



Model Curriculum

Bamboo Utility Handicrafts Assembler

SECTOR: HANDICRAFTS AND CARPET SUB-SECTOR: HANDICRAFTS (BAMBOO) OCCUPATION: BAMBOO UTILITY HANDICRAFTS ASSEMBLER REF ID: HCS/Q8705, V1.0 NSQF LEVEL: 3







* Valid up to the next review date of the Qualification Pack





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Bamboo Utility Handicrafts Assembler

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "<u>Bamboo Utility Handicrafts Assembler</u>", in the "<u>Handicrafts and Carpet</u>" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Bamboo Utility Handicrafts Assembler			
Qualification Pack Name & Reference ID.	HCS/Q8705, v1.0			
Version No.	1.0	Version Update Date	15/01/2019	
Pre-requisites to Training	Basic literacy, prefera	Basic literacy, preferably 5th class pass		
Training Outcomes	 After completing this programme, participants will be able to: Carry out cutting and processing of materials as per given size and shape. Carry out assembling different materials. Contribute to achieve quality bamboo utility handicraft assembling. Working in a team. Maintain work area and tools. Maintain health, safety and security at workplace. 			





This course encompasses <u>6</u> out of <u>6</u> NOS (National Occupational Standards) of "<u>Bamboo Utility</u> <u>Handicrafts Assembler</u>" Qualification Pack issued by "<u>Handicrafts and Carpet Sector Skill Council</u>".

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	 Identify the goals of the Program. Identify the use of Bamboo. Identify roles and responsibilities of Bamboo Utility Handicraft Assembler. 	Laptop, white board, marker, projector
2	Carry out cutting and processing of materials as per given size and shape Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 35:00 Corresponding NOS Code HCS/N8715	 Ensure conformation of the material to be marked to the desired quality and specification. Carry out correct handling of the material surface to be marked. Use of rulers and marking templates. Analyze and position the material appropriately to minimize waste. Carry out appropriate marking with correct positioning of marker. Prepare the markers before marking. Carry out operations at a rate which maintains workflow handle different cutting tools. Carry out any pre-processing (like finishing the fibrous edges by gumming) required for fineness of cutting. Identify correct holding technique of the material to be cut. Carry out cutting operation effectively based on the markings. Carry out cutting of multiple units of material on single marking wherever possible. Inspect the cut pieces to ensure that the pieces conform to the given quality and specification. Carry out operations at a rate which maintains workflow. Respond appropriately in case of any errors or faults/closing the bamboo and other operations. Minimise waste materials by disposing the waste in the approved manner. Take safety precautions while cutting. 	Cutting Knife, Bamboo Splitter, Bamboo Shaver, Fresh Bamboo Culms, Trimming Tool, Scissors, Measuring Scale, Measuring Tape, Cutting Table, Sand Paper, Marker, Cleaning Cloth And Solution, Electricity Tester, Nails, Hammer, Glue
3	Carry out assembling of different materials	 Identify and mark the points/surface areas on the two materials pieces to be 	Cutting Knife, Bamboo Splitter,





Module	Key Learning Outcomes	Equipment Required
Theory Duration (hh:mm) 25:00 Practical Duration (hh:mm) 50:00 Corresponding NOS Code HCS/N8716	 assembled. Clean the surfaces to be attached from any unwanted materials. Use the correct joining technique. Identify and use the appropriate type of glue while assembling. Apply adhesive on the marked area with minimum spill out. Ensure the uniformity while applying layers of adhesive on a surface. Maintain the surface optimumly dry for better adherence and correct positioning of the two surfaces to be joined. Distinguish the order of placing one surface over another. Use the appropriate joining bit/ nail if required. Maintain the line of joint while placing and attaching the parts correctly. Apply even pressing (hammer if required) throughout the joined parts. Clean out glue spill outs or any unwanted marks on the surface of the assembled piece. Remove any unwanted fibres from the edges that may come out during the process. Inspect assembled units to ensure that the units conforms to the given quality and specification. Minimise and dispose the waste materials in the approved manner. Carry out operations at a rate which maintains workflow. Maintain work area safety and security post the completion of work. 	Bamboo Shaver, Fresh Bamboo Culms, Trimming Tool, Scissors, Measuring Scale, Measuring Tape, Cutting Table, Sand Paper, Marker, Cleaning Cloth And Solution, Electricity Tester, Nails, Hammer, Glue
Contribute to achieve quality in bamboo utility handicraft assembling Theory Duration (hh:mm) 09:00 Practical Duration (hh:mm) 21:00 Corresponding NOS Code	 Identify different packaging materials as per the specifications provided. Implement necessary action when materials do not confirm to quality standards. Create reports of identified faulty materials and component parts which do not meet specification and submit to supervisor. Replace identified faulty materials. Ensure the packaging is not damaged before or during packing. Ensure the sealing is done properly. Identify modifiable defects and rework on them. 	Cutting Knife, Bamboo Splitter, Bamboo Shaver, Fresh Bamboo Culms, Trimming Tool, Scissors, Measuring Scale, Measuring Tape, Cutting Table, Sand Paper, Marker, Cleaning Cloth And Solution, Electricity Tester, Nails, Hammer, Glue
	<pre>(hh:mm) 25:00 Practical Duration (hh:mm) 50:00 Corresponding NOS Code HCS/N8716 Contribute to achieve quality in bamboo utility handicraft assembling Theory Duration (hh:mm) 09:00 Practical Duration (hh:mm) 21:00 Corresponding NOS</pre>	 Clean the surfaces to be attached from any unwanted materials. Use the correct joining technique. Identify and use the appropriate type of glue while assembling. Apply adhesive on the marked area with minimum spill out. Ensure the uniformity while applying layers of adhesive on a surface. Maintain the surface optimumly dry for better adherence and correct positioning of the two surfaces to be joined. Distinguish the order of placing one surface over another. Use the appropriate joining bit/ nail if required. Maintain the surface optimumping the parts correctly. Apply even pressing (hammer if required) throughout the joined parts. Clean out glue spill outs or any unwanted marks on the surface of the assembled plece. Remove any unwanted fibres from the edges that may come out during the process. Inspect assembled units to ensure that the units conforms to the given quality and specification. Minimise and dispose the waste materials in the approved manner. Carry out operations provided. Identify different packaging materials as per the specifications provided. Implement necessary action when materials and component parts which do not meet specification and submit to supervisor. Replace identified faulty materials. Ensure the packaging is not damaged before or during packing. Ensure the packaging is not damaged before or during packing. Ensure the packaging is not damaged before or during packing.





Sr. No.	Module	Key Learning Outcomes	Equipment Required
		 Report to the responsible person when the work flow of other production areas disrupts work. Carry out quality checks at specified intervals according to instructions. Apply the allowed tolerances. Identify faults and take appropriate action for rectification. Maintain the required productivity and quality levels. 	
5	Working in a team Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code HCS/N9908	 Maintain proper handling of materials and tools safely and correctly. Identify one's responsibility in the whole process of product development. Identify one's role in the whole process of product development. Perform all roles with full responsibility. Maintain effectiveness and efficiency at workplace. Communicate about organization policies appropriately. Maintain politeness while talking with other team members and colleagues. 	Power point presentation, LCD projector, Computer, LCD screen, white board, marker, pointer
6	Maintain work area and tools Theory Duration (hh:mm) 8:00 Practical Duration (hh:mm) 17:00 Corresponding NOS Code HCS/N9912	 Handle materials and tools safely and correctly. Use packing materials efficiently to minimize waste. Maintain a clean and hazard free working area. Maintain the tools and equipments used for packaging effectively and safely. Store the different packing materials in the assigned area. Maintain the sealing machine or burning arrangement. Carry out maintenance and/or cleaning within one's responsibility. Report damaged tools and materials. Work in a comfortable position with the correct posture. Dispose-off waste safely in the designated location. Store tools safely after use. Carry out cleaning according to schedules and limits of responsibility. 	Cutting Knife, Bamboo Splitter, Bamboo Shaver, Fresh Bamboo Culms, Trimming Tool, Scissors, Measuring Scale, Measuring Tape, Cutting Table, Sand Paper, Marker, Cleaning Cloth And Solution, Electricity Tester, Nails, Hammer, Glue
7	Maintain health, safety and security at workplace Theory Duration (hh:mm) 08:00 Practical Duration	 Comply with health and safety related instructions applicable to the workplace. Use and maintain personal protective equipment as per protocol. Carry out own activities in line with approved guidelines and procedures. Maintain a healthy lifestyle and guard against dependency on intoxicants. 	Cutting Knife, Bamboo Splitter, Bamboo Shaver, Fresh Bamboo Culms, Trimming Tool, Scissors, Measuring Scale, Measuring Tape, Cutting Table,





Sr. No.	Module	Key Learning Outcomes	Equipment Required
	(hh:mm) 17:00 Corresponding NOS Code HCS/N9913	 Follow environment management system related procedures. Store materials and tools in line with manufacturer's and organisational requirements. Safely handle and move waste and debris. Minimize health and safety risks to self and others due to own actions. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks. Monitor the workplace and work processes for potential risks and threats. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned. Report hazards and potential risks threats to supervisors or other authorized personnel. Participate in mock drills/ evacuation procedures organized at the workplace. Undertake first aid, fire-fighting and emergency response training, if asked to do so. Take action based on instructions in the event of fire, emergencies or accidents. 	Sand Paper, Marker, Cleaning Cloth And Solution, Electricity Tester, Nails, Hammer, Glue
	Total Duration Theory Duration 80:00 Practical Duration 150:00	Unique Equipment Required: Power point presentation, LCD projector, Cor white board, marker, pointer, Cutting Knife, B Bamboo Shaver, Fresh Bamboo Culms, Trim Measuring Scale, Measuring Tape, Cutting Ta Marker, Cleaning Cloth And Solution, Electric Hammer, Glue	amboo Splitter, ming Tool, Scissors, able, Sand Paper,

Grand Course Duration: 230 Hours

(This syllabus/ curriculum has been approved by Handicrafts and Carpet Sector Skill Council)





Trainer Prerequisites for Job role: "Bamboo Utility Handicrafts Assembler" mapped to Qualification Pack: "HCS/Q8705, v1.0"

Sr. No.	Area	Details
1	Description	A Bamboo Utility Handicraft Assembler is the one who processes different materials (including bamboo based materials), assembles and finishes them to get the desired product that may be an end product or an intermediatary material for other jobs.
2	Personal Attributes	A Bamboo Utility Handicraft Assembler should have good eyesight, hand- eye coordination and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).
3	Minimum Educational Qualifications	10 th Pass
4a	Domain Certification	Certified for Job Role: " <u>Bamboo Utility Handicrafts Assembler</u> " mapped to QP: <u>"HCS/Q8705, v1.0"</u> . Minimum accepted score is 80%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted % as per respective SSC guidelines is 80%.
5	Experience	 Total 3 Years experience, 2 Years of sector-specific experience, Min. 1 year of teaching experience





Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Bamboo Utility Handicrafts Assembler
Qualification Pack	HCS/Q8705
Sector Skill Council	Handicrafts and Carpet

Sr. No.	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 each PC.
2	Each NOS will assessed both for theoretical knowledge and practical
3	The assessment will be based on knowledge bank of questions created by the SSC.
4	Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center
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

Total Marks: 60	0			Marks A	llocation
Assessment Outcomes	Assessment Criteria for Outcomes	Total Marks	Out of	Theory	Skills practical
	PC1. Ensure conformation of the material to be marked to the desired quality & specification		7	2	5
	PC2. Carry out Correct handling of the material surface to be marked		4	1	3
1. HCS/N8715	PC3. Use of rulers & marking templates		4	1	3
(Carry out cutting &	PC4. Analyze & position the material appropriately to minimize waste		6	1	5
processing of materials as	PC5. Carry out appropriate marking with correct positioning of marker	100	5	1	4
per given size & shape)	PC6. Check & prepare the markers before marking		5	1	4
	PC7. Carry out operations at a rate which maintains workflow		6	1	5
	PC8. Handle different Cutting Tools		6	2	4
	PC9. Carry out any preprocessing (like finishing the fibrous edges by gumming) required for fineness of cutting		10	3	7
	PC10. Correct holding technique of the	1	4	1	3







	and the later has not	1		1	T
	material to be cut				
	PC11. Carry out cutting operation effectively		8	2	6
	based on the markings	-			
	PC12. Carry out cutting of multiple units of		6	1	5
	material on single marking wherever possible	-			
	PC13. Inspect & ensure that the cut pieces		5	1	4
	conform to the given quality & specification	4	-		
	PC14. Carry out operations at a rate which		5	1	4
	maintains workflow			-	-
	PC15. Respond appropriately incase of any				
	errors or faults/closing the bamboo and		4	1	3
	other operations.				
	PC16. Minimise and dispose the waste		5	1	4
	materials in the approved manner	-	_		
	PC17. Take safety precautions while cutting	-	5	1	4
	PC18. Leave work area safe and secure		5	1	4
	when work is complete			-	
		TOTAL	100	23	77
	PC1. Identify & mark the points/surface areas		8	2	6
	on the two materials pieces to be assembled.	-	Ļ	ļ	-
	PC2. Clean the surfaces to be attached from		5	1	4
	any unwanted materials	-	_		
	PC3. Use the correct joining technique	-	8	3	5
	PC4. Identify & use the appropriate type of		5	1	4
	glue, while assembling	-		·	•
	PC5. Apply adhesive on the marked area		3	1	2
	with minimum spill out			_	-
	PC6. Ensure the uniformity while applying		3	1	2
	layers of adhesive on a surface			·	-
	PC7. Carry out quality checks at specified		6	2	4
	intervals according to instructions			_	
	PC8. Correctly Position the two surfaces to		6	1	5
	be joined				-
	PC9. Justify the order of placing one surface		6	1	5
2. HCS/N8716	over another	-	-	-	
(Carry out	PC10. Use the appropriate joining bit/ nail if	400	5	1	4
assembling	required	100			
of different	PC11. Place & attach the parts correctly		5	1	4
materials)	maintaining the line of joint	-			
, , , , , , , , , , , , , , , , , , ,	PC12. Pressing (hammering if required)		5	1	4
	evenly throughout the joined parts	-			
	PC13. Clean out glue spill outs or any				0
	unwanted marks on the surface of the		4	1	3
	assembled piece	-			
	PC14. Remove any unwanted fibres from the		5	1	4
	edges that may come out during the process	-			
	PC15. Inspect & ensure that the assembled			_	0
	unit conforms to the given quality &		8	2	6
	specification				
	PC16. Minimise and dispose the waste		6	1	5
	materials in the approved manner				
	PC17. Carry out operations at a rate which		6	1	5
	maintains workflow	-		+	
	PC18. Leave work area safe and secure		6	2	4
	when work is complete	TOTAL	400	24	76
		TOTAL	100	24	76







1			1		
1	PC1. Identify and use raw materials as per		12	5	7
	the specifications provided			-	-
	PC2. Take the necessary action when		10	3	7
	materials do not conform to quality standards				
	PC3. Report and replace identified faulty		0	2	F
	materials and component parts which do not		8	3	5
0.1100/010747	meet specification				
3. HCS/N8717	PC4. Identify modifiable defects and rework on them		10	3	7
(Contribute to to achieve	PC5. Carry out work safely and at a rate				_
quality in	which maintains work flow	100	10	2	8
bamboo utility	PC6. Report to the responsible person when	100			
handicraft	the work flow of other production areas		8	2	6
assembling)	disrupts work		U	2	Ŭ
accontainig)	PC7. Carry out quality checks at specified				
	intervals according to instructions		12	5	7
	PC8. Apply the allowed tolerances		10	4	6
	PC9. Identify faults and take appropriate				
	action for rectification		10	3	7
	PC10.Maintain the required productivity and		4.0		-
	quality levels		10	2	8
		TOTAL	100	32	68
	PC1. Be accountable to one's own role in		40	4	0
	whole process of developing product		12	4	8
	PC2. Perform all roles with full responsibility	100	10	3	7
	PC3. Be effective and efficient at workplace		10	3	7
	PC4. Properly communicate about		8	4	4
	organisation's policies		0	4	4
4. HCS/N9908	PC5. Talk politely with other team members		10	3	7
(Working in a	and colleagues		_		
team)	PC6. Adjust in different work situations		10	3	7
	PC7. Give due importance to others' point of		10	3	7
	view				
	PC8. Avoid conflicting situations		10	2	8
	PC9. Develop new ideas for work procedures		8	2	6
	PC10. Improve upon the existing techniques		12	2	10
	to increase process efficiency				1 10
1		TOTAL			
	DO4 Handle meterials and to de opfalu and	TOTAL	100	29	71
	PC1. Handle materials and tools safely and	TOTAL			
	correctly	TOTAL	100 8	29 2	71 6
	correctly PC2. Use materials to minimize waste	TOTAL	100	29	71
	correctly PC2. Use materials to minimize waste PC3. Maintain a clean and hazard free	TOTAL	100 8	29 2	71 6
	correctly PC2. Use materials to minimize waste PC3. Maintain a clean and hazard free working area	TOTAL	100 8 10 10	29 2 3 3	71 6 7 7 7
	correctly PC2. Use materials to minimize waste PC3. Maintain a clean and hazard free working area PC4. Maintain the tools used for stick making	TOTAL	100 8 10	29 2 3 3 2 2	71 6 7 7 6
5. HCS/N9912	correctly PC2. Use materials to minimize waste PC3. Maintain a clean and hazard free working area PC4. Maintain the tools used for stick making PC5. Carry out maintenance and/or cleaning		100 8 10 10	29 2 3 3	71 6 7 7 7
(Maintain work	correctly PC2. Use materials to minimize waste PC3. Maintain a clean and hazard free working area PC4. Maintain the tools used for stick making PC5. Carry out maintenance and/or cleaning within one's responsibility	TOTAL 100	100 8 10 10 8 10 10	29 2 3 3 2 2 3	71 6 7 6 7 6 7
	correctly PC2. Use materials to minimize waste PC3. Maintain a clean and hazard free working area PC4. Maintain the tools used for stick making PC5. Carry out maintenance and/or cleaning within one's responsibility PC6. Report damaged tools and materials		100 8 10 10 8 10 10 10 12 12	29 2 3 3 2 2 3 4	71 6 7 6 7 6 7 8
(Maintain work	correctly PC2. Use materials to minimize waste PC3. Maintain a clean and hazard free working area PC4. Maintain the tools used for stick making PC5. Carry out maintenance and/or cleaning within one's responsibility PC6. Report damaged tools and materials PC7. Work in a comfortable position with		100 8 10 10 8 10 10	29 2 3 3 2 2 3	71 6 7 6 7 6 7
(Maintain work	correctly PC2. Use materials to minimize waste PC3. Maintain a clean and hazard free working area PC4. Maintain the tools used for stick making PC5. Carry out maintenance and/or cleaning within one's responsibility PC6. Report damaged tools and materials PC7. Work in a comfortable position with correct posture		100 8 10 10 10 10 10 10 10 10 10	29 2 3 3 2 3 2 3 4 3	71 6 7 6 7 8 7
(Maintain work	correctly PC2. Use materials to minimize waste PC3. Maintain a clean and hazard free working area PC4. Maintain the tools used for stick making PC5. Carry out maintenance and/or cleaning within one's responsibility PC6. Report damaged tools and materials PC7. Work in a comfortable position with correct posture PC8. Dispose of waste safely in designated		100 8 10 10 8 10 10 10 12 12	29 2 3 3 2 2 3 4	71 6 7 6 7 6 7 8
(Maintain work	correctly PC2. Use materials to minimize waste PC3. Maintain a clean and hazard free working area PC4. Maintain the tools used for stick making PC5. Carry out maintenance and/or cleaning within one's responsibility PC6. Report damaged tools and materials PC7. Work in a comfortable position with correct posture PC8. Dispose of waste safely in designated location		100 8 10 10 10 10 10 110 110 110 110 112 110 112 110 112 112 112	29 2 3 3 2 3 2 3 4 3 4 3 4 4	71 6 7 6 7 6 7 8 7 8 7 8 7 8
(Maintain work	correctly PC2. Use materials to minimize waste PC3. Maintain a clean and hazard free working area PC4. Maintain the tools used for stick making PC5. Carry out maintenance and/or cleaning within one's responsibility PC6. Report damaged tools and materials PC7. Work in a comfortable position with correct posture PC8. Dispose of waste safely in designated location PC9. Store tools safely after use		100 8 10 10 10 10 10 10 10 10 10 12 10 12 10 12 10 12 10	29 2 3 3 2 3 4 3 4 3 4 3 4 3	71 6 7 6 7 6 7 8 7 8 7 8 7 7 7
(Maintain work	correctly PC2. Use materials to minimize waste PC3. Maintain a clean and hazard free working area PC4. Maintain the tools used for stick making PC5. Carry out maintenance and/or cleaning within one's responsibility PC6. Report damaged tools and materials PC7. Work in a comfortable position with correct posture PC8. Dispose of waste safely in designated location PC9. Store tools safely after use PC10. Carry out cleaning according to		100 8 10 10 10 10 10 110 110 110 110 112 110 112 110 112 112 112	29 2 3 3 2 3 2 3 4 3 4 3 4 4	71 6 7 6 7 6 7 8 7 8 7 8 7 8
(Maintain work	correctly PC2. Use materials to minimize waste PC3. Maintain a clean and hazard free working area PC4. Maintain the tools used for stick making PC5. Carry out maintenance and/or cleaning within one's responsibility PC6. Report damaged tools and materials PC7. Work in a comfortable position with correct posture PC8. Dispose of waste safely in designated location PC9. Store tools safely after use		100 8 10 10 10 10 10 10 10 10 10 12 10 12 10 12 10 12 10	29 2 3 3 2 3 4 3 4 3 4 3 4 3	71 6 7 6 7 6 7 8 7 8 7 8 7 7 7







(Maintain	related instructions applicable to the				
health, safety	workplace				
and security at workplace)	PC2. Use and maintain personal protective equipment as per protocol		8	2	6
	PC3. Carry out own activities in line with approved guidelines and procedures		8	2	6
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		8	2	6
	PC5. Follow environment management system related procedures		6	2	4
	PC6. Store materials and tools in line with manufacturer's and organisational requirements		5	2	3
	PC7. Safely handle and move waste and debris		4	1	3
	PC8. Minimize health and safety risks to self and others due to own actions		6	2	4
	PC9. Seek clarifications from supervisers or other authorized personnel in case of perceived risks		4	1	3
	PC10. Monitor the workplace and work processes for potential risks and threats		4	1	3
	PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	2	3
	PC12. Report hazards and potential risks/ threats to supervisors or other authorized personnel		7	3	4
	PC13. Participate in mock drills/ evacuation procedures organised at the workplace		5	2	3
	PC14. Undertake first aid, fire fighting and emergency response training, if asked]	6	2	4
	PC15. Take action based on instructions in the event of fire, emergencies or accidents		8	2	6
	PC16. Follow organisation evacuation procedures		8	2	6
		TOTAL	100	30	70