

# Short Term Curriculum

## Trekking Guide (Competency Based Curriculum)



Council for Technical Education and Vocational Training  
**Curriculum Development Division**

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## **Introduction:**

This curriculum has been developed with a purpose of preparing technical workforce (trekking guide) in the field of travel and tourism who are able to get employment in the country and abroad. The technical skills incorporated in this curriculum come from the experts who have already worked in the field of trekking. It is a tailor made curriculum organized in the form of modules to be implemented in a modular form.

It is a competency based curriculum designed to produce trekking guide equipped with skills, knowledge and attitudes related to trekking guide in order to meet the demand of such workforce in the country and abroad to contribute in the national streamline of poverty reduction in Nepal.

## **Aims**

The main aim of this curriculum are:

- To produce basic level technical workforce in the field of guiding
- To produce such technical workforce who will be able to provide service through the application of the skills and knowledge of guiding with their company and groups being as an entrepreneur.

## **Objectives:**

After the completion of this training program, the trainees will be able to:

- Plan for Trekking/trip
- Perform Briefing
- Perform Daily Schedule Work
- Perform Communication
- Provide First Aid
- Prevent Trekking Risk
- Provide Rescue
- Manage Camp Site
- Develop Professionalism

## **Description:**

This curriculum provides skills and knowledge necessary for trekking guide. There will be both demonstration by trainers/instructors and opportunity by trainees to carry out the skills/tasks necessary for this level of technical workforce. Trainees will practice and learn skills by using typical tools, materials and equipment necessary for this curricular program.

On successful completion of this training, the trainees will be able to perform the various activities such as trekking/trip preparation, trekking management, guide during trekking, perform rescue in case of emergency, manage camp site etc.

## **Duration:**

The total duration of this curricular program will be two months (260 hours)

**Group size:**

The group size of this training program will be 20 (twenty) in a batch.

**Medium of Instruction:**

The medium of instruction will be Nepali and English.

**Pattern of attendance:**

The trainees should have 90% attendance in theory and Practical (Performance) to be eligible for internal assessment and final examinations.

**Focus of the program:**

80% time is allotted to the competencies and 20% to the related technical knowledge.

**Entry criteria:**

Individuals who meet the following criteria will be allowed to enter in this curricular program:

- Literate
- Able to read, write and speak English
- Physically and mentally healthy
- Age- Above 16 years

**Student Evaluation Details:**

- Continuous evaluation of the trainees' performance is to be done by the related instructor/trainer to ensure the proficiency over each competency.
- Related technical knowledge learnt by the trainees will be evaluated through written or oral tests as per the nature of the content
- Trainees must secure minimum marks of 60% in an average of both theory and practical evaluations.

**Trainers' Qualification:**

- Bachelor's degree in travel and tourism or Intermediate level passed with two years' experience in travel and tourism.
- Good communicative & instructional skills

**Trainer Trainees Ratio:**

- 1:10 for practical classes
- Depends on the nature of subject matter and class room situation for theory classes.

**Certification:**

The related training institute will provide the certificate of “**Trekking Guide**” to those individuals who has successfully completed all the tasks with their related technical knowledge specified in this curriculum.

## Course Structure

SN	Modules/Sub Modules	Nature	Time (hrs.)			Remarks
			Th.	Pr.	Tot.	
<b>Part A: Core Modules</b>						
1.	Introduction to Travel & Tourism	T	30	0	30	
2.	Trekking/trip Preparation	T+P	5	11	16	
3.	Guiding	T+P	0	0	0	
3.1	Guiding Information	T+P	8	12	20	
3.2	Daily Guiding Activities	T+P	10	15	25	
4.	Trekking Risk and Rescue	T+P	0	0	0	
4.1	Trekking Risk	T+P	4	6	10	
4.2	Emergency Rescue	T+P	5	10	15	
5.	Camp Management	T+P	3	7	10	
6.	Budget Handling	T+P	5	9	14	
	<b>Total:</b>		<b>70</b>	<b>70</b>	<b>140</b>	
<b>Part B: Common module</b>						
7.	Applied Mathematics	T+P	4	16	20	
8.	Occupational Health & Safety	T+P	2	8	10	
9.	First Aid	T+P	1	4	5	
10.	HIV/AIDS	T+P	1	4	5	
11.	Language and Communication	T+P	16	44	60	
12.	Small Enterprise Development	T+P	4	16	20	
	<b>Total</b>		<b>28</b>	<b>92</b>	<b>120</b>	
	<b>Grand total (Part A &amp; B)</b>		<b>98</b>	<b>162</b>	<b>260</b>	

## **Modules/Sub modules**

### **Core Modules**

1. Introduction to Travel, Trekking & Tourism
2. Trekking/trip Preparation
3. Guiding
  - 3.1 Daily Guiding Activities
  - 3.2 Guiding Information
4. Trekking Risk and Rescue
  - 4.1 Trekking Risk
  - 4.2 Emergency Rescue
5. Camp Management

### **Common Modules**

6. Applied Mathematics
7. Occupational Health & Safety
8. First Aid
9. HIV/AIDS
10. Language and Communication
11. Small Enterprise Development

## **Module 1: Introduction to Travel & Tourism**

### **Description:**

This module deals with the knowledge related to the Travel, Trekking & Tourism within hospitality industry. It consists of general introduction of travel and trekking in tourism Industry.

### **Objectives:**

After the completion of this module the trainees will be able:

- To familiarize with Travel, Trekking & Tourism

### **Contents:**

To meet the objectives the trainees are expected to get proficiency on the following concepts:

- Definition of tourism
- Explanation of tourism scenario & historical development in Nepal
- Types of tourism
- Types of tourist
- Components of tourism 5 A's
- Impact of tourism
- Role and importance of tourism
- Potential of tourism in Nepal
- Itinerary (Duration, time table, guest interest, activities, required tools and equipment)
- Component of Tourism (Attraction, amenities, accommodation, Access)
- Trekking tools and equipments (Sunglass, Hat/cap, torchlight, rope, sun cream, cold cream, walking stick, drinking water, capes, maps)
- Safety equipment
- Foreign currency exchange
- Government fees and permit
- TIMS fees
- Various modes of transportation
- Staff management
- Under briefing: Mountain, culture, geographical area, settlement, landscape, availability of resources, duration, routes, daily activities, historical sites, temples, monastery, cave, cast ethnicity, tradition, religion, custom
- Natural resources: River, Water fall, Cave, Mountains, Vegetation, Landscape, Flora and fauna
- Safety measure
- Meal plan (breakfast, dinner, lunch, snacks, beverage)
- Rules and regulation
- Organization rules
- Tourism acts
- Checking room
- Book keeping
- Local products: handicraft, Agriculture products, Local foods

- Climate adjustment/Acclimatize
- Food and local accommodation area
- Map and its indicators
- Leadership
- Basic first aid : fainting, fracturing, bleeding, sprain ankle, high altitudes, vomiting, blister, hypothermia, fever and cold
- Different trekking risk and their prevention (Abnormal behavior, land slide, rock fall, storm, animal attack, food poisoning)
- Camp site selection : Proximity of water resources, settlement and forest
- Types of camps
- Garbage type and proper management system
- Tent packing
- Communicative Techniques and languages : Local Community, trekking company, clients, senior, junior staff, hotel restaurant, organization and association
  - Different types of rescue (Fall down, High altitude, avalanche, sickness)
  - Eco Tourism Concepts
  - Sustainable Tourism
  - Community base Tourism
  - Mountain Tourism
  - Basic Sociology and Anthropology
  - Budget Management (costing)
  - Cross Culture behaviors
  - Personal behaviors of trekking guide
  - Personal safety



## **Module 2: Trekking/trip Preparation**

### **Description:**

This module deals with the knowledge and skills related to the preparation of trekking/trips. It consists of tasks related to the preparation of trekking/trips. Each task structure consists of performance steps, terminal performance objective, and minimum technical knowledge necessary to know the related task.

### **Objectives:**

After the completion of this module the trainees will be able:

- To plan for the trekking.
- To arrange required tools and equipment before trekking.

### **Tasks:**

To meet the objectives the trainees are expected to get proficiency on the following tasks:

1. Check Itinerary
2. Check/Prepare Trekking equipment
3. Manage trekking staff
4. Obtain the information about trekking area
5. Check/ Prepare Group/Client's budget for excluded services
6. Check/ Prepare TIMS & Permit
7. Check/Prepare Safety Equipment
8. Reconfirm Transportation

## Task Analysis

### Task 1: Check the itinerary

**Time: 3 hrs**  
**Theory: 1 hrs**  
**Practical: 2 hrs**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Collect itinerary from office.</li> <li>2. Check it thoroughly.</li> <li>3. Discuss with guest and office about unclear components.</li> <li>4. Inform guest about inclusive and exclusive activities in the package.</li> <li>5. Inform client about things need to arrange by themselves for the trekking comfort.</li> <li>6. Ensure necessary document.</li> </ol>	<p><b><u>Condition (Given):</u></b> Guest, pre pared itinerary</p> <p><b><u>Task (What):</u></b> Check itinerary</p> <p><b><u>Standard (How well):</u></b> Guest and trekking guide should have complete understanding about activities during the trek.</p>	<ul style="list-style-type: none"> <li>• Knowledge of itinerary, components of itinerary, activities during trek</li> <li>• Knowledge of immediate change of itinerary during trekking period.</li> </ul>

**Required tools/equipment:** Pen, paper, Map, copy of itinerary.

**Safety:**

## Task Analysis

### Task 2: Check/Prepare trekking equipment

**Time: 3 hour**  
**Theory: 30 min**  
**Practical: 2 hrs 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Check the equipment list.</li> <li>2. Check the availability of tools and equipment as per check list.</li> <li>3. Collect the available tools and equipment.</li> <li>4. Assist to hire or buy other required tools and equipment.</li> <li>5. Ensure the entire tool and equipment is in working condition.</li> <li>6. Pack it properly.</li> </ol>	<p><b><u>Condition (Given):</u></b> Checklist of required trekking tools and equipment.</p> <p><b><u>Task (What):</u></b> Check/Prepare trekking equipment</p> <p><b><u>Standard (How well):</u></b> Trekking should not suffer due to shortage of tools and equipment during trek.</p>	<p>Knowledge about required tools and equipment and their uses.</p>

**Required tools/equipment:** Trekking tools equipment, check list of trekking tools equipment, paper, pen.

**Safety:**

## Task Analysis

### Task 3: Manage trekking staffs.

**Time: 3 hour**  
**Theory: 30 min**  
**Practical: 2 hrs 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Ensure interested staff for trekking.</li> <li>2. Check the fitness of potential staff.</li> <li>3. Conduct interview of the interested staff.</li> <li>4. Inform about trekking itinerary.</li> <li>5. Make an agreement for trekking, with terms and condition.</li> <li>6. Check the required tools equipment of trek staff.</li> <li>7. Provides equipment by coordinating with agency if needed.</li> </ol>	<p><b><u>Condition (Given):</u></b>            Company assigns to manage staff for trekking.</p> <p><b><u>Task (What):</u></b>            Manage trekking staff.</p> <p><b><u>Standard (How well):</u></b></p> <ul style="list-style-type: none"> <li>• All the staff should be able to complete their task effectively</li> <li>• Full fill the requirement of trekking staff in effective manner</li> </ul>	Knowledge about required number of staff and fitness, terms condition of staff.

**Required tools/equipment:** Pen, paper, telephone checklist of tools equipment of staff.

**Safety:**

## Task Analysis

### Task 4: Obtain information about trekking area.

**Time: 1 hour**  
**Theory: 30 min**  
**Practical: 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Check the map (digital or paper) of purpose trekking area.</li> <li>2. Collect the information about trekking area, by communicating with local people, other guide who just arrive from same site.</li> <li>3. Provide the information to guest about obtained information.</li> <li>4. Check weather condition.</li> </ol>	<p><b><u>Condition (Given):</u></b>            Local people are in contact, immediate trekkers, Map.</p> <p><b><u>Task (What):</u></b>            Obtain information about trekking area</p> <p><b><u>Standard (How well):</u></b>            Trek should be completed without any travel barrier.</p>	Knowledge of collecting reliable information about the purposed trekking area.

**Required tools and equipment:** Means of communication, map, and pen paper.

**Safety:**

## Task Analysis

### Task 5: Check Client's budget for excluded services

**Time: 2 hrs**  
**Theory: 1 hr**  
**Practical: 1 hr**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. List out the excluded services needed by client.</li> <li>2. Find out current market price in local currency.</li> <li>3. Ensure daily schedule.</li> <li>4. Insert identified price list on the schedule format.</li> <li>5. Calculate the total expenses.</li> <li>6. Inform it to the client.</li> </ol>	<p><b><u>Condition (Given):</u></b> Trekking itinerary, client's interest, product rates</p> <p><b><u>Task (What):</u></b> Check client's budget for excluded services</p> <p><b><u>Standard (How well):</u></b> Client should have enough cash for the extra services during trekking</p>	Knowledge about budget estimation, rough idea about product and service rate in trekking area.

Required tools and equipment: Calculator, itinerary document, pen paper.  
Safety:

## Task Analysis

### Task 6: Check/prepare TIMS and Permit.

**Time: 1 hour**  
**Theory: 30 min**  
**Practical: 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Make inquiries about TIMS and Permit in agency.</li> <li>2. Check it in details, then ensure about complete document.</li> <li>3. Inform guest about TIMS and permit.</li> <li>4. Assist to prepare it if necessary.</li> <li>5. Collect and keep it safely.</li> </ol>	<p><b><u>Condition (Given):</u></b> Company, guest, TIMS document.</p> <p><b><u>Task (What):</u></b> Check/prepare TIMS and Permit</p> <p><b><u>Standard (How well):</u></b> Obtain completely prepared TIMS and Permit during trekking</p>	Knowledge about required Trekkers Information Management System (TIMS) and permit.

Required tools and equipment: TIMS and Permit, Pen, Paper, map  
Safety:

## Task Analysis

### Task 7: Check/ prepare safety equipment

**Time: 2 hour**  
**Theory: 30 min**  
**Practical: 1 hr 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Make sure about trek route/ site.</li> <li>2. Make list of potential risk in purposed area.</li> <li>3. Make a list of safety equipment as per potential risk in the area.</li> <li>4. Instruct guest to arrange it by hiring or buying.</li> <li>5. Make sure these are proper working condition.</li> <li>6. Make a Packaging.</li> </ol>	<p><b><u>Condition (Given):</u></b> Trekking tools and equipment, client.</p> <p><b><u>Task (What):</u></b> Check/ prepare safety equipment</p> <p><b><u>Standard (How well):</u></b> All the safety equipment functional while it required.</p>	Knowledge about potential risk as per area and safety equipment and its proper uses.

Required tools and equipment: Check list of safety equipment, real safety kits, pen paper.  
 Safety:

## Task Analysis

### Task 8: Reconfirm transportation.

**Time: 1 hour**  
**Theory: 30 min**  
**Practical: 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Make sure whether the trekking package includes transportation or not.</li> <li>2. Find out means of transport if package include.</li> <li>3. Inform client about departure time and place.</li> <li>4. Inform company while returning from trek if transportation is not included in the package.</li> <li>5. Inform client possibilities for transportation.</li> <li>6. Ask client whether they need assistance to arrange.</li> <li>7. Fix time and mode of transportation.</li> </ol>	<p><b><u>Condition (Given):</u></b> Trekking client, itinerary, various means of transportation.</p> <p><b><u>Task (What):</u></b> Arrange transportation</p> <p><b><u>Standard (How well):</u></b> Trek team should travel in safely on time</p>	Knowledge. About local transportation and rent.

Required tools and equipment: Means of communication, list of public transportation.  
 Safety:

## **Module 3: Guiding**

### **Sub Module 3.1: Daily Guiding Activities**

#### **Description:**

This module deals with the knowledge and skills related to the daily guiding activities. It consists of tasks related to the daily guiding activities.. Each task structure consists of performance steps, terminal performance objective, and minimum technical knowledge necessary to know the related task.

#### **Objectives:**

After the completion of this module the trainees will be able:

1. Manage Meals
2. Check the client rooms and surrounding
3. Lead on the trail
4. Manage Logistic for the day
5. Make Daily Account Settlement
6. Assist to local shopping
7. Assist for acclimatization
8. Conduct site visit
9. Handle Emergency situation
10. Manage Accommodation (**in lodge or tea house**)
11. Interpret Map
12. Provide entertainment

#### **Tasks:**

To meet the objectives the trainees are expected to get proficiency on the following tasks:

1. Manage Meals
2. Check the client rooms and surrounding
3. Lead on the trail
4. Manage Logistic for the day
5. Make Daily Account Settlement
6. Assist to local shopping
7. Assist for acclimatization
8. Conduct site visit
9. Handle Emergency situation
10. Manage Accommodation (**in lodge or tea house**)
11. Interpret Map
12. Provide entertainment

## Task Analysis

### Task No. 1: Manage Meal

**Time: 3 hour**

**Theory: 1 hr**

**Practical: 2 hrs**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Fix the venue for meal.</li> <li>2. Contact with meal providers</li> <li>3. Check availability.</li> <li>4. Check food hygiene and timing as per the standard practices</li> <li>5. Give available option to client.</li> <li>6. Order food as per guest's choice.</li> <li>7. Ensure that meal is served to guest on time.</li> </ol>	<p><b><u>Condition (Given):</u></b> Trekking team in trek, List of locally available meal providers.</p> <p><b><u>Task (What):</u></b> Manage meal</p> <p><b><u>Standard (How well):</u></b> Client should get hygienic and healthy foods in time.</p>	<p>Knowledge on meal time, co-ordination with meal provider.</p>

Required tools and equipment: Communication means, list of locally available meal providers with their phone number.

Safety:

## Task Analysis

### Task No. 2: Check the client room

**Time: 1 hour**

**Theory: 30 min**

**Practical: 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<p><b>At the time of guest check in</b></p> <ol style="list-style-type: none"> <li>1. Ensure hotel to guest stay.</li> <li>2. Check the room for hygiene, safety, comfort.</li> <li>3. Inspect the room whether is fitted to the client or not.</li> <li>4. Fulfill the check in formalities.</li> <li>5. Perform client registration on the hotel register.</li> </ol> <p><b>At the time of departure.</b></p> <ol style="list-style-type: none"> <li>6. Request guest for check out the room.</li> <li>7. Ask guest for assisting to pack the luggage.</li> <li>8. Make a final check while check out from the room for any missing items.</li> <li>9. Settle the account.</li> </ol>	<p><b><u>Condition (Given):</u></b> Hotel, client rooms, Hotel register, room facilities</p> <p><b><u>Task (What):</u></b> Check the <b>client</b> rooms</p> <p><b><u>Standard (How well):</u></b> Client should have perfect package without any missing items.</p>	<p>Knowledge about predict potential hazard and safety precaution.</p> <p>Knowledge about check in and check out.</p>

Required tools and equipment: Client rooms, Hotel register, room facilities

Safety:

## Task Analysis

### Task No. 3: Lead On trial

**Time: 4 hour**  
**Theory: 1 min**  
**Practical: 3 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Inform about trail condition.</li> <li>2. Inform about ascend, descend condition on following route.</li> <li>3. Manage client requirements where necessary as per the standard procedures</li> <li>4. Inform danger area.</li> <li>5. Prepare and provide necessary information/commentaries and points of interest to the client as per the client requirement in standard procedures</li> <li>6. Manage group walking time, water, meal spot, resting place.</li> <li>7. Set up walking pace as per the client condition.</li> <li>8. Observe the conditions of client &amp; trekking crew and take necessary actions as per the standard procedures.</li> <li>9. Maintain daily report as per the standard procedures.</li> </ol>	<p><b><u>Condition (Given):</u></b> Trekking team, route, map</p> <p><b><u>Task (What):</u></b> Lead on trail</p> <p><b><u>Standard (How well):</u></b> Trek client feel comfortable, secured and entertaining during journey.</p>	<p>Knowledge on trial activities and standard procedures during trekking</p>

Required tools and equipment: map, note book, pen

Safety:

## Task Analysis

### Task No. 4: Manage logistic for the day

**Time: 3 hour**  
**Theory: 1 hr**  
**Practical: 2 hrs**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. List out the required logistic items for the day.</li> <li>2. Assist to arrange items.</li> <li>3. Assist to pack and keep in proper place.</li> </ol>	<p><b><u>Condition (Given):</u></b> Required logistic items like stick, water,</p> <p><b><u>Task (What):</u></b> Manage logistic for the day</p> <p><b><u>Standard (well):</u></b> Trek client should have proper logistic support.</p>	<p>Knowledge about predict required logistic services.</p>

Required tools and equipment: Logistic items like stick, water,

Safety :



## Task Analysis

### Task No 5: Make daily account settlement.

**Time: 1 hour**  
**Theory: 30 min**  
**Practical: 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Collect and check all the bills</li> <li>2. Calculate total amount.</li> <li>3. Keep record on daily cash book.</li> <li>4. Make a payment.(bill should be legal for company taxation purpose)</li> <li>5. Keep the bill safely.</li> </ol>	<p><b><u>Condition (Given):</u></b> Client in trail, bills are available.</p> <p><b><u>Task (What):</u></b> Make daily account settlement</p> <p><b><u>Standard (How well):</u></b> All the financial transaction should be accurate according to the taxation procedure.</p>	Knowledge about account settlement, bills, VAT and other taxes

Required tools and equipment: bills, calculator, pen, day book  
Safety:

## Task Analysis

### Task No. 6: Assist to local shopping.

**Time: 1 hour**  
**Theory: 30 min**  
**Practical: 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Find out proper place for local shopping.</li> <li>2. Explain uniqueness of local product.</li> <li>3. Assist for fair price if guest asked for help.</li> <li>4. Assist to buy if guest ask for help.</li> <li>5. Discourage to buy illegal items.</li> </ol>	<p><b><u>Condition (Given):</u></b> Client, local shop</p> <p><b><u>Task (What):</u></b> <b>Assist to local shopping.</b></p> <p><b><u>Standard (How well):</u></b> Clint got uniqueness item with reasonable price.</p>	Knowledge about local shopping area and products.

Required tools and equipment: local shop  
Safety:

## Task Analysis

### Task No. 7: Assist for acclimatization

**Time: 1 hour**  
**Theory: 30 min**  
**Practical: 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Read the altimeter</li> <li>2. Find out the location to reached and return</li> <li>3. Take client to the identified location</li> <li>4. Bring clients back to the resting point</li> </ol>	<p><b><u>Condition (Given):</u></b>                      After reaching 3000 m above sea level</p> <p><b><u>Task (What):</u></b>                      Assist for acclimatization</p> <p><b><u>Standard (How well):</u></b>                      Client have no problem with altitude sickness</p>	<ul style="list-style-type: none"> <li>• Knowledge about acclimatization</li> <li>• Knowledge about geography</li> </ul>

Required tools and equipment:

Safety: Understand the Acute mountain sickness (AMS) Symptoms

## Task Analysis

### Task No. 8: Conduct site visit

**Time: 3 hour**  
**Theory: 1 hr**  
**Practical: 2 hrs**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. List out local site visit area.</li> <li>2. Find out the client interest for local site visit.</li> <li>3. Arrange for site visit.</li> <li>4. Prepare and Provide necessary information/ commentaries and points of interest to the guest as per the guest requirement by following standard procedures.</li> </ol>	<p><b><u>Condition (Given):</u></b>                      List of local site and their proper information</p> <p><b><u>Task (What):</u></b>                      Conduct site visit</p> <p><b><u>Standard (How well):</u></b></p> <ul style="list-style-type: none"> <li>• Conduction of site visit according to the standard procedure and choice of clients</li> <li>• Disseminate proper information about the visiting site.</li> </ul>	Knowledge about local site area and their proper information.

Required tools and equipment: List of local site

Safety:

## Task Analysis

### Task No. 9: Handle emergency situation

**Time: 3 hour**  
**Theory: 1 hr**  
**Practical: 2 hrs**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Collect information.</li> <li>2. Ensure emergency equipments are equipped and carried as per the standard procedures and job requirement.</li> <li>3. Encourage the victim not to panic.</li> <li>4. Inform company as soon as possible.</li> <li>5. Co-ordinate with local community, local authority, embassy.</li> </ol>	<p><b><u>Condition (Given):</u></b> Trek team encounter with emergency.</p> <p><b><u>Task (What):</u></b> Manage emergency situation.</p> <p><b><u>Standard (How well):</u></b> Client being safe after handled the emergency situation.</p>	Knowledge about handling emergency, co coordinating with related agencies.

Required tools and equipment: Emergency equipment, torch, means of communication, rope, first aid kits' box.

Safety:

## Task Analysis

### Task No.10: Manage Accommodation (in lodge or tea house)

**Time: 1 hour**  
**Theory: 30 min**  
**Practical: 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Fix the places for stay.</li> <li>2. Contact with hotel, tea house or lodge.</li> <li>3. Check availability of rooms (Single/ double dormitory room.)</li> <li>4. check room condition.(room safety, hygiene, comfort )</li> <li>5. Assist client to check in.</li> </ol>	<p><b><u>Condition (Given):</u></b> Lodge or tea house, means of communication</p> <p><b><u>Task (What):</u></b> Manage accommodation.</p> <p><b><u>Standard (How well):</u></b> Trek team got comfortable accommodation.</p>	Knowledge on co-ordinate with local lodge or hotel Knowledge on preparing locally available lodge or tea house

Required tools and equipment: Means of communication

Safety:

## Task Analysis

### Task No. 11: Interpret Map

**Time: 2 hour**

**Theory: 1 hr**

**Practical: 1 hr**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
1. Collect Map. 2. Locate the place. 3. Explain the area with legend, safety, critical path, and distance between target places.	<p><b><u>Condition (Given):</u></b> Trek route, map.</p> <p><b><u>Task (What):</u></b> Interpret map</p> <p><b><u>Standard (How well):</u></b> Trek team easily found the route with the help of map.</p>	Knowledge about legend, control line, ascend descend, scale, compass and interpret it.

Required tools and equipment: Maps, compass, scale, etc.

Safety:

## Task Analysis

### Task No. 12: Provide entertainment.

**Time: 2 hour**

**Theory: 1 hr**

**Practical: 1 hr**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
1. Find the subject of clients' interest. 2. Select entertaining activities. 3. Inform client about entertaining time, place and activities. 4. Conduct event and encourage client to join event. 5. Settle down the event by thanking the involved team.	<p><b><u>Condition (Given):</u></b> Entertainment list</p> <p><b><u>Task (What):</u></b> Provide entertainment</p> <p><b><u>Standard (How well):</u></b> Client feel enjoy with entertainment.</p>	Knowledge of situation analysis, guest interest.

Required tools and equipment: Entertainment list

Safety:

## **Sub Module 3.2: Guiding Information**

### **Description:**

This module deals with the knowledge and skills related to providing briefing. It consists of tasks related to the briefing. Each task structure consists of performance steps, terminal performance objective, and minimum technical knowledge necessary to know related to the task.

### **Objectives:**

After the completion of this module the trainees will be able:

1. Conduct pre-trek briefing
2. Inform about Rules and regulation
3. Conduct Daily briefing
4. Provide information of historical places
5. Provide Information of religious and social customs
6. Provide Information of Natural Attraction
7. Provide Information of Flora/Fauna
8. Provide Information of Safety Precaution.
9. Accomplish the trek

### **Tasks:**

To meet the objectives the trainees are expected to get proficiency on the following tasks:

1. Conduct Overall /pre-trekking briefing
2. Provide Information about Rules and regulation
3. Conduct Daily briefing
4. Provide information of historical places
5. Provide Information of religious and social customs
6. Provide Information of Natural Attraction
7. Provide Information of Flora/Fauna
8. Provide Information of Safety Precaution
9. Accomplish the trek

## Task Analysis

### Task No. 1: Conduct overall /pre-trekking briefing

**Time: 2 hour**

**Theory: 30 min**

**Practical: 1 hrs 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Meet the clients at their convenient location and time.</li> <li>2. Introduce you, staff, and clients.</li> <li>3. Assist to socialize between staff and client.</li> <li>4. Orient about trek itinerary.</li> <li>5. Inform the major activities during the trekking.</li> <li>6. Inform the client about the weather and environment of trekking area.</li> <li>7. Inform about walking pace.</li> <li>8. Make special strategy while fall unusual situation</li> <li>9. Fix the meeting point and departure time.</li> </ol>	<p><b><u>Condition (Given):</u></b> Client, Itinerary, staffs and trekking style</p> <p><b><u>Task (What):</u></b> Conduct overall /pre-trekking briefing</p> <p><b><u>Standard (How well):</u></b> Trek team got complete and reliable trek information.</p>	<ul style="list-style-type: none"> <li>• Knowledge on overall /pre-trekking briefing</li> <li>• Communicate with at least one international language</li> </ul>

Required tools and equipment: Itinerary, Pen, paper, note book

Safety:

## Task Analysis

### Task No. 2: Inform about rules and regulation.

**Time: 1 hour**

**Theory: 30 min**

**Practical: 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Attraction the attention of the client before conducting the treks (daily).</li> <li>2. Inform them about do and don't in the particular areas.</li> <li>3. Inform client about norms and values of the particular areas.</li> <li>4. Make team mobilized with (ground rules) rules and regulation.</li> <li>5. Deliver the company rules and policy.</li> </ol>	<p><b><u>Condition (Given):</u></b> Client gathering, new area entry</p> <p><b><u>Task (What):</u></b> Provide information on rules and regulation.</p> <p><b><u>Standard (How well):</u></b> Trek team got complete information on local areas rules and regulation</p>	<p>Knowledge about local rules and regulation.</p>

Required tools and equipment:

Safety :

## Task Analysis

### Task No. 3: Conduct daily briefing.

**Time: 2 hour**  
**Theory: 30 min**  
**Practical: 1 hr 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Gather client for daily briefing before or after dinner.</li> <li>2. Collect feedback of the day.</li> <li>3. Provide information on next day activities.</li> <li>4. Highlight on the daily itinerary.</li> <li>5. Provide interesting history cultural geographical information.</li> <li>6. Discuss about dress code for the next day.</li> <li>7. Inform about logistic facilities for the next day.</li> <li>8. Inform about potential risk of the next day.</li> <li>9. Ask the client to maintain code to prevent potential risk</li> </ol>	<p><b><u>Condition (Given):</u></b> Gathered condition of the clients</p> <p><b><u>Task (What):</u></b> Conduct daily briefing.</p> <p><b><u>Standard (How well):</u></b> Clients got the up to date information on their daily activities.</p>	<p>Knowledge on information including daily briefing</p> <p>Knowledge about history, culture and geography of the area.</p>

Required tools and equipment: itinerary, maps

Safety:

## Task Analysis

### Task No. 4: Provide information of historical places.

**Time: 1 hour**  
**Theory: 30 min**  
**Practical: 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Drag attention of the client.</li> <li>2. Prepare and Provide necessary information /commentaries and points of interest to the client.</li> <li>3. Ask for quires about the place .</li> <li>4. Explain about the norms and values of the historical site.</li> </ol>	<p><b><u>Condition (Given):</u></b> Historical place</p> <p><b><u>Task (What):</u></b> Provides information of historical places</p> <p><b><u>Standard (How well):</u></b></p> <ul style="list-style-type: none"> <li>• Trek guest able to get complete information and aware about historical places.</li> <li>• Understand the values of historical places.</li> </ul>	<p>Knowledge about history of specific places.</p> <p>Knowledge about standard procedures to explain the history.</p>

Required tools and equipment: Historical books, journals, maps.

Safety:

## Task Analysis

### Task No. 5: Provide information about the religious and social custom

Time: 2 hour  
Theory: 30 min  
Practical: 1 hr 30 min

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Draw the attention of the client.</li> <li>2. Prepare and Provide necessary information /commentaries and points of interest to the guest.</li> <li>3. Ask for quires about religious and social custom.</li> <li>4. Make aware religious and social custom sensitivity.</li> <li>5. Allow to interact with community people if interested. (Analyze the situation and sensitivity of cultural and social norms)</li> </ol>	<p><b><u>Condition (Given):</u></b> Identical religious and social custom bearing society</p> <p><b><u>Task (What):</u></b> Provide information about religious and social custom</p> <p><b><u>Standard (How well):</u></b> Client got complete information on religion and social values.</p>	Knowledge about religious, social values. Knowledge about standard procedures to explain the religious and social values.

Required tools and equipment: Religious and social custom related books, journals, souvenirs if any.

Safety:

## Task Analysis

### Task No. 6: Provide information about natural attraction.

Time: 2 hour  
Theory: 1 hr  
Practical: 1 hr

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Collect complete information about natural attraction, why it is unique.</li> <li>2. Make curious and drag attention to the client.</li> <li>3. Brief client about place.</li> <li>4. Suggest any activities can be done in the area.</li> </ol>	<p><b><u>Condition (Given):</u></b> Natural attraction area</p> <p><b><u>Task (What):</u></b> Provide information about natural attraction</p> <p><b><u>Standard (How well):</u></b> Trek team got complete information about encountered natural attraction.</p>	Knowledge about natural attraction in the area. Knowledge about standard procedures to explain the natural attraction.

Required tools and equipment: Related books, journals, souvenirs, postcard

Safety:



## Task Analysis

### Task No. 7: Provide information of flora and fauna

Time: 3 hour  
Theory: 2 hrs  
Practical: 1 hr

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Collect complete information about encountered flora and fauna.</li> <li>2. Be attentive to observe the movement of available flora and fauna.</li> <li>3. Drag attention of the client.</li> <li>4. Inform the client about flora and fauna available in the area.</li> <li>5. Ask for quires about encountered flora and fauna.</li> </ol>	<p><b><u>Condition (Given):</u></b> Locally available flora and fauna</p> <p><b><u>Task (What):</u></b> Provide information of flora and fauna.</p> <p><b><u>Standard (How well):</u></b> Client got complete information about flora and fauna.</p>	<p>Knowledge about the local flora and fauna.</p> <p>Knowledge about standard procedures to explain the flora and fauna.</p>

Required tools and equipment: Related books, journals, souvenirs.

Safety:

## Task Analysis

### Task No. 8: Provide information of safety precaution.

Time: 3 hour  
Theory: 1 hr  
Practical: 2 hrs

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify the possible hazards and situations.</li> <li>2. Get information with the locals regarding the situation of the trails.</li> <li>3. Ensure safety equipments are equipped and carried.</li> <li>4. Brief the client and trekking staff about situations in the trail.</li> <li>5. Analyze hazardous situations and take necessary actions as required.</li> </ol>	<p><b><u>Condition (Given):</u></b> Extreme location</p> <p><b><u>Task (What):</u></b> Provide information of safety precaution</p> <p><b><u>Standard (How well):</u></b> Client reaches the destination safely</p>	<p>Knowledge about extremity of the location</p>

Required tools and equipment: Tools and equipment for potential safety.

Safety:

## Task Analysis

**Task No. 9: Accomplish the trek.**

**Time: 4 hour**

**Theory: 1 hr 30 min**

**Practical: 2 hrs and 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Gather client for debriefing</li> <li>2. Get client feedbacks on overall trekking.</li> <li>3. Collect all the equipments use during the trek.</li> <li>4. Settle the account.</li> <li>5. Handover over all report and client to the trekking agency</li> </ol>	<p><b><u>Condition (Given):</u></b> Client after completion of trek, Tools and equipment used in trek</p> <p><b><u>Task (What):</u></b> Accomplish the trek</p> <p><b><u>Standard (How well):</u></b> High level of client satisfaction after the trek</p>	<p>Knowledge about debriefing and reporting</p>

Required tools and equipment: Pen, paper, Note book, calculator

Safety:

## **Module 4: Trekking Risk and Rescue**

### **Sub Module 4.1: Trekking Risk**

#### **Description:**

This module deals with the knowledge and skills related to risk management during trekking. It consists of tasks related to the trekking risks. Each task structure consists of performance steps, terminal performance objective, and minimum technical knowledge necessary to know related to the task.

#### **Objectives:**

After the completion of this module the trainees will be able:

1. List out the possible risk of that area/ natural Calamities
2. Take precaution from land slide and rock fall
3. Take precaution from storm
4. Take precaution from flooding
5. Take precaution from animal attack
6. Take precaution from poisonous plants
7. Prevent from food poisoning

#### **Tasks:**

To meet the objectives the trainees are expected to get proficiency on the following tasks:

1. List out the possible risk
2. Take precaution from land slide and rock fall
3. Take precaution from storm
4. Take precaution from flooding
5. Take precaution from animal attack
6. Take precaution from poisonous plants
7. Prevent from food poisoning

## Task Analysis

**Task No. 1: List out the possible risks.**

**Time: 3 hour**  
**Theory: 30 min**  
**Practical: 2 hrs 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
1. Observe the surrounding environment. 2. Communicate with local people on trend of natural calamities around the area. 3. Identify the possible hazards and situations. 4. Make a list of possible risk.	<p><b><u>Condition (Given):</u></b> Client in trek site.</p> <p><b><u>Task (What):</u></b> List out the possible risks</p> <p><b><u>Standard (How well):</u></b> Trek team should able to predict possible risk.</p>	Knowledge on possibility of risks during trekking, environmental symptoms.

Required tools and equipment: Safety kits, pen, paper.

Safety:

## Task Analysis

**Task No. 2: Take a precaution from land slide and rock fall.**

**Time: 2 hour**  
**Theory: 30 min**  
**Practical: 1 hr 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
1. Observe the surrounding. 2. Get suggestion/ information from the local people. 3. Avoid risky time. 4. Fiend out alternatives route if possible. 5. Apply available safety tools. 6. Make a approach to nearest village. 7. Make self decision by taking suggestion from local people. 8. Manage pace by observing the situation.	<p><b><u>Condition (Given):</u></b> Trek team near in land sliding area</p> <p><b><u>Task (What):</u></b> Take precautions from land sliding and rock falls</p> <p><b><u>Standard (How well):</u></b> Trek client safe from land sliding and rock falling.</p>	Knowledge of situation analysis.

Required tools and equipment: helmet, rope, torch, ice axe

Safety:

## Task Analysis

### Task No. 3: Take precaution from storm

Time: 1 hour  
Theory: 30 min  
Practical: 30 min

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Observe the surrounding.</li> <li>2. Collect all team members and be together.</li> <li>3. Avoid risky time.</li> <li>4. Find out alternative route.</li> <li>5. Inform client.</li> <li>6. Assist clients to approach safe zone.</li> </ol>	<p><b><u>Condition (Given):</u></b> Storm taking places</p> <p><b><u>Task (What):</u></b> Take precaution from storm</p> <p><b><u>Standard (How well):</u></b> Client protected from storm.</p>	Knowledge of situation analysis.

Required tools and equipment:

Safety:

## Task Analysis

### Task No. 4: Take precaution from flooding.

Time: 1 hour  
Theory: 30 min  
Practical: 30 min

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Check the situation.</li> <li>2. Observe the weather, and possibilities for flooding.</li> <li>3. Keep your client in safe place.</li> <li>4. Follow alternate trekking trail.</li> <li>5. Get suggestion from the local people regarding crossing the river.</li> </ol>	<p><b><u>Condition (Given):</u></b> High level of water on the river</p> <p><b><u>Task (What):</u></b> Take precaution from flooding.</p> <p><b><u>Standard (How well):</u></b> Client should be Safe while crossing the river.</p>	Knowledge of situation analysis.

Required tools and equipment: Rope, Harness

Safety:

## Task Analysis

### Task No. 5: Take precaution from animal attack.

**Time: 1 hour**  
**Theory: 30 min**  
**Practical: 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Get information about violent wild animals in the area.</li> <li>2. Explain about the nature of animal.</li> <li>3. Avoid the risky zone and time.</li> <li>4. Get suggestion from the local people.</li> <li>5. Suggest client to walk in the group.</li> </ol>	<p><b><u>Condition (Given):</u></b> Trekking in dense forest.</p> <p><b><u>Task (What):</u></b> Take precaution from animal attack.</p> <p><b><u>Standard (How well):</u></b> Client prevented from the animal attack.</p>	Knowledge about animal habitat in the area

Required tools and equipment: binocular and camera, Torch light, stick.

Safety:

## Task Analysis

### Task No.6: Take precaution from poisonous plant

**Time: 1 hour**  
**Theory: 30 min**  
**Practical: 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Identify various plant</li> <li>2. Get information about poisonous plant available in the area.</li> <li>3. Suggest client not to touch any plant.</li> <li>4. Get suggestion from the local people.</li> </ol>	<p><b><u>Condition (Given):</u></b> Noticed poisonous plants</p> <p><b><u>Task (What):</u></b> Take precaution from poisonous plants</p> <p><b><u>Standard (How well):</u></b> Clients should not have any problems with local plants</p>	Knowledge about poisonous plant.

Required tools and equipment:

Safety:

## Task Analysis

**Task No. 7:** Prevent from food poisoning.

**Time: 1 hour**  
**Theory: 30 min**  
**Practical: 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
1. Get information about the allergic food from client. 2. Ensure food and drinking water is hygienic. 3. Make sure of the right composition of foods. 4. Allow to consume locally suggested food and water.	<p><b><u>Condition (Given):</u></b>            Food stuffs, Kitchen, Kitchen utensil</p> <p><b><u>Task (What):</u></b>            Prevent from food poisoning</p> <p><b><u>Standard (How well):</u></b>            Client had not suffer from food poisoning.</p>	Knowledge about the hygienic or consumable food.

Required tools and equipment:

Safety:

## **Sub Module 4.2: Emergency Rescue**

### **Description:**

This module deals with the knowledge and skills related to provide emergency rescue. It consists of tasks related to emergency rescue. Each task structure consists of performance steps, terminal performance objective, and minimum technical knowledge necessary to know related to the task.

### **Objectives:**

After the completion of this module the trainees will be able:

1. Rescue from high altitude sickness(AMS)
2. Rescue from fall down.
3. Rescue for Avalanches/ snow sliding.
4. Rescue from drowning.
5. Rescue from illness.
6. Rescue from flood.
7. Rescue from Animal attack.
8. Rescue from Earth quake.

### **Tasks:**

To meet the objectives the trainees are expected to get proficiency on the following tasks:

1. Provide rescue from high/ low altitude sickness.
2. Provide rescue from fall down
3. Provide rescue for Avalanches/ snow sliding.
4. Rescue from drowning
5. Rescue for illness
6. Rescue from flood
7. Provide rescue for Animal attack
8. Provide rescue from Earth quake



## Task Analysis

### Task No. 1: Provide rescue AMS.

**Time: 3 hour**  
**Theory: 1 hr**  
**Practical: 2 hrs**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Make sure client is communicating about high altitude sickness symptoms.</li> <li>2. Descend immediately then take a rest if AMS symptoms seen.</li> <li>3. Suggest to drink plenty of water and soup.</li> <li>4. Suggest to avoid smoke and alcoholic drinks.</li> <li>5. Manage mode of transportation to descend.</li> </ol>	<p><b><u>Condition (Given):</u></b> Trekking teams in above 3000 M</p> <p><b><u>Task (What):</u></b> Provide rescue from AMS.</p> <p><b><u>Standard (How well):</u></b> Trekking team should be save from risk.</p>	<p>Knowledge about altitude line and acute mountain sickness (AMS)</p>

Required tools and equipment:

Safety:

## Task Analysis

### Task No 2: Rescue from fall down.

**Time: 2 hour**  
**Theory: 30 min**  
**Practical: 1hr 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Observe traumatic condition.</li> <li>2. Prepare yourself to assist victim.</li> <li>3. Use safety measure or equipment.(safety first)</li> <li>4. Keep victim in safe area.</li> <li>5. Encourage victim not panic.</li> <li>6. Provide basic first aid.</li> <li>7. Get local support if needed.</li> <li>8. Ensure the safety of whole trekking team.</li> </ol>	<p><b><u>Condition (Given):</u></b> When client fall down in route</p> <p><b><u>Task (What):</u></b> Rescue from fall down.</p> <p><b><u>Standard (How well):</u></b> Trek guest should get rescue while fall down.</p>	<p>Knowledge about basic first aid ,fitting rope, prepare stretcher.</p>

Required tools and equipment: First aid box with kits, rope.

Safety: Rope, helmet, hooks.

## Task Analysis

### Task No. 3: Rescue on avalanche.

**Time: 2 hour**  
**Theory: 30 min**  
**Practical: 1hr 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Observe traumatic condition.</li> <li>2. Prepare yourself to assist.</li> <li>3. Keep victim in as much as safe place.</li> <li>4. Encourage victim not panic.</li> <li>5. Provide basic first aid.</li> <li>6. Get local support if needed.</li> <li>7. Inform to company for additional support if needed.</li> <li>8. Ensure the safety of whole trekking team.</li> </ol>	<p><b><u>Condition (Given):</u></b> When trekker are in trek.</p> <p><b><u>Task (What):</u></b> Provide rescue on avalanche.</p> <p><b><u>Standard (How well):</u></b> Client should get support while in risk.</p>	Knowledge about geographical location of avalanche, weather forecasting.

Required tools and equipment: Rope, ice axe, crampon first aid box with kids.

Safety:

## Task Analysis

### Task No. 4: Rescue from downing.

**Time: 2 hour**  
**Theory: 30 min**  
**Practical: 1 hr 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Observe traumatic condition.</li> <li>2. Prepare yourself to assist victim.</li> <li>3. Keep the victim in safe place.</li> <li>4. Provide basic first aid.</li> <li>5. Encourage victim not to panic.</li> <li>6. Get local support if needed.</li> <li>7. Ensure whole trekking team is safe.</li> </ol>	<p><b><u>Condition (Given):</u></b> Trekker fall in water table.</p> <p><b><u>Task (What):</u></b> Rescue from downing</p> <p><b><u>Standard (How well):</u></b> Trek guest must remain safely</p>	Knowledge of how to rescue from water downing.

Required tools and equipment: Rope, first box.

Safety: Helmet, floating jacket.

## Task Analysis

**Task No. 5: Recue from illness.**

**Time: 2 hrs**

**Theory: 30 min**

**Practical: 1 hr 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Find out the types of illness.</li> <li>2. Search for the immediate assistance from the local health worker.</li> <li>3. Follows the advices of local health assistance.</li> </ol>	<p><b><u>Condition (Given):</u></b> Sick client</p> <p><b><u>Task (What):</u></b> Recue from illness</p> <p><b><u>Standard (How well):</u></b> Trek Client should get help while in sick.</p>	Knowledge about symptoms of basic illness.

Required tools and equipment: First aid box.

Safety:

## Task Analysis

**Task No. 6: Recue from Flood.**

**Time: 2 hrs**

**Theory: 30 min**

**Practical: 1 hr 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Prepare yourself</li> <li>2. Encourage victim not to panic.</li> <li>3. Try to drag victim to the safe zone.</li> <li>4. Provide necessary first aid</li> <li>5. Take Victim to the nearest health post.</li> </ol>	<p><b><u>Condition (Given):</u></b> Client falling down in the river</p> <p><b><u>Task (What):</u></b> Recue from Flood</p> <p><b><u>Standard (How well):</u></b> Client safely rescued from the flood.</p>	Knowledge of rescue from flood.

Required tools and equipment: Rope , Harness

Safety:

## Task Analysis

### Task No. 7: Rescue for Animal attack

**Time: 1 hour**  
**Theory: 30 min**  
**Practical: 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
1. Identify the victim 2. Identify the type of injury 3. Provide necessary first aid 4. Take victim to the nearest health post 5. Follow the instruction provided by the health post.	<p><b><u>Condition (Given):</u></b> Client attacked by animal</p> <p><b><u>Task (What):</u></b> Rescue from Animal attack</p> <p><b><u>Standard (How well):</u></b> Safely rescued client from animal attack.</p>	Knowledge about first aid and near by health post

Required tools and equipment: First aid box, Torch, stick, rope  
Safety:

## Task Analysis

### Task No. 8 : Provide rescue from Earth quake

**Time: 1 hour**  
**Theory: 30 min**  
**Practical: 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
1. Identify the victim 2. Identify the type of injury 3. Provide necessary first aid 4. Take victim to the nearest health post 5. Follow the instruction provided by the health post.	<p><b><u>Condition (Given):</u></b> Client injured from earth quake</p> <p><b><u>Task (What):</u></b> Provide rescue from Earth quake</p> <p><b><u>Standard (How well):</u></b> Safely rescued client from earth quake.</p>	Knowledge about first aid and nearby health post

Required tools and equipment: First aid box, Torch, stick  
Safety:

## **Module 5: Camp Management**

### **Description:**

This module deals with the knowledge and skills related to camp management. It consists of tasks related to camp management. Each task structure consists of performance steps, terminal performance objective, and minimum technical knowledge necessary to know related to the task.

### **Objectives:**

After the completion of this module the trainees will be able to:

1. Select site for camp
2. Fix the tent
3. Arrange services
4. Manage the garbage
5. Pack tent/baggage

### **Tasks:**

To meet the objectives the trainees are expected to get proficiency on the following tasks:

1. Select site for camp
2. Set up the tent
3. Arrange services
4. Manage the garbage
5. Pack tent/baggage

## Task Analysis

### Task No. 1: Select site for camp

**Time: 1 hour**  
**Theory: 30 min**  
**Practical: 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
1. Get information from local people about the camp site location. 2. Observe the view from the location. 3. Make sure site is safe from <ol style="list-style-type: none"> <li>a. Float.</li> <li>b. Landslide.</li> <li>c. Rock fall.</li> <li>d. Wild animal attack.</li> </ol> 4. Find out camp site not far from water resources and local settlement.	<u><b>Condition (Given):</b></u> Fully organized trek  <u><b>Task (What):</b></u> Select site for camp  <u><b>Standard (How well):</b></u> Better camping experience	Knowledge of local geography. Knowledge on camp site selection

**Required tools and equipment:**

**Safety:**

## Task Analysis

### Task No. 2: Set up tents

**Time: 3 hour**  
**Theory: 30 min**  
**Practical: 2 hrs 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
1. Brief the staff for camping details. 2. Inspect camp site and advise for the camping structure 3. Check and ensure all needed equipments were allocated accordingly 4. Allocate tents to the client 5. Check and ensure luggage are accounted for and placed in right tent	<u><b>Condition (Given):</b></u> Selected site, Tent setting tools and equipment  <u><b>Task (What):</b></u> Set up tents.  <u><b>Standard (How well):</b></u> Satisfied clients with the camping experience	Knowledge about how to set up camp.

**Required tools and equipment:** Tent, hooks, rope, hammer

**Safety:**

## Task Analysis

### Task No. 3: Arrange services

**Time: 3 hour**  
**Theory: 1 hr**  
**Practical: 2 hrs**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Prepare meals for refreshment.</li> <li>2. Gather clients and get feedback on the day's trek.</li> <li>3. Provide refreshment meals.</li> <li>4. Check and ensure food hygiene and timing.</li> <li>5. Organize site visit.</li> <li>6. Organize entertainment /events at camp site.</li> <li>7. Brief the guest on trekking schedule.</li> <li>8. Ensure safety, hygiene and comfort at camp site.</li> <li>9. Arrange the dinner to the client.</li> <li>10. Brief the staff about security of the client and next day activities.</li> <li>11. Allocate task for the individual staffs.</li> </ol>	<p><b><u>Condition (Given):</u></b> Client in campsite, all tents are fixed.</p> <p><b><u>Task (What):</u></b> Arrange services</p> <p><b><u>Standard (How well):</u></b> Client feel comfortable and relax hospitality.</p>	<p>Knowledge of hospitality service.</p>

Required tools and equipment: Dining table, Chair, Cooking accessories, Torch, Service equipment

Safety:

## Task Analysis

### Task No. 4: Manage the garbage.

**Time: 2 hour**  
**Theory: 30 min**  
**Practical: 1hr 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Fix the Garbage bin in proper location.</li> <li>2. Separate disposable and non-disposable garbage bin.</li> <li>3. Collect the garbage separately.</li> <li>4. Dispose garbage as per their nature and guided by the local authority.</li> </ol>	<p><b><u>Condition (Given):</u></b> Degradable and non degradable waste.</p> <p><b><u>Task (What):</u></b> Manage the garbage</p> <p><b><u>Standard (How well):</u></b> Disposed Degradable and non-degradable waste separately.</p>	<p>Knowledge about waste management.</p>

Required tools and equipment: Garbage bin, digging equipment

Safety:

## Task Analysis

### Task No.5: Pack the tent / Baggage

**Time: 1 hour**  
**Theory: 30 min**  
**Practical: 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
1. Unfold the tent. 2. Count the tent and other equipment. 3. Record inventory. 4. Keep in proper bag. 5. Handover to the allocated helper.	<p><b><u>Condition (Given):</u></b>            Folded tent and other equipment in beginning of trek.</p> <p><b><u>Task (What):</u></b>            Pack the tent / Baggage</p> <p><b><u>Standard (How well):</u></b>            All the tent and equipment are in proper packing and condition.</p>	Knowledge about inventory management. Knowledge of tent packaging

Required tools and equipment:  
 Safety:



## **Module 6: Budget Handling**

### **Description:**

This module deals with the knowledge and skills related to budget handling during trekking. It consists of tasks related to budget handling. Each task structure consists of performance steps, terminal performance objective, and minimum technical knowledge necessary to the related task.

### **Objectives:**

After the completion of this module the trainees will be able:

1. Estimate Budget
2. Receive Budget
3. Maintain Day Book
4. Daily account settlement.
5. Prepare Expenditure Report

### **Tasks:**

To meet the objectives the trainees are expected to get proficiency on the following tasks:

1. Estimate Budget
2. Receive Budget
3. Maintain proper bills
4. Maintain day books.
5. Prepare Expenditure Report.

## Task Analysis

### Task No.1: Estimate Budget

**Time: 2 hours**  
**Theory: 1 hr**  
**Practical: 1 hr**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Collect information of variable and fixed cost.</li> <li>2. List out the entire included price, separately.</li> <li>3. Ensure total trek day and daily schedule.</li> <li>4. Calculate total budget.</li> </ol>	<p><b><u>Condition (Given):</u></b> Trekking agency, trekking guides, budget.</p> <p><b><u>Task (What):</u></b> Estimate Budget</p> <p><b><u>Standard (How well):</u></b> Estimated budget should cover all the expenditure during trekking period.</p>	Knowledge about price, expenditure heading, etc.

Required tools and equipment: Pen, paper, calculator.

Safety:

## Task Analysis

### Task No.2: Receive Budget

**Time: 1 hour**  
**Theory: 30 min**  
**Practical: 30 min**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
<ol style="list-style-type: none"> <li>1. Submit estimated budget to the company.</li> <li>2. Discuss with company about purposed budget.</li> <li>3. Receive money from company by fulfilling formalities.(Money should be in local currency.)</li> </ol>	<p><b><u>Condition (Given):</u></b></p> <p><b><u>Task (What):</u></b> Receive Budget</p> <p><b><u>Standard (How well):</u></b> Trekking guide should have required money for the trekking duration.</p>	Knowledge about justification of estimated budget.

Required tools and equipment:

Safety:

## Task Analysis

### Task No. 3: Maintain Day Book

**Time: 3 hours**

**Theory: 1 hr**

**Practical: 2 hrs**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
1. Note down total expenditure heading. 2. Post in daybook as per accounting norms. 3. File all the bills, voucher as a evidence. 4. Prepare final summary of statement.	<p><b><u>Condition (Given):</u></b></p> <p><b><u>Task (What):</u></b> Maintain Day Book</p> <p><b><u>Standard (How well):</u></b> Recorded financial transaction as per the company standard.</p>	Knowledge about accounting principal.

Required tools and equipment:

Safety:

## Task Analysis

### Task No 4: Daily account settlement.

**Time: 3 hours**

**Theory: 1 hr**

**Practical: 2 hrs**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
1. Collect information about client consumption. 2. Verify with client. 3. Pay the bills.	<p><b><u>Condition (Given):</u></b> Fill up bills</p> <p><b><u>Task (What):</u></b> Calculate Expenditure</p> <p><b><u>Standard (How well):</u></b> Paid the bill as per the budget allocated by company rules.</p>	Knowledge about bill, Company agreement with client

Required tools and equipment:

Safety:

## Task Analysis

**Task No. 5:** Maintain proper bills

**Time: 5 hours**

**Theory: 2 hrs**

**Practical: 3 hrs**

Performance Steps	Terminal Performance Objective	Related Technical Knowledge
1. Collect the bills. 2. Check the bill. 3. Tally bills with expenditure. 4. Keep it in right order and safely. 5. Summit collecting bill in the company.	<p><b><u>Condition (Given):</u></b> Bill Pad</p> <p><b><u>Task (What):</u></b> Maintain proper bills</p> <p><b><u>Standard (How well):</u></b> Bill prepared properly</p>	Knowledge about

Required tools and equipment:

Safety:

## Common Module

<b>Sub module 1: Applied Mathematics</b>					
<b>Description:</b> It consists of skills and knowledge related to mathematical calculations applicable in the related occupational performances.					
<b>Objective:</b> <ul style="list-style-type: none"> <li>• To carry out simple mathematical calculations that must be done for the effective performance in the occupational job.</li> </ul>					
<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
<b>Th. (4 hrs) + Pr. (16hrs) = Tot. (20 hrs)</b>			<b>Time (hrs)</b>		
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
1.	Carry out simple addition applicable in job situation	<u>Addition:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Simple calculations</li> <li>➤ Application in the occupation</li> </ul>	0.2	0.8	1
2.	Carry out simple subtraction applicable in job situation	<u>Subtraction:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Simple calculations</li> <li>➤ Application in the occupation</li> </ul>	0.2	0.8	1
3.	Carry out simple multiplication applicable in job situation	<u>Multiplication</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Simple calculations</li> <li>➤ Application in the occupation</li> </ul>	0.2	0.8	1
4.	Carry out simple division applicable in job situation	<u>Division:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Simple calculations</li> <li>➤ Application in the occupation</li> </ul>	0.2	0.8	1
5.	Carry out measurements	<u>Measurement:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Application in the occupation</li> </ul>	0.2	0.8	1
6.	Convert units of measurement	<u>Units of measurement:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Units of measurement</li> <li>➤ Unit conversion</li> <li>➤ application</li> </ul>	0.2	0.8	1
7.	Convert units of measuring temperature	<u>Units of measuring temperature:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> </ul>	0.2	0.8	1

		<ul style="list-style-type: none"> <li>➤ Units of temperature measurement</li> <li>➤ Unit conversion</li> <li>➤ application</li> </ul>			
8.	Calculate area	<u>Area:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Formula</li> <li>➤ Calculation</li> <li>➤ Application</li> </ul>	0.2	0.8	1
9.	Calculate volume	<u>Volume:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Formula</li> <li>➤ Calculation</li> <li>➤ Application</li> </ul>	0.2	0.8	1
10.	Calculate weight	<u>Weight:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Formula</li> <li>➤ Calculation</li> <li>➤ Application</li> </ul>	0.2	0.8	1
11.	Calculate percentage	<u>Percentage:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Formula</li> <li>➤ Calculation</li> <li>➤ Application</li> </ul>	0.2	0.8	1
12.	Calculate ratio and proportions	<u>Ratio and proportions:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Formula</li> <li>➤ Calculation</li> <li>➤ Application</li> </ul>	0.2	0.8	1
13.	Apply Pythagoras formula	<u>Pythagoras formula:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Formula</li> <li>➤ Calculation</li> <li>➤ Application</li> </ul>	0.2	0.8	1
14.	Apply unitary method	<u>Unitary method:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Calculation</li> <li>➤ Application</li> </ul>	0.2	0.8	1
15.	Calculate simple interest	<u>Simple interest:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Formula</li> <li>➤ Calculation</li> <li>➤ Application</li> </ul>	0.2	0.8	1
16.	Calculate unit cost	<u>Unit cost:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Formula</li> </ul>	0.2	0.8	1

		<ul style="list-style-type: none"> <li>➤ Calculation</li> <li>➤ Application</li> </ul>			
17.	Calculate per unit income	<u>Per unit income:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Formula</li> <li>➤ Calculation</li> <li>➤ Application</li> </ul>	0.2	0.8	1
18.	Calculate profit and loss	<u>Profit and loss:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Formula</li> <li>➤ Calculation</li> <li>➤ Application</li> </ul>	0.2	0.8	1
19.	Perform billing	<u>Billing:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Calculation</li> <li>➤ Bill format</li> <li>➤ Procedure</li> <li>➤ Application</li> </ul>	0.2	0.8	1
20.	Prepare simple balance sheet	<u>Balance sheet:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Format</li> <li>➤ Procedure</li> <li>➤ Application</li> </ul>	0.2	0.8	1
<b>Total:</b>			<b>4</b>	<b>16</b>	<b>20</b>
<b>Sub module 2: Occupational Health and Safety</b>					
<b>Description:</b> It consists of skills and knowledge related to occupational health and safety applicable in the related occupational performances					
<b>Objectives:</b> <ul style="list-style-type: none"> <li>• To be familiar with hazards related to this occupation</li> <li>• To apply preventive measures for occupational health and safety</li> </ul>					
<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
<b>Th. (2 hrs) + Pr. (8 hrs) = Tot. (10 hrs)</b>			<b>Time (hrs )</b>		
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
Be familiar with hazards related to this occupation					
1.	Be familiar with accident hazards	<u>Accident hazards:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Causes</li> <li>➤ Procedures for managing this hazard</li> </ul>	0.2	0.8	1
2.	Be familiar with physical hazards	<u>Physical hazards:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Causes</li> <li>➤ Procedures for managing this hazard</li> </ul>	0.2	0.8	1

3.	Be familiar with chemical hazards	<u>Chemical hazards:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Causes</li> <li>➤ Procedures for managing this hazard</li> </ul>	0.2	0.8	1
4.	Be familiar with biological hazards	<u>Biological hazards:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Causes</li> <li>➤ Procedures for managing this hazard</li> </ul>	0.2	0.8	1
5.	Be familiar with ergonomic/psychological / organizational factors:	<u>Ergonomic /psychological / organizational factors:</u> <ul style="list-style-type: none"> <li>➤ Concept of : <ul style="list-style-type: none"> <li>▪ Ergonomic factors</li> <li>▪ Psychological factors</li> <li>▪ organizational factors</li> </ul> </li> <li>➤ Procedures for managing hazards caused by these factors</li> </ul>	0.2	0.8	1
Sub total:			<b>1</b>	<b>4</b>	<b>4</b>
<b>Apply preventive measures for occupational health and safety</b>					
1.	Wear safety wares	<u>Safety wares:</u> <ul style="list-style-type: none"> <li>➤ Identification</li> <li>➤ Needs</li> <li>➤ Wearing procedures</li> </ul>	0.2	0.5	0.7
2.	Inspect workplace before working	<u>Workplace inspection:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Principle and procedures</li> <li>➤ Records keeping</li> </ul>	0.2	0.5	0.7
3.	Inspect tools/materials/equipment before use	<u>Inspection of tools/materials/equipment:</u> <ul style="list-style-type: none"> <li>➤ Concept and identification</li> <li>➤ Principle and procedures</li> <li>➤ Records keeping</li> </ul>	0.1	0.5	0.6
4.	Be prevented from accident hazards	<u>Prevention of accident hazards:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Being prevented from accident hazards</li> <li>➤ Records keeping</li> </ul>	0.1	0.5	0.6
5.	Be prevented from physical hazards	<u>Prevention of physical hazards:</u> <ul style="list-style-type: none"> <li>➤ Concept</li> <li>➤ Being prevented from physical hazards</li> <li>➤ Records keeping</li> </ul>	0.1	0.5	0.6



6.	Be prevented from chemical hazards	<u>Prevention of chemical hazards:</u> ➤ Concept ➤ Being prevented from chemical hazards ➤ Records keeping	0.1	0.5	0.6	
7.	Be prevented from biological hazards	<u>Prevention of biological hazards:</u> ➤ Concept ➤ Being prevented from biological hazards ➤ Records keeping	0.1	0.5	0.6	
8.	Be prevented from ergonomic/psychological / organizational factors that create problems/hazards.	<u>Prevention of ergonomic/psychological / organizational factors that create problems/hazards:</u> ➤ Concept ➤ Being prevented from ergonomic/psychological / organizational factors that create problems/hazards ➤ Records keeping	0.1	0.5	0.6	
	Sub total:		<b>1</b>	<b>4</b>	<b>5</b>	
	<b>Total:</b>		<b>2</b>	<b>8</b>	<b>10</b>	
<b>Sub module 3: First Aid</b>						
	<b>Description:</b> It consists of skills and knowledge related to first aid measures applicable in the related occupational performances.					
	<b>Objective:</b> • To apply first aid measures					
	<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
	<b>Th. (1 hrs) + Pr. (4 hrs) = Tot. (5 hrs)</b>			<b>Time (hrs)</b>		
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.	
1.	Carryout simple dressings	<u>Carryout simple dressings:</u> ➤ Concept ➤ Needs ➤ Procedures ➤ Precautions ➤ Recording	0.1	0.4	0.5	
2.	Apply simple bandages	<u>Apply simple bandages:</u> ➤ Concept ➤ Needs ➤ Procedures ➤ Precautions ➤ Recording	0.1	0.4	0.5	

3.	Apply first aid for simple wounds	<u>Apply first aid for simple wounds:</u> ➤ Concept ➤ Needs ➤ Procedures ➤ Precautions ➤ Recording	0.1	0.4	0.5
4.	Apply first aid for heat /chemical burns	<u>Apply first aid for heat /chemical burns:</u> ➤ Concept ➤ Needs ➤ Procedures ➤ Precautions ➤ Recording	0.1	0.40	0.5
5.	Apply first aid for injuries/cuts	<u>Apply first aid for injuries/cuts:</u> ➤ Concept ➤ Needs ➤ Procedures ➤ Precautions ➤ Recording	0.1	0.40	0.5
6.	Apply first aid for fracture	<u>Apply first aid for fracture:</u> ➤ Concept ➤ Needs ➤ Procedures ➤ Precautions ➤ Recording	0.1	0.40	0.5
7.	Apply first aid for simple bleeding	<u>Apply first aid for simple bleeding:</u> ➤ Concept ➤ Needs ➤ Procedures ➤ Precautions ➤ Recording	0.1	0.40	0.5
8.	Apply first aid for insect bites	<u>Apply first aid for insect bites:</u> ➤ Concept ➤ Needs ➤ Procedures ➤ Precautions ➤ Recording	0.05	0.20	0.25
9.	Apply first aid for animal bites	<u>Apply first aid for animal bites:</u> ➤ Concept ➤ Needs ➤ Procedures ➤ Precautions ➤ Recording	0.05	0.20	0.25

10.	Apply first aid for frost bite	<u>Apply first aid for frost bite :</u> ➤ Concept ➤ Needs ➤ Procedures ➤ Precautions ➤ Recording	0.05	0.20	0.25
11.	Apply first aid for simple poisoning	<u>Apply first aid for simple poisoning:</u> ➤ Concept ➤ Needs ➤ Procedures ➤ Precautions ➤ Recording	0.05	0.20	0.25
12.	Apply first aid for electrical shock	<u>Apply first aid for electrical shock:</u> ➤ Concept ➤ Needs ➤ Procedures ➤ Precautions ➤ Recording	0.05	0.20	0.25
13.	Apply first aid for choking/ drowning	<u>Apply first aid for choking/ drowning:</u> ➤ Concept ➤ Needs ➤ Procedures ➤ Precautions ➤ Recording	0.05	0.20	0.25
<b>Total:</b>			<b>1</b>	<b>4</b>	<b>5</b>
<b>Sub module 4: Sexually Transmitted Disease (STD)</b>					
<b>Description:</b> It consists of skills and knowledge related to safety measures to be followed for the prevention of STD including its management.					
<b>Objectives:</b> • To state the concept of STD • To apply safety measures for prevention of STD					
<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
<b>Th. (1 hrs) + Pr. (4 hrs) = Tot. (5 hrs)</b>		<b>Time ( hrs )</b>			
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
1.	<b>State the concept of STD</b> 1. Define STD 2. Enlist modes of transmission of HIV 3. Enlist signs and symptoms of HIV infected person	<b><u>State the concept of STD</u></b> ➤ Definition of HIV: ➤ Modes of transmission of HIV ➤ Signs and symptoms of HIV	0.5	2	2.5

	<p>4. Enlist stages of HIV</p> <p>5. Define AIDS</p> <p>6. Enlist signs and symptoms of AIDS</p> <p>7. Enlist current status of global HIV/AIDS</p> <p>8. Enlist difference between HIV/AIDS</p>	<p>infected person</p> <ul style="list-style-type: none"> <li>➤ Stages of HIV</li> </ul> <p><b><u>AIDS:</u></b></p> <ul style="list-style-type: none"> <li>➤ Definition of AIDS</li> <li>➤ Signs and symptoms of AIDS</li> <li>➤ Current status of global HIV/AIDS</li> <li>➤ Difference between HIV and AIDS</li> </ul>			
2.	<p>Apply safety measures for prevention of <b>HIV/AIDS:</b></p> <ol style="list-style-type: none"> <li>1. Keep touch with single partner for sexual intercourse</li> <li>2. Ensure safe intercourse</li> <li>3. Use condom carefully and consistently during each act of sexual intercourse incase of other than single sex partner</li> <li>4. Keep away from sharing syringes, needles and other skin piercing instrument with HIV infected people</li> <li>5. Keep away from sharing toothbrushes, blade razors or other instruments that could become contaminated from blood</li> <li>6. Keep away from handling clothes that are visibly contaminated with blood</li> <li>7. Follow positive health behavior</li> <li>8. Get blood be tested to ensure HIV negative/positive</li> </ol>	<p><u>Apply safety measures for prevention of HIV/AIDS:</u></p> <ul style="list-style-type: none"> <li>➤ Keeping touch with single partner for sexual intercourse</li> <li>➤ Ensuring safe intercourse</li> <li>➤ Using condom carefully and consistently during each act of sexual intercourse incase of other than single sex partner</li> <li>➤ Keeping away from sharing syringes, needles and other skin piercing instrument with HIV infected people</li> <li>➤ Keeping away from sharing toothbrushes, blade razors or other instruments that could become contaminated from blood</li> <li>➤ Keeping away from handling clothes or cloths that are visibly contaminated with blood</li> <li>➤ Positive health behavior</li> <li>➤ Getting blood be tested to ensure HIV negative/positive</li> </ul>	0.5	2	2.5
	<b>Total:</b>		1	4	5

<b>Sub module 5: Language and Communication</b>					
<b>Description:</b> It consists of the skills and knowledge related to communication in the related occupation. Each task consists of its steps, related technical knowledge and hour distribution.					
<b>Objectives:</b> After its completion the trainees will be able:					
<ul style="list-style-type: none"> <li>• To communicate in English in daily life</li> <li>• To explain about Natural beauty/ Hotel/Mountain/Culture/ Flora/Fauna /Social values</li> <li>• To handle telephone calls</li> <li>• To handle fax</li> <li>• To handle mail</li> <li>• To write letters/applications</li> <li>• To write memos / tips / notes / notice/dialogues</li> <li>• To perform internal / external communication</li> </ul>		<ul style="list-style-type: none"> <li>• To communicate with clients</li> <li>• To disseminate information</li> <li>• Prepare Resume.</li> <li>• Deal with client</li> <li>• Fill up leave requisition form.</li> </ul>			
<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
<b>Th. (16 hrs) + Pr. (44 hrs) = Tot. (60 hrs)</b>				<b>Time (hrs )</b>	
SN	Tasks or skills	Contents	Th.	Pr.	Tot.
1.	Introduce the communicative English	<u>Introduction to Communicative Language:</u> <ul style="list-style-type: none"> <li>➤ Importance</li> <li>➤ Application in the field of Trekking</li> <li>➤ Term and terminology used in trekking</li> <li>➤ Self and team introduction</li> </ul>	2	6	8
2.	Dealing with the guest/clients: (Communicate with clients)	<ul style="list-style-type: none"> <li>➤ Welcoming</li> <li>➤ Introducing</li> <li>➤ Greeting /seeing off</li> <li>➤ Requesting</li> <li>➤ Asking for permission</li> <li>➤ Making comparison</li> <li>➤ Handling compliments</li> <li>➤ Offering help</li> <li>➤ Advising/suggesting/</li> <li>➤ Giving instruction/direction</li> </ul>	2	8	10
3.	Describe Natural Attraction/Hotel/Mountain/Culture/	<ul style="list-style-type: none"> <li>➤ Natural Attractions</li> <li>➤ Hotels</li> <li>➤ Mountain</li> </ul>	2	8	10

	Flora/Fauna /Social values in simple present tense.		<ul style="list-style-type: none"> <li>➤ Culture</li> <li>➤ Flora</li> <li>➤ Fauna</li> <li>➤ Social values</li> </ul>			
4.	Handle telephone calls		<ul style="list-style-type: none"> <li>➤ Operating principles and procedures</li> <li>➤ Politeness in conversations</li> <li>➤ Keeping activity records</li> </ul>	0.2	0.8	1
5.	Handle fax		<ul style="list-style-type: none"> <li>➤ Operating principles and procedures</li> <li>➤ Keeping activity records</li> </ul>	0.2	0.8	1
6.	Handle mail		<ul style="list-style-type: none"> <li>➤ Operating principles and procedures</li> <li>➤ Keeping activity records</li> </ul>	0.2	0.8	1
7.	<ul style="list-style-type: none"> <li>• Write letters</li> <li>• Prepare resume</li> </ul>		<ul style="list-style-type: none"> <li>Types of letter</li> <li>➤ Component/ parts of letters <ul style="list-style-type: none"> <li>• Personal/social</li> <li>• Business</li> <li>• Complain letters</li> <li>• Job application/</li> <li>• Greeting/Invitation cards</li> <li>• Resume writing</li> </ul> </li> </ul>	4	4	8
8.	Write memos / tips / notes / notice		<ul style="list-style-type: none"> <li>➤ Format of memos / tips / notes / notice</li> </ul>	0.2	0.8	1
9.	Prepare report		<ul style="list-style-type: none"> <li>Format of a report <ul style="list-style-type: none"> <li>• Job reports</li> <li>• Excursion/tour/trek report</li> </ul> </li> </ul>	2	2	4
10	Ask/inquire about the issues		<ul style="list-style-type: none"> <li>• Asking WH question</li> <li>• Asking direct and indirect question</li> <li>• Asking about health, and other problems</li> </ul>	2	10	12
10.	Link with media to disseminate information		<ul style="list-style-type: none"> <li>➤ Importance</li> <li>➤ Linking with media</li> <li>➤ Disseminating information <ul style="list-style-type: none"> <li>• Media</li> <li>• Workshop/seminar</li> </ul> </li> <li>➤ Community campaign</li> </ul>	1	1	2
11.	Request / purchase tool, supplies, materials and equipment.		<ul style="list-style-type: none"> <li>➤ Asking about the price</li> <li>➤ Persuading/requesting</li> <li>➤ Expressing graduates</li> </ul>	0.2	0.8	1
12.	Fill up leave requisition form		<ul style="list-style-type: none"> <li>➤ Procedures,</li> <li>➤ Filling up leave requisition form</li> </ul>	0.2	0.8	1
			<b>Total:</b>	<b>16</b>	<b>44</b>	<b>60</b>

<b>Sub module 6: Small Enterprise Development</b>						
	<b>Description:</b> It consists of the skills and knowledge related to small enterprise development in the related occupation. Each task consists of its steps, related technical knowledge and hour distribution.					
	<b>Objectives:</b> After its completion the trainees will be able: <ul style="list-style-type: none"> <li>• To be familiar with entrepreneurship development</li> <li>• To prepare a business plan</li> </ul>					
	<b>Tasks:</b> To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
	<b>Th. (4 hrs) + Pr. (16 hrs) = Tot. (20 hrs)</b>			<b>Time ( hrs )</b>		
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.	
	<b><u>Entrepreneurship development:</u></b>	<b><u>Entrepreneurship development:</u></b>				
1.	Be familiar with business / entrepreneurship	<u>Business / entrepreneurship:</u> <ul style="list-style-type: none"> <li>➤ Concept, definitions, need, and importance</li> <li>➤ Precautions to be taken</li> <li>➤ Keeping activity records</li> </ul>	0.1	0.4	0.5	
2.	Develop qualities of a successful entrepreneur	<u>Qualities of a successful entrepreneur:</u> <ul style="list-style-type: none"> <li>➤ Concept and needs</li> <li>➤ Qualities of a successful entrepreneur</li> <li>➤ Keeping activity records</li> </ul>	0.1	0.4	0.5	
3.	Follow professional ethics	<u>Professional ethics:</u> <ul style="list-style-type: none"> <li>➤ Concept, need, and importance</li> <li>➤ Professional ethics</li> <li>➤ Interpretation</li> <li>➤ Precautions to be taken</li> <li>➤ Keeping activity records</li> </ul>	0.1	0.4	0.5	
4.	Analyze prevailing rules / regulations/ laws /acts related to the profession	<u>Prevailing rules / regulations/ laws /acts related to the profession:</u> <ul style="list-style-type: none"> <li>➤ Concept, need, and importance</li> <li>➤ Prevailing rules / regulations/ laws /acts related to the profession</li> <li>➤ Interpretation</li> <li>➤ Precautions to be taken</li> <li>➤ Keeping activity records</li> </ul>	0.1	0.4	0.5	
5.	Develop skills of good governance	<u>Good governance:</u> <ul style="list-style-type: none"> <li>➤ Concept, need, and importance</li> <li>➤ Principles and procedures of good governance</li> <li>➤ Precautions to be taken</li> <li>➤ Keeping activity re</li> </ul>	0.1	0.4	0.5	

6.	Be familiar with entrepreneurship development/ factors affecting the growth of entrepreneurship	<u>Entrepreneurship development/ factors affecting the growth of entrepreneurship:</u> <ul style="list-style-type: none"> <li>➤ Concept, need, and importance</li> <li>➤ Entrepreneurship development</li> <li>➤ Factors affecting the growth of entrepreneurship</li> <li>➤ Precautions to be taken</li> <li>➤ Keeping records</li> </ul>	0.1	0.4	0.5
7.	Develop an entrepreneurship competency development [ECD] program	<u>Entrepreneurship competency development [ECD] program:</u> <ul style="list-style-type: none"> <li>➤ Concept, need, and importance</li> <li>➤ Entrepreneurship competency development [ECD]</li> <li>➤ ECD program development</li> <li>➤ Precautions to be taken</li> <li>➤ Keeping records</li> </ul>	0.1	0.4	0.5
8.	Be familiar with identification / selection/appraising/gaining instructional a support of a project <ul style="list-style-type: none"> <li>• Be familiar with identification of a project</li> <li>• Be familiar with selection of a project</li> <li>• Be familiar with appraising of a project</li> <li>• Be familiar with gaining instructional a support of a project</li> </ul>	<u>Identification / selection/appraising/gaining instructional a support of a project:</u> <ul style="list-style-type: none"> <li>➤ Concept, need, and importance</li> <li>➤ Identification of a project</li> <li>➤ Selection of a project</li> <li>➤ Appraising of a project</li> <li>➤ Gaining instructional a support of a project</li> <li>➤ Precautions to be taken</li> <li>➤ Keeping records</li> </ul>	0.1	0.4	0.5
9.	Be familiar with the preparation of a comprehensive business plan for starting / acquiring /running a business	<u>Be familiar with the preparation of a comprehensive business plan for starting / acquiring /running a business:</u> <ul style="list-style-type: none"> <li>➤ Preparation of a comprehensive business plan for starting a business</li> <li>➤ Preparation of a comprehensive business plan for acquiring a business</li> <li>➤ Preparation of a comprehensive business plan for running a business</li> <li>➤ Precautions to be taken</li> <li>➤ Keeping records</li> </ul>	0.1	0.4	0.5



10.	Be familiar with marketing of products	<u>Be familiar with marketing of products:</u> <ul style="list-style-type: none"> <li>➤ Concept of product, price, place, promotion</li> <li>➤ Marketing of products</li> <li>➤ Precautions to be taken</li> <li>➤ Keeping records</li> </ul>	0.1	0.4	0.5
		Subtotal:	<b>1</b>	<b>4</b>	<b>5</b>
	<b><u>Business plan:</u></b>	<b><u>Business plan:</u></b>			
11.	Collect related information / data	<u>Collecting related information / data:</u> <ul style="list-style-type: none"> <li>➤ Concept, need, and importance of data and information</li> <li>➤ Difference between data and information</li> <li>➤ Principles and procedures for collecting related information / data</li> <li>➤ Collecting related information / data</li> <li>➤ Precautions to be taken</li> <li>➤ Keeping records</li> </ul>	0.4	1.6	2
12.	Prepare production plan	<u>Preparing production plan:</u> <ul style="list-style-type: none"> <li>➤ Concept, need, and importance</li> <li>➤ Component parts</li> <li>➤ Format</li> <li>➤ Principles and procedures</li> <li>➤ Precautions to be taken</li> <li>➤ Keeping records</li> </ul>	0.4	1.6	2
13.	Prepare cost plan	<u>Preparing cost plan:</u> <ul style="list-style-type: none"> <li>➤ Concept, need, and importance</li> <li>➤ Component parts</li> <li>➤ Format</li> <li>➤ Principles and procedures</li> <li>➤ Precautions to be taken</li> <li>➤ Keeping records</li> </ul>	0.4	1.6	2
14.	Prepare financial plan	<u>Preparing financial plan:</u> <ul style="list-style-type: none"> <li>➤ Concept, need, and importance</li> <li>➤ Component parts</li> <li>➤ Format</li> <li>➤ Principles and procedures</li> <li>➤ Precautions to be taken</li> <li>➤ Keeping records</li> </ul>	0.4	1.6	2

15.	Prepare marketing plan	<u>Preparing marketing plan:</u> ➤ Concept, need, and importance ➤ Component parts ➤ Format ➤ Principles and procedures ➤ Precautions to be taken ➤ Keeping records	0.4	1.6	2
16.	Prepare a business plan	<u>Preparing a business plan:</u> ➤ Concept, need, and importance ➤ Component parts ➤ Format ➤ Principles and procedures ➤ Precautions to be taken ➤ Keeping records	0.6	2.4	3
17.	Appraise business plan	<u>Appraising business plan:</u> ➤ Concept, need, and importance ➤ Principles and procedures ➤ Precautions to be taken ➤ Keeping records	0.4	1.6	2
		<b>Subtotal:</b>	<b>3</b>	<b>12</b>	<b>15</b>
		<b>Total:</b>	<b>4</b>	<b>16</b>	<b>20</b>
		<b>Common module total:</b>	<b>14</b>	<b>56</b>	<b>70</b>