



Model Curriculum

QP Name: Ceramics and Terracotta Toy Maker - Artisan

QP Code: HCS/Q0402

QP Version: 1.0

NSQF Level: 4

Model Curriculum Version: 1.0

Handicrafts and Carpet Sector Skill Council, 3rd Floor, OCF, Plot No.2, Pocket-9, Sector-B
Vasant Kunj
New Delhi-110070

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Training Parameters

Sector	Handicrafts and Carpet
Sub-Sector	Ceramics
Occupation	Moulding
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8139.20
Minimum Educational Qualification and Experience	5 th Class
Pre-Requisite License or Training	1 year of experience in Ceramics products
Minimum Job Entry Age	18 Years
Last Reviewed On	
Next Review Date	
NSQC Approval Date	
QP Version	2.0
Model Curriculum Creation Date	
Model Curriculum Valid Up to Date	
Model Curriculum Version	1.0
Minimum Duration of the Course	
Maximum Duration of the Course	

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.

- demonstrate the process of making ceramic toy
- perform the operation process required to make terracotta toys
- employ appropriate practices to coordinate with colleagues and work as a team
- discuss the SOPs to maintain safe and healthy work environment
- discuss how to maintain personal hygiene
- discuss basic business management

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
Bridge Module	10:00	00:00	NA	NA	10:00
Module 1 Introduction to Ceramics Industry in India	10:00	00:00	NA	NA	10:00
HCS/N0801: Carry out the process of making ceramic toy NOS Version No. 2.0 NSQF Level 4	40:00	60:00	NA	20:00	100:00
Module 2 Carry out the process of making ceramic toy	40:00	60:00	NA	20:00	100:00
HCS/N0403: Carry out the operation process required to make terracotta toys NOS Version No. 2.0 NSQF Level 4	40:00	60:00	NA	20:00	100:00
Module 3 Carry out the operation process required to make terracotta toys	40:00	60:00	NA	20:00	100:00
HCS/N9901: Coordinate with colleagues and work as a team NOS Version No. 6.0 NSQF Level 4	40:00	60:00	NA	10:00	100:00
Module 4 Coordination with colleagues and work as a team	40:00	60:00	NA	10:00	100:00
HCS/N9902: Maintain Safe and Healthy Work Environment NOS Version No. 6.0 NSQF Level 4	40:00	60:00	NA	10:00	100:00

Module 5 Maintaining safe and healthy work environment	40:00	60:00	NA	10:00	100:00
HCS/N9903: Maintain Personal Hygiene NOS Version No. 3.0 NSQF Level 4	20:00	30:00	NA	10:00	50:00
Module 5 Maintaining personal hygiene	20:00	30:00	NA	10:00	50:00
HCS/N9904: Basic Business Management NOS Version No. 3.0 NSQF Level 4	20:00	25:00	NA	10:00	45:00
Module 6 Basic Business Management	20:00	25:00	NA	10:00	45:00
Total Duration	210:00	295:00	NA	80	505

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 hub for Ceramics in India• discuss the importance of using tools and equipment based on physical and operational properties of Ceramic• 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: Carry out the process of making ceramic toy

Mapped to HCS/N3201, V1.0

Terminal Outcomes:

- perform the steps required to prepare raw materials
- demonstrate the process of toy making
- perform the steps required to bake toys
- discuss how to check quality and productivity standards

Duration: 40:00	Duration: 60:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • identify raw materials like ball clay, black clay, etc. • identify tools like chisel, fine pen, etc. • discuss importance of placing prepared toy in open air for sun drying • explain importance of preheating kiln at appropriate temperature using wood as fuel • discuss ways to inspect quality standard parameters • explain importance of ensuring no excess clay is chipped to mould • discuss important procedures, guidelines of the organization • list appropriate master model making, mould making and sculpting techniques • list basic calculation methods required for calculating raw materials • discuss safety measures to be followed while handling raw materials • discuss risk and impact of not following defined procedures 	<ul style="list-style-type: none"> • perform the step to prepare clay • demonstrate the steps required to sculpt master model • show how to give basic shape, stance • perform the steps of baking prepared model • perform the steps to prepare fine clay to make mould • demonstrate ways to fill prepared fine clay in the master model to create mould • show how to prepare slurry like mixture of plaster of paris, water n cement and pour it above the model • perform the step of removing extra materials sticking to mould using chisel • show how to break open mould • show how to dust chalk powder inside mould to avoid sticking of clay cavities • demonstrate how to create toys using prepared mould • show how to provide finishing to prepared toy by using chisel • demonstrate how to place prepared toys in kiln and also how to remove them • perform the steps of decorating prepared toy using colour • prepare sample template to collect information during inspection • demonstrate how to use sharp tools and equipment
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Testing equipment	

Module Name 3: Carry out the operation process required to make terracotta toys

Mapped to HCS/N3201, V1.0

Terminal Outcomes:

- perform the steps required to prepare raw materials
- demonstrate the process of terracotta toy making
- perform the steps required to bake toys
- discuss how to check quality and productivity standards

Duration: 40:00	Duration: 60:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • identify raw materials like ball clay, black clay, etc. • identify tools like chisel, fine pen, etc. • discuss importance of placing prepared toy in open air for sun drying • discuss the importance of preheating kiln • discuss importance of inspecting quality standard parameters at every level of toy making • discuss important procedures, guidelines of the organization • list appropriate toy making, sculpting and burning techniques 	<ul style="list-style-type: none"> • perform the step to prepare clay • demonstrate how to place and play lump on turning wheel to make terracotta toy • perform the step of providing shape of doll, animal, etc. and cut off the clay from the turning wheel • show how to provide shape to toy by dabbing water to attach more clay and shape to the toy • perform sculpting process using wooden tools to blend excess clay • demonstrate how to place toys in preheated kiln and also how to remove them • demonstrate how to handle sharp tools and equipment
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Testing equipment	

Module Name 3: Coordinate with colleagues and work as a team

Mapped to HCS/N9901, V6.0

Terminal Outcomes:

- demonstrate how to interact with supervisor
- work as a team by coordinating with colleagues within and outside the department and include inputs on PwD & Gender Sensitisation
- explain reporting and documentation processes

Duration: 40:00	Duration: 60:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • explain importance of complying with health, safety, gender and PwD related instructions applicable to workplace • discuss work output requirements, targets, performance indicators and incentives • explain importance of explaining delivering quality work on time and reporting any grievances, production defects any potential hazards. • discuss importance of training sensitization programs for gender, and PwD awareness organized at workplace • discuss repair schedule, and clarify doubts on design, usage of materials and tools, quality and standards, compliance, etc. • explain ways to communicate politely and in a disciplined behaviour • explain gender equality and how to accommodate employees with disabilities • discuss company’s policies on preferred language, incentives, quality standards, personnel management, reporting and escalation matrix policy. 	<ul style="list-style-type: none"> • demonstrate mock drills/evacuation procedures • show how to do documentation
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Basic Stationary	

Module Name 4: Maintain safe and healthy work environment

Mapped to HCS/N9902, V6.0

Terminal Outcomes:

- follow safety procedures and practices.
- achieve safety standards

Duration: 28:00	Duration: 72:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • explain importance of carrying out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations • discuss importance of inculcating sustainable consumption practices • explain why it is important to comply with safety procedures while on work to prevent accidents • list ways to minimize environmental damage • explain importance of reporting accidents and incidents if any • list ways to achieve effective and green workplace • discuss company’s policies on work safety and occupational hazard management • list accidental risks to workers • 	<ul style="list-style-type: none"> • demonstrate how to handle materials, chemicals and tools • demonstrate material handling procedure to control material and personal damage • demonstrate waste disposal method • demonstrate evacuation procedure • demonstrate ways to maintain work area safe and secure • show how to handle chemical in a safe manner • demonstrate usage of protective gears •
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Tools and Equipment, PPE kit	

Module Name 5: Maintain personal hygiene

Mapped to HCS/N9903, V3.0

Terminal Outcomes:

- adopt healthy work practices
- achieve work productivity while maintaining health

Duration: 25:00	Duration: 75:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none">• explain importance of covering mouth and nose with a dust mask while working and wearing PPE while visiting different departments during production• discuss importance of sanitizing hands after coming back from production unit• explain why it is important to get preventive health check-ups• discuss the SOPs to be followed while dealing with blisters, scratches, etc.• discuss company’s policies on personal health and occupational hazard management• list health risks to workers at workplace• discuss ways to minimise pollution at the workplace	<ul style="list-style-type: none">• demonstrate company’s evacuation procedure• demonstrate safe methods of waste disposal• demonstrate how to provide first-aid
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
PPE and Basic Stationary	

Module Name 6: Basic Business Management

Mapped to HCS/N9904, V3.0

Terminal Outcomes:

- discuss ways of people management, product planning, procurement of raw materials, market interfacing, financial management and record keeping

Duration: 15:00	Duration: 30:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • explain importance of interactive meetings of manages of sales production teams and training of employees • list ways to resolve issues in the workplace • explain how to gather cues form market • explain how to develop product range lines based on current market preference that are unique and able to price high • list of the raw materials and prepare a B.O.M according to the product lines. • identify the right locations/agents from where the raw materials can be procured. • discuss importance of ensuring quality materials are procured • explain importance of maintaining a healthy and professional relationship with vendor • identify various aspects of business that require recording. • explain basics of accounting and banking, costing principles 	<ul style="list-style-type: none"> • prepare a sample report based on old production reports • show how to compile a record of price quotations, POs, and bills of procurement for future reference. • show how to maintain the book of accounts related to the business and export documents like a letter of credit, custom clearance.
Classroom Aids:	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Basic Stationary	
Mandatory Duration: <00:00>	Recommended Duration: <00:00>
Module Name: On-the-Job Training	80:00
Location: On Site	
Terminal Outcomes	
<ul style="list-style-type: none"> • After successful completion of OJT candidate will become well trained in making ceramic and terracotta toy. 	

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
10 th Pass	Toy Making	2	Ceramic and terracotta and Sector specific	1	Ceramic and terracotta and Sector specific	NA

Trainer Certification	
Domain Certification	Platform Certification
Certificate for Job Role: “Ceramics and Terracotta Toy Maker - Artisan” mapped to QP: “HCS/Q0402	Certified for Job Role: “Trainer ” mapped to QP: “MEP/Q2601; V:1.0

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	
10 th Pass	Toy Making	5	Ceramic and terracotta and Sector specific	3	Ceramic and terracotta and Sector specific	NA

Assessor Certification	
Domain Certification	Platform Certification
Certificate for Job Role: “Ceramics and Terracotta Toy Maker - Artisan” mapped to QP: “HCS/Q0402	Certified for Job Role: “Assessor” mapped to QP: “MEP/Q2701” V:1.0

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 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 be 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 centre
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

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 on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
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 psychomotor 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