NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES (DIVYANGJAN)

(Ministry of Social Justice & Empowerment, Dept. of Empowerment of Persons with Disabilities, Govt.of India)

Muttukadu, East Coast Road, Kovalam (P.O), Chennai - 603 112

Phone : 044 – 27472046, 27472113. Fax: 044-27472389.

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EXPRESSION OF INTEREST

National Institute for Empowerment of Persons with Multiple Disabilities (DIVYANGJAN) is functioning under the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Govt. of India to provide rehabilitation services for Persons with Multiple Disabilities.

The Scheme for Implementation of Persons with Disabilities Act (SIPDA) aims to providing Financial Assistance for Skill Development Programme for Persons with Disabilities. Through this scheme Skill Training will be provided for Individuals with Disabilities through the Empanelled Training Partners (ETPs) registered with DEPwD, MSJ & E. The details on Trades approved by DEPwD's, MSJ&E are as follows;

SI. No.	Sector	Trades	Training Hours	Batch Size
1.	Agriculture	Dairy Farmer/ Entrepreneur	200	30 Nos.
2.	Apparel, Made-Ups & Home Furnishing	Sewing Machine Operator	270	30 Nos.
3.	IT-ITES	Domestic Data Entry Operator	400	30 Nos.

Expression of Interest is invited from Empanelled Training Partners registered with DEPwD, MSJ&E across the country, along with necessary documents to **The Director, NIEPMD, East Coast Road, Muttukadu, Kovalam Post, Chennai, Tamilnadu – 603 112**, on or before 21-03-2018. For further details contact: DAIL-SIPDA Section-044-27472104, 27472113, 27472046 (Extn: 321 & 322), E-Mail: dailniepmdsipda@gmail.com , Mobile : 09382934157, 09444812938.

NOTE: Training partners submit proposal in the prescribed Proforma format.

-Sd-
DIRECTOR,
NIEPMD

Application for conducting Skill Development Programs for Persons with Disabilities under SIPDA by NIEPMD through Empanelled Training Partners (ETPs) registered with DEPwD's, MSJ&E

Organizational details:

Name of Organization/Institution	
Registered Office/Head Office Address	
Project Address	
Rural/ Urban	
Phone/ Mobile	
Fax:	
Website:	
Name of Authorized Contact Person	
Designation	
Mobile Number	
Alternate Contact Number	
Email	

Details of legal constitution of the organization:

Status/Constitution of the firm	
Registration Number	
Date of Registration (Date)	
Place of Registration	
PAN	
TAN	
80 G Registration No.	
12 A IT Act Registration No.	
PWD Act Registration No. with Validity	
National Trust Act Registration No with Validity	
NGO Darpan No.	
SMART (NSDC) Registration No.	

Details of Skill Training by the organization:

Vocational Training Experience for Persons with Disabilities (If yes, type of Disability)	Yes/ No
Prior Experience of Placement Activities in the Organization for Persons with Disabilities	Yes/ No
Skill Chosen for Proposed Project	(Dairy Farmer/ Entrepreneur, Sewing Machine Operator/ Domestic Data Entry Operator)
List of Beneficiaries (Not enrolled in any other state & central schemes/ programs)	(Format Enclosed)
List of RCI Recognized Professional (Special Educator, Rehabilitation Worker, Therapist, Etc.,)	Enclose separately
Whether Vocational Training Instructor having related Educational/ Qualification Certificate (Mention Name of the Course and certificate of the Instructor)	Enclose separately
Whether Vocational Training Instructor having related Experience (Years of Experience)	Enclose separately
Whether Associated with Other projects of NIEPMD / MSJE/ state Govt.? If yes, details	Enclose separately

Service Offered (HRD Programme, ADIP, Day Care, Special School, Vocational Training, Placement, Home, Etc.,).

Brief History of the Organization and current nature of Business or activity.

Enclose Brochure/ Annual Report

Audit Report with IT Filling Report of the organization: (Enclose separately)

Financial Year	Turnover (in Lakhs)	Net Worth (in Lakhs)
2016-17		
2015-16		
2014-15		

Overall Training Capacity in Skill / Vocational Development Programme

Year	Total Number of persons trained	No. of PwD's trained	Trades in which training given
2017-18			
2016-17			
2015-16			

Overall placement experience of the organization:

Year	Number of persons got employment after training	Type of Employment (Open, Self, Supportive Employment)	Name of major employers
2017-18			
2016-17			
2015-16			

Post Placement tracking in place:

Briefly explain the tracking mechanism/ Follow-up Service you have in place for already trained and placed youth from the organization.

I hereby declare that the information provided in this proposal is true to the best of my knowledge. If any information provided above is found to be false, the Department of Empowerment of Persons with Disabilities reserves the right to reject the proposal.

Signature

Name of Signatory:
Designation:

Date
Location:

NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES

(Dept. of Empowerment of Persons with Multiple Disabilities, MSJ & E, GOI)

ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu
Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046
Website: www.niepmd.tn.nic.in E-mail: dailniepmdsipda@gmail.com

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Name of Organization :

Name of Job Roles (Trade) :

NSQF Level :

Batch No:

Place of Training / Training Centre address :

Date of Commencement of Training :

Date of Completion of Training :

Total duration of training (In hours) :

LIST OF BENEFICIARIES

Sl. No	Name of Trainees	Father / Husband Name	Address	Date of Birth	Gender	Category (Gen / OBC /SC / ST)	Type of Disabilities	% of Disability (As per disability certificate)	Whether Hosteller /days scholar	Beneficiaries name contained in bank account	Bank account number	Bank name	IFSC Code	Aadhar No	Mobile No

Model Curriculum

Dairy Farmer/ Entrepreneur

SECTOR: **AGRICULTURE & ALLIED**
SUB SECTOR: **AGRICULTURE ALLIED ACTIVITIES**
OCCUPATION: **DAIRY FARMER MANAGEMENT**
REF ID: **PWD/AGR/Q4101, V1.0**
NSQF LEVEL: **4**

Curriculum Aligned

for

Persons with Locomotor Disability

Persons with Low Vision

and

Persons with Hearing Impairment

Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

SKILL COUNCIL FOR PERSONS WITH DISABILITY (SCPwD)

for

MODEL CURRICULUM – ALIGNED FOR PERSONS WITH DISABILITY

Complying to National Occupational Standards of Job Role/ Qualification Pack:
'**Dairy Farmer Entrepreneur**' QP No. PWD/ AGR/Q4101 **NSQF Level 4**'

Date of Issuance: May 3,2017
Valid up to*: May 3,2019

*Valid up to the next review date of the Qualification Pack or the
'Valid up to' date mentioned above, whichever is earlier

Authorized Signatory
(Skill Council for Persons with Disability)

TABLE OF CONTENTS

Dairy Farmer/Entrepreneur

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Dairy Farmer/ Entrepreneur", in the "Agriculture & Allied" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Dairy Farmer/ Entrepreneur		
Qualification Pack Name & Reference ID.	PWD/AGR/Q4101, v 1.0		
Version No.	1.0	Version Update Date	
Pre-requisites to Training	No entry level barrier; 5th Standard Passed preferable.		
Training Outcomes	After completing this programme, participants will be able to: • **Efficiently start and manage a Dairy farm:** Dairy Industry, input requirements, Site selection, cattle selection, budget estimation, procurement of inputs, etc. • **Construct and maintain shed for cattle:** Resources availability, shed construction – types, maintenance of shed • **Prepare and give recommended feed and water for livestock:** Feed Nutrients composition, feed requirements • **Maintain health of livestock along with productivity:** Vaccination of cattle, nutrients requirements, • **Understand and prepare forage:** Forage types, types of storage • **Effectively market dairy products like milk, curd, cheese:** Milk products, manufacturing, standards, market value, marketing of the product • **Ensure safe and clean dairy farm**: Hygiene maintenance		

This course encompasses 8 out of 8 National Occupational Standards (NOS) of "Dairy farmer/ Entrepreneur" Qualification Pack issued by Agriculture Skill Council of India. The Curriculum is Aligned by Skill Council for Persons with Disability for Persons with Disabilities**.**

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability wise Training Tools with reference to Expository for Each NOS
1	**Introduction** **Theory Duration** (hh:mm) 05:00 **Practical Duration** (hh:mm) 00:00 **Corresponding NOS Code** Bridge Module	**Candidates will be able to:** • Understand General Discipline in the class room (Do's & Don'ts) • Understand Role of a Dairy Farmer • Understand the different indigenous and exotic breeds • High milk yielding varieties • Selection of Cattle • Differentiate Healthy and sick animals • Learn and Practice Basic skills of communication • Learn and Practice Basic reading capabilities to enable reading of signs, notices and/or cautions at site.	Laptop, white board, marker, projector	These tools may be used during the different jobs: • Computer • Laptop • iPad • Modify Chair/seating arrangement • Need based modification in working environment • Need based modified equipment • Ease of Access Centre • Sticky Keys • On the screen Keyboard • One-Handed Keyboard • Foot Pedals • Access Switches • Wheel Chair • Walker
2	**Prepare and maintain livestock accommodation** **Theory Duration** (hh:mm) 10:00 **Practical Duration** (hh:mm) 10:00 **Corresponding NOS Code** AGR/N4101	**Candidates will be able to:** • Understand the accommodation needs of livestock • Understand the different types of accommodation- Head to Head, tail to tail • Understand the best balance between animal health and well-being and available resources • Use and recognize tools /equipment used for preparation of accommodation • Understand the different methods of waste handling/ management • Plan and follow the routine cleaning of animal shed	Laptop, white board, marker, projector,	

3	**Establish Livestock within accommodation** **Theory Duration** (hh:mm) 10:00 **Practical Duration** (hh:mm) 15:00 **Corresponding NOS Code** AGR/N4102	**Candidates will be able to:** • Understand the required suitable personal protective equipment while establishing livestock in accommodation • Check the suitable environment condition of the accommodation before establishing livestock within it • Follow the proper handling to minimize stress • Understand and follow the safety procedures • Ensure cleanliness and follow proper method of waste disposal	Laptop, white board, marker, projector, cattle shed	These tools may be used during the different jobs: • Computer • Laptop • iPad • Modify Chair/seating arrangement • Need based modification in working environment • Need based Modify Chair/seating arrangement
4	**Provide Feed and Water for Livestock** **Theory Duration** (hh:mm) 10:00 **Practical Duration** (hh:mm) 20:00 **Corresponding NOS Code** AGR/N4103	**Candidates will be able to:** • Understand the Feed Composition and quality • Understand the nutrients requirement for animals • Identify and procure the inputs required for the feed preparation • Arrange for various feed and feed supplements essential for animal nutrition and growth • Follow the Feeding Chart and store feed appropriately • Prepare Feed with the mixture of right components or procure quality compound feed from suppliers • Provide the feed and water to cattle • Understand the wastage minimization	Laptop, white board, marker, projector, feed components	• Need based modification in working environment • Need based modified equipment • Ease of Access Centre • Sticky Keys • Access Switches • Wheel Chair • Walker

| 5 | **Maintain Healthy Performance of Livestock**

Theory Duration (hh:mm) 05:00

Practical Duration (hh:mm) 10:00

Corresponding NOS Code AGR/N4104 | • Understand the Healthy Animal parameter.
• Treat animals as per animal welfare regulation
• Monitor the physical condition of the animals at suitable intervals, and recognize, record and report any abnormal signal.
• Check livestock for presence of external parasites
• Understand the health maintenance procedure of livestock
• Understand the pregnancy period of the cattle
• Take Care during Pregnancy
• Understand handling of calf
• Record the health checkup of the animal and treatment provided. | Laptop, white board, marker, projector | These tools may be used during the different jobs:
• Computer
• Laptop
• iPad
• Modify Chair/seating arrangement
• Need based modification in working environment
• Need based Modify Chair/seating arrangement
• Need based modification in working environment |
| 6 | **Performing Hand and Machine Milking**

Theory Duration (hh:mm) 10:00

Practical Duration (hh:mm) 25:00

Corresponding NOS Code AGR/N4105 | • Understand the Pre-Milking, Milking and Post Milking activities
• Understand the Mastitis disease and precautions to be taken
• Identify and use the milking machine and equipment
• Understand the adjustments of the machine and equipment
• Understand and perform proper milking procedures
• Understand the right milking technique
• Follow procedure for clean milk production | Laptop, white board, marker, projector, milking machine, hot water, | • Need based modified equipment
• Ease of Access Centre
• Sticky Keys
• Access Switches
• Wheel Chair
• Walker |

7	**Forage Conservation** **Theory Duration** (hh:mm) 10:00 **Practical Duration** (hh:mm) 15:00 **Corresponding NOS Code** AGR/N4106	**Candidates will be able to:** • Gain knowledge about different Fodder crops • Understand the right time of harvesting of crops • Identify and use the tools and equipment for preparation of forge • Understand the method of forage conservation – hay making, silage preparation, chemical treatment etc. • Understand the method of minimization of spoilage	Laptop, white board, marker, projector,	These tools may be used during the different jobs: • Computer • Laptop • iPad • Modify Chair/seating arrangement • Need based modification in working environment • Need based Modify Chair/seating arrangement • Need based modification in working environment • Need based modified equipment • Ease of Access Centre • Sticky Keys • Access Switches • Wheel Chair • Walker
8	**Entrepreneurship** **Theory Duration** (hh:mm) 15:00 **Practical Duration** (hh:mm) 15:00 **Corresponding NOS Code** AGR/N4107	**Candidates will be able to:** • Understand the Dairy Farming economics and Finance • Collect information on Financing Institutions for Dairy farming • Estimate the Budget for Dairy farming • Understand and update the market information • Manage the records of the Business • Understand the method of marketing • Develop contact with market players	Laptop, white board, marker, projector,	

ASCI
Agriculture Skill Council of India

SCPwD
Skill Council for Persons with Disability

Skill India

GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
National
Skill Development
Corporation
Transforming the skill landscape

9	**Maintain Health and safety at the work place** **Theory Duration** (hh:mm) 5:00 **Practical Duration** (hh:mm) 10:00 **Corresponding NOS Code** AGR/N9903	**Candidates will be able to:** • Maintain a clean & efficient workplace • Render appropriate emergency procedures • Practice General safety and first aid	Laptop, white board, marker, projector, gloves, first aid	These tools may be used during the different jobs: • Computer • Laptop • iPad • Modify Chair/seating arrangement • Need based modification in working environment • Need based Modify Chair/seating arrangement • Need based modification in working environment • Need based modified equipment • Ease of Access Centre • Sticky Keys • Access Switches • Wheel Chair • Walker
	Total Duration **Theory Duration** 80:00 **Practical Duration** 120:00	**Unique Equipment Required:** Laptop, white board, marker, projector, Cattle shed, infrastructure for forage preservation, chaff cutter, milking machine, gloves, first aid kit		
	Grand Total Course Duration: 200 Hours,0 Minutes (This syllabus/curriculum has been approved by Agriculture Skill Council of India			

Curriculum Aligned for Persons with Low Vision

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability wise Training Tools with reference to Expository for Each NOS
1	**Introduction** **Theory Duration** (hh:mm) 05:00 **Practical Duration** (hh:mm) 00:00 **Corresponding NOS Code** Bridge Module	**Candidates will be able to:** • Understand General Discipline in the class room (Do's & Don'ts) • Understand Role of a Dairy Farmer • Understand the different indigenous and exotic breeds • High milk yielding varieties • Selection of Cattle • Differentiate Healthy and sick animals • Learn and Practice Basic skills of communication • Learn and Practice Basic reading capabilities to enable reading of signs, notices and/or cautions at site.	Laptop, white board, marker, projector	These tools may be used during the different jobs: • ClearView+ Speech • ZoomEx, • Kurzweil, • ABBY Fine Reader, • Tesseract • Non-Visual Desktop Access (NVDA), • Job Access with Speech (JAWS), • System Access to Go(SATAGO), • Voiceover, &Talkback, • Nuance Talks and Mobile Speak, • ORCA
2	**Prepare and maintain livestock accommodation** **Theory Duration** (hh:mm) 10:00 **Practical Duration** (hh:mm) 10:00 **Corresponding NOS Code** AGR/N4101	**Candidates will be able to:** • Understand the accommodation needs of livestock • Understand the different types of accommodation- Head to Head, Tail to tail • Understand the best balance between animal health and well-being and available resources • Use and recognize tools/equipment used for preparation of accommodation • Understand the different methods of waste handling/ management • Plan and follow the routine cleaning of animal shed	Laptop, white board, marker, projector,	• Windows Magnifier • Magic Screen Magnification Zoom Text • Supernova Screen Reader and Magnifier • DAISY • Onyx • Topaz • Prism • Optelec • Kindle Paper White/Pad • Android/IOS Technology is best known for accessibility for persons with Low Vision. • Angel Player/I-Pods Talking calculator • Signature Guide • Wrist Watch-Tata • General table lamp • Tactile diagrams, • Tactile stickers, • Tactile flooring

3	**Establish Livestock within accommodation** **Theory Duration** (hh:mm) 10:00 **Practical Duration** (hh:mm) 15:00 **Corresponding NOS Code** AGR/N4102	**Candidates will be able to:** • Understand the required suitable personal protective equipment while establishing livestock in accommodation • Check the suitable environment condition of the accommodation before establishing livestock within it • Follow the proper handling to minimize stress • Understand and follow the safety procedures • Ensure cleanliness and follow proper method of waste disposal	Laptop, white board, marker, projector, cattle shed	These tools may be used during the different jobs: • ClearView+ Speech • ZoomEx, • Kurzweil, • ABBY Fine Reader, • Tesseract • Non-Visual Desktop Access (NVDA), • Job Access with Speech (JAWS), • System Access to Go(SATAGO), • Voiceover, • Talkback, • Nuance Talks and Mobile Speak, • ORCA • Windows Magnifier • Magic Screen Magnification Zoom Text • Supernova Screen Reader and Magnifier • DAISY • Onyx • Topaz • Prism • Optelec • Kindle Paper White/Pad • Android/IOS Technology is best known for accessibility for persons with Low Vision. • Angel Player/I-Pods Talking calculator • Signature Guide • Wrist Watch-Tata • General table lamp • Tactile diagrams, • Tactile stickers, • Tactile flooring
4	**Provide Feed and Water for Livestock** **Theory Duration** (hh:mm) 10:00 **Practical Duration** (hh:mm) 20:00 **Corresponding NOS Code** AGR/N4103	**Candidates will be able to:** • Understand the Feed Composition and quality • Understand the nutrients requirement for animals • Identify and procure the inputs required for the feed preparation • Arrange for various feed and feed supplements essential for animal nutrition and growth • Follow the Feeding Chart and store feed appropriately • Prepare Feed with the mixture of right components or procure quality compound feed from suppliers • Provide the feed and water to cattle • Understand the wastage minimization	Laptop, white board, marker, projector, feed components	

5	**Maintain Healthy Performance of Livestock** **Theory Duration** (hh:mm) 05:00 **Practical Duration** (hh:mm) 10:00 **Corresponding NOS Code** AGR/N4104	• Understand the Healthy Animal parameters • Treat animals as per animal welfare regulations. • Monitor the physical condition of the animals at suitable intervals, and recognize, record and report any abnormal signs • Check livestock for presence of external parasites • Understand the health maintenance procedure of livestock • Understand the pregnancy period of the cattle • Take Care during Pregnancy Understand handling of calf • Record the health checkup of the animal and treatment provided.	Laptop, white board, marker, projector	These tools may be used during the different jobs: • ClearView+ Speech • ZoomEx, • Kurzweil, • ABBY Fine Reader, • Tesseract • Non-Visual Desktop Access (NVDA), • Job Access with Speech (JAWS), • System Access to Go(SATAGO), • Voiceover, • Talkback, • Nuance Talks and Mobile Speak, • ORCA • Windows Magnifier • Magic Screen Magnification Zoom Text • Supernova Screen Reader and Magnifier • DAISY • Onyx • Topaz • Prism • Optelec • Kindle Paper White/Pad • Android/IOS Technology is best known for accessibility for persons with Low Vision. • Angel Player/I-Pods Talking calculator • Signature Guide • Wrist Watch-Tata • General table lamp • Tactile diagrams, • Tactile stickers, • Tactile flooring
6	**Performing Hand and Machine Milking** **Theory Duration** (hh:mm) 10:00 **Practical Duration** (hh:mm) 25:00 **Corresponding NOS Code** AGR/N4105	• Understand the Pre-Milking, Milking and Post Milking activities • Understand the Mastitis disease and precautions to be taken • Identify and use the milking machine and equipment • Understand the adjustments of the machine and equipment • Understand and perform proper milking procedures • Understand the right milking technique • Follow procedure for clean milk • Understand the Pre-Milking and Post Milking activities	Laptop, white board, marker, projector, milking machine, hot water,	

7	**Forage Conservation Theory Duration** (hh:mm) 10:00 **Practical Duration** (hh:mm) 15:00 **Corresponding NOS Code** AGR/N4106	**Candidates will be able to:** - Gain knowledge about different Fodder crops - Understand the right time of harvesting of crops - Identify and use the tools and equipment for preparation of forge - Understand the method of forage conservation – hay making, silage preparation, chemical treatment etc. - Understand the method of minimization of spoilage	Laptop, white board, marker, projector	These tools may be used during the different jobs: - ClearView+ Speech - ZoomEx, - Kurzweil, - ABBY Fine Reader, - Tesseract - Non-Visual Desktop Access (NVDA), - Job Access with Speech (JAWS), - System Access to Go(SATAGO), - Voiceover, &Talkback, - Nuance Talks and Mobile Speak, - ORCA - Windows Magnifier - Magic Screen Magnification Zoom Text - Supernova Screen Reader and Magnifier - DAISY - Onyx - Topaz - Prism - Optelec - Kindle Paper White/Pad - Android/IOS Technology is best known for accessibility for persons with Low Vision. - Angel Player/I-Pods Talking calculator - Signature Guide - Wrist Watch-Tata - General table lamp - Tactile diagrams, - Tactile stickers, - Tactile flooring
8	**Entrepreneurship** **Theory Duration** (hh:mm) 15:00 **Practical Duration** (hh:mm) 15:00 **Corresponding NOS Code** AGR/N4107	**Candidates will be able to:** - Understand the Dairy Farming economics and Finance - Collect information on Financing Institutions for Dairy farming - Estimate the Budget for Dairy farming - Understand and update the market information - Manage the records of the Business - Understand the method of marketing	Laptop, white board, marker, projector	

9	**Maintain Health and safety at the work place** **Theory Duration** (hh:mm) 10:00 **Practical Duration** (hh:mm) 10:00 **Corresponding NOS Code** AGR/N9903	**Candidates will be able to:** • Maintain a clean & efficient workplace • Render appropriate emergency procedures • Practice General safety and first aid	Laptop, white board, marker, projector, gloves, first aid	These tools may be used during the different jobs: • ClearView+ Speech • ZoomEx, • Kurzweil, • ABBY Fine Reader, • Tesseract • Non-Visual Desktop Access (NVDA), • Job Access with Speech (JAWS), • System Access to Go(SATAGO), • Voiceover, &Talkback, • Nuance Talks and Mobile Speak, • ORCA • Windows Magnifier • Magic Screen Magnification Zoom Text • Supernova Screen Reader and Magnifier • DAISY • Onyx • Topaz • Prism • Optelec • Kindle Paper White/Pad • Android/IOS Technology is best known for accessibility for persons with Low Vision. • Angel Player/I-Pods Talking calculator • Signature Guide • Wrist Watch-Tata • General table lamp • Tactile diagrams, • Tactile stickers, • Tactile flooring

Total Duration	**Unique Equipment Required:**	•
Theory Duration **80:00** **Practical Duration** **120:00**	Laptop, white board, marker, projector, Cattle shed, infrastructure for forage preservation, chaff cutter, milking machine, gloves, first aid kit	
Grand Total Course Duration: 200 Hours,0 Minutes (This syllabus/ curriculum has been approved by Agriculture Skill Council of India)		

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability wise Training Tools with reference to Expository for Each NOS
1	**Introduction** **Theory Duration** (hh:mm) 05:00 **Practical Duration** (hh:mm) 00:00 **Corresponding NOS Code** Bridge Module	**Candidates will be able to:** • Understand General Discipline in the class room (Do's & Don'ts) • Understand Role of a Dairy Farmer • Understand the different indigenous and exotic breeds • High milk yielding varieties • Selection of Cattle • Differentiate Healthy and sick animals • Learn and Practice Basic skills of communication • Learn and Practice Basic reading capabilities to enable reading of signs, notices and/or cautions at site.	Laptop, white board, marker, projector	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: • Assistive Aid/Service • Ai-Live • Captions First • Captions 2020 • Closed Capp • Let's Talk • Google Now for Android,
2	**Prepare and maintain livestock accommodation** **Theory Duration** (hh:mm) 10:00 **Practical Duration** (hh:mm) 10:00 **Corresponding NOS Code** AGR/N4101	**Candidates will be able to:** • Understand the accommodation needs of livestock • Understand the different types of accommodation- Head to Head, tail to tail • Understand the best balance between animal health and well-being and available resources • Use and recognize tools/equipment used for preparation of accommodation • Understand the different methods of waste handling/ management • Plan and follow the routine cleaning of animal shed	Laptop, white board, marker, projector,	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: • Assistive Aid/Service • Ai-Live • Captions First • Captions 2020 • Closed Capp • Let's Talk • Google Now for Android,
3	**Establish Livestock within accommodation** **Theory Duration** (hh:mm)	**Candidates will be able to:** • Understand the required suitable personal protective equipment while establishing livestock in accommodation	Laptop, white board, marker, projector, cattle shed	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training:

	10:00 **Practical Duration (hh:mm)** 15:00 **Corresponding NOS Code** AGR/N4102	• Check the suitable environment condition of the accommodation before establishing livestock within it • Follow the proper handling to minimize stress • Understand and follow the safety procedures • Ensure cleanliness and follow proper method of waste disposal		• Assistive Aid/Service • Ai-Live • Captions First • Captions 2020 • Closed Capp • Let's Talk • Google Now for Android,
4	**Provide Feed and Water for Livestock** **Theory Duration (hh:mm)** 10:00 **Practical Duration (hh:mm)** 20:00 **Corresponding NOS Code** AGR/N4103	**Candidates will be able to:** • Understand the Feed Composition and quality • Understand the nutrients requirement for animals • Identify and procure the inputs required for the feed preparation • Arrange for various feed and feed supplements essential for animal nutrition and growth • Follow the Feeding Chart and store feed appropriately • Prepare Feed with the mixture of right components or procure quality compound feed from suppliers • Provide the feed and water to cattle • Understand the wastage minimization	Laptop, white board, marker, projector, feed components	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: • Assistive Aid/Service • Ai-Live • Captions First • Captions 2020 • Closed Capp • Let's Talk • Google Now for Android,
5	**Maintain Healthy Performance of Livestock** **Theory Duration (hh:mm)** 05:00 **Practical Duration (hh:mm)** 10:00 **Corresponding NOS Code** AGR/N4104	• Understand the Healthy Animal parameters • Treat animals as per animal welfare regulations. • Monitor the physical condition of the animals at suitable intervals, and recognize, record and report any abnormal signs • Check livestock for presence of external parasites • Understand the health maintenance procedure of livestock	Laptop, white board, marker, projector	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: • Assistive Aid/Service • Ai-Live • Captions First • Captions 2020 • Closed Capp • Let's Talk • Google Now for Android,

		• Understand the pregnancy period of the cattle • Take Care during Pregnancy Understand handling of calf • Record the health checkup of the animal and treatment provided.			
6	**Performing Hand and Machine Milking** **Theory Duration** (hh:mm) 15:00 **Practical Duration** (hh:mm) 25:00 **Corresponding NOS Code** AGR/N4105	• Understand the Pre-Milking, Milking and Post Milking activities • Understand the Mastitis disease and precautions to be taken • Identify and use the milking machine and equipment • Understand the adjustments of the machine and equipment • Understand and perform proper milking procedures • Understand the right milking technique • Follow procedure for clean milk • Understand the Pre-Milking and Post Milking activities	Laptop, white board, marker, projector, milking machine, hot water,	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: • Assistive Aid/Service • Ai-Live • Captions First • Captions 2020 • Closed Capp • Let's Talk • Google Now for Android,
7	**Forage Conservation Theory Duration** (hh:mm) 10:00 **Practical Duration** (hh:mm) 15:00 **Corresponding NOS Code** AGR/N4106	**Candidates will be able to:** • Gain knowledge about different Fodder crops • Understand the right time of harvesting of crops • Identify and use the tools and equipment for preparation of forge • Understand the method of forage conservation – hay making, silage preparation, chemical treatment etc. • Understand the method of minimization of spoilage	Laptop, white board, marker, projector,	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: • Assistive Aid/Service • Ai-Live • Captions First • Captions 2020 • Closed Capp • Let's Talk • Google Now for Android,

8	Entrepreneurship Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 15:00 Corresponding NOS Code AGR/N4107	Candidates will be able to: • Understand the Dairy Farming economics and Finance • Collect information on Financing Institutions for Dairy farming • Estimate the Budget for Dairy farming • Understand and update the market information • Manage the records of the Business • Understand the method of marketing • Develop contact with market players	Laptop, white board, marker, projector,	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: • Assistive Aid/Service • Ai-Live • Captions First • Captions 2020 • Closed Capp • Let's Talk • Google Now for Android,
9	Maintain Health and safety at the work place Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code AGR/N4821	Candidates will be able to: • Maintain a clean & efficient workplace • Render appropriate emergency procedures • Practice General safety and first aid	Laptop, white board, marker, projector, gloves, first aid	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: • Assistive Aid/Service • Ai-Live • Captions First • Captions 2020 • Closed Capp • Let's Talk • Google Now for Android,
	Total Duration Theory Duration 80:00 Practical Duration 120:00	Unique Equipment Required: Laptop, white board, marker, projector, Cattle shed, infrastructure for forage preservation, chaff cutter, milking machine, gloves, first aid kit	In such NOSs where specific requirements have not been indicated will need value addition by using these tools which are mentioned with NOSs and sign language interpreter during the training programme. ISL Interpreter for all modules will be mandatory	
	Grand Total Duration:200 Hours, 0 Minutes (This syllabus/ curriculum has been approved by Agriculture Skill Council of India)			

Trainer Prerequisites for Job role: "Dairy Farmer / Entrepreneur" mapped to Qualification Pack: "PWD/AGR/Q4101, v1.0"

Trainer Prerequisites for Locomotor Disability

Sr. No.	Area	Details
1	Description	Trainer is responsible for educating the trainees - viability and sustainability of the dairy farm, care of dairy animals, their health and productivity, milking and marketing of the produced milk.
2	Personal Attributes	Trainer should be subject matter expert. He/ she should have good communication skills, leadership skills, observation skills, practical oriented skills
3	Minimum Educational Qualifications	Diploma in Animal Husbandry, Bachelor of Veterinary Science and Animal Husbandry (BVSc& A H) preferable/ B. Tech (Dairy)/ B. Sc Agriculture/ Diploma in veterinary /Animal Husbandry / Dairying/ VLDA (Veterinary livestock development assistant)/ Graduate
4a	Domain Certification	Certified for Job Role: "Dairy Farmer/ Entrepreneur" mapped to QP: "PWD/AGR/Q4101, 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 score is 80%
4c	Disability Specific Top Up Module	The Inclusive Trainer should be certified in Disability Specific Top Up Training conducted by SCPwD with minimum qualifying score of 80% as per SCPwD guidelines.
5	Experience	• MVSc in relevant subject (Livestock Production Management, Extension Education etc.) with 1 Year experience • BVSc& AH with 3 Years of relevant experience • Diploma in Animal Husbandry with relevant experience of 5 Years • B. Sc Agriculture required 2 years of experience • VLDA (Veterinary livestock development assistant required 2 years of experience • Graduate required 3 years of experience

Trainer Prerequisites for Low Vision

Sr. No.	Area	Details
1	Description	Trainer is responsible for educating the trainees - viability and sustainability of the dairy farm, care of dairy animals, their health and productivity, milking and marketing of the produced milk.
2	Personal Attributes	Trainer should be subject matter expert. He/ she should have good communication skills, leadership skills, observation skills, practical oriented skills
3	Minimum Educational Qualifications	Diploma in Animal Husbandry, Bachelor of Veterinary Science and Animal Husbandry (BVSc& A H) preferable/ B. Tech (Dairy)/ B. Sc Agriculture/ Diploma in veterinary /Animal Husbandry / Dairying/ VLDA (Veterinary livestock development assistant)/ Graduate
4a	Domain Certification	Certified for Job Role: "Dairy Farmer/ Entrepreneur" mapped to QP: "PWD/AGR/Q4101, 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 score 80%
4c	Disability Specific Top Up Module	The Inclusive Trainer should be certified in Disability Specific Top Up Training conducted by SCPwD with minimum qualifying score of 80% as per SCPwD guidelines.
5	Experience	• MVSc in relevant subject (Livestock Production Management, Extension Education etc.) with 1 Year experience • BVSc& AH with 3 Years of relevant experience • Diploma in Animal Husbandry with relevant experience of 5 Years • B. Sc Agriculture required 2 years of experience • VLDA (Veterinary livestock development assistant required 2 years of experience • Graduate required 3 years of experience

Trainer Prerequisites for Hearing Impairment

Sr. No.	Area	Details
1	Description	Trainer is responsible for educating the trainees - viability and sustainability of the dairy farm, care of dairy animals, their health and productivity, milking and marketing of the produced milk.
2	Personal Attributes	Trainer should be subject matter expert. He/ she should have good communication skills, leadership skills, observation skills, practical oriented skills
3	Minimum Educational Qualifications	Diploma in Animal Husbandry, Bachelor of Veterinary Science and Animal Husbandry (BVSc& A H) preferable/ B. Tech (Dairy)/ B. Sc Agriculture/ Diploma in veterinary /Animal Husbandry / Dairying/ VLDA (Veterinary livestock development assistant)/ Graduate
4a	Domain Certification	Certified for Job Role: "Dairy Farmer/ Entrepreneur" mapped to QP: "PWD/AGR/Q4101, 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 score is 80%
4c	Disability Specific Top Up Module	The Inclusive Trainer should be certified in Disability Specific Top Up Training conducted by SCPwD with minimum qualifying score of 80% as per SCPwD guidelines.
4d	Specific Requirement for persons with Hearing Impairment	The Indian sign language interpreter should be mandatory during the training, counselling and placement cell of persons with hearing impairment
5	Experience	• MVSc in relevant subject (Livestock Production Management, Extension Education etc.) with 1 Year experience • BVSc& AH with 3 Years of relevant experience • Diploma in Animal Husbandry with relevant experience of 5 Years • B. Sc Agriculture required 2 years of experience • VLDA (Veterinary livestock development assistant required 2 years of experience • Graduate required 3 years of experience

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	**Dairy Farmer / entrepreneur**
Qualification Pack	**PWD/AGR/Q4101, V1.0**
Skill Councils	**Skill Council for Persons with Disability and Agriculture Sector Skill Council**

Sr. No	Guideline
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 Theory and Skills Practical for each PC.
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on these criteria
5	To pass the Qualification Pack, every trainee should score a minimum of 60% in aggregate.
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
7.	The marks are allocated PC wise, however, every NOS will carry a weight age in the total marks allocated to the specific QP.

NOSs	Element	PCs	Total Marks (500)	Out Of	Marks Allocation	
					Theory	Skills Practical
1.AGR/N4101 Prepare and Maintain Livestock Accommodation	Pre-Livestock Accommodation	PC1.Prepare animal accommodation which achieves the best balance between animal health and well-being and available resources, consistent with relevant legislation.	75	8	4	4
		PC2.Prepare and maintain equipment, tools and materials required for livestock accommodation		6	3	3
		PC3. Follow cleaning routine in accordance with supervisor's instructions		8	4	4
		PC4. Dispose of waste according to established workplace procedures		7	5	2
		PC5. Report any hazards identified, to the supervisor immediately		6	4	2
	Maintain Livestock Accommodation	PC6. Maintain accommodation in a safe and clean condition for livestock		8	6	2
		PC7.Replenish materials and supplies as required by livestock		6	3	3
		PC8. Clean tools and equipment and maintain according to established workplace procedures		8	3	5
		PC9. Store equipment safely and securely in the assigned location		6	2	4
		PC10.Use working methods and systems which promote health and safety and which are consistent with relevant legislation and codes of practice.		6	2	4
		PC11.Take the appropriate action when monitoring reveals problems or issues with the accommodation		6	2	4
		Total		**75**	**38**	**37**

2.AGR/ N4102 Establish Livestock within Accommodation	**Establish Livestock in their Accommodation**	PC1.Wear suitable personal protective equipment when establishing livestock in their accommodation		2	1	1
		PC2. Check that the equipment, materials and accommodation are suitable for reception of the livestock, prior to their arrival		2	1	1
		PC3.Establish suitable environmental conditions for the animals		2	1	1
		PC4.Handle and move the livestock correctly and safely, according to supervisor's instructions		2	1	1
		PC5. Introduce livestock into the accommodation in a way that minimizes stress and maintains their health and welfare		2	1	1
		PC6. Deal with any difficulties arising according to established workplace procedures		2	1	1
		PC7.Carry out your work according to relevant legislation and codes of practice.	25	2	2	0
	Monitor Livestock in their Accommodation	PC8.Monitor the livestock carefully, to ensure their on-going health and welfare is maintained		2	1	1
		PC9.Monitorenvironmental conditions carefully to ensure that they promote the health and well-being of livestock		2	1	1
		PC10.Adjust and replenish materials as required by the livestock		2	1	1
		PC11.Arrange for regular cleaning of animal housing areas, floors and mats of animals (if any) according to the animal accommodation and specification.		2	0	2
		PC12. Carry out cleaning routines of animals as per prescribed procedures.		1	0	1
		PC13.Arrange for regular disposal of animal waste and other wastes as per prescribed procedures.		1	1	0

		PC14.Report problems that cannot be dealt with to the supervisor immediately		1	1	0
		Total		**25**	**13**	**12**
3.AGR/ N4103 Provide Feed and Water for Livestock	**Receive & Store Animal Feed**	PC1.check that the correct quantities and types of animal feed have been delivered and that they are in an acceptable condition		10	5	5
		PC2.report any shortfalls or faults in delivered animal feed to the appropriate person		5	2	3
		PC3. Handle animal feed safely, and in a way, that protects it from damage and contamination and minimizes wastage		6	3	3
		PC4.store animal feed safely according to the manufacturer's recommendations, in the order in which it is to be used		6	4	2
		PC5.check stored animal feed regularly for any signs of pest infestation and report this to the appropriate person straight away		8	4	4
		PC6.Check stock levels regularly and tell the appropriate person if stocks are low.	100	5	2	3
	Prepare feed and water supplies for livestock	PC7.Wash hands effectively before and after handling animal feed		4	0	4
		PC8.Obtain the equipment and materials needed to prepare and serve animal feed		8	3	5
		PC9.Clean work surfaces, utensils and equipment effectively before and after use		6	2	4
		PC10.Arrange for various feed and feed supplements essential for animal nutrition and growth.		8	4	4
		PC11.Mix the appropriate proportions of feed and feed supplements depending on the age and stage of growth of animal.		8	3	5
		PC12.Prepare the correct amount of animal feed as directed in the Feeding Plan in a way that minimizes wastage		6	3	3

		PC13.Operation and maintenance of equipment used in feed preparation e.g. chaff cutter.		2	1	1
	Monitor & maintain the supply of feed & water to livestock	PC14. Use working methods and practices throughout the process that promote health and safety		2	2	0
		PC15. Dispose off any stale and unusable animal feed in a safe place and put equipment and utensils away safely.		2	2	0
		PC16.Wear suitable personal protective equipment when providing feed and water to livestock		2	2	0
		PC17. Supply feed to livestock according to established workplace procedures		2	0	2
		PC18. Supply clean, fresh water to the animals according to their needs		2	2	0
		PC19. Report concerns, related to the feeding and drinking habits of animals, to the supervisor immediately		2	2	0
		PC20. Monitor the condition of feed and water and take the appropriate action when problems occur		2	2	0
		PC21. Clean and maintain feed and water equipment according to established workplace procedures		2	0	2
		PC22. Dispose of waste from the feeding and watering systems safely and correctly, according to established workplace procedures		2	2	0
		Total		**100**	**50**	**50**
4. AGR/ N4104 Maintain Healthy Performance of Livestock	**Monitor the health and well-being of livestock**	PC1.Treat animals in a manner which complies with relevant legislation, minimizes any likelihood of stress and injury, and maintains their health and well-being	100	6	3	3
		PC2.Provide animals with sufficient and effective opportunities to move, and maintain physical functioning		8	4	4

		PC3.Monitor the physical condition of the animals at suitable intervals, and recognize, record and report any abnormal signs		8	2	6
		PC4. Check livestock for presence of external parasites		8	3	5
		PC5. Carry out specific measures to promote and maintain animals' health and welfare correctly and safely		6	3	3
		PC6.Ensure records are accurate, legible and complete and comply with organizational and legal requirements for future reference		4	3	1
		PC7.Immediately summon assistance for any animals' health emergency, and initiate action appropriate to the situation		6	2	4
		PC8. Manage waste safely and correctly in accordance with legislative requirements.		8	2	6
	Deliver basic recommended treatment to livestock	PC9.use and store drugs, medication and equipment in accordance with veterinary instructions and organizational policy		8	6	2
		PC10.use current and uncontaminated prescribed medication only for the intended animal		8	5	3
		PC11. use the correct technique to give the specified treatment at the correct time		8	4	4
		PC12. Report any difficulties, in administering treatments, immediately to the supervisor		6	3	3
		PC13.Complete records of the treatment accurately, according to established workplace procedures		8	6	2
		PC14.Observe livestock after treatments and report concerns immediately to the supervisor		8	4	4
		Total		**100**	**50**	**50**
5.AGR/N4105		PC1. Maintain conducive milking environment	25	2	2	0

Performing Hand and Machine Milking	Pre-Milking Activities	PC2.Restrain the cow in preparing her for milking		2	1	1
		PC3.Prepare Udder before milking		2	0	2
		PC4. Check for mastitis		2	0	2
		PC5.Check and Adjust milking equipment, as required, to ensure correct operating order		2	2	0
		PC6.Carry out livestock health treatments during drying off, as directed, with minimal stress and weight loss		2	2	0
	Milking Activities	PC7. Perform Milking using the right technique		2	0	2
		PC8. Establish a calm regular milking routine		1	0	1
		PC 9. Implement milking procedures with minimum stress to livestock and maximum yield within reasonable timeframes		1	1	0
		PC10. Rectify Minor malfunctions of equipment or milking systems are rectified to manufacturer's specifications, and more complex repairs are reported for specialist attention		1	1	0
	Post-Milking	PC11. Implement prescribed handling practices so as to prevent cross-infection during milking operations		2	1	1
		PC12. Perform Teat dipping to prevent mastitis		2	1	1
		PC13. Weigh and store the milk into milk can		2	1	1
		PC14. Clean the milking pail and keep them in the designated place		2	0	2
		Total		**25**	**12**	**13**
6.AGR/N4106 **Forage Conservation**	Preparation for Fodder Conservation	PC1.Explore various forage conservation options based on the year round requirement of feed and fodder.	75	4	2	2
		PC2. Identify risk factors for spoilage in forage conservation such as fire, vermin and air in silage.		4	3	1

		PC3. Ensure favorable conditions suitable for forage conservation.	5	2	3
		PC4. Prepare forage conservation machinery and equipment in accordance with manufacturer's specifications, Occupational Health and Safety (OHS) requirements.	4	2	2
		PC5. Ensure clear access to paddocks for harvesting and transport machinery.	2	1	1
		PC6. Prepare storage facility for selected forage conservation method.	4	1	3
	Forage Conservation	PC7. Identify safety hazards and implement OHS procedures for forage conservation.	4	1	3
		Monitor weather conditions to determine optimum time for harvest and to ensure quality.	2	1	1
		PC8. Identify dry matter target and assess dry matter content of forage material for the forage operation.	4	2	2
		PC9.Mow, condition, tender and/or rake swaths depending on weather conditions and forage drying targets.	5	2	3
		PC10.Conduct harvesting activities in a safe, controlled and efficient manner.	5	2	3
		PC11. Check equipment during harvesting operations regularly for wear and damage.	4	2	2
		PC12. Bale, wrap, compact, seal or store forage in accordance with storage plan.	6	4	2
	Closing Operations	PC13. Load, transport, and store/compact (if required) forage in accordance with OHS and quality requirements.	4	4	0
		PC14. Store forage so as to minimize risk of spoilage and combustion	6	4	2
		PC15. Dispose of all waste and debris to minimize environmental impacts.	4	2	2
		PC16.Clean and service machinery and ancillary equipment in accordance with	3	1	2

		manufacturer's specifications, OHS requirements and industry practice.			
		PC17.Test or sample stored forage for quality.	3	0	3
		PC18.Mitigate environmental impacts of forage conservation activities such as effluent run off, if any.	2	2	0
		Total	**75**	**38**	**37**
7.AGR/N4107 Entrepreneurship	Dairy Farming Economics and Finances	PC1.Farm Planning and Budgeting with reference to various components of Dairy Farm	8	4	4
		PC2.Keep books of accounts and various transactions of the farm	8	4	4
		PC3.Arrange for financial assistance from various quarters in the light of various schemes available for dairy development	6	3	3
	Market Information Management	PC5.Ascertain the prices of various inputs and milk and milk products from the market	6	2	4
		PC6. Assess the influence of various quality parameters of the milk on the milk pricing	6	2	4
	Client Relation Management	PC7.Establish cordial relations with various clients for the benefit of dairy farm development	8	4	4
		PC8.Assess the needs and requirement of the clients and assess one's own unique selling proposition	8	3	5
		PC9.Extract critical market information that is otherwise not in the public domain	6	2	4
	Marketing	PC10. Choose appropriate buyer in a given situation of market parametres	7	3	4
		PC11. Identify best ways of attracting market price for one's produce	6	3	3
		PC12. Ensure quality before and during the sale activity to ensure good returns.	6	4	2
		Total	**75**	**34**	**41**
8.AGR/N9903 Maintain Health		PC1. undertake basic safety checks before operation of all machinery and vehicles and	3	1	2

(Note: The "75" value spanning rows 7 is in the column before the quantity columns, positioned across the Entrepreneurship section; "25" for row 8 similarly positioned.)

& Safety at the workplace	Maintaining Clean and efficient workplace	hazards are reported to the appropriate supervisor				
		PC2. work for which protective clothing or equipment is required is identified and the appropriate protective clothing or equipment is used in performing these duties in accordance with workplace policy.		3	1	2
		PC3. read and understand the hazards of use and contamination mentioned on the labels of pesticides/fumigants etc		3	1	2
		PC4. assess risks prior to performing manual handling jobs, and work according to currently recommended safe practice.		1	1	0
		PC5. use equipment and materials safely and correctly and return the same to designated storage when not in use		3	1	2
		PC6. dispose of waste safely and correctly in a designated area		1	1	0
		PC7. recognize risks to bystanders and take action to reduce risk associated with jobs in the workplace		1	1	0
		PC8. perform your work in a manner which minimizes environmental damage all procedures and work instructions for controlling risk are followed closely.		1	1	0
		PC9. Report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger.		1	1	0
	Render appropriate emergency procedures	PC10. follow procedures for dealing with accidents, fires and emergencies, including communicating location and directions to emergency.		1	1	0
		PC11. follow emergency procedures to company standard / workplace requirements		1	1	0
		PC12. use emergency equipment in accordance with manufacturers' specifications and workplace requirements		3	1	2

		PC13. provide treatment appropriate to the patient's injuries in accordance with recognized first aid techniques		1	1	0
		PC14. recover (if practical), clean, inspect/test, refurbish, replace and store the first aid equipment as appropriate		1	1	0
		PC15. Report details of first aid administered in accordance with workplace procedures.		1	1	0
		Total		**25**	**15**	**10**
		Total	**500**	**500**	**250**	**250**

Accommodation Guideline recommended for Inclusive Trainers

Persons with Locomotor Disability

Characteristics

Need specific requirement for a student with impairment to the lower limbs:

- Appropriate/suitable seating if not in a wheelchair;
- Adequate space and height of desk if the student is in a wheelchair;
- Consider alternative to activities involving writing, drawing and other fine motor activities, such as sorting, threading, solving puzzles, etc. for persons with upper limb affected.

Some considerations as the students with physical disabilities may experience limitations in one of the following ways:

- Difficulty in writing
- Sitting at a standard desk or on the floor;
- Participating in activities where tables and instruments are difficult to access
- Movements within the class and within the school;
- Mobility in spaces that are not user friendly for wheelchair.

Guidelines for Trainers

1. Make the classroom accessible.
2. Alternative modes of communicating such as audio recorder, or support for note taking, gestures, pictures, computers may be used.
3. Provide accessible seating and a table in the classroom.
4. Make writers available for written work and for tests and exams.
5. Give additional time for completing assignments/exams
6. Provide a supportive and welcoming environment by sensitizing other students /staff and creating a sense of responsibility in them.
7. should be comfortably seated and with proper posture.
8. Free movement of learners within the class must be ensured.
9. Learners can be shown pictures or other visual cues, concrete objects, a few at a time, for better understanding.
10. Audio books, daisy books or books on computer, as found suitable, can be used for reading. Alternatively, a classmate can read aloud to the child.
11. Make use of computers for teaching learning, if possible.
12. Extra time for writing should be given if the child is able to write on his / her own and there should not be undue emphasis on the quality of writing as long as it is legible.
13. Students can use adapted brushes, modified pencils and thick markers that can be gripped easily, for drawing. Alternatively, the children can use stamping methods or paste

cut outs. The books, papers, brushes etc. can be fixed on the table with the help of tape etc. so that they do not slip down.

14. For assessment, have students present the material orally or if required, with the help of a scribe. Use objective type, multiple type questions using yes/no or true/false answer

Persons with Blindness and Low Vision

Characteristics

- The Learning happens through non-visual modes mostly by Touch, hence it is recommended to use real, concrete materials.
- Listening will Include greater use of detailed and descriptive instructions.
- Training which relates to understanding of Smell and Taste real & concrete material should be used e.g. Job Role of Pickle making Technician may include training on smell and taste.

Guidelines for Trainers

- Use existing visual skills where/when you can/seating closer to the blackboard. Lesser use of reflective surfaces. Appropriate lighting. Use of contrast colors.
- Use specialized material available (Braille, Taylor frame, Math's Kit)
- Use orientation and Mobility training
- Reserve a seat in the front row of the classroom (or, closer to the teacher).
- Keep the passages and available open spaces in the classroom clear.
- When speaking with the VI child specifically, address her/him by name.
- Modify/adapt assignments
- Provide students with tactile graphs and diagrams.
- Keep in mind, there may be instances when the VI student may not have had exposure to the material discussed in class and for which the persons may not have a prior experiences or references (for example, food in altered form: popcorn v/s whole corn, sliced mango v/s the whole fruit/shape; materials and sources: water-ice, vapor; curd-buttermilk; milk-cows), occupations (tailor, doctor, engineer).
- Use educational aids like talking books, tape-recorders, Use of Colour, contrast and texture
- Minimize noise so that students with VI can hear you speak
- When speaking, face the class.
- If you feel the VI student is not attentive, touch her/ him on the shoulder or arm to draw attention; this also helps in indicating to the student that you are including her/him in your instructions and discussions.
- Provide large print, Braille versions when needed so that the VI child can follow the classroom's text-based teaching and lessons along with the sighted peers.
- Use real objects to allow the student to learn and experience
- Provide students with tactile graphs and diagrams where available.

- Consider alternative assignments (as explained in the previous box)

Persons with Hearing Impairment

Characteristics

- Use other senses as mediums of learning. (Use gestures, body language, expressions, lip reading etc.)
- Use adapted material such as visual or sight vocabulary to provide firsthand experience.
- Use assistive devices such as hearing aid, loop system etc.
- Teach how to access sound-based information.

Guidelines for Trainers

- Make sure you are aware of the learners' language abilities and preferred learning style to ensure inclusion into the group.
- When you have a student with HI in the group, reduce background noise or, request for a classroom that is away from noise. Make sure you have the whole group's attention before starting the session.
- Allow HI students to sit where they wish. HI students who can read the lip should sit near the front. (Optimum distance for lip-reading is considered to be about 6 feet.)
- Face the HI student when speaking.
- Use clear speech.
- Make sure the room is well lit to allow the student with HI to see your facial expression, signing and/or lip read.
- Use assistive device where available, to facilitate teaching-learning in the classroom.
- Arrange the classroom so that students can see each other, e.g., organizing the class in a circle or semicircle allows all students to see each other.
- Use shorter sentences, clearer speech.
- Associate words with real objects, pictures; for example, the colour concept
- Use pictures (flash cards), real objects, real experiences, dramatization, and activities.
- You can write key points on the board or chart.
- Encourage other people or staff to develop communication strategies so that they can get into the style of students with HI

Model Curriculum

Sewing Machine Operator

SECTOR: **APPAREL, MADE-UPS AND HOME FURNISHING**
SUB-SECTOR: **APPAREL / MADE-UPS / HOME FURNISHING**
OCCUPATION: **STITCHING**
REF ID: **PWD/AMH/Q0301**
NSQF LEVEL: **4**

Model Curriculum Aligned

for

Persons with Hearing Impairment

and

Persons with Locomotor Disability

Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

SKILL COUNCIL FOR PERSONS WITH DISABILITY (SCPwD)

for

MODEL CURRICULUM – ALIGNED FOR PERSONS WITH DISABILITY

Complying to National Occupational Standards of Job Role/ Qualification Pack:
'**Sewing Machine Operator**' QP No. PWD/AMH/Q0301 **NSQF Level 4**

Date of Issuance: May 3,2017
Valid up to*:   May 3,2019

*Valid up to the next review date of the Qualification Pack or the
'Valid up to' date mentioned above , whichever is earlier

Authorized Signatory
(Skill Council for Persons with Disability)

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Sewing Machine Operator

This program is aimed at training candidates for the job of a "Sewing Machine Operator", in the "Apparel, Made Ups and Home Furnishing" Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Sewing Machine Operator		
Qualification Pack Name & Reference ID.	Sewing Machine Operator; PWD/AMH/Q0301		
Version No.	1.0	Version Update Date	As per QP
Pre-requisites to Training	Preferably Class V		
Training Outcomes	• Carryout Stitching activities using machine or by hand • Contribute to achieve product quality in stitching operations • Maintain work-area, tools and machine • Maintain health safety and security at workplace • Comply with the industry, regulatory and organizational requirements		

Sewing Machine Operator This course encompasses 5 out of 5 National Occupational Standards (NOS) of "Sewing Machine Operator" Qualification Pack issued by "**APPAREL, MADE-UPS AND HOME FURNISHING SECTOR SKILL COUNCIL**". The Curriculum is Aligned by **Skill Council for Persons with Disability for Persons with Disabilities.**

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability wise Training Tools with reference to Expository for Each NOS
1	**Introduction and Orientation** **Theory Duration** (hh:mm) 02:00 **Practical Duration** (hh:mm) 00:00 **Corresponding NOS Code** Bridge Module	• Sewing as a profession • Apparel Sector in India • Roles and Responsibilities of a Sewing Machine Operator	Computer, Computer Peripherals (optional), white/black board, white board marker, chalk	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: • Assistive Aid/Service • Ai-Live • Captions First • Captions 2020 • Closed Capp • Let's Talk • Google Now for Android,
2	**Carry out stitching activities using machine or by hand** **Theory Duration** (hh:mm) 38:00 **Practical Duration** (hh:mm) 100:00 **Corresponding NOS Code** AMH/N0301	**A. Prepare for stitching operations** • Keep the work area free from hazards • Follow the instructions as written on the work ticket/ job card in line with the responsibilities of respective job role and • Seek information on the tasks which are not clear simultaneously reviewing instructions with supervisor. • Check that equipment is safe and set up in readiness for use • Select the correct component parts for the style being worked on • check that the materials to be used are free from faults • Ensure the materials used meet the specification matching Within a product and Between a pair of products where applicable • Carry out test sews • Check needles, awls and threads regularly • check that the fabric and the component is correctly marked and	Single Needle Lock Stitch (SNLS) with needle guard, Over lock Machine (5 thread over lock machine), Button Hole Machine& Button Attach Machine (optional), dexterity kit Pressing Table And Iron, Computer(optional) Computer Peripherals(optional) Printer, (optional) Projector(optional) Design Patterns Template, Shears iron blade for cutting fabric Scissors (plastic handled scissor for cutting	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: • Assistive Aid/Service • Ai-Live • Captions First • Captions 2020 • Closed Capp • Let's Talk • Google Now for Android,

| | | the pieces are cut as per the requirement.
• ensure the fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly.
• Conform to company quality standards and follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately
B. The individual will develop the skill to stitch components to produce apparels by:
• carrying out work functions in line with the job responsibilities
• Examining the specific item to identifying what type of stitching is best suited
• Estimating the expected length of time for the process
• Using the correct machine, tools (e.g.: attachments, threads, needles, awls, Scissors, Measuring tapes and rulers) and equipment machine) according to manufacturers' instructions and production requirements.
• Setting machine controls for the materials being stitched
• Handling materials, machinery, equipment and tools safely and correctly
• Using correct lifting and handling procedures
• cutting the thread appropriately
• Threading the needle in the machine and adjust the needle as per the requirements
• Performing a test run to ensure machine is operating correctly | paper) Trimmers Seam
Ripper Tailor's Chalk, Pins
& safety pins Dress Maker's Pin, Pin Cushion, Scales/ other shapes of scales like I scale, Measuring Tape Bobbin, Bobbin Case, Dress Form (Template), Cleaning Cloth, Sewing Threads, Hand needle (Various gauges), Machine Needle (Various Gauges), Sewing kit, Fabric Yardages Required Trims/Accessory Machine Folders and Attachments, Student's Chair (with Table Arm), cutting, Table (30"X20"X 30") Teacher's Table Teacher's Chair, garments, made-up and home furnishing samples, Tracing Wheel, Personal Protective Equipment, Hanger, Needle Threader, Students, Stools For Sewing, First Aid Box, Machine Oil | |

		• Optimizing the positioning and layout of materials to ensure a smooth and rapid throughput • Stitching the correct materials in the right sequence as required by the production specification • Ensuring stitched products meets specification • in terms of labels and trimmings and conforms to the shape and size requirement • Inspecting stitched products against specifications and Identifying mark and place rejects in the designated locations • Carrying out alterations to meet customer requirements • Passing the stitched item to the next stage in the manufacturing process after validation • Responding accordingly where stitched items do not meet production specification • Seeking feedback from team mates on work • Sorting and placing work to assist the next stage of production and minimize the risk of damage • Leaving work area safe and secure when work is complete • Complete documentation		
3	**Contribute to achieve product quality in stitching operations** **Theory Duration** (hh:mm) 15:00 **Practical Duration**	• Identify and use materials required based on the job card/ work ticket • Take the necessary action when materials do not conform to company quality standards • Report and replace identified faulty materials and component parts which do not meet specification • Identify modifiable defects and rework on them	Equipment same as above	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: • Assistive Aid/Service • Ai-Live • Captions First • Captions 2020 • Closed Capp

		• Report to the responsible person when the work flow of other production areas disrupts work • Test, sort, track feed and examine work in progress • Carry out quality checks at specified intervals according to instructions • Apply the allowed tolerances • Identify faults in materials and components for crease, stains, damage etc. and incorrectly made-up component parts and take appropriate action for rectification • Make adjustments promptly to return product to specification • Maintain the required productivity and quality levels		• Let's Talk • Google Now for Android,
(hh:mm) 45:00 **Corresponding NOS Code** AMH/N0302				
4	**Maintain work area, tools and machines** **Theory Duration** (hh:mm) 10:00 **Practical Duration** (hh:mm) 20:00 **Corresponding NOS Code** AMH/N0102	• Maintain tools and equipment and handle them safely • Use materials to minimize waste • Carryout running maintenance within agreed schedules • Carry out maintenance and/or cleaning within one's responsibility • make sure that the correct machine guards are in place • Work in a comfortable position with the correct posture • Use cleaning equipment and methods appropriate for the work to be carried out • Dispose of waste safely in the designated location • Store cleaning equipment safely after use • Carryout cleaning according to schedules and limits of responsibility	Machinery tools and equipment like: Single Needle Lock Stitch (SNLS), Over lock Machine (5 thread over lock machine) Button Hole Machine Button Attach Machine (optional) Pressing Table and Iron, Shears "iron blade for cutting fabric) Scissors (plastic handled scissor for cutting paper) Trimmers Seam Ripper Scale (metallic, 6" & 12")/ other scales Measuring Tape (0.5" width) Bobbin with bobbin case, Hand needle (Various gauges) Machine Needle (Various Gauges) Machine Folders and attachment.	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: • Assistive Aid/Service • Ai-Live • Captions First • Captions 2020 • Closed Capp • Let's Talk • Google Now for Android,

| 5 | **Maintain health, safety and security at workplace**

Theory Duration (hh:mm) 08:00

Practical Duration (hh:mm) 18:00

Corresponding NOS Code AMH/N0103 | • Comply with health and safety related
• instructions applicable to the workplace
• Use and maintain personal protective equipment as per protocol
• Maintain a healthy lifestyle and guard against dependency on intoxicants
• Follow environment management system related procedures
• Identify and correct if possible) malfunctions in machinery and equipment
• Report any service malfunctions that cannot be rectified
• Store materials and equipment in line with manufacturer's and organizational requirements
• Safely handle and move waste and debris
• Minimize health and safety risks to self and others due to own actions
• Seek clarifications, from supervisors or other authorized personnel in case of perceived risks
• Monitor the workplace and work processes for potential risks and threats
• Carryout periodic walk-through to keep work area free from hazards and obstructions, if assigned
• Report hazards and potential risks/threats to supervisors or other authorized personnel
• Participate in mock drills/ evacuation procedures organized at the workplace
• Undertake first aid, fire-fighting and emergency response training, if asked to do so
• Take action based on instructions in the event of fire,
• Follow organization procedures for shutdown and evacuation when required | Documents related to the subject | Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training:
• Assistive Aid/Service
• Ai-Live
• Captions First
• Captions 2020
• Closed Capp
• Let's Talk
• Google Now for Android, |
| 6 | **Comply with Industry, regulatory** | • Carryout work functions in accordance with legislation and | Documents related to | Indian Sign Language (ISL) Interpreter for all modules should be |

			Compliance	mandatory. In addition, the following tools may be used during training:
	and organizational requirements **Theory Duration** (hh:mm) 03:00 **Practical Duration** (hh:mm) 05:00 **Corresponding NOS Code** AMH/N0104	regulations, organizational guidelines and procedures • Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel • Apply and follow these policies and procedures within your work practices • Provide support to your supervisor and team members in enforcing these considerations • Identify and report any possible deviation to these requirements		• Assistive Aid/Service • Ai-Live • Captions First • Captions 2020 • Closed Capp • Let's Talk • Google Now for Android,
7	**Professional/Soft Skills** **Theory Duration** (hh:mm) 04:00 **Practical Duration** (hh:mm) 02:00 **Corresponding NOS Code** Bridge Module	• Work effectively within a team. • Manage job related stress effectively. • Understand the importance of punctuality. • Recognize the causes of AIDS. • Get familiar with prevention methods for AIDS. • Understand Importance of health and hygiene. • Recognize ill-effects of alcohol and tobacco.	White/black board, chalk/marker, duster	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: • Assistive Aid/Service • Ai-Live • Captions First • Captions 2020 • Closed Capp • Let's Talk • Google Now for Android,
	Total Duration: 270Hrs **Theory Duration 80Hrs** **Practical Duration 190Hrs**	**Unique Equipment Required** Dexterity kit, Single Needle Lock Stitch (SNLS) SNLS Machine with UBT Over Lock Machine (5 thread over lock machine)		**In such NOSs where specific requirements have not been indicated will need value addition by using these tools which are mentioned with NOSs and sign language interpreter during the training programme.** **ISL Interpreter for all modules will be mandatory**
	Grand Total Course Duration: **270 Hours** *(This syllabus/ curriculum has been approved by **APPAREL, MADE-UP'S AND HOME FURNISHING SECTOR SKILL COUNCIL**)*			

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability wise Training Tools with reference to Expository for Each NOS
1	**Introduction and Orientation** **Theory Duration** (hh:mm) 02:00 **Practical Duration** (hh:mm) 00:00 **Corresponding NOS Code** Bridge Module	• Sewing as a profession • Apparel Sector in India • Roles and Responsibilities of a Sewing Machine Operator	Computer, Computer Peripherals (optional), white/black board, white board marker, chalk	These tools may be used during the different jobs: • Computer • Laptop • iPad • Modify Chair/seating arrangement • Need based modification in working environment • Need based modified equipment • Ease of Access Centre • Sticky Keys • On the screen Keyboard • One-Handed Keyboard • Foot Pedals • Access Switches • Wheel Chair • Walker
2	**Carry out stitching activities using machine or by hand** **Theory Duration** (hh:mm) 38:00 **Practical Duration** (hh:mm)	**A. Prepare for stitching operations** • Keep the work area free from hazards • Follow the instructions as written on the work ticket/ job card in line with the responsibilities of respective job role and • Seek information on the tasks which are not clear simultaneously reviewing instructions with supervisor.	Single Needle Lock Stitch (SNLS) with needle guard, Over lock Machine (5 thread over lock machine), Button Hole Machine& Button Attach Machine (optional), dexterity kit Pressing Table And Iron, Computer(optional) Computer	These tools may be used during the different jobs: • Computer • Laptop • iPad • Modify Chair/seating arrangement • Need based modification in working environment

APPAREL MADE-UPS & HOME FURNISHING SECTOR SKILL COUNCIL

SCPwD
Skill Council for Persons with Disability

Skill India

GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
National
Skill Development
Corporation
Transforming the skill landscape

100:00 **Corresponding NOS Code** AMH/N0301	• Check that equipment is safe and set up in readiness for use • Select the correct component parts for the style being worked on • check that the materials to be used are free from faults • Ensure the materials used meet the specification matching Within a product and Between a pair of products where applicable • Carry out test sews • Check needles, awls and threads regularly • check that the fabric and the component is correctly marked and the pieces are cut as per the requirement. • ensure the fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly. • Conform to company quality standards and follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately **B. The individual will develop the skill to stitch components to produce apparels by:** • carrying out work functions in line with the job responsibilities • Examining the specific item to identifying what type of stitching is best suited • Estimating the expected length of time for the process • Using the correct machine, tools (e.g.: attachments, threads, needles, awls, Scissors, Measuring tapes and rulers) and equipment machine) according to manufacturers' instructions and production requirements.	Peripherals(optional) Printer, (optional) Projector(optional) Design Patterns Template, Shears iron blade for cutting fabric Scissors (plastic handled scissor for cutting paper) Trimmers Seam Ripper Tailor's Chalk, Pins & safety pins Dress maker's Pin, Pin Cushion, Scales/ other shapes of scales like l scale, Measuring Tape Bobbin, Bobbin Case, Dress Form (Template), Cleaning Cloth, Sewing Threads, Hand needle (Various gauges), Machine Needle (Various Gauges), Sewing kit, Fabric Yardages Required Trims/Accessory Machine Folders and Attachments, Student's Chair (with Table Arm), cutting, Table (30"X20"X 30") Teacher's Table Teacher's Chair, garments, made-up and home furnishing samples, Tracing Wheel, Personal Protective Equipment, Hanger, Needle Threader, Students, Stools For Sewing, First Aid Box, Machine Oil	• Need based modified equipment • Ease of Access Centre • Sticky Keys • On the screen Keyboard • One-Handed Keyboard • Foot Pedals • Access Switches • Wheel Chair • Walker

		• Setting machine controls for the materials being stitched		
		• Handling materials, machinery, equipment and tools safely and correctly		
		• Using correct lifting and handling procedures		
		• cutting the thread appropriately		
		• Threading the needle in the machine and adjust the needle as per the requirements		
		• Performing a test run to ensure machine is operating correctly		
		• Optimizing the positioning and layout of materials to ensure a smooth and rapid throughput		
		• Stitching the correct materials in the right sequence as required by the production specification		
		• Ensuring stitched products meets specification		
		• in terms of labels and trimmings and conforms to the shape and size requirement		
		• Inspecting stitched products against specifications and Identifying mark and place rejects in the designated locations		
		• Carrying out alterations to meet customer requirements		
		• Passing the stitched item to the next stage in the manufacturing process after validation		
		• Responding accordingly where stitched items do not meet production specification		
		• Seeking feedback from team mates on work		
		• Sorting and placing work to assist the next stage of production and minimize the risk of damage		

		• Leaving work area safe and secure when work is complete • Complete documentation		
3	**Contribute to achieve product quality in stitching operations** **Theory Duration** (hh:mm) 15:00 **Practical Duration** (hh:mm) 45:00 **Corresponding NOS Code** AMH/N0302	• Identify and use materials required based on the job card/ work ticket • Take the necessary action when materials do not conform to company quality standards • Report and replace identified faulty materials and component parts which do not meet specification • Identify modifiable defects and rework on them • Report to the responsible person when the work flow of other production areas disrupts work • Test, sort, track feed and examine work in progress • Carry out quality checks at specified intervals according to instructions • Apply the allowed tolerances • Identify faults in materials and components for crease, stains, damage etc. and incorrectly made-up component parts and take appropriate action for rectification • Make adjustments promptly to return product to specification • Maintain the required productivity and quality levels	Equipment same as above	These tools may be used during the different jobs: • Computer • Laptop • iPad • Modify Chair/seating arrangement • Need based modification in working environment • Need based modified equipment • Ease of Access Centre • Sticky Keys • On the screen Keyboard • One-Handed Keyboard • Foot Pedals • Access Switches • Wheel Chair • Walker
4	**Maintain work area, tools and machines** **Theory Duration** (hh:mm) 10:00 **Practical Duration** (hh:mm) 20:00 **Corresponding**	• Maintain tools and equipment and handle them safely • Use materials to minimize waste • Carryout running maintenance within agreed schedules • Carry out maintenance and/or cleaning within one's responsibility • make sure that the correct machine guards are in place • Work in a comfortable position with the correct posture • Use cleaning equipment and methods appropriate for the work to be carried out • Dispose of waste safely in the designated location	Machinery tools and equipment like: Single Needle Lock Stitch (SNLS), Over lock Machine (5 thread over lock machine) Button Hole Machine Button Attach Machine (optional) Pressing Table and Iron, Shears "iron blade for cutting fabric) Scissors (plastic handled scissor for cutting paper) Trimmers Seam Ripper	These tools may be used during the different jobs: • Computer • Laptop • iPad • Modify Chair/seating arrangement • Need based modification in working environment • Need based modified equipment

	NOS Code AMH/N0102	• Store cleaning equipment safely after use • Carryout cleaning according to schedules and limits of responsibility	Scale (metallic, 6" & 12")/ other scales Measuring Tape (0.5" width) Bobbin with bobbin case, Hand needle (Various gauges) Machine Needle (Various Gauges) Machine Folders and Attachments	• Ease of Access Centre • Sticky Keys • On the screen Keyboard • One-Handed Keyboard • Foot Pedals • Access Switches • Wheel Chair • Walker
5	**Maintain health, safety and security at workplace** **Theory Duration** (hh:mm) 08:00 **Practical Duration** (hh:mm) 18:00 **Corresponding NOS Code** AMH/N0103	• Comply with health and safety related • instructions applicable to the workplace • Use and maintain personal protective equipment as per protocol • Maintain a healthy lifestyle and guard against dependency on intoxicants • Follow environment management system related procedures • Identify and correct if possible) malfunctions in machinery and equipment • Report any service malfunctions that cannot be rectified • Store materials and equipment in line with manufacturer's and organizational requirements • Safely handle and move waste and debris • Minimize health and safety risks to self and others due to own actions • Seek clarifications, from supervisors or other authorized personnel in case of perceived risks • Monitor the workplace and work processes for potential risks and threats	Documents related to the subject	These tools may be used during the different jobs: • Computer • Laptop • iPad • Modify Chair/seating arrangement • Need based modification in working environment • Need based modified equipment • Ease of Access Centre • Sticky Keys • On the screen Keyboard • One-Handed Keyboard • Foot Pedals • Access Switches • Wheel Chair • Walker

		• Carryout periodic walk-through to keep work area free from hazards and obstructions, if assigned • Report hazards and potential risks/threats to supervisors or other authorized personnel • Participate in mock drills/ evacuation procedures organized at the workplace • Undertake first aid, fire-fighting and emergency response training, if asked to do so • Take action based on instructions in the event of fire, • Follow organization procedures for shutdown and evacuation when required		
6	**Comply with Industry, regulatory and organizational requirements** **Theory Duration** (hh:mm) 03:00 **Practical Duration** (hh:mm) 05:00 **Corresponding NOS Code** AMH/N0104	• Carryout work functions in accordance with legislation and regulations, organizational guidelines and procedures • Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel • Apply and follow these policies and procedures within your work practices • Provide support to your supervisor and team members in enforcing these considerations • Identify and report any possible deviation to these requirements	Documents related to Compliance	These tools may be used during the different jobs: • Computer • Laptop • iPad • Modify Chair/seating arrangement • Need based modification in working environment • Need based modified equipment • Ease of Access Centre • Sticky Keys • On the screen Keyboard • One-Handed Keyboard • Foot Pedals • Access Switches • Wheel Chair • Walker

7	**Professional/Soft Skills** **Theory Duration** (hh:mm) 04:00 **Practical Duration** (hh:mm) 02:00 **Corresponding NOS Code** Bridge Module	• Work effectively within a team. • Manage job related stress effectively. • Understand the importance of punctuality. • Recognize the causes of AIDS. • Get familiar with prevention methods for AIDS. • Understand Importance of health and hygiene. • Recognize ill-effects of alcohol and tobacco.	White/black board, chalk/marker, duster	These tools may be used during the different jobs: • Computer • Laptop • iPad • Modify Chair/seating arrangement • Need based modification in working environment • Need based modified equipment • Ease of Access Centre • Sticky Keys • On the screen Keyboard • One-Handed Keyboard • Foot Pedals • Access Switches • Wheel Chair • Walker
	Total Duration: 270Hrs **Theory Duration 80Hrs** **Practical Duration 190Hrs**	**Unique Equipment Required** Dexterity kit, Single Needle Lock Stitch (SNLS) SNLS Machine with UBT Over Lock Machine (5 thread over lock machine)		
	Grand Total Course Duration: **270 Hours** *(This syllabus/ curriculum has been approved by **APPAREL, MADE-UP'S AND HOME FURNISHING SECTOR SKILL COUNCIL)***			

Trainer Prerequisites for Job role: "Sewing Machine Operator" mapped to Qualification Pack: "PWD/AMH/Q0301, version 1.0"

Trainer Prerequisites for with Hearing Impairment

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack "PWD/AMH/Q0301"
2	Personal Attributes	The candidate should have aptitude for conducting training, pre /post work to ensure competent, employable candidates at the end of training. Strong communication skills, interpersonal skills, ability to work as team; diligent and is passionate for maintaining the quality in content and training delivery methodology. Candidate should have basic understanding of English language; however, this should not be a restrictive criterion as long as the candidate is willing and open to learn. He/she must be able to speak, read and write in the local language.
3	Minimum Educational Qualifications	ITI/AMT/Diploma, from NIFT, or any other polytechnic/reputed institute in the core subject/10th pass with supervisory experience in relevant trade/ Certificate in relevant trade of minimum 6 months duration/Graduate in the relevant trade
4a	Domain Certification	Certified for Job Role: "Sewing Machine Operator" mapped to QP: "PWD/AMH/Q0301", version 1.0. Minimum accepted score as per SSC guidelines is 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102" with scoring of minimum 80%.
4c	Disability specific Top Up module	The Inclusive Trainer should be certified in Disability Specific Top Up Training conducted by SCPwD with minimum accepted score of 80% as per SCPwD guidelines.
4d	Specific Requirement for persons with Hearing Impairment	The Indian sign language interpreter should be mandatory during the training, counselling and placement cell of persons with hearing impairment
5	Experience	The candidate should have a minimum of 3 years of industrial experience in stitching and should possess good knowledge of sewing machines, needles etc. He should be able to communicate in English and local language. He should have knowledge of equipment, tools, material, Safety, Health & Hygiene. 10th pass with supervisory experience in relevant trade required 6 years of experience/ certification required 4 years of experience/diploma/ITI/Graduate in relevant trade required 2 years of experience * The minimum required experience could be relaxed by the vigilance committee of AMHSSC, if the concerned candidate possesses qualification from premium institutes, like NID, NIFT etc.

Trainer Prerequisites for Locomotor Disability

Sr. No.	Area	Details
1	**Job Description**	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack "PWD/AMH/Q0301"
2	**Personal Attributes**	The candidate should have aptitude for conducting training, pre /post work to ensure competent, employable candidates at the end of training. Strong communication skills, interpersonal skills, ability to work as team; diligent and is passionate for maintaining the quality in content and training delivery methodology. Candidate should have basic understanding of English language; however, this should not be a restrictive criterion as long as the candidate is willing and open to learn. He/she must be able to speak, read and write in the local language.
3	**Minimum Educational Qualifications**	ITI/AMT/Diploma, from NIFT, or any other polytechnic/reputed institute in the core subject/10th pass with supervisory experience in relevant trade/ Certificate in relevant trade of minimum 6 months duration/Graduate in the relevant trade
4a	**Domain Certification**	Certified for Job Role: "Sewing Machine Operator" mapped to QP: "PWD/AMH/Q0301", version 1.0. Minimum accepted score as per SSC guidelines is 80%.
4b	**Platform Certification**	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102" with scoring of minimum 80%.
4c	**Disability specific Top Up module**	The Inclusive Trainer should be certified in Disability Specific Top Up Training conducted by SCPwD with minimum accepted score of 80% as per SCPwD guidelines.
5	**Experience**	The candidate should have a minimum of 3 years of industrial experience in stitching and should possess good knowledge of sewing machines, needles etc. He should be able to communicate in English and local language. He should have knowledge of equipment, tools, material, Safety, Health & Hygiene. 10th pass with supervisory experience in relevant trade required 6 years of experience/ certification required 4 years of experience/diploma/ITI/Graduate in relevant trade required 2 years of experience * The minimum required experience could be relaxed by the vigilance committee of AMHSSC, if the concerned candidate possesses qualification from premium institutes, like NID, NIFT etc.

Annexure: Assessment Criteria

Assessment Criteria for Sewing Machine	
Operator Job Role	Sewing Machine Operator
Qualification Pack	PWD/AMH/Q0301, version 1.0
Skill Councils	Skill Council for Persons with Disability and Apparel, Made-Up's and Home Furnishing

Sr No.	Guideline 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 Theory and Skills Practical for each PC
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training Centre (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training Centre based on this criterion
5	To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP
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

Assessable Outcome	Assessment Criteria	Total Marks	Out Of	Marks Allocation		
				Theory	Skill Practical	Viva
1.AMH/N0301 (Carryout Stitching activities using machine or by hand)	PC1.Make sure the work area is free from hazards		3	1	1	1
	PC2. Follow the instructions on the work ticket/ job card in line with the responsibilities of respective job role		3	1	1	1
	PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear		3	1	1	1
	PC4. Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any		3	1	1	1
	PC5. Use the correct tools and equipment's	210	3	1	1	1
	PC6. Check that equipment is safe and set up in readiness for use		3	1	1	1
	PC7. Select the correct component parts for the style being worked on		3	1	1	1
	PC8. Check that the materials to be used are free from faults		5	1	3	1
	PC9. Ensure the materials used meet the specification matching		3	1	1	1
	a). Within a product		4	1	2	1
	b) between a pair of products where applicable		4	1	2	1
	PC10. Carry out test sews		4	1	2	1
	PC11. Check needles, awls and threads regularly		4	1	2	1
	PC12. Check if fabric / Component is correctly marked and pieces cut as required		4	1	2	1
	PC13. Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly		4	1	2	1

	PC14. Report faults in the materials		3	1	1	1
	PC15. Conform to company quality standards		3	1	1	1
	PC16. Report any damaged work to the responsible person		3	1	1	1
	PC17. Follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately		4	1	2	1
	PC18. Sort and place work to assist the next stage of production and minimize the risk of damage		3	1	1	1
	PC19. Leave work area safe and secure when work is complete		4	1	2	1
	PC20. Complete forms, records and other documentation		4	2	1	1
	PC21. Examine the specific item to identify what type of stitching is best suited		4	1	2	1
	PC22. Estimate the expected length of time for the process		4	1	1	2
	PC23. Set up machine (Apparel Sewing machine) according to manufacturers' instructions and production requirements		4	1	2	1
	PC24. Set machine controls for the materials being stitched		5	1	3	1
	PC25. Cut the thread appropriately		4	1	2	1
	PC26. Thread the needle in the machine and adjust the needle as per the requirements		4	1	2	1
	PC27. Perform a test run to ensure machine is operating correctly		4	1	2	1
	PC28. Report defective machines, tools and/or equipment to the responsible person		4	1	2	1
	PC29. Operate machines safely and in accordance with guidelines		5	1	3	1
	PC30. Optimize the positioning and layout of materials to ensure a smooth and rapid throughput		6	1	4	1
	PC31. Check the equipment prior to making the stitching, including:		3	1	1	1

	PC32. Stitch the correct materials in the right sequence as required by the production specification		6	1	4	1
	PC33. Ensure stitched product conforms to shape and size requirement		4	1	2	1
	PC34.Ensure stitched products meets specification in terms of labels and trimmings		4	1	2	1
	PC35.Inspect stitched products against specifications		4	1	2	1
	PC36. Identify mark and place rejects in the designated locations		4	1	2	1
	PC37. Carry out alterations to meet customer requirements		4	1	2	1
	PC38. Pass the stitched item to the next stage in the manufacturing process after validation		4	1	2	1
	PC39. Respond accordingly where stitched items do not meet production specification		4	1	2	1
	PC40. Minimize and dispose the waste materials in the approved Manner		4	1	2	1
	PC41. Seek feedback from team mates on work related performance		3	1	1	1
	PC42. Check with in charge /others when unsure of new product details		4	1	2	1
	PC43. Clean and make safe machines after use		5	1	3	1
	PC44. Carry out basic maintenance of own machines		4	1	2	1
	PC45. Report risks/ problems likely to affect services to the relevant person promptly and accurately		4	1	2	1
	PC46. Carry out Operations at a rate which maintains workflow and meets production targets		4	1	2	1
		Total	210	55	100	55
2.AMH/N0302 (Contribute to achieve product quality in stitching	PC1. Identify and use materials required based on the job card/ work ticket		4	1	2	1
	PC2. Take the necessary action when materials do not conform to company quality standards		4	1	2	1

	PC3. Report and replace identified faulty materials and component parts which do not meet specification		4	1	2	1
	PC4. Identify modifiable defects and rework on them		5	1	3	1
	PC5. Carry out work safely and at a rate which maintains work flow		4	1	2	1
	PC6. Report to the responsible person when the work flow of other production areas disrupts work		4	1	2	1
	PC7. Test, sort, track feed and examine work in progress		5	1	3	1
	PC8. Carry out quality checks at specified intervals according to instructions		5	1	3	1
	PC9. Apply the allowed tolerances		4	1	2	1
	PC10. Identify faults and take appropriate action for rectification		5	1	3	1
	PC11. Make adjustments promptly to return product to specification		4	1	2	1
	PC12. Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts		4	1	2	1
	PC13. Report faults in other processes to the appropriate person		4	1	2	1
	PC14. Maintain the required productivity and quality levels		5	1	3	1
	PC15. Complete and maintain documentation		4	1	2	1
		Total	**65**	**16**	**34**	**15**
3.AMH/N0102 Maintain work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly		3	1	1	1
	PC2. Use correct lifting and handling procedures		3	1	1	1
	PC3. Use materials to minimize waste		3	1	1	1
	PC4. Maintain a clean and hazard free working area		4	1	2	1
	PC5. Maintain tools and equipment		4	1	2	1
	PC6. Carry out running maintenance within agreed schedules		4	1	2	1

	PC7. Carry out maintenance and/or cleaning within one's responsibility		4	1	2	1
	PC8. Report unsafe equipment and other dangerous occurrences		3	1	1	1
	PC9. Ensure that the correct machine guards are in place		3	1	1	1
	PC10. Work in a comfortable position with the correct posture		4	1	2	1
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		3	1	1	1
	PC12. Dispose of waste safely in the designated location		4	1	2	1
	PC13. Store cleaning equipment safely after use		4	1	2	1
	PC14. Carry out cleaning according to schedules and limits of responsibility		4	1	2	1
		Total	50	14	22	14
4.AMH/N0103 Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace		3	1	1	1
	PC2. Use and maintain personal protective equipment as per protocol		4	1	2	1
	PC3. Carry out own activities in line with approved guidelines and procedures		4	1	2	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	1	1	1
	PC5. Follow environment management system related procedures		3	1	1	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		4	1	2	1
	PC7. Report any service malfunctions that cannot be rectified		3	1	1	1
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		4	1	2	1
	PC9. Safely handle and move waste and debris		3	1	1	1
	PC10. Minimize health and safety risks to self and others due to own actions		3	1	1	1

			3	1	1	1
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		3	1	1	1
	PC12. Monitor the workplace and work processes for potential risks and threats		3	1	1	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	1	1	1
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		3	1	1	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		4	1.5	2	0.5
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		4	1.5	2	0.5
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		3	1.5	1	0.5
	PC18. Follow organization procedures for shutdown and evacuation when required		3	1.5	1	0.5
		Total	**60**	**20**	**24**	**16**
5.AMH/N0104 Comply with industry, regulatory and organizational requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures		3	1	1	1
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		3	1	1	1
	PC3. Apply and follow these policies and procedures within your work practices		3	1	1	1
	PC4. Provide support to your supervisor and team members in enforcing these considerations		3	1	1	1
	PC5. Identify and report any possible deviation to these requirements		3	1	1	1
		Total	**15**	**5**	**5**	**5**
	Grand Total		**400**	**110**	**185**	**105**

Accommodation Guideline recommended for Inclusive Trainers

Persons with Hearing Impairment

Characteristics

- Use other senses as mediums of learning. (Use gestures, body language, expressions, lip reading etc.)
- Use adapted material such as visual or sight vocabulary to provide first-hand experience.
- Use assistive devices such as hearing aid, loop system etc.
- Teach how to access sound-based information.

Guidelines for Trainers

- Make sure you are aware of the learners' language abilities and preferred learning style to ensure inclusion into the group.
- When you have a student with HI in the group, reduce background noise or, request for a classroom that is away from noise. Make sure you have the whole group's attention before starting the session.
- Allow HI students to sit where they wish. HI students who can read the lip should sit near the front. (Optimum distance for lip-reading is considered to be about 6 feet.)
- Face the HI student when speaking.
- Use clear speech.
- Make sure the room is well lit to allow the student with HI to see your facial expression, signing and/or lip read.
- Use assistive device where available, to facilitate teaching-learning in the classroom.
- Arrange the classroom so that students can see each other, e.g., organizing the class in a circle or semicircle allows all students to see each other.
- Use shorter sentences, clearer speech.
- Associate words with real objects, pictures; for example, the colour concept
- Use pictures (flash cards), real objects, real experiences, dramatization, and activities.
- You can write key points on the board or chart.
- Encourage other people or staff to develop communication strategies so that they can get into the style of students with HI

Persons with Locomotor Disability

Characteristics

Need specific requirement for a student with impairment to the lower limbs:

- Appropriate/suitable seating if not in a wheelchair;
- Adequate space and height of desk if the student is in a wheelchair;

- Consider alternative to activities involving writing, drawing and other fine motor activities, such as sorting, threading, solving puzzles, etc. for persons with upper limb affected.

Some considerations as the students with physical disabilities may experience limitations in one of the following ways:

- Difficulty in writing
- Sitting at a standard desk or on the floor;
- Participating in activities where tables and instruments are difficult to access
- Movements within the class and within the school;
- Mobility in spaces that are not user friendly for wheelchair.

Guidelines for Trainers

1. Make the classroom accessible.
2. Alternative modes of communicating such as audio recorder, or support for note taking, gestures, pictures, computers may be used.
3. Provide accessible seating and a table in the classroom.
4. Make writers available for written work and for tests and exams.
5. Give additional time for completing assignments/exams
6. Provide a supportive and welcoming environment by sensitizing other students /staff and creating a sense of responsibility in them.
7. should be comfortably seated and with proper posture.
8. Free movement of learners within the class must be ensured.
9. Learners can be shown pictures or other visual cues, concrete objects, a few at a time, for better understanding.
10. Audio books, daisy books or books on computer, as found suitable, can be used for reading. Alternatively, a classmate can read aloud to the child.
11. Make use of computers for teaching learning, if possible.
12. Extra time for writing should be given if the child is able to write on his / her own and there should not be undue emphasis on the quality of writing as long as it is legible.
13. Students can use adapted brushes, modified pencils and thick markers that can be gripped easily, for drawing. Alternatively, the children can use stamping methods or paste cut outs. The books, papers, brushes etc. can be fixed on the table with the help of tape etc. so that they do not slip down.
14. For assessment, have students present the material orally or if required, with the help of a scribe. Use objective type, multiple type questions using yes/no or true/false answers

Model Curriculum

Domestic Data Entry Operator

SECTOR: IT-ITES
SUB-SECTOR: BUSINESS PROCESS MANAGEMENT
OCCUPATION: CUSTOMER RELATIONSHIP MANAGEMENT
REF ID: PWD/SSC/Q2212, VERSION1.0
NSQF LEVEL: 4

Curriculum Alignment

for

Persons with Blindness

Persons with Low Vision

Persons with Hearing Impairment

and

Persons with Locomotor Disability

Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

SKILL COUNCIL FOR PERSONS WITH DISABILITY (SCPwD)

for

MODEL CURRICULUM – ALIGNED FOR PERSONS WITH DISABILITY

Complying to National Occupational Standards of Job Role/ Qualification Pack:
'Domestic Data Entry Operator' QP No. PWD/SSC/Q2212, NSQF Level 4

Date of Issuance: May 3,2017
Valid up to*:   May 3,2019

*Valid up to the next review date of the Qualification Pack, or the
'Valid up to' date mentioned above, whichever is earlier

Authorized Signatory
(Skill Council for Persons with Disability)

TABLE OF CONTENT

Domestic Data Entry Operator

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of Domestic Data Entry Operator in the IT-ITeS Sector/Industry and aims at building the following key competencies in the learner.

Program Name	Domestic Data Entry Operator		
Qualification Pack Name & Reference ID.	Domestic Data Entry Operator PWD/SSC/Q2212, version 1.0		
Version No.	1.0	**Version Update Date**	30/12/2015
Pre-requisites to Training	10th Standard		
Trainer Pre-requisites	1. Educational qualification as per SSC 2. Experience as per SSC 3. Certified by SSC & SCPwD (Inclusive Trainer)		
Training Outcomes	**After completing this programme, participants will be able to:** • Undertake data entry services • Manage their work to meet requirements • Maintain a healthy, safe and secure working environment		

The Course encompasses all three National Occupational Standards (NOS) of **Domestic Data Entry Operator PWD/SSC/Q2212** Qualification Pack issued by **IT-ITES Sector Skills Council NASSCOM**. The Curriculum is Aligned by **Skill Council for Persons with Disability for Persons with Disabilities.**

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability wise Training Tools with reference to Expository for Each NOS
1	**Data Entry Services** **Theory Duration** (hh:mm) 75:00 **Practical Duration** (hh:mm) 175:00 **Corresponding NOS Code** SSC/N3022	Candidates will be able to: • Obtain sufficient information from the customer /client to understand the need and perform initial task • Assist the customer in providing right information to be entered • Provide the customer with a reasonable estimate time of entering data • Prioritize service requests according to organizational guidelines • Refer the problem to a competent technical support team if it cannot be resolved by the operator • Record and perform the service request accurately as per organizational processes and policies • Transcribes, enters, and verifies data from a variety of source material including financial, personnel, police and other records or reports • Receives source documents from various departments, public, agencies, etc. and verifies accuracy of material, prior to input • Transcribes selected data into a computer and scans source documents in accordance with specific program instructions • Compares transcribed data, as displayed on a visual screen, with the source document and corrects any errors • Obtain help or advice from specialist if the problem is outside	Refer to Unique Equipment Required Section	These tools may be used during the different jobs: • Clear View+ Speech • Zoom Ex • Kurzweil, • ABBY Fine Reader • Tesseract • Non-Visual Desktop Access (NVDA), • Job Access with Speech (JAWS), • System Access to Go (SATAGO), • Voiceover, • Talkback, • Nuance Talks and Mobile Speak, • ORCA • Dolphin Supernova • DAISY • Tactile diagrams • Tactile stickers • Tactile flooring • Tactile marks to identify various things/devices/Spots sensitivity • patience • customized approach to students

		his/her area of competence or experience • Determines the cause of error message while entering data and makes appropriate corrections • Maintains files of source documents or other information relative to data entered; • Performs various related functions to ensure that the computer is maintained in a neat and orderly manner • Assists in (or performs) the filing and storage of security and back up data files • May perform various back-up or relief clerical duties as needed (i.e., switchboard, receptionist, fingerprinting, etc.) • Monitor the problem and keep the customer informed about progress or any delays in the process		
2	**Self and Work Management** **Theory Duration** (hh:mm) 30:00 **Practical Duration** (hh:mm) 70:00 **Corresponding NOS Code** SSC/N9001	Candidates will be able to: • Establish and agree work requirements with appropriate people • Keep immediate work area clean and tidy • Utilize time effectively • Use resources correctly and efficiently • Treat confidential information correctly • Work in line with organization's policies and procedures • Work within the limits of job role • Obtain guidance from appropriate people, where necessary • Ensure work meets the agreed requirements	Refer to Unique Equipment Required Section	These tools may be used during the different jobs: • Clear View+ Speech Zoom Ex • Kurzweil, • ABBY Fine Reader • Tesseract • Non-Visual Desktop Access (NVDA), • Job Access with Speech (JAWS), • System Access to Go (SATAGO), • Voiceover, • Talkback, • Nuance Talks and Mobile Speak, • ORCA • Dolphin Supernova • DAISY • Tactile diagrams • Tactile stickers

				• Tactile flooring • Tactile marks to identify various things/devices/Spots sensitivity • patience • customized approach to students
3	**Managing Health and Safety** **Theory Duration** (hh:mm) 12:00 **Practical Duration** (hh:mm) 38:00 **Corresponding NOS Code** SSC/N9003	Candidates will be able to: • Comply with organization's current health, safety and security policies and procedures • Report any identified breaches in health, safety, and security policies and procedures to the designated person • Identify and correct any hazards that can deal with safely, competently and within the limits of authority • Report any hazards that one is not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected • Follow organization's emergency procedures promptly, calmly, and efficiently • Identify and recommend opportunities for improving health, safety, and security to the designated person • Complete any health and safety records legibly and accurately	Refer to Unique Equipment Required Section	These tools may be used during the different jobs: • Clear View+ Speech Zoom Ex • Kurzweil, • ABBY Fine Reader • Tesseract • Non-Visual Desktop Access (NVDA), • Job Access with Speech (JAWS), • System Access to Go (SATAGO), • Voiceover, • Talkback, • Nuance Talks and Mobile Speak, • ORCA • Dolphin Supernova • DAISY • Tactile diagrams • Tactile stickers • Tactile flooring • Tactile marks to identify various things/devices/Spots sensitivity • patience • customized approach to students
	Total Duration	**Unique Equipment Required:**		

Theory Duration 117:00
 	
Practical Duration 283:00
	Training room should be fully furnished with the following equipment / tools / accessories. Additional / specific resources, wherever applicable (e.g. Hardware, software) are indicated in the main text corresponding to relevant learning outcome.
	• Comfortable seats with adequate lighting, controlled temperature and acoustics for training and learning
	• White Board, Markers and Eraser
	• Projector with screen
	• Flip chart with markers
	• Faculty's PC/Laptop with latest configuration and internet connection
	• Supporting software / applications for projecting audio, video, recording,
	• Presentation Tools to support learning activities:
	   o Intranet
	   o Email
	   o IMs
	   o Learning management system e.g. Module, Blackboard to enable blending learning
	• Microphone / voice system for lecture and class activities
	• Handy Camera
	• Stationery kit – Staples, Glue, Chart Paper, Sketch Pens, Paint Box, Scale, A4 Sheets
	• For IT Lab sessions: Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, chat tools
	• Assessment and Test Tools for day to day online Tests and Assessments
	• For team discussions: Adequate seating arrangement in full / half circle format for one or more teams as per planned team composition.
	Reading Resources: Access to relevant sample documents and learning forums to enable self-study before and after each training session.

	Grand Total Course Duration: 400 Hours 0 Minutes **(This Syllabus/Curriculum has been approved by IT-ITeS Sector Skills Council NASSCOM.)**

Curriculum Alignment for Persons with Low Vision

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability wise Training Tools with reference to Expository for Each NOS
1	**Data Entry Services** **Theory Duration** (hh:mm) 75:00 **Practical Duration** (hh:mm) 175:00 **Corresponding NOS Code** SSC/N3022	Candidates will be able to: • Obtain sufficient information from the customer /client to understand the need and perform initial task • Assist the customer in providing right information to be entered • Provide the customer with a reasonable estimate time of entering data • Prioritize service requests according to organizational guidelines • Refer the problem to a competent technical support team if it cannot be resolved by the operator • Record and perform the service request accurately as per organizational processes and policies • Transcribes, enters, and verifies data from a variety of source material including financial, personnel, police and other records or reports • Receives source documents from various departments, public, agencies, etc. and verifies accuracy of material, prior to input • Transcribes selected data into a computer and scans source documents in accordance with specific program instructions • Compares transcribed data, as displayed on a visual screen, with	Refer to Unique Equipment Required Section	These tools may be used during the different jobs: • Clear View+ Speech • ZoomEx, • Kurzweil, • ABBY Fine Reader, • Tesseract • Non-Visual Desktop Access (NVDA), • Job Access with Speech (JAWS), • System Access to Go(SATAGO), • Voiceover, • Talkback, • Nuance Talks and Mobile Speak, • ORCA • Windows Magnifier • Magic Screen Magnification Zoom Text • Supernova Screen Reader and Magnifier • DAISY • Onyx • Topaz • Prism • Optelec • Kindle Paper White/I Pad • Android/IOS Technology is best known for

		the source document and corrects any errors • Obtain help or advice from specialist if the problem is outside his/her area of competence or experience • Determines the cause of error message while entering data and makes appropriate corrections • Maintains files of source documents or other information relative to data entered; • Performs various related functions to ensure that the computer is maintained in a neat and orderly manner • Assists in (or performs) the filing and storage of security and back up data files • May perform various back-up or relief clerical duties as needed (i.e., switchboard, receptionist, fingerprinting, etc.) • Monitor the problem and keep the customer informed about progress or any delays in the process		accessibility for persons with Low Vision (Visually Impaired). • Angel Player/I-Pods. • Talking calculator • Signature Guide • Wrist Watch-Tata • General table lamp • Tactile diagrams, • Tactile stickers, • Tactile flooring,
2	**Self and Work Management** **Theory Duration** (hh:mm) 30:00 **Practical Duration** (hh:mm) 70:00 **Corresponding NOS Code** SSC/N9001	Candidates will be able to: • Establish and agree work requirements with appropriate people • Keep immediate work area clean and tidy • Utilize time effectively • Use resources correctly and efficiently • Treat confidential information correctly • Work in line with organization's policies and procedures • Work within the limits of job role • Obtain guidance from appropriate people, where necessary	Refer to Unique Equipment Required Section	These tools may be used during the different jobs: • Clear View+ Speech • ZoomEx, • Kurzweil, • ABBY Fine Reader, • Tesseract • Non-Visual Desktop Access (NVDA), • Job Access with Speech (JAWS), • System Access to Go(SATAGO), • Voiceover, • Talkback, • Nuance Talks and Mobile Speak,

		• Ensure work meets the agreed requirements		• ORCA
				• Windows Magnifier
				• Magic Screen Magnification Zoom Text
				• Supernova Screen Reader and Magnifier
				• DAISY
				• Onyx
				• Topaz
				• Prism
				• Optelec
				• Kindle Paper White/I Pad
				• Android/IOS Technology is best known for accessibility for persons with Low Vision (Visually Impaired).
				• Angel Player/I-Pods.
				• Talking calculator
				• Signature Guide
				• Wrist Watch-Tata
				• General table lamp
				• Tactile diagrams,
				• Tactile stickers,
				• Tactile flooring,
3	**Managing Health and Safety** **Theory Duration** (hh:mm) 12:00 **Practical Duration** (hh:mm) 38:00 **Corresponding NOS**	Candidates will be able to: • Comply with organization's current health, safety and security policies and procedures • Report any identified breaches in health, safety, and security policies and procedures to the designated person • Identify and correct any hazards that can deal with safely, competently and within the limits of authority • Report any hazards that one is not competent to deal with to the	Refer to Unique Equipment Required Section	These tools may be used during the different jobs: • Clear View+ Speech • ZoomEx, • Kurzweil, • ABBY Fine Reader, • Tesseract • Non-Visual Desktop Access (NVDA), • Job Access with Speech (JAWS), • System Access to Go(SATAGO),

Code	relevant person in line with		• Voiceover,
SSC/N9003	organizational procedures and warn other people who may be affected		• Talkback,
	• Follow organization's emergency procedures promptly, calmly, and efficiently		• Nuance Talks and Mobile Speak,
			• ORCA
			• Windows Magnifier
	• Identify and recommend opportunities for improving health, safety, and security to the designated person		• Magic Screen Magnification Zoom Text
	• Complete any health and safety records legibly and accurately		• Supernova Screen Reader and Magnifier
			• DAISY
			• Onyx
			• Topaz
			• Prism
			• Optelec
			• Kindle Paper White/I Pad
			• Android/IOS Technology is best known for accessibility for persons with Low Vision (Visually Impaired).
			• Angel Player/I-Pods.
			• Talking calculator
			• Signature Guide
			• Wrist Watch-Tata
			• General table lamp
			• Tactile diagrams,
			• Tactile stickers,
			• Tactile flooring,
Total Duration **Theory Duration** **117:00** **Practical Duration** **283:00**	**Unique Equipment Required:** Training room should be fully furnished with the following equipment / tools / accessories. Additional / specific resources, wherever applicable (e.g. Hardware, software) are indicated in the main text corresponding to relevant learning outcome. • Comfortable seats with adequate lighting, controlled temperature and acoustics for training and learning • White Board, Markers and Eraser • Projector with screen • Flip chart with markers • Faculty's PC/Laptop with latest configuration and internet connection		

		• Supporting software / applications for projecting audio, video, recording,
		 • Presentation Tools to support learning activities:
		     ○ Intranet
		     ○ Email
		     ○ IMs
		     ○ Learning management system e.g. Module, Blackboard to enable blending learning
		 • Microphone / voice system for lecture and class activities
		 • Handy Camera
		 • Stationery kit – Staples, Glue, Chart Paper, Sketch Pens, Paint Box, Scale, A4 Sheets
		 • For IT Lab sessions: Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, chat tools
		 • Assessment and Test Tools for day to day online Tests and Assessments
		 • For team discussions: Adequate seating arrangement in full / half circle format for one or more teams as per planned team composition.
		 Reading Resources: Access to relevant sample documents and learning forums to enable self-study before and after each training session.

	Grand Total Course Duration: 400 Hours0 Minutes **(This Syllabus/Curriculum has been approved by IT-ITeS Sector Skills Council NASSCOM.)**	

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability wise Training Tools with reference to Expository for Each NOS
1	**Data Entry Services** **Theory Duration** (hh:mm) 75:00 **Practical Duration** (hh:mm) 175:00 **Corresponding NOS Code** SSC/N3022	Candidates will be able to: • Obtain sufficient information from the customer /client to understand the need and perform initial task • Assist the customer in providing right information to be entered • Provide the customer with a reasonable estimate time of entering data • Prioritize service requests according to organizational guidelines • Refer the problem to a competent technical support team if it cannot be resolved by the operator • Record and perform the service request accurately as per organizational processes and policies • Transcribes, enters, and verifies data from a variety of source material including financial, personnel, police and other records or reports • Receives source documents from various departments, public, agencies, etc. and verifies accuracy of material, prior to input • Transcribes selected data into a computer and scans source documents in accordance with specific program instructions • Compares transcribed data, as displayed on a visual screen, with the source document and corrects any errors • Obtain help or advice from specialist if the problem is outside his/her area of competence or experience • Determines the cause of error message while entering data and makes appropriate corrections • Maintains files of source documents or other information relative to data entered;	Refer to Unique Equipment Required Section	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: • Assistive Aid/Service • Ai-Live • Captions First • Captions 2020 • Closed Capp • Let's Talk • Google Now for Android,

		• Performs various related functions to ensure that the computer is maintained in a neat and orderly manner • Assists in (or performs) the filing and storage of security and back up data files • May perform various back-up or relief clerical duties as needed (i.e., switchboard, receptionist, fingerprinting, etc.) • Monitor the problem and keep the customer informed about progress or any delays in the process		
2	**Self and Work Management** **Theory Duration** (hh:mm) 30:00 **Practical Duration** (hh:mm) 70:00 **Corresponding NOS** **Code** SSC/N9001	Candidates will be able to: • Establish and agree work requirements with appropriate people • Keep immediate work area clean and tidy • Utilize time effectively • Use resources correctly and efficiently • Treat confidential information correctly • Work in line with organization's policies and procedures • Work within the limits of job role • Obtain guidance from appropriate people, where necessary • Ensure work meets the agreed requirements	Refer to Unique Equipment Required Section	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: • Assistive Aid/Service • Ai-Live • Captions First • Captions 2020 • Closed Capp • Let's Talk • Google Now for Android,
3	**Managing Health and Safety** **Theory Duration** (hh:mm) 12:00 **Practical Duration** (hh:mm) 38:00 **Corresponding NOS** **Code** SSC/N9003	Candidates will be able to: • Comply with organization's current health, safety and security policies and procedures • Report any identified breaches in health, safety, and security policies and procedures to the designated person • Identify and correct any hazards that can deal with safely, competently and within the limits of authority • Report any hazards that one is not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected • Follow organization's emergency procedures promptly, calmly, and efficiently	Refer to Unique Equipment Required Section	Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: • Assistive Aid/Service • Ai-Live • Captions First • Captions 2020 • Closed Capp • Let's Talk • Google Now for Android, •

		• Identify and recommend opportunities for improving health, safety, and security to the designated person • complete any health and safety records legibly and accurately		

	Total Duration
	
	Theory Duration 117:00
	
	Practical Duration 283:00
		Unique Equipment Required:
		Training room should be fully furnished with the following equipment / tools / accessories. Additional / specific resources, wherever applicable (e.g. Hardware, software) are indicated in the main text corresponding to relevant learning outcome.
		• Comfortable seats with adequate lighting, controlled temperature and acoustics for training and learning
		• White Board, Markers and Eraser
		• Projector with screen
		• Flip chart with markers
		• Faculty's PC/Laptop with latest configuration and internet connection
		• Supporting software / applications for projecting audio, video, recording,
		• Presentation Tools to support learning activities:
		   o Intranet
		   o Email
		   o IMs
		   o Learning management system e.g. Module, Blackboard to enable blending learning
		• Microphone / voice system for lecture and class activities
		• Handy Camera
		• Stationery kit – Staples, Glue, Chart Paper, Sketch Pens, Paint Box, Scale, A4 Sheets
		• For IT Lab sessions: Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, chat tools
		• Assessment and Test Tools for day to day online Tests and Assessments
		• For team discussions: Adequate seating arrangement in full / half circle format for one or more teams as per planned team composition.
		• Reading Resources: Access to relevant sample documents and learning forums to enable self-study before and after each training session.
				In such NOSs where specific requirements have not been indicated will need value addition by using these tools which are mentioned with NOSs and sign language interpreter during the training programme.
				ISL Interpreter for all modules will be mandatory.

	Grand Total Course Duration: 400 Hours 0 Minutes **(This Syllabus/Curriculum has been approved by IT-ITeS Sector Skills Council NASSCOM.)**			

Curriculum Alignment for Persons with Locomotor Disability

Sr. No.	Module	Key Learning Outcomes	Equipment Required	Disability wise Training Tools with reference to Expository for Each NOS
1	**Data Entry Services** **Theory Duration** (hh:mm) 75:00 **Practical Duration** (hh:mm) 175:00 **Corresponding NOS Code** SSC/N3 022	Candidates will be able to: • Obtain sufficient information from the customer /client to understand the need and perform initial task • Assist the customer in providing right information to be entered • Provide the customer with a reasonable estimate time of entering data • Prioritize service requests according to organizational guidelines • Refer the problem to a competent technical support team if it cannot be resolved by the operator • Record and perform the service request accurately as per organizational processes and policies • Transcribes, enters, and verifies data from a variety of source material including financial, personnel, police and other records or reports • Receives source documents from various departments, public, agencies, etc. and verifies accuracy of material, prior to input • Transcribes selected data into a computer and scans source documents in accordance with specific program instructions • Compares transcribed data, as displayed on a visual screen, with the source document and corrects any errors • Obtain help or advice from specialist if the problem is outside his/her area of competence or experience • Determines the cause of error message while entering data and makes appropriate corrections	Refer to Unique Equipment Required Section	These tools are may be used during the different jobs: • Computer • Laptop • iPad • Modify Chair/seating arrangement • Need based modification in working environment • Need based modified equipment • Ease of Access Centre • Sticky Keys • On the screen Keyboard • One-Handed Keyboard • Foot Pedals • Access Switches • Wheel Chair • Walker

		• Maintains files of source documents or other information relative to data entered; • Performs various related functions to ensure that the computer is maintained in a neat and orderly manner • Assists in (or performs) the filing and storage of security and back up data files • May perform various back-up or relief clerical duties as needed (i.e., switchboard, receptionist, fingerprinting, etc.) • Monitor the problem and keep the customer informed about progress or any delays in the process		
2	**Self and Work Management** **Theory Duration** (hh:mm) 30:00 **Practical Duration** (hh:mm) 70:00 **Corresponding NOS Code** SSC/N9 001	Candidates will be able to: • Establish and agree work requirements with appropriate people • Keep immediate work area clean and tidy • Utilize time effectively • Use resources correctly and efficiently • Treat confidential information correctly • Work in line with organization's policies and procedures • Work within the limits of job role • Obtain guidance from appropriate people, where necessary Ensure work meets the agreed requirements	Refer to Unique Equipment Required Section	These tools are may be used during the different jobs: • Computer • Laptop • iPad • Modify Chair/seating arrangement • Need based modification in working environment • Need based modified equipment • Ease of Access Centre • Sticky Keys
3	**Managing Health and Safety** **Theory Duration** (hh:mm) 12:00 **Practical Duration** (hh:mm) 38:00	Candidates will be able to: • Comply with organization's current health, safety and security policies and procedures • Report any identified breaches in health, safety, and security policies and procedures to the designated person • Identify and correct any hazards that can deal with safely, competently and within the limits of authority • Report any hazards that one is not competent to deal with to the relevant	Refer to Unique Equipment Required Section	• On the screen Keyboard • One-Handed Keyboard • Foot Pedals • Access Switches • Wheel Chair • Walker

Corresponding NOS **Code** SSC/N9 003	person in line with organizational procedures and warn other people who may be affected • Follow organization's emergency procedures promptly, calmly, and efficiently • Identify and recommend opportunities for improving health, safety, and security to the designated person • Complete any health and safety records legibly and accurately	

Total Duration
 	
Theory Duration 117:00
 	
Practical Duration 283:00
	Unique Equipment Required:
	Training room should be fully furnished with the following equipment / tools / accessories. Additional / specific resources, wherever applicable (e.g. Hardware, software) are indicated in the main text corresponding to relevant learning outcome.
	• Comfortable seats with adequate lighting, controlled temperature and acoustics for training and learning
	• White Board, Markers and Eraser
	• Projector with screen
	• Flip chart with markers
	• Faculty's PC/Laptop with latest configuration and internet connection
	• Supporting software / applications for projecting audio, video, recording,
	• Presentation Tools to support learning activities:
	  o Intranet
	  o Email
	  o IMs
	  o Learning management system e.g. Module, Blackboard to enable blending learning
	• Microphone / voice system for lecture and class activities
	• Handy Camera
	• Stationery kit – Staples, Glue, Chart Paper, Sketch Pens, Paint Box, Scale, A4 Sheets
	• For IT Lab sessions: Computer Lab with 1:1 PC: trainee ratio and having internet connection, MS Office / Open office, Browser, chat tools
	• Assessment and Test Tools for day to day online Tests and Assessments
	• For team discussions: Adequate seating arrangement in full / half circle format for one or more teams as per planned team composition.
	Reading Resources: Access to relevant sample documents and learning forums to enable self-study before and after each training session.	

**Grand Total Course Duration: 400 Hours 0 Minutes** **(This Syllabus/Curriculum has been approved by IT-ITeS Sector Skills Council NASSCOM.)**	

Trainer Prerequisites for Persons with Blindness

Sr. No.	Area	Details
1	**Job Description**	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack PWD/SSC/Q2212.
2	**Personal Attributes**	The trainer should have thorough knowledge of various technology trends and processes as well as have updated knowledge about database management systems and IT initiatives. In addition, trainer should have an aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in this field.
3	**Minimum Educational Qualifications**	Minimum 10th Standard; Preferred Diploma in Computer Science/Technology
4a	**Domain Certification**	Minimum accepted score in SSC Assessment is 90% per NOS being taught in QP PWD/SSC/Q2212. Training in customer orientation, dealing with difficult customers, written communication etc.
4b	**Platform Certification**	Recommended that the Trainer is certified for the Job Role: "Trainer "mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted score is 80%.
4c	**Disability Specific Top Up Module**	The Inclusive Trainer should be certified in Disability Specific Top Up Training conducted by SCPwD with minimum qualifying score of 80% as per SCPwD guidelines.
5	**Experience**	Field experience: Minimum 2 years' experience in the same domain Training experience: 1 year preferred

Trainer Prerequisites for Persons with Low Vision

Sr. No.	Area	Details
1	**Job Description**	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack PWD/SSC/Q2212.
2	**Personal Attributes**	The trainer should have thorough knowledge of various technology trends and processes as well as have updated knowledge about database management systems and IT initiatives. In addition, trainer should have an aptitude for conducting training, and pre/post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in this field.
3	**Minimum Educational Qualifications**	Minimum 10th Standard; Preferred Diploma in Computer Science/Technology
4a	**Domain Certification**	Minimum accepted score in SSC Assessment is 90% per NOS being taught in QP PWD/SSC/Q2212.Training in customer orientation, dealing with difficult customers, written communication etc.
4b	**Platform Certification**	Recommended that the Trainer is certified for the Job Role: "Trainer "mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted score is 80%.
4c	**Disability Specific Top Up Module**	The Inclusive Trainer should be certified in Disability Specific Top Up Training conducted by SCPwD with minimum qualifying score of 80% as per SCPwD guidelines.
5	**Experience**	Field experience: Minimum 2 years' experience in the same domain Training experience: 1 year preferred

Trainer Prerequisites for Persons with Hearing Impairment

Sr. No.	Area	Details
1	**Job Description**	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack PWD/SSC/Q2212.
2	**Personal Attributes**	The trainer should have thorough knowledge of various technology trends and processes as well as have updated knowledge about database management systems and IT initiatives. In addition, trainer should have an aptitude for conducting training, and pre/post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in this field.
3	**Minimum Educational Qualifications**	Minimum 10th Standard; Preferred Diploma in Computer Science/Technology
4a	**Domain Certification**	Minimum accepted score in SSC Assessment is 90% per NOS being taught in QP PWD/SSC/Q2212.Training in customer orientation, dealing with difficult customers, written communication etc.
4b	**Platform Certification**	Recommended that the Trainer is certified for the Job Role: "Trainer "mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted score is 80%.
4c	**Disability Specific Top Up Module**	The Inclusive Trainer should be certified in Disability Specific Top Up Training conducted by SCPwD with minimum qualifying score of 80% as per SCPwD guidelines.
5	**Experience**	Field experience: Minimum 2 years' experience in the same domain Training experience: 1 year preferred

Trainer Prerequisites for Persons with Locomotor Disability

Sr. No.	Area	Details
1	**Job Description**	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack PWD/SSC/Q2212.
2	**Personal Attributes**	The trainer should have thorough knowledge of various technology trends and processes as well as have updated knowledge about database management systems and IT initiatives. In addition, trainer should have an aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated
3	**Minimum Educational Qualifications**	Minimum 10th Standard; Preferred Diploma in Computer Science/Technology
4a	**Domain Certification**	Minimum accepted score in SSC Assessment is 90% per NOS being taught in QP PWD/SSC/Q2212.Training in customer orientation, dealing with difficult customers, written communication etc.
4b	**Platform Certification**	Recommended that the Trainer is certified for the Job Role: "Trainer" mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted score is 80%.
4c	**Disability Specific Top Up Module**	The Inclusive Trainer should be certified in Disability Specific Top Up Training conducted by SCPwD with minimum qualifying score of 80% as per SCPwD guidelines.
5	**Experience**	Field experience: Minimum 2 years' experience in the same domain Training experience: 1 year preferred

Annexure: Assessment Criteria

Assessment Criteria for Domestic Data Entry Operator	
Job Role	Domestic Data Entry Operator
Qualification Pack	PWD/SSC/Q2212
Skill Councils	Skill Council for Persons with Disability and IT-ITeS

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack (QP) will be created by the Sector Skill Council (SSC). Each performance criteria (PC) will be assigned. Theory and Skill/Practical marks proportional to its importance in NOS.
2	The assessment will be conducted online through assessment providers authorized by SSC.
3	Format of questions will include a variety of styles suitable to the PC being tested such as multiple-choice questions, fill in the blanks, situational judgment test, simulation and programming test.
4	To pass a QP, a trainee should pass each individual NOS. Standard passing criteria for each NOS is 70%.
5	For latest details on the assessment criteria, please visit www.sscnasscom.com.

ASSESSMENT OUTCOME (NOS CODE AND DESCRIPTION)	ASSESSMENT CRITERIA(PC)	TOTAL MARKS	OUT OF	MARKS ALLOCATION	
				THEORY	SKILL PRACTICLE
SSC/N3022(UNDER TAKE DATA ENTRY SERVICES	PC1. Obtain sufficient information from the customers/ client to understand the need and perform initial task.	120	12.5	0	12.5
	PC2. Assist the customer in providing right information to be entered		12.5	0	12.5
	PC3. Provide a customer with a reasonable estimate time of entering of data		5	0	5
	PC4. Prioritize service request according to organisational guidelines		2.5	0	2.5
	PC5. Refer the problem to a competent technical support team if it cannot be resolved by the operator		2.5	0	2.5
	PC6. Record and perform the service request accurately as per organisational process and policies		2.5	0	2.5
	PC7. Transcribe, enters, and verifies data from a variety of source material including financial, personnel, policies and other records or reports		10	0	10
	PC8. Receives source document from various departments, public, agencies, etc. And verifies accuracy of material, prior to input.		2.5	0	2.5
	PC9. Transcribe selected Data into a computer and scans sources documents in accordance with specific program instructions.		10	0	10
	PC10. Compares transcribed data from, as displayed on a visual screen, document ad corrects any error with the source.		15	5	10
	PC11. Obtain help and advice from specialist if the problem is outside his area of competence or experience.		5	0	5

	PC12. Determine the causes and error messages while entering the data and makes appropriate corrections.		5	5	0
	PC13. Maintain files of source documents or other information relative to data entered,		5	5	0
	PC14. Perform various related functions to ensure that the computer is maintained in a neat and clean manner.		10	0	10
	PC15. Assist the filling and storage of security and backup data files.		10	10	0
	PC16. May perform various backup and relief clerical duties as needed (switchboard, receptionist, fingerprinting, etc.		5	0	5
	PC17. Monitor the problem and keep the custom informed about progress or any delays in the process.		5	0	5
		TOTAL	120	35	85
2.SSC/N9001 (MANAGE YOUR WORK MEET REQUIREMENTS.)	PC1. Establish and agree your work requirements with the appropriate people.	40	10	5	5
	PC2.Keep your immediate work area clean and tidy		5	0	5
	PC3.Utilize your time effectively		5	5	0
	PC4.Use resources correctly and efficiently		5	5	0
	PC5.Treat confidential information correctly		5	0	5
	PC6.Work in line with your organization's policy and procedures.		2.5	0	2.5
	PC7.Work within the limits of your job role.		2.5	0	2.5
	PC8.Obtain guidance from appropriate people, where necessary.		2.5	0	2.5
	PC9.Ensure your work meets the agreed requirement.		2.5	0	2.5
		NOS TOTAL	40	12.5	27.5

SSC/N9003 (MAINTAIN A HEALTHY, SAFEAND SECURE WORKING ENVIRONMENT)	PC1.Comply with your organization's current health, safety and security policies and procedures	40	10	5	5
	PC2. Report any identified branches in health, safety and security policies and procedure to the designated person		5	0	5
	PC3.identify and correct any hazard that you can deal with safely, competently and within the limits of your authority.		10	5	5
	PC4.report any hazard that you are not competent to deal with to the relevant person in line with organization procedures and warn other people who can be affected.		5	0	5
	PC5.follow your organization's emergency procedures promptly, calmly, and efficiently.		5	0	5
	PC6.identify and recommend opportunities for improving health, safety, and security to the designated person.		2.5	0	2.5
	PC7.complete any health and safety records legibly and accurately		2.5	0	2.5
		NOS TOTAL	**40**	**10**	**30**

Accommodation Guideline recommended for Inclusive Trainers

Persons with Blindness and Low Vision

Characteristics

- The Learning happens through non-visual modes mostly by Touch, hence it is recommended to use real, concrete materials.
- Listening will Include greater use of detailed and descriptive instructions.
- Training which relates to understanding of Smell and Taste real & concrete material should be used e.g. Job Role of Pickle making Technician may include training on smell and taste.

Guidelines for Trainers

- Use existing visual skills where/when you can/seating closer to the blackboard. Lesser use of reflective surfaces. Appropriate lighting. Use of contrast colors.
- Use specialized material available (Braille, Taylor frame, Math's Kit)
- Use orientation and Mobility training
- Reserve a seat in the front row of the classroom (or, closer to the teacher).
- Keep the passages and available open spaces in the classroom clear.
- When speaking with the VI child specifically, address her/him by name.
- Modify/adapt assignments
- Provide students with tactile graphs and diagrams.
- Keep in mind, there may be instances when the VI student may not have had exposure to the material discussed in class and for which the persons may not have a prior experiences or references (for example, food in altered form: popcorn v/s whole corn, sliced mango v/s the whole fruit/shape; materials and sources: water-ice, vapor; curd-buttermilk; milk-cows), occupations (tailor, doctor, engineer).
- Use educational aids like talking books, tape-recorders, Use of Colour, contrast and texture
- Minimize noise so that students with VI can hear you speak
- When speaking, face the class.
- If you feel the VI student is not attentive, touch her/ him on the shoulder or arm to draw attention; this also helps in indicating to the student that you are including her/him in your instructions and discussions.
- Provide large print, Braille versions when needed so that the VI child can follow the classroom's text-based teaching and lessons along with the sighted peers.
- Use real objects to allow the student to learn and experience
- Provide students with tactile graphs and diagrams where available.
- Consider alternative assignments (as explained in the previous box)

Persons Hearing Impairment

Characteristics

- Use other senses as mediums of learning. (Use gestures, body language, expressions, lip reading etc.)
- Use adapted material such as visual or sight vocabulary to provide firsthand experience.
- Use assistive devices such as hearing aid, loop system etc.
- Teach how to access sound-based information.

Guidelines for Trainers

- Make sure you are aware of the learners' language abilities and preferred learning style to ensure inclusion into the group.
- When you have a student with HI in the group, reduce background noise or, request for a classroom that is away from noise. Make sure you have the whole group's attention before starting the session.
- Allow HI students to sit where they wish. HI students who can read the lip should sit near the front. (Optimum distance for lip-reading is considered to be about 6 feet.)
- Face the HI student when speaking.
- Use clear speech.
- Make sure the room is well lit to allow the student with HI to see your facial expression, signing and/or lip read.
- Use assistive device where available, to facilitate teaching-learning in the classroom.
- Arrange the classroom so that students can see each other, e.g., organizing the class in a circle or semicircle allows all students to see each other.
- Use shorter sentences, clearer speech.
- Associate words with real objects, pictures; for example, the colour concept
- Use pictures (flash cards), real objects, real experiences, dramatization, and activities.
- You can write key points on the board or chart.
- Encourage other people or staff to develop communication strategies so that they can get into the style of students with HI

Persons with Locomotor Disability

Characteristics

Need specific requirement for a student with impairment to the lower limbs:

- Appropriate/suitable seating if not in a wheelchair;
- Adequate space and height of desk if the student is in a wheelchair;
- Consider alternative to activities involving writing, drawing and other fine motor activities, such as sorting, threading, solving puzzles, etc. for persons with upper limb affected.

Some considerations as the students with physical disabilities may experience limitations in one of the following ways:

- Difficulty in writing
- Sitting at a standard desk or on the floor;
- Participating in activities where tables and instruments are difficult to access
- Movements within the class and within the school;
- Mobility in spaces that are not user friendly for wheelchair.

Guidelines for Trainers

1. Make the classroom accessible.
2. Alternative modes of communicating such as audio recorder, or support for note taking, gestures, pictures, computers may be used.
3. Provide accessible seating and a table in the classroom.
4. Make writers available for written work and for tests and exams.
5. Give additional time for completing assignments/exams
6. Provide a supportive and welcoming environment by sensitizing other students /staff and creating a sense of responsibility in them.
7. should be comfortably seated and with proper posture.
8. Free movement of learners within the class must be ensured.
9. Learners can be shown pictures or other visual cues, concrete objects, a few at a time, for better understanding.
10. Audio books, daisy books or books on computer, as found suitable, can be used for reading. Alternatively, a classmate can read aloud to the child.
11. Make use of computers for teaching learning, if possible.
12. Extra time for writing should be given if the child is able to write on his / her own and there should not be undue emphasis on the quality of writing as long as it is legible.
13. Students can use adapted brushes, modified pencils and thick markers that can be gripped easily, for drawing. Alternatively, the children can use stamping methods or paste cut outs. The books, papers, brushes etc. can be fixed on the table with the help of tape etc. so that they do not slip down.
14. For assessment, have students present the material orally or if required, with the help of a scribe. Use objective type, multiple type questions using yes/no or true/false answers