



Handicrafts and Carpet
Sector Skill Council



Model Curriculum

Turner - Stonecraft

SECTOR: HANDICRAFTS AND CARPET
SUB-SECTOR: HANDICRAFTS (STONECRAFT)
OCCUPATION: PRE - CRAFTING
REF ID: HCS/Q1404, V1.0
NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

HANDICRAFTS AND CARPET SECTOR SKILL COUNCIL

for the

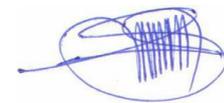
MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Turner - Stonecraft' No. 'HCS/Q1404 NSQF Level 4'

Date of Issuance: **July 9th, 2015**

Valid up to: **July 9th, 2019**

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



Authorised Signatory
(Handicrafts and Carpet Sector Skill Council)

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Turner - Stonecraft

CURRICULUM / SYLLABUS

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

Program Name	Turner - Stonecraft		
Qualification Pack Name & Reference ID.	HCS/Q1404, v1.0		
Version No.	1.0	Version Update Date	14/09/2018
Pre-requisites to Training	Preferably 8 th pass		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Arrange the raw alabaster stone and summarise work instructions • Prepare the stone for the lathe machine • Operate the lathe machine • Develop productivity with required quality standards • Develop proper interaction with supervisor or superior • Develop teamwork by coordinating with colleagues within and outside the department • Choose appropriate reporting and documentation procedures within the organisation • Utilise safety procedures and practices • Adapt to safety standards • Adapt to healthy work practices • Maintain work productivity along with health 		

This course encompasses 4 out of 4 NOS (National Occupational Standards) of “Turner - Stonecraft” Qualification Pack issued by “Handicrafts and Carpet Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Identify different stone craft products Classify the stone craft industry in India Summarise the use of various tools and equipment used by a Turner – Stonecraft 	Lathe machine, tool holder, boring bars, different types of drills, taps, reamers, carbide tip tools, grooving tool, cut-off blade, parting blades, side tool, wrenches
2	<p>Identify raw material and process requirements</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code HCS/N1405</p>	<ul style="list-style-type: none"> Organize raw stones received from the supervisor Summarise information about the type and quantity of components of different products to be produced on the day Classify work specific instructions communicated by the supervisor Estimate daily production targets received from the supervisor 	Lathe machine, tool holder, boring bars, different types of drills, taps, reamers, carbide tip tools, grooving tool, cut-off blade, parting blades, side tool, wrenches
3	<p>Prepare for lathe machine operations</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code HCS/N1405</p>	<ul style="list-style-type: none"> Prepare the stone before using the lathe machine on it Modify the stone as per identified requirements Identify the requisites for operating the lathe machine Modify the lathe machine and its settings as per requirement Set up the stone on the lathe machine Set up the range of work for holding devices of the lathe machine appropriately Devise the range of cutting tools 	Lathe machine, tool holder, boring bars, different types of drills, taps, reamers, carbide tip tools, grooving tool, cut-off blade, parting blades, side tool, wrenches
4	<p>Perform turning with respect to the desired product</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS</p>	<ul style="list-style-type: none"> Perform turning operations using various equipments to produce stone components with required shapes Change the position of the stone and the blades to shape the stone as per product requirements Organise the shaped stone once the desired form is achieved Deliver the shaped stone to the supervisor for further processing Generate minimum wastage of the stone during the turning operations 	Lathe machine, tool holder, boring bars, different types of drills, taps, reamers, carbide tip tools, grooving tool, cut-off blade, parting blades, side tool, wrenches

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Code HCS/N1405	<ul style="list-style-type: none"> Construct the shape of the stone without damaging it for further processing 	
5	Coordinate with colleagues and work as a team Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 15:00 Corresponding NOS Code HCS/N9901	<ul style="list-style-type: none"> Summarise job order and instructions from reporting supervisor Classify the work output requirements, targets, performance indicators and incentives Formulate plans to deliver quality work on time and report any anticipated reasons for delays Create reports on any grievance, production defect and any potential hazard Communicate on possible process flow improvements Communicate maintenance and repair schedules proactively to the supervisor Examine feedback on work standards Develop proper interaction with respective person to clarify any kind of doubt Create reports on shortage or need of raw materials in time Elaborate completed work to supervisor Communicate with colleagues from within and other departments, clearly and effectively on all aspects, to carry out work efficiently in a team Maintain personal etiquettes – polite language, taking up responsibility, disciplined behaviours towards colleagues, etc. Develop a healthy relationship with colleagues from different functions and understand the nature of their work Organise goals and multi-task when required Resolve conflicts and ensure smooth workflow Identify production requirements Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement Distinguish feedback from Quality Control and rework in order to complete work on time Explain information to colleagues to enable efficient delivery of work Identify any error of colleagues, help them to rectify and ensure quality output Develop cooperation, coordination, communication and collaboration towards the shared goals, supporting 	Lathe machine, tool holder, boring bars, different types of drills, taps, reamers, carbide tip tools, grooving tool, cut-off blade, parting blades, side tool, wrenches



Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>each other's performance while carrying out designated work</p> <ul style="list-style-type: none"> Summarise all the details relating to one's role accurately and as required Create report on the completed work and maintain records for the same 	
6	<p>Maintain safe work environment</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code HCS/N9902</p>	<ul style="list-style-type: none"> Comply with safety procedures while on work to prevent accidents Identify adequate safety measures while handling materials, chemicals and tools Choose appropriate personal protective gears while working Perform basic safety checks before operating any tool or electrical equipment Select appropriate and recommended clothing with respect to work environment Demonstrate recommended material handling procedures to control material and personal damage Perform all procedures as per company's work instructions in order to control operational risks Perform duties in a manner which minimizes environmental damage Organise wastes safely and correctly in designated areas as per company's SOP Create reports on accidents, incidents or problems and submit it to the supervisor without delay Maintain zero accident at workplace Maintain safety standards and ascertain no material damage 	<p>Lathe machine, tool holder, boring bars, different types of drills, taps, reamers, carbide tip tools, grooving tool, cut-off blade, parting blades, side tool, wrenches</p>
7	<p>Maintain personal health</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code HCS/N9903</p>	<ul style="list-style-type: none"> Change protective equipments when required Comply to work instructions strictly in order to reduce the amount of pollution at work place Maintain eye protection using proper personal protective equipment Plan to protect oneself from blisters, scratches and cuts Formulate preventive health checkups at regular intervals Take prompt treatment from doctors in case of illness Adapt to SOPs for dealing with blisters, scratches, accidental fires or any other type of emergencies at work Maintain absence of productivity loss or absenteeism from work due to illness Identify ways to ensure no long term ill 	<p>Lathe machine, tool holder, boring bars, different types of drills, taps, reamers, carbide tip tools, grooving tool, cut-off blade, parting blades, side tool, wrenches</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		effect on personal health	
	Total Duration Theory Duration 85:00 Practical Duration 145:00	Unique Equipment Required: Computer, Projector, white board, maker, personal protective equipments, lathe machine, tool holder, boring bars, different types of drills, taps, reamers, carbide tip tools, grooving tool, cut-off blade, parting blades, side tool, wrenches	

Grand Total Course Duration: **230 Hours, 0 Minutes**

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

Trainer Prerequisites for Job role: “Turner - Stonecraft” mapped to Qualification Pack: “HCS/Q1404, v1.0”

Sr. No.	Area	Details
1	Description	The individual at work is responsible for operating the lathe machine for producing range of stone components having different features. The individual continuously monitors the machine operations and make adjustments in its settings whenever required.
2	Personal Attributes	The job requires the individual to have manual dexterity, good vision, the ability to work on moving electrical equipments and ability to work for long hours in standing position.
3	Minimum Educational Qualifications	10 th pass
4a	Domain Certification	Certified for Job Role: “Turner - Stonecraft” mapped to QP: “HCS/Q1404, v1.0”. Minimum accepted score is 80%
4b	Platform Certification	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	Experience	<ul style="list-style-type: none"> • Total 3 Years experience, • 2 Years of sector-specific experience, • Min. 1 year of teaching experience

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Turner – Stonecraft
Qualification Pack	HCS/Q1404, v1.0
Sector Skill Council	Handicrafts and 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	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 (400)			
HCS/N1405	Prepare stone components on lathe machine				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Receiving the raw alabaster stone and work instructions	PC1. receive raw alabaster stone from the supervisor	100	1	0	1
	PC2. receive the information about the type and quantity of components of different products to be made in the day		4	1	3
	PC3. receive work specific instructions from the supervisor		4	1	3
	PC4. get daily production targets from the supervisor		4	1	3
Prepare the stone for the lathe machine	PC5. cut the stone into manageable size for lathe machine if required		7	0	7
	PC6. cut off any large corners or any protrusions in the stone		7	0	7

Operating the lathe machine	PC7. check the lathe machine and its settings		8	1	7
	PC8. mount the stone on the lathe machine		8	1	7
	PC9. position the stone correctly on the machine		7	0	7
	PC10. correctly set the range of work holding devices like chucks; drive plates; fixtures; magnetic or pneumatic devices etc.		8	1	7
	PC11. correctly set the range of cutting tools like turning, facing, boring, knurling, parting off, forming, central drill, twist drill, reamers etc.		6	1	5
	PC12. switch on the machine and operate it as per the operational manual		6	1	5
	PC13. perform turning operations using various equipment to produce stone components with various shapes		6	1	5
	PC14. change the position of the stone and slide the blades inside it to create gradual round shape as per product requirements		6	1	5
	PC15. demount the shaped stone once the desired form is achieved		4	1	3
	PC16. give back the shaped stone to the supervisor for further processing		2	1	1
Achieving productivity and quality standards	PC17. give shape to the stone as per the product specifications		4	1	3
	PC18. do the minimum wastage of the stone during the turning operations		4	1	3
	PC19. shape the stone without damaging it for further processing		4	1	3
TOTAL POINTS			100	15	85

HCS/N9901	Coordinate with colleagues and work as a team				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Interact with supervisor	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 &		5	2	3

	standards compliance, etc			
	PC9. report in time for shortage or need of raw materials	4	1	3
	PC10. handover completed work to supervisor	4	2	2
Work as a team by coordinating with colleagues within and outside the department	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 other's performance	4	1	3
Report and Document	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
	TOTAL POINTS	100	40	60

HCS/N9902	Maintain safe work environment				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Follow safety procedure and practices	PC1. comply with safety procedures while on work to prevent accidents	100	8	2	6
	PC2. take adequate safety measures while handling materials, chemicals		8	2	6

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

HCS/N9903	Maintain personal health				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Adopt healthy work practices	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

	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
Achieve work productivity while maintaining health	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
	TOTAL POINTS	100	25	75