

Model Curriculum

Carving Artisan (Stonecraft)

SECTOR: HANDICRAFTS AND CARPET
SUB-SECTOR: HANDICRAFTS (STONECRAFT)
OCCUPATION: STONE CRAFTING
REF ID: HCS/Q1502, V1.0
NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

HANDICRAFTS AND CARPET SECTOR SKILL COUNCIL

for the

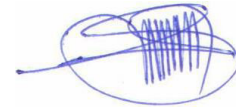
MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Carving Artisan (Stonecraft)'-QP No. 'HCS/O1502
NSQF Level 4

Date of Issuance: **May 18th, 2018**

Valid up to: **May 17th, 2020**

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



Authorised Signatory
(Handicrafts and Carpet Sector Skill Council)

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Carving Artisan (Stonecraft)

CURRICULUM / SYLLABUS

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

Program Name	Carving Artisan (Stonecraft)		
Qualification Pack Name & Reference ID.	HCS/Q1502, v1.0		
Version No.	1.0	Version Update Date	18/05/2018
Pre-requisites to Training	Preferably 5 th pass		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Receive / arrange the raw material and product requirements • Prepare the stone for the carving work • Carve the stone • Finish the sculpture / object / product • Clad the sculpture / object • Achieve productivity and quality standards • Interact with supervisor or superior • Work as a team by coordinating with colleagues within and outside the department • Report and Document • Follow safety procedure and practices • Achieve safety standards • Adopt healthy work practices • Achieve work productivity while maintaining health • Manage people • Perform product planning • Carry out procurement of raw materials • Manage finance • Keep record 		

This course encompasses 5 out of 5 Compulsory NOS (National Occupational Standards) of “Carving Artisan (Stonecraft)” Qualification Pack issued by “Handicrafts and Carpet Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Learn about various stone carving products Responsibilities of Carving Artisan (Stonecraft) Know the stone craft products industry in India Get acquainted with the tools and equipments used by a Carving Artisan (Stonecraft) 	<p>Personal Protective Equipment, Planishing Hammers, Stretcher-Shrinker, Gravers, Sample Metal Pieces, Geometry Box (Pen, Pencil, Divider, Compass, Ruler Etc.), Tracing Paper, Carbon Paper, Cleaning Equipment (Mop, Duster, Surface Cleaning Solution)</p>
2	<p>Carve stone to create stoneware product</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 130:00</p> <p>Corresponding NOS Code HCS/N1503</p>	<ul style="list-style-type: none"> Receive / arrange raw material white marble, silver and gold foil, acrylic or oil paints, precious stones, wax polish, araldite and red soil from supervisor / other sources Understand the specific requirements related to stoneware product; variety and size Capture customer's idea of colour scheme and finish product Draw the sketch on the paper as per customer's requirements Place the stone for carving in a stable position on the ground Use the sandbag to stabilize the stone before working on it Draw the sketch, once finalized, on the stone with hand Have the idea of the proportions and locations of the product after sketching the initial sketch on the stone Carve out the product marking and outline with the help of hammer and chisel Remove the unwanted material from the stone with the help of hand tools and machines Scrap off the stone with the help of flat big chisels to get the get a rough shape of the desired figure Do the second level of sketching with marking the product details on the stone Scrap off the stone with the help of chisels, hammer and other tools to 	<p>Personal Protective Equipment, Planishing Hammers, Stretcher-Shrinker, Gravers, Sample Metal Pieces, Geometry Box (Pen, Pencil, Divider, Compass, Ruler Etc.), Tracing Paper, Carbon Paper, Cleaning Equipment (Mop, Duster, Surface Cleaning Solution)</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>refine the shape of the product</p> <ul style="list-style-type: none"> • Repeat the process of sketching details on the stone after each round of scrapping off the stone thus bringing out the object / product out of the stone • Do the fine detailing and give final shape to the object / product using small fine chisel and drills • Smoothen the rough parts of the sculpture / object / product using sandpapers of different numbers • Carve out minute details after completing the whole sculpture / object / product • Clean the sculpture / object / product either by brush or with the help of a blower • Apply the mixture of 'Geru' and water on the marble sculpture basically to • Define the regions on which finishing is pending. • Do the final finishing using buffing machine • Perform the process of cladding as per customer's demand • Select different materials to achieve the desired result • Paste very fine foils of silver and gold on the places to be highlighted like • Jewellery and borders of the cloth, with the help of chemicals capture all the requirements of the customer including product type, idea of • Colour scheme, product finish etc. accurately • Sketch the product as per customer's requirements and put it on the stone • Carve out the sculpture / object / product with all the minute details • Decorate the sculpture / object / product as per customer's desires • Carve out without damaging the stone 	
3	<p>Coordination and team work with colleagues and superior</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 15:00</p>	<ul style="list-style-type: none"> • Receive job order and instructions from reporting supervisor • Understand the work output requirements, targets, performance indicators and incentives • Deliver quality work on time and report any anticipated reasons for delays • Report on any grievances, production defects and any potential hazards • Communicate on process flow improvements • Communicate maintenance and repair 	<p>Personal Protective Equipment, Planishing Hammers, Stretcher-Shrinker, Gravers, Sample Metal Pieces, Geometry Box (Pen, Pencil, Divider, Compass, Ruler Etc.), Tracing</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code HCS/N9901	<p>schedule proactively to the supervisor</p> <ul style="list-style-type: none"> • Receive feedback on work standards • Interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc • Report in time for shortage or need of raw materials • Handover completed work to supervisor • Communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team • Maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues • Interact with colleagues from different functions and understand the nature of their work • Put team over individual goals and multi task or share work where necessary supporting the colleagues • Resolve conflicts and ensure smooth workflow • Interact and understand the production requirement for the day from the previous and successive processing department and work accordingly • Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement • Receive feedback from Quality Control and rework in order to complete work on time • Share information with colleagues to enable efficient delivery of work • Highlight any errors of colleagues, help to rectify and ensure quality output • Work with cooperation, coordination, communication and collaboration, with shared goals and supporting each others performance • Document all the details accurately relating to one's role as required • Report on the work completed and keep it in records 	<p>Paper, Carbon Paper, Cleaning Equipment (Mop, Duster, Surface Cleaning Solution)</p>
4	Maintain safe work environment Theory Duration (hh:mm) 15:00	<ul style="list-style-type: none"> • Comply with safety procedures while on work to prevent accidents • Take adequate safety measures while handling materials, chemicals and tools • Wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working • Undertake basic safety checks before operation of all tools and electrical 	<p>Personal Protective Equipment, Planishing Hammers, Stretcher-Shrinker, Gravers, Sample Metal Pieces, Geometry Box</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code HCS/N9902</p>	<p>equipments</p> <ul style="list-style-type: none"> Wear appropriate and recommended clothing as per the work environment Follow recommended material handling procedure to control material and personal damage Perform all procedures as per company's work instructions for controlling operational risk Perform the duties in a manner which minimizes environmental damage Dispose of waste safely and correctly in a designated area as per company's SOP Report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger Ensure zero accident at workplace Adhere to safety standards and ensure no material damage 	<p>(Pen, Pencil, Divider, Compass, Ruler Etc.), Tracing Paper, Carbon Paper, Cleaning Equipment (Mop, Duster, Surface Cleaning Solution)</p>
5	<p>Maintain personal health</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code HCS/N9903</p>	<ul style="list-style-type: none"> Always 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 Undergo preventive health checkups at regular intervals Take prompt treatment from the doctor in case of illness 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 	<p>Personal Protective Equipment, Planishing Hammers, Stretcher-Shrinker, Gravers, Sample Metal Pieces, Geometry Box (Pen, Pencil, Divider, Compass, Ruler Etc.), Tracing Paper, Carbon Paper, Cleaning Equipment (Mop, Duster, Surface Cleaning Solution)</p>
6	<p>Basic Business Management</p> <p>Theory Duration (hh:mm) 15:00</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 	<p>Personal Protective Equipment, Planishing Hammers, Stretcher-Shrinker, Gravers, Sample Metal Pieces,</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	25:00 Corresponding NOS Code HCS/N9904	<ul style="list-style-type: none"> • Manage the employee expectations • Gather and analyse the cues from the market • Ascertain the customer preference • Create product lines based on current market preference • Create product lines that are unique and able to price high • Price the products according to market trends • Decide the best way to market the product lines • Make a list of raw materials required according to the product lines • Ascertain the quantity and right price to procure the materials • Identify the right locations/agents from where the raw materials can be procured • Negotiate to get the best price • Ensure quality materials are procured • Ensure the procured materials are stored in appropriate conditions • Maintain the bills and record the prices of procurement for future reference • Maintain healthy vendor relationships • Identify the nearest market • Analyze the prevalent price for product lines • Decide on the most effective means to access the market • Plan for cost effective transportation to the market • Position the product according to market requirements • Manage customer expectations • Analyze and ascertain the cost of production • Maintain the book of accounts related to the business • Own and operate a bank account • Identify cost effective means of running business • Identify various aspects of business that require recording • Create formats for recording • Make various records pertaining to all aspects of business • Maintain these records with periodic updation • Maintain necessary documents as per local government and regulatory requirement 	Geometry Box (Pen, Pencil, Divider, Compass, Ruler Etc.), Tracing Paper, Carbon Paper, Cleaning Equipment (Mop, Duster, Surface Cleaning Solution)

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Analyze the records and glean various trends from the same 	
	Total Duration Theory Duration 85:00 Practical Duration 220:00	Unique Equipment Required: Personal Protective Equipment, Planishing Hammers, Stretcher-Shrinker, Gravers, Sample Metal Pieces, Geometry Box (Pen, Pencil, Divider, Compass, Ruler Etc.), Tracing Paper, Carbon Paper, Cleaning Equipment (Mop, Duster, Surface Cleaning Solution)	

Grand Total Course Duration: **305 Hours, 0 Minutes**

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

Trainer Prerequisites for Job role: “Carving Artisan (Stonecraft)” mapped to Qualification Pack: “HCS/Q1502, v1.0”

Sr. No.	Area	Details
1	Description	The individual at work conceives the stoneware product, sketch it on the stone, cut; shape; size the stone to create the desired stoneware product and finish it with paint or polish before selling it to customer.
2	Personal Attributes	The job requires the individual to have: Arm-Hand Steadiness, good near vision, manual dexterity, finger dexterity, repetitive squatting; bending; lifting heavy weight and ability to work for long hours in sitting and standing position. The individual must be able to work under different environmental conditions in the open area.
3	Minimum Educational Qualifications	10 th Pass
4a	Domain Certification	Certified for Job Role: “ <u>Carving Artisan (Stonecraft)</u> ” mapped to QP: “ <u>HCS/Q1502, v1.0</u> ”. Minimum accepted score is 80%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “ <u>MEP/Q0102</u> ”. Minimum accepted % as per respective SSC guidelines is 80%.
5	Experience	<ul style="list-style-type: none"> • Total 3 Years experience • 2 Years of sector-specific experience, • Min. 1 year of teaching experience.

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Carving Artisan (Stonecraft)
Qualification Pack	HCS/Q1502, v1.0
Sector Skill Council	Handicrafts and Carpet

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

		Total Marks (500)			
HCS/N1503	Carve stone to create stoneware products				
NOS Element	Performance Criteria		Out Of	Theory	Skills Practical
Receiving / arranging the raw material and product requirements	PC1. receive / arrange raw material white marble, silver and gold foil, acrylic or oil paints, precious stones, wax polish, araldite and red soil from supervisor / other sources	100	1	0	1
	PC2. sit with the customer to understand the specific requirements related to stoneware product; variety and size		3	1	2
	PC3. capture customer's idea of colour scheme and product finish		4	1	3
Preparing the stone for the carving work	PC4. draw the sketch on the paper as per customer's requirements		2	0	2
	PC5. take the stone and put it on the ground in stable position		1	0	1
	PC6. use the sandbag to stabilize the stone before working on it		2	0	2
	PC7. draw the sketch, once finalized, on the stone with hand		2	0	2
	PC8. have the idea of the proportions and locations of the product after sketching the initial sketch on the stone		3	0	3
Carving the stone	PC9. carve out the product marking and outline with the help of hammer and chisel		3	0	3
	PC10. remove the unwanted material from the stone with the help of hand tools and machines		4	1	3
	PC11. scrap off the stone with the help of flat big chisels to get the get a rough shape of the desired figure		3	0	3
	PC12. do the second level of sketching with marking the product details on the stone		4	1	3
	PC13. again scrap off the stone with the help of chisels, hammer and other tools to refine the shape of the product		3	0	3
	PC14. repeat the process of sketching details on the stone after each round of scrapping off the		3	0	3

	stone thus bringing out the object / product out of the stone				
	PC15. do the fine detailing and give final shape to the object / product using small fine chisel and drills	6	1	5	
Finishing the sculpture / object / product	PC16. smoothen the rough parts of the sculpture / object / product using sandpapers of different numbers	4	0	4	
	PC17. carve out minute details after completing the whole sculpture / object / product	5	1	4	
	PC18. clean the sculpture / object / product either by brush or with the help of a blower	4	0	4	
	PC19. apply the mixture of 'Geru' and water on the marble sculpture basically to define the regions on which finishing is pending.	5	1	4	
	PC20. do the final finishing using buffing machine	5	1	4	
	Cladding the sculpture / object	PC21. perform the process of cladding as per customer's demand	4	1	3
		PC22. select different materials to achieve the desired result	5	1	4
PC23. paste very fine foils of silver and gold on the places to be highlighted like jewelry and borders of the cloth, with the help of chemicals		4	0	4	
Achieving productivity and quality standards	PC24. capture all the requirements of the customer including product type, idea of colour scheme, product finish etc. accurately	4	1	3	
	PC25. sketch the product as per customer's requirements and put it on the stone	4	1	3	
	PC26. carve out the sculpture / object / product with all the minute details	4	1	3	
	PC27. decorate the sculpture / object / product as per customer's desires	4	1	3	
	PC28. carve out without damaging the stone	4	1	3	
	TOTAL POINTS	100	15	85	
HCS/N9901	Coordinate with colleagues and work as a team				
NOS Element	Performance Criteria	Out of	Theory	Skills Practica I	

Interact with supervisor	PC1. receive job order and instructions from reporting supervisor	100	4	3	1
	PC2. understand the work output requirements, targets, performance indicators and incentives		5	4	1
	PC3. deliver quality work on time and report any anticipated reasons for delays		5	1	4
	PC4. report on any grievances, production defects and any potential hazards		4	2	2
	PC5. communicate on process flow improvements		4	2	2
	PC6. communicate maintenance and repair schedule proactively to the supervisor		4	1	3
	PC7. receive feedback on work standards		4	2	2
	PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc		5	2	3
	PC9. report in time for shortage or need of raw materials		4	1	3
	PC10. handover completed work to supervisor		4	2	2
Work as a team by coordinating with colleagues within and outside the department	PC11. communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team		5	2	3
	PC12. maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues		5	2	3
	PC13. interact with colleagues from different functions and understand the nature of their work		4	2	2
	PC14. put team over individual goals and multi task or share work where necessary supporting the colleagues		4	2	2
	PC15. resolve conflicts and ensure smooth workflow		4	1	3
	PC16. interact and understand the production requirement for the day from the previous and successive processing department and work		4	1	3

	accordingly				
	PC17. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		4	1	3
	PC18. receive feedback from Quality Control and rework in order to complete work on time		5	1	4
	PC19. share information with colleagues to enable efficient delivery of work		6	3	3
	PC20. highlight any errors of colleagues, help to rectify and ensure quality output		4	2	2
	PC21. work with cooperation, coordination, communication and collaboration, with shared goals and supporting each others performance		4	1	3
Report and Document	PC22. document all the details accurately relating to one's role as required		4	1	3
	PC23. report on the work completed and keep it in records		4	1	3
	TOTAL POINTS		100	40	60
HCS/N9902	Maintain safe work environment				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Follow safety procedure and practices	PC1. comply with safety procedures while on work to prevent accidents	100	8	2	6
	PC2. take adequate safety measures while handling materials, chemicals 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		8	2	6

	material and personal damage				
	PC7. perform all procedures as per company's work instructions for controlling operational risk		8	4	4
	PC8. perform the duties in a manner which minimizes environmental damage		6	2	4
	PC9. dispose of waste safely and correctly in a designated area as per company's SOP		8	2	6
	PC10. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger		8	4	4
Achieve safety standards	PC11. ensure zero accident at workplace		10	2	8
	PC12. adhere to safety standards and ensure no material damage		10	2	8
	TOTAL POINTS		100	28	72
HCS/N9903	Maintain personal health				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Adopt healthy work practices	PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	100	12	4	8
	PC2. follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it		10	2	8
	PC3. wear protective goggles over eyes and replace them when scratches on it obscure the vision		10	2	8
	PC4. wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts		10	2	8
	PC5. undergo preventive health checkups at regular intervals		10	2	8
	PC6. take prompt treatment from the doctor in case of illness		11	3	8
	PC7. follow SOPs for dealing with blisters; scratches; accidental		11	4	7

	fires or any other type of emergencies at work				
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				
NOS Element	Performance Criteria		Out of	Theory	Skills Practica l
People management	PC1. allot work to the employees of the unit according to their skill and experience	100	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		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
	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 updation		3	2	1
	PC34. maintain necessary documents as per local government and regulatory requirement		3	2	1
	PC35. analyze the records and glean various trends from the same		3	2	1
	TOTAL POINTS		100	40	60