



Table of Contents

Training Parameters.....	3
Program Overview	4
Training Outcomes.....	4
Compulsory Modules	4
Module Details.....	6
Module Name 1: Introduction to Ceramics Industry in India.....	6
Module Name 2: Receive and understand the associated procedures.....	7
Module Name 3: Perform the tests.....	9
Module Name 4: Clean Up and Equipment Maintenance.....	10
Module Name 5: Record keeping and Documentation.....	12
Module Name 6: Working in a team.....	16
Module Name 7: Maintain Health and Safety at Workplace	18
Module Name 8: Maintain Personal Sanitation.....	19

Module Name 9: Employability Skills	20
Trainer Requirements	22
Assessor Requirements	22
Assessment Strategy	23

Training Parameters

Sector	Handicrafts and Carpet
Sub-Sector	Ceramics
Occupation	Quality Control & Testing-Ceramics
Country	India
NSQF Level	3.5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3116.10

Minimum Educational Qualification and Experience	<p>11th Grade pass OR 8th Grade pass with 1-year relevant experience OR 5th Grade pass with 2.5 year relevant experience OR Ability to Read and Write with 5 year relevant experience OR Previous relevant Qualification of NSQF Level 3 with 1.5 year relevant experience</p>
Pre-Requisite License or Training	NA
Last Reviewed On	30/04/2025
Next Review Date	30/04/2028
NSQC Approval Date	27/01/2022
QP Version	3.0
Model Curriculum Creation Date	30/04/2025
Model Curriculum Valid Up to Date	30/04/2028
Model Curriculum Version	3.0
Minimum Duration of the Course	420
Maximum Duration of the Course	420

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills.

- Introduction to Ceramics Industry in India
- Receive and understand the associated procedures
- Perform the tests
- Clean Up and Equipment Maintenance
- Record keeping and Documentation
- Coordinate with colleagues and work as a team
- Maintain Safe and Healthy Work Environment
- Maintain Personal Hygiene
- Discuss employability skills

Compulsory Modules

The table lists the modules, their duration and mode of delivery.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
HCS/N1005: Receive and Understand the associated procedures NOS Version No. 1.0 NSQF Level 3.5	30:00	60:00	NA	00:00	90:00
Module 1 Introduction to Ceramics Industry in India	10:00	00:00	NA	NA	10:00
Module 2: Receive and understand the associated procedures	20:00	60:00	NA	00:00	80:00
HCS/N1006: Perform the tests NOS Version No. 1.0 NSQF Level 3.5	50:00	70:00	NA	00:00	120:00
Module 3 Perform the tests	50:00	70:00	NA	00:00	120:00
HCS/N1009: Clean Up and Equipment Maintenance NOS Version No. 1.0 NSQF Level 3.5	10:00	20:00	NA	00:00	30:00
Module 4 Clean Up and Equipment Maintenance	10:00	20:00	NA	00:00	30:00
HCS/N1010: Record keeping and Documentation NOS Version No. 1.0	10:00	20:00	NA	00:00	30:00

NSQF Level 3.5					
Module 5 Record keeping and Documentation	10:00	20:00	NA	00:00	30:00
HCS/N9929: Working in a team NOS Version No. 1.0 NSQF Level 3.5	10:00	20:00	NA	00:00	30:00
Module 6 Working in a team	10:00	20:00	NA	00:00	30:00
HCS/N9931: Maintain Health and Safety at Workplace NOS Version No. 1.0 NSQF Level 3.5	10:00	20:00	NA	00:00	30:00
Module 7 Maintain health and safety at Workplace	10:00	20:00	NA	00:00	30:00
HCS/N9934: Maintain Personal Sanitation NOS Version No. 1.0 NSQF Level 3.5	10:00	20:00	NA	00:00	30:00
Module 8 Maintain Personal Sanitation	10:00	20:00	NA	00:00	30:00
Bridge Module DGT/VSQ/N0102: Employability & Entrepreneurship Skills NOS Version No. 1.0 NSQF Level 4	40:00	20:00	NA	00:00	60:00
Module 9 Employability & Entrepreneurship Skills	40:00	20:00	NA	00:00	60:00
Total Duration	170:00	250:00	NA	00:00	420:00

Module Details

Module Name 1: Introduction to Ceramics Industry in India

Mapped to Bridge Module

Terminal Outcomes:

- outline the Ceramics industry in India
- discuss the types of tools and equipment used in the Ceramics industry
- identify the different physical properties of Ceramics

Duration: <10:00>	Duration: <00:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • list different types of Ceramics manufactured in India. • recall the states that are the hub for Ceramics in India • discuss the importance of using tools and equipment based on physical and operational properties of Ceramics • explain the career opportunities available in the Ceramics sector 	
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	

Module Name 2: Receive and understand the associated procedures

Mapped to HCS/N1005, V1.0

Terminal Outcomes:

- receive the appropriate parameters
- understand the various defects
- understand the various tests
- understand the acceptance criteria
- understand the sampling plan
- understand reporting and recording

<i>Duration: 20:00</i>	<i>Duration: 60:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • discuss how to communicate with the technical director • explain the ways of receiving the defects, tests, acceptance criteria, and sampling plan list from the technical director and understand the same • discuss the above parameters with the lab team • role-play of clarifying any doubts on the above parameters with the technical director • discuss the ways to understand material-wise list of defects • explain the benefits of mapping defects like the difference in residue, colour changes, variation in melting point, liter weight, flow per second for various materials • discuss the ways to understand when typically, these defects will be displayed • explain the importance of analysing the causes of defects • discuss the benefits of mapping the effects of the defects • explain how to get assess the impact of the defects in the production • discuss the importance of understanding the material-wise list of tests • explain mapping the tests like %residue colour, %residue mesh, setting time find, initial residue, etc for various materials • discuss and understand when the tests have to be performed • explain the ways to understand what the tests are supposed to reveal keeping in mind the end product and its usage • explain how to analyse the test results • discuss the ways to map the impact of the test on the overall material quality • discuss the importance of understanding material-wise list of acceptance criteria 	<ul style="list-style-type: none"> • demonstrate how to highlight any discrepancies if observed • demonstrate how to make note of the typical sampling quantities • role-play of analysing the implications of test reporting • demonstrate how to fill the template with correct data and interpretation • show the locations where the materials are typically stored • show the key product lines of the company • demonstrate the usually used test parameters • demonstrate the reporting formats • role-play of effective inter-team communication • demonstrate the application of basic arithmetic in the testing process • demonstrate the application of percentages and other associated analyses • demonstrate handling of the samples appropriately • demonstrate different materials and associated tests • demonstrate typical sampling quantities



- explain and comprehend the rationale behind the determination of the acceptance criteria
- explain the benefits of understanding how to handle the samples
- discuss how to access the samples
- comprehend how to dispose of the samples
- explain how to understand how test data has to be recorded
- discuss how to help in the creation of the appropriate templates
- discuss the company's policies on personnel management, relevant legislation, standards, policies, and procedures followed in the company
- explain organizations history and culture
- discuss organization structure
- explain the company's policies related to dress code and etiquette
- discuss past test analyses
- explain the past formats for recording and reporting
- discuss the importance of testing
- explain the testing parameters in the ceramics industry
- discuss the benefits of managing his/her time to understand the procedures
- discuss the benefits of managing his/her time to understand the reporting and recording templates
- explain the importance of ensuring that there is no mal handling/accidents due to improper handling of the materials
- discuss recurring challenges in testing
- explain typical acceptance criteria
- discuss the typical defects observed
- discuss the importance of the chemistry knowledge behind the tests
- explain the material properties

Classroom Aids:

Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster

Tools, Equipment, and Other Requirements

Testing tools, etc.

Module Name 3: Perform the tests

Mapped to HCS/N1006, V1.0

Terminal Outcomes:

- taking the appropriate samples
- testing the samples
- documentation of the testing process and findings
- ensure quality and productivity standards

<i>Duration: 50:00</i>	<i>Duration: 70:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • discuss the importance of understanding the reason for the sampling • explain the benefits of recalling the sample amount for the respective materials • explain the importance of taking the appropriate amount of sample after weighing • discuss how to correlate the testing methodology according to the material and test • discuss the observations of the test process • discuss the observations of the defects and know what defects can be observed in the test process • discuss the importance of understanding why the defects arise • explain the benefits of making notes during the process • explain the importance of retiring the equipment after the test • discuss how to record details of the batch • explain the record the details of the samples • discuss how to record the details on the product lines • explain how to compute the percentages and any other details required • explain how to compute details for achieving the acceptance criteria • discuss the benefits of noting the same appropriately • explain the benefits of interpreting the results when required • discuss how to ensure all results recorded are in line with the template • discuss ways to avoid overall production losses due to quality • discuss how to complete all activities as per internal standards 	<ul style="list-style-type: none"> • demonstrate the application of the appropriate sampling methodology • demonstrate handling the samples carefully • demonstrate replacing the materials in location after taking the samples • perform placement of the samples appropriately on the equipment • perform the appropriate tests on the samples • demonstrate the use of the various testing equipment appropriately • demonstrate removal of the samples and clean the equipment after the test • role-play of alerting about any recurrent issue • role-play of communicating where rework is required • perform testing on the targeted number per day
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/smart Board, Marker, Duster	
Tools, Equipment, and Other Requirements	
Testing tools, etc.	

Module Name 4: Clean Up and Equipment Maintenance

Mapped to HCS/N1009, V1.0

Terminal Outcomes:

- clean-up tasks
- equipment maintenance
- general lab cleanliness and organization

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • identify the steps of cleanliness of the surfaces like tables and counters to remove clay, glaze, and dust after each use. Use damp cloths or sponges, and dry surfaces thoroughly to prevent residue hardening and mold growth. • Perform to wash all tools (carving tools, rolling pins, brushes, etc.) after use to remove clay and glaze. Store them properly and ensure they are completely dry before storage to prevent damage. • Discuss the steps of disposing of ceramics waste safely by emptying bins regularly and allowing clay scraps to dry before disposing or recycling. Follow safety protocols for glaze residue and chemicals to avoid contamination. • Discuss the procedure of regularly inspect all equipment, including pottery wheels, slab rollers, and hand tools, for wear and tear. Check for loose parts, lubrication, and dust build-up. Report any damage or malfunction to a supervisor immediately • Note the regularly check kilns for wear, ensuring elements, temperature gauges, and insulation are in good condition. Test temperature controls for accuracy, and ensure electrical components are safe. • Discuss the steps to ensure the cleanliness of pottery wheels after each use to prevent clay build-up. Check for wobbling or noise, ensuring foot pedals function properly. Clean slab rollers and lubricate them periodically. • Identify the regularly clean and maintain dust collection systems to protect against harmful ceramic dust. Replace clogged filters and empty dust bins often. • Identify the regularly check the inventory of clay, glazes, and other materials. Monitor stock levels, restock as necessary, and 	<ul style="list-style-type: none"> • Demonstrate the cleanliness of the surfaces like tables and counters to remove clay, glaze, and dust after each use. Use damp cloths or sponges, and dry surfaces thoroughly to prevent residue hardening and mold growth. • Show how to wash all tools (carving tools, rolling pins, brushes, etc.) after use to remove clay and glaze. Store them properly and ensure they are completely dry before storage to prevent damage. • Demonstrate how dispose of ceramics waste safely by emptying bins regularly and allowing clay scraps to dry before disposing or recycling. Follow safety protocols for glaze residue and chemicals to avoid contamination. • Show how to regularly inspect all equipment, including pottery wheels, slab rollers, and hand tools, for wear and tear. Check for loose parts, lubrication, and dust build-up. Report any damage or malfunction to a supervisor immediately • Demonstrate how to regularly check kilns for wear, ensuring elements, temperature gauges, and insulation are in good condition. Test temperature controls for accuracy, and ensure electrical components are safe. • Show how to ensure the cleanliness of pottery wheels after each use to prevent clay build-up. Check for wobbling or noise, ensuring foot pedals function properly. Clean slab rollers and lubricate them periodically. • Demonstrate how to regularly clean and maintain dust collection systems to protect against harmful ceramic dust. Replace clogged filters and empty dust bins often. • Show how to regularly check the inventory

dispose of expired items safely. Clearly label and organize materials for easy access.

- Discuss all safety equipment, such as fire extinguishers and emergency eyewash stations, is functional and accessible. Safety signs should be visible and well-maintained.

of clay, glazes, and other materials.

Monitor stock levels, restock as necessary, and dispose of expired items safely. Clearly label and organize materials for easy access.

- Demonstrate how to ensure all safety equipment, such as fire extinguishers and emergency eyewash stations, is functional and accessible. Safety signs should be visible and well-maintained.

Classroom Aids:

Charts, Models, Video presentation, Flip Chart, White-Board/smart Board, Marker, Duster

Tools, Equipment, and Other Requirements

Brushes, Sponges, Vacuum Cleaner, Scrapers, Mop and Bucket, Cleaning Cloths/Rags, Dust Masks, Kiln Cleaning Tools

Module Name 5: Record keeping and Documentation

Mapped to HCS/N1010, V1.0

Terminal Outcomes:

- maintain detailed inventory records
- replenishment, stock rotation and equipment maintenance logs
- problem diagnosis and repair documentation
- kiln firing records and troubleshooting
- attendance and activity logs
- feedback and instruction logs
- regulatory and safety compliance
- document storage and labelling

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • discuss the process of identify the accurately track all ceramic materials, including but not limited to various types of clay (such as stoneware, earthenware, and porcelain), glazes, oxides, underglazes, and other consumables • discuss the log all incoming materials with precision, noting the supplier information, delivery dates, and specific storage conditions. • Identify the steps of monitoring daily logs of clay, glaze mixtures, and other consumables utilized by lab users, including students and artists, and update the inventory records accordingly to mitigate the risk of overuse or waste. • Explain the vigilantly track the expiration dates and shelf lives of materials, such as glazes or chemicals, and proactively reorder them to ensure uninterrupted availability before stock depletion occurs. • Explain the step to implement a systematic approach for inventory management by prioritizing the use of older materials before newer supplies. • Discuss to conduct regular inspections to ensure that all materials are stored under the appropriate conditions, such as temperature-controlled environments for specific glazes and clay types. • Explain the process of maintaining a thorough log of all maintenance activities related to laboratory equipment, including pottery wheels, kilns, slab rollers, extruders, and mixing machines. • Identify the steps of scheduling regular inspections of the equipment to ensure optimal performance and to extend their operational lifespan. • Discuss the steps of documenting of any 	<ul style="list-style-type: none"> • Show how to accurately track all ceramic materials, including but not limited to various types of clay (such as stoneware, earthenware, and porcelain), glazes, oxides, underglazes, and other consumables • Demonstrate how to log all incoming materials with precision, noting the supplier information, delivery dates, and specific storage conditions. • Show how to monitor daily logs of clay, glaze mixtures, and other consumables utilized by lab users, including students and artists, and update the inventory records accordingly to mitigate the risk of overuse or waste. • Show how to vigilantly track the expiration dates and shelf lives of materials, such as glazes or chemicals, and proactively reorder them to ensure uninterrupted availability before stock depletion occurs. • Demonstrate how to implement a systematic approach for inventory management by prioritizing the use of older materials before newer supplies. • Show how to conduct regular inspections to ensure that all materials are stored under the appropriate conditions, such as temperature-controlled environments for specific glazes and clay types. • Show how to maintain a thorough log of all maintenance activities related to laboratory equipment, including

equipment malfunctions or breakdowns, noting the exact nature of the issue, corrective measures taken, and timeframes for resolution.

- Explain the process of maintaining a service history for each piece of equipment, which is essential for diagnosing recurring problems and ensuring compliance with safety standards.
- Explain the meticulously record specific firing details, including the type and quantity of materials placed in the kiln, the complete firing schedule—encompassing temperature settings, ramping rates, and hold durations—and the firing atmosphere, whether oxidizing or reducing.
- Explain the log the kiln's temperature at each stage, such as preheat, ramp-up, soak, and cooling phases
- Identify the document the outcomes of each firing, noting both successful results and any issues encountered, such as glaze defects or cracking, along with potential causes. record any kiln failures should be including instances of over-firings, under-firings, or material-specific concerns.
- Identify to maintain accurate records of laboratory users, including students, artists, and technicians.
- Identify to record any special requirements or accommodations made for users, such as specific material preferences, safety considerations, or instructions provided.
- Explain the steps of recording any feedback received from users concerning the laboratory's facilities, equipment, or materials
- Identify to document any specific instructions or safety guidelines provided to users, particularly pertaining to equipment usage (e.g., kiln operation, pottery wheels) and the handling of hazardous materials (e.g., glazes that may contain lead or other toxic substances).
- Explain that all laboratory operations adhere to local, institutional, and environmental regulations.
- Explain the document of compliance with safety standards, maintain valid equipment certifications, and prepare regulatory reports, including environmental impact assessments related to waste disposal. kiln emissions.
- Note the keep up-to-date records of safety training sessions attended by lab users or staff, ensuring that training aligns with current safety practices and lab standards.
- Identify the storing all records, whether physical

pottery wheels, kilns, slab rollers, extruders, and mixing machines.

- Show how to schedule regular inspections of the equipment to ensure optimal performance and to extend their operational lifespan.
- Demonstrate how to document any equipment malfunctions or breakdowns, noting the exact nature of the issue, corrective measures taken, and timeframes for resolution.
- Show how to maintain a service history for each piece of equipment, which is essential for diagnosing recurring problems and ensuring compliance with safety standards.
- Show how to meticulously record specific firing details, including the type and quantity of materials placed in the kiln, the complete firing schedule—encompassing temperature settings, ramping rates, and hold durations—and the firing atmosphere, whether oxidizing or reducing.
- Demonstrate how to log the kiln's temperature at each stage, such as preheat, ramp-up, soak, and cooling phases
- Show how to document the outcomes of each firing, noting both successful results and any issues encountered, such as glaze defects or cracking, along with potential causes. record any kiln failures should be including instances of over-firings, under-firings, or material-specific concerns.
- Show how to maintain accurate records of laboratory users, including students, artists, and technicians.
- Demonstrate how to record any special requirements or accommodations made for users, such as specific material preferences, safety considerations, or instructions provided.
- Show how to record any feedback received from users concerning the laboratory's facilities, equipment, or materials
- Demonstrate how to document any specific instructions or safety guidelines provided to users,

or digital, in an organized and secure system.

- Explain that the digital records are backed up regularly and that physical records are stored in safe, climate-controlled areas to prevent deterioration or loss.
- develop a system that allows quick retrieval of any document when needed. For example, an inventory discrepancy might require fast access to material usage logs, or a safety audit might require quick access to recent inspection records
- prepare and submit regular reports on key aspects of lab operations, such as inventory levels, equipment status, maintenance activities, and safety inspection outcomes.
- create detailed reports following significant events, such as equipment failures, safety incidents, or changes in procedures.
- Identify that all materials used in the ceramics lab, including clays, glazes, chemicals, and tools, are correctly labelled with information such as material name, content, hazards, usage instructions, and expiration dates (for glazes or chemicals).
- Identify the steps of maintaining a clear record of material sources, suppliers, and batch numbers to facilitate traceability for quality control and safety.
- Explain the index and categorize archived records, ensuring that they are easily accessible for future use, audits, or compliance checks.

particularly pertaining to equipment usage (e.g., kiln operation, pottery wheels) and the handling of hazardous materials (e.g., glazes that may contain lead or other toxic substances).

- Show how to ensure that all laboratory operations adhere to local, institutional, and environmental regulations.
- Demonstrate how to document compliance with safety standards, maintain valid equipment certifications, and prepare regulatory reports, including environmental impact assessments related to waste disposal. kiln emissions.
- Show how to keep up-to-date records of safety training sessions attended by lab users or staff, ensuring that training aligns with current safety practices and lab standards.
- Show how to store all records, whether physical or digital, in an organized and secure system.
- Demonstrate how to ensure that digital records are backed up regularly and that physical records are stored in safe, climate-controlled areas to prevent deterioration or loss.
- Show how to develop a system that allows quick retrieval of any document when needed. For example, an inventory discrepancy might require fast access to material usage logs, or a safety audit might require quick access to recent inspection records
- Show how to prepare and submit regular reports on key aspects of lab operations, such as inventory levels, equipment status, maintenance activities, and safety inspection outcomes.
- Demonstrate how to create detailed reports following significant events, such as equipment failures, safety incidents, or changes in procedures.
- Show how to ensure that all materials used in the ceramics lab, including clays, glazes, chemicals, and tools, are correctly labelled with information such as material name, content,

hazards, usage instructions, and expiration dates (for glazes or chemicals).

- Demonstrate how to maintain a clear record of material sources, suppliers, and batch numbers to facilitate traceability for quality control and safety.
- Show how to index and categorize archived records, ensuring that they are easily accessible for future use, audits, or compliance checks.

Classroom Aids:

Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster

Tools, Equipment, and Other Requirements

Laboratory Notebook, Spreadsheet Software, Quality Management Software, Digital Data Logger, Label Printer, Document Scanner, Cloud Storage Services, Desktop/Laptop Computer, Laboratory Information Management System (LIMS)

Module Name 6: Working in a team

Mapped to HCS/N9929, V1.0 Terminal

Outcomes:

- Interact with supervisor
- Coordinating with colleagues
- Carry out reporting and documentation

<i>Duration: 10:00</i>	<i>Duration: 20:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the benefits of compiling with health, safety gender, and PWD (people with disability) related instructions applicable to the workplace. • Discuss the importance of understanding the work output requirements, targets, performance indicators, and incentives. • Explain the benefits of delivering quality work on time and report any anticipated reasons for delays and handover completed work to the supervisor. • Describe how to compile a report on any grievances, production defects, and potential hazards. • Discuss the importance of communicating maintenance and repair schedule proactively to the supervisor. • Explain how to interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc. • Describe how to compile a report in time for shortage or need of raw materials. • Describe how to communicate with colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team. • Discuss the importance of maintenance etiquette, use polite language, demonstrate responsible and disciplined behaviour towards colleagues. • Discuss the importance of putting the team over individual goals and multi-task or share work where necessary supporting the colleagues. • Explain the benefits of documenting all the details accurately relating to one's role as required. • Explain the benefits of knowing the importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behaviour. • Explain the benefits of knowing how to accommodate employees with disabilities etiquette to adhere to and proper language and terminology. • Explain the benefits of knowing how to communicate, offer help, respecting space, parking, etc. for people with disabilities or special needs. • Explain the benefits of knowing promoting a safe, 	<ul style="list-style-type: none"> • Demonstrate mock drills/ evacuation procedures; group discussions, training sensitization programs for gender, and PWD awareness organized at the workplace. • Role-play of receiving job orders and instructions from reporting supervisor and receive feedback on work standards. • Demonstrate the procedures for working with colleagues, his/her role, and responsibilities about this. • Show tools and equipment handling procedures and common potential hazards in the workplace and the procedures to deal with them. • Demonstrate the expressing and addressing grievances appropriately, deal with difficult work relationships, and manage internal conflicts effectively.

accessible, and healthy workplace for disabled employees.

- Discuss company's policies on preferred language of communication, incentives, quality standards, personnel management, reporting, and escalation matrix policy.
- Discuss the company's standard operating procedure (sop) and the risk and impact of not following them.
- Explain the organizational hierarchy and the line of reporting structure and work target and review mechanism.
- Discuss the procedures to report employment related issues and to deal with conflicts.
- Discuss the importance of the individuals' role in the organizational workflow and details of the individual responsibilities.
- Describe how to document the job activity as required like the check sheets, history sheets, etc.

Classroom Aids:

Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster

Tools, Equipment and Other Requirements

Basic Stationery

Module Name 7: Maintain Health and Safety at Workplace

Mapped to HCS/N9931, V1.0

Terminal Outcomes:

- Maintain workplace safety and security standards
- Maintain effective waste management

<i>Duration: 10:00</i>	<i>Duration: 20:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain health and safety-related instructions applicable to the workplace. • Discuss the importance of maintaining a healthy lifestyle. • Explain environment management system related procedures. • Discuss organization's evacuation procedures. • Explain health, safety-related practices, and safe handling procedures of equipment and machine operations. • Discuss emergency exits, escape routes, emergency equipment and assembly points. • Explain reporting and documentation protocol. • Discuss ill-effects of alcohol, tobacco and drugs. 	<ul style="list-style-type: none"> • Demonstrate how to use personal protective equipment. • Show how to handle and move waste and debris. • Participate in mock drills/evacuation procedures organized at the workplace. • Demonstrate actions to be taken in case of fire or any emergency situation.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment, and Other Requirements	
Basic Stationery	

Module Name 8: Maintain Personal Sanitation

Mapped to HCS/N9934, V1.0 Terminal

Outcomes:

- Follow practices for Personal Hygiene at the workplace

<i>Duration: 10:00</i>	<i>Duration: 20:00</i>
Theory - Key Learning Outcomes	Practical - Key Learning Outcomes
<ul style="list-style-type: none"> Explain the importance of covering the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust. Explain wearing safety shoes while visiting the production unit can avoid any damage. Explain the benefits of wearing personal protective equipment while visiting the different departments during production. for example, mask in the washing section, glasses and masks in an assembly line, and gloves in the printing section, etc. Explain why one should wash /sanitize hands after a factory unit before touching any document, laptop, cell phone, etc. Discuss benefits of undergoing preventive health checkups at regular intervals. Discuss importance of taking prompt treatment from the doctor in case of illness. Discuss the importance of ensuring no productivity loss or absenteeism from work due to illness. Discuss the importance of ensuring no long-term ill effect on personal health. Explain company's policies on personal health and occupational hazard management Discuss company's hr policies. Discuss company's reporting structure. Health risks to the worker at the workplace. Describe how to perform the duties in a way to minimize pollution at the workplace. Discuss what personal protective equipment should be worn and how it is cared for. Discuss the emergency procedures to be followed in case of a mishap such as fire accidents etc. 	<ul style="list-style-type: none"> Role-play of following sops for dealing with blisters; scratches; accidental fires or any other type of emergencies at work Demonstrate company's emergency evacuation procedure. Perform healthy work practices. Discuss safe disposal methods for waste. Demonstrate how to provide first-aid treatment at the workplace.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Basic Stationery	

Module Name 9: Employability Skills

Mapped to DGT/VSQ/N0102, V1.0

Terminal Outcomes:

- introduction to employability skills
- constitutional values - citizenship
- becoming a professional in the 21st century
- basic english skills
- career development & goal setting
- communication skills
- diversity & inclusion
- financial and legal literacy
- essential digital skills
- entrepreneurship
- customer service
- getting ready for apprenticeship & jobs

Duration: 40:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • discuss employability skills required for jobs in various industries • explain ways to explore learning and employability portals • discuss the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc. • explain the significance of 21st Century Skills for employment • explain how to read and understand routine information, notes, instructions, mails, letters etc. written in English • list the difference between job and career • communicate and behave appropriately with all genders and PwD • discuss how to escalate any issues related to sexual harassment at workplace according to POSH Act • list common components of salary and computed income, expenses, taxes, investments etc. • discuss relevant rights and laws and use legal aid to fight against legal exploitation • identify and list different types of Entrepreneurship and Enterprises and assess opportunities for potential 	<ul style="list-style-type: none"> • demonstrate how to follow environmentally sustainable practices • roleplay the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life • practice the use basic English for everyday conversation in different contexts, in person and over the telephone • write short messages, notes, letters, e-mails etc. in English • prepare a sample career development plan with short- and long-term goals, based on aptitude • practice following verbal and non-verbal communication etiquette and active listening techniques in various settings • roleplay how to work collaboratively with others in a team • roleplay how to escalate any issues related to sexual harassment at workplace according to POSH Act • show how to select financial institutions, products and services as per requirement • practice how to carry out offline and online financial transactions, safely and

- business through research
- identify and list sources of funding, anticipate, and mitigate any financial/legal hurdles for the potential business opportunity
 - explain how to identify different types of customers
 - identify and list apprenticeship opportunities and register for it as per guidelines and requirements

- securely
- operate digital devices and carry out basic internet operations securely and safely
 - demonstrate the use of e-mail and social media platforms and virtual collaboration tools to work effectively
 - practice the basic features of word processor, spreadsheets, and presentations
 - develop a sample business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
 - roleplay how to respond to customer requests and needs in a professional manner
 - show how to follow appropriate hygiene and grooming standards
 - create a sample professional Curriculum vitae (Résumé)
 - practice how to search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
 - show how to apply to identified job openings using offline /online methods as per requirement
 - demonstrate how to answer questions politely, with clarity and confidence, during recruitment and selection

Classroom Aids:

Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster

Tools, Equipment and Other Requirements

PPE, Basic Stationary, digital devices as per the requirement.

Mandatory Duration: <00:00>

Recommended Duration: <00:00>

Module Name: On-the-Job Training

00:00

Location: On Site

Terminal Outcomes

After successful completion of OJT candidate will become well trained in Lab assistant (Ceramics)

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate with 6-12 Months of experience in handicraft industry	Quality Check	2	Quality Check and this could include experience with ceramic materials, glazes, and kiln operations	1	Quality Check and this could include experience with ceramic materials, glazes, and kiln operations	NA

Trainer Certification	
Domain Certification	Platform Certification
Certified to TOT for Job Role: "Lab Assistant (Ceramics)" mapped to QP: "HCS/Q1002, v3.0". Minimum accepted score is 80%	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "Master Trainer (VET and Skills) MEP/Q2601 v2.0". Minimum accepted score is 80%.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization <i><Specify the areas of specialization that are desirable.></i>	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate with 6-12 Months of experience in the handicraft industry	Quality Check	2	Quality Check and this could include experience with ceramic materials,	1	Quality Check and this could include experience with ceramic materials, glazes, and	NA

			glazes, and kiln operations		kiln operations	
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Assessor Certification

Domain Certification	Platform Certification
Certified to T O A for Job Role: “Lab Assistant (Ceramics)” mapped to QP: “HCS/Q1002, v3.0”. Minimum accepted score is 80%	Recommended that the Assessor is certified for the Job Role: “Assessor”, mapped to the Qualification Pack: “Assessor (VET and Skills) MEP/Q2701 v2.0”. Minimum accepted % as per respective SSC guidelines is 80%.

Assessment Strategy

This section includes the processes involved in identifying, gathering and interpreting information to evaluate the learner on the required competencies of the program.

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

Minimum Aggregate Passing % at QP Level: 70

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

Minimum Passing % at NOS Level: 50

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

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.

Key Learning Out come	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills(practical application).
OJT(M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training onsite
OJT(R)	On-the-job training (Recommended); trainees are recommended the specified hours of training onsite
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psycho motor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training .
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module . A set of terminal outcomes help to achieve the training outcome.

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards