



# Model Curriculum

**QP Name: Doors & Windows Fixer**

**QP Code: CON/Q1105**

**Version: 3.0**

**NSQF Level: 3.0**

**Model Curriculum Version: 3.0**

Construction Skill Development Council of India || Tower 4B, DLF Corporate Park, 201&, 202 4B,  
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# Table of Contents

## Contents

|   |                                     |
|---|-------------------------------------|
| Training Parameters.....  | 3                                   |
| Program Overview .....  | 5                                   |
| Training Outcomes.....  | 5                                   |
| Compulsory Modules.....   | 5                                   |
| Module 1: Introduction to the role of a Doors & Windows Fixer.....                                      | 8                                   |
| Module 2: Process of installing frames and sub-frames for fixing doors and windows.....                 | 9                                   |
| Module 3: Process of installing wooden and PVC doors and windows.....                                   | 11                                  |
| Module 4: Process of installing pre-fabricated sliding doors and windows.....                           | 12                                  |
| Module 5: Process of installing aluminium doors and windows with glass glazing.....                     | 14                                  |
| Module 6: Process of installing hardware and accessories on doors and windows.....                      | 16                                  |
| Module 7: Work effectively in a team to deliver desired results at the workplace.....                   | 17                                  |
| Module 8: Plan and organize work to meet expected outcomes.....   | 19                                  |
| Module 9: Work according to personal health, safety and environment protocols at construction site..... | 20                                  |
| Module 10: Employability Skills.....  | 22                                  |
| Module 11: On-the-Job Training.....   | 23                                  |
| Annexure.....   | 24                                  |
| Trainer Requirements.....   | 24                                  |
| Assessor Requirements.....  | 25                                  |
| Assessment Strategy.....  | 26                                  |
| Assessment system Overview.....   | <b>Error! Bookmark not defined.</b> |
| Testing Environment.....  | <b>Error! Bookmark not defined.</b> |
| Assessment Quality Assurance Framework.....   | <b>Error! Bookmark not defined.</b> |
| Methods of Validation.....  | <b>Error! Bookmark not defined.</b> |
| Method of assessment documentation and access.....  | <b>Error! Bookmark not defined.</b> |
| Acronyms and Abbreviations.....   | 29                                  |



## Training Parameters

|   |  |
|---|--|
| <b>Sector</b>   | Construction   |
| <b>Sub-Sector</b>                                       | Real Estate and Infrastructure Construction  |
| <b>Occupation</b>                                       | Interior & Exterior Finishes   |
| <b>Country</b>  | India  |
| <b>NSQF Level</b>                                       | 3.0  |
| <b>Aligned to NCO/ISCO/ISIC Code</b>                    | NCO-2015/7115.0200   |
| <b>Minimum Educational Qualification and Experience</b> | Grade 10 Pass<br>OR<br>Grade 8 pass with 2-year of (NTC/ NAC) after 8th<br>OR<br>9th grade pass with 1-year relevant experience<br>OR<br>8th grade pass with 2-year relevant experience<br>OR<br>5th grade pass with 5-year relevant experience<br>OR<br>Previous relevant Qualification of NSQF Level 2 with 3-year relevant experience<br>OR<br>Previous relevant qualification of NSQF Level 2.5 with 1.5 relevant experience |
| <b>Pre-Requisite License or Training</b>                | NA   |
| <b>Minimum Job Entry Age</b>                            | 18 Years   |
| <b>Last Reviewed On</b>                                 | 31/08/2023   |
| <b>Next Review Date</b>                                 | 31/08/2026   |
| <b>NSQC Approval Date</b>                               | 31/08/2023   |
| <b>QP Version</b>                                       | 3.0  |
| <b>Model Curriculum Creation Date</b>                   | 31/08/2023   |
| <b>Model Curriculum Valid Up to Date</b>                | 31/08/2026   |



|                                       |           |
|---------------------------------------|-----------|
| <b>Model Curriculum Version</b>       | 3.0       |
| <b>Minimum Duration of the Course</b> | 390 Hours |
| <b>Maximum Duration of the Course</b> | 390 Hours |



## Program Overview

This section summarises 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 to:

- Describe the process of installing frames and sub-frames for fixing doors and windows.
- Describe the process of installing wooden and PVC doors and windows.
- Describe the process of installing pre-fabricated sliding doors and windows.
- Describe the process of installing aluminium doors and windows with glass glazing.
- Describe the process of installing hardware and accessories on doors and windows.
- Explain the importance of working effectively in a team to deliver desired results at the workplace.
- Elucidate ways to plan and organize work to meet expected outcomes.
- Explain the process of managing workplace for safe and healthy work environment.

### 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 |
|---|-----------------|--------------------|--|--|----------------|
| <b>CON/N1111: Install frames and sub-frames for fixing doors and windows</b><br>NOS Version- 3.0<br>NSQF Level- 3.0 | 35:00           | 25:00              | 30:00                                    | 00:00                                      | 90:00          |
| Module 1: Introduction to the role of a Doors & Windows Fixer   | 05:00           | 00:00              | 00:00                                    | 00:00                                      | 05:00          |
| Module 2: Process of installing frames and sub-frames for fixing doors and windows                                  | 30:00           | 25:00              | 30:00                                    | 00:00                                      | 85:00          |
| <b>CON/N1112: Install wooden and PVC doors and windows</b><br>NOS Version- 3.0<br>NSQF Level- 3.0                   | 15:00           | 15:00              | 30:00                                    | 00:00                                      | 60:00          |
| Module 3: Process of installing wooden and PVC doors and windows  | 15:00           | 15:00              | 30:00                                    | 00:00                                      | 60:00          |



|  |              |              |              |              |              |
|--|--------------|--------------|--------------|--------------|--------------|
| <b>CON/N1113: Install pre-fabricated sliding doors and windows</b><br><b>NOS Version- 3.0</b><br><b>NSQF Level- 3.0</b>                      | <b>25:00</b> | <b>35:00</b> | <b>0:00</b>  | <b>00:00</b> | <b>60:00</b> |
| Module 4: Process of installing pre-fabricated sliding doors and windows   | 25:00        | 35:00        | 0:00         | 00:00        | 60:00        |
| <b>CON/N1114: Install aluminium doors and windows with glass glazing</b><br><b>NOS Version- 3.0</b><br><b>NSQF Level- 3.0</b>                | <b>15:00</b> | <b>15:00</b> | <b>0:00</b>  | <b>00:00</b> | <b>30:00</b> |
| Module 5: Process of installing aluminium doors and windows with glass glazing   | 15:00        | 15:00        | 0:00         | 00:00        | 30:00        |
| <b>CON/N1115: Install hardware and accessories on doors and windows</b><br><b>NOS Version- 3.0</b><br><b>NSQF Level- 3.0</b>                 | <b>15:00</b> | <b>15:00</b> | <b>0:00</b>  | <b>00:00</b> | <b>30:00</b> |
| Module 6: Process of installing hardware and accessories on doors and windows  | 15:00        | 15:00        | 00:00        | 00:00        | 30:00        |
| <b>CON/N8001: Work effectively in a team to deliver desired results at the workplace</b><br><b>NOS Version- 12.0</b><br><b>NSQF Level- 4</b> | <b>05:00</b> | <b>25:00</b> | <b>00:00</b> | <b>00:00</b> | <b>30:00</b> |
| Module 7: Work effectively in a team to deliver desired results at the workplace   | 05:00        | 25:00        | 00:00        | 00:00        | 30:00        |
| <b>CON/N8002: Plan and organize work to meet expected outcomes</b><br><b>NOS Version- 9.0</b><br><b>NSQF Level- 4</b>                        | <b>05:00</b> | <b>25:00</b> | <b>00:00</b> | <b>00:00</b> | <b>30:00</b> |
| Module 8: Plan and organize work to meet expected outcomes   | 05:00        | 25:00        | 00:00        | 00:00        | 30:00        |
| <b>CON/N9001: Work according to personal</b>   | <b>05:00</b> | <b>25:00</b> | <b>00:00</b> | <b>00:00</b> | <b>30:00</b> |



|  |               |               |              |              |               |
|--|---------------|---------------|--------------|--------------|---------------|
| <b>health, safety and environment protocols at construction site</b><br><b>NOS Version- 10.0</b><br><b>NSQF Level- 4</b> |               |               |              |              |               |
| Module 9: Follow safety norms as defined by organization, adopt healthy and safe work practices                          | 05:00         | 25:00         | 00:00        | 00:00        | 30:00         |
| <b>DGT/VSQ/N0101: Employability Skills</b><br><b>NOS Version- 1.0</b><br><b>NSQF Level- 2</b>                            | <b>30:00</b>  | <b>00:00</b>  | <b>00:00</b> | <b>00:00</b> | <b>30:00</b>  |
| Module 10: Employability Skills  | 30:00         | 00:00         | 00:00        | 00:00        | 30:00         |
| <b>Total Duration</b>  | <b>150:00</b> | <b>180:00</b> | <b>60:00</b> | <b>00:00</b> | <b>390:00</b> |



# Module Details

## Module 1: Introduction to the role of a Doors & Windows Fixer

Mapped to CON/N0111 v3.0

### Terminal Outcomes:

- Discuss the job role of a Doors & Windows Fixer.

|  |  |
|--|--|
| <b>Duration: 05:00</b>   | <b>Duration: 0:00</b>                    |
| <b>Theory – Key Learning Outcomes</b>  | <b>Practical – Key Learning Outcomes</b> |
| <ul style="list-style-type: none"> <li>• Describe the size and scope of the Construction industry and its sub-sectors.</li> <li>• Discuss the role and responsibilities of a Doors &amp; Windows Fixer.</li> <li>• Identify various employment opportunities for a Doors &amp; Windows Fixer.</li> </ul> |  |
| <b>Classroom Aids</b>  |  |
| Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop, Video Films  |  |
| <b>Tools, Equipment and Other Requirements</b>   |  |
| NA   |  |





## Module 2: Process of installing frames and sub-frames for fixing doors and windows

Mapped to CON/N1111 v3.0

### Terminal Outcomes:

- Describe the process of installing frames and sub-frames.

| <b>Duration: 30:00</b>  | <b>Duration: 25:00</b>  |
|---|---|
| <b>Theory – Key Learning Outcomes</b>   | <b>Practical – Key Learning Outcomes</b>  |
| <ul style="list-style-type: none"> <li>Discuss the standard practices for installing doors and windows.</li> <li>Explain the importance of personal protection and use of the relevant safety gear and equipment.</li> <li>Describe the process of repair and maintenance of relevant tools and equipment.</li> <li>Explain the use of drawings and specifications relevant to fixing doors.</li> <li>Discuss the basic principles of measurement.</li> <li>Explain the use of relevant tools and equipment, including air compressors and hoses, marking equipment, measuring tapes, nail guns, power saws, protractors, saw stools, scaffolding, spirit levels, squares(combination/tri), string lines, etc.</li> <li>Explain different types of joints to in frames, e.g. mitre joints.</li> <li>Explain how to measure the door/window dimensions.</li> </ul> | <ul style="list-style-type: none"> <li>Demonstrate how to measure the dimensions of the door/window frame to ensure its correct size.</li> <li>Show how to measure and check the space for the window is as per the applicable drawings/specifications.</li> <li>Demonstrate the process of carrying out chipping, chiseling of masonry structure to provide gaps for fitting the frame.</li> <li>Demonstrate the process of installing the window flashing, as applicable.</li> <li>Show how to cover the frame using appropriate means to avoid damage to the frame of before installation.</li> <li>Demonstrate how to align the door/window frame against the setting out lines, datum lines and level pegs.</li> <li>Demonstrate the process of applying anti-splitting agent on the surface of frame and sub frame before the installation.</li> <li>Show how to fasten the frame in position using appropriate wall plugs or galvanized straps.</li> <li>Demonstrate the process of applying appropriate bonding agent over the sub-frame and main frame.</li> <li>Demonstrate the process of installing the main frame over the sub-frame, securing it nails/screws as per the specification and check them for correct alignment.</li> </ul> |
| <b>Classroom Aids</b>   |   |



Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop

**Tools, Equipment and Other Requirements**

Measuring Tape, Scale, Right Angle, Framing Square, Chalk Line, Pencil, Line Dori, Plumb Bob, Spirit Level, Pliers, Punch Pliers, Hammers, Taping Knife, Sanding Tool, Hand Circular Saw, Hack Saw, Jig Saw, Rake Angle, Screw Driver Set, Screw Gun, Hammer Drill Machine, Rivet Gun, Metal Cutter, Silicon Gun/Caulk Gun, Stapler, Clutch Angle, Utility Knife, Air Compressor, Safety Helmets, Face Shield, Overalls, Knee Pads, Safety Shoes, Safety Belt, Safety Harness, Safety Gloves, Safety Goggles, Particle Masks, Ear Plugs, Reflective Jackets, Fire Extinguisher, Fire Prevention Kit, First Aid Box, Safety Tags, Safety Notice Board



## Module 3: Process of installing wooden and PVC doors and windows

Mapped to CON/N1112 v3.0

### Terminal Outcomes:

- Describe the process of installing door panels/window panels, and decorative moldings.
- Elucidate ways to finish the doors /windows.

| <b>Duration: 15:00</b>   | <b>Duration: 15:00</b>   |
|--|--|
| <b>Theory – Key Learning Outcomes</b>  | <b>Practical – Key Learning Outcomes</b>   |
| <ul style="list-style-type: none"> <li>• Explain the importance of ensuring proper alignment and checking the under-cut dimensions before fastening the hinges.</li> <li>• Explain the importance of maintaining a consistent gap between door/window panel and frame.</li> <li>• Explain the importance of ensuring the miter joints are flat and square at corners.</li> <li>• Explain the importance of ensuring even contact between the door/window face and weather stripping attached to the frame.</li> <li>• Describe the process of installing the interior trim.</li> </ul>   | <ul style="list-style-type: none"> <li>• Demonstrate the process of installing the door/window frame, sub-frame and panel as per specification.</li> <li>• Demonstrate the process of applying bonding agent to the underside of the architrave (decorative molding).</li> <li>• Demonstrate the process of installing the decorative molding around the door/window frame as per the specification.</li> <li>• Demonstrate how to insulate the door/window frame using fibreglass insulation or low expansion foam as appropriate.</li> <li>• Demonstrate the process of installing the interior trim as per the specifications.</li> <li>• Demonstrate the process of carrying out caulking of the trim and brick mold joints.</li> <li>• Demonstrate the process of installing the weather strip at the base of the door/window.</li> </ul> |
| <b>Classroom Aids</b>  |  |
| Training Kit (Trainer Guide, Presentations). Whiteboard, Marker, Projector, Laptop   |  |
| <b>Tools, Equipment and Other Requirements</b>   |  |
| Measuring Tape, Scale, Right Angle, Framing Square, Chalk Line, Pencil, Line Dori, Plumb Bob, Spirit Level, Pliers, Punch Pliers, Hammers, Taping Knife, Sanding Tool, Hand Circular Saw, Hack Saw, Jig Saw, Rake Angle, Screw Driver Set, Screw Gun, Hammer Drill Machine, Rivet Gun, Metal Cutter, Silicon Gun/Caulk Gun, Stapler, Clutch Angle, Utility Knife, Air Compressor, Safety Helmets, Face Shield, Overalls, Knee Pads, Safety Shoes, Safety Belt, Safety Harness, Safety Gloves, Safety Goggles, Particle Masks, Ear Plugs, Reflective Jackets, Fire Extinguisher, Fire Prevention Kit, First Aid Box, Safety Tags, Safety Notice Board |  |



## Module 4: Process of installing pre-fabricated sliding doors and windows

*Mapped to CON/N1113 v3.0*

### Terminal Outcomes:

- Describe the process of installing sliding door and window frames, panels and decorative molding.
- Elucidate ways to finish the doors /windows.

| <b>Duration: 25:00</b>   | <b>Duration: 35:00</b>  |
|--|---|
| <b>Theory – Key Learning Outcomes</b>  | <b>Practical – Key Learning Outcomes</b>  |
| <ul style="list-style-type: none"> <li>● Explain the use of relevant tools and equipment, such as marking equipment, measuring tapes, stair clips, steel squares and fences, string lines, etc.</li> <li>● Explain how to measure the dimensions of the door frame.</li> <li>● List the components of pocket wall frame systems.</li> <li>● List the components of sliding doors and window frame assembly.</li> <li>● Explain how to set out lines, datum lines and level pegs.</li> <li>● Explain how to assemble the pre-cut main frame using correct tools.</li> <li>● Describe the methods of checking the horizontal and vertical alignment of main frame.</li> <li>● Explain the insulation technique for window frameswood.</li> </ul> | <ul style="list-style-type: none"> <li>● Demonstrate the process of applying flexible waterproof flashing to the sides of bare wall surfaces along the frames.</li> <li>● Demonstrate the process of installing sliding door frame or pocket wall frame as per specification for sliding doors/windows fixing.</li> <li>● Show how to check for correct alignment and under-cut dimensions before installing doors/window panels.</li> <li>● Demonstrate the process of setting up the sliding door into the frame and check that it glides well and is parallel to the frame sides.</li> <li>● Show how to adjust the rollers under the sliding panel as necessary.</li> <li>● Show how to assemble the main frame at site as per the size requirement.</li> <li>● Demonstrate the process of installing vertical parts of main frame using appropriate bonding agent, and fasten the horizontal parts of frame after fixing and drying of vertical parts.</li> <li>● Demonstrate the process of installing the decorative molding around the door/window frame as per the specification.</li> <li>● Demonstrate how to insulate the door/window frame using fibreglass insulation or low expansion foam as appropriate.</li> <li>● Demonstrate the process of installing</li> </ul> |



|  |  |
|--|--|
|  | <p>the interior trim as per the specification.</p> <ul style="list-style-type: none"><li>● Demonstrate the process of installing the weather strip at the base of the door/window.</li></ul> |
| <b>Classroom Aids</b>  |  |
| Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop, Video Films  |  |
| <b>Tools, Equipment and Other Requirements</b>   |  |
| Measuring Tape, Scale, Right Angle, Framing Square, Chalk Line, Pencil, Line Dori, Plumb Bob, Spirit Level, Pliers, Punch Pliers, Hammers, Taping Knife, Sanding Tool, Hand Circular Saw, Hack Saw, Jig Saw, Rake Angle, Screw Driver Set, Screw Gun, Hammer Drill Machine, Rivet Gun, Metal Cutter, Silicon Gun/Caulk Gun, Stapler, Clutch Angle, Utility Knife, Air Compressor, Safety Helmets, Face Shield, Overalls, Knee Pads, Safety Shoes, Safety Belt, Safety Harness, Safety Gloves, Safety Goggles, Particle Masks, Ear Plugs, Reflective Jackets, Fire Extinguisher, Fire Prevention Kit, First Aid Box, Safety Tags, Safety Notice Board |  |



## Module 5: Process of installing aluminium doors and windows with glass glazing

Mapped to CON/N1114 v3.0

### Terminal Outcomes:

- Describe the process of installing aluminium doors, windows, glass door/window panels and decorative molding.

| Duration: 15:00   | Duration: 15:00  |
|---|--|
| Theory – Key Learning Outcomes  | Practical – Key Learning Outcomes  |
| <ul style="list-style-type: none"> <li>Elucidate the use of sketches and specifications relevant to fixing and installing sliding doors/windows.</li> <li>Explain the use of relevant tools and equipment.</li> <li>Describe the process of fixing aluminium doors and windows.</li> <li>Describe the process of fastening glass panels to doors and windows.</li> <li>Explain how to hold glass panels in place using spacer hooks.</li> <li>Explain how to estimate the length of gasket.</li> <li>Explain the use of different sealants for fixing beading.</li> <li>Describe different gaskets and their fixing procedure.</li> <li>Explain how to check the horizontal and vertical alignment of main frame.</li> <li>Explain the importance of using correct insulation technique around the door/window frames.</li> </ul> | <ul style="list-style-type: none"> <li>Demonstrate the process of applying flexible waterproof flashing to the sides of bare wall surfaces along the frames as per applicable.</li> <li>Show how to check the frame is plumb, square and not twisted between the openings.</li> <li>Show how to check the labels on the glass panels against the panel fixing plan and schedule.</li> <li>Show how to check the profile of gaskets is compatible with that of the beads used to secure the glass panels.</li> <li>Demonstrate how to insert glass panel into the frame for doors and windows and hold it in place using spacer hooks.</li> <li>Demonstrate how to splice gasket to fit around corners of the glass panes and secure it using appropriate tools and beading.</li> <li>Demonstrate how to seal the gap between the gasket and beading using an appropriate sealant, using suitable masking tape to protect glass during sealant application.</li> <li>Demonstrate the process of installing the decorative molding around the door/window frame as per specification.</li> <li>Show how to check for even contact between the door/window face and the weather tripping attached to the frame.</li> <li>Demonstrate the process of carrying</li> </ul> |



|  |   |
|--|---|
|  | out insulation around<br>doors/windows as per the<br>specification. |
| <b>Classroom Aids</b>  |   |
| Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop, Video Films  |   |
| <b>Tools, Equipment and Other Requirements</b>   |   |
| Measuring Tape, Scale, Right Angle, Framing Square, Chalk Line, Pencil, Line Dori, Plumb Bob, Spirit Level, Pliers, Punch Pliers, Hammers, Taping Knife, Sanding Tool, Hand Circular Saw, Hack Saw, Jig Saw, Rake Angle, Screw Driver Set, Screw Gun, Hammer Drill Machine, Rivet Gun, Metal Cutter, Silicon Gun/Caulk Gun, Stapler, Clutch Angle, Utility Knife, Air Compressor, Safety Helmets, Face Shield, Overalls, Knee Pads, Safety Shoes, Safety Belt, Safety Harness, Safety Gloves, Safety Goggles, Particle Masks, Ear Plugs, Reflective Jackets, Fire Extinguisher, Fire Prevention Kit, First Aid Box, Safety Tags, Safety Notice Board |   |



## Module 6: Process of installing hardware and accessories on doors and windows

*Mapped to CON/N1115 v3.0*

### Terminal Outcomes:

- Describe the process of installing hardware and accessories on doors and windows.

| <b>Duration: 15:00</b>   | <b>Duration: 15:00</b>   |
|--|--|
| <b>Theory – Key Learning Outcomes</b>  | <b>Practical – Key Learning Outcomes</b>   |
| <ul style="list-style-type: none"> <li>List the components of handle and lock set including interior/exterior handles, lock body, face plate, cylinder locks, lock keeper, key and assembly screws, hinges, rollers for sliding door, door closers, etc.</li> <li>Describe the methods of fastening the hardware in position.</li> <li>Explain the use of relevant tools for installing various hardware, such as screwdriver, drilling machine, screws, fasteners, screw drill. etc.</li> <li>Describe the process of installing correct lockset and architraves for windows.</li> <li>Explain how to fasten face plates and keepers.</li> <li>Explain how to check line and level and adjust alignment of hardware to suit the requirement.</li> </ul> | <ul style="list-style-type: none"> <li>Demonstrate how to use the appropriate tools and equipment for installing hardware on doors and windows.</li> <li>Demonstrate ways to identify and mark the level and point for fixing door and window hardware.</li> <li>Show how to drill holes or cut through doors/windows to accommodate hardware installation.</li> <li>Demonstrate the process of installing latch assembly, handles and cylinder locks as per the specifications.</li> <li>Demonstrate the process of installing other hardware, such as stoppers and door closers as per the requirement.</li> </ul> |
| <b>Classroom Aids</b>  |  |
| Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop, Video Films  |  |
| <b>Tools, Equipment and Other Requirements</b>   |  |
| Measuring Tape, Scale, Right Angle, Framing Square, Chalk Line, Pencil, Line Dori, Plumb Bob, Spirit Level, Pliers, Punch Pliers, Hammers, Taping Knife, Sanding Tool, Hand Circular Saw, Hack Saw, Jig Saw, Rake Angle, Screw Driver Set, Screw Gun, Hammer Drill Machine, Rivet Gun, Metal Cutter, Silicon Gun/Caulk Gun, Stapler, Clutch Angle, Utility Knife, Air Compressor, Safety Helmets, Face Shield, Overalls, Knee Pads, Safety Shoes, Safety Belt, Safety Harness, Safety Gloves, Safety Goggles, Particle Masks, Ear Plugs, Reflective Jackets, Fire Extinguisher, Fire Prevention Kit, First Aid Box, Safety Tags, Safety Notice Board   |  |





## Module 7: Work effectively in a team to deliver desired results at the workplace

Mapped to CON/N8001 v12.0

### Terminal Outcomes:

- Explain the importance of interacting and communicating in an effective manner.
- Elucidate ways to support co-workers to execute the project requirements.
- Elucidate ways to practice inclusion at workplace.

| Duration: 05:00   | Duration: 25:00  |
|---|--|
| Theory – Key Learning Outcomes  | Practical – Key Learning Outcomes  |
| <ul style="list-style-type: none"> <li>● Elucidate own roles and responsibilities.</li> <li>● Explain the importance of effective communication.</li> <li>● Elucidate the consequence of poor teamwork on project outcomes, timelines, safety at the construction site, etc.</li> <li>● Explain different modes of communication used at workplace.</li> <li>● Explain the importance of creating healthy and cooperative work environment among the gangs of workers.</li> <li>● Elucidate applicable techniques of work, properties of materials used, tools and tackles used, safety standards that co-workers might need as per the requirement.</li> <li>● Explain the importance of proper and effective communication and the expected adverse effects in case of failure relating to quality, timeliness, safety, risks at the construction project site.</li> <li>● Explain the importance and need of supporting co-workers facing problems for the smooth functioning of work.</li> <li>● Discuss the fundamental concept of gender equality.</li> <li>● Explain how to recognise and be sensitive to issues of disability, culture and gender.</li> </ul> | <ul style="list-style-type: none"> <li>● Demonstrate how to pass on work related information/ requirement clearly to the team members.</li> <li>● Show how to report any unresolved problem to the supervisor immediately.</li> <li>● Demonstrate ways to hand over the required material, tools, tackles, equipment and work fronts timely to interfacing teams.</li> <li>● Demonstrate ways to work together with co-workers in a synchronized manner.</li> <li>● Demonstrate effective implementation of gender neutral practices at workplace.</li> <li>● Demonstrate ways to address discriminatory and offensive behaviour in a professional manner as per organizational policy.</li> </ul> |



|  |  |
|--|--|
| <ul style="list-style-type: none"><li>● Discuss legislation, policies, and procedures relating to gender sensitivity and cultural diversity including their impact on the area of operation.</li></ul> |  |
| <b>Classroom Aids</b>  |  |
| Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop, Video Films  |  |
| <b>Tools, Equipment and Other Requirements</b>   |  |
| NA   |  |



## Module 8: Plan and organize work to meet expected outcomes

*Mapped to CON/N8002 v9.0*

### Terminal Outcomes:

- Elucidate ways to plan and prepare for work.
- Explain the importance of organising required resources as per work plan.
- Explain the importance of completing work as per the plan.

| <b>Duration: 05:00</b>   | <b>Duration: 25:00</b>  |
|--|---|
| <b>Theory – Key Learning Outcomes</b>  | <b>Practical – Key Learning Outcomes</b>  |
| <ul style="list-style-type: none"> <li>● Explain the importance of proper housekeeping including safe waste disposal.</li> <li>● Discuss policies, procedures and work targets set by superiors.</li> <li>● Explain how to identify work activities that need to be planned and organized.</li> <li>● Explain how to determine the task requirements.</li> <li>● Explain how to determine the quality requirements related to the task.</li> <li>● Elucidate how to undertake all aspect of planning and organizing the task, including interpretation of task, reading drawing/schedules, arranging resources, reporting problems etc.</li> <li>● Explain how to implement the planned activities.</li> </ul> | <ul style="list-style-type: none"> <li>● Demonstrate ways to determine the work requirements corresponding to task (drawings/schedules/instructions/methodology), safety, tools and equipment prior to commencement of task.</li> <li>● Show how to prepare the work areas in coordination with team members.</li> <li>● Demonstrate the procedures for organizing the required materials, tools and tackles required for the task.</li> <li>● Demonstrate how to use resources in an optimum manner to avoid any unnecessary wastage.</li> <li>● Demonstrate the practices to use tools, tackles and equipment carefully to avoid damage.</li> <li>● Show how to clean and organise the workplace after completion of task.</li> </ul> |
| <b>Classroom Aids</b>  |   |
| Training Kit - Trainer Guide, Presentations, Whiteboard, Marker, Projector, Laptop, Video Films  |   |
| <b>Tools, Equipment and Other Requirements</b>   |   |
| NA   |   |



## Module 9: Work according to personal health, safety and environment protocols at construction site

*Mapped to NOS CON/N9001 v10.0*

### Terminal Outcomes:

- Explain the importance of following safety norms as defined by organization.
- Explain the need to adopt healthy & safe work practices.
- Describe the process of implementing good housekeeping and environment protection process and activities.
- Explain the importance of following infection control guidelines as per applicability.

| <b>Duration: 05:00</b>   | <b>Duration: 25:00</b>   |
|--|--|
| <b>Theory – Key Learning Outcomes</b>  | <b>Practical – Key Learning Outcomes</b>   |
| <ul style="list-style-type: none"> <li>● Describe the reporting procedures in cases of breaches or hazards for site safety, accidents, and emergency situations as per guidelines.</li> <li>● Explain different types of safety hazards at construction sites.</li> <li>● Discuss basic ergonomic principles as per applicability.</li> <li>● Describe the procedure for responding to accidents and other emergencies at site.</li> <li>● Explain the importance of handling tools, equipment, and materials as per applicable norms.</li> <li>● Explain the effect of construction material on health and environments as per applicability.</li> <li>● Describe various environmental protection methods as per applicability.</li> <li>● Explain the storage requirement of waste including non-combustible scrap material and debris, combustible scrap material and debris, general construction waste and trash (non-toxic, non-hazardous), any other hazardous wastes and any other flammable wastes at the appropriate location.</li> <li>● Explain how to use hazardous material in a safe and appropriate manner as per applicability.</li> </ul> | <ul style="list-style-type: none"> <li>● Demonstrate how to follow emergency and evacuation procedures in case of accidents, fires, natural calamities.</li> <li>● Show how to operate different types of fire extinguishers corresponding to various types of fires as per EHS guideline.</li> <li>● Demonstrate the use of appropriate Personal Protective Equipment (PPE) as per work requirements for Head Protection, Ear Protection, Fall Protection, Foot Protection, Face and Eye Protection, Hand and Body Protection, and Respiratory Protection (if required).</li> <li>● Demonstrate how to check and install all safety equipment as per standard guidelines.</li> <li>● Show how to collect, segregate and deposit construction waste into appropriate containers based on their toxicity or hazardous nature.</li> <li>● Show how to clean and disinfect all materials, tools and supplies before and after use.</li> </ul> |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>● Explain types of fire.</li> <li>● Describe the procedure of operating different types of fire extinguishers.</li> <li>● State safety relevant to tools, tackles, and equipment as per applicability.</li> <li>● List housekeeping activities relevant to task.</li> <li>● Elucidate ways of transmission of infection</li> <li>● Elucidate ways to manage infectious risks at the workplace.</li> <li>● Describe different methods of cleaning, disinfection, sterilization, and sanitization.</li> <li>● List the symptoms of infection like fever, cough, redness, swelling, and inflammation.</li> </ul> |  |
| <b>Classroom Aids:</b>   |  |
| Black/White board, marker, Projector/LED Monitor, Computer, Trade specific charts, Safety tags, Safety Notice board, registers and other teaching aids   |  |
| <b>Tools, Equipment and Other Requirements</b>   |  |
| Leather Hand Gloves, Jump suit, Wire brush, Hand and 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  |  |



## Module 10: Employability Skills

Mapped to NOS DGT/VSQ/N0101 v1.0

**Duration: 30:00**

### Key Learning Outcomes

#### Introduction to Employability Skills Duration: 1 Hour

After completing this programme, participants will be able to:

1. Discuss the importance of Employability Skills in meeting the job requirements

#### Constitutional values - Citizenship Duration: 1 Hour

2. Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.
3. Show how to practice different environmentally sustainable practices

#### Becoming a Professional in the 21st Century Duration: 1 Hours

4. Discuss 21st century skills.
5. Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations.

#### Basic English Skills Duration: 2 Hours

6. Use appropriate basic English sentences/phrases while speaking

#### Communication Skills Duration: 4 Hour

7. Demonstrate how to communicate in a well -mannered way with others.
8. Demonstrate working with others in a team

#### Diversity & Inclusion Duration: 1 Hour

9. Show how to conduct oneself appropriately with all genders and PwD
10. Discuss the significance of reporting sexual harassment issues in time

#### Financial and Legal Literacy Duration: 4 Hours

11. Discuss the significance of using financial products and services safely and securely.
12. Explain the importance of managing expenses, income, and savings.
13. Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws

#### Essential Digital Skills Duration: 3 Hours

14. Show how to operate digital devices and use the associated applications and features, safely and securely
15. Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely

#### Entrepreneurship Duration: 7 Hours

16. Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges

#### Customer Service Duration: 4 Hours

17. Differentiate between types of customers
18. Explain the significance of identifying customer needs and addressing them
19. Discuss the significance of maintaining hygiene and dressing appropriately

#### Getting ready for apprenticeship & Jobs Duration: 2 Hours

20. Create a biodata
21. Use various sources to search and apply for jobs
22. Discuss the significance of dressing up neatly and maintaining hygiene for an interview
23. Discuss how to search and register for apprenticeship opportunities



## Module 11: On-the-Job Training

### *Mapped to Doors & Windows Fixer*

|   |                                    |
|---|------------------------------------|
| <b>Mandatory Duration: 60:00</b>  | <b>Recommended Duration: 00:00</b> |
| <b>Location: On-Site</b>  |                                    |
| <b>Terminal Outcomes</b> <ul style="list-style-type: none"><li>● Explain the use of drawings and specifications relevant to fixing doors.</li><li>● Carry out chipping, chiseling of masonry structure to provide gaps for fitting the frame.</li><li>● Install the main frame over the sub-frame, securing it nails/screws as per the specification and check them for correct alignment.</li><li>● Install the door/window frame, sub-frame and panel as per specification.</li><li>● Insulate the door/window frame using fibreglass insulation or low expansion foam as appropriate.</li><li>● Install sliding door frame or pocket wall frame as per specification for sliding doors/windows fixing.</li><li>● Install the decorative molding around the door/window frame as per the specification.</li><li>● Carry out insulation around doors/windows as per the specification.</li><li>● Install latch assembly, handles and cylinder locks as per the specifications.</li><li>● Operate different types of fire extinguishers corresponding to various types of fires as per EHS guideline.</li></ul> |                                    |

# Annexure

## Trainer Requirements

| Trainer Prerequisites             |                              |                              |                              |                     |                |         |
|-----------------------------------|------------------------------|------------------------------|------------------------------|---------------------|----------------|---------|
| Minimum Educational Qualification | Specialisation               | Relevant Industry Experience |                              | Training Experience |                | Remarks |
|                                   |                              | Years                        | Specialization               | Years               | Specialization |         |
| B. Tech                           | Civil/Mechanical/ Electrical | 1                            | Interior & Exterior Finishes | 0                   | -              |         |
| Diploma                           | Civil/Mechanical/ Electrical | 2                            | Interior & Exterior Finishes | 0                   | -              |         |
| ITI                               | Civil/Mechanical/ Electrical | 4                            | Interior & Exterior Finishes | 0                   | -              |         |
| General BA/BSc./ EX-Army/ 12th    | Civil/Mechanical/ Electrical | 4                            | Interior & Exterior Finishes | 0                   | -              |         |

| Trainer Certification  |   |
|--|---|
| Domain Certification   | Platform Certification  |
| Certified for Job Role “Doors & Windows Fixer”, mapped to QP: “CON/Q1105, v3.0”, Minimum accepted score is 80% | Recommended that the Trainer is certified for the Job Role: “Trainer (Vet and Skills)”, mapped to the Qualification Pack: “MEP/Q2601, v2.0”. The minimum accepted score as per MEPSC guidelines is 80%. |



## Assessor Requirements

| Assessor Prerequisites            |                                 |                              |                                 |                                |                |         |
|-----------------------------------|---------------------------------|------------------------------|---------------------------------|--------------------------------|----------------|---------|
| Minimum Educational Qualification | Specialization                  | Relevant Industry Experience |                                 | Training/Assessment Experience |                | Remarks |
|                                   |                                 | Years                        | Specialization                  | Years                          | Specialization |         |
| B. Tech                           | Civil/Mechanical/<br>Electrical | 2                            | Interior &<br>Exterior Finishes | 0                              | -              |         |
| Diploma                           | Civil/Mechanical/<br>Electrical | 4                            | Interior &<br>Exterior Finishes | 0                              | -              |         |
| ITI                               | Civil/Mechanical/<br>Electrical | 5                            | Interior &<br>Exterior Finishes | 0                              | -              |         |

| Assessor Certification  |   |
|---|---|
| Domain Certification  | Platform Certification  |
| Certified for Job Role “Doors & Windows Fixer”, mapped to QP: “CON/Q1105 v3.0”, Minimum accepted score is 80% | Recommended that the Assessor is certified for the Job Role: “Assessor (Vet and Skills)”, mapped to the Qualification Pack: “MEP/Q2701, v2.0”, with a minimum score of 80%. |



## Assessment Strategy

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

### 1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP
- The batch allocation Matrix prepared for each month based on previous months' performance of AAs, which determines the quantum of Assessment which can be allocated to each AA for a month
- Post allocation of assessment, Assessment agencies send the assessment confirmation to SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process.

### 2. Testing Environment:

- A combination of Theory and practical/demonstration test is deployed to assess knowledge and Skill respectively of Learners.
- Assessment is conducted at Training center in in-person/offline mode
- For Skill assessment, environment is simulated to create a realistic Working Environment that should replicate the key features of the workplace. In job roles, where it is difficult to replicate the same, the OJT assessment is implemented.
- During the practical task, trainees are assessed on their workmanship, quality of finished product, time management, etc., based on the performance criteria (PC), knowledge and understanding and their professional and soft skills as specified in the qualification pack.
- Knowledge assessment is done through closed ended questions up to level 4 and from level 5 onwards, it is mixture of open ended and closed ended questions

### 3. Assessment Quality Assurance levels/Framework

- Assessment criteria is developed for each QP which acts as a guide for developing question set /banks
- Sample questions aligned with Assessment criteria for each QP are developed by SSC and validated by industry
- Taking reference of Assessment criteria and Sample Questions, AAs create the question bank which is further validated by SSC
- Questions are mapped to the specified assessment criteria
- It is mandatory that Assessor and Trainer must be ToA certified & ToT Certified respectively
- Continuous Monitoring through virtual and In-person mode are conducted to ensure the assessment is conducted as per stipulated process
- Process and Technical audit of assessment batches by quality team are conducted to avoid the errors in assessment process



- A well -defined comprehensive framework of NON-COMPLIANCE MATRIX is defined and implemented to identify the non-compliance made by assessor and AA and punitive actions are taken correspondingly.
- The capacity building sessions are conducted regularly for assessors and assessment agencies to update them about best practices in assessment

#### **4. Types of evidence or evidence-gathering protocol:**

- Post Assessment, the evidences are uploaded by Assessor to assessment agency and further assessment agency to SSC as per stipulated TAT
- Evidences are broadly the photographic and video graphic in nature
- Assessment agencies upload the evidence on SIP and detailed evidence on SSC digital platform (ZoHO)
- Evidences are; NOS wise-Geotagged photographs and videos of Theory Test & Practical Tasks, Attendance sheet, result summary sheet, group photographs.

#### **5. Method of verification or validation:**

- The process and technical audit of assessment batches are done by SSC
- Attendance of each candidate is verified and it is ensured that only those candidates are assessed by assessors who are meeting the stipulated minimum percentage of attendance
- The result of each candidate is verified, it is verified that that result on SIP are matching with respect to summary sheet submitted by AAs
- Under detailed technical audit for sample of batches, the knowledge and skill assessment results for each candidate is checked in technical aspect.
- All the evidences of batches are preserved on server of SSC digital platform

#### **On the Job:**

- On job training (OJT), candidates undergo training and leaning at actual workplace for a fixed period of time and a certain weightage of assessment is allocated out of total skill weightage of Qualification Pack for undergoing OJT as stipulated by CSDCI. This OJT score and assessors' end point score are combined to arrive at final Marking/grading of trainees' skill test. The OJT score is determined by Supervisor of company under which candidates undergo on job training.



## References

## Glossary

| Term                         | Description   |
|------------------------------|---|
| <b>Declarative Knowledge</b> | 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.   |
| <b>Key Learning Outcome</b>  | 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). |
| <b>OJT (M)</b>               | On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on site  |
| <b>OJT (R)</b>               | On-the-job training (Recommended); trainees are recommended the specified hours of training on site   |
| <b>Procedural Knowledge</b>  | 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.  |
| <b>Training Outcome</b>      | Training outcome is a statement of what a learner will know, understand and be able to do it upon the completion of the training.   |
| <b>Terminal Outcome</b>      | 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                        |
| EHS   | Environment Health and Safety                   |
| IPS   | Indian Patent Stone                             |
| VDF   | Vacuum Dewatering Flooring                      |