



Model Curriculum

Packer

SECTOR: HANDICRAFTS AND CARPET
SUB-SECTOR:
OCCUPATION: PACKER
REF. ID: HCS/Q 9701, VER 1.0
NSQF LEVEL: 3





Skill India
शिक्षण करो - कुशल करो



**Handicrafts & Carpet
Sector Skill Council**



N-S-D-C
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Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

HANDICRAFTS AND CARPET SECTOR SKILLS COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: **'Packer'** QP No. **'HCS/ Q 9701 NSQF Level 3'**

Date of Issuance: **December 29th, 2015**

Valid up to: **December 29th, 2016**

* Valid up to the next review date of the Qualification Pack



Authorised Signatory
(Handicrafts and Carpet Sector Skill Council)



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Packer

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Packer”, in the “Handicrafts and Carpet” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Packer		
Qualification Pack Name & Reference ID.	Packer HCS/Q 9701 ver 1.0		
Version No.	1.0	Version Update Date	16-12 – 2015
Pre-requisites to Training	Preferably Class 5		
Training Outcomes	After completing this programme, participants will be able to: <ul style="list-style-type: none">• Gain understanding of the role of a Packer: Introduction to the role and importance of a Packer in the Handicraft Sector• Gain a better understanding of measurements: Practice basic arithmetics and understand weight and length measurements.• Perform tagging and labelling of handicraft products: Understand the process and placement of labels on the product and the package. Understand the meaning of bar codes and their importance. Understand the quality standards.• Perform covering and wrapping the handicraft product into a package before shipping: Understand the different packing options available. Understand the different ways of packing products. Gain understanding of length and weight measurements• Use soft skills to improve functioning and effectiveness: Understand work ethics and its importance towards building teamwork. Adopt good communication & interpersonal skills. Understand importance of living healthy life and practice general hygiene. Respect & practice general safety rules to manage work related stress efficiently.		



This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Packer” Qualification Pack issued by “Handicrafts and Carpet Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none">Gain familiarity with the objectives of the courseUnderstand the role and importance of a Packer in the Handicraft Sector.	Notebooks, pens, pencils, white board, board marker, tools.
2	Handicraft material and their handling Theory Duration (hh:mm) 06:00 Practical Duration (hh:mm) 03:00 Corresponding NOS Code HCS/N 9701, HCS/N 9702	<ul style="list-style-type: none">Gain familiarity with handicraftsUnderstand the different types of handicraft productsUnderstand stocking procedure for handicraft items	Notebooks, pens, pencils, white board, board marker, tools, samples of handicraft products.
3	Basic Measurements Theory Duration (hh:mm) 12:00 Practical Duration (hh:mm) 12:00 Corresponding NOS Code HCS/N 9701, HCS/N 9702	<ul style="list-style-type: none">Practice basic arithmeticsUnderstand the basics of length measurements and unitsGain familiarity with the use of measuring tools like inch tape and scaleUnderstand the basics of weight measurements and unitsGain familiarity with weighing scale and its use.	Notebooks, pens, pencils, white board, board marker, tools, samples of handicraft products, weighing scale, measuring scale, inch tape.



Sr. No.	Module	Key Learning Outcomes	Equipment Required
4	<p>Label Type and labelling procedures</p> <p>Theory Duration (hh:mm) 06:00</p> <p>Practical Duration (hh:mm) 12:00</p> <p>Corresponding NOS Code HCS/N 9701</p>	<ul style="list-style-type: none"> Understand different label type and general format on label Identify and understand the tools and materials used for labelling Understand different labelling procedures Practice session for labelling a handicraft product. 	Notebooks, pens, pencils, white board, board marker, tools, samples of handicraft products, weighing scale, measuring scale, inch tape, samples of labels, tools and materials for labelling.
5	<p>Packing of Handicrafts</p> <p>Theory Duration (hh:mm) 06:00</p> <p>Practical Duration (hh:mm) 24:00</p> <p>Corresponding NOS Code HCS/N 9702</p>	<ul style="list-style-type: none"> Identify and describe different types of packing materials Understand the steps involved in packing using different materials Practice sessions for carrying out packing of a handicraft product as per instructions. 	Notebooks, pens, pencils, white board, board marker, tools, samples of handicraft products, weighing scale, measuring scale, inch tape, packing material.
6	<p>Working in a team</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 08:00</p> <p>Corresponding NOS Code HCS/N 9901</p>	<ul style="list-style-type: none"> Understand work ethics Understand the importance of teamwork Understand the importance of clear communication skills Understand the importance of interpersonal skills 	Notebooks, pens, pencils, white board, board marker.
7	<p>Health and Safety</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 08:00</p> <p>Corresponding NOS Code HCS/N 9902, HCS/N 9903</p>	<ul style="list-style-type: none"> Understand the importance of living a healthy life and practice good habits Practice general safety rules Learn to manage stress efficiently 	Notebooks, pens, pencils, white board, board marker.



Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Total Duration: Theory Duration (hh:mm) 41:00 Practical Duration (hh:mm) 104:00 Total hours- 145	Unique Equipment Required: Notebooks, pens, pencils, white board, board marker, tools, samples of handicraft products, weighing measuring scale, scale, inch tape, samples of labels, tools and materials for labelling.	

Grand Total Course Duration: 145 Hours 0 Minutes

(This syllabus/curriculum has been approved by SSC: Handicrafts and Carpet Sector Skill Council)



Trainer Prerequisites for Job role: “Packer” mapped to Qualification Pack: “HCS/Q 9701 VER 1.0”

Sr. No.	Area	Details
1	Job Description	To facilitate and deliver training services as per details mentioned in the curriculum above, in accordance with the Qualification Pack “HCS/N 5412”.
2	Personal Attributes	A competent skilled artisan with an aptitude for conducting trainings, strong communication and interpersonal skills, a passion for quality and developing others; leadership quality to drive trainees with positive motivation. He/ She should preferably have basic understanding of English and must be able to read and write in the local language.
3	Minimum Educational Qualifications	10 th Standard pass
4a	Domain Certification	Certified for Job Role: “Packer” mapped to QP: “HCS/N 5412”. Minimum accepted score as per respective SSC guidelines 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/QQ1402”. Minimum accepted score as per respective SSC guidelines is 60%.
5	Experience	Minimum 3 years experience in undertaking packing supervision as well as training/conducting/assisting training or workshops in the handicrafts sector.



Assessment Criteria

Assessment Criteria for Packer	
Job Role	Packer
Qualification Pack	HCS/Q 9701 ver 1.0
Sector Skill Council	Handicrafts & Carpet

Sr. No.	Guidelines for Assessment
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	The assessment of the theory/knowledge will be based on written test/viva-voce or both while skill test shall be based on 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 center
5	To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate of all the NOSs



ASSESSMENT OUTCOME (NOS CODE AND DESCRIPTION)	ASSESSMENT CRITERIA (PC)	TOTAL MARKS	OUT OF	MARKS ALLOCATION	
				THEORY	SKILLS PRACTICAL
1. HCS/N9701 (TAG AND LABEL HANDICRAFT PRODUCTS)	PC1. receive finished product for packaging from the supervisor	100	5	2	3
	PC2. follow standard operating procedure while handling the finished product		5	2	3
	PC3. use necessary tools and protective gears while handling the products		5	2	3
	PC4. place the product for labelling as per standard operating procedure of the company		5	2	3
	PC5. put/ fix the brand logo on the product		5	2	3
	PC6. put bar code on the product , if required		5	2	3
	PC7. put grade label on the product, if required		5	2	3
	PC8. put bar code/ identification code on the inner box		7	3	4
	PC9. put bar code/ identification code on the master box		7	3	4
	PC10. put bar code/ identification code on the package container		7	3	4
	PC11. put informative labels like labels regarding flammable material, fragile material, glass, precautions to be taken from water etc on the package		7	3	4
	PC12. understand the daily requirements of different kinds of labelling on the package		6	2	4
	PC13. get specific work related instructions from supervisor, if required		6	2	4
	PC14. ask questions to supervisor to have clear understanding of the job requirement and expectations		5	2	3
	PC15. achieve supervisor satisfaction on the work done		5	2	3
	PC16. ensure zero material loss while handling the handicraft items		5	2	3
	PC17. follow organisation standard and procedure on brand and product labelling		5	2	3
	PC18. achieve daily targets with minimum wastage of the material		5	2	3
	NOS Total		100	40	60



ASSESSMENT OUTCOME (NOS CODE AND DESCRIPTION)	ASSESSMENT CRITERIA (PC)	TOTAL MARKS	OUT OF	MARKS ALLOCATION	
				THEORY	SKILLS PRACTICAL
2. HCS /N9702 (WRAPPING AND COVERING PRODUCT INTO PACKAGE)	PC1. receive product from supervisor for packing	100	3	1	2
	PC2. identify pack options for the product as per the standard operating procedure of the company		3	1	2
	PC3. identify the product protection needs like thermal stability, fragility, photo stability, moisture sensitivity, chemical compatibility etc.		4	2	2
	PC4. identify commercial and regulatory requirements like market presentation, regulatory compliance etc		5	2	3
	PC5. identify handling requirements like box size, box dimensions etc		5	2	3
	PC6. select the necessary and appropriate wrapping and covering material to be used for handicraft products		5	2	3
	PC7. wrap the product with packing paper		5	2	3
	PC8. wrap the product for fragile items like glass handicraft		5	2	3
	PC9. cover the product with polythene		5	2	3
	PC10. put tape on the plastic cover/lamination		5	2	3
	PC11. put the product into inner box		5	2	3
	PC12. put inner box into master box		5	2	3
	PC13. use thermocol packaging material for fragile items		5	2	3
	PC14. put tape over master box		5	2	3
	PC15. put plastic belts over laminated master box		5	2	3
	PC16. take measurements of quantity of products packed into the package		5	2	3
	PC17. measure net weight of the box		5	2	3
	PC18. measure the gross weight of the box		5	2	3
	PC19. measure the length and width of the box		5	2	3
	PC20. measure the volume of the box		5	2	3



				MARKS ALLOCATION	
ASSESSMENT OUTCOME (NOS CODE AND DESCRIPTION)	ASSESSMENT CRITERIA (PC)	TOTAL MARKS	OUT OF	THEORY	SKILLS PRACTICAL
	PC21. take any other relevant measurement of the package as per the standard operating procedure of the company or requirement of the customer		5	2	3
		NOS Total	100	40	60
2. HCS/N9901 (COORDINATE WITH COLLEAGUES AND WORK AS A TEAM)	PC1.receive job order and instructions from reporting supervisor	100	4	3	1
	PC2.understand the work output requirements, targets, performance indicators and incentives		5	4	1
	PC3.deliver quality work on time and report any anticipated reasons for delays		5	1	4
	PC4.report on any grievances, production defects and any potential hazards		4	2	2
	PC5.communicate on process flow improvements		4	2	2
	PC6.communicate maintenance and repair schedule proactively to the supervisor		4	1	3
	PC7.receive feedback on work standards		4	2	2
	PC8.interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc		5	2	3
	PC9.report in time for shortage or need of raw materials		4	1	3
	PC10. handover completed work to supervisor		4	2	2
	PC11.communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team		5	2	3
	PC12. maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues		5	2	3
	PC13. interact with colleagues from different functions and understand the nature of their work		4	2	2
	PC14. put team over individual goals and multi task or share work where necessary supporting the colleagues		4	2	2



		MARKS ALLOCATION			
ASSESSMENT OUTCOME (NOS CODE AND DESCRIPTION)	ASSESSMENT CRITERIA (PC)	TOTAL MARKS	OUT OF	THEORY	SKILLS PRACTICAL
	PC15. resolve conflicts and ensure smooth workflow		4	1	3
	PC16. interact and understand the production requirement for the day from the previous and successive processing department and work accordingly		4	1	3
	PC17. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		4	1	3
	PC18. receive feedback from Quality Control and rework in order to complete work on time		5	1	4
	PC19. share information with colleagues to enable efficient delivery of work		6	3	3
	PC20. highlight any errors of colleagues, help to rectify and ensure quality output		4	2	2
	PC21. work with cooperation, coordination, communication and collaboration, with shared goals and supporting each others performance		4	1	3
	PC22. document all the details accurately relating to one's role as required		4	1	3
	PC23. report on the work completed and keep it in records		4	1	3
		NOS Total	100	40	60
4. HCS/N9902 (MAINTAIN SAFE WORK ENVIRONMENT)	PC1. comply with safety procedures while on work to prevent accidents	100	8	2	6
	PC2. take adequate safety measures while handling materials, chemicals and tools		8	2	6
	PC3. wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working		8	2	6
	PC4. undertake basic safety checks before operation of all tools and electrical equipments		9	2	7



				MARKS ALLOCATION	
ASSESSMENT OUTCOME (NOS CODE AND DESCRIPTION)	ASSESSMENT CRITERIA (PC)	TOTAL MARKS	OUT OF	THEORY	SKILLS PRACTICAL
	PC5. wear appropriate and recommended clothing as per the work environment (eg: working in a furnace area)		9	2	7
	PC6. follow recommended material handling procedure to control material and personal damage		8	2	6
	PC7. perform all procedures as per company's work instructions for controlling operational risk		8	4	4
	PC8. perform the duties in a manner which minimizes environmental damage		6	2	4
	PC9. dispose of waste safely and correctly in a designated area as per company's SOP		8	2	6
	PC10. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger		8	4	4
	PC11. ensure zero accident at workplace		10	2	8
	PC12. adhere to safety standards and ensure no material damage		10	2	8
		NOS Total	100	28	72
5.HCS/N9903 (MAINTAIN PERSONAL HEALTH)	PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	100	12	4	8
	PC2. follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it		10	2	8
	PC3. wear protective goggles over eyes and replace them when scratches on it obscure the vision		10	2	8
	PC4. wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts		10	2	8
	PC5. undergo preventive health checkups at regular intervals		10	2	8



				MARKS ALLOCATION	
ASSESSMENT OUTCOME (NOS CODE AND DESCRIPTION)	ASSESSMENT CRITERIA (PC)	TOTAL MARKS	OUT OF	THEORY	SKILLS PRACTICAL
	PC6. take prompt treatment from the doctor in case of illness		11	3	8
	PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work		11	4	7
	PC8. ensure no productivity loss or absenteeism from work due to illness		13	3	10
	PC9. ensure no long term ill effect on the personal health		13	3	10
		NOS Total	100	25	75
		QP Total	500	173	327



Handicrafts and Carpet Sector Skill Council
Export Promotion Council for Handicrafts, EPCH House, Pocket 6&7, Sector 'C',
LSC, Vasant Kunj, New Delhi-110070