



# Model Curriculum

**QP Name: Mechanic - Belt Conveyor**

**QP Code: ISC/Q0904**

**QP Version: 5.0**

**NSQF Level: 3**

**Model Curriculum Version: 5.0**

Indian Iron and Steel Sector Skill Council, Karigari Bhawan, 5th Floor, Room No-509, Plot No-B/7, Action Area-III, New Town, Rajarhat, Kolkata-700160



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# Training Parameters

<b>Sector</b>	Iron & Steel
<b>Sub-Sector</b>	Steel, Sponge iron, Ferro Alloys, Re-Rollers, Refractory
<b>Occupation</b>	Mechanical Maintenance
<b>Country</b>	India
<b>NSQF Level</b>	3
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7233.0401
<b>Minimum Educational Qualification and Experience</b>	Grade 9 pass OR Grade 8 with one year of (NTC/ NAC) after 8th in relevant field OR 8th Class Pass with 1 year relevant experience OR 5th Class Pass with 4 years relevant experience
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18
<b>Last Reviewed On</b>	31/03/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Approval Date</b>	31/03/2022
<b>QP Version</b>	5.0
<b>Model Curriculum Creation Date</b>	31/03/2022
<b>Model Curriculum Valid Up to Date</b>	31/03/2025
<b>Model Curriculum Version</b>	5.0
<b>Minimum Duration of the Course</b>	420 Hours
<b>Maximum Duration of the Course</b>	420 Hours



# 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.

- Perform various tasks to prepare for maintenance of conveyor system.
- Perform maintenance of conveyor system.
- Perform post-maintenance activities such as trial run, cleaning, storing etc.
- Apply standard work practices for the maintenance of a conveyor system.
- Work effectively and efficiently as per schedules and timelines.
- Implement safety practices.
- Optimize the use of resources to ensure less wastage and maximum conservation.

## Compulsory Modules

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

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>ISC/N0008 – Use basic health and safety practices at the workplace</b> NOS Version No. – 2.0 NSQF Level – 3	25:00	35:00	00:00		60:00
Module 1: Introduction to the job role	5:00	0:00	0:00		5:00
Module 2: Follow basic health and safety practices at the workplace	20:00	35:00	0:00		55:00
<b>ISC/N0009 – Work effectively with others</b> NOS Version No. – 2.0 NSQF Level - 3	10:00	20:00	00:00		30:00
Module 3: Effective communication and interpersonal skills at workplace	10:00	20:00	0:00		30:00
<b>ISC/N0922 – Prepare for maintenance activities</b> NOS Version No. – 2.0 NSQF Level - 3	30:00	45:00	15:00		90:00
Module 4: Prepare conveyor system for operation	30:00	45:00	15:00		90:00
<b>ISC/N0923 – Perform maintenance of belt conveyor</b> NOS Version No. – 2.0 NSQF Level - 3	30:00	60:00	30:00		120:00
Module 5: Perform maintenance of belt conveyor system	30:00	60:00	30:00		120:00



<b>ISC/N0924 – Perform post-maintenance activities NOS Version No. – 2.0 NSQF Level - 3</b>	<b>25:00</b>	<b>50:00</b>	<b>15:00</b>		<b>90:00</b>
Module 6: Perform post-maintenance activities	25:00	50:00	15:00		90:00
<b>DGT/VSQ/N0101 - Employability Skills (30 hours) NOS Version No. – 1.0 NSQF Level – 2</b>	<b>12:00</b>	<b>18:00</b>	<b>0:00</b>		<b>30:00</b>
Module 7: Introduction to Employability Skills	0.5:00	0.5:00	0:00		1:00
Module 8: Constitutional values - Citizenship	0.5:00	0.5:00	0:00		1:00
Module 9: Becoming a Professional in the 21st Century	0.5:00	0.5:00	0:00		1:00
Module 10: Basic English Skills	1:00	1:00	0:00		2:00
Module 11: Communication Skills	1.5:00	2.5:00	0:00		4:00
Module 12: Diversity & Inclusion	0.5:00	0.5:00	0:00		1:00
Module 13: Financial and Legal Literacy	1.5:00	2.5:00	0:00		4:00
Module 14: Essential Digital Skills	1:00	2:00	0:00		3:00
Module 15: Entrepreneurship	2.5:00	4.5:00	0:00		7:00
Module 16: Customer Service	1.5:00	2.5:00	0:00		4:00
Module 17: Getting ready for apprenticeship & Jobs	1:00	1:00	0:00		2:00
<b>Total Duration</b>	<b>132:00</b>	<b>228:00</b>	<b>60:00</b>		<b>420:00</b>



# Module Details

## Module 1: Introduction to the job role

*Mapped to ISC/N0008, v 2.0*

### Terminal Outcomes:

- Discuss the job role of a Mechanic - Belt Conveyor.

<b>Duration:</b> 05:00	<b>Duration:</b> 00:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Describe the size and scope of the Iron and Steel industry and its various sub-sectors.</li><li>• Discuss the various opportunities for a Mechanic - Belt Conveyor in the Iron and Steel industry</li><li>• List the role and responsibilities of a Mechanic - Belt Conveyor.</li><li>• Describe the organisational policies on incentives, delivery standards, pertinent to the job role.</li></ul>	
<b>Classroom Aids</b>	
Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop	
<b>Tools, Equipment and Other Requirements</b>	
NA	

## Module 2: Follow basic health and safety practices at workplace

*Mapped to ISC/N0008, v 2.0*

### Terminal Outcomes:

- Implement safety practices while performing tasks
- Optimise use of resources.

<b>Duration: 20:00</b>	<b>Duration: 35:00</b>
<p><b>Theory – Key Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>• State the importance of keeping the workplace clean, safe and tidy.</li> <li>• List different types of hazards, safety threats and the procedure to report it to the supervisor.</li> <li>• List the precautionary steps one needs to follow while handling hazardous materials.</li> <li>• State the importance of participating in fire drills and other safety workshops.</li> <li>• Explain the significance of conforming to basic hygiene practices such as washing hands, using alcohol-based hand sanitizers.</li> <li>• Discuss the importance of self-quarantine or self-isolation when infected with any disease.</li> <li>• List the different methods of cleaning, disinfection, sanitization, application of first aid etc.</li> <li>• Describe the fundamentals of 5S.</li> <li>• Discuss the importance of categorization of wastes into recyclable, non-recyclable and hazardous waste.</li> <li>• State the importance of using appropriate color dustbins for different types of waste.</li> <li>• Discuss the common sources of pollution and ways to minimize it.</li> <li>• Explain the importance of cleaning and storing the equipment as per SOP.</li> </ul>	<p><b>Practical – Key Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>• Display the correct way of using PPE.</li> <li>• Demonstrate how to evacuate the workplace in case of an emergency.</li> <li>• Show how to sanitize and disinfect one's work area regularly.</li> <li>• Show the correct way of washing hands using soap and water.</li> <li>• Demonstrate the correct way of sanitizing hands using alcohol-based hand rubs.</li> <li>• Demonstrate safe handling of tools and equipment during work.</li> <li>• Demonstrate warning labels, symbols and other related signages.</li> <li>• Perform basic checks to identify any spills and leaks and that need to be plugged /stopped.</li> <li>• Demonstrate the process of applying first-aid in case of any injury.</li> <li>• Apply different disposal techniques depending upon different types of waste.</li> <li>• Demonstrate different ways to clean and check if equipment/machines are functioning as per requirements and report malfunctioning, if observed.</li> <li>• Employ ways for efficient utilization of material and water.</li> </ul>
<p><b>Classroom Aids</b></p> <p>Whiteboard and Markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations</p>	
<p><b>Tools, Equipment and Other Requirements</b></p> <p>Sample of escalation matrix, organisation structure, PPE, first-aid box, fire extinguisher, cleaning material, sanitizer</p>	



## Module 3: Effective communication and interpersonal skills at workplace

### Mapped to ISC/N0009, v 2.0

#### Terminal Outcomes:

- Demonstrate techniques for effective communication with the stakeholders.
- Explain the importance of developing sensitivity towards different genders and differently abled people.

<b>Duration: 10:00</b>	<b>Duration: 20:00</b>
<p><b>Theory – Key Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>• Explain the importance of verbal and non-verbal communication at the workplace.</li> <li>• Describe the effective methods of sharing and seeking information and feedback at the workplace.</li> <li>• Explain the importance of teamwork.</li> <li>• Explain gender concepts (gender as a social construct, gender sensitivity, gender equality etc.), issues and applicable rules and policies.</li> <li>• Explain the procedure for completing work-related documentation.</li> <li>• Discuss about the different types of disabilities with their respective issues.</li> <li>• List health and safety requirements for persons with disability.</li> <li>• Describe the lawful rights, duties and benefits available at workplace for person with disability.</li> <li>• Explain the standard procedure of communication, and escalations of work-related issues, inappropriate behaviour at the workplace.</li> <li>• Explain the procedure to report inappropriate behaviour during work.</li> </ul>	<p><b>Practical – Key Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>• Demonstrate appropriate verbal and non-verbal communication that is respectful of genders and disability.</li> <li>• Demonstrate the procedure of reporting the work- and work-related issues.</li> <li>• Demonstrate using new ways to maintain good relationships with colleagues and supervisor.</li> <li>• Prepare a sample report to send the work status to the supervisor.</li> <li>• Demonstrate how to communicate with different genders and persons with disability (PWD) in a sensitive manner.</li> </ul>
<p><b>Classroom Aids</b></p> <p>Whiteboard and Markers, Sketch pens, LCD Projector and Laptop for presentations, Charts and Videos on Workplace Communication</p>	
<p><b>Tools, Equipment and Other Requirements</b></p> <p>Workplace Records and Documents.</p>	





## Module 4: Prepare for maintenance activities

*Mapped to ISC/N0922, v2.0*

### Terminal Outcomes:

- Identify tools and equipment required for maintenance activities
- Carry out preparation for maintenance activities.

<b>Duration: 30:00</b>	<b>Duration: 45:00</b>
<p><b>Theory – Key Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>• Discuss the organisational standards, policies and procedures that are followed for maintaining the conveyor system.</li> <li>• State the importance of sources such as technical drawings, maintenance schedules and checklists for carrying out maintenance operations on a conveyor system.</li> <li>• Recall the specifications and elements of desired functioning of conveyor system.</li> <li>• Describe the working principle of a conveyor system.</li> <li>• Describe functioning and use of conveyor system and its associated systems, accessories and components.</li> <li>• Discuss different types of mechanical and electrical equipment with control system.</li> <li>• Elaborate conveyor driving mechanisms and correct way of starting the conveyor belt.</li> <li>• List tools, consumables and spare parts required during maintenance work.</li> <li>• Describe the selection criteria of tools, consumables and spare parts required during maintenance work.</li> <li>• Discuss the organisational process of collecting and arranging the tools, consumables and spare parts from the store.</li> <li>• Summarise the steps to be performed for checking the tools, consumables and spare parts before use.</li> <li>• Discuss the quality and damage checks to be done as per relevant standards and procedures.</li> <li>• Discuss the necessary precautions to avoid any hazard and accident during maintenance activities.</li> </ul>	<p><b>Practical – Key Learning Outcomes</b></p> <ul style="list-style-type: none"> <li>• Read the job order, drawing and user manual for identifying the information about conveyor system.</li> <li>• Read the maintenance schedule and checklist for planning of the schedule for maintenance activities.</li> <li>• Demonstrate the standard operating procedures for using tools and equipment required during maintenance work.</li> <li>• Show how to select and arrange the required tools, consumables and spare parts from the store.</li> <li>• Apply appropriate ways to check the tools, consumables and spare parts before use.</li> <li>• Show how to calibrate the tools, measuring instruments and equipment before use.</li> <li>• Perform steps to prepare tools, tackles, spares, lifting equipment etc. as per SOP/WI.</li> <li>• Show how to report damaged / defective components of equipment and tools as per the escalation matrix.</li> </ul>
<b>Classroom Aids</b>	
Whiteboard and Markers, Sketch pens, LCD Projector and Laptop for presentations	
<b>Tools, Equipment and Other Requirements</b>	
PPTs for various types of drawings, Blue prints, driving motor, pulleys Hand tools and lifting machines, various measuring instruments, Hand tools and special tools for the Conveyor Maintenance	

## Module 5: Perform maintenance of belt conveyor system

*Mapped ISC/N0923, v2.0*

### Terminal Outcomes:

- Perform various tasks for maintaining the conveyor system effectively.

<b>Duration: 30:00</b>	<b>Duration: 60:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Recall the specifications and elements of desired functioning of conveyor system.</li> <li>• Discuss the safe practices to be followed for using tools, equipment, gauges, meters, testing equipment etc. utilised in the maintenance process.</li> <li>• Elaborate ways to inspect the conveyor system for possible defects and faults.</li> <li>• Discuss the necessary precautions to be undertaken for handling hazards and preventing accidents during maintenance work.</li> <li>• Elaborate the corrective actions taken to address conveyor system faults.</li> <li>• Describe pulley lagging.</li> <li>• Describe the methods used for safe disposal of waste material.</li> </ul>	<ul style="list-style-type: none"> <li>• Show how to inspect the conveyor system and its components for possible wear and tear, damage, improper functioning etc.</li> <li>• Employ appropriate ways to troubleshoot repair and carry out minor adjustments in the conveyor system.</li> <li>• Show how to repair or replace damaged belt joints, belt cuts and damaged portion of conveyor belt as per the requirement.</li> <li>• Apply appropriate ways to lubricate all bearings and maintain lubrication oil level in the all gear boxes.</li> <li>• Employ practices to clean the conveyor gallery and walkway, stair cases, hand railings etc. for safe movement.</li> <li>• Show how to drain water accommodated in the tail end pulley pits to avoid belt slippage.</li> <li>• Apply appropriate ways to check that all pulley laggings are in good condition and bunker gates are working properly</li> <li>• Roleplay a situation on how to escalate the problems (such as equipment malfunctions, complex maintenance) beyond own scope to the concerned personnel.</li> <li>• Show how to dispose waste and failed components safely as per organisational and environmental guidelines.</li> </ul>
<b>Classroom Aids</b>	
Whiteboard and Markers, Sketch pens, LCD Projector and Laptop for presentations	
<b>Tools, Equipment and Other Requirements</b>	
PPTs for various types of drawings, Blue prints, driving motor, pulleys Hand tools and lifting machines, various measuring instruments, Hand tools and special tools for the Conveyor Maintenance	

## Module 6: Perform post-maintenance activities

*Mapped to ISC/N0924, v2.0*

### Terminal Outcomes:

- Perform post-maintenance activities like inspection, cleaning, storing etc.
- Conduct trial run of the conveyor system to check any abnormalities and issues in it.

<b>Duration: 25:00</b>	<b>Duration: 50:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Explain SOP for operating tools and equipment.</li> <li>• List the types of documents to be prepared and updated pertaining to the maintenance tasks being carried out.</li> <li>• List the information to be recorded during maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Show how to conduct trial of conveyor system and ensure that it is working as per desired standard and maintenance issues have been addressed effectively.</li> <li>• Show how to change the maintenance due/status sticker.</li> <li>• Prepare a sample report to record information such as repair and maintenance work done, faults observed, action taken, parts replaced, next scheduled maintenance, etc.</li> <li>• Dramatise a situation on how to report various issues to the supervisor accurately.</li> <li>• Demonstrate organisational procedure of cleaning and storing all the tools, machine and equipment after completion of work.</li> <li>• Apply appropriate ways to clean the work area after completion of work.</li> <li>• Show how to inform supervisor and concerned person regarding the job completion.</li> </ul>
<b>Classroom Aids</b>	
Whiteboard and Markers, Sketch pens, LCD Projector and Laptop for presentations	
<b>Tools, Equipment and Other Requirements</b>	
PPTs for various types of drawings, Blue prints, driving motor, pulleys Hand tools and lifting machines, various measuring instruments, Hand tools and special tools for the Conveyor Maintenance	



## Module 7: Introduction to Employability Skills

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Discuss about Employability Skills in meeting the job requirements

<b>Duration:</b> <0.5:00>	<b>Duration:</b> <0.5:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Discuss the importance of Employability Skills in meeting the job requirements</li></ul>	<ul style="list-style-type: none"><li>• Demonstrate Employability Skills</li></ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	



## Module 8: Constitutional values - Citizenship

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Discuss about constitutional values to be followed to become a responsible citizen

<b>Duration:</b> <0.5:00>	<b>Duration:</b> <0.5:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.</li></ul>	<ul style="list-style-type: none"><li>• Show how to practice different environmentally sustainable practices</li></ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	



## Module 9: Becoming a Professional in the 21st Century

### *Mapped to DGT/VSQ/N0101*

#### Terminal Outcomes:

- Demonstrate professional skills required in 21<sup>st</sup> century

<b>Duration: &lt;0.5:00&gt;</b>	<b>Duration: &lt;0.5:00&gt;</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Discuss 21st century skills.</li></ul>	<ul style="list-style-type: none"><li>• Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations.</li></ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	



## Module 10: Basic English Skills

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Practice basic English speaking.

<b>Duration:</b> <1:00>	<b>Duration:</b> <1:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Discuss need of basic English skills.</li></ul>	<ul style="list-style-type: none"><li>• Use appropriate basic English sentences/phrases while speaking</li></ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	



## Module 11: Communication Skills

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Practice basic communication skills.

<b>Duration:</b> <1.5:00>	<b>Duration:</b> <2.5:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Discuss need of communication skills</li><li>• Describe importance of team work</li></ul>	<ul style="list-style-type: none"><li>• Demonstrate how to communicate in a well -mannered way with others.</li><li>• Demonstrate working with others in a team</li></ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	





## Module 12: Diversity & Inclusion

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Describe PwD and gender sensitisation.

<b>Duration:</b> <0.5:00>	<b>Duration:</b> <0.5:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Discuss the significance of reporting sexual harassment issues in time</li></ul>	<ul style="list-style-type: none"><li>• Show how to conduct oneself appropriately with all genders and PwD</li></ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	



## Module 13: Financial and Legal Literacy

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Describe ways of managing expenses, income, and savings.

<b>Duration: &lt;1.5:00&gt;</b>	<b>Duration: &lt;2.5:00&gt;</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Discuss the significance of using financial products and services safely and securely.</li><li>• Explain the importance of managing expenses, income, and savings.</li><li>• Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws</li></ul>	<ul style="list-style-type: none"><li>• Demonstrate ways of managing expenses, income, and savings.</li></ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	



## Module 14: Essential Digital Skills

### *Mapped to DGT/VSQ/N0101*

#### Terminal Outcomes:

- Demonstrate procedure of operating digital devices and associated applications safely.

<b>Duration:</b> <1:00>	<b>Duration:</b> <2:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely</li></ul>	<ul style="list-style-type: none"><li>• Show how to operate digital devices and use the associated applications and features, safely and securely</li></ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	



## Module 15: Entrepreneurship

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Describe opportunities as an entrepreneur.

<b>Duration: &lt;2.5:00&gt;</b>	<b>Duration: &lt;4.5:00&gt;</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges</li></ul>	<ul style="list-style-type: none"><li>• Demonstrate ways for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges</li></ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	



## Module 16: Customer Service

### *Mapped to DGT/VSQ/N0101*

#### Terminal Outcomes:

- Describe ways of maintaining customer.

<b>Duration:</b> <1.5:00>	<b>Duration:</b> <2.5:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Differentiate between types of customers.</li><li>• Explain the significance of identifying customer needs and addressing them.</li><li>• Discuss the significance of maintaining hygiene and dressing appropriately.</li></ul>	<ul style="list-style-type: none"><li>• Show how to maintain hygiene and dressing appropriately.</li></ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	



## Module 17: Getting ready for apprenticeship & Jobs

### Mapped to DGT/VSQ/N0101

#### Terminal Outcomes:

- Describe ways of preparing for apprenticeship & Jobs appropriately.

<b>Duration: &lt;1:00&gt;</b> <b>Theory – Key Learning Outcomes</b>	<b>Duration: &lt;1:00&gt;</b> <b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"><li>• Discuss the significance of dressing up neatly and maintaining hygiene for an interview</li><li>• Discuss how to search and register for apprenticeship opportunities</li></ul>	<ul style="list-style-type: none"><li>• Create a biodata</li><li>• Use various sources to search and apply for jobs</li></ul>
<b>Classroom Aids:</b>	
Whiteboard, marker pen, projector	
<b>Tools, Equipment and Other Requirements</b>	

# Annexure

## Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI	In stream related to Fitter	5	Conveyor Operations and Maintenance	1	Conveyor Operations and Maintenance	ITI from Craftsman Training Institute/Advanced Training Institute.
Diploma	Mechanical Engineering	3	Conveyor Operations and Maintenance	1	Conveyor Operations and Maintenance	
Relevant CTS certificate						

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: “Mechanic - Belt Conveyor” mapped to QP: “ISC/Q0904”, v5.0. Minimum accepted score is 80%	Job Role: “Trainer”, “MEP/Q2601” v1.0, Minimum accepted score is 80%



## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI	In stream related to Fitter	5	Conveyor Operations and Maintenance	1	Conveyor Operations and Maintenance	ITI
Diploma	Mechanical Engineering	3	Conveyor Operations and Maintenance	1	Conveyor Operations and Maintenance	Diploma
Relevant CTS certificate						

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Mechanic - Belt Conveyor" mapped to QP: "ISC/Q0904", v5.0. Minimum accepted score is 80%	Job Role: "Trainer", "MEP/Q2701" v1.0, Minimum accepted score is 80%





## Assessment Strategy

1. Assessment System Overview:
  - Batches assigned to the assessment agencies for conducting the assessment on SDMS/SIP or email
  - Assessment agencies send the assessment confirmation to VTP/TC looping SSC
  - Assessment agency deploys the ToA certified Assessor for executing the assessment
  - SSC monitors the assessment process & records
2. Testing Environment:
  - Confirm that the centre is available at the same address as mentioned on SDMS or SIP
  - Check the duration of the training.
  - Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
  - If the batch size is more than 30, then there should be 2 Assessors.
  - Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
  - Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
  - Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
  - Check the availability of the Lab Equipment for the particular Job Role.
3. Assessment Quality Assurance levels / Framework:
  - Question papers created by the Subject Matter Experts (SME)
  - Question papers created by the SME verified by the other subject Matter Experts
  - Questions are mapped with NOS and PC
  - Question papers are prepared considering that level 1 to 3 are for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management
  - Assessor must be ToA certified & trainer must be ToT Certified
  - Assessment agency must follow the assessment guidelines to conduct the assessment
4. Types of evidence or evidence-gathering protocol:
  - Time-stamped & geotagged reporting of the assessor from assessment location
  - Centre photographs with signboards and scheme specific branding
  - Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
  - Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos
5. Method of verification or validation:
  - Surprise visit to the assessment location
  - Random audit of the batch
  - Random audit of any candidate
6. Method for assessment documentation, archiving, and access
  - Hard copies of the documents are stored
  - Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage
  - Soft copies of the documents & photographs of the assessment are stored in the Hard Drives



## References

## Glossary

Term	Description
<b>Declarative Knowledge</b>	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.
<b>Key Learning Outcome</b>	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).
<b>OJT (M)</b>	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
<b>OJT (R)</b>	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
<b>Procedural Knowledge</b>	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.
<b>Training Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
<b>Terminal Outcome</b>	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
PPE	Personal Protective Equipment