



# Model Curriculum

**QP Name: Metal Craft Artisan (including Engraving and Stamping as elective)**

**QP Code: HCS/Q2802**

**QP Version: 4.0**

**NSQF Level: 4**

**Model Curriculum Version: 4.0**

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# Training Parameters

<b>Sector</b>	Handicrafts and Carpet
<b>Sub-Sector</b>	Metalware
<b>Occupation</b>	Metal Craft Making
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/3122.6400
<b>Minimum Educational Qualification and Experience</b>	12th grade pass with no experience OR 8th grade pass with 1.5-year relevant experience OR 5th grade pass with 3 years of relevant experience OR Ability to read and write with 5 years of relevant experience OR Previous relevant Qualification of NSQF Level 3.5 with 1.5 years of relevant experience
<b>Pre-Requisite License or Training</b>	NA
<b>Last Reviewed On</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQC Approval Date</b>	05/02/2018
<b>QP Version</b>	4.0
<b>Model Curriculum Creation Date</b>	18/02/2025
<b>Model Curriculum Valid Up to Date</b>	18/02/2028
<b>Model Curriculum Version</b>	4.0
<b>Minimum Duration of the Course</b>	480
<b>Maximum Duration of the Course</b>	720 (With all electives)

## 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 Metal industry in India
- Entrepreneurship skills for Metal craft artisan
- coordinate with colleagues and work as a team
- maintain personal hygiene
- basic business management
- Discuss employability skills
- perform pre engraving requirements
- engrave design on the metal surface
- perform stamping on the metal surface

### 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
<b>HCS/N8507: Entrepreneurship skills for Metal craft artisan NOS Version No. 1.0 NSQF Level 4</b>	<b>20:00</b>	<b>40:00</b>	<b>NA</b>	<b>NA</b>	<b>60:00</b>
Module 1 Introduction to Metal industry in India	<b>10:00</b>	<b>00:00</b>	<b>NA</b>	<b>NA</b>	<b>10:00</b>
Module 2 Entrepreneurship skills for Metal craft artisan	<b>10:00</b>	<b>40:00</b>	<b>NA</b>	<b>NA</b>	<b>50:00</b>
<b>HCS/N9901: Coordinate with colleagues and work as a team NOS Version No. 6.0 NSQF Level 4</b>	<b>10:00</b>	<b>20:00</b>	<b>NA</b>	<b>NA</b>	<b>30:00</b>
Module 3: Coordinate with colleagues and work as a team	<b>10:00</b>	<b>20:00</b>	<b>NA</b>	<b>NA</b>	<b>30:00</b>
<b>HCS/N9913: Maintain health, safety and security at workplace NOS Version No. 1.0 NSQF Level 4</b>	<b>10:00</b>	<b>20:00</b>	<b>NA</b>	<b>00:00</b>	<b>30:00</b>

Module 5: Maintain health, safety and security at workplace	<b>10:00</b>	<b>20:00</b>	<b>NA</b>	<b>00:00</b>	<b>30:00</b>
<b>HCS/N9903: Maintain Personal Hygiene NOS Version No. 3.0 NSQF Level 4</b>	<b>05:00</b>	<b>25:00</b>	<b>NA</b>	<b>00:00</b>	<b>30:00</b>
Module 6: Maintain Personal Hygiene	<b>05:00</b>	<b>25:00</b>	<b>NA</b>	<b>00:00</b>	<b>30:00</b>
<b>HCS/N9904: Basic Business Management NOS Version No. 3.0 NSQF Level 4</b>	<b>05:00</b>	<b>25:00</b>	<b>NA</b>	<b>NA</b>	<b>30:00</b>
Module 5 Basic Business Management	<b>05:00</b>	<b>25:00</b>	<b>NA</b>	<b>NA</b>	<b>30:00</b>
<b>DGT/VSQ/N0102: Employability Skills NOS Version No. 1.0 NSQF Level 4</b>	<b>40:00</b>	<b>20:00</b>	<b>NA</b>	<b>NA</b>	<b>60:00</b>
Module 6 Employability Skills	<b>40:00</b>	<b>20:00</b>	<b>NA</b>	<b>NA</b>	<b>60:00</b>
<b>Total Duration</b>	<b>90:00</b>	<b>150:00</b>	<b>NA</b>	<b>00:00</b>	<b>240:00</b>

### Elective Modules

The table lists the modules and their duration corresponding to the Elective NOS of the QP.

#### Elective 1: Carry out the process of engraving

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>HCS/N2902: Perform pre engraving requirements NOS Version No. 2.0 NSQF Level 4</b>	<b>20:00</b>	<b>40:00</b>	<b>NA</b>	<b>00:00</b>	<b>60:00</b>
Module 7 Perform pre engraving requirements	<b>20:00</b>	<b>40:00</b>	<b>NA</b>	<b>00:00</b>	<b>60:00</b>
<b>HCS/N2903: Engrave design on the metal surface NOS Version No. 2.0 NSQF Level 4</b>	<b>30:00</b>	<b>150:00</b>	<b>NA</b>	<b>00:00</b>	<b>180:00</b>
Module 8 Engrave design on the metal surface	<b>30:00</b>	<b>150:00</b>	<b>NA</b>	<b>00:00</b>	<b>180:00</b>
<b>Total Duration</b>	<b>50:00</b>	<b>190:00</b>	<b>NA</b>	<b>00:00</b>	<b>240:00</b>

## Elective Modules

The table lists the modules and their duration corresponding to the Elective NOS of the QP.

### Elective 2: Carry out the process of stamping

NOS and Module Details	Theor y Durati on	Practica l Duratio n	On-the- Job Training Duration (Mandator y)	On-the-Job Training Duration (Recommende d)	Total Duratio n
<b>HCS/N2803: Perform stamping on the metal surface NOS Version No. 2.0 NSQF Level 4</b>	<b>50:00</b>	<b>190:00</b>	<b>NA</b>	<b>00:00</b>	<b>240:00</b>
Module 9 Perform stamping on the metal surface	<b>50:00</b>	<b>190:00</b>	<b>NA</b>	<b>00:00</b>	<b>240:00</b>
<b>Total Duration</b>	<b>50:00</b>	<b>190:00</b>	<b>NA</b>	<b>00:00</b>	<b>240:00</b>

# Module Details

## Module Name 1: Introduction to Metalware Industry in India

### Mapped to Bridge Module

#### Terminal Outcomes:

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

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

## Module Name 2: Entrepreneurship skills for Metal craft artisan

Mapped to HCS/N8507, V1.0

### Terminal Outcomes:

- artistic creativity and innovation
- technical skills
- product development and design
- operational efficiency and production management
- networking and collaboration

<i>Duration: 10:00</i>	<i>Duration: 40:00</i>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• learn about the distinctive, appealing, and high-quality engraved or stamped metal products</li> <li>• discuss the current market trends, innovating designs to meet changing tastes while maintaining traditional craftsmanship</li> <li>• identify personalized items for customers, such as engraving names or custom designs on metal pieces</li> <li>• discuss the mix modern styles or current trends to keep their designs fresh and relevant</li> <li>• explore new tools and methods to improve or change how they create their metal art</li> <li>• learn the using specialized tools for engraving and stamping, such as chisels, hammers, and engraving machines, to create precise designs on metal surfaces</li> <li>• identify different types of metals (e.g., copper, brass, silver) and how each respond to engraving and stamping processes, including how to handle and shape them</li> <li>• explain the process of using polish, buff, and finish metal products to give them a professional and appealing look</li> <li>• learn to read and translate designs (sketches, blueprints, or digital designs) into metalwork</li> <li>• discuss the concept of understanding what customers want</li> <li>• learn the process of sketch or plan different designs based on customer preferences</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrate how to create distinctive, appealing, and high-quality engraved or stamped metal products</li> <li>• show how to keep up with current market trends, innovating designs to meet changing tastes while maintaining traditional craftsmanship</li> <li>• demonstrate how to make personalized items for customers, such as engraving names or custom designs on metal pieces</li> <li>• show the chart how to mix modern styles or current trends to keep their designs fresh and relevant</li> <li>• perform how new tools and methods to improve or change how they create their metal art</li> <li>• demonstrate how to use specialized tools for engraving and stamping, such as chisels, hammers, and engraving machines, to create precise designs on metal surfaces</li> <li>• demonstrate how to different types of metals (e.g., copper, brass, silver) and how each respond to engraving and stamping processes, including how to handle and shape them</li> <li>• show how to use polish, buff, and finish metal products to give them a professional and appealing look</li> <li>• show how to read and translate designs (sketches, blueprints, or digital designs) into metalwork</li> <li>• demonstrate the “term” of understanding what customers want</li> <li>• show how to sketch or plan different designs based on customer preferences</li> <li>• demonstrate how to make a sample piece, or prototype, to see how the design looks in real life</li> </ul>

<ul style="list-style-type: none"> <li>• learn to make a sample piece, or prototype, to see how the design looks in real life</li> <li>• explore the concept of operational efficiency and production management making the work processes smoother and faster</li> <li>• identify new people in the industry, like other artisans, suppliers, and customers</li> <li>• discuss the process of collaborating with other artisans or experts allows us to learn new techniques and skills</li> <li>• identify experiences that can help improve the craft and grow the business</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrate how different materials will affect the design and durability of the final product</li> <li>• show how to manage the time well and able to meet deadlines and keep customers happy</li> <li>• demonstrate how to identify new people in the industry, like other artisans, suppliers, and customers</li> <li>• show how to collaborate with other artisans or experts allows us to learn new techniques and skills</li> <li>• demonstrate how sharing experiences can help improve the craft and grow the business</li> </ul>
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**Classroom Aids:**

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

**Tools, Equipment and Other Requirements**

Basic Stationery

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

Mapped to HCS/N9901, V6.0

### Terminal Outcomes:

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

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

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, 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 the 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 4: Maintain health, safety and security at workplace

**Mapped to HCS/N9913, V1.0**

### Terminal Outcomes:

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

<i>Duration: 10:00</i>	<i>Duration: 20:00</i>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain the importance of carrying out work functions by organizational standards, greening solutions, procedures, policies, legislation, and regulations.</li> <li>• Discuss the benefits of application and follow these policies and procedures within your work practices and inculcate sustainable consumption practices.</li> <li>• Discuss how one can actively get involved in improving the performance of the organization in line with their role and responsibilities and support adaptation to more environmentally friendly processes.</li> <li>• Describe how to comply with safety procedures while at work to prevent accidents.</li> <li>• Explain why it is necessary to wear appropriate personal protective gear such as gloves, protective goggles, masks, etc. while working.</li> <li>• Discuss the importance of ensuring zero accidents at the workplace.</li> <li>• Discuss the importance of adhering to safety standards and discuss the importance of ensuring no material damage.</li> <li>• Discussion on making conscious and sustainable decisions for achieving an effective and green workplace.</li> <li>• Discuss company's policies on work safety and occupational hazard management.</li> <li>• Describe why it is important to know the company's HR policies and reporting structure.</li> <li>• Explain company emergency evacuation procedure.</li> <li>• Discuss standard operating procedure (sop) of processes.</li> <li>• Explain precautionary activities to be followed in the processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate how to take adequate safety measures while handling materials, chemicals, and tools.</li> <li>• Demonstrate appropriate and recommended clothing as per the work environment.</li> <li>• Perform recommended material handling procedures to control material and personal damage.</li> <li>• Perform all procedures as per the company's work instructions for controlling operational risk to be competent.</li> <li>• Perform the duties in a manner that minimizes environmental damage.</li> <li>• Show disposal of waste safely and correctly in a designated area as per company's sop.</li> <li>• Role-play of reporting any accidents, incidents, or problems without delay to the supervisor and take necessary immediate action to reduce the further danger.</li> <li>• Demonstrate accidental risks to the worker.</li> <li>• Demonstrate how to maintain the work area safe and secure.</li> <li>• Demonstrate how to perform the duties in a way to minimize accidental risks.</li> <li>• Demonstrate how to handle chemicals in a safe manner.</li> <li>• Demonstrate how to operate tools and electrical equipment.</li> <li>• Perform emergency procedures to be followed in case of a mishap such as fire accidents etc.</li> <li>• Perform purpose and usage of protective gears such as gloves, protective goggles, masks, etc. while working.</li> <li>• Perform safe and correct material handling procedure.</li> </ul>
<b>Classroom Aids:</b>	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
<b>Tools, Equipment, and Other Requirements</b>	
Basic Stationery	

## Module Name 5: Maintain Personal Hygiene

**Mapped to HCS/N9903, V3.0**

### Terminal Outcomes:

- Follow practices for Personal Hygiene at the workplace

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

## Module Name 6: Basic Business Management

Mapped to HCS/N9904, V3.0

### Terminal Outcomes:

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

<i>Duration: 5:00</i>	<i>Duration: 25:00</i>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain how to compile a report based on old production reports.</li> <li>• Discuss how to address the issues faced in previous productions and try to resolve them.</li> <li>• Discuss the benefits of ascertaining customer preference.</li> <li>• Discuss the development of product range lines based on current market preference.</li> <li>• Describe the process of pricing the products according to market trends.</li> <li>• Explain the identification of the competent marketing strategy for the product range to be competent, the user/individual on the job.</li> <li>• Discuss the importance of ensuring quality materials are procured.</li> <li>• Explain the procedure of compiling record of price quotations, pos, and bills of procurement for future reference.</li> <li>• Discuss how to maintain a healthy and professional relationship with the vendor</li> <li>• Explain how to plan for cost-effective transportation to the market.</li> <li>• Discuss the benefits of the positioning of the product according to market requirements.</li> <li>• Explain the way of identifying and addressing the expectations of customers</li> <li>• Discuss the ways to analyze and ascertain the cost of production.</li> <li>• Explain the benefits of maintaining the book of accounts related to the business</li> <li>• Explain the benefits of maintaining the export documents like a letter of credit, custom clearance.</li> <li>• Discuss and identify cost-effective means of running the business.</li> <li>• Discuss and identify various aspects of business that require recording.</li> <li>• Explain how to design formats for recording.</li> <li>• Explain the importance of maintaining these records with periodic updations.</li> <li>• Explain the importance of maintaining necessary documents as per local government and regulatory requirements.</li> <li>• Discuss how to reframe the procurement strategy according to local scenarios like weather conditions, transport strikes, affected prices, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Role-play of interactive meetings of managers of sales and production teams and categorize the issues and feedback of both the teams.</li> <li>• Demonstrate the listing of the raw material and prepare a b.o.m according to the product lines.</li> <li>• Role-play of negotiations to get the best price.</li> <li>• Demonstrate the process of compiling the various records of all aspects of the business.</li> <li>• Demonstrate product and craft knowledge including material and tools requirements.</li> <li>• Demonstrate basic record-keeping techniques.</li> </ul>

- 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 basics of banking 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.
- Discuss basic laws, rules, regulations, etc. regarding business.

**Classroom Aids:**

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

**Tools, Equipment, and Other Requirements**

Basic Stationery

## Module Name 7: DGT/VSQ/N0101 Employability Skills

Mapped to DGT/VSQ/N0101, 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

<b>Duration: 20:00</b>	<b>Duration: 10:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• discuss employability skills required for jobs in various industries</li> <li>• explain ways to explore learning and employability portals</li> <li>• 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.</li> <li>• explain the significance of 21st Century Skills for employment</li> <li>• explain how to read and understand routine information, notes, instructions, mails, letters etc. written in English</li> <li>• list the difference between job and career</li> <li>• communicate and behave appropriately with all genders and PwD</li> <li>• discuss how to escalate any issues related to sexual harassment at workplace according to POSH Act</li> <li>• list common components of salary and compute income, expenses, taxes, investments etc</li> <li>• discuss relevant rights and laws and use legal aids to fight against legal exploitation</li> <li>• identify and list different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research</li> <li>• identify and list sources of funding, anticipate, and mitigate any financial/</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrate how to follow environmentally sustainable practices</li> <li>• 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</li> <li>• practice the use basic English for everyday conversation in different contexts, in person and over the telephone</li> <li>• write short messages, notes, letters, e-mails etc. in English</li> <li>• prepare a sample career development plan with short- and long-term goals, based on aptitude</li> <li>• practice following verbal and non-verbal communication etiquette and active listening techniques in various settings</li> <li>• roleplay how to work collaboratively with others in a team</li> <li>• roleplay how to escalate any issues related to sexual harassment at workplace according to POSH Act</li> <li>• show how to select financial institutions, products and services as per requirement</li> <li>• practice how to carry out offline and online financial transactions, safely and securely</li> </ul>

<p>legal hurdles for the potential business opportunity</p> <ul style="list-style-type: none"> <li>• explain how to identify different types of customers</li> <li>• identify and list apprenticeship opportunities and register for it as per guidelines and requirements</li> </ul>	<ul style="list-style-type: none"> <li>• operate digital devices and carry out basic internet operations securely and safely</li> <li>• demonstrate the use of e- mail and social media platforms and virtual collaboration tools to work effectively</li> <li>• practice the of use basic features of word processor, spreadsheets, and presentations</li> <li>• develop a sample business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion</li> <li>• roleplay how to respond to customer requests and needs in a professional manner</li> <li>• show how to follow appropriate hygiene and grooming standards</li> <li>• create a sample professional Curriculum vitae (Résumé)</li> <li>• 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</li> <li>• show how to apply to identified job openings using offline /online methods as per requirement</li> <li>• demonstrate how to answer questions politely, with clarity and confidence, during recruitment and selection</li> </ul>
<p><b>Classroom Aids:</b></p>	
<p>Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster</p>	
<p><b>Tools, Equipment and Other Requirements</b></p>	
<p>PPE, Basic Stationary, digital devices as per the requirement.</p>	

## Module Name 8: Perform pre engraving requirements

Mapped to HCS/N2902, V2.0

### Terminal Outcomes:

- understand work requirement
- assemble the required raw materials
- prepare the metal surface

<i>Duration: 30:00</i>	<i>Duration: 60:00</i>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• discuss how to understand the engraving method for its shape, style, materials, etc.</li> <li>• discuss how to understand the areas to be engraved</li> <li>• explain the benefits of planning the target on the number of pieces to be completed</li> <li>• discuss the importance of reporting on any shortage or defect of raw materials to the concerned person</li> <li>• explain the clean the surface of the metal using a wet cloth and soapy water</li> <li>• discuss the benefits of drying the surface</li> <li>• explain the company's policies on incentives, safety and hazards, personnel management, and quality standards</li> <li>• discuss workflow involved in the metal making process of the company</li> <li>• explain the importance of the individual's role in the work process</li> <li>• explain the importance of documentation policy</li> <li>• explain the various kinds of raw materials involved in the process</li> <li>• explain the importance of bringing the required tools and equipment/types of equipment to the desired s</li> <li>• discuss the benefits of maintaining the tools and equipment/types of equipment for engraving</li> <li>• explain the importance of creating tools and equipment/types of equipment for engraving</li> <li>• explain safety standards and precautions to be taken</li> <li>• discuss the quality standards to be maintained</li> <li>• explain the standard operating procedure</li> <li>• explain market trends and customer preferences</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrate the selection process of the appropriate tool such as hammer, chisel, gravers, magnifier, etc. to engrave</li> <li>• demonstrate the process of sharpening the tools periodically</li> <li>• demonstrate the collection and arrangement of the materials to begin the process</li> <li>• demonstrate the collection of the metal product to be engraved</li> <li>• roleplay of reporting structure</li> <li>• discuss customer profile</li> <li>• demonstrate metalcraft details</li> <li>• perform metal making process and types of products</li> <li>• demonstrate the different kinds of engraving methods to be used based on the requirement</li> <li>• demonstrate the preparation of the metal surface</li> <li>• perform creating designs and tracing the outline</li> <li>• show the tools, consumables, and equipment/types of equipment for engraving</li> <li>• demonstrate handling the tools and equipment/types of equipment for engraving</li> <li>• perform the use of hazardous acids and chemicals</li> </ul>
<b>Classroom Aids:</b>	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
<b>Tools, Equipment and Other Requirements</b>	
Hammer, chisel, gravers, magnifier, sharpening tools, etc.	

## Module Name 9: Engrave design on the metal surface

Mapped to HCS/N2903, V2.0

### Terminal Outcomes:

- select color and other materials for painting
- color/paint the ceramic products
- ensure quality and production standards

<i>Duration: 30:00</i>	<i>Duration: 150:00</i>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• use the appropriate tool such as graver, hammer, chisel, etc. for engraving styling selecting the tool with appropriate shape and size as required</li> <li>• discuss the importance of levelling the inner surface</li> <li>• explain the benefits of adding varnish to the engraved portion</li> <li>• discuss the benefits of ensuring not to apply too much force during cutting or engraving</li> <li>• discuss the benefits of ensuring that use safety measures such as a respirator, mask, etc.</li> <li>• discuss how to ensure accuracy, cleanliness, and designing in the engraving process as per requirement</li> <li>• explain how to ensure the target number of pieces are engraved</li> <li>• discuss how to ensure the output delivered is defect-free and hazard free</li> <li>• explain the company's policies on incentives, safety and hazards, personnel management, and quality standards</li> <li>• explain the workflow involved in metal making process of the company</li> <li>• discuss the importance of the individual's role in the work process</li> <li>• describe reporting structure</li> <li>• explain documentation policy</li> <li>• describe customer profile</li> <li>• explain the importance of bringing the required tools and equipment/types of equipment to the desired shape</li> <li>• explain safety standards and precautions to be taken</li> <li>• discuss quality standards to be maintained</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrate how to choose the appropriate engraving method based on the type of metal used</li> <li>• demonstrate how to choose the appropriate raw materials according to the engraving method</li> <li>• demonstrate how to trace or outline the design on the metal surface i.e. cut the design onto the surface Engraving the design onto the metal surface</li> <li>• perform use of appropriate tools for hand engraving method for smaller space inscriptions</li> <li>• demonstrate how to carve the design or letters on the metal surface as per design requirement</li> <li>• perform shading to the engraved portion</li> <li>• demonstrate metalcraft details</li> <li>• perform metal making process and types of products</li> <li>• perform different kinds of engraving methods to be used based on the requirement</li> <li>• demonstrate the preparation of the metal surface</li> <li>• perform creation of designs and tracing the outline</li> <li>• demonstrate imagination, creativity, and familiarity with engraving styles</li> <li>• show tools, consumables, and equipment/types of equipment for engraving</li> <li>• perform handling of the tools and equipment/types of equipment for engraving</li> <li>• demonstrate maintaining of the tools and equipment/types of equipment for engraving</li> <li>• demonstrate the process of creating tools and equipment/types of equipment for engraving</li> <li>• perform the use of hazardous acids and chemicals</li> </ul>
<b>Classroom Aids:</b>	
Charts, Models, Video presentation, Flip Chart, White-Board/Smart Board, Marker, Duster	
<b>Tools, Equipment, and Other Requirements</b>	
Hammer, chisel, gravers, magnifier, sharpening tools, etc.	

## Module Name 10: Perform stamping on the metal surface

Mapped to HCS/N2803, V2.0

### Terminal Outcomes:

- understanding work requirement
- assembling the required materials
- performing stamping on the metal surface
- checking for defects
- undertaking preventive maintenance
- achieving quality standards

<i>Duration: 60:00</i>	<i>Duration: 210:00</i>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• explain the way of receiving instructions on work requirements from superior</li> <li>• explain the way of receiving receive and understand the design specifications</li> <li>• discuss the benefits of understanding the job sheet and the stamping methods</li> <li>• explain the importance of planning the target on the number of pieces to be completed</li> <li>• discuss the importance of ensuring that stock the required materials in advance</li> <li>• explain how to decide on the relevant stamping process to be performed from hydraulic, mechanical, etc.</li> <li>• explain the benefits of ensuring that align and space the sheet metal at the appropriate position</li> <li>• discuss the importance of ensuring to wipe off the excess ink if colour is given manually to the stamped work</li> <li>• discuss the importance of ensuring that the benefits of inserting the flat metal sheet into the die</li> <li>• discuss the importance of ensuring the appropriate speed is set for the stamp</li> <li>• discuss the importance of ensuring the metal sheet inserted is of appropriate size and shape to fit the stamp machine</li> <li>• discuss the importance of ensuring to use the appropriate die to stamp the metal sheet if done by hand</li> <li>• discuss the importance of ensuring that the appropriate punching force is applied when using a hand press</li> <li>• ensure the same amount of force is given to all the metal sheets</li> <li>• pierce holes where required for the finished part</li> <li>• discuss the importance of ensuring that perform stamping in cold metal sheet</li> <li>• ensure to use the appropriate lubricant to protect the tool and die surface from scratching</li> </ul>	<ul style="list-style-type: none"> <li>• demonstrate selection of the appropriate tool and machine for stamping such as die, puncher, etc.</li> <li>• demonstrate how to collect and arrange the materials to begin the process</li> <li>• role-play of report on any shortage or defect of raw materials or machine to the concerned person</li> <li>• demonstrate collection of the metal product to be stamped</li> <li>• perform turning on the machine to perform the stamping</li> <li>• demonstrate how to cut and bend the metal sheet forming it to the desired shape</li> <li>• demonstrate use of the appropriate stamping tool</li> <li>• perform setting of the stamping machine if using the machine</li> <li>• demonstrate arrange the metal stamps in the order of using them</li> <li>• demonstrate selection of appropriate color to be stamped on the metal in such a way that it is easily seen</li> <li>• demonstrate the ways of activating the stamping machine to create the design</li> <li>• performing checking for defects such as wrinkles, splits, material thinning, etc.</li> <li>• performing checking the metal after stamping, if it matches the requirement</li> <li>• perform regular cleaning process as prescribed by the manufacturer</li> <li>• demonstrate metal making process and types of products</li> <li>• show various kinds of raw materials involved in the process</li> <li>• demonstrate different stamping tools and methods to be used based on the requirement</li> <li>• demonstrate use of stamp machine and its maintenance</li> <li>• show appropriate die to be used</li> </ul>

- discuss the importance of ensuring to take necessary safety precautions to perform stamping
- explain the importance of making necessary adjustments if any
- discuss how to rectify and rework if any mistakes are found un-matching the design specifications and requirements
- discuss the importance of ensuring that general maintenance of the machine
- discuss the importance of ensuring that no shut down of machines due to improper maintenance
- discuss the importance of proper finish as per requirement
- explain the importance of ensuring to stamp or punches die the target number of pieces
- ensure the output delivered is defect free and hazard free
- discuss company's policies on incentives, safety and hazards, personnel management and quality standards
- explain workflow involved in metal making process of the company
- discuss importance of the individual's role in the work process
- explain reporting structure
- discuss documentation policy
- explain customer profile
- discuss metalcraft details

**Classroom Aids:**

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

**Tools, Equipment and Other Requirements**

Stamping Machine, hand tools, measurement tools, etc.

**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 engraving and stamping metal.

## Annexure

### Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
10 <sup>th</sup> Pass	Metal works	2	Metalware and Sector specific	1	Metalware and Sector specific	NA

Trainer Certification	
Domain Certification	Platform Certification
Certified to TOT for Job Role: “Metal Craft Artisan (including engraving and stamping as elective)” mapped to <u>QP:“HCS/Q2802, v4.0”</u> . 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) <u>MEP/Q2601 v2.0</u> ”. Minimum accepted score is 80%.

### Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization <i>&lt;Specify the areas of specialization that are desirable.&gt;</i>	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
10 <sup>th</sup> Pass	Metal works	5	Metalware and Sector specific	3	Metalware and Sector specific	NA

Assessor Certification	
Domain Certification	Platform Certification
Certified to TOA for Job Role: “Metal Craft Artisan (including engraving and stamping as elective)” mapped to QP: “HCS/Q2802, v4.0”. 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 centre (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training centre 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.)

## 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. The 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 <b>upon the completion of the training.</b>
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do <b>upon the completion of a module.</b> A set of terminal outcomes helps 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