

Model Curriculum

Stamping Operator

SECTOR: HANDICRAFTS AND CARPET
SUB-SECTOR: Metalware
OCCUPATION: Stamping Operator
REF ID: HCS/Q 2802, V1.0
NSQF LEVEL: 4



Certificate

COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

HANDICRAFTS AND CARPET SECTOR SKILL COUNCIL

for

SKILLING CONTENT : PARTICIPANT HANDBOOK

Complying to National Occupational Standards of

Job Role/ Qualification Pack: "Stamping Operator (Metalware)" QP No."HCS/Q 2802, NSQF Level 4"

Date of Issuance:

Valid up to*: April 10th, 2018

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



Authorised Signatory

(Handicrafts and Carpet Sector Skill Council)

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Stamping Operator

CURRICULUM / SYLLABUS

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

Program Name	Stamping Operator		
Qualification Pack Name & Reference ID. ID	HCS/Q 2802, v1.0		
Version No.	1.0	Version Update Date	27/05/16
Pre-requisites to Training	5th Standard passed		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> Follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it Wear protective goggles over eyes and replace them when scratches on it obscure the vision Wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts Proper Handling of tools Sharpening of tools Decide on the relevant stamping process to be performed from hydraulic, mechanical, etc. Set the stamping machine if using machine Turn on the machine to perform the stamping Cut and bend the metal sheet forming it to the desired shape Use the appropriate stamping tool Ensure to align and space the sheet metal at the appropriate position Arrange the metal stamps in the order of using them Select the appropriate color to be stamped on the metal in such a way that it is easily seen Ensure to wipe off the excess ink if color is given manually to the stamped work Insert the flat metal sheet into the die Allot work to the employees of the unit according to their skill and experience Train the employees of his/her unit with the appropriate skills required to make market relevant and quality products Motivate the employees Handle the grievances/issues that are raised by the employees 		

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

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction to trade</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Learn about the role Stamping Operator in industry. Identify the minimum requirement to become a certified stamping operator. Describe the work area of Stamping Operator. Identify the opportunities available for Stamping Operator. 	Laptop, PowerPoint & Hand-outs, posters, film clips, white board, marker, projector
2	<p>Importance of Safety, Health & Hygiene</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 22:00</p> <p>Corresponding NOS Code HCS/N9903</p>	<ul style="list-style-type: none"> Cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust Follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it Wear protective goggles over eyes and replace them when scratches on it obscure the vision Wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts Follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work Ensure no productivity loss or absenteeism from work due to illness Ensure no long term ill effect on the personal health 	PPTs, Handbook, PPE for chemical work and machining, Fire Extinguisher, First-Aid Kit
3	<p>Machine and Workpiece Preparation</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 16:00</p> <p>Corresponding NOS Code HCS/N2803</p>	<ul style="list-style-type: none"> Receive instructions on work requirement from superior Identify the job sheet and the stamping methods Plan the target on number of pieces to be completed. Select the appropriate tool and machine for stamping such as die, puncher, etc. Collect and arrange the materials to begin the process Report on any shortage or defect of 	PPTs, Handbook, Videos,

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>raw materials or machine to the concerned person</p> <ul style="list-style-type: none"> • Ensure to stock the required materials in advance • Collect the metal product to be stamped 	
4	<p>Stamping and Quality Check</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code HCS/N2803</p>	<ul style="list-style-type: none"> • Decide on the relevant stamping process to be performed from hydraulic, mechanical, etc. • Set the stamping machine if using machine • Turn on the machine to perform the stamping • Cut and bend the metal sheet forming it to the desired shape • Use the appropriate stamping tool • Ensure to align and space the sheet metal at the appropriate position • Arrange the metal stamps in the order of using them • Select the appropriate color to be stamped on the metal in such a way that it is easily seen • Ensure to wipe off the excess ink if color is given manually to the stamped work • Insert the flat metal sheet into the die • Activate the stamping machine to create the design • Ensure the appropriate speed is set for the stamp • Check for defects such as wrinkles, splits, material thinning, etc. • Check the metal after stamping, if it matches requirement • Ensure to stamp or punches die the target number of pieces • Ensure the output delivered is defect free and hazard free 	PPTs, Handbook, Videos,
5	<p>Basics of Business Management</p> <p>Theory Duration (hh:mm) 14:00</p> <p>Practical Duration (hh:mm)</p>	<ul style="list-style-type: none"> • Allot work to the employees of the unit according to their skill and experience • Train the employees of his/her unit with the appropriate skills required to make market relevant and quality products • Motivate the employees • Handle the grievances/issues that are raised by the employees 	Laptop, white board, marker, projector, PPTs. Handbook

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	(hh:mm) 08:00 Corresponding NOS Code HCS/N9902	operation of all tools and electrical equipment <ul style="list-style-type: none"> Wear appropriate and recommended clothing as per the work environment (eg: working in a furnace area) 	
9	Practice Sessions Theory Duration (hh:mm) 00:00 Practical Duration (hh:mm) 48:00 Corresponding NOS Code N/A	<ul style="list-style-type: none"> 6 Practice sessions under trainer guidance on stamping designs on different metalware. 	All the tools used in earlier sessions.
	Total Duration Theory Duration 64:00 Practical Duration 136:00	Unique Equipment Required: Laptop, white board, marker, projector, PPTs, Handbook,	

Grand Total Course Duration: **200 Hours, 0 Minutes**

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

Trainer Prerequisites for Job role: “Stamping Operator (Metalware)” mapped to Qualification Pack: “HCS/Q2802, v1.0”

Sr. No.	Area	Details
1	Description	Also known as ‘Pressman’, the stamping operator is responsible for stamping on the metal surface, undertaking preventive maintenance of stamp machine and achieve quality standards
2	Personal Attributes	A stamping operator should have attention to details, good eyesight, steady hands, ability to sit in same position for longer hours and patience.
3	Minimum Educational Qualifications	Preferable Class V Pass (Primary Education)
4a	Domain Certification	Certified for Job Role: “ <u>Stamping Operator (Metalware)</u> ” mapped to QP: “ <u>HCS/Q2802, v1.0</u> ”. Minimum accepted score is 70%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402”. Minimum accepted % as per respective SSC guidelines is 60%.
5	Experience	Minimum 3 years of experience in undertaking Stamping metalware artwork production, supervision as well as training/conducting/assisting training or workshops in the handicrafts sector.

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Stamping Operator (Metalware)
Qualification Pack	HCS/Q2802, v1.0
Sector Skill Council	Handicrafts and Carpet

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for each PC.
2	Each NOS will assessed both for theoretical knowledge and practical
3	The assessment will be based on knowledge bank of questions created by the SSC.
4	Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training centre
5	To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessable Outcome	Assessment Criteria	Total Mark (500)	Out Of	Marks Allocation	
				Theory	Skills Practical
HCS / N2803	Perform stamping on the metal surface				
Understanding work requirement	PC1. receive instructions on work requirement from superior	100	2	1	1
	PC2. receive and understand the design specifications		2	1	1
	PC3. understand the job sheet and the stamping methods		2	1	1
	PC4. plan the target on number of pieces to be completed		2	1	1
Assembling the required raw materials	PC5. select the appropriate tool and machine for stamping such as die, puncher, etc.		2	1	1
	PC6. collect and arrange the materials to begin the process		2	1	1
	PC7. report on any shortage or defect of raw materials or machine to the concerned person		2	1	1
	PC8. ensure to stock the required materials in advance		2	1	1
	PC9. collect the metal product to be stamped		2	1	1
Performing stamping on the metal surface	PC10. decide on the relevant stamping process to be performed from hydraulic, mechanical, etc.		2	1	1
	PC11. set the stamping machine if using machine		2	1	1
	PC12. turn on the machine to perform the stamping		2	1	1
	PC13. cut and bend the metal sheet forming it to the desired shape		3	1	2
	PC14. use the appropriate stamping tool		3	1	2
	PC15. ensure to align and space the sheet metal at the appropriate position		3	1	2
	PC16. arrange the metal stamps in the order of using them		3	1	2
	PC17. select the appropriate color to be stamped on the metal in such a way that it is easily seen		3	1	2
	PC18. ensure to wipe off the excess ink if color is given manually to the stamped work		3	1	2
	PC19. insert the flat metal sheet into the die		3	1	2
	PC20. activate the stamping machine to create the design		3	1	2
	PC21. ensure the appropriate speed is set for the stamp		3	1	2
	PC22. ensure the metal sheet inserted is of appropriate size and shape to fit the stamp machine		3	1	2
	PC23. ensure to use the appropriate die to stamp		2	1	1

Assessable Outcome	Assessment Criteria	Total Mark (500)	Out Of	Marks Allocation	
				Theory	Skills Practica I
	the metal sheet if done by hand				
	PC24. ensure the appropriate punching force is applied when using a hand press		3	1	2
	PC25. ensure the same amount of force is given to all the metal sheets		3	1	2
	PC26. pierce holes where required for the finished part		3	1	2
	PC27. ensure perform stamping in cold metal sheet		2	1	1
	PC28. ensure to use the appropriate lubricant to protect the tool and die surface from scratching		2	1	1
	PC29. ensure to take necessary safety precautions to perform stamping		3	1	2
Checking for defects	PC30. check for defects such as wrinkles, splits, material thinning, etc.		3	1	2
	PC31. check the metal after stamping, if it matches requirement		3	1	2
	PC32. make necessary adjustments if any		2	1	1
	PC33. rectify and rework if any mistakes are found un-matching the design specifications and requirements		2	1	1
Undertaking preventive maintenance	PC34. ensure general maintenance of the machine		3	1	2
	PC35. ensure no shut down of machines due to improper maintenance		3	1	2
	PC36. perform regular cleaning process as prescribed by manufacturer		3	1	2
Achieving quality standards	PC37. ensure a proper finish as per requirement		3	1	2
	PC38. ensure to stamp or punches die the target number of pieces		3	1	2
	PC39. ensure the output delivered is defect free and hazard free		3	1	2
	TOTAL POINTS		100	39	61
HCS/N9901	Coordinate with colleagues and work as a team				
Interact with supervisor	PC1. receive job order and instructions from reporting supervisor	100	4	3	1
	PC2. understand the work output requirements, targets, performance indicators and incentives		5	4	1
	PC3. deliver quality work on time and report any anticipated reasons for delays		5	1	4
	PC4. report on any grievances, production defects and any potential hazards		4	2	2
	PC5. communicate on process flow improvements		4	2	2

Assessable Outcome	Assessment Criteria	Total Mark (500)	Out Of	Marks Allocation		
				Theory	Skills Practical	
HCS/N9902	Maintain safe work environment					
Follow safety procedure and practices	PC1. comply with safety procedures while on work to prevent accidents	100	8	2	6	
	PC2. take adequate safety measures while handling materials, chemicals and tools		8	2	6	
	PC3. wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working		8	2	6	
	PC4. undertake basic safety checks before operation of all tools and electrical equipments		9	2	7	
	PC5. wear appropriate and recommended clothing as per the work environment (eg: working in a furnace area)		9	2	7	
	PC6. follow recommended material handling procedure to control material and personal damage		8	2	6	
	PC7. perform all procedures as per company's work instructions for controlling operational risk		8	4	4	
	PC8. perform the duties in a manner which minimizes environmental damage		6	2	4	
	PC9. dispose of waste safely and correctly in a designated area as per company's SOP		8	2	6	
	PC10. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger		8	4	4	
	Achieve safety standards		PC11. ensure zero accident at workplace	10	2	8
			PC12. adhere to safety standards and ensure no material damage	10	2	8
	TOTAL POINTS		100	28	72	
HCS/N9903	Maintain personal health					
	PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust		12	4	8	
Adopt healthy work practices	PC2. follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it	100	10	2	8	
	PC3. wear protective goggles over eyes and replace them when scratches on it obscure the vision		10	2	8	
	PC4. wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts		10	2	8	
	PC5. undergo preventive health checkups at regular intervals		10	2	8	

Assessable Outcome	Assessment Criteria	Total Mark (500)	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC6. take prompt treatment from the doctor in case of illness		11	3	8
	PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work		11	4	7
Achieve work productivity while maintaining health	PC8. ensure no productivity loss or absenteeism from work due to illness		13	3	10
	PC9. ensure no long term ill effect on the personal health		13	3	10
	TOTAL POINTS		100	25	75
HCS/N9904	Basic business management				
People management	PC1. allot work to the employees of the unit according to their skill and experience		3	1	2
	PC2. train the employees of his/her unit with the appropriate skills required to make market relevant and quality products		3	1	2
	PC3. motivate the employees		2	1	1
	PC4. handle the grievances/issues that are raised by the employees		2	1	1
	PC5. manage the employee expectations		2	1	1
Product planning	PC6. gather and analyse the cues from the market	100	2	1	1
	PC7. ascertain the customer preference		3	1	2
	PC8. create product lines based on current market preference		3	1	2
	PC9. create product lines that are unique and able to price high		3	1	2
	PC10. price the products according to market trends		3	1	2
	PC11. decide the best way to market the product lines		3	1	2
Procurement of raw materials	PC12. make a list of raw materials required according to the product lines		2	0	2
	PC13. ascertain the quantity and right price to procure the materials		3	1	2
	PC14. identify the right locations/agents from where the raw materials can be procured		3	1	2
	PC15. negotiate to get the best price		3	0	3
	PC16. ensure quality materials are procured		4	1	3
	PC17. ensure the procured materials are stored in appropriate conditions		3	1	2
	PC18. maintain the bills and record the prices of procurement for future reference		3	1	2

Assessable Outcome	Assessment Criteria	Total Mark (500)	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC19. maintain healthy vendor relationships		3	1	2
Market interfacing	PC20. identify the nearest market		3	1	2
	PC21. analyze the prevalent price for product lines		3	2	1
	PC22. decide on the most effective means to access the market		2	1	1
	PC23. plan for cost effective transportation to the market		3	1	2
	PC24. position the product according to market requirements		3	1	2
	PC25. manage customer expectations		2	0	2
Financial management	PC26. analyze and ascertain the cost of production		3	1	2
	PC27. maintain the book of accounts related to the business		3	1	2
	PC28. own and operate a bank account		4	2	2
	PC29. identify cost effective means of running business		3	1	2
Record keeping	PC30. identify various aspects of business that require recording		3	2	1
	PC31. create formats for recording		3	2	1
	PC32. make various records pertaining to all aspects of business		3	2	1
	PC33. maintain these records with periodic updating		3	2	1
	PC34. maintain necessary documents as per local government and regulatory requirement		3	2	1
	PC35. analyze the records and glean various trends from the same		3	2	1
	TOTAL POINTS		100	40	60