





Handicrafts and Carpet Sector Skill Council

# **Participant Handbook**

Sector Handicrafts & Carpet

#### Sub-Sector Metalware

Occupation Metal Craft Making

Reference ID: HCS/Q 2902, Version 1.0 NSQF Level 4

> Engraving Artisan (Metalware)

#### **Published by**

ABC Company Ltd. 7, NSDC Marg, New Delhi - 110002 Email: Website: All Rights Reserved, First Edition, May 2016

ISBN xxx-x-xxx-xxxx-xx-x

Printed in India at

ABC Publishing Company New Delhi – 110016

#### Copyright © 2016

Handicrafts and Carpet Sector Skill Council Sector Skill Council Contact Details: Address: C/o EPCH, Plot No. 3, Pocket 6 & 7, Sector C, Vasant Kunj, New Delhi – 110070 Email: hcssc@hcssc.in Phone: +91-11-26139834 - Fax: +91-11-26135519

The information contained herein has been obtained from sources reliable to Handicrafts and Carpet Sector Skill Council. Handicrafts and Carpet Sector Skill Council disclaims all warranties to the accuracy, completeness or adequacy of such information. Handicraft and Carpet Sector Skill Council shall have no liability for errors, omissions, or inadequacies, in the information contained herein, or for interpretations thereof. Every effort has been made to trace the owners of the copyright material included in the book. The publishers would be grateful for any omissions brought to their notice for acknowledgements in future editions of the book. No entity in Handicrafts and Carpet Sector Skill Council shall be responsible for any loss whatsoever, sustained by any person who relies on this material. The material in this publication is copyrighted. No parts of this publication may be reproduced, stored or distributed in any form or by any means either on paper or electronic media, unless authorized by the Handicrafts and Carpet Sector Skill Council.





Skilling is building a better India. If we have to move India towards development then Skill Development should be our mission.

Shri Narendra Modi Prime Minister of India







# Certificate

#### COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

HANDICRAFTS AND CARPET SECTOR SKILL COUNCIL

for

#### **SKILLING CONTENT : PARTICIPANT HANDBOOK**

Complying to National Occupational Standards of

Job Role/ Qualification Pack: "Engraving Artisan (Metalware)" QP No."HCS/Q 2902, NSQF Level 4"

Date of Issuance: Valid up to\*: April 10<sup>th</sup>, 2018 \*Valid up to the next review date of the Qualification Pack or the 'Valid up to' date mentioned above (whichever is earlier)

Authorised Signatory ( Handicrafts and Carpet Sector Skill Council)

# Acknowledgements

Handicrafts and Carpet Sector Skill Council would like to express its gratitude to all the individuals and organizations who have contributed in the preparation of this trainee manual.

We would like to acknowledge the efforts put in by the HCSSC team, our Governing Body members along with our Industry Partners who collaborated in the preparation of the different modules. Sincere appreciation is also extended to all who provided subject matter inputs and review for the individual modules.

The preparation of this manual would not have been possible without the support of the Handicrafts and Carpet Industry. The Industry feedback has been extremely encouraging from inception to conclusion & it is with their inputs that we have tried to bridge the skill gaps existing today in the Industry.

This participant manual is dedicated to all the aspiring youth who desire to achieve special skills which would be a lifelong asset for their future endeavours and help them make a bright career in the Handicrafts and Carpet Sector.

# - About this Book

This Participant Handbook is designed to enable training for the Stamping Operator Qualification Pack (QP) with Ref. ID HCS/Q 2902. There are 6 National Occupational Standards (NOS) under this qualification pack. Each National Occupational (NOS) is covered across 7 Units in this book.

Key Learning Objectives for the every NOS mark the beginning of the Unit for that NOS. In Table of Contents, you will find the module names with their corresponding NOS code. The symbols used in this book are described below.

# Symbols Used









ш	
ш	ור
	. 1
-	
_	<u>ا</u> ۲

Notes

	Ø
L	S

Key Learning Outcomes

Steps

Time

Tips

Unit Objectives



Exercise



Obje

# **Table of Contents**

S.No.	Modules and Units	Page No.
1.	Introduction to Trade	1
	Unit 1.1: Metalware Handicraft Sector in India	3
	Unit 1.2: Job Role of Engraving Artisan	9
2.	Importance of Health, Safety and Hygiene (HCS/N9902 & HCS/N9903)	15
	Unit 2.1: Safety, Health and Hygiene	17
	Unit 2.2: Common Accidents and Prevention	36
3.	Preparation for Engraving (HCS/N2902)	48
	Unit 3.1: Engraving Tools and Consumables	50
	Unit 3.2: Preparation Metal Surface for Engraving	61
4.	Engraving Design on Metal Surface (HCS/N2903)	69
	Unit 4.1: Creating Design on Metal Surface	71
	Unit 4.2: Engraving Design on Metal Surface	77
	Unit 4.3: Achieving Quality Standards	94
5.	Basics of Business Management (HCS/N9904)	100
	Unit 5.1: Basics of Banking, Accounts and Cost Calculations	102
	Unit 5.2: Market Management	131
6.	Team Work (HCS/N9901)	138
	Unit 6.1: Working in a Team	140
7.	Work Area Management (HCS/N9902)	147
	Unit 7.1: Work Area Management	149
8.	Employability & Entrepreneurship Skills	162
	Unit 8.1 Personal Strengths & Value Systems	166
	Unit 8.2. Digital Literacy: A Recap	185

Unit 8.3: Money Matters	191
Unit 8.4. Preparing for Employment & Self Employment	202
Unit 8.5. Understanding Entrepreneurship	211
Unit 8.6: Preparing to be an Entrepreneur	233







संस्थानेव जयते GOVERNMENT OF INDIA MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP



Transforming the skill landscape

# 1. Introduction to Trade

Unit 1.1 – Metalware Craft sector in India Unit 1.2 – Job role of an Engraving Artisan (Metalware)



# **Key Learning Outcomes**

•

#### At the end of this module, you will be able to:

- 1. Discuss the Metalware handicraft sector in India, and its sub-sectors
- 2. Define the artwork that comes under Metalware handicraft.
- 3. Know the states that are hub for Metalware handicraft work.
- 4. Identify the products that are made by engraving artisan.
- 5. Understand the work area of Engraving Artisan (Metalware).
- 6. Know the opportunities for Engraving Artisan.