

Plastic Products Recycling Process



Model Curriculum

QP Name: Plastic Recycling Micro Entrepreneur

QP Code: SGJ/Q4104

QP Version: 1.0

NSQF Level: 4

Model Curriculum Version: 1.0

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Training Parameters

Sector	Green Job
Sub-Sector	Waste Management
Occupation	Entrepreneur
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO 2015/3122.2100 Supervisor and Foreman, Plastic Products Making
Minimum Educational Qualification and Experience	12th grade pass Or Completed 2nd year of 3-year diploma (after 10th) Or Pursuing 2nd year of 3-year regular Diploma (after 10th) Or 10th grade pass with two years of any combination of NTC/NAC/CITS or equivalent. Or 8th pass plus 2-year NTC plus 1-Year NAC plus 1-Year CITS Or 10th Grade Pass and pursuing continuous schooling Or Previous relevant Qualification of NSQF Level 3.0 with 3 year relevant experience
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 years
Last Reviewed on	31.08.2023
Next Review Date	30.08.2026
NSQF Approval Date	31.08.2023
QP Version	1.0



Model Curriculum Creation Date	31.08.2023
Model Curriculum Valid Up to Date	30.08.2026
Model Curriculum Version	1.0
Minimum Duration of the Course	450 hours (95-hour theory+175 hours practical+120 hours On the Job Training OJT+60 hours of employability)
Maximum Duration of the Course	450 hours (95-hour theory +175 hours practical+120 hours On the Job Training OJT+60 hours of employability)

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 will be able to:

- Understand waste management and its process
- Carry out market analysis for raw material procurement and assess demand of recycled products
- Set up and manage a Recycling Unit
- Acquire requisite infrastructure/land
- Have an understanding of various compliance
- Identify suppliers of raw material (waste), technology/machine, tools and other material required in the recycling process
- Liaise with government authorities/local authorities, corporates, etc. for smooth conduct of business operations
- Prepare a business plan for manufacturing and marketing recycling products
- have improved entrepreneurship skills
- Manage human resource
- Take care of compliance
- Manage finance of the unit
- Ensure environment, health and safety at workplace
- Work effectively with others

Compulsory Modules

The table lists the modules, their duration and mode of delivery.

NOS and Module Details	Theory Duration	Practical Duration	Employability Skills	On-the-Job Training	Total Duration
SGJ/N4107: Basic of Waste Management and market survey for the waste supply chain NOS Version No. 1.0 NSQF Level 4 Credit:1	10:00	20:00			30:00
Module 1: Basics of waste and its sources	10:00	20:00			30:00

SGJ/N4111: Learn financial budget and developing business plans NOS Version No. 1.0 NSQF Level 4 Credit:1	10:00	20:00			30:00
Module 2: Financial and business planning	10:00	20:00			30:00
SGJ/N4112: Assess various compliance with applicable statutory laws, policies and procedures in Recycling Unit NOS Version No. 1.0 NSQF Level 4 Credit:1	10:00	20:00			30:00
Module 3: Assess various compliance with applicable statutory laws, policies and procedures in a Recycling Unit	10:00	20:00			30:00
SGJ/N4113: Ensure proper operation of recycling unit NOS Version No. 1.0 NSQF Level 4 Credit:4	40:00	80:00			120:00
Module 4: Operation of Recycling unit to convert plastic waste to chips	10:00	20:00			30:00
Module 5: Operation of Recycling unit to convert plastic waste to granules	10:00	20:00			30:00

Module 6: Operation of Recycling unit to convert plastic waste to boards	10:00	20:00			30:00
Module 7: Processing of LDPE plastic waste into LDPE Recycled Sheets	10:00	20:00			30:00
SGJ/N4114: Ensure Quality of production NOS Version No. 3.0 NSQF Level 4 Credit:1	10:00	20:00			30:00
Module 8: Quality check and control	10:00	20:00			30:00
SGJ/N4117: Maintain Environment, Health & Safety at Plastic recycling manufacturing unit NOS Version No. 3.0 NSQF Level 3 Credit:1	15:00	15:00			30:00
Module 9: Maintain Environment, Health & Safety at Plastic recycling manufacturing unit	15:00	15:00			30:00
DGT/VSQ/N0102 Employability Skill NOS Version No. 1.0 NSQF Level 4 Credit:2			60.00	0.00	60:00
Module 10: Employability Skills			60.00	0.00	60:00
On the Job training			0.00	120.00	120:00
Total Duration	95:00	175:00	60:00	120.00	450:00

Module Details

Module 1: Basic of Waste Management and market survey for the waste supply chain

Mapped to SGJ/N4107 v1.0: Basic of Waste Management and market survey for the waste supply chain

Terminal Outcomes:

- Understanding of different types of waste and process of waste management
- Understanding of different sources of waste
- Ability to develop a network with suppliers of waste, technology/ machines, and other input material

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Explain different component of waste management from source to disposal ● Explain waste generation and its characterization at different sources ● Explain different types of waste, its recyclability and market price ● Explain the potential market for the supply of recycled products 	<ul style="list-style-type: none"> ● Recognition of different types of waste material. ● Understanding of supply chain of waste material ● Survey of demand of recycled products in the market ● Survey the other Recycling units operational in the nearby area and knowing their working
Classroom Aids	
Whiteboard, Marker, Duster, Projector, Laptop, PowerPoint Presentation, Pictorial charts, illustrative Pictures	
Tools, Equipment and Other Requirements	

Module 2: Financial and business planning

Mapped to SGJ/N4111: Learn financial budget and developing business plans

Terminal Outcomes:

- Plan the enterprise in plastic recycling
- Describe the process of managing the entrepreneurial activities
- Describe how to comply with rules and regulations

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Explain how to decide overall capacity of the Recycling unit based on the raw material/land/machine/funds available ● Explain different Recycling unit models based on the capacity, process, and technologies and its related cost ● Explain different cost component involved in establishing and operation of Recycling unit ● Describe parameters for the identification of land for Recycling unit ● Describe parameter for the selection of machines and technologies ● Assess financial requirement to set up Recycling unit -fixed and working capital requirements ● Explain the role of logistic cost involved ● Describe various financial support mechanisms from central/state government/ULB/Corporate ● Explain the methods for raising finances including components of loan applications for fund raising ● Identify vendors for raw material, technology/machinery, tools and equipment and other input material ● Identify skilled workforce suitable for the unit ● Introduce effective resource management techniques including human resource management, land use management, and logistic cost management 	<ul style="list-style-type: none"> ● Demonstrate opening of bank account with the required facilities to conduct business transactions ● Demonstrate the process of maintaining book of accounts ● Demonstrate the process of reviewing the business account regularly to ensure the profitability of the business ● Demonstrate the internal and external audit of funds ● Demonstrate responsible and disciplined behaviour at the project site. ● Demonstrate how to promote a friendly, co-operative environment that is conducive to employee's sense of belonging. ● Demonstrate how to escalate grievances and problems to appropriate authority as per procedure and to resolve them and avoid conflict. ● Demonstrate how to promote a safe and interactive environment. ● Demonstrate time management for raw material procurement and product delivery

<ul style="list-style-type: none"> ● Explain monitoring, reviewing and verification system for Cost cutting and performance evaluation ● Outline the importance of time management and leadership skills ● Develop a strategy to target the potential buyers ● Identify the operational challenges in setting up Recycling unit and mitigation strategy ● Identify ways to assist colleagues positively to maximize effectiveness and efficiency in carrying out tasks 	
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector, Laptop, Presentation, Participant Handbook and Related Standard Operating Procedures.	
Tools, Equipment and Other Requirements	
Activity chart, model balance sheet of facility, calculator	

Module 3: Assess various compliance with applicable statutory laws, policies and procedures in a Recycling Unit

Mapped to SGJ/N4112: Assess various compliance with applicable statutory laws, policies and procedures in Recycling Unit

Terminal Outcomes:

- Understand the statutory compliances and procedures associated with the operation and management of Recycling unit

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Identify local authorities having a bearing on business process ● Explain waste management rules associated with the unit ● Explain hazardous waste management and trans boundary movement rule 2016 ● Explain how to co-ordinate with government authorities/local authorities, corporations etc. to comply with their regulations relating to Recycling unit ● Explain procedures to obtain clearance of pollution control board 	<ul style="list-style-type: none"> ● Demonstrate methods of completing business registration, associated legal formalities and compliances ● Show how to maintain records ● Illustrate applicable statutory laws, policies, standard, permissions and compliances to Recycling unit
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector, Laptop, Presentation, Participant Handbook and Related Standard Operating Procedures.	
Tools, Equipment and Other Requirements	
Business registration documents, waste management policy document	

Module 4: Operations of Recycling Unit to convert plastic waste into chips Mapped to SGJ/N4113: Ensure proper operation of recycling unit

Terminal Outcomes:

- Understanding of the process of converting plastic waste into chips
- Information of suppliers of raw material, technology/ machinery, tools and other input material
- Knowledge of specific machinery, raw material and end product specification
- Knowledge of procedure for preparing raw material quality report
- Understanding of documentation that is required to be done for the end product, its packaging and dispatch

<i>Duration: 10:00</i>	<i>Duration: 20:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Knowledge of raw material specification of the chip- quality and quantity ● Timely ordering of raw material, machinery and other requirements for the recycling process ● Knowledge of procedures to conduct quality analysis of the raw material received at the unit ● Procedure to prepare quality report of the raw material received ● Knowledge of pre- process requirements for preparing the feed stock for recycling ● Knowledge of machines and technology required for making chips ● Knowledge of SOP (process of segregation, washing, grinding, and cleaning) for converting plastic waste into chips ● Knowledge of market of the recycled product ● Ability to develop communication and marketing strategy for the products ● Ability to develop a brand for the product ● Packing of the end product for sale ● Knowledge of necessary documentation for facility and for dispatch of end product 	<ul style="list-style-type: none"> ● Practical experience of day-to-day functioning of plastic grinding facility ● Practical experience of all the theoretical training provided in the module ● Demonstrate how to pack and store recycled products ● Demonstrate how to ensure proper functioning and use of following equipments <ul style="list-style-type: none"> ○ Conveyor belt ○ Hydraulic baler ○ Shredder ○ Electric panel ○ Cutter ○ Grinder ○ Hot and cold press, etc

<ul style="list-style-type: none"> ● Develop a sequence of operation in the Recycling unit for optimum utilization of workforce and material ● Discuss about the uses of following equipment given below <ul style="list-style-type: none"> ○ Conveyor belt ○ Hydraulic baler ○ Shredder ○ Electric panel ○ Cutter ○ Grinder ○ Hot and cold press, etc ● Explain case studies on waste to wealth ● Describe how to review production reports and resolve challenges encountered in daily operation ● Explain how to create hospitable, friendly and productive work environment ● Explain the value proposition of the products from the point of view of marketing ● Explain how to effectively market the products 	
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector, Laptop, and Presentation	
Tools, Equipment and Other Requirements	
Machinery/ equipment at the recycling unit that converts plastic waste into chips, Checklist for plant inspection, designed model activities, HR policy document, model product report of factory	

Module 5: Operations of Recycling Unit to convert plastic waste into granules

Mapped to SGJ/N4113, v 1.0: Ensure proper operation of recycling unit

Terminal Outcomes:

- Understanding of the process of converting plastic waste into granules
- Information of suppliers of raw material, technology/ machinery, tools and other input material
- Knowledge of specific machinery, raw material and end product specification
- Knowledge of procedure for preparing raw material quality report
- Understanding of documentation that is required to be done for the end product, its packaging and dispatch

<i>Duration: 10:00</i>	<i>Duration: 20:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Knowledge of raw material specification of the granule- quality and quantity ● Timely ordering of raw material, machinery and other requirements for the recycling process ● Knowledge of procedures to conduct quality analysis of the raw material received at the unit ● Procedure to prepare quality report of the raw material received ● Knowledge of pre- process requirements for preparing the feed stock for recycling ● Knowledge of machines and technology required for making granule ● Knowledge of SOP (process of segregation, washing, grinding, and extrusion) for converting plastic waste into granule ● Knowledge of market of the recycled product ● Ability to develop communication and marketing strategy for the products ● Packing of the end product for sale ● Ability to develop a brand for the product ● Knowledge of necessary documentation for facility and for dispatch of end product 	<ul style="list-style-type: none"> ● Practical experience of day-to-day functioning of plastic grinding facility ● Practical experience of all the theoretical training provided in the module ● Demonstrate Packing of the end product for sale
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector, Laptop, and Presentation	
Tools, Equipment and Other Requirements	
Machinery/ equipment at the recycling unit that converts plastic waste into granules	

Module 6: Operations of Recycling Unit to convert plastic waste into boards

Mapped to SGJ/N4113, v 2.0: Ensure proper operation of recycling unit

Terminal Outcomes:

- Understanding of the process of converting plastic waste into boards
- Information of suppliers of raw material, technology/ machinery, tools and other input material
- Knowledge of specific machinery, raw material and end product specification
- Knowledge of procedure for preparing raw material quality report
- Understanding of documentation that is required to be done for the end product, its packaging and dispatch

<i>Duration: 10:00</i>	<i>Duration: 20:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Knowledge of raw material specification of the board-quality and quantity ● Timely ordering of raw material, machinery and other requirements for the recycling process ● Knowledge of procedures to conduct quality analysis of the raw material received at the unit ● Procedure to prepare quality report of the raw material received ● Knowledge of pre- process requirements for preparing the feed stock for recycling ● Knowledge of machines and technology required for making board ● Knowledge of SOP process of segregation, washing, grinding, chiller, boiler, hot and cold press, cutter) for converting plastic waste into boards ● Knowledge of market of the recycled product ● Ability to develop communication and marketing strategy for the products ● Packing of the end product for sale ● Ability to develop a brand for the product ● Knowledge of necessary documentation for facility and for dispatch of end product 	<ul style="list-style-type: none"> ● Practical experience of day-to-day functioning of plastic grinding facility ● Practical experience of all the theoretical training provided in the module ● Demonstrate Packing of the end product for sale
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector, Laptop, and Presentation	
Tools, Equipment and Other Requirements	
Machinery/ equipment at the recycling unit that recycles plastic waste into board	

Module 7: Processing of LDPE plastic waste into LDPE Recycled Sheets Mapped to SGJ/N4113: Ensure proper operation of recycling unit

Terminal Outcomes:

- Understanding of the process of converting LDPE plastic waste into LDPE Recycled Sheets
- Knowledge of procedure for preparing raw material quality report
- Knowledge of specific machinery, raw material and end product specification
- Understanding of documentation that is required to be done for the end product, its packaging and dispatch

Duration: 10:00	Duration: 20:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Raw material specification of the sheet quality and quantity ● Knowledge of procedures to conduct quality analysis of the raw material received at the unit ● Procedure to prepare quality report of the raw material received ● Knowledge of pre-process requirements for preparing the LDPE sheets for recycling known as ‘Layering Process’ ● Knowledge of machines and technology required for making LDPE sheets ● Knowledge of SOP (process of segregation, washing, cleaning, and cutting) for converting LDPE plastic waste into sheet ● LDPE Plastic Waste Recycled sheet designing and production ● Packing of the end product for sale ● Maintaining necessary documentation for facility and for dispatch of end product 	<ul style="list-style-type: none"> ● Practical experience of day-to-day functioning of LDPE plastic waste sheet press machinery, facility, and process ● Practical experience of all the theoretical training provided in the module ● Demonstrate Packing of the end product for sale
Classroom Aids	
Training kit (Trainer guide, Presentations), White board, Marker, Projector, Laptop, and Presentation	
Tools, Equipment and Other Requirements	
Machinery/ equipment at the recycling unit that converts LDPE plastic waste into LDPE Plastic Waste Sheets	
<ul style="list-style-type: none"> ● Sheet Making Machine ● Layering Table ● Cooling Table 	

Module 8: Quality check and control

Mapped to SGJ/N4114: Ensure Quality of production

Terminal Outcomes:

- Ability to anticipate requirement of time and raw material for timely completion of activity
- Ability to maintain quality of recycling process and end product

<i>Duration: 10:00</i>	<i>Duration: 20:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Ensuring that specific raw material is ordered and supplied by the supplier ● Quality Analysis of the raw material supplied with respect to percentage of contamination (presence of unwanted material such as dust, inert, other grades of plastic, moisture, other elements, etc) ● Overseeing the preparation of quality report based on above analysis ● Ensuring that raw material is utilised to its full potential and the rate of wastage is at the minimum ● Ensuring that the SOPs are followed during the recycling process ● Ensure the process is completed within time limit ● Ensuring the products are manufactured as per specifications of the customer ● Conducting quality assessment of the end product before dispatch ● Ability to introduce mitigation measure in case of breach in quality ● Ensure proper stocking of product as per the quality specifications ● Ensuring all the worker and staff are working as per the plan 	<ul style="list-style-type: none"> ● Practical experience of monitoring the working of machines ● Practical experience of monitoring the process of recycling ● Practical experience of monitoring the quality of end product ● Understanding of steps that can be taken to maintain and improve the quality
Classroom Aids:	
whiteboard and markers; presentation, projector and laptop	
Tools, Equipment and Other Requirements	
-	

Module 9: Maintain Environment, Health & Safety at Plastic recycling manufacturing unit

Mapped to SCGJ/N4117 Maintain Environment, Health & Safety at Plastic recycling manufacturing unit

Terminal Outcomes:

- Explain how to follow established safe work procedure.
- Explain to use and maintain personal protective equipment.
- Discuss to identify and mitigate safety hazards.
- Demonstrate safe and proper use of required tools and equipment.

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> ● Identify the requirements for safe work area. ● Explain how to Administer first aid. ● Identify the personal protective equipment used for the specific purpose. ● Identify the heavy electrical and mechanical equipment's associated with manufacturing. ● Identify work safety procedures and instructions to operate plastic recycling facility ● Explain occupational health & safety standards and regulations for Plastic recycling process. 	<ul style="list-style-type: none"> ● Demonstrate how to Administer first aid. ● Illustrate the personal protective equipment used for the specific purpose ● Show how to Identify the heavy electrical and mechanical equipment's associated with plastic recycling facility. ● Demonstrate how to Identify and perform work safety procedures and instructions to operate plastic recycling machines. ● Demonstrate good housekeeping practices and infection control guidelines. ● Demonstrate how to Dispose- off any waste materials in accordance with safe working practices and procedures.
Classroom Aids	
Laptop, white board, marker, projector, charts	
Tools, Equipment and Other Requirements	
Site Visit for Practical Learning	

Module 10: Employability Skills (60 hours)

Mapped to DGT/VSQ/N0102

Terminal Outcomes:

- Discuss the key Employability Skills

Introduction to Employability Skills

- Discuss the Employability Skills required for jobs in various industries
- List different learning and employability related GOI and private portals and their usage

Constitutional values - Citizenship:

- Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
- Show how to practice different environmentally sustainable practices.

Becoming a Professional in the 21st Century

- Discuss importance of relevant 21st century skills.
- Exhibit 21st century skills like Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life.
- Describe the benefits of continuous learning.

Basic English Skills Duration:

- Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
- Read and understand text written in basic English
- Write a short note/paragraph / letter/e-mail using correct basic English

Career Development & Goal Setting

- Create a career development plan with well-defined short- and long-term goals

Communication Skills Duration

- Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
- Explain the importance of active listening for effective communication
- Discuss the significance of working collaboratively with others in a team

Diversity and Inclusion

- Demonstrate how to behave, communicate, and conduct appropriately with all genders and PwD
- Discuss the significance of escalating sexual harassment issues as per POSH act

Financial and Legal Literacy

- Outline the importance of selecting the right financial institution, product, and service
- Demonstrate how to carry out offline and online financial transactions, safely and securely
- List the common components of salary and compute income, expenditure, taxes, investments etc. Discuss the legal rights, laws, and aids

Essential Digital Skills Duration:

- Describe the role of digital technology in today's life
- Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
- Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
- Create sample word documents, excel sheets and presentations using basic features
- Utilize virtual collaboration tools to work effectively

Entrepreneurship

- Explain the types of entrepreneurship and enterprises
- Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
- Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
- Create a sample business plan, for the selected business opportunity

Customer Service

- Describe the significance of analysing different types and needs of customers
- Explain the significance of identifying customer needs and responding to them in a professional manner.
- Discuss the significance of maintaining hygiene and dressing appropriately

Getting ready for apprenticeship & Jobs Duration:

- Create a professional Curriculum Vitae (CV)
- Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
- Discuss the significance of maintaining hygiene and confidence during an interview
- Perform a mock interview
- List the steps for searching and registering for apprenticeship opportunities



Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
12th Pass	NA	4				
Certified under relevant Craft Instructor Training Scheme (CITS) course						

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: Plastic Recycling Micro Entrepreneur mapped to QP: "SGJ/Q4104 Version 1.0". Minimum accepted score as per SCGJ is 70%.	Recommended that the Trainer is certified, mapped to the Qualification Pack: "MEP/Q2601, V2.0". Minimum accepted Score as per SCGJ is 80%.



Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
10th pass	NA	6				
Certified under relevant Craft Instructor Training Scheme (CITS) course						

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: Plastic Recycling Micro Entrepreneur mapped to QP: "SGJ/Q4104 Version 1.0". Minimum accepted score as per SCGJ is 70%.	Recommended that the Assessor is certified, mapped to the Qualification Pack: "MEP/Q2701", V2.0. Minimum accepted Score as per SCGJ is 80%.

Assessment Strategy

This section includes the processes involved in identifying, gathering and interpreting information to evaluate the learner on the required competencies of the program.

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SDSM/SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records
- If the batch size is more than 30, then there should be 2 Assessors.

2. Testing Environment: Assessor must:

- Confirm that the centre is available at the same address as mentioned on SDMS or SIP
- Check the duration of the training.
- Check the Assessment Start and End time to be as 10 a.m. and 5 p.m.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.
- Check the mode of assessment—Online (TAB/Computer) or Offline (OMR/PP).
- Confirm the number of TABs on the ground are correct to execute the Assessment smoothly.
- Check the availability of the Lab Equipment for the particular Job Role.

3. Assessment Quality Assurance levels / Framework:

- Question papers created by the Subject Matter Experts (SME)
- Question papers created by the SME verified by the other subject Matter Experts
- Questions are mapped with NOS and PC
- Question papers are prepared considering that level 1 to 3 are for the unskilled & semi-skilled individuals, and level 4 and above are for the skilled, supervisor & higher management
- Assessor must be ToA certified & trainer must be ToT Certified.

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding
- Biometric or manual attendance sheet (stamped by TP) of the trainees during the training period
- Time-stamped & geotagged assessment (Theory + Viva + Practical) photographs & videos

5. Method of verification or validation:

- Surprise visit to the assessment location
- Random audit of the batch
- Random audit of any candidate

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored



- Soft copies of the documents & photographs of the assessment are uploaded / accessed from Cloud Storage and are stored in the Hard Drives

References

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Knowledge and Understanding (KU)	<p>Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.</p>
Organizational Context	<p>Organizational context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.</p>
Technical Knowledge	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
Core Skills/ Generic Skills (GS)	<p>Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.</p>
Electives	<p>Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.</p>
Options	<p>Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.</p>



Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NOS	National Occupational Standards
TVET	Technical and Vocational Education and Training
SOP	Standard Operating Procedure
CBG	Compressed Bio Gas
SAP	Systems, Applications & Products in Data Processing
PPE	Personal Protective Equipment