

# Model Curriculum

## Chiseler - Stonecraft

**SECTOR: HANDICRAFTS AND CARPET**  
**SUB-SECTOR: HANDICRAFTS (STONECRAFT)**  
**OCCUPATION: PRE - CRAFTING**  
**REF ID: HCS/Q1401, V1.0**  
**NSQF LEVEL: 3**



## Certificate

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

is hereby issued by the

**HANDICRAFTS AND CARPET SECTOR SKILL COUNCIL**

for the

### MODEL CURRICULUM

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: 'Chiseler - Stonecraft' No. 'HCS/Q1401 NSQF Level 3'

Date of Issuance: July 9<sup>th</sup>, 2015

Valid up to: July 9<sup>th</sup>, 2019

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



Authorised Signatory  
(Handicrafts and Carpet Sector Skill Council)

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# Chiseler - Stonecraft

## CURRICULUM / SYLLABUS

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

<b>Program Name</b>	<b>Chiseler – Stonecraft</b>		
<b>Qualification Pack Name &amp; Reference ID.</b>	HCS/Q1401, v1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	27/09/2018
<b>Pre-requisites to Training</b>	Preferably 5 <sup>th</sup> pass		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• Identify raw materials required to prepare the desired product</li> <li>• Prepare raw materials for the chiselling activities</li> <li>• Perform chiselling operation while maintaining quality and productivity</li> <li>• Demonstrate teamwork during inter/intra departmental work or engagement</li> <li>• Maintain Safe work environment</li> <li>• Maintain personal health</li> <li>• Perform basic business management activities</li> </ul>		

This course encompasses 6 out of 6 NOS (National Occupational Standards) of “Chiseler - Stonecraft” Qualification Pack issued by “Handicrafts and Carpet Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p><b>Introduction</b></p> <p><b>Theory Duration</b> (hh:mm) 10:00</p> <p><b>Practical Duration</b> (hh:mm) 00:00</p> <p><b>Corresponding NOS Code</b> Bridge Module</p>	<ul style="list-style-type: none"> <li>Identify different stone craft products</li> <li>Classify the stone craft industry in India</li> <li>Summarise the use of various tools and equipment used by a Chiseler – Stonecraft</li> </ul>	Hammer, chisels, sharpening stone, different types of maker (chalk, crayon, etc), bucket, measuring tape
2	<p><b>Identify process and raw materials requirement for carrying out chiselling operation</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm) 15:00</p> <p><b>Corresponding NOS Code</b> HCS/N1401</p>	<ul style="list-style-type: none"> <li>Organise raw materials received from the supervisor</li> <li>Distinguish properties of various raw materials</li> <li>Identify required raw materials as per product specifications</li> <li>Estimate daily production targets pertaining to quality and quantity</li> <li>Summarise job order and instructions received from supervisor</li> </ul>	Hammer, chisels, sharpening stone, different types of maker (chalk, crayon, etc), bucket, measuring tape
3	<p><b>Identify and prepare tools and equipments required for carry out chiselling operation</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm) 15:00</p> <p><b>Corresponding NOS Code</b> HCS/N1401</p>	<ul style="list-style-type: none"> <li>Identify tools and equipments required to perform chiselling operations as per specific product requirements</li> <li>Arrange tools and equipments for carrying out chiselling</li> <li>Prepare work area for carrying out chiselling operation</li> </ul>	Hammer, chisels, sharpening stone, different types of maker (chalk, crayon, etc), bucket, measuring tape
4	<p><b>Prepare raw materials in order to perform chiselling operation</b></p> <p><b>Theory Duration</b> (hh:mm) 10:00</p> <p><b>Practical Duration</b></p>	<ul style="list-style-type: none"> <li>Identify and ascertain the availability of various materials required for processing of the raw materials</li> <li>Process the raw materials for chiselling operation</li> <li>Assemble processed raw materials at specific work area</li> </ul>	Hammer, chisels, sharpening stone, different types of maker (chalk, crayon, etc), bucket, measuring tape

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	(hh:mm) 20:00  <b>Corresponding NOS Code</b> HCS/N1402		
5	<b>Perform chiselling operation</b>  <b>Theory Duration</b> (hh:mm) 20:00  <b>Practical Duration</b> (hh:mm) 30:00  <b>Corresponding NOS Code</b> HCS/N1402	<ul style="list-style-type: none"> <li>• Maintain required condition for carrying out chiselling operations</li> <li>• Perform chiselling operation using specific tools and equipments as per product requirement</li> <li>• Identify precautionary steps to avoid material damage</li> <li>• Formulate chiselling mechanisms to ascertain minimum wastage of materials</li> <li>• Maintain adequate deliverance of product quality and quantity</li> </ul>	Hammer, chisels, sharpening stone, different types of maker (chalk, crayon, etc), bucket, measuring tape
6	<b>Coordinate with colleagues and work as a team</b>  <b>Theory Duration</b> (hh:mm) 05:00  <b>Practical Duration</b> (hh:mm) 15:00  <b>Corresponding NOS Code</b> HCS/N9901	<ul style="list-style-type: none"> <li>• Summarise job order and instructions from reporting supervisor</li> <li>• Classify the work output requirements, targets, performance indicators and incentives</li> <li>• Formulate plans to deliver quality work on time and report any anticipated reasons for delays</li> <li>• Create reports on any grievance, production defect and potential hazard</li> <li>• Communicate on possible process flow improvements</li> <li>• Communicate maintenance and repair schedules proactively to the supervisor</li> <li>• Examine feedback on work standards</li> <li>• Develop proper interaction with respective person to clarify any kind of doubt</li> <li>• Create reports on shortage or need of raw materials in time</li> <li>• Elaborate completed work to supervisor</li> <li>• Communicate with colleagues from within and other departments, clearly and effectively on all aspects, to carry out work efficiently in a team</li> <li>• Maintain personal etiquettes – polite language, taking up responsibility, disciplined behaviours towards colleagues, etc.</li> <li>• Develop a healthy relationship with colleagues from different functions and understand the nature of their work</li> <li>• Organise goals and multi-task when required</li> </ul>	Hammer, chisels, sharpening stone, different types of maker (chalk, crayon, etc), bucket, measuring tape

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> <li>Resolve conflicts and ensure smooth workflow</li> <li>Identify production requirements</li> <li>Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</li> <li>Distinguish feedback from Quality Control and rework in order to complete work on time</li> <li>Explain information to colleagues to enable efficient delivery of work</li> <li>Identify any error of colleagues, help them to rectify and ensure quality output</li> <li>Develop cooperation, coordination, communication and collaboration towards the shared goals, supporting each other's performance while carrying out designated work</li> <li>Summarise all the details relating to one's role accurately and as required</li> <li>Create report on the completed work and maintain records for the same</li> </ul>	
7	<p><b>Maintain safe work environment</b></p> <p><b>Theory Duration</b> (hh:mm) 15:00</p> <p><b>Practical Duration</b> (hh:mm) 25:00</p> <p><b>Corresponding NOS Code</b> HCS/N9902</p>	<ul style="list-style-type: none"> <li>Comply with safety procedures while on work to prevent accidents</li> <li>Identify adequate safety measures while handling materials, chemicals and tools</li> <li>Choose appropriate personal protective gears while working</li> <li>Perform basic safety checks before operating any tool or electrical equipment</li> <li>Select appropriate and recommended clothing with respect to work environment</li> <li>Demonstrate recommended material handling procedures to control material and personal damage</li> <li>Perform all procedures as per company's work instructions in order to control operational risks</li> <li>Perform duties in a manner which minimizes environmental damage</li> <li>Organise wastes safely and correctly in designated areas as per company's SOP</li> <li>Create reports on accidents, incidents or problems and submit it to the supervisor without delay</li> <li>Maintain zero accident at workplace</li> <li>Maintain safety standards and ascertain no material damage</li> </ul>	Hammer, chisels, sharpening stone, different types of maker (chalk, crayon, etc), bucket, measuring tape
8	<p><b>Maintain personal health</b></p>	<ul style="list-style-type: none"> <li>Change protective equipments when required</li> <li>Comply to work instructions strictly in</li> </ul>	Hammer, chisels, sharpening stone, different types of

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p><b>Theory Duration</b> (hh:mm) 15:00</p> <p><b>Practical Duration</b> (hh:mm) 25:00</p> <p><b>Corresponding NOS Code</b> HCS/N9903</p>	<p>order to reduce the amount of pollution at work place</p> <ul style="list-style-type: none"> <li>• Maintain eye protection using proper personal protective equipment</li> <li>• Plan to protect oneself from blisters, scratches and cuts</li> <li>• Formulate preventive health checkups at regular intervals</li> <li>• Take prompt treatment from doctors in case of illness</li> <li>• Adapt to SOPs for dealing with blisters, scratches, accidental fires or any other type of emergencies at work</li> <li>• Maintain absence of productivity loss or absenteeism from work due to illness</li> <li>• Identify ways to ensure no long term ill effect on personal health</li> </ul>	<p>maker (chalk, crayon, etc), bucket, measuring tape</p>
9	<p><b>Basic business management</b></p> <p><b>Theory Duration</b> (hh:mm) 15:00</p> <p><b>Practical Duration</b> (hh:mm) 25:00</p> <p><b>Corresponding NOS Code</b> HCS/N9904</p>	<ul style="list-style-type: none"> <li>• Plan and allot work the employees of the unit according to their skill and experience</li> <li>• Explain to the employees of the unit with required skills to make market relevant and quality products</li> <li>• Maximise employee potential</li> <li>• Solve grievances or issues raised by employees</li> <li>• Manage employee expectations</li> <li>• Identify and analyse the cues from the market</li> <li>• Implement customer preferences</li> <li>• Create product lines based on market preferences</li> <li>• Create product lines that are unique and those that could be priced high</li> <li>• Estimate product price according to market trends</li> <li>• Devise plan to deploy product lines to the market</li> <li>• Identify raw materials required with respect to the product lines</li> <li>• Choose right price for the right quantity of raw materials to be procured</li> <li>• Identify the appropriate locations or agents to procure the raw materials</li> <li>• Identify quality materials for procurement</li> <li>• Organise proper storage for the procured materials</li> <li>• Maintain bills and records of prices of procurements for future reference</li> <li>• Maintain healthy vendor relationships</li> <li>• Identify the nearest market</li> <li>• Analyze the prevalent price for product lines</li> </ul>	<p>Hammer, chisels, sharpening stone, different types of maker (chalk, crayon, etc), bucket, measuring tape</p>



Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> <li>Decide on the most effective means to access the market</li> <li>Devise plans for cost effective transportation to the market</li> <li>Plan product placement according to market requirements</li> <li>Maximise production potential to meet customer expectations</li> <li>Analyze and ascertain low cost of production</li> <li>Maintain the book of accounts related to the business</li> <li>Open and operate a bank account</li> <li>Identify cost effective means of running business</li> <li>Identify various aspects of business that require recording</li> <li>Create formats for recording the various aspects of a business</li> <li>Create various records pertaining to various aspects of business</li> <li>Maintain business records with periodic updation</li> <li>Maintain necessary documents as per local government and regulatory requirement</li> <li>Analyze the records and glean various trends from the same</li> </ul>	
	<p><b>COMPULSORY NOS:</b></p> <p><b>Total Duration</b></p> <p><b>Theory Duration</b> 100:00</p> <p><b>Practical Duration</b> 170:00</p>	<p><b>Unique Equipment Required:</b> Computer, Projector, white board, maker, personal protective equipments, hammer, chisels, sharpening stone, different types of maker (chalk, crayon, etc), bucket, measuring tape</p>	

Grand Total Course Duration: **270 Hours, 0 Minutes**

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

## Trainer Prerequisites for Job role: “Chiseler - Stonecraft” mapped to Qualification Pack: “HCS/Q1401, v1.0”

Sr. No.	Area	Details
1	<b>Description</b>	The individual at work is responsible for removing the raw layers from the slate and then splitting it along the grain / layer lines into required sizes for further processing.
2	<b>Personal Attributes</b>	The job requires the individual to have arm-hand steadiness, good near vision, the ability to quickly move two hands to grasp, manipulate or assemble objects, finger dexterity, repetitive squatting, bending, lifting heavy weight and ability to work for long hours in sitting and standing positions. The individual must be able to work under different environmental conditions in the open area.
3	<b>Minimum Educational Qualifications</b>	10 <sup>th</sup> pass
4a	<b>Domain Certification</b>	Certified for Job Role: “Chiseler - Stonecraft” mapped to QP: “HCS/Q1401, v1.0”. Minimum accepted score is 80%
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted % as per respective SSC guidelines is 80%.
5	<b>Experience</b>	<ul style="list-style-type: none"> <li>• Total 3 Years experience,</li> <li>• 2 Years of sector-specific experience,</li> <li>• Min. 1 year of teaching experience</li> </ul>

## Annexure: Assessment Criteria

**Job Role:** Chiseler – Stonecraft

**Qualification Pack:** HCS/Q1401

**Sector Skill Council:** Handicrafts and Carpet

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for each PC.
2. Each NOS will assessed both for theoretical knowledge and practical.
3. The assessment will be based on knowledge bank of questions created by the SSC.
4. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center.
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

		Total Marks (600)			
<b>HCS/N1401</b>	<b>Receive raw slate stone and work instructions</b>				
<b>NOS Element</b>	<b>Performance Criteria</b>		<b>Out of</b>	<b>Theory</b>	<b>Skills Practical</b>
<b>Receive raw slate stone</b>	PC1. receive raw slate stones from the supervisor	<b>100</b>	6	1	5
	PC2. follow standard operating procedure while handling raw slate stones		13	3	10
	PC3. use necessary tools and protective gears while handling the slate stones		13	3	10
	PC4. place slate stone in a way so that work flow is smooth and there is no damage to other raw stones		8	1	7
	PC5. document the quantity of raw slate stones received		6	1	5
<b>Understand the work requirements</b>	PC6. understand the stoneware product and model for which the day work is assigned to		6	1	5
	PC7. understand the daily targets		6	1	5
	PC8. understand the daily requirements of different sizes and shape		7	2	5

	PC9. get specific work related instructions from supervisor, if required		7	2	5
<b>Achieving productivity and quality standards</b>	PC10. ask questions to supervisor to have clear understanding of the job requirement and expectations		5	0	5
	PC11. achieve supervisor satisfaction on the work done		5	0	5
	PC12. ensure zero material defect while handling the stones		7	2	5
	PC13. follow organisation standard and procedure on material movement and stocking		7	2	5
	PC14. achieve daily targets with minimum wastage of the material		4	1	3
	<b>TOTAL POINTS</b>		<b>100</b>	<b>20</b>	<b>80</b>

		Total Marks (600)			
HCS/N1402	Split slate stone into layers				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
<b>Soak raw slate stone in water</b>	PC1. place a tub / big container at the appropriate place in the working area and fill it with water	<b>100</b>	4	1	3
	PC2. dip all the raw slate stones one by one in the water filled tub / big container and keep it there as per the standard operating procedure of the company		4	1	3
	PC3. bring raw slate stones out of the water filled tub / big container without any damage		5	1	4
	PC4. ensure the raw slate stones is soaked well and suitable for the next process requirement		2	0	2
<b>Split the slate stone into layers</b>	PC5. select the necessary and appropriate tools required for splitting		7	2	5
	PC6. use appropriate chisel and hammer for splitting the slate stone		7	2	5
	PC7. check that chisel has sharp and smooth edge		4	1	3
	PC8. place the raw slate at suitable and stable position on ground		5	0	5
	PC9. remove the raw unwanted layers from the slate stone with the help of chisel and hammer		11	1	10
	PC10. split the slate stone along the layer lines as per the required sizes with the help of chisel and hammer		11	1	10
	PC11. ensure that the raw stone is not damage while splitting		5	0	5

	PC12. ensure no crack is formed in any part (crafting area) of the stone		5	0	5
<b>Achieve productivity and quality standards</b>	PC13. cleanly split the slate stone into different sizes as per the requirements		6	1	5
	PC14. ensure minimum wastage of raw slate stone		6	1	5
	PC15. meet the periodical production targets		5	0	5
	PC16. follow material movement, handling, quality and safety standards during the work and ensure no material or personal damage		7	2	5
	PC17. split slates as per company desired dimension, thickness and sizes		6	1	5
	<b>TOTAL POINTS</b>		<b>100</b>	<b>15</b>	<b>85</b>

HCS/N9901	Coordinate with colleagues and work as a team				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
<b>Interact with supervisor</b>	PC1. receive job order and instructions from reporting supervisor	<b>100</b>	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
<b>Work as a team by coordinating with colleagues within and outside the department</b>	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
	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
<b>Report and Document</b>	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
	<b>TOTAL POINTS</b>	<b>100</b>	<b>40</b>	<b>60</b>

HCS/N9902	Maintain safe work environment				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
<b>Follow safety procedure and practices</b>	PC1. comply with safety procedures while on work to prevent accidents	<b>100</b>	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

	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
<b>Achieve safety standards</b>	PC11. ensure zero accident at workplace		10	2	8
	PC12. adhere to safety standards and ensure no material damage		10	2	8
	<b>TOTAL POINTS</b>		<b>100</b>	<b>28</b>	<b>72</b>

HCS/N9903	Maintain personal health				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
<b>Adopt healthy work practices</b>	PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	<b>100</b>	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
	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

<b>Achieve work productivity while maintaining health</b>	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
	<b>TOTAL POINTS</b>		<b>100</b>	<b>25</b>	<b>75</b>

HCS/N9904	Basic business management				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
<b>People management</b>	PC1. allot work to the employees of the unit according to their skill and experience	<b>100</b>	3	1	2
	PC2. train the employees of his/her unit with the appropriate skills required to make market relevant and quality products		3	1	2
	PC3. motivate the employees		2	1	1
	PC4. handle the grievances/issues that are raised by the employees		2	1	1
	PC5. manage the employee expectations		2	1	1
<b>Product planning</b>	PC6. gather and analyse the cues from the market		2	1	1
	PC7. ascertain the customer preference		3	1	2
	PC8. create product lines based on current market preference		3	1	2
	PC9. create product lines that are unique and able to price high		3	1	2
	PC10. price the products according to market trends		3	1	2
	PC11. decide the best way to market the product lines		3	1	2
<b>Procurement of raw materials</b>	PC12. make a list of raw materials required according to the product lines		2	0	2
	PC13. ascertain the quantity and right price to procure the materials		3	1	2
	PC14. identify the right locations/agents from where the raw materials can be procured		3	1	2
	PC15. negotiate to get the best price		3	0	3
	PC16. ensure quality materials are procured		4	1	3
	PC17. ensure the procured materials are stored in appropriate conditions		3	1	2
	PC18. maintain the bills and record the prices of procurement for future reference		3	1	2
	PC19. maintain healthy vendor relationships		3	1	2
<b>Market</b>	PC20. identify the nearest market		3	1	2



<b>interfacing</b>	PC21. analyze the prevalent price for product lines	3	2	1
	PC22. decide on the most effective means to access the market	2	1	1
	PC23. plan for cost effective transportation to the market	3	1	2
	PC24. position the product according to market requirements	3	1	2
	PC25. manage customer expectations	2	0	2
<b>Financial Management</b>	PC26. analyze and ascertain the cost of production	3	1	2
	PC27. maintain the book of accounts related to the business	3	1	2
	PC28. own and operate a bank account	4	2	2
	PC29. identify cost effective means of running business	3	1	2
<b>Record keeping</b>	PC30. identify various aspects of business that require recording	3	2	1
	PC31. create formats for recording	3	2	1
	PC32. make various records pertaining to all aspects of business	3	2	1
	PC33. maintain these records with periodic updation	3	2	1
	PC34. maintain necessary documents as per local government and regulatory requirement	3	2	1
	PC35. analyze the records and glean various trends from the same	3	2	1
	<b>TOTAL POINTS</b>	<b>100</b>	<b>40</b>	<b>60</b>