine
		31.	Perform twisting by machine
		32.	Prepare vegetable color
		33.	Prepare chemical color
		34.	Perform dyeing
		35.	Perform calendaring
7.	Perform designing	36.	Design paper products
		37.	Design knot crafts
		38.	Design garment products
		39.	Design in weaving loom
8.	Perform weaving	40.	Perform weaving by traditional loom
		41.	Perform weaving by kurus / knitting needles / pins
		42.	Perform weaving by hand loom
		43.	Perform weaving by power loom
		44.	Perform knot crafting

9. Prepare fabric products	45. Prepare design of fabric products 46. Take measurement of fabric products 47. Prepare pattern (draft) 48. Perform fabric cutting 49. Decorate products / embroidery / boutique 50. Perform interlock 51. Perform stitching 52. Prepare button holes 53. Perform hemming 54. Perform final finishing 55. Prepare packaging 56. Prepare knot knitting
10. Prepare handmade paper products	57. Prepare gum pasting in paper products 58. Prepare pressing in paper products 59. Prepare binding in paper products 60. Prepare printing template 61. Prepare hand decoration in paper products
11. Perform storage and record keeping	62. Perform labelling 63. Store products 64. Collect demand 65. Provide product information 66. Display products in exhibition 67. Develop forms/format/log book 68. Keep products

Task Competency Standard

Soft Skills Area:			
Task number	1.		
Task statement:	Manage time for occupational assignment		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition <ul style="list-style-type: none"> Regular duty hours and work plan. Task: Manage time for occupational assignment Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Exhibited punctuality; Task completed within the given time frame; Task performed as per the given work plan. 		
Related technical knowledge	<ul style="list-style-type: none"> Importance of time management; Knowledge on work priority and rescheduling as per the urgency; Points to be considered while managing time during duty hours. 		

Task number	2.		
Task statement:	Exhibit empathy with customers and team members		
Level of task:	Significance	Ease	Occurrence
	3	2	1
Terminal performance standard	Given Condition <ul style="list-style-type: none"> Any incident (Problems, awkward situation or unusual situation) of customer or team members Task: Exhibit empathy with customers and team members Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Expressed feelings (body language, gesture, posture, facial expression) as per the given incident during the performance. Acted accordingly as per the feelings. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of empathy; Different situation of empathy requirement; Points to be considered while exhibiting empathy. 		

Task number	3.		
Task statement:	Exhibit work ethics of the Natural Fiber and Lump Crafter		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given ConditionM <ul style="list-style-type: none"> Occupational ethics and code of conduct of organization or Standard operating procedure (SOP). Task: Keep work ethics of the Natural Fiber and Lump Crafter. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Given occupational ethics and organizational code of conduct is followed; SOP is followed; Performer is satisfied and motivated in the occupation. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of work ethics; Occupational work ethics; Code of conducts of organization or SOP. 		

Task number	4.		
Task statement:	Respond assignment received		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Any assignment or task order Task: Respond assignment received. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Assignment is promptly responded; Assignment is noted; Assignment is completed within the agreed time. 		
Related technical knowledge	<ul style="list-style-type: none"> Importance of timely response; Time requirement of assignment; Manner of interaction with others; Types of work and urgency. 		

Task number	5.		
Task statement:	Receive and give feedback and feed forward		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition <ul style="list-style-type: none"> Any assignment or task order Task: Receive and give feedback and feed forward. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Feedback is listened actively; Feedback is noted feed forward and feedback; Firstly given positive feedback objectively; Secondly given developmental feedback objectively; Digestible amount of feedback is considered. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of feed forward and feedback; Types of feedback and feed-forward; Techniques of receiving and giving feed forward and feedback. 		

Task number	6.		
Task statement:	Listen customers demand, complaints or others information		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition <ul style="list-style-type: none"> Customer or team member is complaining / reporting. Task: Listen customers demand, complaints or others information. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Complaints is listened actively; Performer is nodded the head during listening; Complainer is asked for clarification; Performer is noted the complaint or reporting; Reporter or complainer is satisfied with his/her listening attitude. 		
Related technical knowledge	<ul style="list-style-type: none"> Importance of active listening; Differences between active listening and hearing; Techniques of active listening. 		

Task No:	7.		
Task statement:	Communicate with others about products and services		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition <ul style="list-style-type: none"> Information to be communicated and Relevant audience. Task: Communicate with others about products and services. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Voice is heard clear and audible; Vocal is heard pleasant Visual expressions are seen natural; Information shared is concise and complete. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of effective communication; Effective communication model; Types of communication; Means of communication; Techniques of effective communication. 		

Task number	8.		
Task statement:	Coordinate with customers, team members and stakeholders		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition <ul style="list-style-type: none"> Agenda or issue or information to be coordinated; Team members or relevant stakeholders and Means of coordination. Task: Coordinate with customers, team members and stakeholders. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Coordination is done as per the given agenda, issues or information to be shared; Coordination is done as per the target receivers; Coordination is done as per the given means of coordination. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of coordination; Means of coordination; Techniques of effective coordination. 		

Task number	9.		
Task statement:	Perform networking with customers, team and stakeholders		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Assignment and Job description. Task: Perform net-working with customers, team and stakeholders. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Service delivery is met the standard of the organization; Additional service procurement is easily found. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of networking; Means of networking; Techniques of effective networking. 		

Task number	10.		
Task statement:	Exhibit behavior of team player among the members		
Level of task:	Significance	Ease	Occurrence
		1	
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Assignment and • Working team. Task: Exhibit behavior of team player among the members. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Encouraged team members; • Taken collective ownership; • Possessed cooperative and assertiveness; • Taken responsibility and accountability. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of team work; • Characteristics of good team player; • Phases of team formation; • Tips of effective team work. 		

Task number	11.		
Task statement:	Make decision at different situation of the occupation		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Any assignment with possible unusual situation during the process and • Problem or case and time frame. Task: Make decision at different situation of the occupation. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Decision is taken within given time frame; • Desired result is achieved; • Decision is considered efficient use of time, money and resources. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of decision making; • Simple decision making process. 		

Task number	12.		
Task statement:	Solve problem encountered in the occupation		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Any problem or case and time frame. Task: Solve problem encountered in the occupation. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Problems are solved in given time frame; • Desired results are achieved; • Considered efficient use of time, money and resources. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of problem solving; • List of potential problems in the occupation (Natural fiber and lump crafter); • General problem solving techniques. 		

Task number	13.		
Task statement:	Take responsibility and accountability of the assignment		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Assignment; • Job description. Task: Take responsibility and accountability of the assignment. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Dedication to the assignment is exhibited; • To complete the assignment as per the set standard is attempted; • Ownership of results are taken. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning of responsibility and accountability; • Importance of responsibility and accountability for Natural Fiber and Lump Crafter. 		

Task No:	14.		
Task statement:	Develop work plan of Natural Fiber and Lump Crafter		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • List of tasks and their priority order; • Planning forms and format; • Job description. Task: Develop work plan of Natural Fiber and Lump Crafter. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Plan is developed as per the given tasks; • Planning is done in given forms and format; • Tasks are planned based on priority order or sequence; • Plan is considered efficient use of resources (time, money, and people). 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning of planning; • Importance of planning; • Different planning tools; • Points to be considered while planning; 		

Core Skills Area			
Task number	15.		
Task statement	Harvest fiber yielding raw materials		
Level of task:	Significance	Ease	Occurrence
	3	2	2
Terminal performance standard	<p>Given Condition:</p> <ul style="list-style-type: none"> Fiber yielding plant species; Location/site; Quantity required. <p>Task: Harvest fiber yielding raw materials.</p> <p>Time: 4 kg /hours.</p> <p>Standard/Criteria:</p> <ul style="list-style-type: none"> Season for cutting/harvesting is selected as per the plant species; Cutting parts are selected as per the plant species; Plant preservation points are considered while cutting the plant; Outer layers of the bark are removed; Harvesting is done as per the given quantity; Harvested materials are free from wastage. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of harvesting fiber plants; Points to be considered while harvesting of fiber plants; Cutting / harvesting parts / place of plant; Cutting season of harvesting of fiber plant; Harvesting/cutting methods; Stage / age of the plant appropriate for harvesting; Way of preserving of plant species. 		
Safety/precaution	<ul style="list-style-type: none"> Harvest by applying sustainability measure of the plants and environment; Use safety wares/PPE. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Sickle, PPE, pruning saw and rope. 		

Task number	16.		
Task statement:	Measure quantity of materials or raw materials		
Level of task:	Significance	Ease	Occurrence
	3	2	1
Terminal performance standard	<p>Given Condition:</p> <ul style="list-style-type: none"> Raw materials / products. <p>Task: Measure quantity of materials or raw materials.</p> <p>Time : 5 minutes /quintal</p> <p>Standard/Criteria:</p> <ul style="list-style-type: none"> Record of the measured unit is matched with the measurement taken by the supervisor; Measuring unit is recorded; Measuring unit is labelled on materials. 		
Related technical knowledge	<ul style="list-style-type: none"> Importance of measuring materials; Points to be considered while measuring materials; Measurement unit and conversion method; Procedure of measuring. 		
Safety/precaution	<ul style="list-style-type: none"> Consider tolerance level of measurement; Measurement record is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Weighing balance, measuring tape; Scissors, rope, bag, packing materials; Record book, pen/pencil; Marker, and tag for numbering (labelling). 		

Task number	17.		
Task statement:	Soak harvested raw materials		
Level of task:	Significance	Ease	Occurrence
	3	2	1
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Species of the collected raw materials; Collected raw materials; Quantity to be soaked. Task: Soak harvested raw materials. Time : Depends on species. Standard/Criteria: <ul style="list-style-type: none"> Only dried raw materials are soaked; Raw materials are soaked as per the plant species. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and Importance of soaking raw materials; Points to be considered while soaking raw materials; Soaking time as per the plant species. 		
Safety/precaution	<ul style="list-style-type: none"> Timing is important. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Drum, soda, water, raw materials; Big stones/wooden plank and PPE. 		

Task number	18.		
Task statement:	Cook raw materials		
Level of task:	Significance	Ease	Occurrence
	3	2	1
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Green/soaked raw materials; Required quantity; Species/type. Task: Cook raw materials. Time : N/A Standard/Criteria: <ul style="list-style-type: none"> Cooked materials are soft; Fiber is felt when gently pressed the cooked materials with finger. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and Importance of cooking of raw materials; Points to be considered while cooking the raw materials; Types of species that needs to be cooked; Characteristics of cooked materials; Ingredients needed for cooking; Demerits of over cooking. 		
Safety/precaution	<ul style="list-style-type: none"> Use safety wares; Timing of cooking is prime. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Drum, water, spatula, ash,; Hook, Chimta; Drum cover, fuel/firewood/energy/electricity; Stove and PPE. 		

Task number	19.		
Task statement:	Perform beating		
Level of task:	Significance	Ease	Occurrence
	3	2	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Cooked and washed materials; • Quantity; • Beating time Task: Perform beating. Time : 30 minutes /lot. Standard/Criteria: <ul style="list-style-type: none"> • Beat materials are look like Khole (flour broth); • Color of beated materials is off-white; • The time of beating is between 3-5 minutues. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of beating; • Points to be considered while beating; • Required time of beating as per the grade of paper; • Required solution and its concentration (eg.100gm of Noori for 30 liters water) 		
Safety/precaution	<ul style="list-style-type: none"> • Save hand and fingers while beating. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Beater/ beating machine; • Noori, water; • Container, PPE. 		

Task number	20.		
Task statement:	Separate fiber by applying Maadi (Kamero) for Allo		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Washed materials; • Quantity to be separated. Task: Separate fiber by applying Maadi(Kamero) for Allo. Time : 30 minutes /lot. Standard/Criteria: <ul style="list-style-type: none"> • Fibres are disintegrated; • Fibers are seen shiny; • Texture of the fiber is felt smooth/soft. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of applying Maadi (Kamero); • Procedure of application; • Points to be considered while applying Maadi (Kamero); • Requirement of ingredients. 		
Safety/precaution	<ul style="list-style-type: none"> • Consider timing of applying Madi/Kamaro. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Water, bucket; • Maadi (Kamero), spatula; • Weighing balance and drying stand. 		

Task number	21.		
Task statement:	Perform washing of raw materials		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Cooked raw materials; • Quantity; • Types of materials. Task: Perform washing of raw materials Time : Depends on types of material Standard/Criteria: <ul style="list-style-type: none"> • Washed materials are made free from barks and foreign materials; • Washed materials are seen in color according to the species; • In case of Lokta, the cooked solution is like Khole (flour broth). 		
Related technical knowledge	<ul style="list-style-type: none"> • Importance of washing; • Points to be considered while washing; • Species wise color of washed material; • Methods of washing and separating fiber by applying Maadi (Kamero) for Allo. 		
Safety/precaution	<ul style="list-style-type: none"> • Handle raw materials with care; • Perform safely. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Water; • Mungro/ beating machine and stone/concrete floor. 		

Task number	22.		
Task statement:	Perform spreading in frame (for handmade paper)		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Prepared Khole (flour broth), • Quantity of Khole (flour broth); • Thickness/gm of paper required Task: Perform spreading in frame (for handmd e paper). Time : 5 minutes /frame. Standard/Criteria: <ul style="list-style-type: none"> • Thickness of spreading is made uniform; • Thickness/gm. is given as per the grade requirement; • Paper is felt smooth and free from dirt and foreign materials; • Materials are seen free from wastage. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of spreading flour broth; • Points to be considered while spreading the flour broth; • Different grades of paper and their application; • Procedure of spreading and taking out the paper. 		
Safety/precaution	<ul style="list-style-type: none"> • Uniformity and consistency of thickness is important. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Water, Water, Nouri (Polyethylene oxide)/Noori; • Frame, vat and drying stand. 		

Task number	23.		
Task statement:	Perform drying		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Washed and Maadi applied raw materials; Quantity to be dried. Speeded and clotted handmade paper in frame. Task: Perform drying. Time : 10 minutes /lot. Standard/Criteria: <ul style="list-style-type: none"> Materials are placed on sunny area; Drying materials are placed separately (not overlapped); Dried materials are covered by plastic sheet during night/rainy season. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of drying; Points to be considered while drying; Drying methods; Time duration needed for drying; Examination methods of dried or needed more time drying. 		
Safety/precaution	<ul style="list-style-type: none"> Protection from rainfall is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Bamboo / poles and rope. 		

Task number	24.		
Task statement:	Perform wool shearing		
Level of task:	Significance	Ease	Occurrence
	3	1	1
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Sheep; Number of sheep to be shared. Task: Perform wool shearing. Time : 40 minutes /sheep. Standard/Criteria: <ul style="list-style-type: none"> Sheep is restrained; Sheared sheep is wound free; Sheared sheep is kept wool free; Sheared wool is kept in a container; Shearing is completed safely. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of shearing wool (sheep, goat, rabbit, yak); Points to be considered while shearing; Time and season of wool shearing; Methods of shearing. 		
Safety/precaution	<ul style="list-style-type: none"> Use safety wares/PPE; Be careful for not cutting skin. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Wool shearing scissors, rope; Plastic sheet; Container, ointment 		

Task number	25.		
Task statement:	Perform washing of wool		
Level of task:	Significance	Ease	Occurrence
	3	2	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Wool; Quantity Task: Perform washing of wool. Time : 15 mins /kg. Standard/Criteria: <ul style="list-style-type: none"> Washed wool is seen free from dust/dirt/foreign materials; Washed wool is seen shiny; Wool are kept safe (no waste of wool). 		
Related technical knowledge	<ul style="list-style-type: none"> Importance of washing wool; Points to be considered while washing wool; Methods of washing; Washing materials. 		
Safety/precaution	<ul style="list-style-type: none"> Time and resource saving is essential. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Water, surf, soap; Doko/container and sieve. 		

Task number	26.		
Task statement:	Perform wool carding		
Level of task:	Significance	Ease	Occurrence
	3	2	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Washed wool; Quantity of wool to be cared. Task: Perform carding of wool. Time : 30 minutes /kg. Standard/Criteria: <ul style="list-style-type: none"> Carded wool is seen straight and soft; Carded wool is seen free from clots, knots and foreign materials; Wool is made free from wastage. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of carding; Points to be considered while carding; Carding methods. 		
Safety/precaution	<ul style="list-style-type: none"> Use safety wares. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Carding machine/carding brush/Koresho; Container and PPE. 		

Task number	27.		
Task statement:	Prepare woolen mat/felting		
Level of task:	Significance	Ease	Occurrence
	3	2	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Size of mat; Quantity and thickness of mat or Sample of mat. Task: Prepare woolen mat/felting. Time : 1 m ² /hour. Standard/Criteria: <ul style="list-style-type: none"> Mat is prepared as per the given shape and size; Desired thickness is presented in the mat; The texture of the mat is made tight; Color pattern is matched with the given sample. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of preparing woolen mat; Points to be considered while preparing woolen mat; Procedure of preparation. 		
Safety/precaution	<ul style="list-style-type: none"> Handle the machine safely. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Soap, surf, net, table, frame; Pressing machine; Hydro- machine and water. 		

Task number	28.		
Task statement:	Perform spinning by Katuwa/Taaku		
Level of task:	Significance	Ease	Occurrence
	3	2	1
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Dried and carded wool/fiber; Desired quantity; Desired diameter of thread. Task: Perform spinning by Katuwa/Taaku Time : 10 minutes /meter. Standard/Criteria: <ul style="list-style-type: none"> Spanned thread is maintained as per the desired diameter; Spanned thread is seen uniform; Spanned thread is made strong. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of spinning by Katuwa / taaku; Points to be considered while spinning by Katuwa / taaku; Common diameter of thread in commercial production; Methods of spinning by Katuwa. 		
Safety/precaution	<ul style="list-style-type: none"> Consistency or uniformity of product is essential. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Katuwa; Carded wool and container; 		

Task number	29.		
Task statement:	Perform spinning by Charkha		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Dried and carded wool/fiber; • Desired quantity; • Desired diameter of thread. Task: Perform spinning by Charkha. Time : N/A Standard/Criteria: <ul style="list-style-type: none"> • Spinned thread is as per the desired diameter; • Spinned thread is uniform; • Spinned thread is strong. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of spinning by charkha; • Points to be considered while operating charkha; • Common diameter of thread in commercial production; • Methods of spinning by Charkha. 		
Safety/precaution	<ul style="list-style-type: none"> • Consistency in thread is critical 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Charkha; • Carded wool, container. 		

Task number	30.		
Task statement:	Perform spinning by machine		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Dried and carded fiber; • Desired quantity; • Desired diameter of thread. Task: Perform spinning by machine. Time : N/A Standard/Criteria: <ul style="list-style-type: none"> • Spinned thread is maintained as per the desired diameter; • Spinned thread is made uniform; • Spinned thread is made strong. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of spinning by machine; • Points to be considered while spinning by machine; • Common diameter of thread in commercial production; • Methods of spinning by machine. 		
Safety/precaution	<ul style="list-style-type: none"> • Handle the machine safely. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Wool, poly fiber and spinning machine. 		

Task number	31.		
Task statement:	Perform twisting by machine		
Level of task:	Significance	Ease	Occurrence
	3	2	1
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Spanned loose thread; Desired quantity; Desired diameter of thread. Task: Perform twisting by machine Time : 15 minutes /lot. Standard/Criteria: <ul style="list-style-type: none"> Spanned thread is maintained as per the desired diameter; Thread is made uniform; Twisted thread is felt smooth and strong; Twisted thread is seen hard in natural. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of twisting by machine; Points to be considered while operating twisting machine; Common diameter of thread in commercial production; Methods of twisting by machine. 		
Safety/precaution	<ul style="list-style-type: none"> Apply SOP or handle the machine safely. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Twisting machine. 		

Task number	32.		
Task statement:	Prepare vegetable color		
Level of task:	Significance	Ease	Occurrence
	3	1	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Desired color; Quantity; Ratio of ingredients; Desired sample of color. Task: Prepare vegetable color. Time : 3 hrs /litre. Standard/Criteria: <ul style="list-style-type: none"> Prepared vegetable color is matched with the color of given sample; Vegetable color is prepared as per the given quantity; Prepared station/place is kept free from wastage of color. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of preparing vegetable color Common ingredients of vegetable color; Types of common vegetable color; Points to be considered while preparing vegetable color; Procedure of preparation of vegetable color. 		
Safety/precaution	<ul style="list-style-type: none"> Ration of vegetable and water is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Container, water, spatula; Dadu and vegetable materials (walnut, pomegranate, guava, khayar, marigold). 		

Task number	33.		
Task statement:	Prepare chemical color		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Desired color; Quantity; Ratio of ingredients; Desired sample. Task: Prepare chemical color. Time : 10 minutes /litre color. Standard/Criteria: <ul style="list-style-type: none"> Prepared vegetable color is matched with the color of given sample; Chemical color is prepared as per the given quantity; Prepared station/place is made free from wastage of color. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of preparing chemical color; Points to be considered while preparing chemical color; Common ingredients; Types of common chemical color; Procedure of preparation of chemical color. 		
Safety/precaution	<ul style="list-style-type: none"> Ratio of vegetable and water is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Container, spatula/Dadu, favicon and chemicals (acetic acid, fixtue, caustic soda, bleaching powder). 		

Task number	34.		
Task statement:	Perform dying		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Types of color/desired color; Quantity to color/dye; Sample. Task: Perform dying. Time : 1 hour /drying. Standard/Criteria: <ul style="list-style-type: none"> Dying is done as per the given sample; Dying is done as per the given quantity; Station/place/container are kept free from stain. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of dying; Points to be considered while dying different types of threads and paper; Required temperature for dying; Procedure of dying. 		
Safety/precaution	<ul style="list-style-type: none"> Temperature is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Prepared paper/wool/thread, fabrics, drum, water, heating tool/cooking; Arrangement, spatula, PPE, desired color, tin sheet, brush, jug, bucket; Bata, drying stand, measuring cylinder, soap, and towel. 		

Task number	35.		
Task statement:	Perform calendaring		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Colored papers; Quantity; Sample of sheet. Task: Perform calendaring Time : 5 minutes /corri / Quire (200 sheets). Standard/Criteria: <ul style="list-style-type: none"> Papers are made smooth or as per the given sample and quantity; 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of calendaring; Points to be considered while calendaring; Procedure of calendaring. 		
Safety/precaution	<ul style="list-style-type: none"> Consistency of color is essential. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Zinc sheet; Power supply and calendaring machine. 		

Task number	36.		
Task statement:	Design paper products		
Level of task:	Significance	Ease	Occurrence
	3	1	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Sample design or Customer's desire. Task: Design paper products. Time : 1 min /sheet. Standard/Criteria: <ul style="list-style-type: none"> Design is made as per the given sample; Design is made as per the customer's desire; Paper is made free of wastage. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of designing paper products; Points to be considered while designing paper products; Common designs in the market. 		
Safety/precaution	<ul style="list-style-type: none"> Products as per the customer desire or sample is prime. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Gum, scissors, scale; Pen, pencil; Calculator; Designing kit and coloring dye, 		

Task number	37.		
Task statement:	Design knot crafts		
Level of task:	Significance	Ease	Occurrence
	3	1	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Sample of product or • Customer's desire. Task: Design knot crafts Time : N/A (depends on the products). Standard/Criteria: <ul style="list-style-type: none"> • Knot crafts are designed as per the given sample; • Knot crafts are designed as per the customer's desire. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of designing knot crafts; • Points to be considered while designing knot crafts; • Procedure of designing; • Common designs in the market. 		
Safety/precaution	<ul style="list-style-type: none"> • Knot consistency is prime. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Paper/ computer; • Pencil and eraser. 		

Task number	38.		
Task statement:	Design garment products		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Sample of garments or • Customer's desire; Task: Design garment's products. Time : N/A Standard/Criteria: <ul style="list-style-type: none"> • Garment products are designed as per the given sample; • Garment products are designed as per the customer's desire. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of designing garment products; • Points to be considered while designing garment products; • Procedure of designing; • Common designs in the market. 		
Safety/precaution	<ul style="list-style-type: none"> • Design as per the customer desire. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Paper/ computer; • Pencil and eraser. 		

Task number	39.		
Task statement:	Design in weaving loom		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Sample of the product or • Customer's desire. Task: Design in weaving loom. Time : 2 hours /lot. Standard/Criteria: <ul style="list-style-type: none"> • Design is done as per the given sample; • Design is done as per the customer's desire. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of designing in weaving loom; • Points to be considered while designing in weaving loom; • Procedure of designing; • Common designs in the market. 		
Safety/precaution	<ul style="list-style-type: none"> • Consider personal, loom and materials safety. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Paper / computer; • Pencil and eraser 		

Task number	40.		
Task statement:	Perform weaving by traditional loom		
Level of task:	Significance	Ease	Occurrence
	3	2	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Sample of design; • Quantity to be prepared; • Size of the product. Task: Perform weaving by traditional loom. Time : 90 minutes /meter. Standard/Criteria: <ul style="list-style-type: none"> • Weaving is done as per the given sample; • Weaving is done as per the given design and quantity. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of weaving by traditional loom; • Points to be considered while weaving by traditional loom; • Procedure of weaving; 		
Safety/precaution	<ul style="list-style-type: none"> • Consistency of the product is prime. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Belt, thread, Hattaso, wooden Kaiyo; • Bamboo stick, rope; • Roller, pole and wax. 		

Task number	41.		
Task statement:	Perform weaving by Kurus (Knitting needles/pins)		
Level of task:	Significance	Ease	Occurrence
	3	2	1
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Sample of design; • Quantity to be prepared; • Size of the product. Task: Perform weaving by Kurus (Knitting needles/pins). Time : 1 hours /meter. Standard/Criteria: <ul style="list-style-type: none"> • Weaving is done as per the given sample; • Weaving is done as per the given design and quantity. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of weaving by Kurus; • Points to be considered while weaving by Kurus; • Procedure of weaving. 		
Safety/precaution	<ul style="list-style-type: none"> • Customer desire and consistency is prime. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Knitting needles/pins/kata/Kurus; • Measuring tape, thread and scissor. 		

Task number	42.		
Task statement:	Perform weaving by hand loom		
Level of task:	Significance	Ease	Occurrence
	3	1	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Sample or design; • Quantity to be prepared; • Size of the product. Task: Perform weaving by hand loom. Time : 2 hour /meter product. Standard/Criteria: <ul style="list-style-type: none"> • Weaving is done as per the given sample; • Weaving is done as per the given design and quantity; • Weaving is made uniform; • Weaving is kept free from defects. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of weaving by hand loom; • Points to be considered while weaving by hand loom; • Procedure of weaving by hand loom. 		
Safety/precaution	<ul style="list-style-type: none"> • Consistency of product and as per the sample is essential. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Thread, hand loom set, coca, shuttle; • Bobbin, warpin drum, picker, comb; • Reed, hook, nylon rope, took; • Measuring tape; • Scissors, PPE and power. 		

Task number	43.		
Task statement:	Perform weaving by power loom		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Sample or design; • Quantity to be prepared; • Size of the product. Task: Perform weaving by power loom. Time : a) In case of jute, 40 meter /hr. b) In case of other textiles, 30 meter /hr. c) In case of semi auto; 15 meter /hr. Standard/Criteria: <ul style="list-style-type: none"> • Weaving is done as per the given sample; • Weaving is done as per the given design and quantity; • Weaving is made uniform; • Weaving is kept free from defects. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of weaving by power loom; • Points to be considered while weaving by power loom; • Procedure of weaving by power loom. 		
Safety/precaution	<ul style="list-style-type: none"> • Power loom safety, personal safety and scarf or material safety is essential. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Thread, power loom set, coca, shuttle, bobbin, warpin drum; • Picker, comb, reed (kawngi), hook ,nylon rope, tooki; • Measuring tape, scissors, PPE and power supply. 		

Task number	44.		
Task statement:	Perform knot crafting		
Level of task:	Significance	Ease	Occurrence
	3	1	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Sample or design; • Quantity to be prepared; • Size of the product. Task: Perform knot crafting Time : 0.5 meter /hour Standard/Criteria: <ul style="list-style-type: none"> • Knot crafting is done as per the given sample; • Knot crafting is done as per the given design and quantity; • Knot crafting is made uniform; • Knot crafting is kept free from defects. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of knot crafting; • Points to be considered while crafting knots; • Procedure of knot crafting. 		
Safety/precaution	<ul style="list-style-type: none"> • Knot consistency and uniformity is essential. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Stationary, scissors, needles; • Thread, rope, clothes and straw. 		

Task number	45.		
Task statement:	Prepare design of fabric products		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Sample or design; • Customer's desire; • Measurement of product; • Types of products. Task: Prepare design of fabric products. Time : N/A Standard/Criteria: <ul style="list-style-type: none"> • Design is prepared as per the given sample or design; • Design is prepared as per the customer's desire; • Design is as prepared per the given quantity. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of designing fabric products; • Points to be considered while designing fabric products. 		
Safety/precaution	<ul style="list-style-type: none"> • Consistency of fabric product is essential. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Pen, pencil, chalk, scale; • Measuring tape; • Paper and newspaper. 		

Task number	46.		
Task statement:	Take measurement of fabric product		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Sample or design; • Types of product; • Customer's desire. Task: Take measurement of fabric product. Time : 15 minutes /unit product. Standard/Criteria: <ul style="list-style-type: none"> • Measurement is taken as per the given sample or design; • The measurement taken by the performer matches with the measurement taken by the supervisor. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of taking measurements • Points to be considered while measuring; • Measuring scale and their conversion (feet and meter system); • Procedure of taking measurement. 		
Safety/precaution	<ul style="list-style-type: none"> • Consider tolerance level of the measurement or accuracy. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Measuring tape; • Chalk and patterned scale. 		

Task number	47.		
Task statement:	Prepare pattern (draft)		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Types of products; Desired measurement; Design of the product. Task: Prepare pattern (draft) Time : 1 hour /draft. Standard/Criteria: <ul style="list-style-type: none"> Pattern is prepared as per the given sample or design; Cutting is done as per the given design. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of preparing pattern; Points to be considered while preparing pattern. 		
Safety/precaution	<ul style="list-style-type: none"> Measurement and draft should be matching. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Measuring tape, chalk, scissor, table; Pattern scale, scissor, cardboard paper and pencil. 		

Task number	48.		
Task statement:	Perform fabric cutting		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Given pattern or draft; Types of products Task: Perform fabric cutting Time : Depends on types of products. Standard/Criteria: <ul style="list-style-type: none"> Cutting is done as per the given products; Cutting is done as per the given pattern or draft; Performance is completed based on minimal waste (scarf). 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of cutting; Points to be considered while cutting; Procedure of cutting. 		
Safety/precaution	<ul style="list-style-type: none"> Cutting needs to be matching with the draft. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Measuring tape, chalk; Scissor, cutting machine, table; Pattern scale; Scissor and pencil. 		

Task number	49.		
Task statement:	Decorate products / embroidery / boutique		
Level of task:	Significance	Ease	Occurrence
	3	2	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Cutting pieces; • Design; • Customer's desire. Task: Decorate products(embroidery/boutique). Time : N/A (Depends on design). Standard/Criteria: <ul style="list-style-type: none"> • Embroidering is done as per the given design; • Embroidering is done as per the customer's desire; • Embroidering is made consistent; • The color of the embroidering thread is matched with the given design; • Embroidered parts are made durable. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of decorating products/embroidering; • Points to be considered while embroidering; • Methods of embroidering; • Common designs of embroidering. 		
Safety/precaution	<ul style="list-style-type: none"> • Decorate as per the customer desire. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Thread, scissors, embroidery machine, draft powder; • White paper (thin), frame; • Needle and PPE. 		

Task number	50.		
Task statement:	Perform interlock		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Design of interlock; • Types of products; • Cutting pieces of the products. Task: Perform interlock. Time : 5 minutes /product. Standard/Criteria: <ul style="list-style-type: none"> • Interlock is made as per the given design; • Interlock is made consistent; • Safety is applied while interlocking. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of performing interlock; • Points to be considered while interlocking; • Procedure of interlocking. 		
Safety/precaution	<ul style="list-style-type: none"> • Safe handling of machine is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Interlock machine; • Thread and scissor. 		

Task number	51.		
Task statement:	Perform stitching		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Interlocked pieces of product; Design, types and measurement of the product. Task: Perform stitching. Time : 1 hour /product (can be varied based on types of products) Standard/Criteria: <ul style="list-style-type: none"> Stitching is done as per the given design; Stitching is made uniform/consistent; Stitching is done as per the measurement; Stitching is done free from defects; The color of the threads used for stitching is matched with the products; Thread is used as per the types of products. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of stitching; Points to be considered while stitching; Procedure of stitching. 		
Safety/precaution	<ul style="list-style-type: none"> Safely handling of machine is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Machine, scissors, thread, chalk, PPE; Zipper, lock, elastic, pasting paper; Iron, measuring tape, buckle; Eva form, roller, runner and foam, etc. 		

Task number	52.		
Task statement:	Prepare button holes		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Prepared products; Design and types of products. Task: Prepare button holes. Time : 15 minutes /piece. Standard/Criteria: <ul style="list-style-type: none"> The size of the button hole is matched with the button; The color of the thread is matched with the color of the cloth and button; The color of the button is matched with the color of the cloth; The stitching of the button holes are consistent and strong. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of preparing button holes; Points to be considered while preparing button holes; Procedure of preparing button holes. 		
Safety/precaution	<ul style="list-style-type: none"> Safely handling of needle/machine is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Needle, thread, machine; Scissors, PPE, chalk and button. 		

Task number	53.		
Task statement:	Perform hemming		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Prepared products; Types of products. Task: Perform hemming Time : 30 minutes /meter. Standard/Criteria: <ul style="list-style-type: none"> The thickness of the thread is selected as per the type of fabrics; Hemming is done consistent; No shrinkage is seen at the place of hemming area; Thread color is matched with the cloth color. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of hemming; Points to be considered while hemming; Procedure of hemming. 		
Safety/precaution	<ul style="list-style-type: none"> Safely handling of needle is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Needle, thread; Scissors and PPE. 		

Task number	54.		
Task statement:	Perform final finishing		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Products before finishing; Quantity of products and sample. Task: Perform final finishing. Time : 30 Minutes /product. Standard/Criteria: <ul style="list-style-type: none"> Final finishing is done as per the given sample; Final finishing is made free from defects. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of final finishing; Points to be considered while performing final finishing; Methods of final finishing. 		
Safety/precaution	<ul style="list-style-type: none"> Safely handling of scissors is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Thread, scissor; Table, alter sticker; Label, and tag. 		

Task number	55.		
Task statement:	Perform packaging		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Final products; Quantity to be packed. Task: Perform packaging Time : 10 minutes /pack. Standard/Criteria: <ul style="list-style-type: none"> Packaging is done as per the given sample; Packed product is made wrinkle free; Size of sticker and tags are made visible. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of packaging; Points to be considered while packaging; Methods of packaging. 		
Safety/precaution	<ul style="list-style-type: none"> Consistency of pack is essential. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Iron, table, tag, packaging bag; Tape, tag; Label size and sticker. 		

Task number	56.		
Task statement:	Perform knot knitting		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Types of products; Design/sample or customer's desire. Task: Perform knot knitting. Time : Depends on types of products Standard/Criteria: <ul style="list-style-type: none"> Product is made as per the given sample/design or Product is made as per the customer's desire. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of knot knitting; Points to be considered while knot knitting; Methods of knot knitting; Products that can be prepared by knitting. 		
Safety/precaution	<ul style="list-style-type: none"> Consistency of knitting is prime. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Knitting machine, needle, thread; Scissors, measuring tape; Knitting needles/pins; Decoration materials, color, water; Drying stand and raw materials. 		

Task number	57.		
Task statement:	Perform gum pasting in paper products		
Level of task:	Significance	Ease	Occurrence
	3	2	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Types of products; Design/sample or customer's desire. Task: Perform gum pasting in paper products. Time : N/A (Depends on type sof products). Standard/Criteria: <ul style="list-style-type: none"> Products are made as per the given sample/design; Products are made as per the customer's desire; Pasting is done consistent/smooth. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of pasting in paper products; Points to be considered while pasting in paper products; Methods of pasting; Products that can be prepared by pasting. 		
Safety/precaution	<ul style="list-style-type: none"> Portion control of past is essential. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Handmade paper, gum; Container, brush and measuring tape. 		

Task number	58.		
Task statement:	Perform pressing in paper products		
Level of task:	Significance	Ease	Occurrence
	3	3	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Pasted and dry paper products; Quantity of products to be pressed. Task: Perform pressing in paper products. Time : 30 minutes /lot Standard/Criteria: <ul style="list-style-type: none"> Pressed paper products are levelled; Pressed paper products are smooth; Pressed paper products are consistant. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of pressing in paper products; Points to be considered while pressing in paper products; Procedure of pressing of paper products. 		
Safety/precaution	<ul style="list-style-type: none"> Maintain smooth and consistent of all products. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Pressing machine; Electricity supply; Base for pressing. 		

Task number	59.		
Task statement:	Perform binding in paper products		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Types of products; Design/sample or customer's desire. Task: Perform binding in paper products. Time : Depends on types of products. Standard/Criteria: <ul style="list-style-type: none"> Product is banded as per the sample/design; Product is banded as per the customer's desire; Binding is made consistent; Binding is made strong. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of binding in paper products; Points to be considered while binding paper products; Methods of binding. 		
Safety/precaution	<ul style="list-style-type: none"> Consistency and finishing is prime. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Paper rope, tape, gum; Ribbit, spiral binder; Punching machine, stapler; Scissor, cutting machine and ribbiting machine. 		

Task number	60.		
Task statement:	Prepare printing template		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Types of template; Design/sample or customer's desire. Task: Prepare printing template. Time : Depends on the type of raw materials. Standard/Criteria: <ul style="list-style-type: none"> Template is made as per the sample design; Green parts of the leaf are removed; Leaf skeleton (ribs) are kept safe; Leaf skeletons are colored as per the customer's desire. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of printing templates; Points to be considered while printing templates; Methods of preparation of printing templates. 		
Safety/precaution	<ul style="list-style-type: none"> Customer desire is prime. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Leaf (Peepal), water; Cow urine; PPE and brush. 		

Task number	61.		
Task statement:	Perform hand decoration in paper products		
Level of task:	Significance	Ease	Occurrence
	3	2	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Types of products; Design/sample or customer's desire. Task: Perform hand decoration in paper products. Time : 30 minutes /products (can be varied on the types of decoration). Standard/Criteria: <ul style="list-style-type: none"> Decoration is done as per the sample/design or Decoration is done as per the customer's desire. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of hand decoration in paper products; Points to be considered while decorating by hands in paper products; Methods of hand decoration in paper products. 		
Safety/precaution	<ul style="list-style-type: none"> Decoration needs to be as per the sample or customer desire. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Template , green leaves; Gum and color. 		

Task number	62.		
Task statement:	Perform labelling		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Types of products; Required information on label or sample. Task: Perform labelling. Time : 5 minutes /product. Standard/Criteria: <ul style="list-style-type: none"> Information on the label is made visible; Labelling is done as per the given sample; Labelling is made consistent and similar in all products; Labels are stucked strongly. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of labelling; Points to be considered while labelling; Methods of labelling; Required information in labelling; Instruction of using the product. 		
Safety/precaution	<ul style="list-style-type: none"> Intended information is essential in level. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Label, gum, thread; Needle; Stamp and rope. 		

Task number	63.		
Task statement:	Store products		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Products/materials; • Quantity; • Types of materials/products. Task: Store products Time : N/A Standard/Criteria: <ul style="list-style-type: none"> • Products are arranged as per the category/size; • Products are arranged as per the type of materials; • Products are stored as 'First In First Out' basis; • Required temperature / air condition and humidity is maintained in the store; • Stored materials / products are recorded. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of storing products; • Points to be considered while storing products; • Storage temperature and air requirement as per the types of materials. 		
Safety/precaution	<ul style="list-style-type: none"> • Use protective measures for storage. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Trolley, Doko, Thunche, wheel barrow, ladder, rack/cupboard; • Light, record book, marker and sticker. 		

Task number	64.		
Task statement:	Collect demand		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Types of products; • Expected quantity and product information. Task: Collect demand. Time : 30 minutes /product. Standard/Criteria: <ul style="list-style-type: none"> • Type of demand, quantity and date of delivery is recorded; • The record of demand is reported; • Agreement is made between the customer and the company; • Delivery and payment system is recorded. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of collecting demands; • Points to be considered while collecting demands; • Procedure of demand collection. 		
Safety/precaution	<ul style="list-style-type: none"> • Clear communication is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Computer/laptop, phone/mobile; • Record book; • Pen/pencil and internet. 		

Task number	65.		
Task statement:	Provide product information		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Final products; Product quantity, type and price. Task: Provide product information Time : 10 minutes /product. Standard/Criteria: <ul style="list-style-type: none"> Given products' information is recorded; Given information covers required information. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of providing product information; Points to be considered while providing product information; Procedure of providing product information; Information to be provided. 		
Safety/precaution	<ul style="list-style-type: none"> Information should be accurate as per the specification. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Product description, catalogue; Internet, visiting card, computer; Mobile, camera, pen, image/picture and paper. 		

Task number	66.		
Task statement:	Display products in exhibition		
Level of task:	Significance	Ease	Occurrence
	3	2	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Type of products; Exhibition stall and lay-out. Task: Display products in exhibition. Time : 1 hour /display. Standard/Criteria: <ul style="list-style-type: none"> Displayed materials are made visible; Required information is displayed; Materials are displayed in logical order; Materials are displayed as per the given lay-out. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of displaying products in exhibition; Points to be considered while displaying products in exhibition; Process of displaying products in exhibition. Required information to be display. 		
Safety/precaution	<ul style="list-style-type: none"> Symmetry and visual weight needs to be maintained. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Stall, display stand, table, hanger; Scissors, bag, information board; Rope, visiting card, measuring scale; Nails, rope, packaging materials; Banner, tarpaulin, record book; Pen/pencil, paper, bill pad and money bag. 		

Task number	67.		
Task statement:	Develop forms/format/log book		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Types of information to be recorded; Types of record needed; Task: Develop forms/format/log book. Time : 30 minutes /format. Standard/Criteria: <ul style="list-style-type: none"> Information is covered in the forms/format/logbook; Space requirement is considered in the developed forms/formats; Developed forms/formats are made symmetrical; Developed forms/formats are made simple and user- friendly. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of developing forms/format/log book; Points to be considered while developing forms/format/log book; types of forms/formats/log book (sales, purchased, stock/demand, human resources). 		
Safety/precaution	<ul style="list-style-type: none"> Develop user friendly forms/format. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Pen, register book, scale; Computer/laptop and printer. 		

Task number	68.		
Task statement:	Keep records		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Forms/formats/log- book; Data/Information. Task: Keep records. Time : 30 minutes /day information. Standard/Criteria: <ul style="list-style-type: none"> Record is kept as per the given format; Required information is recorded; Recorded forms/formats are filed separately. Files are labeled and kept safely. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of keeping records; Points to be considered while keeping records. 		
Safety/precaution	<ul style="list-style-type: none"> Update record periodically as per the standard format wise. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Pen, log book, laptop/calculator; Forms, calculator and cupboard. 		





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