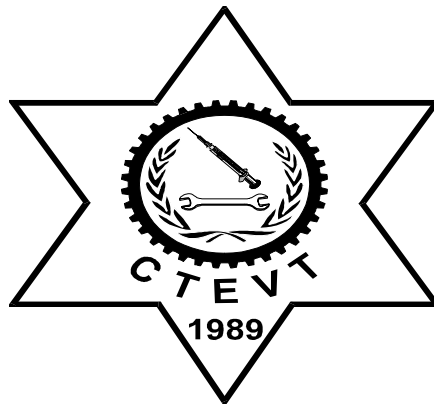


Curriculum
For

Wooden Handicraft Maker [WHM]

(Short Term Competency Based Curriculum)



Council for Technical Education and Vocational Training
CURRICULUM DEVELOPMENT DIVISION
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Introduction

This curriculum for “Wooden Handicraft Maker” has been developed with a purpose of preparing technical workforce in the field of wooden handicraft making able to get employment in the country. The technical skills incorporated in this curriculum come from the experts who have already worked in field of wooden handicraft making. Its contents are organized in the form of modules. So it is a tailor made curriculum to be implemented in a modular form.

It is a competency based curriculum too. It is also designed to produce lower level technical workforce in the field of wooden handicraft making equipped with skills, knowledge and attitudes related to wooden handicraft technology in order to meet the demand of such workforce in the country so as to contribute in the national streamline of poverty reduction in Nepal.

Aims

The main aim of this curricular program is to produce skilled workforce in the field of wooden handicraft making by providing training to the citizen of the country and link them to employment opportunities in the country. The aims of this curriculum are:

- To produce lower level technical workforce in the field of wooden handicraft making
- To produce such technical workforce who will be able to provide service through the application of the skills and knowledge of wooden handicraft technology being as an entrepreneur.

Objectives

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

- To apply safety measures in the work place
- To handle tools/equipment/materials necessary for making wooden handicraft items/products
- To perform basic (fundamentals) works related to making wooden handicraft items/products
- To make various types of Joints necessary for making wooden handicraft items/products
- To draw free hand sketches of (butta)/designs necessary for making wooden handicraft items/products
- To develop/prepare formats/templates necessary for making wooden handicraft items/products
- To trace Butta (Carves)/ designs on work piece necessary for making wooden handicraft items/products
- To make handicraft items/products
- To perform project works related to making wooden handicraft items/products
- To perform works necessary for finishing wooden handicraft items/products

Description

This curriculum provides skills and knowledge necessary for “Wooden Handicraft Maker”. 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 carry out skills related to basics of wooden handicraft (timber, seasoning and wooden handicraft; tools, equipment, materials and safety; & fundamental works), joints, sketches, designs and templates (sketches & designs; & templates/formats), wooden handicraft items/products (designs tracing; making handicraft items/products; & finishing, grading, packaging, costing and storing handicraft items/products), applied math, occupational health and safety, first aid, HIV/AIDS, communication and small enterprise development.

Course structure

	Job title: <i>Wooden handicraft maker</i>	Nature	Time(hours)			Marks		
			Th.	Pr.	Tot.	Th.	Pr.	Tot.
1.	Basics of wooden handicraft	T + P	8	32	40	4	16	20
	1. Timber, seasoning and wooden handicraft	T + P	2	8	10			
	2. Tools, equipment, materials and safety	T + P	2	8	10			
	3. Fundamental works	T + P	4	16	20			
2.	Joints	T + P	6	25	31	3	12	15
3.	Sketches, designs and templates	T + P	6	30	36	3	12	15
	1. Sketches & designs	T + P	3	15	18			
	2. Templates/formats	T + P	3	15	18			
4.	Wooden handicraft items/products	T + P	24	189	213	40	160	200
	1. Designs tracing	T + P	4	16	20			
	2. Making handicraft items/products	T + P	14	149	163			
	3. Finishing , grading, packaging, costing and storing handicraft items/products	T + P	6	24	30			
	Sub-total:		44	276	320	50	200	250
5.	Common module	T + P	14	56	70	10	40	50
	1. Applied math	T + P	4	16	20			
	2. Occupational health and safety	T + P	2	8	10			
	3. First aid	T + P	1	4	5			
	4. HIV/AIDS	T + P	1	4	5			
	5. Communication	T + P	2	8	10			
	6. Small enterprise development	T + P	2	8	10			
	Total:		58	332	390	60	240	300

Duration:

The total duration of this curricular program will be of three months (390 hours) [320 hours of specific modules plus 70 hours of Common module.

Target group:

The target group for this training will be all the interested individuals of the country with the minimum qualification of class five passed or equivalent

Group size:

The group size of this training program will be not more than 30

Target location:

The target location of this training program will be all over Nepal.

Medium of Instruction:

The medium of instruction for this training program will be Nepali or English or both.

Pattern of attendance:

The trainees should have 80% attendance in theory classes and 90% in Practical (Performance) to be eligible for internal assessment and final examinations.

Focus of the program:

This is a competency based curriculum. This curriculum emphasizes on competent performance of the task specified in it. Not less than 80% time is allotted to the competencies and not more than 20% to the related technical knowledge. So, the main focus will be on the performance of the specified competencies/tasks /skills included in this curriculum.

Entry criteria:

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

- Minimum of five class pass or equivalent
- Physically and mentally fit
- Minimum of 18 years of age
- Should pass entrance examination
- Preference will be given to female, Dalit, Janjati, and Conflict affected people

Follow up suggestion:

This is not a training program only for training sake. The ultimate success of this program will rest on the proficiency of the graduates of this training program in providing services in the community either by wage employment or by self-employment.

In order to assess the success of this program and collect feedbacks/inputs for the revision of the program, a schedule of follow up is suggested as follows:-

- First follow up: - Six months after the completion of the training program.
- Second follow up: - Six months after the completion of the first follow up.
- Follow up cycle: - In a cycle of one year after the completion of second follow up for five years.

Certificate requirement:

The related training institute will provide the certificate of “Wooden Handicraft Maker” to those individuals who successfully complete all the tasks with their related technical knowledge specified in this curriculum.

Grading System

The trainees will be graded as follows based on the marks in percentage secured by them in tests/evaluations.

- Distinction: Passed with 80% or above
- First Division: passed with 75% or above
- Second Division: passed with 65% or above
- Third Division: passed with 60% or above

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:

- Diploma or equivalent in related field
- Good communicative and instructional skills
- Experience in related field

Trainer – Trainees Ratio:

- In theory classes 1(trainer): 20 (trainees)

- In practical classes (in workshop and laboratory) 1(trainer): 10 (trainees)

Suggestion for instruction

Demonstrate task performance

- Demonstrate task performance in normal speed
- Demonstrate slowly with verbal description of each and every steps in the sequence of activity flow of the task performance using question and answer techniques
- Repeat the above step for the clarification on trainees demand if necessary.
- Perform fast demonstration of the task performance.

Provide trainees the opportunity to practice the task performance demonstrated.

- Provide trainees to have guided practice:- create environment for practicing the demonstrated task performance and guide the trainees in each and every step of task performance
- Provide trainees the opportunity to repeat & re-repeat as per the need to be proficient on the given task performance
- Switch to another task demonstration if and only if the trainees developed proficiency in the given task performance

Evaluation performance of the trainees/ student

- Perform task analysis
- Develop a detail task performance check list
- Perform continuous performance evaluation of the trainees / students by applying the performance check list.

List of modules and sub modules

Module: 1: Basics of wooden handicraft

Sub module: 1: Timber, seasoning and wooden handicraft

Sub module: 2: Tools, equipment, materials and safety

Sub module: 3: Fundamental works

Module: 2: Joints

Module: 3: Sketches, designs and templates

Sub module: 1: Sketches & designs

Sub module: 2: Templates/formats

Module: 4: Wooden handicraft items/products

Sub module: 1: Designs tracing

Sub module: 2: Making handicraft items/products

Sub module: 3: Finishing, grading, packaging, costing and storing handicraft items/products

Module: 5: Common module

Sub module: 1: Applied math

Sub module: 2: Occupational health and safety

Sub module: 3: First aid

Sub module: 4: HIV/AIDS

Sub module: 5: Communication

Sub module: 6: Small enterprise development

Details of modules and sub modules

Module: 1: Basics of wooden handicraft						
	Description: It consists of skills and knowledge related to timber, seasoning and wooden handicraft; tools, equipment, materials and safety; and fundamental work applicable for making wooden handicraft items/products.					
	Objectives: <ul style="list-style-type: none"> • To develop skills/knowledge related to timber, seasoning and wooden handicraft • To handle Tools, equipment, and materials safely • To perform basic (fundamentals) works necessary for making wooden handicraft items 					
	Sub modules: <ol style="list-style-type: none"> 1. Timber, seasoning and wooden handicraft 2. Tools, equipment, materials and safety 3. Fundamental works 					
Sub module: 1: Timber, seasoning and wooden handicraft						
	Description: It consists of skills and knowledge related to timber, seasoning and wooden handicraft applicable for making wooden handicraft items/products.					
	Objectives: <ul style="list-style-type: none"> • To state concepts of timber/measurement units/ seasoning/ wooden handicraft • To perform calculations related to volume of timber/conversion of measurement units 					
	Tasks: Each task consists of a task statement, its related technical knowledge and time allocation for both the knowledge (theory) and skill (practical) aspects of that very task.					
	2 hrs. (Th.) + 8 hrs. (Pr.) = 10 hrs.				Time(hours)	
SN	Tasks	Related technical knowledge	Th.	Pr.	Tot.	
1.	State the concept of tree timber/ <i>Fanta</i>	<u>Tree timber/<i>Fanta</i>:</u> <ul style="list-style-type: none"> • Definition and concept of tree timber/<i>Fanta</i> • Need, importance and uses of tree timber/<i>Fanta</i> • Qualities of good tree timber/<i>Fanta</i> • Precautions and records keeping 	0.2	0.8	1	
2.	Convert measurement units	<u>Converting measurement units:</u> <ul style="list-style-type: none"> • Definition and concept of 	0.2	0.8	1	

		<p>measurement units</p> <ul style="list-style-type: none"> • Need, importance and uses of converting measurement units • Formula and process of converting measurement units • Precautions and records keeping 			
3.	Calculate the volume of timber	<p><u>Calculating the volume of timber:</u></p> <ul style="list-style-type: none"> • Definition and concept of volume of timber • Need, importance and uses of calculating volume of timber • Formula and process of calculating volume of timber • Precautions and records keeping 	0.2	0.8	1
4.	Perform timber seasoning	<p><u>Timber seasoning:</u></p> <ul style="list-style-type: none"> • Definition and concept of timber seasoning • Need, importance and uses of timber seasoning • Procedure for timber seasoning • Precautions and records keeping 	0.2	0.8	1
5.	Detect timber defects /decaying	<p><u>Detecting timber defects /decaying:</u></p> <ul style="list-style-type: none"> • Definition and concept timber defects /decaying • Need and importance of detecting timber defects /decaying • Identification of timber defects /decaying • Procedure for detecting timber defects /decaying • Precautions and records keeping 	0.2	0.8	1
6.	Select good timber	<p><u>Selecting good timber:</u></p> <ul style="list-style-type: none"> • Concept, identification and need of good timber • Good- timber-selection 	0.2	0.8	1

		<p>criteria</p> <ul style="list-style-type: none"> • Procedures for selecting good timber • Precautions and records keeping 			
7.	Preserve timber	<p><u>Preserving timber:</u></p> <ul style="list-style-type: none"> • Concept, need and importance of preservation of timber • Procedures for preserving timber • Precautions and records keeping 	0.2	0.8	1
8.	State the concept of wooden handicraft	<p><u>Concept of wooden handicraft:</u></p> <ul style="list-style-type: none"> • Concept, need and importance of wooden handicrafts • List of wooden handicrafts • Uses of wooden handicrafts • Precautions and records keeping 	0.2	0.8	1
9.	Identify popular wooden handicraft items	<p><u>Identifying popular wooden handicraft items:</u></p> <ul style="list-style-type: none"> • Concept, need and importance of popular wooden handicrafts • List of popular wooden handicrafts • Procedures for identification of popular wooden handicrafts • Uses of the popular wooden handicrafts • Precautions and records keeping 	0.2	0.8	1
10.	Be acquaint with wooden handicraft designs	<p><u>Wooden handicraft designs:</u></p> <ul style="list-style-type: none"> • Concept, need and importance of wooden handicraft designs • Procedures for making wooden handicraft designs • Uses of wooden handicraft 	0.2	0.8	1

		designs <ul style="list-style-type: none"> • Precautions and records keeping 			
		Sub-total:	2	8	10
Sub module: 2: Tools, equipment, materials and safety					
Description: It consists of skills and knowledge related to handling of tools, equipment, and materials safety necessary for making wooden handicraft items/products.					
Objectives: <ul style="list-style-type: none"> • To identify tools/equipment/materials to be used for making wooden handicraft items/products. • To handle the tools/equipment/materials safely 					
Tasks: Each task consists of a task statement, its related technical knowledge and time allocation for both the knowledge (theory) and skill (practical) aspects of that very task.					
2 hrs. (Th.) + 8 hrs. (Pr.) = 10 hrs.			Time(hours)		
SN	Tasks	Related technical knowledge	Th.	Pr.	Tot.
<i>Safety</i>					
1.	Be familiar with job safety	<u>Job safety:</u> <ul style="list-style-type: none"> • Definition, concept, need and importance of job safety • Job safety measures • Precautions and records keeping 	0.1	0.4	0.5
2.	Be familiar with job hazards	<u>Job hazards:</u> <ul style="list-style-type: none"> • Definition and concept of job hazards • Need and importance of minimizing/controlling job hazards • Measures of minimizing/controlling job hazards • Precautions and records keeping 	0.1	0.4	0.5
3.	Follow safety instructions/rules	<u>Safety instructions/rules :</u> <ul style="list-style-type: none"> • Definition, concept, need and importance of safety instructions/ rules • Safety instructions/ rules to be followed • Precautions and records keeping 	0.1	0.4	0.5

4.	Display safety notices/ signs on work place	<u>Safety notices/ signs on work place:</u> <ul style="list-style-type: none"> • Definition, concept, need and importance of safety notices/ signs on work place • Prepare safety notices/ signs to be displaced on the work place • Precautions and records keeping 	0.1	0.4	0.5
5.	Prevent electrical hazard	<u>Electrical hazard:</u> <ul style="list-style-type: none"> • Definition and concept of electrical hazard • Need and importance of preventing electrical hazards • Measures/ways of preventing electrical hazards • Precautions and records keeping 	0.1	0.4	0.5
6.	Prevent injuries	<u>Injuries:</u> <ul style="list-style-type: none"> • Definition and concept of injuries • Need and importance of preventing injuries • Measures/ways of preventing injuries • Precautions and records keeping 	0.1	0.4	0.5
7.	Maintain first aid box	<u>First aid box:</u> <ul style="list-style-type: none"> • Definition and concept of first aid box • Application of first aid box • Need and importance of maintaining first aid box • Measures/ways of maintaining first aid box • Precautions and records keeping 	0.1	0.4	0.5
8.	Apply first aid	<u>First aid:</u> <ul style="list-style-type: none"> • Definition and concept of first aid • Application of first aid • Procedures for simple first 	0.1	0.4	0.5

		<ul style="list-style-type: none"> aids • Precautions and records keeping 			
9.	Respond to emergency	<u>Emergency:</u> <ul style="list-style-type: none"> • Definition and concept of emergency • Need to respond to emergency • How to respond to emergency Precautions and records keeping	0.1	0.4	0.5
10.	Use fire extinguisher	<u>Fire extinguisher:</u> <ul style="list-style-type: none"> • Definition and concept of fire extinguisher • Functions of fire extinguisher • Need and importance of fire extinguisher • Operating and handling fire extinguisher • Precautions and records keeping 	0.1	0.4	0.5
	<i><u>Tools, equipment and materials</u></i>	<i><u>Tools, equipment and materials</u></i>			
11.	Identify various tools, equipment and materials to be used	<u>Tools, equipment and materials to be used:</u> <ul style="list-style-type: none"> • List of various tools, equipment and materials to be used • Identification of various tools, equipment and materials to be used • Functions of various tools, equipment and materials to be used • Handling of various tools, equipment and materials to be used • Care and maintenance of the various tools and equipment • Storage of various tools, equipment and materials to be used 	0.1	0.4	0.5

		<ul style="list-style-type: none"> • Precautions to be followed • Records to be kept 			
12.	Handle ancient tools	<u>Ancient tools:</u> <ul style="list-style-type: none"> • List of ancient tools • Identification of ancient tools • Functions of ancient tools • Handling of ancient tools • Care and maintenance of ancient tools • Storage of ancient tools • Precautions to be followed • Records to be kept 	0.1	0.4	0.5
13.	Handle modern tools	<u>Modern tools:</u> <ul style="list-style-type: none"> • List of modern tools • Identification of modern tools • Functions of modern tools • Handling of modern tools • Care and maintenance of modern tools • Storage of modern tools • Precautions to be followed • Records to be kept 	0.1	0.4	0.5
14.	Identify handicraft making materials	<u>Handicraft making materials:</u> <ul style="list-style-type: none"> • List of handicraft making materials • Identification of handicraft making materials • Functions of handicraft making materials • Handling of handicraft making materials • Care of handicraft making materials • Storage of handicraft making materials • Precautions to be followed • Records to be kept 	0.1	0.4	0.5
15.	Oil hand tools/equipment	<u>Oiling hand tools/equipment:</u> <ul style="list-style-type: none"> • List of hand tools/equipment to be oiled • Identification of hand 	0.1	0.4	0.5

		<p>tools/equipment to be oiled</p> <ul style="list-style-type: none"> • Handling of oil • Process of oiling the hand tools/equipment • Precautions to be followed • Records to be kept 			
16.	Sharpen shaping/shaving tools	<p><u>Sharpening shaping/shaving tools:</u></p> <ul style="list-style-type: none"> • List of shaping/shaving tools • Identification of shaping/shaving tools • Functions of shaping/shaving tools • Process of sharpening/shaving the tools • Handling of shaping/shaving tools • Care and maintenance of shaping/shaving tools • Storage of shaping/shaving tools • Precautions to be followed <p>Records to be kept</p>	0.1	0.4	0.5
17.	Top/shape/set/sharpen saw	<p><u>Saw:</u></p> <ul style="list-style-type: none"> • List of saws • Identification of saws • Functions of saws • Handling of saws • Procedure for topping, shaping, setting, and sharpening the saws • Care and maintenance of saws • Storage of saws • Precautions to be followed • Records to be kept 	0.1	0.4	0.5
18.	Repair/replace handle	<p><u>Handle:</u></p> <ul style="list-style-type: none"> • Identification of handle • Functions of handle • Handling of handle • Procedure for repairing and 	0.1	0.4	0.5

		<ul style="list-style-type: none"> replacing the handle Care and maintenance of handle Precautions to be followed Records to be kept 			
19.	Replace drill bit	<u>Drill bit:</u> <ul style="list-style-type: none"> Identification of drill bit Functions of drill bit Procedure for replacing the drill bit Precautions to be followed Records to be kept 	0.1	0.4	0.5
20.	Check carbon for armature	<u>Carbon for armature:</u> <ul style="list-style-type: none"> Concept of checking carbon for armature Identification of carbon and armature Functions of carbon and armature Procedure for checking carbon for armature Precautions to be followed Records to be kept 	0.1	0.4	0.5
		Sub-total:	2	8	10
Sub module: 3: Fundamental works					
Description: It consists of skills and knowledge related to fundamental work applicable for making wooden handicraft items/products.					
Objectives: <ul style="list-style-type: none"> To enlist basic (fundamentals) works necessary for making wooden handicraft items To perform basic (fundamentals) works necessary for making wooden handicraft items 					
Tasks: Each task consists of a task statement, its related technical knowledge and time allocation for both the knowledge (theory) and skill (practical) aspects of that very task.					
			4 hrs. (Th.) + 16 hrs. (Pr.) = 20 hrs.		
			Time(hours)		
SN	Tasks	Related technical knowledge	Th.	Pr.	Tot.
1.	State fundamental works applicable for making wooden handicraft items/products	<u>Fundamental works applicable for making wooden handicraft items/products:</u> <ul style="list-style-type: none"> Listing fundamental works applicable for making wooden 	0.4	1.6	2

		<p>handicraft items/products</p> <ul style="list-style-type: none"> • Stating fundamental works applicable for making wooden handicraft items/products • Records keeping 			
2.	Perform measuring / checking / marking work	<p><u>Measuring / checking / marking work:</u></p> <ul style="list-style-type: none"> • Concept, need and importance of measuring / checking / marking works • Procedures for measuring / checking / marking • Precautions/safety measures • Records keeping 	0.4	1.6	2
3.	Perform sawing / slicing work	<p><u>Sawing / slicing work:</u></p> <ul style="list-style-type: none"> • Concept, need and importance of sawing / slicing works • Procedures for sawing / slicing Precautions/safety measures • Records keeping 	0.4	1.6	2
4.	Perform shaping work	<p><u>Shaping work:</u></p> <ul style="list-style-type: none"> • Concept, need and importance of shaping works • Procedures for shaping Precautions/safety measures • Records keeping 	0.4	1.6	2
5.	Perform saving work	<p><u>Saving work:</u></p> <ul style="list-style-type: none"> • Concept, need and importance of saving works • Procedures for saving • Precautions/safety measures • Records keeping 	0.4	1.6	2
6.	Perform drilling/boring works	<p><u>Drilling/boring works:</u></p> <ul style="list-style-type: none"> • Concept, need and importance of drilling/boring works • Procedures for drilling/boring • Precautions/safety measures • Records keeping 	0.4	1.6	2
7.	Perform striking/driving works	<p><u>Striking/driving works:</u></p>	0.4	1.6	2

		<ul style="list-style-type: none"> • Concept, need and importance of striking/driving works • Procedures for striking/driving • Precautions/safety measures • Records keeping 			
8.	Perform clamping work	<u>Clamping work:</u> <ul style="list-style-type: none"> • Concept, need and importance of clamping work • Procedures for clamping • Precautions/safety measures • Records keeping 	0.4	1.6	2
9.	Saw a log/timber	<u>Sawing a log/timber:</u> <ul style="list-style-type: none"> • Concept, need and importance of sawing a log/timber • Procedures for sawing a log/timber • Precautions/safety measures • Records keeping 	0.4	1.6	2
10.	Perform (<i>Khanch</i>) groove cutting	<u>(Khanch) Groove cutting:</u> <ul style="list-style-type: none"> • Concept, need and importance of groove cutting • Procedures for groove cutting • Precautions/safety measures • Records keeping 	0.4	1.6	2
		Sub-total:	4	16	20
Module: 2: Joints					
	Description: It consists of skills and knowledge related to identification and making various types of joints.				
	Objectives: <ul style="list-style-type: none"> • To identify joints • To make joints 				
	Tasks: Each task consists of a task statement, its related technical knowledge and time allocation for both the knowledge (theory) and skill (practical) aspects of that very task.				
	6 hrs. (Th.) + 25 hrs. (Pr.) = 31 hrs.		Time(hours)		
SN	Tasks	Related technical knowledge	Th.	Pr.	Tot.
1.	Identify/enlist/state application of various types of joints	<u>Application of various types of joints:</u> <ul style="list-style-type: none"> • List of various types of joints 	0.5	2	2.5

		<ul style="list-style-type: none"> • Application of various types of joints • Records keeping 			
2.	Identify/enumerate simple/complicated joints	<u>Simple/complicated joints:</u> <ul style="list-style-type: none"> • Concept and identification of simple/complicated joints • Precautions/safety • Records keeping 	0.5	2	2.5
3.	Draw free hand sketches of different joints	<u>Free hand sketches of different joints :</u> <ul style="list-style-type: none"> • Concept, identification and application of free hand sketches of different joints • Procedures for free hand sketches of different joints • Precautions/safety • Records keeping 	0.5	2	2.5
4.	Prepare work piece for joints	<u>Work piece for joints:</u> <ul style="list-style-type: none"> • Concept, identification and application of work piece for joints • Procedure for preparing work piece for joints • Precautions/safety • Records keeping 	0.5	2	2.5
5.	Make Butt joint	<u>Butt joint:</u> <ul style="list-style-type: none"> • Concept, identification and application of Butt joint • Procedure for making Butt joint • Precautions/safety • Records keeping 	0.5	3	3.5
6.	Make Lap joint	<u>Lap joint:</u> <ul style="list-style-type: none"> • Concept, identification and application of Lap joint • Procedure for making Lap joint • Precautions/safety • Records keeping 	0.5	2	2.5
7.	Make Dove Tail joint	<u>Dove Tail joint:</u> <ul style="list-style-type: none"> • Concept, identification and application of Dove Tail joint 	0.5	2	2.5

		<ul style="list-style-type: none"> • Procedure for making Dove Tail joint • Precautions/safety • Records keeping 			
8.	Make Rebate joint	<u>Rebate joint:</u> <ul style="list-style-type: none"> • Concept, identification and application of Rebate joint • Procedure for making Rebate joint • Precautions/safety • Records keeping 	0.5	2	2.5
9.	Make Mitre joint	<u>Mitre joint:</u> <ul style="list-style-type: none"> • Concept, identification and application of Mitre joint • Procedure for making Mitre joint • Precautions/safety • Records keeping 	0.5	2	2.5
10.	Make Slope joint	<u>Slope joint:</u> <ul style="list-style-type: none"> • Concept, identification and application of Slope joint • Procedure for making Slope joint • Precautions/safety • Records keeping 	0.5	2	2.5
11.	Make Dado joint	<u>Dado joint:</u> <ul style="list-style-type: none"> • Concept, identification and application of Dado joint • Procedure for making Dado joint • Precautions/safety • Records keeping 	0.5	2	2.5
12.	Make Tenon and Mortise joint	<u>Tenon and Mortise joint:</u> <ul style="list-style-type: none"> • Concept, identification and application of Tenon and Mortise joint • Procedure for making Tenon and Mortise joint • Precautions/safety • Records keeping 	0.5	2	2.5
		Sub-total:	6	25	31

Module: 3: Sketches, designs and templates						
	Description: It consists of skills and knowledge related to sketches, designs and templates necessary for making wooden handicraft items/products.					
	Objectives: <ul style="list-style-type: none"> To draw free hand sketches (of butta)/designs To develop/prepare formats/templates 					
	Sub modules: <ol style="list-style-type: none"> Sketches & designs Templates/formats 					
Sub module: 1: Sketches & designs						
	Description: It consists of skills and knowledge related to sketches, designs and templates necessary for making wooden handicraft items/products.					
	Objectives: <ul style="list-style-type: none"> To identify sketches(of butta)/designs To draw free hand sketches(of butta)/designs 					
	Tasks: Each task consists of a task statement, its related technical knowledge and time allocation for both the knowledge (theory) and skill (practical) aspects of that very task.					
	3 hrs. (Th.) + 15 hrs. (Pr.) = 18 hrs.				Time(hours)	
SN	Tasks	Related technical knowledge	Th.	Pr.	Tot.	
1.	Identify various types of sketches(butta)/designs	<u>Types of sketches(butta)/designs:</u> <ul style="list-style-type: none"> Concept, need and application of various types of sketches(butta) /designs Identification of various types of sketches(butta) /designs Records keeping 	0.15	0.75	0.9	
2.	Read/interpret drawings of decorated design/Butta	<u>Drawings of decorated design/Butta:</u> <ul style="list-style-type: none"> Concept, identification and application of drawings of decorated design/Butta Reading/interpreting drawings of decorated design/Butta Precautions/safety Records keeping 	0.15	0.75	0.9	
3.	Draw free hand sketches of <i>Kanga butta</i> (कं, कांडा बुड़ा वा छुर्यो बुड़ा)	<u>Free hand sketches of <i>Kanga butta</i> (कं, कांडा बुड़ा वा छुर्यो बुड़ा):</u>	0.15	0.75	0.9	

		<ul style="list-style-type: none"> • Concept, identification and application of free hand sketches of <i>Kanga butta</i> (कं, कांडा बुट्टा वा छयों बुट्टा) • Procedure for drawing free hand sketches of <i>Kanga butta</i> (कं, कांडा बुट्टा वा छयों बुट्टा) • Precautions/safety • Records keeping 			
4.	Draw free hand sketches of <i>Paan butta</i>	<u>Free hand sketches of <i>Paan butta</i> :</u> <ul style="list-style-type: none"> • Concept, identification and application of free hand sketches of <i>Paan butta</i> • Procedure for drawing free hand sketches of <i>Paan butta</i> • Precautions/safety • Records keeping 	0.15	0.75	0.9
5.	Draw free hand sketches of <i>Lagujee butta</i> (water wave)	<u>Free hand sketches of <i>Lagujee butta</i> (water wave):</u> <ul style="list-style-type: none"> • Concept, identification and application of free hand sketches of <i>Lagujee butta</i> (water wave) • Procedure for drawing free hand sketches of <i>Lagujee butta</i> (water wave) • Precautions/safety • Records keeping 	0.15	0.75	0.9
6.	Draw free hand sketches of <i>Paali butta</i> (Simple Lotus)	<u>Free hand sketches of <i>Paali butta</i> (Simple Lotus):</u> <ul style="list-style-type: none"> • Concept, identification and application of free hand sketches of <i>Paali butta</i> (Simple Lotus) • Procedure for drawing free hand sketches of <i>Paali butta</i> (Simple Lotus) • Precautions/safety • Records keeping 	0.15	0.75	0.9
7.	Draw free hand sketches of <i>Bhujjpa butta</i>	<u>Free hand sketches of <i>Bhujjpa butta</i>:</u> <ul style="list-style-type: none"> • Concept, identification and 	0.15	0.75	0.9

		<p>application of free hand sketches of <i>Bhujipa butta</i></p> <ul style="list-style-type: none"> • Procedure for drawing free hand sketches of <i>Bhujipa butta</i> • Precautions/safety • Records keeping 			
8.	Draw free hand sketches of <i>Jaller butta</i>	<p><u>Free hand sketches of <i>Jaller butta</i>:</u></p> <ul style="list-style-type: none"> • Concept, identification and application of free hand sketches of <i>Jaller butta</i> • Procedure for drawing free hand sketches of <i>Jaller butta</i> • Precautions/safety • Records keeping 	0.15	0.75	0.9
9.	Draw free hand sketches of <i>Chakrapho butta</i>	<p><u>Free hand sketches of <i>Chakrapho butta</i>:</u></p> <ul style="list-style-type: none"> • Concept, identification and application of free hand sketches of <i>Chakrapho butta</i> • Procedure for drawing free hand sketches of <i>Chakrapho butta</i> • Precautions/safety • Records keeping 	0.15	0.75	0.9
10.	Draw free hand sketches of <i>Lakansi butta</i>	<p><u>Free hand sketches of <i>Lakansi butta</i>:</u></p> <ul style="list-style-type: none"> • Concept, identification and application of free hand sketches of <i>Lakansi butta</i> • Procedure for drawing free hand sketches of <i>Lakansi butta</i> • Precautions/safety • Records keeping 	0.15	0.75	0.9
11.	Draw free hand sketches of <i>Nagbeli butta</i>	<p><u>Free hand sketches of <i>Nagbeli butta</i>:</u></p> <ul style="list-style-type: none"> • Concept, identification and application of free hand sketches of <i>Nagbeli butta</i> • Procedure for drawing free hand sketches of <i>Nagbeli butta</i> • Precautions/safety • Records keeping 	0.15	0.75	0.9

12.	Draw free hand sketches of <i>Phool butta</i>	<u>Free hand sketches of <i>Phool butta</i>:</u> <ul style="list-style-type: none"> • Concept, identification and application of free hand sketches of <i>Phool butta</i> • Procedure for drawing free hand sketches of <i>Phool butta</i> • Precautions/safety • Records keeping 	0.15	0.75	0.9
13.	Draw free hand sketches of <i>Ilanga butta/ Afferi butta</i> (अफेरी)	<u>Free hand sketches of <i>Ilanga butta/ Afferi butta</i> (अफेरी):</u> <ul style="list-style-type: none"> • Concept, identification and application of free hand sketches of <i>Ilanga butta/ Afferi butta</i> (अफेरी) • Procedure for drawing free hand sketches of <i>Ilanga butta/ Afferi butta</i> (अफेरी) • Precautions/safety • Records keeping 	0.15	0.75	0.9
14.	Draw free hand sketches of <i>Labare butta</i>	<u>Free hand sketches of <i>Labare butta</i>:</u> <ul style="list-style-type: none"> • Concept, identification and application of free hand sketches of <i>Labare butta</i> • Procedure for drawing free hand sketches of <i>Labare butta</i> • Precautions/safety • Records keeping 	0.15	0.75	0.9
15.	Draw free hand sketches of <i>Pillar butta</i>	<u>Free hand sketches of <i>Pillar butta</i>:</u> <ul style="list-style-type: none"> • Concept, identification and application of free hand sketches of <i>Pillar butta</i> • Procedure for drawing free hand sketches of <i>Pillar butta</i> • Precautions/safety • Records keeping 	0.15	0.75	0.9
16.	Draw free hand sketches of <i>Kolan butta</i> (मिखाभूसी बुट्टा)	<u>Free hand sketches of <i>Kolan butta</i> (मिखाभूसी बुट्टा):</u> <ul style="list-style-type: none"> • Concept, identification and application of free hand sketches of <i>Kolan butta</i> (0.15	0.75	0.9

		मिखाभूसी बुट्टा) <ul style="list-style-type: none"> • Procedure for drawing free hand sketches of <i>Kolan butta</i> (मिखाभूसी बुट्टा) • Precautions/safety • Records keeping 			
17.	Draw free hand sketches of <i>Ambasa butta</i>	<u>Free hand sketches of <i>Ambasa butta</i>:</u> <ul style="list-style-type: none"> • Concept, identification and application of free hand sketches of <i>Ambasa butta</i> • Procedure for drawing free hand sketches of <i>Ambasa butta</i> • Precautions/safety • Records keeping 	0.15	0.75	0.9
18.	Draw free hand sketches of <i>Dhalinkhwa butta</i>	<u>Free hand sketches of <i>Dhalinkhwa butta</i> :</u> <ul style="list-style-type: none"> • Concept, identification and application of free hand sketches of <i>Dhalinkhwa butta</i> • Procedure for drawing free hand sketches of <i>Dhalinkhwa butta</i> • Precautions/safety • Records keeping 	0.15	0.75	0.9
19.	Draw free hand sketches of <i>Ankhijyal (Tikijhya)</i>	<u>Free hand sketches of <i>Ankhijyal (Tikijhya)</i>:</u> <ul style="list-style-type: none"> • Concept, identification and application of free hand sketches of <i>Ankhijyal (Tikijhya)</i> • Procedure for drawing free hand sketches of <i>Ankhijyal (Tikijhya)</i> • Precautions/safety • Records keeping 	0.15	0.75	0.9
20.	Draw free hand sketches of <i>Kerapha butta</i>	<u>Free hand sketches of <i>Kerapha butta</i>:</u> <ul style="list-style-type: none"> • Concept, identification and application of free hand sketches of <i>Kerapha butta</i> • Procedure for drawing free hand sketches of <i>Kerapha butta</i> 	0.15	0.75	0.9

		<ul style="list-style-type: none"> • Precautions/safety • Records keeping 				
			Sub-total:	3	15	18
Sub module: 2: Templates/formats						
	Description: It consists of skills and knowledge related to templates/formats necessary for making wooden handicraft items/products.					
	Objectives: <ul style="list-style-type: none"> • To identify formats/templates • To develop/prepare formats/templates 					
	Tasks: Each task consists of a task statement, its related technical knowledge and time allocation for both the knowledge (theory) and skill (practical) aspects of that very task.					
	3 hrs. (Th.) + 15 hrs. (Pr.) = 18 hrs.			Time(hours)		
SN	Tasks	Related technical knowledge	Th.	Pr.	Tot.	
1.	Develop formats of <i>Kanga butta</i> (कँ वा काँडा बुझा वा छर्यो बुझा)	<u>Formats of <i>Kanga butta</i> (कँ वा काँडा बुझा वा छर्यो बुझा):</u> <ul style="list-style-type: none"> • Concept, need and application of the format of <i>Kanga butta</i> (कँ वा काँडा बुझा वा छर्यो बुझा) • Identification of the format of <i>Kanga butta</i> (कँ वा काँडा बुझा वा छर्यो बुझा) • Procedure for developing the format of <i>Kanga butta</i> (कँ वा काँडा बुझा वा छर्यो बुझा) • Related precautions/safety measures • Related records to be kept 	0.1	0.5	0.6	
2.	Develop formats of <i>Paan butta</i>	<u>Formats of <i>Paan butta</i> :</u> <ul style="list-style-type: none"> • Concept, need and application of the format of • Identification of the format of • Procedure for developing the format of • Related precautions/safety measures • Related records to be kept 	0.1	0.5	0.6	
3.	Develop formats of <i>Lagujee butta</i> (water wave)	<u>Formats of <i>Lagujee butta</i> (water wave):</u> <ul style="list-style-type: none"> • Concept, need and application of the format of <i>Lagujee butta</i> 	0.1	0.5	0.6	

		<p>(water wave)</p> <ul style="list-style-type: none"> • Identification of the format of <i>Lagujee butta</i> (water wave) • Procedure for developing the format of <i>Lagujee butta</i> (water wave) • Related precautions/safety measures • Related records to be kept 			
4.	Develop formats of <i>Paali butta</i> (Simple Lotus)	<p><u>Formats of <i>Paali butta</i> (Simple Lotus):</u></p> <ul style="list-style-type: none"> • Concept, need and application of the format of <i>Paali butta</i> (Simple Lotus) • Identification of the format of <i>Paali butta</i> (Simple Lotus) • Procedure for developing the format of <i>Paali butta</i> (Simple Lotus) • Related precautions/safety measures • Related records to be kept 	0.1	0.5	0.6
5.	Develop formats of <i>Bhujipa butta</i>	<p><u>Formats of <i>Bhujipa butta</i>:</u></p> <ul style="list-style-type: none"> • Concept, need and application of the format of <i>Bhujipa butta</i> • Identification of the format of <i>Bhujipa butta</i> • Procedure for developing the format of <i>Bhujipa butta</i> • Related precautions/safety measures • Related records to be kept 	0.1	0.5	0.6
6.	Develop formats of <i>Jaller butta</i>	<p><u>Formats of <i>Jaller butta</i>:</u></p> <ul style="list-style-type: none"> • Concept, need and application of the format of <i>Jaller butta</i> • Identification of the format of <i>Jaller butta</i> • Procedure for developing the format of <i>Jaller butta</i> • Related precautions/safety measures • Related records to be kept 	0.1	0.5	0.6

7.	Develop formats of <i>Chakrapho butta</i>	<u>Formats of <i>Chakrapho butta</i>:</u> <ul style="list-style-type: none"> • Concept, need and application of the format of <i>Chakrapho butta</i> • Identification of the format of <i>Chakrapho butta</i> • Procedure for developing the format of <i>Chakrapho butta</i> • Related precautions/safety measures • Related records to be kept 	0.2	1.0	1.2
8.	Develop formats of <i>Lakansi butta</i>	<u>Formats of <i>Lakansi butta</i>:</u> <ul style="list-style-type: none"> • Concept, need and application of the format of <i>Lakansi butta</i> • Identification of the format of <i>Lakansi butta</i> • Procedure for developing the format of <i>Lakansi butta</i> • Related precautions/safety measures • Related records to be kept 	0.2	1.0	1.2
9.	Develop formats of <i>Nagbeli butta</i>	<u>Formats of <i>Nagbeli butta</i>:</u> <ul style="list-style-type: none"> • Concept, need and application of the format of <i>Nagbeli butta</i> • Identification of the format of <i>Nagbeli butta</i> • Procedure for developing the format of <i>Nagbeli butta</i> • Related precautions/safety measures • Related records to be kept 	0.2	1.0	1.2
10.	Develop formats of <i>Phool butta</i>	<u>Formats of <i>Phool butta</i>:</u> <ul style="list-style-type: none"> • Concept, need and application of the format of <i>Phool butta</i> • Identification of the format of <i>Phool butta</i> • Procedure for developing the format of <i>Phool butta</i> • Related precautions/safety measures • Related records to be kept 	0.2	1.0	1.2
11.	Develop formats of <i>Ilanga</i>	<u>Formats of <i>Ilanga butta/ Afferi butta</i></u>	0.2	1.0	1.2

	<i>butta/ Afferi butta</i> (अफेरी)	<p>(अफेरी):</p> <ul style="list-style-type: none"> • Concept, need and application of the format of <i>Ilanga butta/ Afferi butta</i> (अफेरी) • Identification of the format of <i>Ilanga butta/ Afferi butta</i> (अफेरी) • Procedure for developing the format of <i>Ilanga butta/ Afferi butta</i> (अफेरी) • Related precautions/safety measures • Related records to be kept 			
12.	Develop formats of <i>Labare butta</i>	<p><u>Formats of <i>Labare butta</i>:</u></p> <ul style="list-style-type: none"> • Concept, need and application of the format of <i>Labare butta</i> • Identification of the format of <i>Labare butta</i> • Procedure for developing the format of <i>Labare butta</i> • Related precautions/safety measures • Related records to be kept 	0.2	1.0	1.2
13.	Develop formats of <i>Pillar butta</i>	<p><u>Formats of <i>Pillar butta</i>:</u></p> <ul style="list-style-type: none"> • Concept, need and application of the format of <i>Pillar butta</i> • Identification of the format of <i>Pillar butta</i> • Procedure for developing the format of <i>Pillar butta</i> • Related precautions/safety measures • Related records to be kept 	0.2	1.0	1.2
14.	Develop formats of <i>Kolan butta</i> (मिखाभूसी बुट्टा)	<p><u>Formats of <i>Kolan butta</i> (मिखाभूसी बुट्टा):</u></p> <ul style="list-style-type: none"> • Concept, need and application of the format of <i>Kolan butta</i> (मिखाभूसी बुट्टा) • Identification of the format of <i>Kolan butta</i> (मिखाभूसी बुट्टा) • Procedure for developing the format of <i>Kolan butta</i> (मिखाभूसी बुट्टा) 	0.2	1.0	1.2

		<ul style="list-style-type: none"> • Related precautions/safety measures • Related records to be kept 			
15.	Develop formats of <i>Ambasa butta</i>	<u>Formats of <i>Ambasa butta</i>:</u> <ul style="list-style-type: none"> • Concept, need and application of the format of <i>Ambasa butta</i> • Identification of the format of <i>Ambasa butta</i> • Procedure for developing the format of <i>Ambasa butta</i> • Related precautions/safety measures • Related records to be kept 	0.2	1.0	1.2
16.	Develop formats of <i>Dhalinkhwa butta</i>	<u>Formats of <i>Dhalinkhwa butta</i> :</u> <ul style="list-style-type: none"> • Concept, need and application of the format of <i>Dhalinkhwa butta</i> • Identification of the format of <i>Dhalinkhwa butta</i> • Procedure for developing the format of <i>Dhalinkhwa butta</i> • Related precautions/safety measures • Related records to be kept 	0.2	1.0	1.2
17.	Develop formats of <i>Ankhijyal (Tikijhya)</i>	<u>Formats of <i>Ankhijyal (Tikijhya)</i>:</u> <ul style="list-style-type: none"> • Concept, need and application of the format of <i>Ankhijyal (Tikijhya)</i> • Identification of the format of <i>Ankhijyal (Tikijhya)</i> • Procedure for developing the format of <i>Ankhijyal (Tikijhya)</i> • Related precautions/safety measures • Related records to be kept 	0.2	1.0	1.2
18.	Develop formats of <i>Kerapha butta</i>	<u>Formats of <i>Kerapha butta</i>:</u> <ul style="list-style-type: none"> • Concept, need and application of the format of <i>Kerapha butta</i> • Identification of the format of <i>Kerapha butta</i> • Procedure for developing the format of <i>Kerapha butta</i> 	0.2	1.0	1.2

		<ul style="list-style-type: none"> • Related precautions/safety measures • Related records to be kept 			
		Sub-total:	3	15	18
Module: 4: Wooden handicraft items/products					
	Description: It consists of skills and knowledge related to designs tracing; making handicraft items/products; and finishing, grading, packaging, costing and storing handicraft items/products.				
	Objectives: <ul style="list-style-type: none"> • To trace designs • To make handicraft items/products • To perform finishing/grading/packages/costing /storing handicraft items/products 				
	Sub modules: <ol style="list-style-type: none"> 1. Designs tracing 2. Making handicraft items/products 3. Finishing, grading, packaging, costing and storing handicraft items/products 				
Sub module: 1: Designs tracing					
	Description: It consists of skills and knowledge related to designs tracing.				
	Objectives: <ul style="list-style-type: none"> • To identify designs to be traced • To trace the designs 				
	Tasks: Each task consists of a task statement, its related technical knowledge and time allocation for both the knowledge (theory) and skill (practical) aspects of that very task.				
4 hrs. (Th.) + 16 hrs. (Pr.) = 20 hrs.			Time(hours)		
SN	Tasks	Related technical knowledge	Th.	Pr.	Tot.
1.	Trace <i>Kan butta</i> on work piece	<u><i>Kan butta</i> on work piece:</u> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Kan butta</i> on work piece • Identification of <i>Kan butta</i> • Procedure for tracing <i>Kan butta</i> on work piece • Related precautions/safety measures • Related records to be kept 	0.2	0.8	1
2.	Trace <i>Paan butta</i> on work piece	<u><i>Paan butta</i> on work piece:</u> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Paan butta</i> on work 	0.2	0.8	1

		<p>piece</p> <ul style="list-style-type: none"> • Identification of <i>Paan butta</i> • Procedure for tracing <i>Paan butta</i> on work piece • Related precautions/safety measures • Related records to be kept 			
3.	Trace <i>Phool butta</i> on work piece	<p><u><i>Phool butta</i> on work piece:</u></p> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Phool butta</i> on work piece • Identification of <i>Phool butta</i> • Procedure for tracing <i>Phool butta</i> on work piece • Related precautions/safety measures • Related records to be kept 	0.2	0.8	1
4.	Trace <i>Lagujee butta</i> on work piece	<p><u><i>Lagujee butta</i> on work piece:</u></p> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Lagujee butta</i> on work piece • Identification of <i>Lagujee butta</i> • Procedure for tracing <i>Lagujee butta</i> on work piece • Related precautions/safety measures • Related records to be kept 	0.2	0.8	1
5.	Trace <i>Bhajpa butta</i> on work piece	<p><u><i>Bhajpa butta</i> on work piece:</u></p> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Bhajpa butta</i> on work piece • Identification of <i>Bhajpa butta</i> • Procedure for tracing <i>Bhajpa butta</i> on work piece • Related precautions/safety measures • Related records to be kept 	0.2	0.8	1
6.	Trace <i>Paali butta</i> on work piece	<p><u><i>Paali butta</i> on work piece:</u></p> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Paali butta</i> on work piece • Identification of <i>Paali butta</i> 	0.2	0.8	1

		<ul style="list-style-type: none"> • Procedure for tracing <i>Paali butta</i> on work piece • Related precautions/safety measures • Related records to be kept 			
7.	Trace <i>Jaller butta</i> on work piece	<u><i>Jaller butta</i> on work piece:</u> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Jaller butta</i> on work piece • Identification of <i>Jaller butta</i> • Procedure for tracing <i>Jaller butta</i> on work piece • Related precautions/safety measures • Related records to be kept 	0.2	0.8	1
8.	Trace <i>Nagbeli butta</i> on work piece	<u><i>Nagbeli butta</i> on work piece:</u> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Nagbeli butta</i> on work piece • Identification of <i>Nagbeli butta</i> • Procedure for tracing <i>Nagbeli butta</i> on work piece • Related precautions/safety measures • Related records to be kept 	0.2	0.8	1
9.	Trace <i>Labare butta</i> on work piece	<u><i>Labare butta</i> on work piece:</u> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Labare butta</i> on work piece • Identification of <i>Labare butta</i> • Procedure for tracing <i>Labare butta</i> on work piece • Related precautions/safety measures • Related records to be kept 	0.2	0.8	1
10.	Trace <i>Pillar butta</i> on work piece	<u><i>Pillar butta</i> on work piece:</u> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Pillar butta</i> on work piece • Identification of <i>Pillar butta</i> • Procedure for tracing <i>Pillar butta</i> on work piece 	0.2	0.8	1

		<ul style="list-style-type: none"> • Related precautions/safety measures • Related records to be kept 			
11.	Trace <i>Kolan butta</i> on work piece	<u><i>Kolan butta</i> on work piece:</u> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Kolan butta</i> on work piece • Identification of <i>Kolan butta</i> • Procedure for tracing <i>Kolan butta</i> on work piece • Related precautions/safety measures • Related records to be kept 	0.2	0.8	1
12.	Trace <i>Ilanga butta</i> on work piece	<u><i>Ilanga butta</i> on work piece:</u> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Ilanga butta</i> on work piece • Identification of <i>Ilanga butta</i> • Procedure for tracing <i>Ilanga butta</i> on work piece • Related precautions/safety measures • Related records to be kept 	0.2	0.8	1
13.	Trace <i>Dhalinkhwa butta</i> on work piece	<u><i>Dhalinkhwa butta</i> on work piece:</u> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Dhalinkhwa butta</i> on work piece • Identification of <i>Dhalinkhwa butta</i> • Procedure for tracing <i>Dhalinkhwa butta</i> on work piece • Related precautions/safety measures • Related records to be kept 	0.2	0.8	1
14.	Trace <i>Karaphwa butta</i> on work piece	<u><i>Karaphwa butta</i> on work piece:</u> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Karaphwa butta</i> on work piece • Identification of <i>Karaphwa butta</i> • Procedure for tracing 	0.2	0.8	1

		<p><i>Karaphwa butta</i> on work piece</p> <ul style="list-style-type: none"> • Related precautions/safety measures • Related records to be kept 			
15.	Trace <i>Lakansi butta</i> on work piece	<p><u><i>Lakansi butta</i> on work piece:</u></p> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Lakansi butta</i> on work piece • Identification of <i>Lakansi butta</i> • Procedure for tracing <i>Lakansi butta</i> on work piece • Related precautions/safety measures • Related records to be kept 	0.2	0.8	1
16.	Trace <i>Ambasa butta</i> on work piece	<p><u><i>Ambasa butta</i> on work piece:</u></p> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Ambasa butta</i> on work piece • Identification of <i>Ambasa butta</i> • Procedure for tracing <i>Ambasa butta</i> on work piece • Related precautions/safety measures • Related records to be kept 	0.2	0.8	1
17.	Trace <i>Ankhijyal (Tikijhya) butta</i> on work piece	<p><u><i>Ankhijyal (Tikijhya) butta</i> on work piece:</u></p> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Ankhijyal (Tikijhya) butta</i> on work piece • Identification of <i>Ankhijyal (Tikijhya) butta</i> • Procedure for tracing <i>Ankhijyal (Tikijhya) butta</i> on work piece • Related precautions/safety measures • Related records to be kept 	0.2	0.8	1
18.	Trace <i>Chakrapho butta</i> on work piece	<p><u><i>Chakrapho butta</i> on work piece:</u></p> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Chakrapho butta</i> on work piece • Identification of <i>Chakrapho</i> 	0.2	0.8	1

		<i>butta</i> <ul style="list-style-type: none"> • Procedure for tracing <i>Chakrapbo butta</i> on work piece • Related precautions/safety measures • Related records to be kept 			
19.	Trace <i>Mukundo</i> on work piece	<u><i>Mukundo</i> on work piece:</u> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Mukundo</i> on work piece • Identification of <i>Mukundo</i> • Procedure for tracing <i>Mukundo</i> on work piece • Related precautions/safety measures • Related records to be kept 	0.2	0.8	1
20.	Trace <i>Toys</i> on work piece	<u><i>Toys</i> on work piece:</u> <ul style="list-style-type: none"> • Concept, need and application of tracing <i>Toys</i> on work piece • Identification of <i>Toys</i> • Procedure for tracing <i>Toys</i> on work piece • Related precautions/safety measures • Related records to be kept 	0.2	0.8	1
		Sub-total:	4	16	20
Sub module: 2: Making handicraft items/products					
	Description: It consists of skills and knowledge related to making handicraft items/products.				
	Objectives: <ul style="list-style-type: none"> • To identify handicraft items/products to be made • To make handicraft items/products 				
	Tasks: Each task consists of a task statement, its related technical knowledge and time allocation for both the knowledge (theory) and skill (practical) aspects of that very task.				
	14 hrs. (Th.) + 149 hrs. (Pr.) = 163 hrs.		Time(hours)		
SN	Tasks	Related technical knowledge	Th.	Pr.	Tot.
1.	Make/carve <i>Photo Frame (Single / Double)</i>	<u><i>Photo Frame (Single / Double):</i></u> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>Photo Frame (Single / Double)</i> • Procedure for carving and 	0.5	6	6.5

		<p>making <i>Photo Frame (Single / Double)</i></p> <ul style="list-style-type: none"> • Related safety/precautions • Related records keeping 			
2.	Make/carve <i>key ring</i>	<p><u>Key ring:</u></p> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>key ring</i> • Procedure for carving and making <i>key ring</i> • Related safety/precautions • Related records keeping 	0.5	6	6.5
3.	Make/carve <i>Door/ net window Frame (Single / Double)</i>	<p><u>Door/ net window Frame (Single / Double) :</u></p> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>Door/ net window Frame (Single / Double)</i> • Procedure for carving and making <i>Door/ net window Frame (Single / Double)</i> • Related safety/precautions • Related records keeping 	0.5	6	6.5
4.	Make/carve <i>Katamari (dolls)</i>	<p><u>Katamari (dolls):</u></p> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>Katamari (dolls)</i> • Procedure for carving and making <i>Katamari (dolls)</i> • Related safety/precautions • Related records keeping 	0.5	6	6.5
5.	Make/carve <i>pen/ dot pen</i>	<p><u>Pen/ dot pen:</u></p> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>pen/ dot pen</i> • Procedure for carving and making <i>pen/ dot pen</i> • Related safety/precautions • Related records keeping 	0.5	6	6.5
6.	Make/carve <i>box</i>	<p><u>Box:</u></p> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>box</i> • Procedure for carving and 	0.5	6	6.5

		<p>making box</p> <ul style="list-style-type: none"> • Related safety/precautions • Related records keeping 			
7.	Make/carve <i>Bansuri (flute)</i>	<p><u><i>Bansuri (flute):</i></u></p> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>Bansuri (flute)</i> • Procedure for carving and making <i>Bansuri (flute)</i> • Related safety/precautions • Related records keeping 	0.5	6	6.5
8.	Make/carve <i>Mane (Prayer Wheel)</i>	<p><u><i>Mane (Prayer Wheel):</i></u></p> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>Mane (Prayer Wheel)</i> • Procedure for carving and making <i>Mane (Prayer Wheel)</i> • Related safety/precautions • Related records keeping 	0.5	6	6.5
9.	Make/carve <i>railing</i>	<p><u><i>Railing:</i></u></p> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>railing</i> • Procedure for carving and making <i>railing</i> • Related safety/precautions • Related records keeping 	0.5	6	6.5
10.	Make/carve <i>Antee</i>	<p><u><i>Antee:</i></u></p> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>Antee</i> • Procedure for carving and making <i>Antee</i> • Related safety/precautions • Related records keeping 	0.5	5	5.5
11.	Make/carve <i>Astray</i>	<p><u><i>Astray:</i></u></p> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>Astray</i> • Procedure for carving and making <i>Astray</i> • Related safety/precautions • Related records keeping 	0.5	5	5.5
12.	Make/carve <i>bird (pigeon)</i>	<p><u><i>Bird (pigeon):</i></u></p>	0.5	5	5.5

		<ul style="list-style-type: none"> • Concept, need, and application of carving <i>bird (pigeon)</i> • Procedure for carving and making <i>bird (pigeon)</i> • Related safety/precautions • Related records keeping 			
13.	Make/carve <i>Stupa/ Temple</i>	<u><i>Stupa/ Temple:</i></u> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>Stupa/ Temple</i> • Procedure for carving and making <i>Stupa/ Temple</i> • Related safety/precautions • Related records keeping 	0.5	5	5.5
14.	Make/carve <i>animal (horse/ elephant/ dragon)</i>	<u><i>Animal (horse/ elephant/ dragon):</i></u> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>animal (horse/ elephant/ dragon)</i> • Procedure for carving and making <i>animal (horse/ elephant/ dragon)</i> • Related safety/precautions • Related records keeping 	0.5	5	5.5
15.	Make/carve <i>tea table</i>	<u><i>Tea table:</i></u> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>tea table</i> • Procedure for carving and making <i>tea table</i> • Related safety/precautions • Related records keeping 	0.5	5	5.5
16.	Make/carve <i>calendar/ Mandala</i>	<u><i>Calendar/ Mandala:</i></u> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>calendar/ Mandala</i> • Procedure for carving and making <i>calendar/ Mandala</i> • Related safety/precautions • Related records keeping 	0.5	5	5.5
17.	Make/carve <i>watch</i>	<u><i>Watch:</i></u> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>watch</i> 	0.5	5	5.5

		<ul style="list-style-type: none"> • Procedure for carving and making <i>watch</i> • Related safety/precautions • Related records keeping 			
18.	Make/carve <i>cheppu</i>	<u><i>Cheppu:</i></u> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>cheppu</i> • Procedure for carving and making <i>cheppu</i> • Related safety/precautions • Related records keeping 	0.5	5	5.5
19.	Make/carve <i>Mukundo</i>	<u><i>Mukundo:</i></u> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>Mukundo</i> • Procedure for carving and making <i>Mukundo</i> • Related safety/precautions • Related records keeping 	0.5	5	5.5
20.	Make/carve <i>Toys</i>	<u><i>Toys:</i></u> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>Toys</i> • Procedure for carving and making <i>Toys</i> • Related safety/precautions • Related records keeping 	0.5	5	5.5
21.	Make / carve <i>Wall hangings</i>	<u><i>Wall hangings:</i></u> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>Wall hangings</i> • Procedure for carving and making <i>Wall hangings</i> • Related safety/precautions • Related records keeping 	0.5	5	5.5
22.	Make/ carve <i>chair</i>	<u><i>Chair:</i></u> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>chair</i> • Procedure for carving and making <i>chair</i> • Related safety/precautions • Related records keeping 	0.5	5	5.5

23.	Make /carve <i>batten</i>	<p><u>Batten:</u></p> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>batten</i> • Procedure for carving and making <i>batten</i> • Related safety/precautions • Related records keeping 	0.5	5	5.5
24.	Make/ carve <i>tray</i>	<p><u>Tray:</u></p> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>tray</i> • Procedure for carving and making <i>tray</i> • Related safety/precautions • Related records keeping 	0.5	5	5.5
25.	Make/ carve <i>Tea coaster</i>	<p><u>Tea coaster:</u></p> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>Tea coaster</i> • Procedure for carving and making <i>Tea coaster</i> • Related safety/precautions • Related records keeping 	0.5	5	5.5
Project work		Project work			
26.	Make/carve <i>Ankhiyal (Tikijhya)</i>	<p><u>Ankhiyal (Tikijhya):</u></p> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>Ankhiyal (Tikijhya)</i> • Procedure for carving and making <i>Ankhiyal (Tikijhya)</i> • Related safety/precautions • Related records keeping 	0.5	5	5.5
27.	Make/carve <i>Murti</i>	<p><u>Murti:</u></p> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>Murti</i> • Procedure for carving and making <i>Murti</i> • Related safety/precautions • Related records keeping 	0.5	5	5.5
28.	Make/ carve <i>pati</i>	<p><u>Pati:</u></p> <ul style="list-style-type: none"> • Concept, need, and application of carving <i>pati</i> • Procedure for carving and 	0.5	5	5.5

		<p><i>making pati</i></p> <ul style="list-style-type: none"> • Related safety/precautions • Related records keeping 			
		Sub-total:	14	149	163
	Sub module: 3: Finishing/grading/packages/costing/storing handicraft items/products				
	Description: It consists of skills and knowledge related to finishing, grading, packaging, costing and storing of handicraft items/products.				
	Objectives: <ul style="list-style-type: none"> • To state concept of finishing/grading/packages/costing /storing of handicraft items/products • To perform finishing/grading/packages/costing /storing handicraft items/products 				
	Tasks: Each task consists of a task statement, its related technical knowledge and time allocation for both the knowledge (theory) and skill (practical) aspects of that very task.				
	6 hrs. (Th.) + 24 hrs. (Pr.) = 30 hrs.		Time(hours)		
SN	Tasks	Related technical knowledge	Th.	Pr.	Tot.
1.	Apply sand paper	<u>Sand paper:</u> <ul style="list-style-type: none"> • Identification of sand paper • Application of sand paper • Safety /precautions • Records keeping 	0.5	2	2.5
2.	Prepare/apply putty	<u>Putty:</u> <ul style="list-style-type: none"> • Identification of putty • Preparation of putty • Application of putty • Safety precautions • Records keeping 	0.5	2	2.5
3.	Prepare/apply oil based primer	<u>Oil based primer:</u> <ul style="list-style-type: none"> • Identification of oil based primer • Preparation of oil based primer • Application of oil based primer • Safety /precautions • Records keeping 	0.5	2	2.5
4.	Prepare/apply water based primer	<u>Water based primer:</u> <ul style="list-style-type: none"> • Identification of water based primer 	0.5	2	2.5

		<ul style="list-style-type: none"> • Preparation of water based primer • Application of water based primer • Safety /precautions • Records keeping 			
5.	Prepare/apply <i>Aster</i>	<u>Aster:</u> <ul style="list-style-type: none"> • Identification of <i>Aster</i> • Preparation of <i>Aster</i> • Application of <i>Aster</i> • Safety /precautions • Records keeping 	0.5	2	2.5
6.	Prepare/ apply <i>Chapra</i> polish	<u>Chapra polish:</u> <ul style="list-style-type: none"> • Identification of <i>Chapra</i> polish • Preparation of <i>Chapra</i> polish • Application of <i>Chapra</i> polish • Safety /precautions • Records keeping 	0.5	2	2.5
7.	Prepare/apply black Japan (red Japan/brown Japan)	<u>Black Japan (red Japan/brown Japan):</u> <ul style="list-style-type: none"> • Identification of black Japan (red Japan/brown Japan) • Preparation of black Japan (red Japan/brown Japan) • Application of black Japan (red Japan/brown Japan) • Safety/ precautions • Records keeping 	0.5	2	2.5
8.	Prepare/apply enamel	<u>Enamel:</u> <ul style="list-style-type: none"> • Identification of enamel • Preparation of enamel • Application of enamel • Safety/ precautions • Records keeping 	0.5	2	2.5
9.	Grade the finished items	<u>Grading the finished items:</u> <ul style="list-style-type: none"> • Grades of finished items • Criteria for grading the finished items • Procedures for grading the finished items • Safety /precautions • Records keeping 	0.5	2	2.5

10.	Determine cost of finished handicraft items	<u>Cost of finished handicraft items:</u> <ul style="list-style-type: none"> • Concept of cost of finished handicraft items • Procedure for determining cost of finished handicraft items • Precautions and recording 	0.5	2	2.5
11.	Store the finished items	<u>Storing of the finished items:</u> <ul style="list-style-type: none"> • Concept of storage of finished handicraft items • Procedure for storing of finished handicraft items • Precautions/safety and recording 	0.5	2	2.5
12.	Perform handicraft items packaging	<u>Packaging of handicraft items:</u> <ul style="list-style-type: none"> • Concept of packaging of finished handicraft items • Procedure for packaging of finished handicraft items • Precautions/safety and recording 	0.5	2	2.5
		Sub-total:	6	24	30
		Total:	44	276	320

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Module: 5: Common module					
Description: This module consists of skills and knowledge related to applied math, occupational health and safety, HIV/AIDS, first aid, communication, and small business management applicable in the related job performances.					
Objectives: After its completion the trainees will be able: <ul style="list-style-type: none"> • To carry out simple mathematical calculations related to the occupation • To be familiar with hazards related to this occupation • To apply preventive measures for occupational health and safety • To apply first aid measures • To apply preventive measures for HIV/AIDS • To communicate with others • To apply skills of small business management 					
Sub modules: <ol style="list-style-type: none"> 1. Applied math 2. Occupational health and safety 3. First aid 4. HIV/AIDS 5. Communication 6. Small business management 					
Sub module: 1: Applied math					
Description: It consists of skills and knowledge related to mathematical calculations applicable in the related occupational performances.					
Objective: After its completion the trainees will be able: <ul style="list-style-type: none"> • To carry out simple mathematical calculations that must be done for the effective performance in the occupational job. 					
Tasks: To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
Th. (4 hrs.) + Pr. (16hrs) = Tot. (20 hrs.)			Time (hrs.)		
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"> • Concept • Simple calculations • Application in the occupation 	0.2	0.8	1
2.	Carry out simple subtraction applicable in job situation	<u>Subtraction:</u> <ul style="list-style-type: none"> • Concept • Simple calculations • Application in the occupation 	0.2	0.8	1
3.	Carry out simple multiplication applicable in job situation	<u>Multiplication</u> <ul style="list-style-type: none"> • Concept • Simple calculations • Application in the occupation 	0.2	0.8	1

4.	Carry out simple division applicable in job situation	<u>Division:</u> <ul style="list-style-type: none"> • Concept • Simple calculations • Application in the occupation 	0.2	0.8	1
5.	Carry out measurements	<u>Measurement:</u> <ul style="list-style-type: none"> • Concept • Application in the occupation 	0.2	0.8	1
6.	Convert units of measurement	<u>Units of measurement:</u> <ul style="list-style-type: none"> • Concept • Units of measurement • Unit conversion • Application 	0.2	0.8	1
7.	Convert units of measuring temperature	<u>Units of measuring temperature:</u> <ul style="list-style-type: none"> • Concept • Units of temperature measurement • Unit conversion • Application 	0.2	0.8	1
8.	Calculate area	<u>Area:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation • Application 	0.2	0.8	1
9.	Calculate volume	<u>Volume:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation • Application 	0.2	0.8	1
10.	Calculate weight	<u>Weight:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation • Application 	0.2	0.8	1
11.	Calculate percentage	<u>Percentage:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation • Application 	0.2	0.8	1
12.	Calculate ratio and proportions	<u>Ratio and proportions:</u> <ul style="list-style-type: none"> • Concept 	0.2	0.8	1

		<ul style="list-style-type: none"> • Formula • Calculation • Application 			
13.	Apply Pythagoras formula	<u>Pythagoras formula:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation • Application 	0.2	0.8	1
14.	Apply unitary method	<u>Unitary method:</u> <ul style="list-style-type: none"> • Concept • Calculation • Application 	0.2	0.8	1
15.	Calculate simple interest	<u>Simple interest:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation • Application 	0.2	0.8	1
16.	Calculate unit cost	<u>Unit cost:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation • Application 	0.2	0.8	1
17.	Calculate per unit income	<u>Per unit income:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation • Application 	0.2	0.8	1
18.	Calculate profit and loss	<u>Profit and loss:</u> <ul style="list-style-type: none"> • Concept • Formula • Calculation • Application 	0.2	0.8	1
19.	Perform billing	<u>Billing:</u> <ul style="list-style-type: none"> • Concept • Calculation • Bill format • Procedure • Application 	0.2	0.8	1
20.	Prepare simple balance sheet	<u>Balance sheet:</u> <ul style="list-style-type: none"> • Concept 	0.2	0.8	1

		<ul style="list-style-type: none"> • Format • Procedure • Application 				
	Total:		4	16	20	
Sub module: 2: Occupational health and safety						
	Description: It consists of skills and knowledge related to occupational health and safety applicable in the related occupational performances					
	Objectives: After its completion the trainees will be able: <ul style="list-style-type: none"> • To be familiar with hazards related to this occupation • To apply preventive measures for occupational health and safety 					
	Tasks: To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
	Th. (2 hrs.) + Pr. (8hrs) = Tot. (10 hrs.)			Time (hrs.)		
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"> • Concept • Causes • Procedures for managing this hazard 	0.2	0.8	1	
2.	Be familiar with physical hazards	<u>Physical hazards:</u> <ul style="list-style-type: none"> • Concept • Causes • Procedures for managing this hazard 	0.2	0.8	1	
3.	Be familiar with chemical hazards	<u>Chemical hazards:</u> <ul style="list-style-type: none"> • Concept • Causes • Procedures for managing this hazard 	0.2	0.8	1	
4.	Be familiar with biological hazards	<u>Biological hazards:</u> <ul style="list-style-type: none"> • Concept • Causes • Procedures for managing this hazard 	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"> • Concept of : <ul style="list-style-type: none"> ▪ Ergonomic factors ▪ Psychological factors ▪ organizational factors 	0.2	0.8	1	

		<ul style="list-style-type: none"> Procedures for managing hazards caused by these factors 			
	Sub-total:		1	4	4
Apply preventive measures for occupational health and safety					
1.	Wear safety wares	<u>Safety wares:</u> <ul style="list-style-type: none"> Identification Needs Wearing procedures 	0.2	0.5	0.7
2.	Inspect workplace before working	<u>Workplace inspection:</u> <ul style="list-style-type: none"> Concept Principle and procedures Records keeping 	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"> Concept and identification Principle and procedures Records keeping 	0.1	0.5	0.6
4.	Be prevented from accident hazards	<u>Prevention of accident hazards:</u> <ul style="list-style-type: none"> Concept Being prevented from accident hazards Records keeping 	0.1	0.5	0.6
5.	Be prevented from physical hazards	<u>Prevention of physical hazards:</u> <ul style="list-style-type: none"> Concept Being prevented from physical hazards Records keeping 	0.1	0.5	0.6
6.	Be prevented from chemical hazards	<u>Prevention of chemical hazards:</u> <ul style="list-style-type: none"> 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> <ul style="list-style-type: none"> Concept Being prevented from biological hazards Records keeping 	0.1	0.5	0.6
8.	Be prevented from ergonomic/psychological / organizational factors that	<u>Prevention of ergonomic/psychological / organizational factors that create</u>	0.1	0.5	0.6

	create problems/hazards.	<u>problems/hazards:</u>			
		<ul style="list-style-type: none"> • Concept • Being prevented from ergonomic/psychological / organizational factors that create problems/hazards • Records keeping 			
		Sub-total:	1	4	5
		Total:	2	8	10
Sub module: 3: First aid					
	Description: It consists of skills and knowledge related to first aid measures applicable in the related occupational performances.				
	Objective: After its completion the trainees will be able: <ul style="list-style-type: none"> • To apply first aid measures 				
	Tasks: To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:				
	Th. (1 hrs.) + Pr. (4hrs) = Tot. (5 hrs.)		Time (hrs.)		
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
1.	Carryout simple dressings	<u>Carryout simple dressings:</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.10	0.40	0.5
2.	Apply simple bandages	<u>Apply simple bandages:</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.10	0.40	0.5
3.	Apply first aid for simple wounds	<u>Apply first aid for simple wounds:</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.10	0.40	0.5
4.	Apply first aid for heat /chemical burns	<u>Apply first aid for heat /chemical burns:</u> <ul style="list-style-type: none"> • Concept • Needs 	0.10	0.40	0.5

		<ul style="list-style-type: none"> • Procedures • Precautions • Recording 			
5.	Apply first aid for injuries/cuts	<u>Apply first aid for injuries/cuts:</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.10	0.40	0.5
6.	Apply first aid for fracture	<u>Apply first aid for fracture:</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.10	0.40	0.5
7.	Apply first aid for simple bleeding	<u>Apply first aid for simple bleeding:</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.10	0.40	0.5
8.	Apply first aid for insect bites	<u>Apply first aid for insect bites:</u> <ul style="list-style-type: none"> • 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> <ul style="list-style-type: none"> • 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> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.05	0.20	0.25
11.	Apply first aid for simple	<u>Apply first aid for simple</u>	0.05	0.20	0.25

	poisoning	<u>poisoning:</u> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 			
12.	Apply first aid for electrical shock	<u>Apply first aid for electrical shock:</u> <ul style="list-style-type: none"> • 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> <ul style="list-style-type: none"> • Concept • Needs • Procedures • Precautions • Recording 	0.05	0.20	0.25
Total:			1	4	5
Sub module: 4: HIV/AIDS					
Description: It consists of skills and knowledge related to safety measures to be followed for the prevention of HIV/AIDS including its management.					
Objectives: After its completion the trainees will be able: <ul style="list-style-type: none"> • To state the concept of HIV/AIDS • To apply safety measures for prevention of HIV/AIDS 					
Tasks: To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
			Th.(1 hrs) + Pr.(4hrs) = Tot.(5 hrs)		
			Time(hrs)		
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
1.	State the concept of HIV/AIDS <ol style="list-style-type: none"> 1. Define HIV 2. Enlist modes of transmission of HIV 3. Enlist signs and symptoms of HIV infected person 4. Enlist stages of HIV 5. Define AIDS 	<u>State the concept of HIV/AIDS:</u> <u>HIV:</u> <ul style="list-style-type: none"> • Definition of HIV: • Modes of transmission of HIV • Signs and symptoms of HIV infected person • Stages of HIV 	0.5	2	2.5

	<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>	<ul style="list-style-type: none"> • AIDS: • Definition of AIDS • Signs and symptoms of AIDS • Current status of global HIV/AIDS • Difference between HIV and AIDS 			
2.	<p>Apply safety measures for prevention of HIV/AIDS:</p> <ol style="list-style-type: none"> 1. Keep touch with single partner for sexual intercourse 2. Ensure safe intercourse 3. Use condom carefully and consistently during each act of sexual intercourse in case of other than single sex partner 4. Keep away from sharing syringes, needles and other skin piercing instrument with HIV infected people 5. Keep away from sharing toothbrushes, blade razors or other instruments that could become contaminated from blood 6. Keep away from handling clothes or cloths that are visibly contaminated with blood 7. Follow positive health behavior 8. Get blood be tested to ensure HIV negative/positive 	<p><u>Apply safety measures for prevention of HIV/AIDS:</u></p> <ul style="list-style-type: none"> • Keeping touch with single partner for sexual intercourse • Ensuring safe intercourse • Using condom carefully and consistently during each act of sexual intercourse in case of other than single sex partner • Keeping away from sharing syringes, needles and other skin piercing instrument with HIV infected people • Keeping away from sharing toothbrushes, blade razors or other instruments that could become contaminated from blood • Keeping away from handling clothes or cloths that are visibly contaminated with blood • Positive health behavior • Getting blood be tested to ensure HIV negative/positive 	0.5	2	2.5
	Total:		1	4	5
Sub module: 5: Communication					
Description: 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.					
Objectives: After its completion the trainees will be able:					
	<ul style="list-style-type: none"> • To handle telephone calls • To handle fax 	<ul style="list-style-type: none"> • To communicate with donors To communicate with financial institutes 			

	<ul style="list-style-type: none"> • To handle mail • To write letters • To write memos / tips / notes / notice • To perform internal communication • To perform external communication • To perform oral communication • To perform written communication 	<ul style="list-style-type: none"> • To link with media • To disseminate information • Write job application • Prepare Resume. • Communicate with senior. • Communicate with juniors. • Deal with customers • Request / purchase tool, supplies, materials and equipment. • Fill up leave requisition form. 			
Tasks: To fulfill the objective the trainees are expected to get proficiency on the following tasks/skills/steps together with their related technical knowledge:					
Th. (2 hrs.) + Pr. (8hrs) = Tot. (10 hrs.)			Time (hrs.)		
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
1.	Handle telephone calls	<u>Handling telephone calls:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Operating principles and procedures • Care and maintenance • Safety precautions to be taken • Keeping activity records 	0.1	0.4	0.5
2.	Handle fax	<u>Handling fax:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Operating principles and procedures • Care and maintenance • Safety precautions to be taken • Keeping activity records 	0.1	0.4	0.5
3.	Handle mail	<u>Handling mail:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Operating principles and procedures • Care and maintenance • Safety precautions to be taken 	0.1	0.4	0.5

		<ul style="list-style-type: none"> • Keeping activity records 			
4.	Write letters	<u>Writing letters:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Types of letter • Component parts of each type of letter • Format of each type of letter • Writing letters • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
5.	Write memos / tips / notes / notice	<u>Writing memos / tips / notes / notice:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Component parts of memos / tips / notes / notice • Format of memos / tips / notes / notice • Writing memos / tips / notes / notice • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
6.	Prepare simple report	<u>Preparing simple report:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Component parts of a report • Format of a report • Writing a report • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
7.	Prepare simple proposal	<u>Preparing simple proposal:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Component parts of a proposal • Format of a proposal • Writing a proposal • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
8.	Perform internal/ external communication	<u>Performing internal/ external communication:</u>	0.1	0.4	0.5

		<ul style="list-style-type: none"> • Concept, need, and importance • Principles, procedures, and application • Performing internal/ external communication • Precautions to be taken • Keeping activity records 			
9.	Perform horizontal/vertical communication	<u>Performing horizontal/vertical communication:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Principles, procedures, and application • Performing horizontal/vertical communication • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
10.	Perform oral/ written communication	<u>Performing oral/ written communication:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Principles, procedures, and application • Performing oral/ written communication • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
11.	Communicate with financial institutes	<u>Communicating with financial institutes:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Principles, procedures, and application • Communicating with financial institutes • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
12.	Link with media	<u>Linking with media:</u> <ul style="list-style-type: none"> • Concept, need, and importance 	0.1	0.4	0.5

		<ul style="list-style-type: none"> Principles, procedures, and application Linking with media Precautions to be taken Keeping activity records 			
13.	Disseminate information	<u>Disseminating information:</u> <ul style="list-style-type: none"> Concept, need, and importance Principles, procedures, and application Disseminating information Precautions to be taken Keeping activity records 	0.1	0.4	0.5
14.	Write job application	<u>Writing job application:</u> <ul style="list-style-type: none"> Concept, need, and importance Component parts of job application Format of job application Writing job applications Precautions to be taken Keeping activity records 	0.1	0.4	0.5
15.	Prepare resume	<u>Preparing resume:</u> <ul style="list-style-type: none"> Concept, need, and importance Component parts of a resume Format of a resume Writing resume Precautions to be taken Keeping activity records 	0.1	0.4	0.5
16.	Communicate with senior.	<u>Communicating with senior:</u> <ul style="list-style-type: none"> Concept, need, and importance Principles, procedures, and application Communicating with senior Precautions to be taken Keeping activity records 	0.1	0.4	0.5
17.	Communicate with juniors.	<u>Communicating with juniors:</u> <ul style="list-style-type: none"> Concept, need, and importance Principles, procedures, and 	0.1	0.4	0.5

		<ul style="list-style-type: none"> • application • Precautions to be taken • Keeping activity records 			
18.	Deal with customers/stake holders	<u>Dealing with customers/stake holders:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Principles, procedures, and application • Communicating with juniors • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
19.	Request / purchase tool, supplies, materials and equipment.	<u>Requesting / purchasing tool, supplies, materials and equipment:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Principles, procedures, and application • Requesting / purchasing tool, supplies, materials and equipment • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
20.	Fill up leave requisition form	<u>Filling up leave requisition form:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Principles, procedures, and application • Filling up leave requisition form • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
		Total:	2	8	10
Sub module: 6: Small enterprise development					
	Description: 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.				
	Objectives: After its completion the trainees will be able: <ul style="list-style-type: none"> • To be familiar with entrepreneurship development • To prepare a business plan 				
	Tasks: To fulfill the objective the trainees are expected to get proficiency on the				

following tasks/skills/steps together with their related technical knowledge:					
Th. (4 hrs.) + Pr. (16 hrs.) = Tot. (20 hrs.)			Time (hrs.)		
SN	Tasks or skills/ steps	Related technical knowledge	Th.	Pr.	Tot.
	<u>Entrepreneurship development:</u>	<u>Entrepreneurship development:</u>			
1.	Be familiar with business / entrepreneurship	<u>Business / entrepreneurship:</u> <ul style="list-style-type: none"> • Concept, definitions, need, and importance • Precautions to be taken • Keeping activity records 	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"> • Concept and needs • Qualities of a successful entrepreneur • Keeping activity records 	0.1	0.4	0.5
3.	Follow professional ethics	<u>Professional ethics:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Professional ethics • Interpretation • Precautions to be taken • Keeping activity records 	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"> • Concept, need, and importance • Prevailing rules / regulations/ laws /acts related to the profession • Interpretation • Precautions to be taken • Keeping activity records 	0.1	0.4	0.5
5.	Develop skills of good governance	<u>Good governance:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Principles and procedures of good governance • Precautions to be taken • Keeping activity re 	0.1	0.4	0.5
6.	Be familiar with	<u>Entrepreneurship development/</u>	0.1	0.4	0.5

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

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

		<ul style="list-style-type: none"> • Precautions to be taken • Keeping records 			
14.	Prepare financial plan	<u>Preparing financial plan:</u> <ul style="list-style-type: none"> • Concept, need, and importance • Component parts • Format • Principles and procedures • Precautions to be taken • Keeping records 	0.4	1.6	2
15.	Prepare marketing plan	<u>Preparing marketing plan:</u> <ul style="list-style-type: none"> • 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> <ul style="list-style-type: none"> • 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> <ul style="list-style-type: none"> • Concept, need, and importance • Principles and procedures • Precautions to be taken • Keeping records 	0.4	1.6	2
		Sub-total:	3	12	15
		Total:	4	16	20
		Common module total:	14	56	70
		All total:	58	332	390

Appendices

Tools, equipment and materials

Ancient tools and equipment

- Panel Gauge
- Lathe
- Adze like tool
- A block of K-shaped Wood used for cuttings things
- Ruler
- Compass
- Try square
- Sliding bevel
- Files:
 - Thorned file
 - Round file
 - Flat file
 - Semi Circular file
 - Triangular file
- Groove Cutting tool
- Marking pen
- Mallet
- Chisel
- Carving chisel
- Carving chisels with straight edge
- Wood carving chisels with narrow and semicircular edge
- Carving Chisel with wide generally used for rough work
- Carving chisel
- Chisel used for splitting timber
- Carving chisels with narrow edge generally used for rough work

Modern tools and equipment

- Cross cut saw
- Hand saw
- Framed saw
- Bow saw
- Sand paper
- Groove cutting tool
- Drill
- Adze
- Clamp
- Rebate plane
- Rebate plane made especially for concaved surface
- Rebate plane made especially for planning corners
- Screw driver
- Hammer
- Steel hammer
- Jack Plane
- Spoke shave
- Pencil
- Marking Thread

Materials

- Timber/Fanta different sizes & types
- Glue (Fovical/Movical)
- Nail (different size and types)
- Chopra/shellac
- Ramtilak
- Geru
- Brown colour
- White colour
- Rose color
- Orange color
- Wood stain (different color)
- Sand paper/role paper different grit
- Chalk powder/French powder
- Spirit
- Tarpeno oil
- Wax

- Enamel (Black & brown)
- Black Japan, brown Japan & red Japan
- Thinner
- Apron
- Safety goggles
- First Aid kit
- Chart paper
- Brush (Different Sizes)
- Soft Cloth (Mal Mal, dn dn sk*F)
- Rubber

Reference Books

- १ जोशी चन्द्रवहादुर (२०४६) काठमाण्डौ उपत्यका कलात्मक भ्यालहरु, नेपाल राजकिया प्रज्ञा प्रतिष्ठान कमलादी, काठमाण्डौ ।
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3. Bzjraharya, Yadi Ratna (2055) Artistic Herigate of Nepal, handicraft Association of Nepal, kathmandu
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