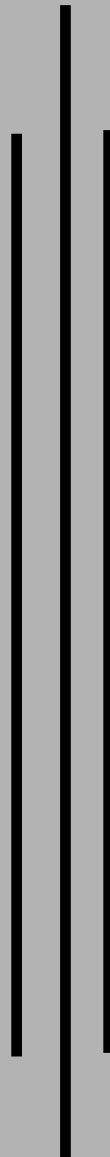


Curriculum Guide
for
Cardamom Processor
(A Competency Based Curriculum)



Skill for Employment Project
CTEVT
2008

Introduction

The competency based and market oriented curriculum guide for Cardamom Processor is designed to produce Cardamom Processor equipped with knowledge, skills and attitudes. In this curriculum, the trainees will practice skills of cardamom processing in the factory and sites. Once the competencies acquired by trainees, they will have ample of opportunity for employment and self-employment through which this program will contribute in the national streamline of poverty reduction in the country.

The features of this curriculum are to focus the skills which are needed to enhance micro-enterprise skills to focus self-employment, and make them competent Processor needed for the occupation. Another major feature of the curriculum is to incorporate the youths who have only schooling experience. The curriculum is designed into competency based modality so that the curriculum will be successful to deliver the individual needs and the needs in the field of Cardamom Processing.

Aim

The main aim of this program is to produce Cardamom Processor who will process cardamom and produce the quality cardamom demanded by the national and international market.

Objectives

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

- Harvest cardamom
- Process cardamom
- Grade cardamom
- Pack cardamom
- Market cardamom
- Develop communication and micro-enterprise skills.

Course Description

This curriculum guide is designed to help trainees develop basic level skills & knowledge in the field of Cardamom Processing. This designed curriculum guide is a complete package of Cardamom Processor. Similarly, on-the- Job Training is included to provide the trainees to experience and practice the critical competencies trainees may not get enough opportunity during the in-house training. There will be two-way demonstration by instructors/trainers and opportunity by trainees to perform skills/tasks necessary for this level of Cardamom Processor. Trainees will practice & learn skills using typical tools, equipment, machines and materials necessary for the program.

Duration

The total duration of the course will be for one and half months in house training (240 hrs) and one and half month OJT (240) hrs. The trainees will learn and practice at the institution level and the later part of the training period; they will be oriented for self-employment, micro-enterprise skills will be provided within the training period. The OJT must be administered within the season of cardamom processing takes place. Cardamom processing is totally a seasonal occupation.

Target Group

The target group for this training program will be all interested individuals in the field of Cardamom Processing; with educational prerequisite of minimum class five pass.

Group Size

The group size of this training program will be 30 trainees (maximum) provided all necessary resources to practice the tasks/ competencies as specified in this curriculum guide.

Medium of Instruction

The medium of instruction for this 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 assessments and final examinations.

Focus of Curriculum

This is a competency-based curriculum. This curriculum emphasizes on competency performance. 80% time is allotted for performance and remaining 20% time is for related technical knowledge. So, the main focus will be on performance of the specified competencies in the curriculum.

Entry Criteria

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

- Minimum of five class pass or equivalent
- Nepali citizen
- Minimum of 15 years of age
- Should pass entrance examination

Instructional Media and Materials

The following instructional media and materials are suggested for the effective instruction and demonstration.

- **Printed Media Materials** (Assignment sheets, Case studies, Handouts, Information sheets, Individual training packets, Procedure sheets, Performance Check lists, Textbooks etc.).
- **Non-projected Media Materials** (Display, Models, Flip chart, Poster, Writing board etc.).
- **Projected Media Materials** (Opaque projections, Overhead transparencies, Slides etc.).
- **Audio-Visual Materials** (Audiotapes, Films, Slide-tape programs, Videodiscs, Videotapes etc.).
- **Computer-Based Instructional Materials** (Computer-based training, Interactive video etc.).

Follow up Provision

- Follow up provision of the graduate will be planned as per the need of the occupation and keep record of success of the training program as per the employment or self-employment the graduates receive.

Certificate Requirement

The related training institute will provide the certificate of "**Cardamom Processor**" to those graduates who complete the course successfully as stated in the curriculum guide.

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

Students 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 trainees will be evaluated through written or oral tests as per the nature in the institutional phase of training.

- Trainees must secure minimum marks of 60% in an average of both theory and practical evaluations.
- There will be three internal evaluations and one final evaluation at institution.
- The ratio between internal and final examination of knowledge test will be 20:80 but for the performance test it will be 80:20.
- The entrance test will be administered by the concerned training institute

Trainers' Qualification (Minimum)

- Diploma in Agriculture with major in spices or equivalent in related field
- Good communication and instructional skills
- Experience in related field

Trainer-Trainees Ratio

- 1:12 for practical classes
- For theory, as per the class room situation

Suggestions for Instruction

A.

1. Select objectives

- Write objectives of technical knowledge
- Write objectives of competencies
- Write objectives of attitudes

2. Select Subject matter

- Study subject matter in detail
- Select content related to knowledge
- Select content related to competencies
- Select content related to attitudes

3. Select Instructional Methods

- Teacher centered methods: like lecture, demonstration, question answers inquiry, induction and deduction methods.
- Student initiated methods like experimental, field trip/excursion, discovery, exploration, problem solving, and survey methods.
- Interaction methods like discussion, group/team teaching, microteaching and exhibition.
- Dramatic methods like role play and dramatization

4. Select Instructional method (s) on the basis of objectives of lesson plans and KAS domains

5. Select appropriate educational materials and apply at right time and place.

6. Evaluate the trainees applying various tools to correspond the KAS domains

7. Make plans for classroom / field work / workshop organization and management.

8. Coordinate among objectives, subject matter and instructional methods.

9. Prepare lesson plan for theory and practical classes.

10. Deliver /conduct instruction / program

11. Evaluate instruction/ program

B. Special suggestion for the performance evaluation of the trainees

1. Perform task analysis

2. Develop a detail task performance checklist

3. Perform continuous evaluation of the trainees by applying the performance checklist.

C. Suggestion for skill training

1. Demonstrate task performance in normal speed

2. Demonstrate slowly with verbal description of each and every step in the sequence of activity of the task performance using question and answer techniques.
3. Repeat 2 for the clarification on trainees demand if necessary
4. Perform fast demonstration of the task.

D. Provide trainees the opportunities to practice the task performance demonstration

1. Provide opportunity to trainees to have guided practice
2. Create environment for practicing the demonstrated task performance
3. Guide the trainees in each and every step of task performance
4. Provide trainees to repeat and re-repeat as per the need to be proficient on the given task performance
5. Switch to another task demonstration if and only trainees developed proficiency in the task performance.

E. Other suggestions

1. Apply principles of skill training
2. Allocate 20% time for theory classes and 80% time for task performance while delivering instructions
3. Apply principles of adult learning
4. Apply principles of intrinsic motivation
5. Facilitate maximum trainees involvement in learning and task performance activities
6. Instruct the trainees on the basis of their existing level of knowledge, skills and attitude.

In this course, five units have been developed and the trainees will be trained and evaluated as per the evaluation structure shown below:

Course Structure

S.N.	Description	Duration	Full Marks	Pass Marks	Remarks
1	Planning works for cardamom processor	20 hrs	50	30	
2	Dryer Construction	60 hrs	50	30	
3	Cardamom processing	40 hrs	60	40	
4	Cardamom Grading	80 hrs	50	30	
5	Micro-enterprise Development	20 hrs	30	20	
6	First Aid Service and HIV/ AIDS	20 hrs	30	20	
	Total	240 hrs	270	170	

On-the-Job Training (OJT)	240 hrs	300	200
----------------------------------	----------------	------------	------------

Grand Total	480 hrs	570	370
--------------------	----------------	------------	------------

Unit One: Planning for Works

In this unit, the trainees will learn and practice the several competencies that they need to know and perform during cardamom processing work. Planning is often ignored aspect of the training program, however, if any processor plans well before starting the work, it will be much easier to perform and they know about the process and end product before to begin the job. If the target is visible, it is easier to hit the bull's eye. Therefore, to enhance them, with planning competencies and knowledge, the unit has been designed and incorporated in this curriculum.

Instructional Time required: 20 hours at the ratio of 20:80 for theory and practicum

List of Competencies to be performed

- Plan for works
- Plan for production
- Plan for budget
- Plan for materials
- Plan for tools and equipment
- Plan for workers/helpers

Task Analysis

Task No: 1 Plan for work

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify the type of work to be carried out • Determine the number of workers required • Select the site • Select the farm • Determine the volume of work • Select the washing site • Approach the washing area where a lot of water is available • Prepare time schedule • Inspect the cardamom farm whether ready for harvest or not • Inspect the dryers • Check price tags • Check packaging bags • Check fire wood • Check sunny season • Check power supply condition 	<p><u>Condition (Given)</u></p> <p>Office</p> <p><u>Task (What)</u></p> <p>Plan for work</p> <p><u>Standard (How Well)</u></p> <p>As per the norms of planning</p>	<ul style="list-style-type: none"> ❖ Introduction to planning ❖ Planning principles. ❖ Elements to be considered in planning ❖ Importance of planning ❖ Planning methods ❖ Merits and demerits of planning

Task Analysis

Task No: 2 Plan for production

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify the type of product being produced • Determine the quantity of production • Prepare the site/ work shop as per the volume of the production • Collect tools and equipment for production • Assign workers for production • Calculate the cost for production • Select the transportation type • Determine the quality standard of the product • Obtain help for planning • Sequence the work order • Obtain time schedule • Keep every thing in ready to go position 	<p><u>Condition (Given)</u></p> <p>Office</p> <p><u>Task (What)</u></p> <p>Plan for production.</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Scope of planning ❖ Principles of planning ❖ Merits of planning ❖ Types of production to be planned ❖ Elements to be considered during planning.

Task Analysis

Task No: 3. Plan for Budget

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify the sources of budget • Calculate the required amount of budget • Determine the work volume • Determine the no. of workers required • Add the rent of workshop, house, machines and materials in the budget • Apply for the loan if needed • Select the bank that provides loan • Receive money from bank or from other sources • Obtain budget • Select the payment system • Maintain the account • Keep record of all bills and vouchers • Determine the salary, wages of the worker • Determine the cost of cardamom that will be procured • Determine the cost of energy like firewood, electric power • Determine the cost of dryer construction • Determine the cost of brochure, leaflets, price tags, and packaging bags • Determine the cost of transportation • Determine the cost for contingency 	<p><u>Condition (Given)</u></p> <p>office</p> <p><u>Task (What)</u></p> <p>Plan for budget</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to Budgeting ❖ Budgeting principal. ❖ Concept of budget ❖ Budgeting technique ❖ Scope of budget ❖ Merit and demerit of budget

Task Analysis

Task No: 4. Plan for Materials

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify the types of materials • Determine the no. and volume of required materials • Estimate the cost for material • Procure material • Obtain material from store and other places • Manage to transport the material to the work site • Borrow material if needed • Obtain the list of material • Check the list of material if missing any thing • Check final <u>ready to go</u> sheet of material 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Plan for materials</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to Material management ❖ Concept of Material ❖ Significance of material. ❖ Procurement procedure ❖ Marketing skills ❖ Price and comparing technique

Task Analysis

Task No: 5. Plan for tools and equipment

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify the types of tools and equipment • Determine the no. of tools and equipment • Estimate the cost for tools and equipment • Procure tools and equipment if needed • Obtain tools and equipment from store and other places • Manage to transport the tools and equipment to the work site • Borrow tools and equipment if needed • Obtain the list of tools and equipment • Check the list of tools and equipment if missing any thing • Check final <u>ready to go</u> condition of tools and equipment 	<p><u>Condition (Given)</u></p> <p>Office</p> <p><u>Task (What)</u></p> <p>Plan for Tools and equipment.</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to tools and equipment management ❖ Identification of tools and equipment ❖ Concept of tools and equipment ❖ Significance of material. ❖ Procurement procedure ❖ Marketing skills ❖ Price and comparing technique.

Task Analysis

Task No: 6. Plan for Workers/helpers

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify the number of workers required • Find appropriate workers with sufficient knowledge and skills of the work • Hire the worker • Negotiate the wage to be given to the worker • Assign the task • Instruct the worker about the work • Provide him necessary tools, equipment and material • Provide him the time schedule • Provide him the list of work the worker needs to perform 	<p><u>Condition (Given)</u></p> <p>Office</p> <p><u>Task (What)</u></p> <p>Plan for workers</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to human resource management ❖ Identification of workers required ❖ Hiring process ❖ Negotiation technique ❖ Evaluation process of the worker ❖ Monitoring technique of the worker

Unit Two: Construction and installation of dryers

In this unit, the trainees will learn and practice the several competencies that they need to know and perform during cardamom processing work. Dryer construction or installation is the basic component of the cardamom processing occupation. If the cardamom processor is well skilled on building or installing the dryers, they can season the cardamom properly and produce high quality cardamom as demanded by national and international markets. There is technology involved in dryer construction and or installation. Therefore, this unit aims at providing trainees the competencies and related knowledge of dryer construction and or installation to ease the cardamom processing job easier.

Instructional Time required: 60 hours at the ratio of 20:80 for theory and practicum

List of Competencies to be performed

- Identify site for dryer construction
- Design for dryer construction
- Prepare budget for dryer construction
- Hire worker
- Install solar dryer
- Install electric dryer
- Construct fire dryer

Task Analysis

Task No: 1. Select site for dryer construction

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify the type of dryer to be constructed • Locate the area of work • Select the place where dryer to be constructed • Evaluate the convenience of the place • Check security of the place • Observe the weather of the place • Observe the access of resources in the place • Locate several spots and finalize the one where dryer will be constructed • Determine the availability of electric power • Determine the availability of firewood • Determine whether there is enough sunshine for drying cardamom 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Locate site for dryer construction</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to dryer location ❖ Concept of planning ❖ Significance of the proper place for seasoning cardamom

Task Analysis

Task No: 2. Design for Dryer

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify the type dryer • Obtain drawing material • Prepare place for drawing • Place drawing board • Sketch the design of dryer • Fill up the sketch with ink • Discuss the sketch with supervisor • Finalize the sketch • Take the sketch to the site 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Plan for Dryer</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to design of dryer ❖ Concept of design ❖ Significance of design ❖ Measurement of dryer design ❖ Sketching technique ❖ Concept of smokeless dryer ❖ Types of dryer

Task Analysis

Task No: 3. Prepare budget for dryer construction

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify the sources of budget • Calculate the required amount of budget • Determine the work volume • Determine the no. of workers required • Add the rent of workshop, house, machines and materials in the budget • Apply for the loan if needed • Select the bank that provides loan • Receive money from bank or from other sources • Obtain budget • Select the payment system • Maintain the account • Keep record of all bills and vouchers • Determine the salary, wages of the worker • Determine the cost of dryer • Determine the cost of energy like firewood, electric power • Determine the cost of dryer construction • Determine the cost of transportation • Determine the cost for contingency 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Prepare budget for dryer construction</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Calculation principle ❖ Methods of budget preparation ❖ Money lending sources ❖ Scope of budgeting ❖ Billing procedure ❖ Accounting system ❖ Record keeping

Task Analysis

Task No: 4. Hire worker for dryer construction

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify the type dryer • Identify the skilled worker for construction • Determine the number of the workers • Contact worker • Negotiate with the worker for wage • Determine for wages • Hire the worker • Assign the job to the worker • Provide sketch of the dryer • Construct the dryer 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Hire worker for dryer construction</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to hiring process ❖ Preparation of the contract document ❖ Significance of hiring process ❖ Preparation of evaluation tool of the worker ❖ Merits and demerits of recruitment of the worker

Task Analysis

Task No: 5. Install solar dryer

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none">• Identify the type of dryer• Obtain drawing of the dryer• Select installation site• Obtain installation material• Obtain the sketch of dryer• Assign the worker• Install the dryer• Inspect the dryer installation• Approve the dryer	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Install solar dryer</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none">❖ Introduction to installation❖ Concept of measurement❖ Significance of installation of solar dryer❖ Merit and demerit of solar dryer❖ Use of solar dryer❖ Concept of smokeless dryer

Task Analysis

Task No: 6. Install electric dryer

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify the type of dryer • Obtain drawing of the dryer • Select installation site • Obtain installation material • Obtain the sketch of dryer • Assign the worker • Install the dryer • Inspect the dryer installation • Approve the dryer 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Install electric dryer</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to installation ❖ Concept of measurement ❖ Significance of installation of electric dryer ❖ Merit and demerit of electric dryer ❖ Use of electric dryer ❖ Concept of smokeless dryer

Task Analysis

Task No: 7. Construct fire dryer

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify the type of dryer • Obtain drawing of the dryer • Select construction site • Obtain construction material • Obtain sketch of dryer • Assign the worker • Construct the dryer • Inspect the dryer construction • Approve the dryer 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Construct fire dryer</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to construction ❖ Concept of measurement ❖ Significance of construction of fire dryer ❖ Merit and demerit of fire dryer ❖ Use of fire dryer ❖ Concept of smokeless dryer

Unit Three: Process Cardamom

In this unit, the trainees will learn and practice the several competencies that they need to know and perform during cardamom processing work. Harvesting cardamom is the vital component of the cardamom processing occupation. If the cardamom processor is well skilled on harvesting process, they can process cardamom properly and produce high quality cardamom as demanded by national and international markets. There is procedure involved in harvesting cardamom. Therefore, this unit aims at providing trainees the competencies and related knowledge of harvesting of cardamom to ease the cardamom processing job easier.

Instructional Time required: 40 hours at the ratio of 20:80 for theory and practicum

List of Competencies to be performed

- Identify variety
- Identify cardamom farm
- Pluck cardamom
- Wash Cardamom
- Prepare seasoning place
- Season cardamom
- Transport cardamom

Task Analysis

Task No: 1. Identify the variety of cardamom

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify the variety of cardamom • Select the large size • Select medium size • Select small size • Determine selected variety • Identify the symptoms of variety • Explain the variety type to the helper 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Identify the variety of cardamom</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to variety ❖ Concept of cardamom species ❖ Significance of variety selection ❖ Merit and demerit of variety selection ❖ Use of variety of cardamom ❖ Diseases and effects of diseases of cardamom ❖ Climate and altitude for growing cardamom ❖ Quality due to altitude

Task Analysis

Task No: 2. Identify cardamom farm

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify the type of farm • Locate the farm • Inspect the condition of cardamom • Determine that cardamom is ripen • Identify the farm if needed to be procured from other owners • Contact the farmer • Determine the cost of the farm • Negotiate the cost • Procure the farm • Repeat the steps with other small farmers 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Identify cardamom farm</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to identification of farm ❖ Sign and symptoms of ripen cardamom ❖ Time of cardamom harvest ❖ Negotiating technique ❖ Procurement process ❖ Price

Task Analysis

Task No: 4. Wash cardamom

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify the water source • Select the river/stream/pond • Carry cardamom to the water site • Assign the worker to carry • Assign the worker to wash cardamom • Remove outer cover, dirt and mud from cardamom • Separate size wise • Separate variety wise • Drain out water from cardamom • Load cardamom for transporting to the seasoning site 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Wash cardamom</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to washing ❖ Washing process ❖ Separating size and variety ❖ Removing of dirt and outer covers and mud

Task Analysis

Task No: 5. Prepare seasoning place

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify seasoning place • Select the place • Select the dryer • Obtain tools and materials for seasoning cardamom • Bring cardamom to the seasoning site • Determine the worker required for seasoning cardamom • Bring firewood • Prepare electric system for seasoning 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Prepare seasoning place</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to seasoning ❖ Seasoning process ❖ Scope of seasoning ❖ Merits and demerits of seasoning ❖ Quality due to seasoning ❖ Features of seasoning place

Task Analysis

Task No: 6. Season cardamom

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify the dryer type • Select dryer • Assign workers • Bring cardamom to the dryer • Pour cardamom on the woven • Stir cardamom until completely seasoned • Stretch cardamom if it is a solar dryer • Provide electric power and switch on the pluck if it is electric dryer • Apply firewood and give heat if it is fire dryer • Remove the cardamom from dryer • Prepare cardamom for grading • Send cardamom to the grading place for grading 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Season cardamom</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to seasoning ❖ Seasoning process ❖ Types of seasoning ❖ Merits and demerits of each dryer ❖ Scope of seasoning

Task Analysis

Task No: 7. Transport cardamom

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Determine the quantity of cardamom to be transported • Identify transportation means • Contact carrier • Identify the place cardamom to be carried • Load cardamom on the carrier • Unload the cardamom from the carrier • Manage loaders • Fix the cost of transport • Pay the cost to the transport owner 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Transport cardamom</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to transportation facilities ❖ Means of transportation available in the area ❖ Merits and demerits of transportation

Unit Four: Perform Grading

In this unit, the trainees will learn and practice the several competencies that they need to know and perform during cardamom processing work. Grading cardamom is the vital component of the cardamom processing occupation. If the cardamom processor is well skilled on grading process, they can process cardamom properly and produce high quality cardamom as demanded by national and international markets. There is procedure involved in grading cardamom. Therefore, this unit aims at providing trainees the competencies and related knowledge of grading of cardamom to ease the cardamom processing job easier.

Instructional Time required: 80 hours at the ratio of 20:80 for theory and practicum

List of Competencies to be performed

- Identify size
- Prepare tags
- Fix price
- Prepare bags
- Store bags
- Identify market
- Negotiate with dealer
- Advertise product

Task Analysis

Task No: 1. Process cardamom for grading

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Determine the quantity of cardamom • Identify large size of cardamom • Identify medium size of cardamom • Identify the small size of cardamom • Separate the cardamom as per size • Separate cardamom as per variety • Separate the cardamom as per quality • Check if any thing that is unwanted before grading 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Process cardamom for grading</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to processing ❖ Grading principle ❖ Grading elements ❖ Merits and demerits of grading

Task Analysis

Task No: 2. Prepare tags

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify the type and size of tag • Determine the quality of tag • Determine the information to be written on tag • Order the press to prepare tag • Write information such as cost, weight, packing date, expiry date, processing company, country where produced, quality of the product, assurance, warrantee and guarantee etc • Place the tag on the packet • Send /supply packets with tags for packing cardamom 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Prepare tags</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to preparation tags ❖ Information to be written on tag ❖ Merits and demerits of the tag placed on the packaging

Task Analysis

Task No: 3. Prepare bags

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Determine the quantity of cardamom to be packed • Determine the size of the bag • Determine the weight of the cardamom to be fixed in a bag • Determine the type of bag • Determine the quality of the bag • Prepare the specification of the bag to order • Order enterprise for bag preparation • Receive the prepared bag as ordered • Pay the cost to the bags • Supply the bags for cardamom packaging 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Prepare bags</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to bags ❖ Quality of bags ❖ Size of bags ❖ Cost of bags ❖ Information to be printed on the bag ❖ Order process of bag preparation

Task Analysis

Task No: 5. Pack bags

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Determine the quantity of cardamom to be packed • Identify the quality of cardamom • Identify packing material • Obtain packing material • Instruct the worker for packing process • Assign the workers for packing • Pack the product 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Transport cardamom</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to transportation facilities ❖ Means of transportation available in the area ❖ Merits and demerits of transportation

Task Analysis

Task No: 6. Store packages

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Determine the quantity of cardamom to be stored • Identify storing place • Clean the store house • Check moisture condition of the store house • Check light and ventilation of the store house • Check if rats live in the store • Assign worker to store the product • Instruct the worker how to store product • Place the packs in system without damaging packages 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Store packages</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to storing ❖ Condition of store house ❖ Merits and demerits of storage ❖ Process of storage

Task Analysis

Task No: 7. Market product

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Determine the quantity of cardamom to be marketed • Identify national market • Identify international market • Identify the place cardamom to be marketed • Identify the buyer, dealer • Make contact with dealer • Negotiate for price • Make contract of buying and selling • Manage for transportation • Assign workers to load and unload products • Determine the payment mechanism and mode of payment • Sell the product 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Market product</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to marketing ❖ Marketing principles ❖ Elements of market ❖ Negotiating technique ❖ Advocating for the quality of the product ❖ Convincing skills

Task Analysis

Task No: Advertise product

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Determine type of advertisement • Identify means of advertisement • Advertise through radio • Advertise through TV • Advertise through news papers • Prepare booklets • Prepare brochures • Prepare calendars • Prepare visiting cards • Prepare posters • Distribute the advertising items to the key persons, places and organizations • Disseminate information through workshop, meeting, seminars • Take classes in the schools and colleges of about your product • Attend training and share your information • Visit fare and markets • Read books and journals and design advertisement for effecting the customer • Label the product with attractive wrappers • Provide your product as souvenirs 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Transport cardamom</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to advertisement ❖ Means of advertisement ❖ Effect of advertisement ❖ Merits and demerits of advertisement ❖ Advertisement preparation ❖ Methods of advertisement

Unit five:Micro-enterprise Development

This course is designed to equip the trainees with knowledge and skills on Entrepreneur Development skills. The course deals with various entrepreneur competencies, project identification, enterprise management, marketing skills, promotional activities, and business scheme preparation and communication skills needed for the occupation.

Instructional Time required: 20 hours at the ratio of 20:80 for theory and practicum

List of Competencies to be performed

- Develop micro-enterprise competencies.
- Select / identify a project.
- Prepare a business scheme.
- Develop marketing skill.
- Conduct promotional activities.
- Apply communication skills.
- Manage an enterprise.

Task Analysis

Task No: 1 Develop Micro-enterprise competencies

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Observe the surrounding environment and entrepreneur own capabilities. • Develop entrepreneur own capabilities. • Take steps for achievement of economic objective. • social objective. • human objective. • Prepare business plans based on ones own findings. • Develop new profitable business opportunities by combining resources in a new way. • Produce marketable products. • Create markets. • Innovate and develop improved technologies. • Inspire others. • Supply quality goods. • Reduce cost for reducing price of product. • Provide employment. • Utilize the scarce resource properly. • Avoid social nuisances. • Manage financial problem. • Develop management skill for all business activities • production, inventory, purchasing, marketing, research and development, financial and personnel. • Satisfy employees / consumers / partners. • Be dynamic, risk taking according to the situation. • Be perfect decision maker. • Develop confidence. 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Develop Entrepreneurial Competencies.</p> <p><u>Standard (How Well)</u></p> <p>According to established instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to entrepreneurship. ❖ Concept of employment. ❖ Concept of business. ❖ Entrepreneurial competencies. ❖ Managerial skill.

Task Analysis

Task No: 2 Select / identify a project

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Make list of projects. • Classify the projects in group according to personal interest / ability, <ul style="list-style-type: none"> -Possibility of earning profit, less risk, -knowledge and skill needed estimated size and available resources, -prevailing level of competition, -chance of expansion in future, -level of competition and rising trend of future demand and -duration. • Investigate the projects. • Determine <ul style="list-style-type: none"> -form of business. -provision of capital. -location. -available staffs according to the project. -office equipment. -government policy. • Prioritize the projects regarding Strength, weakness, opportunity, threat. • Select right project according to your vision and mission. 	<ul style="list-style-type: none"> • <u>Condition (Given)</u> • Workshop or site • <u>Task (What)</u> • Select / identify a project. • <u>Standard (How Well)</u> • According to the selection criteria and instructions. 	<ul style="list-style-type: none"> ❖ Concept of business. ❖ Introduction to SWOT (Strength, weakness, opportunity and threat). ❖ Tips for opportunity selection. ❖ Reason of business failure. ❖ Requisites of business success. ❖ Project selection criteria.

Task Analysis

Task No: 4 Develop marketing skills

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Fix the objectives to be achieved. • Analyze the market to increase sales volume. • Formulate the sales budget. • Evaluate the potential customer's needs and wants. • Determine marketing plans, procedures and policies to serve the customers demand. • Interlink demand with supply. • Co-ordinate between the different constituent elements of the marketing mix <ul style="list-style-type: none"> - product. - price. - place. - promotion. • Select effective marketing channel. • Develop effective and smooth marketing communication. • Apply market research. • Co-ordinate and control all marketing activities. • Evaluate performance of sales force periodically. • Review all plans and policies and change if necessary. • Motivate the employees properly. • Plan and develop product to match <ul style="list-style-type: none"> - Demand of the customer. - Product life cycle. • Observe and study buyer's behaviors and their grievances. • Select effective distribution channels. 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u> Develop marketing skill.</p> <p><u>Standard (How Well)</u></p> <p>According to the type of product, market, customer needs and instruction.</p>	<ul style="list-style-type: none"> ❖ Introduction to market and marketing. ❖ Concept on demand and supply. ❖ Types of market (on the basis of region). ❖ Introduction to marketing mix. ❖ Introduction to product life cycle. ❖ Buyers behavior and its characteristics.

Task Analysis

Task No: 5 Conduct promotional activities

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Select promotion mix as advertising according to <ul style="list-style-type: none"> - promotion objectives. - nature of the product. - nature of the target market. - stage of product life cycle. - size of the promotion budget. - promotion strategy. • Identify target audience. • Select objective regarding <ul style="list-style-type: none"> - informative. - persuasive. - reminding. - reinforcing. • Make decision for the budget. • Choose the message. • Liaison with the advertising agency. • Supervise advertising and marketing research. • Select the media <ul style="list-style-type: none"> - print media. - visual media. - audio media. - audio visual media. • Keep in touch with representatives of important media. • Cooperate with the sales and other departments. • Distribute advertising material. • Administration. • Evaluate impact. 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Conduct promotional activities.</p> <p><u>Standard (How Well)</u></p> <p>According to the features of advertising.</p>	<ul style="list-style-type: none"> ❖ Concept of promotion. ❖ Communication model. ❖ Concept of advertisement. ❖ Purpose of advertising. ❖ Advertising media. ❖ Features of advertising.

Task Analysis

Task No: 6 Prepare a business scheme

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify the project standard regarding <ul style="list-style-type: none"> - functional. - technical. - aesthetic. - capital cost. - life cycle cost. • Specify the objective of the project. • Analyze net working by critical path method <ul style="list-style-type: none"> - state the master activities of the project. - evaluate whole activities. - set up the sequence of activities. - allocate the time / duration for each activities. - study about the cost of activities (labour / material / tools cost). - Prepare tabulation (sequence activities with time). - apply project evaluation and review technique. • Analyze production <ul style="list-style-type: none"> - prepare resource and multi project schedule. - state required men, machine, materials for each production activities. 	<p>Condition(Given)</p> <p>Workshop or Site</p> <p><u>Task (What)</u></p> <p>Prepare a Business Plan / Scheme.</p> <p><u>Standard (How Well)</u></p> <p>According to the guidelines for preparing business plan.</p>	<ul style="list-style-type: none"> ❖ Concept and importance of business plan / scheme. ❖ Guideline for preparing a business plan. ❖ Production planning. ❖ Expenses. ❖ Financial analysis. ❖ Profit and loss account.

Cont.....

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> - give specification of resources. - determine time schedule for each activities. • Analyze finance <ul style="list-style-type: none"> - by undiscounted method <ul style="list-style-type: none"> ▪ calculate simple rate of return on investment. ▪ calculate payback period. - by discounted method <ul style="list-style-type: none"> ▪ calculate net present value. ▪ internal rate of return. ▪ benefit cost ratio. • Develop financial plan <ul style="list-style-type: none"> - indicate funds need by form for the specified period. - indicate timing of inflows and outflows. - indicate sources. - indicate use of funds for project activities. - forecast to determine the specific amounts and timing of expenditure and receipts. - follow the profit and loss account. 		

Task Analysis

Task No: 7 Apply communication skills.

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Determine the receiver to whom to communicate. • Specify the objective of communication. • Select appropriate channel of Communication (downward, upward, broadcast, horizontal, grape-vine and committee). • Solve the barriers in communication. • Design the contents according to the receiver <ul style="list-style-type: none"> - role of receiver. - history leading to communication. • Apply suitable method of communication. • Apply suitable language. • Listen and understand the feelings of receiver. • Clarify the communication. • Apply appropriate media. 	<p><u>Condition (Given)</u></p> <p>Workshop or site</p> <p><u>Task (What)</u></p> <p>Develop communication skills.</p> <p><u>Standard (How Well)</u></p> <p>According to established criteria of effective communication on the job.</p>	<ul style="list-style-type: none"> ❖ Concept and importance of Communication. ❖ Elements of Communication. ❖ Types of communication (oral and written, formal and informal, upward, downward and horizontal). ❖ Barriers to Communication. ❖ Means of communication. ❖ Listening technique. ❖ Communication process.

Unit Six: First aid Service and HIV/AIDS

This course is designed to equip the trainees with knowledge and skills on Basic First aids and HIV/AIDS concept. The course will aware the trainees about HIV/AIDS and prepare them to apply the safety precautions against HIV/AIDS. At the same time, this course will provide the basic skills and information about first aid service so that the trainees can provide such services whenever it is needed during the course of their occupation.

Instructional Time required: 20 hours at the ratio of 20:80 for theory and practicum

Competencies to be performed:

- **Identify first aid cases**
- **Apply first aid materials**
- **Treat first aid cases**
- **Prevent/control HIV/AIDS**

Task Analysis

Task No: 1. Identify first aid case

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Define first aid service • List the type of first aid cases • Obtain first aid kit box • Check the necessary medicine, materials and tools are available in the kit box • Identify the condition of the patient • Identify the type of case that needs first aid service • Clear the spot • Handle the patient • Position the patient for first aid service • Provide first aid service • Manage the patient to send to the nearest health post or hospital • Take the patient to the hospital 	<p><u>Condition (Given)</u></p> <p>Class room or work site</p> <p><u>Task (What)</u></p> <p>Identify first aid case</p> <p><u>Standard (How Well)</u></p> <p>According to established criteria of effective communication on the job.</p>	<ul style="list-style-type: none"> ❖ Concept and importance of first aid service ❖ Types of cases, that needs to be treated ❖ Treatment procedure and patient handling process ❖ Things required to provide the first aid service ❖ Importance of first aid service ❖ Merits and demerits of first aid service in a place where people involve in manual work

Task Analysis

Task No: 2. Apply first aid materials

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Obtain first aid kit • List the materials available in the kit box • Ensure materials are there in the kit box • Check the necessary medicine, materials and tools are available in the kit box • Identify the condition of the patient • Identify the type of case that needs first aid service • Clear the spot • Handle the patient • Position the patient for first aid service • Clean wounds if needed • Apply ointment • Apply antiseptic • Apply supports and bandages • Manage the patient to send to the nearest health post or hospital • Take the patient to the hospital 	<p><u>Condition (Given)</u></p> <p>Class room or work site</p> <p><u>Task (What)</u></p> <p>Apply first aid materials</p> <p><u>Standard (How Well)</u></p> <p>According to established criteria of effective communication on the job.</p>	<ul style="list-style-type: none"> ❖ Concept and importance of first aid service ❖ Types of cases, that needs to be treated ❖ Treatment procedure and patient handling process ❖ Things required to provide the first aid service ❖ Importance of first aid service ❖ Merits and demerits of first aid service in a place where people involve in manual work

Task Analysis

Task No: 3. Treat first aid cases

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Identify first aid case • Obtain first aid kit box • Check the necessary medicine, materials and tools are available in the kit box • Identify the condition of the patient • Identify the type of case that needs first aid service • Clear the spot • Handle the patient • Position the patient for first aid service • Treat wounds • Apply bandage on wounds • Treat cuts • Treat snake bite • Treat shock • Treat burn • Treat drowned • Treat for frost bite • Treat for heat stroke • Treat for cold stroke • Manage for fractures • Provide mouth to mouth respiration • Treat insect bites • Manage the patient to send to the nearest health post or hospital • Take the patient to the hospital 	<p><u>Condition (Given)</u></p> <p>Class room or work site</p> <p><u>Task (What)</u></p> <p>Treat first aid cases</p> <p><u>Standard (How Well)</u></p> <p>According to established criteria of effective communication on the job.</p>	<ul style="list-style-type: none"> ❖ Concept and importance of first aid service ❖ Types of cases, that needs to be treated ❖ Treatment procedure and patient handling process ❖ Things required to provide the first aid service ❖ Importance of first aid service ❖ Merits and demerits of first aid service in a place where people involve in manual work ❖ Sign and symptoms of various first aid cases ❖ Process to control bleeding ❖ Process for mouth to mouth respiration ❖ Resuscitations process

Task Analysis

Task No: 4. Prevent/control HIV/AIDS

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
<ul style="list-style-type: none"> • Define HIV/AIDS • Explain how HIV/AIDS spread in the world • Explain the condition of HIV /AIDS in Nepal • Explain the signs and symptoms of HIV/AIDS • Obtain information to be aware of HIV/AIDS • Identify HIV preventing methods • Identify the ways of HIV transmission • Educate people how to be aware of HIV/AIDS • Teach to apply condoms • Teach about the medical condition of HIV/AIDS • Handle HIV/AIDS patient • Follow medical instructions 	<p><u>Condition (Given)</u></p> <p>Class room or work site</p> <p><u>Task (What)</u></p> <p>Prevent HIV/AIDS</p> <p><u>Standard (How Well)</u></p> <p>According to established criteria of effective communication on the job.</p>	<ul style="list-style-type: none"> ❖ Definition and extended form of HIV/AIDS ❖ History of HIV/AIDS ❖ Concept and risk of HIV/AIDS ❖ Sources of HIV/AIDS transmission ❖ Ways of HIV/AIDS transmission ❖ Signs and symptoms of HIV/AIDS ❖ Condition of HIV/AIDS in Nepal ❖ Threats of HIV/AIDS in Nepal ❖ Measures to be taken to control HIV/AIDS ❖ Methods to control HIV/AIDS from its transmission ❖ Managing the HIV/AIDS patients ❖ Safe sex ❖ Risk of syringe ❖ Risk of HIV through blood transfusion

OJT for Cardamom Processor

Overview of OJT

On the Job Training is an individual training approach designed to train the learner to perform certain task while working in the job. It makes the working environment as the training facility. Training is relevant as the learner is being trained in a real work setting. The aim of the Job Training (OJT) is to provide the learner the maximum experience & exposure of "The World of Work".

In one occupational set up, it is not possible to expose the trainees for all required competencies that they have to master to perform their future job. Moreover, trainers and institution management should take precaution while planning for the OJT placement. Therefore, it is suggested to plan the OJT placement on rotating modality so that the trainees will have enough opportunity to practice the skills enlisted for OJT exposure.

Objectives

1. To practice/ apply the skills/ knowledge developed by the trainees through institutional training in the real world of the related occupation
2. To practice the skills gained through institutional training that the trainees have not got enough opportunity to practice and apply them due to the institutional constraints and or limitation
3. To gain world of work experiences
4. To acquire skills and knowledge developed in the related field of occupation
5. To make trainees familiar with the future occupation/ job they are going to hold
6. To provide trainees with supporting skills and knowledge necessary for the related occupation
7. To make trainees familiar with the day to day administrative / management activities applicable in their related occupation.

OJT placement

The related training institute needs to perform the followings for OJT placement of the trainees.

Make list of the employer agencies:

1. Make list of the Employer agencies:
 - (a) All Painting Houses
2. Select the employer agencies / related industries:
 - a) Obtain the curriculum
 - b) Match the skills specified in the curriculum with the occupational activities being conducted by industries.
 - c) Select the employing agency for OJT which: -
 - Is well equipped and can provide maximum opportunity to practice /develop / apply the skills and knowledge included in the curriculum
 - Can provide recently developed knowledge / skills in the related occupation
 - Has the possibility to offer job for the trainees having satisfactory job performance after the completion of OJT.
 - Can offer facilities to the trainees during OJT.
3. Contact employing agency for OJT
4. Make agreement with employing agency regarding OJT.
5. Orient the employer regarding supervision & evaluation of the trainees on OJT.
6. Assign the trainees who have passed institutional training to the selected employing agencies
7. Orient the trainees for OJT (Objectives, curriculum, activities in which they have to be involved, recording, supervision & evaluation etc.)
8. Send Trainees with official letter for OJT.

9. Manage / provide salary (at least to cover the living cost) to the trainees.
10. Have initial supervision to help socialize and guide the trainees sent for the JOT.
11. Have periodic supervision and evaluation of the trainees at least three times at an interval of two months during the period of OJT.
12. Collect feedback as inputs for the revision of the curriculum for future.
13. Keep records.

Orientation to the Trainees for OJT

The trainees who are placed on OJT are to be oriented by the related institute about the followings:

1. OJT Activities
2. OJT Evaluation
3. OJT curriculum

Suggestion for Trainees for OJT

1. Receive orientation for OJT provided / delivered by the related Training institute
2. Obtain curriculum
3. Obtain official letter for Joining OJT
4. Contact the assigned organization
5. Maintain attendance
6. Manage Accommodation
7. Obtain Job description
8. Visit / observe the activities related
9. Study critically the related units of industry
10. Obtain curriculum
11. Match the tasks specified in the curriculum with the actual tasks / activities being carried in the industry.
12. Make lists of tasks:
 - (a) You need to practice for confidence building
 - (b) You need to practice the skills that are not covered in the institutional Training
 - (c) You need to practice the skills that are not included in the curriculum but need to perform in the real world of the occupation for successful OJT performance.
 - (d) Recently developed skills through research applicable to your level of job after OJT.
13. Finalize the Task list consulting with:
 - (a) Your supervisor &
 - (b) Instructor
14. Practice / perform / develop as many related skills as possible related to your level of job.
15. Perform related administrative functions.
16. Perform / develop skills on cue the duties and tasks specified in the job description provided by the employer during OJT.
17. Get help form the senior (s) / supervisor (s) to perform the tasks \develop skills as maximum as possible.
18. Develop daily diary / Log book
19. Fill the daily diary / Log book
20. Get signed by your supervisor regularly
21. Seek & follow suggestion from seniors
22. Show excellent job performance to influence your senior (s) / supervisor so that they could recommend to the employer to offer you the job after OJT.
23. Develop professionalism.

OJT Evaluation

The OJT will be evaluated by:

- a. Related supervisor of organization
- b. Related instructor/supervisor of the training institute
- c. CTEVT (representative or assigned expert if needed)

The marks distribution for the OJT evaluation of the trainees will be as follows:

S.N.	Evaluators	Marks Distribution	
		Full Marks	Percentage
1.	Related Supervisor of the industries / Organization	100	33.33 %
2.	Related supervisor / instructor of the training institute	100	33.33 %
3.	CTEVT representative or assigned expert	100	33.33 %
Total		300	100%

Glossary used in the technical and vocational curricula

Competency: A performance capability needed by workers in a specific area.

Curriculum guide: A curriculum guide is a detail resource for teachers to conduct training programs effectively. The guide intends to add the teacher in developing lesson plan, handouts, training manuals, and evaluation criteria etc, which are basic elements in the teaching learning process.

Curriculum: A plan for providing sets of learning opportunity to achieve broad goal and related specific objectives for an identifiable population serves by a single school center.

DACUM: Developing A Curriculum. DACUM is a technique that uses a group consultative process to identify the competencies relevant to a particular occupation. These competencies are then built on to form a vocational curriculum.

Duty: is an arbitrary clustering of related tasks in to broad functional area or general area of responsibility.

Enabling Objectives help teachers and students to obtain the end result of the work or lesson.

Instructional Guide: is a well-planned and structured document for the instructor to deliver effective instruction so that trainees can attain learning is objectives as per training standards.

Module: A module is defined as a specific learning material. Modules are essentially self-contained. Self-instructional packages, with learning paced by each learner according to his/her individual ability and needs. A module covers either a single element of subject matter content or a group of content elements forming a discrete unit of subject matter or area of skills.

Occupational Analysis: is a process used to identify the duties and tasks that are important to workers in any given occupation. A number of alternative and acceptable approaches to occupational analysis are available.

Program guide: A program guide is a comprehensive resource for teachers, planners, and top-level management for planning and implementation of any training programs.

Program Objectives: The objectives are set in a broad way to target to achieve mastery learning of the complete occupation.

Related Technical Knowledge: Knowledge is essential to perform a task/ step in complete, accurate and safe manner.

Skill: The ability to perform on occupational task with the degree of proficiency required for a given occupation

Step: The smallest discrete or observable aspect of a task.

Task Analysis: Task analysis is the process of identifying and writing down the specific skills, knowledge and attitudes that distinguish someone who performs a task competently from someone who cannot perform the task at all.

Task: A unit of work complete in itself that forms a logical part of on occupation. It can be broken down into discrete steps.

Terminal Performance Objective: The objectives set to attain at the end of the training completion. It includes condition, unit of work and standard of teaching and learning.

List of tools, equipment and materials

- Measuring tape
- Weighing machine / scale
- Knives of various types
- Scissors
- Drilling machine
- White glue
- Varnish
- Saws
- Hacksaws
- Types of brushes
- Fire wood
- Plastic
- Heating machine
- Mom
- Mats
- Sags/ bags
- Screwdriver
- Hammer
- Pliers
- Chisel
- Plash
- Vice
- Axe
- Spade
- Bottom Square
- Scale
- Nell
- File
- Sickle