



Table of Contents

Training Parameters.....	4
Program Overview	4
Training Outcomes.....	5
Compulsory Modules.....	5
Module Details.....	8
Module Name 1: Introduction to Ceramics Industry in India.....	8
Module Name 2: Determine market and customer cues.....	9
Module Name 3: Make master models for production line.....	11
Module Name 4: Entrepreneurship skills for modeller (ceramics).....	13
Module Name 5.: Working in a team.....	14
Module Name 6: Maintain Health and Safety at Workplace	14
Module Name 7: Maintain Personal Sanitation.....	16
Module Name 8: Managing people and Resources in Business.....	19
Module Name 9: Employability Skills.....	21
Annexure.....	23
Trainer Requirements.....	23
Assessor Requirements.....	23
Assessment Strategy	24
Glossary.....	24

Training Parameters

Sector	Handicrafts and Carpet
Sub-Sector	Ceramics
Occupation	Production Management - Ceramics
Country	India
NSQF Level	3.5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8181.1100
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 of 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
- Determine market and customer cues
- Make master models for production line
- Entrepreneurship skills for modeller (ceramics)
- Coordinate with colleagues and work as a team
- Maintain Safe and Healthy Work Environment
- Maintain Personal Hygiene
- Basic Business Management
- 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 (Recommend)	Total Duration
HCS/N0203: Determine Market and Customer cues NOS Version No. 1.0 NSQF Level 3.5	20:00	40:00	NA	00:00	60:00
Module 1 Introduction to Ceramics Industry in India	10:00	00:00	NA	NA	10:00
Module 2: Determine Market and Customer cues	10:00	40:00	NA	00:00	50:00
HCS/N0204: Make master models for production line NOS Version No. 1.0 NSQF Level 3.5	40:00	80:00	NA	00:00	120:00
Module 3: Make master models for production line	40:00	80:00	NA	00:00	120:00
HCS/N8516: Entrepreneurship skills for modeller (ceramics) NOS	20:00	40:00	NA	00:00	60:00

Version No. 1.0 NSQF Level 3.5					
Module 4: Entrepreneurship skills for modeller (ceramics)	20:00	40:00	NA	00:00	60:00
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 5: 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 6: 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 7: Maintain Personal Sanitation	10:00	20:00	NA	00:00	30:00
HCS/N9940: Managing people and Resources in Business NOS Version No. 1.0 NSQF Level 3.5	10:00	20:00	NA	00:00	30:00
Module 8: Managing people and Resources in Business	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	160:00	260:00	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: Determine market and customer cues

Mapped to HCS/N0203, V1.0

Terminal Outcomes:

- analyse market and customer cues
- interpret the cues as designs
- check quality and productivity standards

Duration: 10:00	Duration: 40:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • discuss the importance of determining the various market trends and customer cues from merchandiser • explain the importance of analysing market preference of product design to create the master model • discuss the benefits of examining preferences and design specifications from cues • discuss how to convert cues into designs as per the job specification • discuss the importance of checking current market designs and trends for making the master model • explain the benefits of interacting with cross functional teams to brainstorm on the designs and their functionalities • discuss how to compute various standard parameters to imprint designs on the model • explain how to check if the designs are amenable to the product shape and dimension • ensure that there is no wastage of the materials • describe the benefits of analysing that design meets market and customer requirement • explain personnel management, relevant legislation, standards, policies, and procedures followed in the company • discuss the key production lines of the company • discuss designing principles, shape awareness, basic geometry, and use of right shades • explain customer demand perception • describe the appropriate market and customer requirement analysing techniques 	<ul style="list-style-type: none"> • demonstrate placement of raw material in prescribed quantities required for model making • demonstrate inspection of the design in three-dimensional space to check the job specifications • perform creation of sample designs as per the approved design specifications • demonstrate the process of transferring the sample designs to the moulders • demonstrate inspection of quality standard parameters to ensure that models for conformity with the product • demonstrate the preparation of sample template to store the various sample designs • show the locations where materials are typically stored

- discuss the risk and impact of not following defined work instructions
- explain implications of delays in the process

Classroom Aids:

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

Tools, Equipment, and Other Requirements

Raw material, etc.

Module Name 3: Make master models for production line

Mapped to HCS/N0204, V1.0

Terminal Outcomes:

- prepare raw materials required for making the master model
- perform process of master model making
- check master model quality and productivity standards

Duration: 40:00	Duration: 80:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • discuss how to identify raw materials like ball clay, mud clay, black clay, plaster of Paris, etc. for making the master model. • stage by using appropriate tools like a blender, hammer, etc. • perform the sieving process of the blended mixture using a sieve of fine mesh to remove tiny stone pieces • explain the importance of letting dry sieved mixture for two days to make it of the right consistency • discuss the importance of providing correct stance and detailing to master model using sculpting tools like a chisel, sharp pen, etc. • explain how artisan prepares the model for making the mould • explain the benefits of using fine clay as a temporary base for building a mould • demonstrate the application of a layer of kerosene on the model to avoid sticking mould material • explain the importance of ensuring that removing extra materials sticking to the mould using a chisel once the mould is dried. • discuss the importance of carefully break open the mould using a chisel • discuss how to provide required finishing by using a chisel/fine pen • explain the importance of ensuring that no excess clay is chipped to master model • discuss the process of making model by using electric wheel • discuss the importance of maintaining records of inspection results/tests • explain the importance of ensuring that there is no wastage of materials • explain how to prepare a sample template to collect information during inspection based on master model • explain the importance of ensuring that there are no process delays 	<ul style="list-style-type: none"> • perform standard organizational procedures to be followed to store different types of raw materials at designated locations • demonstrate the differentiate between turning wheel and electric wheel • demonstrate the collection of required raw materials and tools like a chisel, fine pen, sieve in prescribed quantities • demonstrate preparation of collected clay by breaking down solid pieces of mud and blend it with water before the casting • perform arrangement of raw materials carefully for further usage in making an appropriate master model • perform the delivery process of the remaining raw material to the designated storage locations • perform the standard process for creating a master model to create mould for casting either by plaster of paris or clay • perform the process of placing a lump on the turning wheel or electric wheel • demonstrate the process of playing lump on the turning wheel • demonstrate the process of shaping clay on the turning wheel or electric wheel • perform the step to cut off the clay from the turning wheel or electric using a string of thread and keep it for drying • demonstrate the process of giving basic shape to master model by hands • demonstrate the preparation of a slurry-like mixture of plaster of paris, cement, and water for making mould. • perform pouring of the mixture above

- discuss how to achieve periodical targets set by the supervisor
- explain how to identify different types of parameters required to ensure an appropriate amount of inventory is being stored at the time of production
- Explain making process of master model using electric wheel.

the clay model

- perform the standard process of removing clay from mould and clean it
- demonstrate the standard process of dusting chalk powder inside mould to avoid sticking clay cavities
- demonstrate the creation of products using the mould prepared
- demonstrate how to fill in the mould with thick clay
- perform the step of filling two halves of the mould, press it firmly to give shape and join it together to get one complete product
- demonstrate removal of the product from the mould
- demonstrate how to let the master model dry completely to avoid cracking during firing
- demonstrate how to fire the model in a kiln at a low temperature to harden it for further handling or mold making
- demonstrate inspection of master model based on the quality standard parameters to ensure the master model is created as per standard procedures
- Demonstrate how to use electric wheel.

Classroom Aids:

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

Tools, Equipment and Other Requirements

ball clay, mud clay, black clay, plaster of Paris, blender, hammer, chisel, sharp pen, kerosene, turning wheel and electric wheel etc.

Module Name 4: Entrepreneurship skills for modeller (ceramics)

Mapped to HCS/N8516, V1.0

Terminal Outcomes:

- Market Research and Analysis
- Product Development and Innovation
- Financial Management
- Branding and Marketing
- Sales and Customer Relationship Management
- Logistics and Supply Chain Management
- Legal and Regulatory Compliance
- Continuous Learning and Adaptability

Duration: 20:00	Duration: 40:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Learn about the current trends in ceramic arts, including popular designs, colors, and finishes • identify target customer preferences, whether it's in home decor, functional ware, or custom art pieces • analyze competitors' offerings and pricing to find a unique selling point • learn about the new ceramic techniques, shapes, or styles to offer unique products • discuss about a signature style that differentiates the ceramics products from others • explore innovate by incorporating customer feedback, possibly creating custom designs or limited-edition collections • Discuss a budget for materials, equipment, workshop costs, and production time effectively • Identify prices that cover costs, including raw materials, labor, and overheads, while staying competitive in the market • explore track of expenses, revenues, and inventory to monitor the financial health of the business • build a brand identity that reflects the style and appeals to the target audience • learn about the social media platforms, websites, and art marketplaces to showcase and sell your work • explore network at local art fairs, markets, and galleries to expand visibility and credibility • discuss the concept of offering after-sales services, like repair or customization options, to 	<ul style="list-style-type: none"> • demonstrate how to identify current trends in ceramic arts, including popular designs, colors, and finishes • show how to identify target customer preferences, whether it's in home decor, functional ware, or custom art pieces • demonstrate how to analyze competitors' offerings and pricing to find a unique selling point • demonstrate how to experiment with new ceramic techniques, shapes, or styles to offer unique products • show how to develop a signature style that differentiates the ceramics products from others • demonstrate how to innovate by incorporating customer feedback, possibly creating custom designs or limited-edition collections • perform budget for materials, equipment, workshop costs, and production time effectively • demonstrate how to set prices that cover costs, including raw materials, labor, and overheads, while staying competitive in the market • show how to keep track of expenses, revenues, and inventory to monitor the financial health of the business • demonstrate how to build a brand identity that reflects the style and appeals to the target audience • show how to use social media platforms, websites, and art marketplaces to showcase and sell your work • demonstrate how networking at local art fairs, markets, and galleries to expand visibility and

<p>enhance customer loyalty</p> <ul style="list-style-type: none"> analyse customer feedback to improve product offerings and service quality identify reliable suppliers for high-quality clay, glazes, tools, and kilns discuss the steps of timely and safe delivery of products, especially for delicate items identify a plan for managing inventory, including storage and order fulfilment discuss local regulations regarding handmade ceramics, especially for items that may meet food or beverages discuss the process of registering your business and acquire necessary permits or licenses learn the steps to protect intellectual property, like unique designs, through trademarks or copyrights if applicable learn to stay updated about on new techniques, tools, and ceramic trends to refine skills learn about to adapt to changing customer preferences and market dynamics to stay competitive 	<p>credibility</p> <ul style="list-style-type: none"> show how to develop an engaging and professional approach to customer interactions demonstrate how to offer after-sales services, like repair or customization options, to enhance customer loyalty demonstrate how to gather and act on customer feedback to improve product offerings and service quality show how to identify reliable suppliers for high-quality clay, glazes, tools, and kilns demonstrate how to ensure timely and safe delivery of products, especially for delicate items show how to create a plan for managing inventory, including storage and order fulfilment show how to create local regulations regarding handmade ceramics, especially for items that may come in contact with food or beverages demonstrate how to register your business and acquire necessary permits or licenses demonstrate how to protect intellectual property, like unique designs, through trademarks or copyrights if applicable demonstrate how to stay updated on new techniques, tools, and ceramic trends to refine skills demonstrate how to participate in workshops, craft fairs, and ceramics exhibitions for exposure and skill enhancement show how to adapt to changing customer preferences and market dynamics to stay competitive
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment, and Other Requirements	
Basic Stationary	

Module Name 5: Working in a team

Mapped to HCS/N9929, V1.0 Terminal

Outcomes:

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

Duration: 10:00	Duration: 20:00
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 6: 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 7: 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 8: Managing people and Resources in Business

Mapped to HCS/N9940, V1.0

Terminal Outcomes:

- Carry out the activities of E-commerce
- Follow export-related practices
- Maintain product packaging SOPs

<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 importance of training the employees of his/her unit with the appropriate skills required to make market-relevant and quality products. • Discuss the importance of motivating the employees. • Explain how to compile a report based on old production reports. • Discuss how to address the issues faced in previous productions and try to resolve them. • Describe the procedure of gathering and analysing the cues from the market. • Discuss the benefits of ascertaining customer preference. • Discuss the development of product range lines based on current market preference. • Discuss the development of product range lines that are unique and able to price high. • Describe the process of pricing the products according to market trends. • Explain the identification of the competent marketing strategy for the product range to be competent, the user/individual on the job. • Discuss ascertaining the quantity and right pricing to procure the materials. • Explain the identification of the right locations/agents from where the raw materials can be procured. • Discuss the importance of ensuring quality materials are procured. • Discuss the importance of ensuring the procured materials are stored in appropriate conditions. • Explain the procedure of compiling record of price quotations, pos, and bills of procurement for future reference. • Discuss how to maintain a healthy and professional relationship with the vendor • Discuss the competitive market falls in order with the company policies of best price, quality, and delivery parameters. • Discuss the importance of analysing the prevalent price for product lines. • Explain how to decide on the most effective means to 	<ul style="list-style-type: none"> • Role-play of interactive meetings of managers of sales and production teams and categorize the issues and feedback of both the teams. • Demonstrate the listing of the raw material and prepare a b.o.m according to the product lines. • Role-play of negotiations to get the best price. • Demonstrate the process of compiling the various records of all aspects of the business. • Demonstrate product and craft knowledge including material and tools requirements. • Demonstrate basic record-keeping techniques.

access the market.

- Explain how to plan for cost-effective transportation to the market.
- Discuss the benefits of the positioning of the product according to market requirements.
- Explain the way of identifying and addressing the expectations of customers
- Discuss the ways to analyse and ascertain the cost of production.
- Explain the benefits of maintaining the book of accounts related to the business
- Explain the benefits of maintaining the export documents like a letter of credit, custom clearance.
- Discuss and identify cost-effective means of running the business.
- Discuss and identify various aspects of business that require recording.
- Explain how to design formats for recording.
- Explain the importance of maintaining these records with periodic updates.
- Explain the importance of maintaining necessary documents as per local government and regulatory requirements.
- Discuss how to reframe the procurement strategy according to local scenarios like weather conditions, transport strikes, affected prices, etc.
- Discuss the importance of understanding basics accounting so that he/she can monitor the transactions between company and vendor.
- Discuss the importance of knowing the banking basics to keep the export process flawless.
- Discuss the importance of understanding the costing principles to calculate the cost of production with all the overheads and the actual price.
- Explain the ways of gathering market intelligence.
- Explain various transportation means and implications on cost.
- Discuss various product lines that can be created depending on the sector of operation.
- Discuss basic laws, rules, regulations, etc. regarding business.
- Explain vendor management and development.
- Discuss pricing techniques.
- Discuss business profitability assessment.

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 compute income, expenses, taxes, investments etc • discuss relevant rights and laws and use legal aids 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 Modeller

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	Product R&D - Ceramics	2 year	Product R&D - Ceramics	1 year	Product R&D - Ceramics	NA

Trainer Certification	
Domain Certification	Platform Certification
Certified to TOT for Job Role: "Modeller" mapped to QP: "HCS/Q0201, 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 handicraft industry	Product R&D - Ceramics	2 year	Product R&D - Ceramics	1 year	Product R&D - Ceramics	NA

Assessor Certification	
Domain Certification	Platform Certification

Certified to TOA for Job Role: “Modeller” mapped to QP: “HCS/Q0201, 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 Outcome	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