

Model Curriculum

Safai Karamchari (Option: Wet Cleaning / Mechanized Cleaning)

SECTOR: GREEN JOBS
SUB-SECTOR: WASTE MANAGEMENT
OCCUPATION: SANITATION
REF ID: SGJ/Q6102, V1.0
NSQF LEVEL: 3



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

SKILL COUNCIL FOR GREEN JOBS

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: '**Safai Karamchari**' QP No. '**SGJ/Q 6102 NSQF Level 3**'

Date of Issuance: **May 10th, 2017**

Valid up to: **Feb 1st, 2019**

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


Authorised Signatory
(Skill Council for Green Jobs)

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Safai Karamchari (Option: Wet Cleaning/ Mechanized Cleaning)

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Safai Karamchari (Option: Wet Cleaning/ Mechanized Cleaning)", in the "Green Jobs" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Safai Karamchari (Option: Wet Cleaning / Mechanized Cleaning)		
Qualification Pack Name & Reference ID	SGJ/Q6102, v1.0		
Version No.	1.0	Version Update Date	10 th May 2017
Pre-requisites to Training	5 th Pass Preferably		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Clean the roads, pavements and public areas • Clean the floor(s) of building • Maintain health and safety while cleaning • Work effectively with others <p>Optional:</p> <ul style="list-style-type: none"> • Clean the toilets • Clean using mechanized cleaning tool 		

This course encompasses 4 out of 4 Compulsory National Occupational Standards (NOS) and 2 out of 2 Optional NOS of "Safai Karamchari (Option: Wet Cleaning/ Mechanized Cleaning)" Qualification Pack issued by "Skill Council for Green Jobs".

COMPULSORY NOS:

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction to role of Safai Karamchari Theory Duration (02:00) Practical Duration (06:00) Corresponding NOS Code Bridge module	<ul style="list-style-type: none"> Describe the role of safai karamchari in cleaning of roads, pavements, buildings and public areas Describe the advantages of doing this course and possible job opportunities Demonstrate basic ability to read instructions, identify colour codes, signs and symbols used in waste management 	Site Visit for practical learning
2	Cleaning of Roads, Pavements, Public Area etc. Theory Duration (12:00) Practical Duration (52:00) Corresponding NOS Code SGJ/N6105	<ul style="list-style-type: none"> Identify different types of brooms Identify different types of other tools used in cleaning like buckets, dust pans, bags, bins, etc Select appropriate cleaning tools as required for that cleaning area Prepare different types of brooms Carry out maintenance of the brooms Demonstrate efficient techniques for cleaning/sweeping Demonstrate appropriate methods of handling tools for various operations Identify colour coding of waste bins as per types of waste Collect waste in small portions appropriately Explain do's and don'ts while cleaning of roads, pavements, parks and public areas Identify from the different categories of waste normally encountered on roads, pavements, parks and public areas Carry out broad segregation of collected waste, such as plastics, metals, other recyclable material, biodegradable waste, etc Transport waste while maintaining segregation, using appropriate methods 	Different types and sizes of brooms for demonstration. (Two Sets) Bins, bags, carts. (Two sets for Demonstration) Hand gloves, appropriate cloth/mask to cover head and face, reflective vest. (One for each candidate).

Sr. No.	Module	Key Learning Outcomes	Equipment Required
3	Cleaning of floor(s) of buildings Theory Duration (08.00) Practical Duration (48.00) Corresponding NOS Code SGJ/N6106	<ul style="list-style-type: none"> Identify different types of brooms and mops Identify the tools used in cleaning of floors of buildings like buckets, dust pans, bags, bins, etc Identify different types of cleaning agents Select appropriate cleaning agents as required for that cleaning area Optimally use cleaning agents as per requirement cleaning area Select and use appropriate safety signage Demonstrate efficient techniques for cleaning/sweeping Demonstrate appropriate handling of tools for various operations Identify appropriate colour and signs of waste bins as per types of waste Collect waste from waste bins as per standard practice Explain do's and don'ts while cleaning of floor(s) of buildings Identify the broad category of waste normally encountered in buildings Carry out broad segregation of collected waste, such as plastics, metals, other recyclable material, biodegradable waste, etc using appropriate methods Use different types of bags/ bins/ carts used in carrying segregated waste. Carry segregated waste to designated location 	Brooms, Mops, Wiper, tools used in cleaning, Cleaning Agents (Two sets for Demonstration) Bins, bags, carts. (Two sets for Demonstration) Hand gloves, Appropriate cloth/mask to cover head and face, reflective vest. (One for each candidate).
4	Maintain Personal Health & Safety while Cleaning Theory Duration (06.00) Practical Duration (18.00) Corresponding NOS Code SGJ/N6107	<ul style="list-style-type: none"> Demonstrate the benefits of personal cleanliness and hygiene Identify proper personal health and safety tools including gloves and masks Demonstrate proper use of gloves and masks Demonstrate steps to be followed to maintain personal cleanliness while working Locate first aid box and take action in case of self-injury Identify the hazards associated waste/garbage handling 	Hand sanitizer/soap. Hand gloves, Appropriate mask to cover face, reflective vest. (One for each candidate).

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Identify work safety procedures and instructions while cleaning, collection, segregation and transportation of waste 	
5	Working effectively with others while cleaning Theory Duration (02.00) Practical Duration (06.00) Corresponding NOS Code SGJ/N6108	<ul style="list-style-type: none"> Explain the importance of working in group Present oneself properly at worksite Carry out cleaning activity with minimum damage to surroundings 	
	Total Duration Theory Duration 30.00 Practical Duration 130.00	Unique Equipment Required: Different types and sizes of brooms for demonstration, Mops, Wiper, tools used in cleaning, Cleaning Agents (Two sets for Demonstration) Hand gloves, appropriate cloth/mask to cover head and face, reflective vest. (One for each candidate), hand sanitizer/soap, garbage bags, reflective jacket.	

Grand Total Course Duration: **160 Hours, 00 Minutes**

(This syllabus/ curriculum has been approved by [Skill Council for Green Jobs](#))

OPTIONS (Optional to choose any or all or none)
OPTION 1: Wet Cleaning

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Cleaning of toilets Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 36:00 Corresponding NOS Code SGJ/N6112	<ul style="list-style-type: none"> Arrange and check the tools i.e. wiper, mop, spade, water, bucket, cloth etc. Arrange liquid disinfectant / cleaning agent Prepare the proper mixture of liquid disinfectant and water Prepare the area to be cleaned Clean lavatory basins, inside and outside surround of the sinks, taps Clean tiles, mirrors etc. Collect the garbage, waste etc. properly and place it in a designated area Sweep and mop the floors/lavatories with mop or wet cloth Remove the garbage, waste etc. collected and carried it to the dumping place 	Liquid Disinfectant, cleaning agent, wiper, mop
	Option 1 : Total Duration Theory Duration 04.00 Practical Duration 36.00	Unique Equipment Required: Liquid Disinfectant, cleaning agent, wiper, mop	

Option 2: Mechanized Cleaning

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Cleaning with mechanized cleaning tools. Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 32:00 Corresponding NOS Code SGJ/N6113	<ul style="list-style-type: none"> Identify the components of vacuum cleaner Demonstrate starting and shutting down procedure of vacuum cleaner Identify and attach the appropriate suction hose Check the dirt container periodically and empty the container if required Clean the dirt container and dispose the dirt collected Ensure that the dirt container has been inserted properly Carry out the drying of wet filter and change the filter if necessary Ensure proper shut down of the appliance Clean the vacuum cleaner and visually inspect the appliance for any damages Identify the components of mechanical sweeper 	Vacuum cleaner, Mechanical Sweeper, Mechanical Sweeper ride, Mechanised scrubbing machine

		<ul style="list-style-type: none"> • Demonstrate starting and shutting down procedure of the mechanical sweeper • Check and remove any sharp objects and heavy debris in the cleaning area before using the sweeper • Adjust the brush according to low, medium and highly dusty place • Operate the mechanical sweeper • Clean the brush appropriately after the operation is completed • Carry out proper disposal of the dust collected • Properly shut down the appliance and inspect the appliance for any damages • Identify the components of mechanized sweeper ride • Demonstrate starting and shutting down procedure of the mechanical sweeper ride • Check and remove the area for sharp and heavy debris or obstacles • Demonstrate the opening and securing the cover of the machine as per manufacturer instructions • Check oil level / fuel level / battery level for smooth operation of the machine • Operate the mechanical sweeper • clean the brush appropriately after the Operation is completed • Carry out proper disposal of the dust collected • Properly shut down the appliance and inspect the appliance for any damages • Identify the components of mechanized scrubbing machine • Demonstrate starting and shutting down procedure of the mechanized scrubbing machine • Check the machine for any visual damage and check the main cable regularly • Inspect the area to be cleaned with no obstacles and fix the brush/pad appropriately • Prepare the cleaning solution as per the requirement and refill the detergent tank • Adjust the water quantity according to the dirt • Operate the mechanized scrubbing machine 	
	<p>Option 2 : Total Duration</p> <p>Theory Duration 08.00</p> <p>Practical Duration 32.00</p>	<p>Unique Equipment Required: Vacuum cleaner, Mechanical Sweeper, Mechanical Sweeper ride, Mechanised scrubbing machine</p>	

	<p>Grand Duration</p> <p>Minimum Duration: 160 hrs</p> <p>Theory Duration 30.00</p> <p>Practical Duration 130.00</p> <p>Maximum Duration: 240 hrs</p> <p>Theory Duration 42.00</p> <p>Practical Duration 198.00</p>	<p>Total</p> <p>Unique Equipment Required: Different types and sizes of brooms for demonstration, Mops, Wiper, tools used in cleaning, Cleaning Agents (Two sets for Demonstration) Hand gloves, appropriate cloth/mask to cover head and face, reflective vest. (One for each candidate), hand sanitizer/soap, garbage bags, reflective jacket, Liquid Disinfectant, cleaning agent, wiper, mop, Vacuum cleaner, Mechanical Sweeper, Mechanical Sweeper ride, Mechanised scrubbing machine</p>
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Trainer Prerequisites for Job role: “Safai Karamchari (Option: Wet Cleaning/ Mechanized Cleaning)” mapped to Qualification Pack: “SGJ/Q6102, v1.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ SGJ/Q6102, Version 1.0 ”.
2	Personal Attributes	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-organised and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	10th Pass.
4a	Domain Certification	Certified for Job Role: “Safai Karamchari (Option: Wet Cleaning/ Mechanized Cleaning)” mapped to QP: “SGJ/Q6102, Version 1.0”. Minimum accepted score as per SCGJ is 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q2601, Version 1.0”. Minimum accepted score as per SCGJ is 80%.
5	Experience	Minimum 2 years of experience in supervising cleaning activity.

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Safai Karamchari (Option: Wet Cleaning/ Mechanized Cleaning)

Qualification Pack SGJ/Q6102

Sector Skill Council Green Jobs

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 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. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 50% of aggregate marks to successfully clear the assessment.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS			Marks Allocation		
Total Marks:200			Out Of	Theory	Skills Practical
Assessment Outcomes	Assessment Criteria for outcomes	Total Mark			
SGJ/N6105: Cleaning of Roads, pavements and public areas	PC1. Prepare the Broom	75	5	2	3
	PC2. Sweep the Roads, Pavements etc.		5	2	3
	PC3. Aggregate the waste at designated Place		5	2	3
	PC4. Sweep/ Clean Parks and Public Areas		6	2	4
	PC5. Aggregate the Collected garbage/ waste at the designated place.		4	2	2
	PC6. Collect the aggregated garbage/waste from designated areas		6	3	3
	PC7. Segregate the garbage / waste from biodegradable waste		5	2	3
	PC8. Properly transport the garbage /waste to the designated collection point.		5	2	3
	PC9. Prepare the waste for transportation from collection point to the bigger unit		5	2	3
	PC10. Ensure proper transportation of garbage/waste to bigger unit		6	2	4
	PC11. Properly Load and unload the garbage/waste.		4	1	3
	PC12. Open the bins containing garbage/ waste.		3	1	2
	PC13. Separate plastics from different garbage/ waste		4	2	2
	PC14. Separate recyclable waste i.e Metal, paper		4	2	2

	PC15. Identify and dispose hazardous waste appropriately, in consultation with supervisor		4	2	2
	PC16. Keep and place different waste accordingly		4	1	3
		TOTAL	75	30	45
SGJ/N6106: Cleaning of Floor(S) of Buildings	PC1. Choose the proper broom to sweep to sweep the floor.	50	6	2	4
	PC2. Sweep the floor(s) buildings.		10	5	5
	PC3. Wipe the floor with wet cloth to remove fine dust		9	4	5
	PC4. Collect the garbage / waste from the designated bins		6	2	4
	PC5. Segregate the common recyclable waste such as paper and plastics		9	3	6
	PC6. Properly load the garbage to bigger unit.		5	1	4
	PC7. Properly carry the garbage to the designated are for waste disposal from the building		5	1	4
			50	18	32
SGJ/N6107: Maintain personal health & safety while working with Waste	PC1. Identify contact person when workplace safety policies are violated	50	2	1	1
	PC2. Provide information about incident/violation.		3	2	1
	PC3. Identify the location of first aid materials and administer first-aid		10	5	5
	PC4. Identify personal safety hazards or work hazards		6	3	3
	PC5. Identify the personal protection equipment required for specific work activity		15	7	8
	PC6. Demonstrate safe and accepted practices for personal protection		7	2	5
	PC7. Demonstrate the use of Masks and gloves while sweeping roads, Pavements, public areas and buildings.		7	2	5
		TOTAL	50	22	28
SGJ/N6108: Work effectively with co- workers	PC1. Assist other colleagues in performing tasks in a positive manner where required and possible.	25	3	1	2
	PC2. Consult and assist others to maximize effectiveness and efficiency in carrying out tasks		3	1	2
	PC3. Demonstrate appropriate communication etiquette while working		5	2	3
	PC4. Demonstrate active listening skills while interacting with others at work		5	2	3
	PC5. Demonstrate responsible and disciplined behaviors at the workplace.		5	2	3
	PC6. Escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid them		2	1	1
	PC7. Ensure collaboration and group participation to achieve common goals.		2	1	1
		TOTAL	25	10	15

Option 1: Wet Cleaning					
Total Marks: 50			Marks allocation		
Assessment Outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
SGJ/N6112: Cleaning of toilets	PC1. arrange and check the tools i.e. wiper, mop, spade, water, bucket, cloth etc.	50	5	2	3
	PC2. arrange liquid disinfectant / cleaning agent.		5	2	3
	PC3. prepare the proper mixture of liquid disinfectant and water		5	2	3
	PC4. prepare the area to be cleaned		6	2	4
	PC5. clean lavatory basins, inside and outside surround of the sinks, taps		5	2	3
	PC6. clean tiles, mirrors etc.		6	2	4
	PC7. collect the garbage, waste, night soil etc. properly and place it in a designated area		6	2	4
	PC8. sweep and mop the floors/lavatories with mop or wet cloth		6	2	4
	PC9. remove the garbage, waste etc. collected and carried it to the dumping place		6	2	4
	TOTAL	50	18	32	

Option 2: Mechanized Cleaning					
Total Marks: 100			Marks allocation		
Assessment Outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
SGJ/N6113: Cleaning with mechanized cleaning tools.	PC1. identify the components of vacuum cleaner.	100	3	1	2
	PC2. demonstrate starting and shutting down procedure of vacuum cleaner		5	2	3
	PC3. identify and attach the appropriate suction hose		3	1	2
	PC4. check the dirt container periodically and empty the container if required		2	0	2
	PC5. clean the dirt container and dispose the dirt collected		2	0	2
	PC6. ensure that the dirt container has been inserted properly.		2	0	2
	PC7. carry out the drying of wet filter and change the filter if necessary.		3	1	2
	PC8. ensure proper shut down of the appliance		2	1	1
	PC9. clean the vacuum cleaner and visually inspect the appliance for any damages		3	1	2
	PC10. identify the components of mechanical sweeper		3	1	2
	PC11. demonstrate starting and shutting down procedure of the mechanical sweeper		5	2	3
	PC12. check and remove any sharp objects and heavy debris in the cleaning area before using the sweeper		3	1	2
	PC13. adjust the brush according to low, medium and highly dusty place		3	1	2

PC14. operate the mechanical sweeper	3	1	2
PC15. clean the brush appropriately after the operation is completed	3	1	2
PC16. carry out proper disposal of the dust collected	3	1	2
PC17. properly shut down the appliance and inspect the appliance for any damages	2	1	1
PC18. identify the components of mechanized sweeper ride	3	1	2
PC19. demonstrate starting and shutting down procedure of the mechanical sweeper ride	5	2	3
PC20. check and remove the area for sharp and heavy debris or obstacles	2	1	1
PC21. demonstrate the opening and securing the cover of the machine as per manufacturers instructions	2	1	1
PC22. check oil level / fuel level / battery level for smooth operation of the machine	3	1	2
PC23. operate the mechanical sweeper	3	1	2
PC24. clean the brush appropriately after the operation is completed	3	1	2
PC25. carry out proper disposal of the dust collected	2	1	1
PC26. properly shut down the appliance and inspect the appliance for any damages	2	1	1
PC27. Identify the components of mechanized scrubbing machine	3	1	2
PC28. demonstrate starting and shutting down procedure of the mechanized scrubbing machine	5	2	3
PC29. visually inspect the machine for any damage and check the main cable regularly	1	0	1
PC30. Inspect the area to be cleaned with no obstacles and fix the brush/pad appropriately	2	1	1
PC31. prepare the cleaning solution as per the requirement and refill the detergent tank.	3	1	2
PC32. adjust the water quantity according to the dirt.	3	1	2
PC33. operate the mechanized scrubbing machine	3	1	2
PC34. check the dirty water collection tank at regular intervals	2	1	1
PC35. ensure proper shutdown after the operation is complete and clean the machine from inside & outside with a dry cloth	3	1	2
Total	100	35	65

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