



Model Curriculum

QP Name: Junior Store Keeper - Construction

QP Code: CON/Q1502

QP Version: 2.0

NSQF Level: 5

Model Curriculum Version: 1.0

Construction Skill Development Council of India | Construction Skill Development Council of India (CSDCCI), CPB – 201 & 202, Block-4B, DLF corporate Park, Phase – III, MG Road Gurugram – 122002
Near Guru Dronacharya Metro Station



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Training Parameters

Sector	Construction Skill Development Council of India
Sub-Sector	Real Estate and Infrastructure Construction
Occupation	Store Keeping
Country	India
NSQF Level	5
Aligned to NCO/ISCO/ISIC Code	NCO-2004/4131.10
Minimum Educational Qualification and Experience	10th Class + I.T.I (2 years) with 2 Years of experience in same occupation OR 12th Class with 4 Years of experience in same occupation OR Certificate-NSQF (level 4) with 2 Years of experience in same occupation
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	31/03/2022
Next Review Date	31/03/2025
NSQC Approval Date	31/03/2022
QP Version	Version number 2.0
Model Curriculum Creation Date	23/11/2020
Model Curriculum Valid Up to Date	31/03/2025
Model Curriculum Version	Version number 1.0
Minimum Duration of the Course	570 hrs.
Maximum Duration of the Course	570 hrs.



Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills.

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Compulsory Modules

The table lists the modules and their duration corresponding to the Compulsory NOS of the QP.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<i>Bridge Module</i>	08:00	00:00	00:00	00:00	08:00
CON/N1503 Receive incoming material at site stores/stock yard in construction site NOS Version No. 2.0 NSQF Level 5	22:00	00:00	60:00	00:00	82:00
<i>Receive incoming material at site stores/stock yard in construction site</i>	22:00	00:00	60:00	00:00	82:00
CON/N1504 Arrange storage of materials received at site stores/stock yard NOS Version No.2.0 NSQF Level 5	90:00	00:00	120:00	00:00	210:00
<i>Arrange storage of materials received at site stores/stock yard NOS</i>	90:00	00:00	120:00	00:00	210:00
CON/N1505 Issue material to site as per indent NOS Version No. 2.0 NSQF Level 5	60:00	00:00	90:00	00:00	120:00
<i>Issue material to site as per indent</i>	60:00	00:00	90:00	00:00	120:00
CON/N7001 Plan, arrange and manage resources for execution of relevant work NOS Version No.2.0 NSQF Level 5	07:30	00:00	22:30	00:00	30:00



<i>Plan, arrange and manage resources for execution of relevant work</i>	07:30	00:00	22:30	00:00	30:00
CON/N8001 Work effectively in a team to deliver desired results at the workplace NOS Version No.6.0 NSQF Level 5	07:30	00:00	22:30	00:00	30:00
<i>Communicate effectively at workplace</i>	07:30	00:00	22:30	00:00	30:00
CON/N8003 Supervise, monitor and evaluate performance of subordinates at workplace NOS Version No. 2.0 NSQF Level 5	07:30	00:00	22:30	00:00	30:00
<i>Supervise, monitor and evaluate performance of subordinates at workplace</i>	07:30	00:00	22:30	00:00	30:00
CON/N9002 Manage workplace for safe and healthy work environment NOS Version No. 2.0 NSQF Level 5	07:30	00:00	22:30	00:00	30:00
<i>Manage safety and healthy workplace</i>	07:30	00:00	22:30	00:00	30:00
Total Duration	210:00	00:00	360:00	00:00	570:00



Module Details

Module 1: Introduction to the job role Junior Store Keeper - Construction Bridge Module

Terminal Outcomes:

- Explain the role and responsibilities of Junior Store Keeper - Construction.
- Identify the career progression options for Junior Store Keeper – Construction.-

Duration: 08:00	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Introduction to the job roles • Major responsibilities of Junior Store Keeper – Construction. • Role description/functions and tasks performed by Store Keeper – Construction. • Expected personal attributes from the job role • Brief description about course content, mode of learning and duration of course • Future possible progression and career development provisions for Store Keeper – Construction. 	
Classroom Aids:	
Tools, Equipment and Other Requirements	
Classroom of 30 students capacity, Black/White board, Projector/LED Monitor, Computer, Registers , Trade specific charts and other teaching aids	



Module 2: Receive incoming material at site stores/stock yard in construction site Mapped to CON/N1503

Terminal Outcomes:

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Duration: 22:00	Duration: 00:00,
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Knowledge about basic mathematical calculations related to linear, areal, volumetric measurement and conversion of units • Knowledge about the documentation works related to indent of materials at stores • Knowledge about procedure for maintaining the details regarding incoming and outgoing materials in register • Knowledge about details available in test certificates, delivery challan, invoice, inspection report, purchase order. • Knowledge about the importance of requirement of material on site. • Knowledge about the importance of test certificates for steel, cement, electrical and mechanical items, machineries etc. • Knowledge about quantity check of material against purchase order. • Knowledge about procedure required for measuring quantity & quality of incoming materials at site as per applicability • Knowledge about visual or physical checking of material for breakage, distortion, deterioration & tolerances as per site policy • Knowledge about the safe procedures & safety practices for handling of tools/tackles/materials from stores to yard & vice versa. • Knowledge about the importance of material inspection for quality checks • Knowledge about the importance of maintaining daily goods receipt register or goods inward register 	<ul style="list-style-type: none"> • Demonstrate procedure to check/inspect the delivery challan, invoice produced by the carrier against the copy of purchase order placed on the supplier by the organization and receive incoming material at stores/stock yard • Demonstrate process of coordination with quality department & check/inspect the quantity of incoming material is as per the purchase order or material requisition • Demonstrate procedure of preparation Good Inspection Note (GIN) after material is inspected and approved by the Quality Department • Demonstrate procedure to check/inspect the adequacy of incoming material for breakage, distortion and any other deterioration • Co-ordinate with quality department & check/inspect the test certificate of material in case of steel, cement, admixtures, electrical items, mechanical items, machineries etc. • Demonstrate procedure for applying basic mathematical calculations related to linear, areal, volumetric measurement and conversion of units • Demonstrate procedure of coordination & make arrangement for weighing of incoming bulk material as per standard practices. • Demonstrate procedure to carry out volumetric measurement of incoming material as per applicability • Demonstrate safe procedures & safety practices to make arrangements for transfer of tools/tackles/materials from stores to yard & vice versa • Demonstrate procedure of reporting to store in-charge for rejected material based on quality checks.

<ul style="list-style-type: none"> • Knowledge about maintaining the register for current stock available in the store, specially maintaining a separate register for different materials such as steel, cement, brick/blocks, aggregate formwork material etc. 	<ul style="list-style-type: none"> • Demonstrate sorting of broken, distorted and defective supply or material from original sample of material • Demonstrate procedure of reporting to store in-charge for shortage against the purchase order and make note of the same in the delivery challan • Demonstrate process of making entries on the delivery note and getting approval from store in-charge • Demonstrate process of making entries in the Daily goods receipt register /Goods Inward Register mentioning details such as <ul style="list-style-type: none"> ○ Date and time of receipt ○ Name of the supplier ○ Name and detail of carrier ○ Challan number and date ○ Item code, details and description ○ Quantity and value of items ○ Purchase order reference ○ Carrier details (lorry number) ○ Goods inward note reference ○ Rejected memo reference ○ Received by ○ Inspected by • Demonstrate process of all documentation works related to receiving of materials in store/stock yards • Demonstrate process of providing information to the user departments about the availability or non
<p>Classroom Aids:</p>	
<p>Tools, Equipment and Other Requirements</p>	
<p>Hand tools, Power tools, Safety tools, Measuring tools, Equipment, Component, Materials & Consumables for: Masonry Trade, Bar bending Trade, Shuttering & carpentry Trade, Electrician Trade, Welding & others Trade</p>	



Module 3: Arrange storage of materials received at site stores/stock yard *Mapped to CON/N1504*

Terminal Outcomes:

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Duration: 90:00	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Knowledge about the importance of housekeeping in storage/stock area • Knowledge of various kinds of hazards associated with manual/mechanical handling of construction materials, tools and equipment. • Knowledge of inspection of correct handling procedures to be followed. • Knowledge of different types of tags/colour code/ warning sign and their specific purpose • Knowledge about importance of adequate open space and clearance for manual/mechanical handling of materials • Knowledge about storing of items on basis of material <ul style="list-style-type: none"> ○ Type, ○ Hazardous condition, ○ Volume ○ Weight ○ Frequency of movement in stores • Knowledge about the importance of proper storage area, lighting and proper ventilation • Knowledge about the protection of material, tools and equipment form external environment • Knowledge about the use of appropriate rigging gears for handling of heavy weight, large volume items • Knowledge about the standard practices for stacking and storing of materials such as steel, cement, bricks/blocks, aggregate, pop bags, glass item, timber/plywood, hand and power tools as per specifications • Knowledge about the importance of handling toxic, inflammable and 	<ul style="list-style-type: none"> • Demonstrate use of protective equipment (PPEs) while handling of materials in stores/stock yards as per applicability • Demonstrate process of identification of hazards associated with the handling of materials and instruct correct method of handling materials to helpers if required • Demonstrate process of determining handling characteristic of materials and ensure correct manual/mechanical methods is used when loading, unloading, shifting and placing • Check and ensure use of appropriate rigging gears such as slings, shackles, lifting belts, steel ropes, chain block etc. for lifting and shifting of heavy weight material, components and equipment. • Check and ensure stability of stacks/piles of material so as to aid safe handling and loading • Check and ensure materials are stored, stacked/stock piled as per store layout plan for ease of identification, retrieval, prevention of damage • Check and ensure suitable label/tagging/coding and carry out storing of material at appropriate location keeping in mind storing system on basis of : <ul style="list-style-type: none"> ○ type of material-physical state, ○ toxicity, in-flammability and other hazards ○ volume and weight - heavy or light ○ on the basis of frequency of movement ○ on the basis of material to be use in site • Check and ensure that bagged materials like cement bags, plaster of

<p>other hazardous material separately as per environment, health and safety norms</p>	<p>Paris bags (POP), gypsum bags are stored above ground level in a covered area free from moisture.</p> <ul style="list-style-type: none"> • Check and ensure reinforcement steel or structural steel are stack over wooden sleeper above ground levels separately based on their classification, sizes and length • Check and ensure stacking of bricks and blocks based on their type on firm ground as per standard practices up-to a specified height as per instruction • Check and ensure proper storing of plywood, timber, gypsum boards, fibre board etc. • Check and ensure hazardous material is identified for separate handling and storing complying with the environment, health and safety norms • Check and ensure inflammable material is identified for separate handling and storing complying with the environment, health and safety norms • Check and ensure all delicate material are handled by specified person under instruction • Check and ensure storage area is free from any spillage or slippery material • Check and ensure that work area is cleared of waste, cleaned, restored and secured in line with workplace procedures
<p>Classroom Aids:</p>	
<p>Tools, Equipment and Other Requirements</p>	
<p>Hand tools, Power tools, Safety tools, Measuring tools, Equipment, Component, Materials & Consumables for: Masonry Trade, Bar bending Trade, Shuttering & carpentry Trade, Electrician Trade, Welding & others Trade</p>	



Module 4: Issue material to site as per indent Mapped to CON/N1505

Terminal Outcomes:

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Duration: 60:00	Duration: 00:00,
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Knowledge about the importance of intend & its procedure. • Knowledge about maintaining a proper record while issuing or collecting material/tools/tackles etc. • Knowledge about documentation and filling works related to issuing of material • Knowledge about the standard practices for handling of materials at stores/stock yards • Knowledge about the procedure for issuing material to departmental worker, sub-contractor, external agency • Knowledge about how to file the details in indent prior to issuing of material. • Knowledge about collection of indent approval from store – in-charge. • Knowledge about the procedure for verification of returnable material • Knowledge about maintaining the updation of material issue register for items such as cements, bricks and blocks, aggregate, structural steels, formwork material 	<ul style="list-style-type: none"> • Carry out all documentation and filling works after issuing materials from the stores • Check and verify that the requested item is available in the store/stock yard as per the requirement • Carry out checks in indent from the requisite for details such as date, item name, item code, item details, quantity etc. • Carry out checks of indent for requisite signature and get the indent approved from the store in-charge or approving authority as per norms/procedure • Check indent for purpose and location of the item being used/consumed. • Demonstrate providing instructions to sub-ordinates for bringing the items in required quantity as per indent. • Update the material issued register immediately issuing material to determine current stock for items cements, bricks and blocks, aggregate, structural steels, formwork material and other items as per site policy • Carry out re-tracking of material so that the right item & right quantity of material is been taken. • Ensure materials are shifted properly from the store/stock yard • Check and verify the item and quantity as brought by the sub-ordinate at material issue-counter • Carry out issue of material post its return after use. • Carry out handing over of the required item to the requisite taking minimum time as possible. • Carry out separate documentation of material being issued to sub-contractor as per site policy



	<ul style="list-style-type: none">• Demonstrate handing over of all the indents to the storekeeper for ERP entry
Classroom Aids:	
Tools, Equipment and Other Requirements	
Hand tools, Power tools, Safety tools, Measuring tools, Equipment, Component, Materials & Consumables for: Masonry Trade, Bar bending Trade, Shuttering & carpentry Trade, Electrician Trade, Welding & others Trade	



Module 4: Plan, arrange and manage resources for execution of relevant work

Mapped to CON/N7001, v 2.0

Terminal Outcomes:

- Explain the planning of various work activities as per the given target, timelines and resources.
- Discuss about the optimum utilization of the manpower and other resources.

Duration: 07:30	Duration: 00:00
<p>Theory – Key Learning Outcomes</p> <ul style="list-style-type: none"> • Explain the process of planning of the given tasks and activities relevant to the trade/job role within defined scope and duration. • Explain the procedure adopted for prioritizing an activity and sequencing of activities. • Explain basic concept of labour productivity and work productivity. • Interpret the Construction drawing for the technical details. • Discuss the methods to calculate the quantum of the given work. • Estimate the quantities of tools, accessories, materials and manpower required as per the given work. • State the standard working practices for the given work. • Discuss the methods and techniques for briefing team members on the matter of the given work. • Describe the methods to evaluate the progress and quality of the ongoing works. • Explain the importance of daily productivity report and attendance register. • Discuss on the optimized use of the available resources. • Explain the process to produce 2D drawings using auto-cad software. 	<p>Practical – Key Learning Outcomes</p>
<p>Classroom Aids: Black/White board, marker, Projector/LED Monitor, Computer, Trade specific charts, Safety tags, Safety Notice board, registers and other teaching aids</p>	
<p>Tools, Equipment and Other Requirements N/A</p>	



Module 5: Communicate effectively at workplace

Mapped to CON/N8001, v.6.0

Terminal Outcomes:

- Demonstrate effective communication with co-workers, superiors and sub-ordinates across different teams
- Provide support to co-workers, superiors and sub-ordinates within the team and across interfacing teams to ensure effective execution of assigned task.
- Demonstrate practices sensitive to disabilities (physical, mental, intellectual or sensory impairment), cultural diversity and gender neutrality.

Duration: 07:30	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the effects and benefits of timely actions relevant to the task at hand with examples. • Explain the importance of teamwork and its effects relevant to the task at hand with examples. • Explain the importance of proper and effective communication and its adverse effects in case of failure of proper communication. • Discuss about gender and its related concept: gender equality, gender equity (group work) • Discuss different types of disabilities (physical, mental, intellectual or sensory impairment). • Discuss the activities sensitive to the cultural diversity, disabilities and gender neutrality at the workplace. • Discuss the basic rules and regulations related to gender sensitivity, disabilities, and cultural diversity, with their impact on operations of a workplace. • Discuss how to take initiative in resolving issues among co-workers in a given situation. • Discuss reporting procedure followed at the workplace. 	
Classroom Aids:	
Black/White board, marker, Projector/LED Monitor, Computer, Trade specific charts, Safety tags, Safety Notice board, registers and other teaching aids	
Tools, Equipment and Other Requirements	
N/A	



Module 6: Supervise, monitor and evaluate performance of subordinates at workplace

Mapped to CON/N8003

Terminal Outcome:

- Explain the methods of allocating targets to the worker's gangs and subordinates as per the work plan/ schedule.
- Discuss about the supervising methods and performance evaluating techniques of workers/ subordinates/ gangs.

Duration: 07:30	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Discuss the procedures and policies regarding the performance evaluation and appraisal of the construction workers/ subordinates. • Explain the methods to assign and track the work targets given to the various worker's gangs and subordinates. • Describe the checks/ procedures to ensure the quality/ accuracy of the completed work/ task as per standard practices. • Discuss the inclusion of activities and practices into the construction work which are sensitive towards PWD (Person with disabilities), Cultural diversity and gender equality. 	
Classroom Aids:	
Black/White board, marker, Projector/LED Monitor, Computer, Trade specific charts, Safety tags, Safety Notice board, registers and other teaching aids	
Tools, Equipment and Other Requirements	
N/A	



Module 7: Manage safety and healthy at workplace

Mapped to CON/N9002, v 2.0

Terminal Outcome:

- Discuss about maintaining healthy and safe working environment at the construction site.
- Identify risks and other emergency situations at the workplace and respond accordingly to minimize risk.
- Explain methods of sanitization and infection control measures followed at the construction site.

Duration: 07:30	Duration: 00:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the various types of hazards at construction site and procedures to respond in case of any emergency or accidents. • Discuss about the various personal protective equipment (PPE) used during various construction works. • Describe the safe work practices to be followed while performing task. • Discuss the methods to ensure the workplace safety and good health of workers. • Explain the safe ways for using tools, tackles, equipment and materials as specified by Environment, Health and Safety (EHS) department. • Discuss the policies, guidelines and other requirements related to workplace safety as per EHS department/ government norms. • Describe the various types of infectious disease, their symptoms and control, at the construction site. • Discuss the medical guidelines, national legislation, local policies and protocols regarding spread of infectious disease. 	<ul style="list-style-type: none"> •
Classroom Aids:	
Black/White board, marker, Projector/LED Monitor, Computer, Trade specific charts, Safety tags, Safety Notice board, registers and other teaching aids	
Tools, Equipment and Other Requirements	
Leather Hand Gloves, Jump suit, Wire brush, Hand & Leg guard leather, Safety goggles, Nose mask, Ear protection, Fire extinguishers, Sand buckets Flashback arrestors, Welding helmet, Welding glass, Fire Extinguisher, Fire prevention kit, First Aid box, Safety tags, Safety Notice board, personal protective equipment (PPE), organizational and statutory documents for EHS	



Module 8: On-the-Job Training

Mapped to Junior Store Keeper –Construction V2.0

CON/N0513 V. 2.0, Mandatory Duration: 60:00	Recommended Duration:
Location: On Site	
<ul style="list-style-type: none">• Identify various drawings required for construction painting work such as GA drawings, plan, elevation, sectional drawings, etc.• Ensure to apply all the relevant specifications and standards during painting and decorating work as per the drawings.• Ensure the availability of the relevant tools and materials as per the requirements and specification.• Execute the work schedule and method statement for the given painting and decorating work.• Demonstrate to verify the specification for paints, additives, varnishes and polishes for painting and decorating works within scope of work.• Prepare the simplified sketches from the given drawings and specifications.• Estimate the quantity of materials, tools, equipment and manpower required as per the given drawings.• Demonstrate the method for reconciliation of the quantity of materials and tools after the completion of work.	
Tool box with lock and key, Measuring tape/rule,, Ladder, Scale, Square, Water level tube, Spirit level, Plumb bob, Rollers, Brushes, paint bucket, sponges, dusting brush, tack rags, paint stirrers, sand paper, masking tape, wall scrappers, scraper, putty knife, chisel knife, knotting brush, nail , punch, Hammer, dusting brush, dust masks, wire brushes, goggles, filling knife, filling board, Painting edger, Safety helmets, Hand gloves, Safety shoes, Safety harness, Nose mask, Overalls Knee pad, Reflective jackets	
CON/N0514 V. 2.0, Mandatory Duration: 120:00	
Location: On Site	
<ul style="list-style-type: none">• Prepare the work plan for the given painting and decorating work as per the given timeline.• Ensure the characteristic/ properties of the paint such as density, viscosity, drying time, surface coverage, etc. as per the specification.• Ensure the safety of working platforms and access stair for painting work.• Inspect the various type surfaces for any defects and take corrective measures before commencing painting work on them.• Demonstrate to monitor the surface/ base preparation, and other preparatory activities prior to start required painting work.• Demonstrate to check working area for proper ventilation, lights, and safety measures prior to conduct painting work.• Demonstrate to monitor the cleaning, storing and maintaining of the tools and equipment as per the manufacturer's guidelines.• Monitor the application of putty as per its recommended thickness, layers and drying time.• Demonstrate the use of various painting equipment such as spray paint, machine, rollers, sanders etc.• Demonstrate the procedure to get desired surface finish by the application of paint as per the requirement.• Ensure proper positioning of stencil as per the desired patterns and specification.• Demonstrate the rectification of the defects observed in the painted surface as per standard practise.• Demonstrate the procedure to safeguard the newly painted surface.	



Tool box with lock and key, Measuring tape/rule,, Ladder, Scale, Square, Water level tube, Spirit level, Plumb bob, Rollers, Brushes, paint bucket, sponges, dusting brush, tack rags, paint stirrers, sand paper, masking tape, wall scrappers, scraper, putty knife, chisel knife, knotting brush, nail , punch, Hammer, dusting brush, dust masks, wire brushes, goggles, filling knife, filling board, Painting edger, Safety helmets, Hand gloves, Safety shoes, Safety harness, Nose mask, Overalls Knee pad, Reflective jackets

CON/N7001 V. 2.0, Mandatory Duration: 90:00

Location: On Site

- Identify the work target, timeline and plan activities to achieve the desired productivity.
- Demonstrate the planning for various activities relevant to task as per the scope and schedule.
- Calculate the requirement of manpower as per the quantum and nature of the given work.
- Demonstrate to allocate the work among the various teammates as per the schedule and work plan.
- Demonstrate the ability to coordinate with the teammates and superiors for the timely execution of the given work.
- Ensure the optimum utilization of the manpower and other resources.
- Prepare the daily Labour attendance record and their productivity report.
- Demonstrate the methods to allocate various materials, equipment and tools to workmen as per the requirements.
- Demonstrate optimum use of resources while performing domain specific work activities.
- Ensure the completion of the given work/ task as per the allocated resources and specified timeline.
- Demonstrate to exhibit proper housekeeping after the completion of the work.

CON/8001 V.6.0 Mandatory Duration: 24:00

Location: On Site

- Apply effective communication skills while interacting with co-workers, trade seniors and others during the assigned task.
- Use appropriate writing skills and verbal communication reporting as per commonly applicable organisational norms.
- Demonstrate teamwork skills during assigned task.
- Demonstrate acceptable interpersonal transactions with individuals having disabilities (physical, mental, intellectual or sensory impairment) or cultural diversity.
- Demonstrate the process modifications required to make the workplace free from gender biases.

CON/8003 V.6.0 Mandatory Duration: 24:00

- Demonstrate the methods to set the targets for the gangs of workers as per their expertise/ skill and requirement at the construction site.
- Identify and set the performance standards for each of the workers in the gangs as per their skills and responsibilities.
- Demonstrate the methods to inspect and supervise the work activities of worker's gangs and subordinates at the construction site.
- Implement the effective methods to monitor, evaluate, and record overall performance/ productivity of the subordinates and other workers at the construction site.
- Ensure that all the relevant organisational policies and procedures are followed during the execution of the construction activities.
- Demonstrate the all gender sensitive and inclusive work environment at the construction site as per the statutory/ organisational rule.

CON/9002 V 6.0, Mandatory Duration: 24:00

Location: On Site

- Ensure that all the safety and protection installation at construction site are adequate and correctly placed.



- Demonstrate effective implementation of the health and safety plan for all the subordinates at the construction site.
- Perform checks to ensure the safe handling, stacking and storing of tools, tackles, equipment and materials at the work place.
- Demonstrate effective use of proper PPE by the subordinates.
- Demonstrate provision for proper entrance and exit from confined spaces, excavated pits and other locations of workplace, as per safety recommendations.
- Demonstrate the use of fire protection equipment for different type of fire hazard.
- Demonstrate ways to create awareness about organisational policies and procedures associated with health, safety and welfare of construction workers.
- Demonstrate the procedures for identifying, recording and reporting of hazards/accidents/hazard of any infectious disease/ pandemic as per organizational and statutory requirements.
- Ensure effective adherence to response to emergency procedures / protocols.
- Demonstrate effective implementation of control measures to reduce risks.
- Demonstrate vertigo test.
- Demonstrate the practices to maintain personal hygiene, workplace hygiene and site/workplace sanitization.
- Ensure proper housekeeping at the workplace.

Leather Hand Gloves, Jump suit, Wire brush, Hand & Leg guard leather, Safety goggles, Nose mask, Ear protection, Fire extinguishers, Sand buckets Flashback arrestors, Welding helmet, Welding glass, Fire Extinguisher, Fire prevention kit, First Aid box, Safety tags, Safety Notice board, personal protective equipment (PPE), organizational and statutory documents for EHS



Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Post-Graduation/Graduation in Engineering	Civil /Mechanical Engineering	Three	Civil /Mechanical Engineering	0	Civil/Mechanical Engineering	As a pre-requisite for new entrant, no prior experience in training /assessment is mandatory. However, if someone with prior experience in requisite domain joins, experience will be measured in terms of relevant industry experience
Diploma	Civil /Mechanical Engineering	Five	Civil /Mechanical Engineering	0	Civil /Mechanical Engineering	
Graduation/ Ex. Army /ITI /12 th pass	Any Graduation, certificate from Army/ITI certificate in relevant trade/12 th pas.	Seven	Working Experience as Junior Store Keeper - Construction/ supervisory role in construction painting domain	0	Working Experience as Junior Store Keeper - Construction/ supervisory role in construction painting domain	

Trainer Certification	
Domain Certification	Platform Certification
Trainer- 80 % in each NOS of Qualification Pack “Junior Store Keeper –Construction CON/Q1502 v2.0” and 80% overall.	Trainers - 80% in each NOS of Qualification Pack “Trainer MEP/Q2601, v1.0”and 80% overall.



Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Year s	Specialization	Year s	Specialization	
Post-Graduation/Graduation in Engineering	Civil/Mechanical Engineering	Four	Civil/Mechanical Engineering	0	Civil/Mechanical Engineering	As a pre-requisite for new entrant, no prior experience in training /assessment is mandatory . However, if someone with prior experience in requisite domain joins, experience will be measured in terms of relevant industry experience
Diploma	Civil /Mechanical Engineering	Six	Civil /Mechanical Engineering	0	Civil/Mechanical Engineering	
Graduation/ Ex. Army /ITI /12 th pass	Any Graduation, certificate from Army/ITI certificate in relevant trade/12 th pas.	Eight	Working Experience as Junior Store Keeper - Construction/ supervisory role in construction painting domain	0	Working Experience as Junior Store Keeper - Construction/ supervisory role in construction painting domain	

Assessor Certification	
Domain Certification	Platform Certification
Assessor- 80 % in each NOS of Qualification Pack “Junior Store Keeper –Construction CON/Q1502 v2.0” and 80% overall.	Assessors- 80% in each NOS of Qualification Pack “Assessor MEP/Q2701, v1.0”and overall 80%.



Assessment strategy

Assessment system Overview

Assessment is done through CSDCI affiliated Assessment Agencies. Assessors are trained & certified by CSDCI after training of assessors program. Assessments is conducted to gauge and assess the trainee's skill and knowledge competency in the specified areas. The assessment will have both theory and practical components in 40:60 ratio for Foreman concrete job role.

During the practical task, trainees are assessed on their workmanship, quality of finished product and time management .They will be graded for all their assessments based on the approved assessment strategy which is signed off by CSDCI. The Assessor submits an assessment plan to CSDCI prior to assessments.

The assessment plan contains the following information:

- What will be assessed, i.e. the competency based on each NOS based on theory and practical questions
- How assessment will occur i.e. methods of assessment
- When the assessment will occur
- duration of assessment
- Where the assessment will take place i.e. context of the assessment (workplace/simulation)
- The criteria for decision making i.e. those aspects that will guide judgments and
- Where appropriate, any supplementary criteria used to make a judgment on the level of performance.

Testing Environment

Training partner shares the batch start date and end date, number of trainees and the job role.

Assessment will be fixed for a day after the end date of training. It could be next day or later. Assessment will be conducted at the training venue/test center.

The knowledge/theory assessments is conducted with proper seating arrangements with enough space between the candidates to prevent copying.

Question set for theory and practical will be distributed to each candidate by the Assessor. Theory testing will include multiple choice questions, pictorial question, etc. which will test the trainee on his theoretical knowledge of the subject. The skill /practical assessments will be conducted in the approved test centers. The training provider will ensure adequate tools and materials are available to conduct the practical test.

If number of candidates are more than 30, more assessors will be organized on same day to complete the assessment.

The assessment has to comprise of two components, namely:

1. Knowledge assessment (theory/viva assessment)
2. Skill assessment (practical/hands-on skill assessment)



Mode of assessment

1. Demonstration/Practical for Performance /Skill Assessment
 2. Synoptic multiple choice question test
 3. Viva
- } For Knowledge Assessment

Performance/skill assessment: The performance/skill assessment will be conducted through demonstration/practical

For the practical test trainees are assessed through a given task, which they have to complete correctly for them to be marked as passed.

The assessment is conducted in a simulated working environment. Due to this fact, the assessors must note that the naturally occurring evidence of competence is unavailable or infrequent. Simulation must be undertaken in a Realistic Working Environment which provides an environment that replicates the key characteristics of the workplace in which the skill to be assessed is normally employed.

Knowledge Assessment: The knowledge assessments are conducted through written test/ viva.

Synoptic test is used for this. It is an MCQ (Multiple Choice Question) test which are prepared externally and externally marked, meaning by agency having no link with training partners. The test may be conducted by the assessor in the oral mode, if required, considering the lack of reading and comprehending acumen (skills) of trainees. In such cases, the assessor will mention it on top of the MCQ submitted to CSDCI.

The assessment strategy, weightage and duration of assessment for Foreman Painting and Decorating is summarized below

Assessment Type	Formative or Summative	Strategies	Weightage	Duration (hours)
Knowledge	Summative	MCQ and Viva	40	2.0
skill	Summative	Structured practical task	60	5.0

Assessment Quality Assurance framework

CSDCI has developed assessment criteria framework for each Qualification pack as per National Occupational Standards. The criteria framework includes weightages/marks for each criteria under knowledge and skill. The criteria ensures quality assurance as it ensures valid, consistent and fair assessments at all locations. Issued to the affiliated Assessment body. The Assessment body develop questions based on CSDCI issued assessment criteria.

Evidences in the form of answer sheets in case of knowledge assessments are collected. For skill assessments videos and photographs are prepared as evidence. These are submitted by the assessor



to the assessment agency. CSDCI does random checks of the same with the participant/ trainee's ID and ascertains authenticity and validity of assessments.

The training partner will intimate the time of arrival of the assessor and time of leaving the venue. Random spot checks/audit is conducted by CSDCI to monitor assessment.

Methods of Validation

Unless the trainee is registered, the person cannot undergo assessment. To further ensure that the person registered is the person appearing for assessment, ID verification is carried out. Aadhar card number is part of registering the candidate for training. This forms the basis of further verification during the assessment.

Assessor conducts the assessment through theory and practical questions developed in accordance with the assessment criteria and guidelines issued by CSDCI. This too is verified by random audits carried out by CSDCI.

Evidences for assessments are to be collected and submitted to CSDCI for verification as per demand.

Assessment agency is responsible to put details in SIP. CSDCI will also validate the data and result received from the assessment agency.

Method of assessment documentation and access

The assessment agency will upload the result of assessment in the portal. The data will not be accessible for change by the assessment agency after the upload. The assessment data will be validated by CSDCI assessment team. After upload, only CSDCI can access this data. CSDCI approves the results within five days after which results are uploaded on SIP by Assessment Agency.



References

Glossary

Term	Description
Declarative Knowledge	Declarative knowledge refers to facts, concepts and principles that need to be known and/or understood in order to accomplish a task or to solve a problem.
Key Learning Outcome	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
OJT (M)	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site
OJT (R)	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
Procedural Knowledge	Procedural knowledge addresses how to do something, or how to perform a task. It is the ability to work, or produce a tangible work output by applying cognitive, affective or psychomotor skills.
Training Outcome	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training .
Terminal Outcome	Terminal outcome is a statement of what a learner will know, understand and be able to do upon the completion of a module . A set of terminal outcomes help to achieve the training outcome.



Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards
CSDCI	Construction Skill development Council of India
MCQ	Multiple Choice Question
PPEs	Personal Protective Equipment
RCC	Reinforced Cement Concrete