

# COMPETENCY BASED CURRICULUM

**PM Vishwakarma**

**Qualification Name: Locksmith**

**Version: 1.0**

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## PM Vishwakarma Qualification Details

<b>Vishwakarma Qualification Name</b>	Locksmith
<b>Sector Name</b>	Capital Goods
<b>Job role Description</b>	The incumbent at this job creates metal objects by using traditional and modern forging techniques to form, shape and join metals such as steel, iron, brass, copper and bronze.
<b>Trainee's Entry Profile</b> ( <i>Specify as per applicable variants</i> )	Existing Vishwakarmas duly verified as per the Scheme
<b>Content availability</b>	<input type="checkbox"/> <b>Yes</b> <b>Link to Access Content:</b> <input checked="" type="checkbox"/> <b>No</b> <b>Availability Date:</b>
<b>Curriculum Creation Date</b>	14/05/2023
<b>Curriculum Valid Up to Date</b>	

## Module Details

### Introduction about Advanced Machines & Tools

S. No	Module Name	Learning Outcomes	Training Duration (Hours)			Delivery Methodology	Tool/Equipment Required <i>(if applicable)</i>
			Theor y	Practical	OJT		
1.	<b>Introduction about Advanced Machines like computerized key cutting machine, drilling machine and angle grinder</b>	<ul style="list-style-type: none"> <li>• Explain the components and operation principles of a computerized key cutting machine.</li> <li>• Discuss the basics of drill press operation, including setup, safety precautions, and proper tool selection.</li> <li>• Describe the components and safety features of an angle grinder.</li> <li>• Demonstrate proficiency in operating a computerized key cutting machine to duplicate keys accurately.</li> <li>• Gain hands-on experience in setting up and operating a drill press for locksmithing tasks.</li> <li>• Develop proficiency in using an angle grinder for cutting hardened materials like metal rods or padlocks.</li> </ul>	1:00	1:00		Offline	Angle grinder, drilling machine, safety goggles, work gloves, ear protection, dust mask, locksmith tools - lock picks, tension wrenches, screwdrivers, pliers, hammer, chisel, measuring tape, pencil, lubricating oil, replacement locks, first aid kit.

S. No	Module Name	Learning Outcomes	Training Duration (Hours)	Delivery Methodology	Tool/Equipment Required <i>(if applicable)</i>
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			Theory	Practical	OJT		
2.	<b>Carry out key duplication using computerized key cutting machine</b>	<ul style="list-style-type: none"> <li>● Explain the principles of key cutting, including the various types of keys (e.g., pin tumbler, dimple, laser-cut) and their corresponding cutting methods.</li> <li>● Identify different types of key cutting machines, including manual, semi-automatic, and computerized systems, and explain their functionalities.</li> <li>● Comprehend the importance of precision in key duplication to ensure compatibility and security.</li> <li>● Discuss the basics of key blank identification and selection, considering factors such as keyway profiles, key types, and manufacturer specifications.</li> <li>● Grasp the significance of key cutting accuracy in preventing issues like key breakage, lock damage, or unauthorized access.</li> <li>● Describe the safety precautions and operational guidelines associated with operating computerized key cutting machines, including proper handling of cutting tools and materials.</li> <li>● Recognize common problems encountered during key duplication processes, such as misalignment, incorrect depth cuts, or machine calibration issues, and troubleshoot accordingly.</li> <li>● Explore advanced techniques for key duplication, such as decoding, impressioning, or code cutting, and their applications in different scenarios.</li> <li>● Discuss the legal and ethical considerations related to key duplication, including regulations regarding ownership verification and authorization for duplicating keys.</li> <li>● Operate computerized key cutting machines proficiently, including software navigation, setup,</li> </ul>	09:00	15:00	NA	Offline	Gas furnace, blower, angle grinder, leather apron, wire extension, leather gloves, safety goggles and safety helmet.

		<p>and calibration.</p> <ul style="list-style-type: none"> <li>● Identify and interpret key blank specifications, including key type, profile, and manufacturer details.</li> <li>● Utilize key duplication software to input key codes or profiles accurately and generate cutting instructions.</li> <li>● Prepare key blanks for cutting by securely clamping them in the cutting machine's vice or fixture.</li> <li>● Execute key cutting processes with precision, ensuring proper alignment and depth settings to replicate the original key accurately.</li> <li>● Verify the duplicated keys' functionality by testing them on corresponding locks and ensuring smooth operation without resistance or misalignment.</li> <li>● Troubleshoot common issues encountered during key duplication, such as machine errors, calibration discrepancies, or key blank misalignment.</li> <li>● Implement proper safety protocols, including wearing protective gear, adhering to machine operational guidelines, and maintaining a clean working environment.</li> <li>● Demonstrate efficient time management skills by completing key duplication tasks within reasonable timeframes while maintaining quality standards.</li> <li>● Communicate effectively with clients to understand their key duplication requirements, provide appropriate recommendations, and address any concerns or questions they may have.</li> <li>● Maintain accurate records of key duplication transactions, including client information, key specifications, and duplicates produced, for documentation and security purposes.</li> </ul>					
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3.	<b>Carry out lock installation, repair or removal of lock using angle grinder and drilling machine</b>	<ul style="list-style-type: none"> <li>• Explain the principles of lock mechanisms, including the different types of locks commonly encountered in residential and commercial settings.</li> <li>• Identify the appropriate tools and equipment required for lock installation, repair, and removal, including angle grinders and drilling machines.</li> <li>• Comprehend the safety precautions necessary when using angle grinders and drilling machines, including personal protective equipment (PPE) and safe operating procedures.</li> <li>• Describe the techniques for assessing the condition of a lock, determining whether it needs repair or replacement.</li> <li>• Familiarize with the various components of locks and their functions, such as tumblers, pins, cylinders, and springs.</li> <li>• Grasp the procedures for installing new locks, including measuring, drilling pilot holes, and aligning the lock mechanism correctly.</li> <li>• Describe the process of lock removal, including methods for bypassing or circumventing security features if necessary.</li> <li>• Explore the common problems encountered during lock installation and repair, along with troubleshooting techniques to address them.</li> <li>• Study the legal and ethical considerations surrounding locksmithing, including regulations related to lock installation and repair.</li> <li>• Demonstrate the ability to safely operate an angle grinder and drilling machine, including proper setup, usage, and shutdown procedures.</li> </ul>	05:00	14:00		Offline	Angle grinder, drilling machine, safety goggles, work gloves, ear protection, dust mask, locksmith tools - lock picks, tension wrenches, screwdrivers, pliers, hammer, chisel, measuring tape, pencil, lubricating oil, replacement locks, first aid kit.
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		<ul style="list-style-type: none"> <li>• Practice using measuring tools accurately to assess the dimensions and requirements for installing locks.</li> <li>• Apply techniques for removing old or damaged locks using angle grinders and drilling machines, while minimizing damage to surrounding surfaces.</li> <li>• Gain proficiency in dismantling and reassembling lock components to perform repairs or replacements.</li> <li>• Develop skills in aligning and fitting lock mechanisms accurately within door frames or other structures.</li> <li>• Learn to troubleshoot common issues encountered during lock installation or repair, such as misalignment or jammed components.</li> <li>• Practice proper disposal or recycling procedures for old or unusable lock components in an environmentally responsible manner.</li> <li>• Collaborate effectively with colleagues or clients to understand their lock installation or repair needs and provide appropriate solutions.</li> <li>• Apply ethical standards and legal requirements when carrying out locksmithing tasks, including obtaining necessary permissions and respecting clients' privacy and property rights.</li> </ul>					
		<b>Total – Duration (Hours)</b>	<b>15:00</b>	<b>30:00</b>	<b>NA</b>		
		<b>Grand Total Duration (Hours)</b>	<b>45:00 Hours</b>				



## Entrepreneurship skills and design Workshop

S. No	Module Name	Learning Outcomes	Training Duration (Hours)			Delivery Methodology	Tool/Equipment Required (if applicable)
			Theory	Practical	OJT		
1.	<b>Design and Innovation</b>	<ul style="list-style-type: none"> <li>Understand the principles of lock design, including mechanisms such as pin tumbler, wafer tumbler, and disc detainer, and how they contribute to security.</li> <li>Explore innovative locking solutions, such as smart locks or biometric systems, and their applications in modern security systems.</li> <li>Apply knowledge of lock design principles to create custom lock solutions tailored to specific client needs, such as master key systems or high-security locks.</li> <li>Experiment with new materials and technologies to enhance the durability, reliability, and tamper resistance of locks, incorporating innovative features into locksmithing practice.</li> </ul>	01:00	02:00		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection
2.	<b>How to setup a safe workplace</b>	<ul style="list-style-type: none"> <li>Study occupational health and safety regulations related to locksmithing activities, including safe handling of tools and materials, and proper disposal of hazardous waste.</li> <li>Learn about fire safety measures, emergency procedures, and first aid protocols to ensure a safe working environment for locksmiths and their clients.</li> </ul>	01:00	02:00		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection

S. No	Module Name	Learning Outcomes	Training Duration (Hours)			Delivery Methodology	Tool/Equipment Required (if applicable)
			Theory	Practical	OJT		
		<ul style="list-style-type: none"> <li>Implement safety protocols for operating machinery and handling locksmithing tools, including wearing appropriate personal protective equipment and following safe work practices to prevent accidents and injuries.</li> <li>Conduct regular safety inspections of work areas and equipment, identifying and addressing potential hazards to maintain a safe and healthy workplace for locksmithing operations.</li> </ul>					
3.	<b>Leadership &amp; Teamwork</b>	<ul style="list-style-type: none"> <li>Understand the importance of effective leadership in managing locksmithing projects, coordinating team efforts, and ensuring quality workmanship.</li> <li>Study strategies for fostering collaboration and teamwork among locksmiths and apprentices, including clear communication, goal setting, and conflict resolution.</li> <li>Take on leadership roles in team projects, delegating tasks, providing guidance, and monitoring progress to ensure successful completion of locksmithing jobs.</li> <li>Collaborate with fellow locksmiths and industry partners on complex projects or emergency response situations, pooling expertise and resources to deliver efficient and effective locksmithing services.</li> </ul>	01:00	02:00		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection

S. No	Module Name	Learning Outcomes	Training Duration (Hours)			Delivery Methodology	Tool/Equipment Required (if applicable)
			Theory	Practical	OJT		
4.	<b>Communication Skills: Listening &amp; Speaking</b>	<ul style="list-style-type: none"> <li>Learn active listening techniques to accurately interpret client needs and preferences when discussing lock installation, repair, or security system upgrades.</li> <li>Study effective verbal communication skills for explaining locksmithing procedures, discussing service options, and providing recommendations to clients in a clear and professional manner.</li> <li>Practice active listening during client consultations, asking probing questions to understand their security concerns and objectives before offering locksmithing solutions.</li> <li>Develop confidence and clarity in verbal communication when explaining technical aspects of lock mechanisms or security systems to clients, ensuring they are well-informed and confident in their decisions.</li> </ul>	01:00	04:00		Classroom	
5.	<b>Problem Solving &amp; Negotiation Skills</b>	<ul style="list-style-type: none"> <li>Understand various techniques for troubleshooting lock-related issues, such as identifying common mechanical failures or addressing security vulnerabilities.</li> <li>Learn negotiation strategies for discussing pricing, terms of service, and project scope with clients, vendors, or subcontractors.</li> <li>Apply problem-solving skills to diagnose and resolve complex lock problems</li> </ul>	01:00	02:00		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection

S. No	Module Name	Learning Outcomes	Training Duration (Hours)			Delivery Methodology	Tool/Equipment Required (if applicable)
			Theory	Practical	OJT		
		<p>efficiently, minimizing downtime and ensuring customer satisfaction.</p> <ul style="list-style-type: none"> <li>Practice negotiation techniques to reach mutually beneficial agreements with clients on service contracts, pricing adjustments, or project modifications, enhancing profitability and customer loyalty.</li> </ul>					
6.	<b>Market research and analysis</b>	<ul style="list-style-type: none"> <li>Study methods for conducting market research to identify target customer demographics, assess demand for locksmithing services, and analyze competitor offerings.</li> <li>Understand the importance of staying informed about industry trends, emerging technologies, and regulatory changes affecting the locksmithing market.</li> <li>Conduct market surveys or analyze customer feedback to gather insights into evolving customer needs and preferences, informing service offerings and marketing strategies.</li> <li>Monitor competitors' pricing, service offerings, and marketing tactics to identify opportunities for differentiation and competitive advantage in the locksmithing market.</li> </ul>	01:00	04:00		Classroom	
7.	<b>Networking and Industry</b>	<ul style="list-style-type: none"> <li>Learn the value of building professional relationships within the locksmithing</li> </ul>	01:00	02:00		Classroom	White board, marker, duster, handbooks, Screen, Computer,

S. No	Module Name	Learning Outcomes	Training Duration (Hours)			Delivery Methodology	Tool/Equipment Required (if applicable)
			Theory	Practical	OJT		
	<b>exposure</b>	<p>industry, including fellow locksmiths, suppliers, security experts, and industry associations.</p> <ul style="list-style-type: none"> <li>• Understand the benefits of attending trade shows, industry conferences, and networking events to expand professional connections and stay updated on industry developments.</li> <li>• Attend industry networking events or join locksmithing forums and online communities to connect with peers, share knowledge, and exchange referrals for potential business opportunities.</li> <li>• Collaborate with other professionals in related fields, such as security consultants or property managers, to expand service offerings and tap into new client markets through strategic partnerships.</li> </ul>					Projector, Mobile phone, Internet connection
<b>8.</b>	<b>Business Entity Registration</b>	<ul style="list-style-type: none"> <li>• Understand the legal requirements and implications of different business structures, such as sole proprietorship, partnership, or LLC, for a locksmithing business.</li> <li>• Learn about the process of registering a business entity, including obtaining necessary licenses, permits, and insurance coverage for locksmithing operations.</li> <li>• Understand the legal requirements and implications of different business</li> </ul>	00:30	02:00		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection

S. No	Module Name	Learning Outcomes	Training Duration (Hours)			Delivery Methodology	Tool/Equipment Required (if applicable)
			Theory	Practical	OJT		
		<p>structures, such as sole proprietorship, partnership, or LLC, for a locksmithing business.</p> <ul style="list-style-type: none"> <li>Learn about the process of registering a business entity, including obtaining necessary licenses, permits, and insurance coverage for locksmithing operations.</li> </ul>					
9.	<b>Business Plan</b>	<ul style="list-style-type: none"> <li>Understand the components of a comprehensive business plan, including mission statement, market analysis, competitive analysis, marketing strategy, and financial projections.</li> <li>Study methods for setting short-term and long-term business goals, developing actionable strategies, and monitoring progress to achieve business objectives.</li> <li>Develop a detailed business plan outlining the locksmithing business's target market, service offerings, pricing strategy, marketing tactics, and revenue projections to guide business operations and growth.</li> <li>Review and revise the business plan regularly to adapt to changing market conditions, incorporate new opportunities, and ensure alignment with the locksmithing business's evolving goals and priorities.</li> </ul>	00:30	02:00		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection
		<b>Total – Duration (Hours)</b>	<b>8:00</b>	<b>22:00</b>			
		<b>Grand Total Duration (Hours)</b>	<b>30:00 Hours</b>				

S. No	Module Name	Learning Outcomes	Training Duration (Hours)			Delivery Methodology	Tool/Equipment Required (if applicable)
			Theory	Practical	OJT		

### Advanced Digital Skills

S. No	Module Name	Learning Outcomes	Training Duration (Hours)			Delivery Methodology	Tool/Equipment Required (if applicable)
			Theory	Practical	OJT		
1.	Advanced features of using mobile phones (Smart Phones)	<ul style="list-style-type: none"> <li>Learn to securely use the mobile phone by locking/unlocking phone/apps using various options like face recognition, fingerprint, etc.</li> <li>Learn to use different mobile apps, QR code scanners, editing tools, Google assistant, meeting apps like Teams, etc.</li> <li>Learn to access and manage documents stored in different folders in phone. E.g. File folder, download folder etc.</li> <li>Manage phone memory and data usage.</li> <li>Learn to access, store, and share documents using Google Drive on</li> </ul>	1.5 hours	1.5 hours		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection

		your phone.					
2.	Using advanced Internet and mobile applications (Apps)	<ul style="list-style-type: none"> <li>• Learn how to keep mobile apps secure.</li> <li>• Learn to secure apps installed on phone.</li> <li>• Learn about the rules and regulations of different mobile apps.</li> <li>• Understand to increase the business outreach via using different mobile application features.</li> <li>• Learn about the tailor-made apps suitable for various business applications like calculation apps, inventory management apps etc.</li> </ul>	3 hours	4 hours		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection
3.	Privacy and security related to Internet and mobile phones	<ul style="list-style-type: none"> <li>• Understand privacy and manage profiles.</li> <li>• Understand about Spam calls</li> <li>• Learn about safe browsing practices.</li> <li>• Learn about the importance of reporting online harassment and cyberbullying.</li> <li>• Learn about the advancement in technology using Gen-AI tools.</li> </ul>	2 hours	3 hours		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection
			6.5 Hours	8.5 Hours			
		<b>Grand Total Duration (Hours)</b>	<b>15 Hours</b>				



## Advanced Financial Skills

S. No	Module Name	Learning Outcomes	Training Duration (Hours)			Delivery Methodology	Tool/Equipment Required (if applicable)
			Theory	Practical	O J T		
1	<b>Importance of Being Financial Literate</b>	<ul style="list-style-type: none"> <li>Identify long-term and short-term assets, liabilities, investments, etc.</li> <li>Use types of payment methods such as Cheques, UPI, RTGS, NEFT etc</li> <li>Use mobile applications and online platforms to track expenses and manage financial goals (YONO).</li> <li>Understand the benefits of various Government schemes such as Pradhan Mantri Jan Dhan Yojana, Jeevan Jyoti Bima Yojana, Suraksha Bima Yojana, Sukanya Samriddhi Yojana, National Pension</li> </ul>	1.00 Hr	1.00 Hr		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection

		Scheme (NPS), Atal Pension Yojna (APY)					
2	<b>Managing bank account</b>	<ul style="list-style-type: none"> <li>• Differentiate various banking services offered by bank such as transfer-receipt of money, deposit-withdrawal etc.</li> <li>• Use and Operate ATM, Deposit Cash/ Cheque through machines or manually</li> <li>• Visit local bank branch to operate and manage bank accounts</li> <li>• Handle mobile banking and net banking to operate and manage bank accounts</li> <li>• Aware of safety measurement to be taken while managing bank accounts</li> </ul>	1.00 Hr	1:25 Hr		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection
3	<b>Managing Loans</b>	<ul style="list-style-type: none"> <li>• Differentiate various types and features of secured and unsecured loans</li> <li>• Select appropriate type of loan as per need, purpose, and loan terms and conditions</li> </ul>	1.25 Hr	1.50 Hr		<b>Classroom</b>	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection

		<ul style="list-style-type: none"> <li>Identify appropriate loan repayment structure based on the interest rate and duration.</li> <li>Have knowledge of legal procedure for resolving delay/ default in payment of loan instalment</li> </ul>					
4	<b>Basic Understanding of taxes</b>	<ul style="list-style-type: none"> <li>Differentiate types of taxes such as Income tax, Goods and Services Tax (GST), etc.</li> <li>Explain simple terms related to taxation such as taxable income, tax rates, Tax Deductible at Source (TDS), Value of Goods etc.</li> <li>Have clarity on important concepts and applicability of income tax and GST</li> <li>Understand the Basic guidelines for filing income tax and GST returns, including deadlines</li> </ul>	1.50 Hr	2.00 Hr		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection
5.	<b>Using advanced features of Digital Payment Applications</b>	<ul style="list-style-type: none"> <li>Able to install and configure Digital Payment Applications</li> <li>Use advanced features of Digital Payment</li> </ul>	1.25 Hr	2.00 Hr		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection

		<p>Applications such as wallets, bill payments, recharge etc.</p> <ul style="list-style-type: none"> <li>• Complete transactions using Digital Payment Applications such as UPI, RTGS, NEFT, IMPS etc.</li> </ul>					
<b>6.</b>	<b>Awareness and Prevention of Financial Frauds</b>	<ul style="list-style-type: none"> <li>• Able to identify common online financial frauds and spams and associated potential risks</li> <li>• Use safe and ethical practices for securing online transactions</li> </ul>	0.50 Hr	0.75 Hr		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection
			<b>6.50 Hrs</b>	<b>8.50 Hrs</b>			
		<b>Grand Total Duration (Hours)</b>	<b>15 Hours</b>				

### Advanced Marketing and Outreach Skills

S. No	Module Name	Learning Outcomes	Training Duration (Mins/ Hours)			Delivery Methodology	Tool/Equipment Required (if applicable)
			Theory	Practical	OJT		
1	Marketing and Customer Insights	<ul style="list-style-type: none"> <li>Conduct marketing activities for artisan products.</li> <li>Evaluate customer feedback to improve product offerings and marketing strategies.</li> </ul>	1 hours	2 hours		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection
2	Quality Assurance and Certification in Craftsmanship	<ul style="list-style-type: none"> <li>Obtain relevant quality certifications such as ISI mark, Agmark and Hallmark.</li> <li>Manage product quality as per quality standards.</li> </ul>	1 hours	1 hours		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection
3	Brand Development and Promotion Strategies	<ul style="list-style-type: none"> <li>Understand brand identity to enhance sales and promotion.</li> <li>Promote products through Social media and digital marketing.</li> <li>Leverage National Marketing Committee support in operations and logistics.</li> </ul>	1 hours	2 hours		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection
4	E-Commerce Management for Artisans	<ul style="list-style-type: none"> <li>Onboarding e-commerce platform.</li> <li>Understand process of cataloguing the products and services of Vishwakarmas</li> <li>Apply strategies for e-commerce linkage with GeM,</li> </ul>	1 hours	2 hours		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection

		Khadi India, MSME Mart.					
5	Building Trade Network for Craft Business	<ul style="list-style-type: none"> <li>• Use digital marketing for wider reach and publicity of the Vishwakarma Scheme.</li> <li>• Identify and collaborate with relevant Industry Bodies.</li> <li>• Create links with suitable exporters and traders operating under the sector.</li> </ul>	1 hours	1 hours		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection
6	Trade Fairs and Exhibitions	<ul style="list-style-type: none"> <li>• Participate in trade fairs, exhibitions related to the products.</li> <li>• Set up collective display of PM Vishwakarma Products to associations of the artisan groups.</li> </ul>	1 hours	1 hours		Classroom	White board, marker, duster, handbooks, Screen, Computer, Projector, Mobile phone, Internet connection
		<b>Grand Total Duration (Hours)</b>	<b>15 Hours</b>				

## Trainer and Assessor Requirements

*(As per requirement)*

1.	<p><b>Trainer’s Qualification and experience in the relevant sector (in years)</b></p>	<p><b>Domain Trainer:</b></p> <ul style="list-style-type: none"> <li>a) <i>ITI Instructors from Directorate General of Training (DGT) ecosystem who have preferably worked in the industry and have technical know-how about the operations of the modern listed tools in relevant trades</i></li> <li>b) <i>Certified trainers from the NCVET recognized Awarding Bodies</i></li> <li>c) <i>Working professionals from the industry or clusters who have good knowledge and experience about the working/ operations of the listed modern tools in the relevant trades</i></li> </ul> <p><b>Life Skills Trainer:</b></p> <ul style="list-style-type: none"> <li>a) <i>ITI Instructors from Directorate General of Training (DGT) ecosystem*</i></li> <li>b) <i>Certified trainers from the recognized Awarding Bodies*</i></li> </ul> <p><b>*Mandatory Training of Trainers (ToT) of existing certified trainers on employability and entrepreneurship skills modules</b></p>
2.	<p><b>Assessor’s Qualification and experience in relevant sector (in years)</b></p> <p><i>(Preference – Vishwakarma Trainer in relevant trades will be onboarded on assessments for becoming Certified Assessors / Certified Assessors in relevant trade. Certified assessor will also take the Life Skills Module assessment.)</i></p>	<p><b>Assessor:</b></p> <ul style="list-style-type: none"> <li>a) <i>Certified Assessors of the recognized Assessment Agencies</i></li> <li>b) <i>Certified trainers may also get certified as an Assessor to conduct assessments in relevant trades (A Trainer can also act as an Assessor for different locations).</i></li> <li>c) <i>Working professionals from the industry or clusters who have good knowledge and experience about the working/ operations of the listed modern tools in the relevant trades and experience in technical assessments in current and previous assignments.</i></li> </ul>





# Glossary & Acronyms

*(As per requirement)*

## Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards.
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.

## Acronyms

Acronym	Description
NCrF	National Credit Framework
NSQF	National Skills Qualification Framework
OJT	On -the -Job Training

## Annexure: Marketing and Branding

### Exercises for the Participants

**Objective:** To make participants assimilate the concepts taught and demonstrate the learning.

**Time and Task:** About 2 hours can be spent on first explaining the concept of value along with its elements and then perform the exercise. If the participants are literate trainer can ask them to write down points on papers. If the participants are dominantly illiterate then trainer can help them by writing down the points shared on board.

### 4.1 Creating Value Table

Table-1: Value: {(benefits + Returns) – (Costs + Risks)}

All the elements given of value are to be defined from consumer’s perspective. Benefits that the customers will receive because of the craftsperson’s work. Returns, i.e., long term benefits that customers will receive. Costs are the payments (monetary and non-monetary) incurred by customers in availing the service or purchasing the product made by craftsperson. Risks to be avoided by customers by purchasing the product or service given by the concerned craftsperson. Overall customer’s perspective is to be talked about in this exercise.

Benefits	Returns	-	Costs	Risks
<ul style="list-style-type: none"> <li>- Functional</li> <li>- Emotional (bonding)</li> <li>- Social (Recognition)</li> </ul>	<ul style="list-style-type: none"> <li>- Rent</li> <li>- Income</li> </ul>	-	<ul style="list-style-type: none"> <li>- Monetary (Acquisition; Possession; Usage)</li> <li>- Time &amp;</li> </ul>	<ul style="list-style-type: none"> <li>- Financial</li> <li>- Time</li> <li>- Psychological</li> </ul>

- Experiential (Design; Service; Brand)			Energy  - Psychologic al	
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Each craftsperson should be able to learn the importance of communicating the value that his / her profession offers to the customers. Generally, it is observed that craftsmen have some idea about the value they contribute, but is not clearly articulated. The aim of this exercise is to make the knowledge of craftsperson explicit in terms of their value contributions. Table-1 is a generic descriptive table which explains the sub-components of the elements of value. This is for trainer’s understanding. It is expected that the trainer would use the given tables customized for the concerned crafts. This is to make the craftsperson come up with the value they are creating for the customers.

#### 4.2 Locksmith

The following points are only indicators for the trainer. S/he is expected to make the participants speak and bring out as many points as possible.

<b>Benefits</b>	<b>Returns</b>	<b>Costs</b>	<b>Risks</b>
- Robust products	- Use it for generations	- Reasonable price compared to branded products.	- Avoid low quality products
- Long lasting	- Pass it on to next generation	- Easy to acquire and maintain	- Don’t get hurt in using bad products
- Others will recognise quality of products			- Satisfaction of remembering
- Good and		- No need to	

user-friendly designs  - Repair service provided		search extensively  - Satisfaction guaranteed	previous generation people e.g., mother
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