Operations Manual

for

“Recognition of Prior Learning “

of Construction Workers

Government of India

Ministry of Labour and Employment

Directorate General of Employment and Training

March 2015

Message from DG/JS

Construction industry is the third largest employer in India after agriculture and manufacturing. It employs more than 4.22 crore workers and accounts for 8.1% share in the GDP. However, the low skills of the construction sector workers lead to lower productivity and poor wages. On the other hand, large sum of money has been collected from construction projects as Building and Other Construction Workers Cess. Obviously, there is an urgent need to upgrade and mainstream the skills of the construction sector workers so that they can earn better wages and live with dignity.

The Government has already decided that 20% of the BOCW Cess funds would be utilized for skill development activities for construction workers and their family members. A large number of construction workers have acquired some skills informally through their work experience. However, these workers still require some formal training in order to obtain a national recognized certificate which will also improve their mobility in labour markets, in addition to increase in productivity and better wages. After in-depth consultation with the concerned expert agencies and construction industry, Ministry of Labour and Employment prepared a scheme for Recognition of Prior Learning (RPL) of construction workers. The Scheme was discussed in the State Labour Ministers' Conference held on 29th August, 2014.

The Scheme has been formally approved and has been communicated to all the stakeholders including the State Governments. Mainly, the Scheme provides for a pre-training assessment of the construction worker registered with BOCW, fifteen day long gap training and final assessment leading to NCVT certification. The training is to be imparted at the construction site itself in order to minimize the disruption in construction work. The expenditure of training and assessment is to be borne from Cess funds which also include wage compensation to the construction worker at an hourly rate of 35 rupees during the period of classroom training and assessment. In order to ensure quality of training and assessment, a committee has been set up by the Ministry with representation of the states to empanel training providers and assessing bodies having good track record. The Scheme has evinced good interest from several states and construction industry.

The Operational Manual for Implementation of Recognition of prior Learning (RPL) has been developed in view of the need for having a single document which presents all the processes, roles and responsibilities for all stakeholders involved in implementation of RPLS. The manual has been developed by taking into view all the amendments to the guidelines which have been released till date and will be updated periodically to act as a one stop reference for all the stakeholders of RPLS.

It is important that uniform standard operating procedures are followed countrywide for ensuring quality and uniformity in service delivery, by reducing any ambiguity which might arise during the implementation. The operational manual focuses on the processes for Training Providers (TPs), Assessing Bodies (ABs) and the government functionaries like State Governments, BOCWs Welfare Boards, Cess Boards, Regional Directorate of Apprenticeship Training (RDAT) and DGE&T.

It is envisaged that all the functionaries working under RPLS will utilize the manual to provide quality services aimed at providing vocational training and meaningful employment to the youth in the country. I hope that the Operational Manual will help all concerned to operationalize the processes and strengthen the implementation of one of the most critical skill development programs in the country.

(Alok Kumar IAS)

Director General/ Joint Secretary

Ministry of Labour& Employment

In case of conflict between the guidelines and Operational Manual, the latest guidelines issued by DGE&T will prevail.

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2 Abbreviations

AB	Assessing Body
BOCWs Welfare Board	Building and Other Construction Workers Welfare Board
BOCWs Cess Board	Building and Other Construction Workers Cess Board
CPWD	Central Public works Department
DCA	Direct Candidate Assessment
DGE&T	Directorate General of Employment & Training
GOI	Government of India
ITI	Industrial Training Institute
ILO	International Labour Organisation
L&E	Labour and Employment
MoLE	Ministry of Labour& Employment
NCVT	National Council for Vocational Training
NIMI	National Instructional Media Institute at Chennai
NSDA	National Skill Development Agency
NVTI	National Vocational Training Institute for Women
RDAT	Regional Directorate of Apprenticeship Training
SCVT	State Council for Vocational Training
TC	Testing Centre
UT	Union Territory
TP	Training Provider

3 Definitions applicable to RPL scheme

Sector - Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.

Skills – means the ability to apply knowledge and use know-how to complete tasks and solve problems.

Competency – means the proven ability to use acquired, knowledge, skill, personal and social abilities, in discharge of responsibility roles. It is the ability to do a job well.

Knowledge – means the outcome of the assimilation of information through learning. Knowledge is the body of facts, principles, theories and practices that is related to a field of work or study. Knowledge is described as theoretical and/or factual.

Candidate – refers to an individual looking for recognition of the skills acquired formally/informally.

Trainer – means someone who trains, instructs, teaches or otherwise enables the candidate(s) to acquire the appropriate knowledge and skills

Training Provider - means any organization which is empanelled by DGE&T for providing knowledge and skills to candidates.

Recognition of Prior Learning or RPL – is the process of recognizing previous learning, often experiential, towards gaining a qualification

Assessing Body – means any organization which is empanelled by DGE&T to carry out assessment of trained candidates or direct candidates under SDIS

4 Background

4.1.Vocational Training System in India

Vocational Training is a concurrent subject under the Constitution. The Central and State Governments share responsibility for effective implementation of vocational training

system in the country.

As per the National Skill Development Policy, India has target of creating 500 million skilled workers by 2022 and all the ministries have devised skill development plans and set the targets/milestones for skill development and employment.

Directorate General of Employment and Training (DGE&T), Ministry of Labour& Employment (MoLE), is the nodal body for formulating policies, laying down norms, standards, conducting trade test and certification of vocational training under the aegis of training advisory body National Council of Vocational Training (NCVT).

4.2.Vocational training under Directorate General of Employment & Training (DGE&T)

The Directorate General of Employment & Training (DGE&T) in Ministry of Labour is the apex organization for development and coordination at National level for the programs relating to vocational training including Women's Vocational Training and Employment Services. The vocational training system under the Ministry of Labour and Employment is one of the most comprehensive systems in the country.

Industrial Training Institutes are under the administrative and financial control of State Governments or Union Territory Administrations. DGE&T also operates Vocational Training Schemes in some of the specialized areas through field institutes under its direct control. Development of these programs at national level, particularly in the area concerning common policies, common standards and procedures, training of instructors and trade testing are the responsibility of the DGE&T. Some of the vocational training schemes are briefed below:

4.3.Institutional Training – Craftsmen Training through Industrial Training Institute (ITI)

The craftsman training is provided to youth with the objective to prepare semi-skilled workers for the industry. The educational qualification varies from class VIII pass to Class XII pass depending upon the trades. The duration of training varies from six months to three years. The trainees after completion of craftsmen training appear in the All India Trade Test to get National Trade Certificate awarded by National Council of Vocational Training (NCVT), which is recognized for the purpose of recruitment to the subordinate

technical posts at the shop floor level within the country as well as abroad. The State Governments through Industrial Training Institutes/Industrial Training Centers (ITIs/ITCs)

impart institutionalized vocational training under Craftsman Training Scheme, which is one of the flagship programs run by the DGE&T.

4.4.On the Job Training – Apprenticeship Training through Industry

Another important training scheme of DGE&T is apprenticeship training imparted under the Apprentices Act, 1961 in industrial establishments to school leavers and ITI graduates with the objective to prepare skilled workers for the industry. The educational qualification varies from class VIII pass to Class XII pass depending upon the trades. The duration of training varies from one year to four years. All India Trade Tests for apprentices are conducted under the aegis of NCVT. Successful apprentices are awarded National Apprenticeship Certificate, which is a recognized qualification for recruitment to the shop floor level subordinate technical posts within the country as well as abroad.

4.5.Skill Development Initiative on Modular Employable Skill (MES)

Skill Development Initiative on Modular Employable Skill (MES) has been developed in close consultancy with Industry, State Governments & Experts in pursuance of excellence in vocational training. MES is 'Minimum Skill Set' which is sufficient to get an employment in the world of work. MES allows skills up gradation/formation, multi entry and exist, vertical and horizontal mobility and lifelong learning opportunities in a flexible manner and allows recognition of prior learning. The skill is to be assessed by the Assessing Body mainly from the Industry organizations. NCVT issues certificate of skills acquired through informal means/competence assessed.

4.6.Advisory Body – National Council of Vocational Training (NCVT) & Central Apprenticeship Council

Two tripartite bodies—the Central Apprenticeship Council (a statutory body) and the National Council for Vocational Training (a non-statutory body) - advise the GOI on formulating policies and procedures, and prescribing standards and norms for vocational

training schemes. Correspondingly, State Councils advise the State governments in respect of vocational training at the State level. The National Council for Vocational Training develops syllabi, affiliates ITIs, and conducts All India Trade Tests (AITT) and issue certificates.

5 Recognition of Prior Learning

5.1. Introduction

Director General of Employment and Training (DGE&T), Ministry of Labour& Employment, Government of India had constituted a Working Group on the Construction Sector to evaluate the strategies for skill up-gradation of workers engaged in construction sector nationally, in partnership with State Construction Welfare Boards (CWBs) considering the informal nature of the sector, large workforce and limited access to training and certification.

5.2.Members of the Group

1. DG, DGE&T, Chairman
2. DG, NSDA or his representative, Member
3. DG, CPWD or his representative, Member
4. Chairman, National Institute of Open Schooling, Member
5. DG, Construction Industry Development Council, Member
6. CEO, Labournet, Member
7. CEO, Pipal Tree Ventures Ltd, Member
8. A representative of Larsen & Toubro, Member
9. DDG (AT), Member
10. Director (SDI) , Member- Secretary

5.3.Mode of Working

- Working Committee discussions
- Sub-working Group deliberations on implementation structure
- Interaction with the DGET, Ministry of Labour
- Preparation of draft recommendations and submission

5.4.Purpose

The basic purpose of this initiative is to arrive at a skill development and certification initiative for the purpose of skills up-gradation in the construction sector based on the concept of Recognition of Prior Learning. As an outcome of this exercise, the proposed Recognition of Prior Learning (RPL) led skill development initiative for the Construction sector will be implemented in partnership with the various State Construction Welfare Boards (CWBs) and DGET, Ministry of Labour.

6 Background on skills in the construction sector

6.1. Construction sector overview

Construction activity creates physical assets in a number of sectors of the economy. Construction Sector has two key segments: (i) Buildings, falling into one of the following

categories : residential commercial institutional and industrial; and (ii) Infrastructure such as road, rail, dams, canals, airports, power systems, telecommunication systems, urban infrastructure including water supply sewerage and drainage and rural infrastructure. Assets once created also need to be maintained. Many upstream economic activities depend upon the construction sector.

By 2050, half of the Indian population will be living in urban areas, so there is an urgent need for urban redevelopment and improved public transportation. The Indian government proposes to build 100 smart and safe cities and has identified this as the top most priority of the Government. The Government plans to lower urban density by building satellite towns and cities that are attractive. This will give huge fillip to construction activities in all its sphere and associated activities.

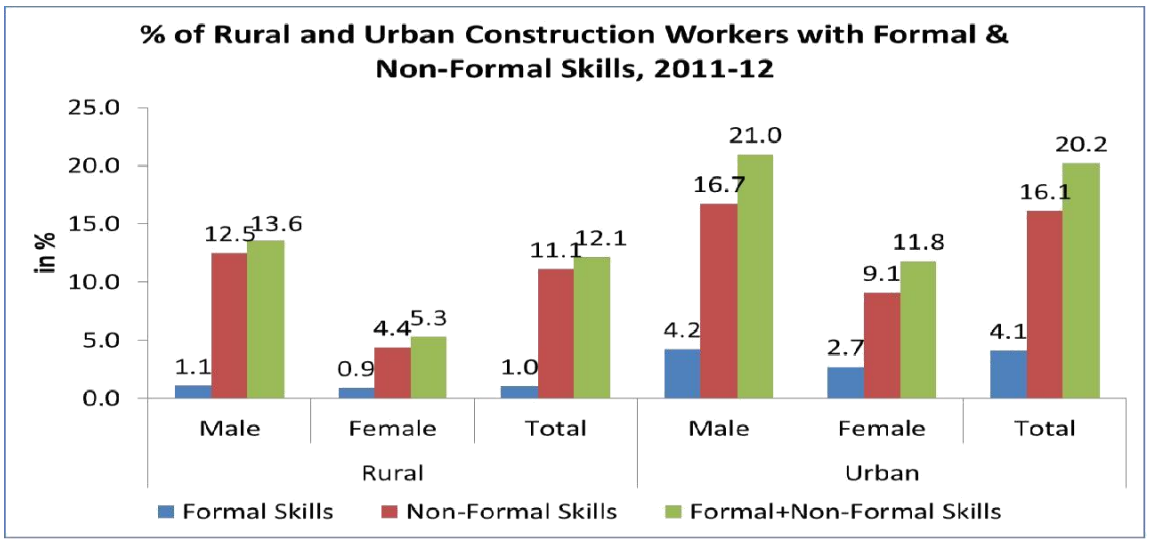
Although construction does not strictly fall under the service sector, it is considered as a potential sector for employment generation and similar in the nature of activities and labour with many service sub-sectors. The growth in construction sector in GDP has primarily been on account of increased spending on physical infrastructure in the last few years through programs such as National Highway Development (NHDP) and PMGSY/BharatNirman, etc.

In 2010-11, this labour intensive sub-sector has contributed around 8.1 per cent (revised estimate) to GDP. According to the NSS 66th round data (2009-10), the construction sector generated 44.69 million employment and recorded CAGR of 11.69 per cent during 2004-05 to 2009-10, highest in the economy. With an estimated 23 USD $ 1 trillion planned investment; the construction sub sector holds immense potential for employment generation (Economic Survey 2010-11).

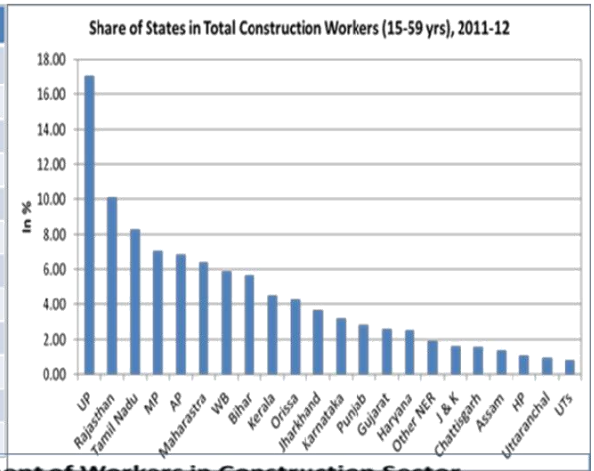
6.2.Current Skills Scenario

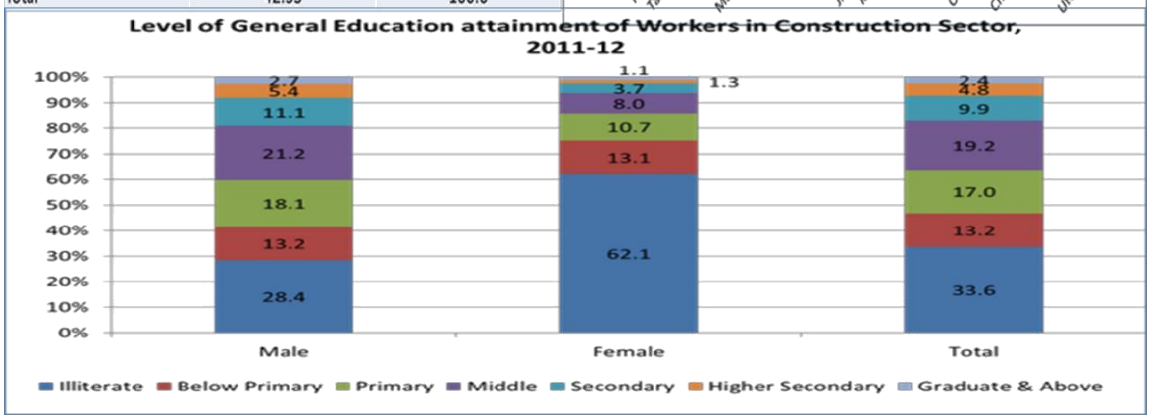
The construction sector is a large employer with over 42.3 million construction workers in the age-group of 15-59 yrs. The sector is predominantly comprised of male workers (85%) & 76.4 % belong to rural areas. There is a national footprint of distribution of construction workers - UP, Rajasthan, TN, MP and AP account for about 50% of total construction

workers. Although it offers easy entry to the unemployed, particularly migrant workers, poor working conditions, low wages, and inadequate provision for social security are issues of concern. The sub-sector also engages a high share of female workers in the unskilled category, with significant wage differentials and almost no prospect of vertical mobility. Productivity remains low as the majority of construction activities are carried out in the unorganized segment.



Rural	No. of Construction Workers (15-59 yrs), 2011-12	
	in millions	in %
Male	26.67	82.4
Female	5.68	17.6
Total	32.35	100.0
Urban		
Male	9.13	91.5
Female	0.85	8.5
Total	9.98	100.0
Rural+Urban		
Male	35.79	84.6
Female	6.53	15.4
Total	42.33	100.0





6.3. Current Initiatives

The last few years have witnessed several initiatives to improve the condition of workers in the sub-sector. The most notable intervention is the enactment of the Building and Other Construction Workers (Regulation of employment and Conditions of Services) Act, 1996 that seeks to provide for regulation of employment and conditions of service of the building and other construction workers as also for their safety, health and welfare measures and other matters connected therewith or incidental thereto.

One of the most important features of the Act is the constitution of the welfare fund. The fund is to be utilized for welfare measures like immediate assistance in case of accidents; pensions to those who have completed sixty years; sanction of loans for the purpose of construction of the house; premium for group Insurance scheme; financial assistance for the education of the children of the beneficiaries; medical expenses for the treatment of the major ailments of the beneficiaries; maternity benefits for the female beneficiaries; grant loan or subsidy to a local authority or an employer in aid of any scheme; and pay annually grant-in-aid to a local or an employer who provides welfare measures. The fund is to be managed and operated by Welfare Boards to be constituted by the States. The major source of the funds of the Boards shall be, collection of cess at the rate not exceeding 2 per cent of the cost of construction incurred by an employer under the Building and Other Construction Workers Welfare Cess Act. Although some State governments have framed rules and operationalized the welfare funds, several states are yet to conceive welfare schemes and implement the same.

Yet another positive development is series of programmes initiated to improve the skill base of those involved in the sub-sector. This gains importance considering the fact that a study by Confederation of Indian Industry (CII) has projected a demand for skilled workers in the construction sub-sector as 15 million by 2015, while the present training capacity within the sub-sector is merely 0.44 lakh per annum.

One such approach to upgrade the skills of workforce in construction sector is recognition of prior learning (RPL). Recognition of Prior Learning (RPL)– whereby skills and knowledge gained by individuals outside formal learning processes are assessed and granted formal recognition – has become an increasingly important topic in skills policy in recent years. It is seen as a tool for delivering a fairer, more efficient, more flexible and more inclusive skills system, and it is of increasing interest to developing countries wishing to make better use of their existing human resources.

Ministry of Labour& Employment launched SDIS to provide vocational training to people to improve their employability. The scheme has been operationalized since May 2007. During XI plan period (2007-12), against an approved outlay of Rs.550 crore, an amount of Rs.407 crore was spent and 13.67 lakh persons were trained or directly tested under the scheme. Cabinet Committee on Skill Development has approved the continuation of Skill Development Initiative Scheme for XII Plan period with certain

changes on 13-08-2013.

An outlay of Rs.1200 crore has been kept for the scheme for 12th plan period. Total, 25 lakh people would be skilled & certified during 12th Plan period. This would improve their employability & help industries get skilled workforce.

7 Scheme "Recognition of Prior Learning (RPL) of Construction Workers"

The government accepted the recommendations of the Working Group and based on the recommendations, a scheme "Recognition of Prior Learning" has been developed for skill
up-gradation and recognition of skills of the workers in the construction sector based on a competency.

The initiative envisages an assessment led measurement and certification process for validating current skills and gap training (in trade and supporting competencies) for fulfilling needs. This training will be aligned to the National Skills Qualification Framework (NSQF) and incorporates the trade-wise competencies designed in the National Occupational Standards (NOS). The skills up-gradation will span the 2 entry level roles in the following trades - these trades account for the maximum strength of workers across any construction site:

- Bar Bending
- Masonry
- Shuttering Carpentry
- Plumbing
- Painting
- Scaffolding

8 Process for carrying out various activities of RPL Scheme

8.1.Empanelment of Training Providers and Assessing Bodies.

(i) Training Providers and Assessing Bodies are empanelled centrally by, Directorate General of Employment & Training, Ministry of Labour& Employment.

(ii) Applications are shortlisted based on pre-set criteria.

8.2.Identification of Site.

(iii) Training Providers can identify the construction site but have to seek approval of the concerned Building and other Constructions Welfare (BOCW) Board about the identified construction site before starting RPL scheme. BOCW welfare Board can also identify the construction sites and allot the same to training providers empanelled by DGET.

(iv) After approval, Training Provider to set up Training Centre on the approved site.

(v) Training Providers will furnish a copy of approval issued by BOCW Welfare Board to allow carrying out RPL on construction sites to respective RDAT

8.3.Pre-assessment.

(vi) RDAT to allot Assessing Body for pre-assessment after receipt of information from Training Provider.

(vii) BOCW Welfare Board can suggest name of Assessing Body for pre-assessment and final assessment but final allotment of the Assessing Body to the Training Provider will be done by respective RDAT.

8.4.Skill Gap Training.

(i) Based on the outcome of the pre-assessment, workers will be provided skill gap training.

8.5.Final Assessment.

(ii) Based on the date of completion of skill gap training, RDAT will allot Assessing Body for final assessment.

(iii) To ensure continuity and viability of assessment at spread over construction sites, RDAT can allot a maximum of five

consecutive batches of one Training Provider at a site to one Assessing Body. Thereafter, next batches will be allotted to other Assessing Body as per roaster.

8.6.Declaring of Result and issuing of Certificates.

(iv) Assessing Body will upload the outcome of the assessments on the SDI portal within 3 working days of the assessment.

(v) RDAT will declare the result within 3 working days of the uploading of assessments by the Assessing Body.

(vi) RDAT to issue certificates to the Training Providers.

8.7.Submission of bills to BOCWs Cess Board by Training Providers and Assessing Bodies.

(vii) After declaration of results, Training Providers and Assessing Body will submit Bills along with wage loss to be compensated at the rate of Rs. 35/-hour to BOCWs for reimbursement.

(viii) BOCWs Cess Board will clear the claim within 30 days from the date of bills by them.

9. Empanelment of Training Providers and Assessing Bodies.

Training Providers and Assessing Bodies are empanelled centrally by Directorate General of Employment & Training, Ministry of Labour& Employment in order to ensure uniform standards and quality. States may also send proposals for empanelment of Training Providers and Assessing Bodies and they will be scrutinized as per the pre-determined criteria. Applications are invited from the interested organizations through RFP for empanelment as Training Providers and Assessing Bodies.

A committee constituting of following members have been constituted to evaluate the applications received from the interested organizations based on pre-set criteria:

1. DG/JS, DGE&T, New Delhi- Chairman
2. DG/LW or his representative Member
3. Representative of NSDA Member
4. Representative of CPWD Member
5. Representatives of Haryana, Delhi Member
6. Gujarat, Karnataka,Telegana, Uttar Pradesh
7. Dy. Director General (AT), DGE&T. Member

New Delhi

8. Director (SDI) Member Secretary

- The performance of TPs and Assessing Bodies would be reviewed by representatives of Central and States after each year and bad performers would be dropped.

I. Criteria for selection of Training Providers.

(a) Organization profile

- A company/partnership/society/trust operating or engaged preferably in assessments, certifications or Training as its main activity for the last two years
- Preference for organizations that are promoting training and certification for workers in the construction industry.
- Should have operations in at least two states and five districts with a track record of operating a minimum of twelve centers in construction sector.
- Should have average annual turnover/receipts of INR 1 crore from conducting training programs during the last two years.
- Should have a positive net worth as on application date.

(b) Past experience and present expertise

- Should have conducted training for 5,000 learners on a consolidated basis during the last two years.
- Preference for organizations that have trained over 1,000 learners in the construction sector during the last two years.

- Training Criteria:

  Vocational training of a minimum duration of 50 hours in Courses or modules or job roles notified by NCVT/SCVT/Sector Skills Council or Training Programs sponsored/ recognized by any state or central government department/Ministry/ NVEQF

- Trainers with at least 5 years of industry experience including preferably 2-3 years of training experience (3 years of experience in case Std X Pass)

(C) Process requirements

- Presence of Methodology employed to train the trainer (Theory & Practical)

- Presence of Assessment methodology to train the candidates (Theory & Practical)

- Government bodies or industry bodies approved assessment design by the organization (Preferably in construction sector)
- Assessment & certification methodology employed to certify the candidates (Theory & Practical)
- Government bodies or industry bodies approved vocational skill training content's developed by the organization (Preferably in construction sector)
- Infrastructural facilities to conduct training has be arranged in association with industry partners
- Should be able to have tie-ups with Corporate to utilize work-site for training
- Should be knowledgeable about all the machinery and equipment required to conduct the training.

II Criteria for selection of Assessing Bodies

(a) Organization Profile

- A company/partnership/society/trust operating engaged in preferably assessments, certifications or Training as its main activity for the last two years
- Preference for organizations that are promoting training and certification for workers in the construction industry.
- Should have operations in at least two states and five districts with a track record of operating a minimum of twelve centers of assessments or training in construction sector
- Should have average annual turnover/receipts of INR 1 crore from conducting assessments and/or training programs during the last two years.
- Should have a positive net worth as on application date.

(b) Past experience and present expertise

- Should have conducted assessment for at least 5,000 candidates in all during the last two years.
- Preference for organizations that have completed over 1000 assessments in the construction sector during the last two years.

  •*Assessment Criteria: vocational skill oriented assessments in Courses or modules or job roles notified by NCVT/SCVT/Sector Skills Council or Training Programs sponsored/ recognized by any state or central government department/ministry/ NVEQF*
- Ten trainers / Assessor with relevant qualification (at least Xth Pass) and at least 3 years of industry experience preferably training experience.
- Organization should have complete understanding of the machineries and equipment to conduct the assessment & certification

(c) Process requirements

- Presence of Methodology employed to train the assessor (Theory & Practical)
- Presence of Assessment methodology to certify the trainers
- Government bodies or industry bodies approved assessment designed by the organization (Preferably in construction sector)
- Assessment & certification methodology employed to certify the candidates (Theory & Practical)

9.1.Identification of Site:

(i) Training Provider (TP) will identify the construction site having more than 200 construction workers. Thereafter**,** Training Provider will send information to the State BOCWs Welfare Board about the identified construction site for seeking approval for starting RPL scheme on the said construction site. BOCWs Welfare Board while giving approval of the construction site will also furnish the names of workers along with their registration numbers provided by BOCWs Welfare Board to Training Providers. BOCW Welfare Board can also identify the construction sites and allot the same to training providers empanelled by DGET.

(ii) Training Provider (TP) will inform the respective Regional Directorate of Apprenticeship Training (RDAT) about the approval of site by State BOCWs Welfare Board through letter for starting RPL scheme on the approved site. Training Providers will furnish a copy of approval issued by BOCW Welfare Board to allow carrying out RPL on construction sites to respective RDAT

(iii) Training Provider will provide training infrastructure in the training center including tools and equipment which will be required for imparting skill gap training on support and core c competencies for the modules which TP intend to impart training. Skill gap training will be provided as per the lesson plans placed at Annexure-I. Training Provider will submit the photographs of the Training Centres to the respective RDAT through e-mail.

(iv) Training Providers will get the competencies of their trainers tested at the institutes notified by DGE&T, New Delhi and only successful trainers would be allowed to conduct training.

(v) Training Provider will give training to only those construction workers who are registered with State BOCW welfare board. In case workers on the construction site are not registered with BOCW welfare board, TP will arrange registration camp at construction site in association with State Labour Commissioner for their registration.

(vi) Testing center will be at a worksite/ stand-alone center. Testing center needs to have classroom & training yard. RDAT will approve the Training Centre as Testing Centre

without inspection as these have been identified by an empanelled entity.

(vii) Training provider can request for 50% advance for a batch enrolled on-line against bank guarantee. 40% payment within one month of final assessment based on attendance reports. Remaining 10% will be paid for 60% passed out candidates in one batch.

(viii.) In case, more than 40% of the candidates appearing for the assessment fail in 3 out of last 5 batches in a module such Training Providers would not be allowed to conduct training in that module.

9.2.Pre-assessment:

(i) As Training Provider is initiating the process of identification of construction site and starting training under RPL Scheme, RDAT on the receipt of information from Training Provider will approve the Training Centre as Testing Centre and allot Assessing Body for pre-assessment.

(ii) BOCW Welfare Board can suggest name of Assessing Body for pre-assessment and final assessment but final allotment of the Assessing Body to the Training Provider will be done by respective RDAT.

(iii) In case BOCWs Welfare Board also recommends Assessing Body from the list of DGE&T empanelled Assessing Bodies. RDAT will accept the recommendation of BOCWs for Assessing Body. State BOCWs Welfare Board should ensure that all the empanelled Assessing Bodies may get adequate assessments and there is adequate rotation to ensure random selection.

(iv) In case State BOCWs Welfare intends to recommend Organisation other than empanelled Assessing Bodies for conducting assessment, the details of such organization will be sent to DGE&T for consideration of its empanelment. DGE&T, in turn, will follow due process for empanelment of such organization as an Assessing Body.

(v) Assessing Body will inform the date of pre-assessment to respective RDAT and BOCW welfare Board.

(vi) Assessing Bodies will get the competencies of their assessors tested at the institutes notified by DGE&T, New Delhi and only successful assessors would be allowed to conduct assessors.

(vii) Assessing Body will pre-assess the workers as per Checklist for courses as per Annexure-II.

(viii) Assessing Bodies will send 5 photographs of pre-assessment to the RDAT through email.

(ix) Assessing Body in consultation with Training Provider will upload names of the workers who are pre-assessed on the SDI portal along with BOCW registration number of each worker. Assessing Body while uploading the outcome of pre- assessment will mark fail/eligible for skill gap training for the workers who underwent pre-assessment.

Assessment will be graded as:

Grade	Interpretation	Result
A	>75% in Both core (technical) & supporting competencies section	Certification
B	>75% in core (technical)	Partial skills recognition
	NOS, <75% in supporting competencies	Skill Gap training in Supporting competencies + Final assessment + Certification
C	<75% in both core (technical) & supporting competencies section	Partial skills recognition Skill Gap training in Core (technical) and Supporting competencies+ Final assessment + Certification
D	<30% in both core (technical) & supporting competencies section	Fail To undergo complete course training (competency based)

9.3.Skill Gap Training

a. Training Provider will provide skill gap training to the workers based on the outcome of pre-assessment.

b. Maximum batch size will be 30 for skill gap training and 50 for the pre-assessment stage.

c. Training Providers will provide training on support competencies of duration of 40 hours and core competencies of 80 hours as annexed at **I**. Training Providers are required to complete the skill gap training within 30 days of starting of training.

d. Training Provider will maintain daily attendance of the construction workers which will be required for reimbursement of training cost.

e. 50% of total skill gap training will be imparted at the training yard set up by Training Provider and remaining 50% will be conducted on the actual job at working site.

9.4.Final Assessment.

(i) Based on the information from Training Provider about the completion of skill gap training, RDAT will allot Assessing Body for final assessment which would be same as that for pre-assessment, in order to ensure consistency and viability of ABs.

(ii) To ensure continuity and viability of assessment at spread over construction sites, RDAT can allot a maximum of five consecutive batches of one Training Provider at a site to one Assessing Body. Thereafter, next batches will be allotted to other Assessing Body as per roaster.

(iii) RDAT will conduct the final assessment as per SDI norm.

(iv) Assessing Body will upload the copy of the attendance sheet while uploading the details of the outcome of the assessments on SDI portal.

(v) Assessing Body will upload the outcome of the assessments within 3 working days of the assessment on the SDI Portal.

(vi) Assessing Body will take 5 photos of final assessment and send to the RDAT through e-mail.

9.5.Declaration of result and issuing of certificates.

(i) RDAT will declare the result within 3 working days of uploading of outcome of assessments by Assessing Bodies.

(ii) RDAT will issue certificates to Training Providers for onward transmission to workers.

9.6.Submission of bills to BOCWs Cess Board by Training Providers and Assessing Bodies.

a. Training Cost will be reimbursed to the Training Provider for all the candidates appearing for assessment.

b. Training Provider will submit bills along with attendance sheets of candidates to Cess Board after the result is declared by RDAT.

c. Training Provider will claim reimbursement of training at the rate Rs. 27.50 per hour per candidate. Training cost will increase at the rate of Rs. 2.50 per hour per candidate at the start of every financial year starting from 1st April.

d. Training Provider will submit bill for compensation of wage loss of workers at the rate of Rs. 35 /- per hour per candidate.

e. Assessing Body will submit the bills along with attendance sheet of candidates to

Cess Board after the result is declared by RDAT.

f. Assessing Body will claim reimbursement of assessment fee at the rate of Rs. 1000 per candidate each for pre-assessment and final assessment.

g. Cess Board will thereafter, release the payment within 15 days.

h. Assessment fee will be reimbursed to the Assessing Body for all the candidates appearing for assessment.

i. Assessing Bodies will enclose photos taken during assessments along with reimbursement claims. Facility for uploading the photos on SDI Portal is being created.

9.7.Wage Compensation to Workers:

f. Workers will be compensated for the 50% of the duration of the skill gap training undertaken by them at the rate of Rs. 35 per hour. In addition, for pre-assessment and final assessment workers will be compensated for four hours for each assessment at the rate of Rs. 35 per hour.

g. Training provider can give payment wage compensation to the workers after getting the payment from BOCW Welfare Board. To ensure that all workers get their due payment of compensation, Training Providers will open Bank Accounts for the Workers so that the wage compensation payment will be deposited in the accounts of the workers by BOCW Welfare Board to avail this benefit even in case they moved to other sites.

10 Annexure I

AssistantBarBender&Fixer

CURRICULUM/SYLLABUS

Thisprogramisaimedattrainingcandidatesforthejobofa“ASSISTANTBARBENDER&FIXER”,inthe “CONSTRUCTION” Sector/Industry and aims atbuildingthe followingkey competencies amongst the learner

1.Understandthevarious aspects of construction industry and rolesof an Assistant benderfixer	2.Describe andfollow Health, Safety & Environmentrequirements
3.Practice correctmethodsof MaterialHandling andStoring	4.Erect and dismantle3.6meter temporary Scaffold
5.Understandbar bending schedule anddrawings	6.Identify and usethevarious typesof stirrups and crank/shear bars
7.Fabricate reinforcement inlintel,slab and projection	8.Fabricate beam reinforcement with andwithout shear bars
9.Fabricate reinforcement cage ofcolumn and base in-situ position while incorporatingcrank bars	

S.No	Topic/Module	Duration (inHours)	Key LearningOutcomes
PartA-TotalNoofHours:40			
AssistantBarBender&Fixer–SupportCompetencies			
1	Overview Of Construction Industry and Roleofan Assistant Bender Fixer	4	Assistant bar bender willbe ableto • Explain the importanceofconstruction industry • List and describe partsandfunctionsof abuilding • Describe common tools and materials usedin construction • Describemethodsofmeasurement, unit conversion andcalculate areas andvolumesofsimple elements • Describe theroleof ahelper bender fixer
2	Health, Safety and Environment	16	Assistant bar bender willbe ableto • DemonstrateandusePersonal ProtectiveEquipmentmeantto protect aworker’s head, feet, face,eyes, ears, hands andbody. Demonstrateanduse respiratory protection and fallprotection as necessary. • Follow and deedtheDo’s andDon’ts during workingat heights • Carryout safetymeasuresand drills with action and roles in normaltimesandemergency bymock drills. • Practice first aidwith identification anduseof basicdressing materials andbandages,resuscitation practices and actions

			• Ensure waste disposal andpollutioncontrolwith • Follow EHS, Safetyin steelandcorrect liftingoperations
3	Material Handlingand Storing	8	Assistant bar bender willbe ableto • Carryout the loading, unloading and shiftingof reinforcement material in a propersequence as permethodology. • Execute thedeliveryandliftingofmaterial • Carryout the storage,stacking andmaintenanceof reinforcement steel as per laiddown methodology. • Arrange differenttype of slings as per configuration • Understand, identify and demonstrate the hooks, rings and shackles
4	Understand Bar Bending Schedule and drawing	12	Assistant bar bender willbe ableto • Readanddecipherthebarbendingscheduleandstructural drawings. • Identify the different types, grades andshapecodes of rebar • Differentiateandidentifythe mainanddistribution bars • Estimateandcalculatecuttinglengthandweightof reinforcement usedin barbending
PartB-TotalNoofHours:80			
AssistantBarBender&Fixer–TechnicalCompetencies			
5	Erect and Dismantle3.6 Meter Temporary Scaffold	10	Assistant bar bender willbe ableto • Arrange,shift,andstacktherequiredmaterials,toolsandtackles at the identified location. • Use the requiredsafety gadgets • Followthetradesafetyinerectinganddismantling3.6meter temporary scaffold. • Erect anddismantle3.6meter temporary scaffold • Shiftthetools&materialsfromthebottomleveloftemporary scaffolding to the landing of temporary scaffolding. • Completethetaskwithinthe timelimit. • Maintainthesite tidiness accordingly.
6	Identification andUseof different type of Stirrups and Cranks / Shear Bars	10	Assistant bar bender willbe ableto • Maketherightselectionofbarbendingtoolsfortheappropriate job or activity • Explain andexecutethe processof bending ofreinforcingbars • Carryoutbarbendingoperationssuchasplacingandtyingof reinforcement • Identifyinganduseofsuitabletypesofringsforsuitablestructural components • Understandtheuseandneedofbundlesofbarsandcrankedbars in bar bending.
7	Fabricate	20	Assistant bar bender willbe ableto

	Reinforcement		• Readandunderstanddrawingandbarbendingschedulesforslabs

	in Lintel, Slab andProjections		andlintels. • Cut andbendrebar as per requirementof BarBendingSchedule • Follow theright wayofplacing &tyingofstirrups. • Maintainthesite tidiness accordingly
8	Fabricate Beam Reinforcement with & without Shear Bar	20	Assistant bar bender willbe ableto • Read and understanddrawingandBar BendingSchedule. • Mark, Setoutcageas per spacing andas perdrawing • BendStirrupskeepingspecifiedhooklengthandusepropertiesat proper places • Maintainthesite safetyandtidiness accordingly
9	Fabricate Reinforcement Cage ofColumnand Base In Situ Positionwhile Incorporating Crank Bars	20	Assistant bar bender willbe ableto • Readandunderstanddrawingandbarbendingschedulerelating tocolumn andfooting. • Mark,cut and bend rebar as per requirementof theschedule. • Bend Stirrups keepingspecified hooklength and spacing • Positionrebarcageforcolumn&baseasperspacinggivenin drawing

TotalProgrammeDuration:**120Hours**

AssistantMason

CURRICULUM/SYLLABUS

Thisprogramisaimedattrainingcandidatesforthejobofa“ASSISTANTMASON”,in the “CONSTRUCTION” Sector/Industry and aims at building the following key competencies amongst the learner

1.Understandtheroleof anAssistantmasonand have an overviewofconstruction activities.	2.Describe andfollow Health, Safety & Environmentrequirements
3.Followstandardprocedures ofmaterial handling andstoring	4.Erect and dismantle3.6mtemporaryscaffold.
5.Describe theprocess for buildingof brick/block foundation andwalls	6.Describe step bystep procedure forfixingof door /window frames in room/cubical
7.Describe theprocess andmethodsof plastering andtypes ofplastering.	8.Describe theprocessfor brick soilingandPCC flooring.

Sl.No	Topic/Module	Duration (inHours)	Key LearningOutcomes
PartA-TotalNoofHours:40			
AssistantMason–SupportCompetencies			
1	Overviewof construction industry and role of Assistant Mason	4	AssistantMason will be able to: • Explain the importanceofconstruction industry • List and describe parts andfunctionsof abuilding • Describe common tools and materials used in construction • Describemethodsofmeasurement, unit conversion andcalculate areas andvolumesofsimple elements • Describe therole of an assistantmason
2	Health, Safety and Environment	16	AssistantMason will be able to: • DemonstrateandusePPE effectively. • Follow and deedthe Do’s and Don’ts duringworking at heights • Carryout safetymeasuresand drills. • Practicefirstaidwithidentificationanduseofbasicdressing materials. • Ensure waste disposal andpollutioncontrol. • Carryout Environment,Health andSafety performance. • Practice safe systemin work areaorclear planon safety action • Demonstratelifting operationsmanually,palletsandusingslingsfor craneoperations. • Practice generic skills.
3	Material Handling&	10	Assistantmason willbe able to:

	Storing		• Lift&shiftthematerialsbyinvolvingpushandpullinaccordance with workplace EHS requirement. • Followmethodsandsequenceofloading,unloadingofmaterials such as cement, steel,sand, aggregate,paint and wood etc. • MaintainproperStoringandstackingofcement,steel,wood, aggregate, paints, inflammable and other constructionmaterials. • Handleandliftdifferentmaterialssuchassand,bricks,blocks& metals • Recognizeindividualworkandteamworkforlifting,loadingand unloadingofmaterials • Carrylooseandfluidmaterialslikechemicals,form-oil,fuel& admixtures.
4	Erect and dismantle3.6 meter temporary scaffold	10	AssistantMason will be able to: • Arrange,shift,andstacktherequiredmaterials,toolsandtacklesat the identifiedlocation. • Use the requiredsafety gadgets • Followthetradesafetyinerectinganddismantling3.6meter temporary scaffold. • Erect anddismantle3.6meter temporary scaffold • Shiftthematerialssuchasbrick,sand,mortar,concrete,etc.from thebottomleveloftemporaryscaffoldingtothelandingof temporary scaffolding • Completethetaskwithinthe timelimit. • Maintainthesite tidiness accordingly
PartB-TotalNoofHours:80			
AssistantMason–TechnicalCompetencies			
5	BuildingOF Brick/ Block Foundation& Walls	22	AssistantMason will be able to: • Markthe layoutofthe building walls andfoundations. • Describe typesof bonds inbrickwork. • ConstructwallsusingEnglish andFlemish Bonds. • Describe typesof blocksused inblock work. • Carryout the block layingprocedure.
6	FixingDoorand Window framesinroom / cubical	22	AssistantMason will be able to: • Markthe roomlayoutof buildingincludingdoor andwindows. • Follow thestandardsizes of doors andwindowsin processes.• Describethetypesof doorsandwindows. • Ensure theholdfastpositionandgrout between brickandwall. • Install doors andwindows. • Describe the materialsused to fillthe gaps betweenwalls anddoor.
7	Methods and Typeof Plastering	20	AssistantMason will be ableto: • DescribePlasteringandits differentmethods • CarryoutPlastering processes • Describe thetoolsandequipment andmaterials used • Preparethemortar • Describe hazards, defectsand safetyprecautionsof plastering • Explainandcarryouttheprocedureusedforfixingthechicken

			mesh
8	Brick soling andPCC flooring	16	AssistantMason will be able to: • Describeandcarryouttheprocessoflevelling,compactionofback filling. • Describe and carryout the processofsoakingofbricks. • Definethematerials requiredforfillingthe gapbetween bricks. • Practice surface preparation, screedingandflooring.

TotalProgrammeDuration:**120Hours**

AssistantPainter&Decorator

CURRICULUM/SYLLABUS

Thisprogramisaimedattrainingcandidatesforthejobofa"ASSISTANTPAINTERANDDECORATOR", in the "CONSTRUCTION" Sector/Industry and aims at building the following key competencies amongst the learner

1.Understandtheroleof an assistant painter and have an overview of construction activities.	2.Enhance their knowledge on the health, safety And environment in painting operation
3.Explainmaintenanceand storage of painting tools And materials.	4.Describe the process of surface preparation for all types of surfaces
5.Learn about the erection and dismantling activities in scaffolding	6.Describe the methods of application of paint on Various surfaces.
7. Reinforce their knowledge about varnishing, polishing and finishing operations.	

Sl.No	Topic/Module	Duration (in Hours)	Key LearningOutcomes
PartA-TotalNoofHours:40			
AssistantPainter&Decorator–SupportCompetencies			
1	Overviewof Construction Industry and Roleofan Assistant Painterand Decorator	4	AssistantPainterand Decoratorwill beable to: • Explain the importanceofconstruction industry • List and describe parts andfunctionsof abuilding • Describe common tools and materials usedin construction • Describemethodsofmeasurement, unit conversion andcalculate areas andvolumesofsimple elements • Describe theroleofan assistantpainteranddecorator • Describecommunication,importanceofgoodreading&writing skills and workethic. • Carryoutcommunicationeffectivelywithco-workersinwritingas well asorally • Readthedocumentsthatarenecessaryforthemtoreadtocarry outoperator'stasks. • Understandtheimportance of workethicsandprofessionalism
2	Health, Safety and Environment	20	AssistantPainterand Decoratorwill beable to: • Ensure safeandproperusage of PPE. • Participate inmockdrillsrelevanttotask during workand evacuation at emergency. • Practice FirstAid • Ensure and follow safewaste disposal and pollution controlof organic andinorganicwaste material • Identify hazards andensure safety • Understand thesolvent vapours, toxic metalsin pigments and paint

			additives
3	Prepare, Handle & Storingof Paints Related Materials	16	AssistantPainterand Decoratorwill beable to: • Selectrelevantmaterials required tobemoved& handled • Maintain safe & clean workspacewhilemoving,handling or storing paints materials. • PracticemethodsofDelivery, placing &storing ofmaterials. • Practicemethodof safe storage, stackingand maintenanceofpaintingmaterials • Follow standard normswhile storing hazard material and allrelevant chemicals • Coordinatewithother working personnelwhile handling the paint materials
PartB-TotalNoofHours:80			
AssistantPainter&Decorator–TechnicalCompetencies			
4	Preparationof Putty and all TypesofBasic Surfaces for PaintingWorks	20	AssistantPainterand Decoratorwill beable to: • Describe and identify typeof surfaces and its exposure • Identify and usetoolsandequipment for SurfacePreparation • Practice the putty preparation andmixingofvariousingredients • PerformSurfacePreparation andInspection • Practice andensure surface finishing andapplicationofprime coat • Finishthe surface byfilling,levelling/flattering and sealing • Apply primecoatbybrushor spray asapplicable
5	Erection & Dismantling scaffolds/WorkingPlatforms/ Ladders atthe Workplace	16	AssistantPainterand Decorator will beable to: • Identify and usetoolsandmaterials • Estimatethequantityofmaterialrequiredto erectanddismant le scaffold/workingplatform • Selectand shift relevant materials fromyard tosite. • Erect anddismantleProcedure • Practice safeworkingonPlatforms, laddersand at heights
6	Applicationof Different TypesofPaints as Per Required Surface and Finish	22	AssistantPainterand Decoratorwill beable to: • Identify and usetoolsandequipment • Describe typesofPaints • PracticeMixing,Pouring,Diluting andLoadingPaint for Application • PracticePaint ApplicationProcedure • Maintain paint applicationtools and ensure standardprocedures • Ensure productivity
7	Varnishing, Polishing& FinishingOf Door, Window, Partitions, Paneling & Other Surfaces	22	AssistantPainterand Decoratorwill beable to: • Identify, select and useright pigment & admixtures • Follow standard procedures for effectivemixing,diluting and making ofvarnish&polish • Ensure right application according todifferent surface. • Follow correct sequence&methodology for application • Estimate the quantity of materials required for

			the task

TotalProgrammeDuration:**120Hours**

AssistantScaffolder

(CONSTRUCTION)

CURRICULUM/SYLLABUS

Thisprogramisaimedattrainingcandidatesforthejobofa“ASSISTANTSCAFFOLDER”,inthe “CONSTRUCTION” Sector/Industry andaims at buildingthe followingkey competencies amongst the learner

1.Erect anddismantle the tower for creatingthe mould&steelgauges.	2.Erect and dismantle the towers inConfined area.
3.Erect anddismantle the staircase andlift tower.	4.Erect and dismantle accessscaffold up to18m formaterials handling andfinishing works
5.Erect anddismantle the Conventional Staging (Bamboo & Pipe)	6.Carryout aboveactivitiesmeetingHealth, Safety &Environment requirements

S.No	Topic/Module	Duration (in Hours)	Key LearningOutcomes
PartA-TotalNoofHours:40			
AssistantScaffolder-SupportCompetencies			
1	Overviewof construction industry, roles of an assistant Scaffolder	4	The assistant scaffolderwill be ableto • Explain the importanceofconstruction industry • List and describe parts andfunctionsof abuilding • Describe common tools and materials usedin construction • Describemethodsofmeasurement, unit conversion andcalculate areas andvolumesofsimple elements • Describe therolesof anassistant scaffolder
2	Health, Safety and Environment	26	The assistant scaffolderwill be ableto • DemonstrateanddescribetheuseofPersonalProtective Equipment. • Identifyhazardswhileworkingwithscaffoldsandcontrolthose hazards by followingsafeworkpractices. • Userescueequipmentefficientlyandfollowrescueproceduresin caseofany emergencies andfall from heights. • Assessrisksandtakeappropriatesafetymeasuresbeforeentering a confinedspace. • Identifyhazardsinaconfinedareaandcontrolthosehazardsby followingsafe work practices. • Identifyhazardsassociatedwithscaffoldandcounterthose hazardswithappropriatesafeworkpracticesofstairtower scaffold. • Identifycommonhazardsandfollowsafemeasureswhileworking

			with accesstowers. • Identifyhazardsandfollowsafeworkpracticeswhileworkingon bamboo scaffolds. • Carryout EHS performance, safetymeasures and drills. • Practice first aidwith identification anduseof basicdressing materials and bandages. • WasteDisposalProcedures • Safety measuresduring working at heights,excavationand formwork erection. • Risk assessmentandsafesystemofwork.
3	Material Handlingand Storing	8	• Managematerialatthesite.
4	Terminology andBasic Calculations	2	• Describe basicscaffolding terminology and general requirements of scaffolding. • Perform basiccalculationssuchas addition,subtraction, multiplication anddivision.
PartB-TotalNoofHours:80			
AssistantScaffolder-TechnicalCompetencies			
5	Tower scaffold for creating mould and steel gauges	16	The assistant scaffolderwill be ableto • Erect,dismantle andmaintainthe scaffold tower properly.
6	Tower scaffold in confined areas	16	The assistant scaffolderwill beableto • Erect,dismantle andmaintainthe scaffold tower properly. •
7	Stair Tower Scaffolding	16	The assistant scaffolderwill be ableto • Definestairtowerscaffolding, components and general requirements. • Prepareanderectthe stairtower scaffolding generallyandusing an advanced guardrail method and dismantle the scaffold. • Maintainandinspect thescaffold.
8	AccessTowers forhandling materials and finishingworks	16	The assistant scaffolderwill be ableto • Describeaccessscaffolding,commoncomponents,general requirements andtypesofaccessscaffolds. • Describespecificcomponentsofaccessframescaffoldingandits general requirements. • Erect,dismantle,maintainandinspecttheaccessframe scaffolding.
9	Bamboo Scaffolding	16	The assistant scaffolderwill be ableto • Describe general components, members and general requirementsofbamboo scaffolding

			• Describevarioustypesofbambooscaffoldingandtheircommon uses. • Explain thetypesofknots used fortyingbamboomembers. • Erect,dismantle,inspectandmaintainvarioustypesofbamboo scaffolding. • Ensure good housekeepingat thesite.

TotalProgrammeDuration:**120Hours**

AssistantShutteringCarpenter

CURRICULUM/SYLLABUS

Thisprogramisaimedattrainingcandidatesforthejobofan"ASSISTANTSHUTTERINGCARPENTER",inthe "CONSTRUCTION" Sector/Industry andaims at buildingthe followingkey competencies amongst the learner

1.Understandthevarious aspects of construction industry and rolesof an assistant shuttering carpenter.	2.Describe andfollow Health, Safety & Environmentrequirements.
3.Ensure safematerialhandlingand storing.	4.Makeshutters for formwork.
5.Assemble &dismantle different typesof scaffolding.	6.Assemble &dismantle formworkforfoundation, column,wallandTie-beam.

S.No	Topic/Module	Duration (in Hours)	Key Learning Outcomes
PartA-TotalNoofHours:40			
AssistantShutteringCarpenter–SupportCompetencies			
1	Overviewof Construction Industry and Roleofan Assistant Shuttering Carpenter	4	Assistant Carpenterwill beable to: • Explain the importanceofconstruction industry • List and describe parts andfunctionsof abuilding • Describe common tools and materials usedin construction • Describemethodsofmeasurement, unit conversion andcalculate areas andvolumesofsimple elements • Describe therolesof an Assistant ShutteringCarpenter
2	Health, Safety and Environment	26	Assistant Carpenterwill beable to: • Demonstrate andusethe right PPE for the right typeof work.• Practice safeworkingat heights andfollow safetymeasures on site. • Identify hazards;ensuresafetyandmaintenanceat site. • Practice first aid,ensurewaste disposal and followsafety related activities in formwork. • Coordinatein formworkerection. • Ensure safety procedures and good housekeepingPractices • Explain andpractice generic skills
3	Material Handlingand Storing	10	Assistant Carpenterwill beable to: • Load,Unload andStoreFormwork • Handle Form Oil,Hooks,Slings andShackles • Practice Safe ProcedureofLiftingShutters
PartB-TotalNoofHours:80			
AssistantShutteringCarpenter–TechnicalCompetencies			

4	Makingof Shutter for Formwork	20	Assistant Carpenterwill beable to: • Describe tools, Components and Materials • Mark,Measure and Cutformwork • Plane timberboth bymechanicalandmanualmeans • Identify andmake differenttypesofjoints
5	Erection and Dismantlingof DifferentTypes of Scaffolding	16	Assistant Carpenterwill beable to: • DescribeScaffolding, commontools, materialsand termsused in scaffolding. • Identify and usedifferenttypesof formworkmaterials. • Identify and usebasic checkingtools. • Identify typesofscaffoldingandpracticethe erection procedures.
6	Assemble and Dismantle Conventional Formwork for Foundation, Column,Wall andTie Beam	24	Assistant Carpenterwill beable to: • Ensure right Selection andUseofMaterials • Identify and useTools, Machines and Consumablesrequiredfor Conventional Formwork • Practice tying using different types of scaffold knots • Erect anddismantle the conventional formwork.
7	Assemble and Dismantle System Formwork for Foundation, Column,Wall andTie Beam	20	Assistant Carpenterwill beable to: • Identify and useTools, Components andMaterials required for System Formwork • Practice Erection andDismantling Procedure

TotalProgrammeDuration:**120Hours**

HelperBarBenderandFixer(CONSTRUCTION)

CURRICULUM/SYLLABUS

Thisprogramisaimedattrainingcandidatesforthejobofa“HELPERBARBENDERANDFIXER”,inthe “CONSTRUCTION” Sector/Industry andaims at buildingthe followingkey competencies amongst the learner

1.Identify and usebasictools, equipment and materials	2.Practice correct methodsof Material Handling andStoring
3.Tierebarusing differenttypes ofties	4.Identify, straighten,markand cut rebarto requiredlengths andtie rods
5.Bend andmakeLinks, Hooks andstirrups (manually)	6.Erect and dismantle3.6meter temporary Scaffold
7.Cut, Fill, Level andCompact Earth	8.Carryout aboveactivitiesmeetingHealth, Safety &Environment requirements

S.No	Topic/Module	Duration (in Hours)	Key LearningOutcomes
			PartA-TotalNoofHours:40
			HelperBarBenderandFixer–SupportCompetencies
1	Overviewon construction industry, role of a helper bender fixer andgeneric skills	4	The bar benderwill be ableto • Explain the importanceofconstruction industry • List and describe parts andfunctionsof abuilding • Describe common tools and materials usedin construction • Describemethodsofmeasurement, unit conversion andcalculate areas andvolumesofsimple elements • Describe theroleof ahelper bender fixer
2	Health, Safety and Environment	10	The bar benderwill be ableto • DemonstrateandusePersonal ProtectiveEquipmentmeantto protect aworker’s head, feet, face,eyes, ears, hands andbody. Demonstrateanduse respiratory protection and fallprotection as necessary. • Follow and deedthe Do’s and Don’ts duringworking atheights • Carryout safetymeasuresand drills with action and roles in normaltimesandemergency bymock drills. • Practice first aidwith identification anduseof basicdressing materials andbandages,resuscitation practices and actions • Ensure waste disposal andpollutioncontrolwith • Follow EHS, Safetyin steelandcorrect liftingoperations
3	Basic tools, equipment andmaterials	16	The bar benderwill be ableto • Identify, select anduseof Hand&measuring tools such as lever, hook,measuring tape, gauge, sledge hammer,chisel,pinplates

			etc. • Identify, select anduseofconstructionmaterials suchas different typesof bars, binding wires etc. in respectof quality, type,handlingandquantitymeasurement. • Identifyof basicpower tools such as bar bending&cutting machines,wire cuttermachines etc.
4	Material Handlingand Storing	10	The bar benderwill be ableto • Carryout the loading, unloading andshifting of reinforcement material in a propersequence as permethodology. • Execute thedeliveryandliftingofmaterial • Carryout the storage,stackingandmaintenanceof reinforcement steelas perlaid downmethodology. • Arrange differenttype of slings as per configuration • Understand, identify and demonstrate the hooks, rings and shackles
			PartB-TotalNoofHours:80
			HelperBarBenderandFixer–TechnicalCompetencies
5	Tying rebar	16	The bar benderwill be ableto • Identify different typesofties. • Identify, handle anduse the toolsused fortyingrebar. • Identify the powertools used fortyingrebar. • Identify, select, cutandusebindingwire for tyingrebar • Usecorrecttiefordifferenttypesofcagesinvarious positions. • Untie rebarif required.
6	Identifying, straightening, marking and cuttingrebar	24	The bar benderwill be ableto • Identify and handle alltypes of steel bars, bindingwires etc. • Identifythecorrectsizeofformersandaccordingly straighteningthe bars • Markcutlengthsanddimensionsforthedifferentshapeof bars • Usethe straighteningtools • Straighten bar with bends • Straighten thebars cutfrom the coils • Perform each typeof tyinginracks • Identifyandusesofcorrecttiesonstructuresuchasslabs, columnetc.
7	Links, Hooks andstirrups	18	The bar benderwill beableto • Select,identifyanduseoftoolsaccording to job • Do marking, cuttingandbending of bars bymanually. • Mark,cut,bendthesteelbarsasperthebarbendingschedule/ drawing. • Calculatethecutlengthofstraightbars,bend-upbars,stirrups and rings

			• Make ring(squareandrectangular) and stirrups bymanually. • Make ofchairs andplace cover atthe rightplace.
8	Erect and dismantle3.6 meter temporary Scaffold	12	The bar benderwill be ableto • Arrange,shift,andstacktherequiredmaterials,toolsandtackles at the identified location. • Use the requiredsafety gadgets • Followthetradesafetyinerectinganddismantling3.6meter temporary scaffold. • Erect anddismantle3.6meter temporary scaffold • Shiftthetools&materialsfromthebottomleveloftemporary scaffolding to the landing of temporary scaffolding. • Completethetaskwithinthe timelimit. • Maintainthesite tidiness accordingly.
9	Cutting, Filling, Levelingand Compaction	10	The bar benderwill be ableto • Identify Tool & tacklesrequired forthe job • Cut & fillltheearth asper the markings and layout • Leveling& compactionofearth at desired level&location. • Operatethe handroller. • Help&supporttotheconcernedtradesmanpreventthecollapse of thetrench. • UseofPPE&takeprotectiveactionbeforeandafterduring hazards.

TotalProgrammeDuration:**120Hours**

HelperCarpenter-ShutteringandScaffolding

(CONSTRUCTION)

CURRICULUM/SYLLABUS

Thisprogramisaimedattrainingcandidatesforthejobofa"HELPERCARPENTER",inthe "CONSTRUCTION" Sector/Industryand aims at buildingthe followingkeycompetencies amongstthe learner

1.Describe basic handtools, powertoolsand materials usedforcarpentry	2.Ensure proper handlingandstorage ofmaterial.
3.Size, cut, drill plywood andtimberand proceduresofmakingjoints.	4.Erectdifferenttypesof scaffoldings andwill be able to dismantlethemis sequentialorder.
5.Cut, fill, levelandcompactearth	6.Carryout aboveactivitiesmeetingHealth, Safety &Environment requirements

S.No	Topic/Module	Duration (in Hours)	Key LearningOutcomes
		PartA-TotalNoofHours:40	
		HelperCarpenter–SupportCompetencies	
1	Overviewof construction industry and role of a Helper Carpenter	4	Helper Carpenterwill be able to • Explain the importanceofconstruction industry • List and describe parts andfunctionsof abuilding • Describe common tools and materials usedin construction • Describemethodsofmeasurement,unitconversionandcalculate areas andvolumesofsimple elements • Describe therole of ahelper carpenter
2	Health, Safety and Environment	10	Helper Carpenterwill be able to • Demonstrateanddescribethe useofPersonalProtective Equipment. • Carryout EHS performance, safetymeasures and drills. • Practice first aidwith identification anduseofbasicdressing materials andbandages. • WasteDisposalProcedures • Safety measuresduring working at heights,excavationand formwork erection. • Risk assessmentandsafesystemofwork.
3	Basic Tools, Equipment, Materialand Components	16	Helper Carpenterwill be able to • Define basic handandpower toolsused for carpentryand their uses. • Describematerials used forwoodworking andtheir classification. • Ensure propermaintenance, storageandhandlingoftoolsused for carpentry.

			• Identify common hazardswhile workingwith toolsused for carpentryandfollow safe solutionsandmeasuresto counterthose hazards.
4	Material handlingand storing	10	Helper Carpenterwill be able to • Carry outtheloading,unloadingandshifting offormwork materialin a propersequenceas permethodology. • Execute thedeliveryandliftingofmaterial • Carryoutthestorage,stackingandmaintenanceofformwork material as per laid downmethodology. • Handle the effects oflooseandmoving contents like shuttering oil • Arrange differenttype of slings as per configuration • Understand, identify and demonstrate the hooks, rings andshackles
PartB-TotalNoofHours:80			
HelperCarpenter–TechnicalCompetencies			
5	Sizing, cutting, drilling of plywood/ timberand making joints	32	Helper Carpenterwill be able to • Identify, handle anduseofalltypesoftimbers, plywood and formwork componentsetc. • Identify, select andprepares roughtimbers tofinalizesize • Markandmakecrosslapjoint,mortisandtenonjoint, dovetailjointsand housing joint • Cut shutteringplywoodandmake holes asperthe required diameter • Read and preparesimple sketchoftimber joints • Do clearandcleanmarking
6	Typesof Scaffolding	28	Helper Carpenterwill be able to • DescribeScaffolding,toolsandmaterialsusedforscaffoldingand define common terms used for scaffolding. • Definevarious typesofscaffolding. • Describethesequentialerectionproceduresofvarioustypesof scaffolding. • Describethedismantlingprocedureandexplainsafedismantlingof scaffolding. • Inspection andmaintenance proceduresof scaffolding. • Identify hazards andfollowsafework practices.
7	Cutting, filling, levellingand compaction	20	Helper Carpenterwill be able to • Identify Tool & tackles requiredforthe job • Cut & filltheearth asper the markings and layout • Levelling&compactionofearth atdesired level &location. • Operatethe handroller. • Help&supporttotheconcernedtradesmanpreventthecollapseof the trench. • UseofPPE&take protective action beforeandafterduringhazards.

TotalProgrammeDuration:**120Hours**

HelperMason(CONSTRUCTION)

CURRICULUM/SYLLABUS

Thisprogramisaimedattrainingcandidatesforthejobofa“HELPERMASON”,inthe“CONSTRUCTION” Sector/Industryand aims at buildingthe followingkeycompetencies amongstthe learner

1.Identify and usebasictools, equipment and materials	2.Handle andstoremasonrymaterials
3.Preparecementmortar andconcretemix	4.Buildbrickwork usingdifferent typesof bonds.
5.Erect and dismantle3.6meter temporary scaffold	6.Cut, fill, levelandcompactearth
7.Carryout above activitiesmeeting environment,health and safety requirements	

S.No	Topic/Module	Duration (in Hours)	Key LearningOutcomes
			PartA-TotalNoofHours:40
			HelperMason–SupportCompetencies
1	Overviewon construction industry and role of a helper mason	4	The helpermasonwill be able to • Explain the importanceofconstruction industry • List and describe parts andfunctionsof abuilding • Describe commontoolsand materials usedin construction • Describemethodsofmeasurement,unitconversionandcalculate areas andvolumesofsimple elements • Describe therole of ahelper Mason
2	Health, Safety and Environment	10	The helpermasonwill be able to • DemonstrateandusePPE effectively. • Follow and deedthe Do’s and Don’ts duringworking at heights • Carryout safetymeasuresand drills. • Practicefirstaidwithidentificationanduseofbasicdressing materials. • Ensure waste disposal andpollutioncontrol. • Carryout Environment, HealthandSafety performance.
3	Identification anduse of basic tools, equipment andmaterials	16	The helpermasonwill be able to • Identify, select and useofHand & measuring toolssuch as Mason trowel, brick hammer,bluster chisel, comb hammer,straight edge, plumb bob,spirit level etc. • Identify, select and useofconstructionmaterials such as bricks, fin eaggregates, course aggregates, cement, wood, paintand water. • Identify and select basic powertools suchas drillmachines,comp actor,vibrator,stonecutting machineetc.
4	Material handlingand	10	The helper mason willbe able to • Lift& shiftthematerials byinvolving push and pull inaccordance

	storing		withworkplace EHS requirement. • Followmethods and sequence ofloading, unloading of materials s uch as cement, steel, sand,aggregate, paint. • Maintain proper Storing and stackingofcement,steel,wood, aggregate,paints,inflammableand other construction materials. • Handle and lift different materials such as sand, bricks, blocks & metals • Recognize individual workand teamworkforlifting, loading and unloading ofmaterials • Carry looseand fluidmaterials likechemicals,form-oil, fuel& admixtures.
PartB-TotalNoofHours:80			
HelperMason–TechnicalCompetencies			
5	Preparationof cementmortar and concretemix	24	The helpermasonwill be able to • SelectPropermixing platform byensuring surface tobe clean, dry, smooth&Hard. • Measure the dry ingredients correctlyby using appropriate measu ring /weighingscales • Open use&stackcement bag properly. • Mixthemortarorconcrete uniformly withinstipulated time. • Make 0.245cumcementmortarmixin 30minutes with one helpe r • Move, placeand operatethe hand operated concrete mixtures • Pourthematerial intotheconcrete mixture • Place and transportthe concrete • Make 0.25 cumcement concrete mixin 30minutes with onehelpe r. • Do curing fortheelementsfortheminimumstipulated time. • Maintain thesite tidiness accordingly.
6	Use different types ofbonds in basic brickworks	24	The helpermasonwill be able to • Arrange, shift, and stack the requiredmaterials, tools and tackles. • Markthe header/stretcher/English bond layout • Assist toconstruct the brick wall bymaking layerbylayer to avoid verticaljointswithappropriateclosures. • Follow the tradesafety &construction techniquesuptocompletio n. • Awareof overall length ofwall, heightsofwall, regular jointthickness,plumband wall alignment asper therequirement. • Complete thetaskas perthe Productivity and housekeeping requirement.
7	Erect and dismantle3.6 meter temporary scaffold	16	The helpermasonwill be able to • Arrange,shift,andstacktherequiredmaterials,toolsandtacklesatthe identified location. • Usethe requiredsafetygadgets • Follow the tradesafetyin erecting and dismantling 3.6metertem poraryscaffold.

			• Erect and dismantle3.6meter temporaryscaffold • Shift thematerials such asbrick, sand,mortar, concrete,etc. • Complete thetaskwithin the timelimit • Maintain thesite tidiness accordingly
8	Cutting, filling, leveling and compaction.	16	The helpermasonwill be able to • Identify Tool & tackles requiredforthe job • Cut & filltheearth asper the markings and layout • Leveling&compactionofearthatdesiredlevel&location. Operatethe handroller. • Help&supporttotheconcernedtradesmanpreventthecollapse of thetrench. • UseofPPE&takeprotectiveactionbeforeandafterduring hazards.

TotalProgrammeDuration:**120Hours**

HelperPainter&Decorator

CURRICULUM/SYLLABUS

Thisprogramisaimedattrainingcandidatesforthejobofa“HELPERPAINTERANDDECORATOR”,inthe “CONSTRUCTION” Sector/Industry and aims atbuildingthe followingkey competencies amongst the learner

1.Understandtheroleof a helper painter& decoratorandhaveanoverviewofconstruction activities.	2.Describe andfollow Health, Safety & Environmentrequirements
3.Identify and usepainting tools andmaterials	4.Ensure propermaintenance ofpaintingtools
5.Follow standardprocedures ofmaterial handling andstoring	6.Prepare, handle andensure properstorageof paintingmaterials
7.Erect anddismantle3.6m temporary scaffold.	8.Describe theprocessof surface preparation forall types ofsurfaces.

Sl.No	Topic/Module	Duration (inHours)	Key LearningOutcomes
PartA-TotalNoofHours:40 **HelperPainter&Decorator–SupportCompetencies**			
1	Overviewof Construction Industry and Roleofa Helper Painter &Decorator	4	Helper Painter andDecorator willbe able to: • Explain the importanceofconstruction industry • List and describe parts andfunctionsof abuilding • Describe common tools and materials usedin construction • Describemethodsofmeasurement, unit conversion andcalculate areas andvolumesofsimple elements • Describe theroleof helperpainter and decorator • Describecommunication,importanceofgoodreading&writing skills and workethic. • Carryoutcommunicationeffectivelywithco-workersinwritingas well asorally • Readthedocumentsthatarenecessaryforthemtoreadtocarry outoperator’stasks. • Understandtheimportance of workethicsandprofessionalism
2	Health, Safety and Environment	10	Helper Painter andDecorator willbe able to: • List andexplainvariousPPEs used during painting • Execute thesafety drillsand first-aid in caseof emergency • Understandsafewastedisposalmethodsandexecutesafety

			measures at work place • Identifytoxicchemicalcompoundspresentinpaintsandits products
3	Identification andUseof Basic Tools and Equipment	16	Helper Painter andDecorator willbe able to: • Identify tools usedforvarious processes involved in painting. • Describe thefunctionsof paintingtools andmaterials • Ensure propermaintenance ofpainting tools.
4	Material Handlingand Storing	10	Helper Painter andDecorator willbe able to: • Lift&shiftthematerialsbyinvolvingpushandpullinaccordance with workplace EHS requirement. • Followmethodsandsequenceofloading,unloadingofmaterials such as cement, steel,sand, aggregate,paint and woodetc. • MaintainproperStoringandstackingofcement,steel,wood, aggregate, paints, inflammable andother constructionmaterials. • Handleandliftdifferentmaterialssuchassand,bricks,blocks& metals • Recognizeindividualworkandteamworkforlifting,loadingand unloadingofmaterials • Carrylooseandfluidmaterialslikechemicals,form-oil,fuel& admixtures.
PartB-TotalNoofHours:80 **HelperPainter&Decorator–TechnicalCompetencies**			
5	Prepare, Handle & Storing of Paints related materials	30	Helper Painter andDecorator willbe able to: • Describe propertiesofpaints • Describethesafestorageandmaintenanceofpaintandrelating materials • Explaintheimportanceandrequirementsofsafeworking environment • Follow bag handling methods whenever necessary • Understandtheimportantaspectsinworkcoordinationandtime management • Coordinatewithother working personnelwhile handling the paint materials
6	Erection and Dismantlingof 3.6m Temporary Scaffold	20	Helper Painter andDecorator willbe able to: • Arrange,shift,andstacktherequiredmaterials,toolsandtacklesat the identifiedlocation. • Use the requiredsafetygadgets • Followthetradesafetyinerectinganddismantling3.6meter temporary scaffold. • Erect anddismantle3.6meter temporary scaffold • Shiftthematerialssuchasbrick,sand,mortar,concrete,etc.from

			thebottomleveloftemporaryscaffoldingtothelandingof temporary scaffolding • Completethetaskwithinthe timelimit. • Maintainthesite tidiness accordingly
7	Preparationof all type of basic surfaces forpainting works	30	Helper Painter andDecorator willbe able to: • Describethedifferentsurfaceandthepossibleweatherexposure of these surfaces • Identify the tools andequipment used in surface preparation • Explain the processof surface preparation and the important checks tobecarriedout • Describethemethodofsurfacefinishingandapplicationofprimer coatpriortoapplyingthepaint

TotalProgrammeDuration:**120Hours**

Plumber(General)Assistant

CURRICULUM/SYLLABUS

Thisprogramisaimedattrainingcandidatesforthejobofa“PLUMBERGENERALASSISTANT”,inthe “PLUMBING”Sector/Industry and aims atbuildingthefollowingkey competencies amongstthe learner

1.Coordinatewith reportingsupervisors andother support teams to performplumbingactivities.	2.Follow safe workpracticesand ensure proper welfarefacilities atthework site.
3.Followevacuation procedures andadminister first-aidin caseofaccidents oremergencies.	4.Assist in assembling fittings, fixturesand install basic fixtures andfittings like taps,pipesetc.
5.Assist in basicoperations such as cutting, bendingandthreadingofpipes.	6.Assist in repairofplumbingsystems.

S.No	Topic/Module	Duration (in Hours)	Key LearningOutcomes
PartA-TotalNoofHours:40			
Plumber(General)Assistant–SupportCompetencies			
1	Coordinating with thesenior and otherworking team	18	The AssistantPlumberwillbe able to • Receiveworkinstructionsandrawmaterialsfromreporting supervisor. • Communicatetoreportingsupervisoraboutttaskstatus,repairs andmaintenanceoftools,potentialhazardsandexpectedprocess disruptions equipment as required. • Receivefeedbackfromreportingsupervisoroncethegiventaskis submitted. • Coordinateandworkeffectivelyamongtheteammembersand alsowith themembersof other teams. • Reporttheproblemoraccidentincaseofanyinjuryandany anticipated reasonsfordelays.
2	Maintaina healthy, safe andsecure working environment	22	The AssistantPlumberwillbe able to • Describethecommoncausesofaccidentsandfollowsafework practicestoavoid accidents. • Explaintheimportanceoffollowingsafetyregulationsandsafety meetings atthe site. • Follow thesafeworkpractices at every step of work. • Performfirstaidtoselfandothersincaseofanyinjuryand describe the reporting procedures. • Ensureimplementationandmaintenanceofproperwelfare

			facilities • Explaintheobjectivesofconductingafiredrill,conductingand respondingproperly in case ofany fire emergencyatthe site. • Explainthetechniquesofreactingintimesofanyplumbing emergenciesandgeneralemergencies.
PartB-TotalNoofHours:80			
Plumber(General)Assistant–TechnicalCompetencies			
3	Assistance in, preliminary installation andminor repair of plumbing system	80	The AssistantPlumberwillbe able to • Describethecommonterminology,toolsandmaterialsusedin plumbing. • Assistinassemblingpipesections,fittings,fixturesandtools requiredforinstallation and repairofplumbingsystems • Assist in cutting, threading,joiningofpipes andsanitary fixtures • Assistincuttingopeningsinstructures,replacingdefectedpipe andpipe fittings • Install basic fixtures andfittings liketaps, pipesetc. • Assistinusinghandandpowertoolsorequipmentusedfor cutting, threading andbending • Clear thework area anddispose thewaste

TotalProgrammeDuration:**120Hours**

Plumber(General)Helper

CURRICULUM/SYLLABUS

Thisprogramisaimedattrainingcandidatesforthejobofa“PLUMBERGENERALHELPER”,inthe “PLUMBING”Sector/Industry and aims atbuildingthefollowingkey competencies amongstthe learner

1.Coordinatewith reportingsupervisors andother support teams to performplumbingactivities.	2.Follow safe workpracticesand ensure proper welfarefacilities atthework site.
3.Followevacuation procedures andadminister first-aidin caseofaccidents oremergencies.	4.Assist in assembling fittings, fixturesandpipes
5.Assist in basicoperations such as cutting, bendingandthreadingof pipes.	6.Assist in repairofplumbingsystems.

S.No	Topic/Module	Duration (in Hours)	Key LearningOutcomes
PartA-TotalNoofHours:40			
Plumber(General)Helper–SupportCompetencies			
1	Coordinating with thesenior and otherworking team	18	The Plumber Helperwill beable to • Receiveworkinstructionsandrawmaterialsfromreporting supervisor. • Communicatetoreportingsupervisoraboutt askstatus,repairs andmaintenanceoftools,potentialhazardsandexpectedprocess disruptions equipment as required. • Receivefeedbackfromreportingsupervisoroncethegiventaskis submitted. • Coordinateandworkeffectivelyamongtheteammembersand alsowith themembersof other teams. • Reporttheproblemoraccidentincaseofanyinjuryandany anticipated reasonsfordelays.
2	Maintaina healthy, safe andsecure working environment	22	The Plumber Helperwill beable to • Describethecommoncausesofaccidentsandfollowsafework practicestoavoid accidents. • Explaintheimportanceoffollowingsafetyregulationsandsafety meetings atthe site. • Follow the safework practices atevery step of work. • Performfirstaidtoselfandothersincaseofanyinjuryand describe the reporting procedures. • Ensureimplementationandmaintenanceofproperwelfare

			facilities • Explaintheobjectivesofconductingafiredrill,conductingand respondingproperly in case ofany fire emergencyatthe site. • Explainthetechniquesofreactingintimesofanyplumbing emergenciesandgeneralemergencies.
PartB-TotalNoofHours:80			
Plumber(General)Helper–TechnicalCompetencies			
3	Assistance in installationand repairof basicplumbing systems	80	The Plumber Helperwill beable to • Describethecommonterminology,toolsandmaterialsusedin plumbing. • Assistinassemblingpipesections,tubing,fittings,fixturesand tools requiredforinstallation and repairof plumbingsystems • Assist in cutting, threading,joiningofpipes andsanitary fixtures • Assistincuttingopeningsinstructures,replacingdefectedpipe andpipe fittings • Assistinusinghandandpowertoolsorequipmentusedfor cutting, threading andbending • Clear thework area anddispose thewaste

TotalProgrammeDuration:**120Hours**

11 Annexure II

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : HELPER BAR BENDER & FIXER- LEVEL1								
S NO.	Part A- Support Competencies	Marks Allotted	Learner					
			1	2	3	4	5	
1	1. Work safety at cutting and bending manually and mechanically	3						
	2. Method of safely shifting and stacking of rebars	2						
	3. Method of barricading the zone	1						
	4. Selecting the correct helmet as per colour for himself	1						
	5. Adjustment of helmet as per head size	1						
	6. Tying of strap of the helmet and adjustment	1						
	7. Selection and identification of safety goggles as per task	1						
	8. Wearing of goggles	1						
	9. Identification of safety harness and wearing it	1						
	10.Wearing of Safety shoe, Check laces &tying	1						
	11.Identification & use of gloves as per trade and task	1						
	12.Identification and use of rings and hooks in safety belt	1						
	Total	**15**						
2	1. Identification and use of hand tools	3						
	2. Identification of power tools	2						
	3. Method of storing and maintenance of tools	2						
	4. Identifying the types of steel bars	4						
	5. Identification and use of different types of binding wires	4						
	6. Identification and use of cover blocks	3						
	7. Cleaning and preparing the rebar before use	1						
	8. Method of stacking of steel , binding wire and prepared	2						
	9. Usage of safety gadgets while handling tools and materials	1						
	Total	**22**						
3	1. Method of unloading rebar from vehicle	1						
	2. Method of shifting different size and shape of rebars	3						
	3. Method of shifting different size and shape of rebars with hand trolleys and tractors	3						
	4. Method of maintaining steel stock yard depend upon	1						
	5. Identifying the safety gadgets	1						
	6. Using and handling of different types of slings , D-shackle and other tying materials	3						
	7. Method of lifting rebar by crane	1						
	8. Method of stacking and storing steel bars and binding	2						
	Total	**15**						

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : HELPER BAR BENDER & FIXER- LEVEL1								
S NO.	Part B- Core Competencies (Technical)	Marks Allotted	Learner					
			1	2	3	4	5	
4	1.Tying different types of ties and their use	6						
	2. Hook holding and twisting while working	4						
	3.Correct posture of sitting while tying	2						
	4. Preparation of work platform/place to tie the reinforcement	1						
	5.Ensure the stability and tightness of ties	2						
	6.Checking diagonal and Spacing	2						
	7. Method of marking key bars	6						
	8. Method of removing the ties by opening/cutting	2						
	9. Identification of type of binding wire and its gauge	2						
	10. Cutting the required length of binding wire as per diameter of the bar	2						
	11.Method of holding and Operating of Power tools	1						
	Total	**30**						
5	1.Identifying the types and diameter of the bar	4						
	2. Identifying the types of wire and their gauge	2						
	3. Carrying out the lifting and shifting of bars	1						
	4. Preparing the platform/ work place for Straightening	1						
	5. Straightening methods of rebar depending upon	3						
	6. Checking the straightness of rebar	1						
	7. Cutting the rebars depending upon the diameter of	3						
	8.Correct holding of Chisel and Hammer (handle)	2						
	9. Position while cutting the rebar with the help of chisel & hammer/ hand sharing machine	2						
	10.Carry out the correct holding and position of rods while cutting on machines	2						
	Total	**21**						
6	1. Select and identify the appropriate bending tools	3						
	2. Straightening, marking and cutting the rebar as per	4						
	3. Marking method for bending on the working table	2						
	4. Bending a rebar on working table in standing position	4						
	5. Correct position of holding and placing the lever (right hand)	2						
	6.Choosing the correct pin plate	2						
	7. Checking the ring flatness , dimensions and diagonal	3						
	8.Checking the length of hooks	2						
	9.Preparation of the correct working platform/place	1						
	Total	**23**						

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : HELPER BAR BENDER & FIXER- LEVEL 1							
7	1. Identify tools & tackles as per the material used for scaffolding	1					
	2. Tools Inspection	1					
	3. Arrangement of materials	1					
	4.Use of all safety equipment	1					
	5. Base support and anchoring as per scaffolding such as pipe/bamboo/system	2					
	6. Scaffolding securing of joints (Types such as Coupler / Knots / Pins)	2					
	7. Sequence of the erection and dismantling as per the type of	1					
	8. Diagonal support of the scaffolding	1					
	9. Verticality and level check	1					
	10. Drill for moving of material from ground to first landing / level of scaffolding	1					
	Total	**12**					
8	1. Identification and use of digging and excavating tools	1					
	2. Marking the layout on ground for cutting and filling of the earth	1					
	3. Cutting and digging the mark area up to desire depth manually	1					
	4. Taking out soil / mud from the pit by shovel manual	1					
	5. Carrying of earth manually in pan and by wheel barrow	1					
	6. Filling of earth (check shoveling, spread and required quantity)	1					
	7. Compaction of earth by damping and rolling manually	1					
	8. Use of hand roller (check the number of passes load	1					
	9. Digging in water filled area (methods to dewater)	1					
	10. Erecting and labeling / signage the safety parameter ribbon around the pit	2					
	Total	**11**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : HELPER CARPENTER – SHUTTERING & SCAFFOLDING LEVEL-1

S NO.	Part A- Support Competencies	Marks Allotted	Learner				
			1	2	3	4	5
1	1. Selecting the correct helmet for himself as per colour code	1					
	2. Adjustment of Helmet as per head size	1					
	3. Tying of strap of the helmet and adjustment	1					
	4. Selection and identification of safety goggles as per task	1					
	5. Wearing of goggles	1					
	6. Identification of safety harness and wearing in it	1					
	7. Wearing of safety shoes and laces and tying	1					
	8. Identification and use of ear plugs	1					
	9. Identification and use of gloves as per the trade and task	1					
	10.Identification and use of rings and hooks in safety belts	1					
	11.Wearing of reflective jackets and handling of sharp tools	1					
	Total	**11**					
2	1. Identification of tools by names	3					
	2. Identification of formwork components and materials by	5					
	3. Selection of proper tools and right components of right	4					
	4. Identification and selection of different type of timber	3					
	5. Identification and selection of different type of plywood	3					
	6. Selection and use of consumables (nails, shuttering oils, grease, cotton waste, binding wires etc.)	2					
	7. Inspection of tools and making them ready for work	2					
	8. Maintaining and upkeep tools after the work is over	2					
	9. Stacking and storage tools and materials	2					
	Total	**26**					
3	1. Method of unloading timber from vehicle	1					
	2. Method of stacking of timber	1					
	3. Method of unloading plywood from vehicle	1					
	4. Method of stacking of plywood	1					
	5. Method of loading, unloading and shifting of materials	2					
	6. Method of stacking of components	2					
	7. Storing of consumables	2					
	8. Method of carrying and handling liquid materials	1					
	9. Method of covering materials against sun and rain	1					
	10. Method of storing of paint and other inflammable	1					
	Total	**13**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : HELPER PAINTER & DECORATOR LEVEL-1

S NO.	Part B- Core Competencies (Technical)	Marks Allotted	Learner				
			1	2	3	4	5
4	1. Mixing the paint and thinner ratio to be used for the painting	4					
	2. Paint tin & bucket properly cut and used , Empty paints	3					
	3. Prepare steel surface for oil painting	3					
	4. Putty preparation, mixing of various ingredients as per	6					
	5. Identify and prepare basic surfaces such as wall, ceiling , wood	6					
	6. Prepare wooden surface for varnish , polish, and paint	3					
	7. Pouring of water done in correct method and sequence	4					
	8. Mixing wall putty done properly (accurately, thoroughly and	6					
	9. Rectification of patchwork	2					
	10. Mixed wall putty is stored properly	3					
	11. Area kept clean	2					
	12. Different color of mixed paint is uniform.	3					
	13. Choose on the process and method for painting.	6					
	14. Minimum wastage and optimum use of material.	3					
	15. Safe working methods	3					
	Total	**57**					
5	1. The various types of paints and related materials.	4					
	2. Choose the type of paint to be used for smooth and economic	8					
	3. Calculate the required quantity of materials and painting for a	8					
	4. Choose and use right pigments & admixtures.	8					
	5. Method of painting the new constructed wall.	8					
	6. Removing methods for oil painting	8					
	7. Method of wall putty for old house.	5					
	8. Create the new color with proper mix ratio	5					
	9. Check the smoothness of wall vertically, horizontally and	5					
	Total	**59**					
6	1. Identify tools & tackles as per the material used for scaffolding	1					
	2. Tools Inspection	1					
	3. Arrangement of materials	1					
	4.Use of all safety equipment	1					
	5. Base support and anchoring as per scaffolding such as pipe/bamboo/system	2					
	6. Scaffolding securing of joints (Types such as Coupler / Knots / Pins)	2					
	7. Sequence of the erection and dismantling as per the type of scaffolding	1					
	8. Diagonal support of the scaffolding	1					
	9. Verticality and level check	1					
	10. Drill for moving of material from ground to first landing / level of scaffolding	1					
	Total	**12**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : HELPER PAINTER & DECORATOR LEVEL-1							
7	1. Identification and use of digging and excavating tools	1					
	2. Marking the layout on ground for cutting and filling of the earth	1					
	3. Cutting and digging the mark area up to desire depth manually	1					
	4. Taking out soil / mud from the pit by shovel manual	1					
	5. Carrying of earth manually in pan and by wheel barrow	1					
	6. Filling of earth (check shoveling, spread and required quantity)	1					
	7. Compaction of earth by damping and rolling manually	1					
	8. Use of hand roller (check the number of passes load required and moisture)	1					
	9. Digging in water filled area (methods to dewater)	1					
	10. Erecting and labeling / signage the safety parameter ribbon around the pit	2					
	Total	**11**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : HELPER MASON LEVEL-1

S NO.	Part A- Support Competencies	Marks Allotted	Learner				
			1	2	3	4	5
1	1. Selecting the correct Helmet as per colour for himself	1					
	2. Adjustment of helmet as per head size	1					
	3. Tying of strap of the helmet and adjustment	1					
	4. Selection and identification of safety goggles as per task	1					
	5. Wearing of goggles	1					
	6. Identification of safety harness and wearing it	1					
	7. Wearing of safety shoes, check laces &tying	1					
	8. Identification and use of ear plugs	1					
	9. Identification & use of gloves as per trade and task	1					
	10. Identification and use of rings & hooks in safety belt	1					
	Total	**10**					
2	1. Identification by name of tools	2					
	2. Selection for purpose right tool for right job	1					
	3. Identification of construction materials	1					
	4. Selection and use of material for various purpose	1					
	5. Handling techniques of the tools	1					
	6. Upkeep repair and maintenance of tools daily and	1					
	7. Safety precautions while handling the tools	1					
	8. Storage of tools	1					
	9. Checking and testing of tools	1					
	Total	**10**					
3	1. Method of Unloading Cement bag from Vehicle	2					
	2. Method of carrying the cement bag manually or by wheel barrow / trolley	2					
	3. Stacking of cement bags (check dunnage / platforms and arrangement of bags)	4					
	4. Lifting of cement bag manually (check method and body position)	2					
	5. Method of storing cement bags (check how to cover/ condition of storage area)	4					
	6. Method of weighing the cement bag (use of weigh and placing of bricks)	2					
	7. Method of unloading the sand and aggregate (opening of vehicles & removal process)	2					
	8. Method of stacking & storing the sand & aggregate	4					
	9. Arrangement & storing of water for the job (tank / bucket /tanker etc.)	2					
	10. Method of stacking of bricks / blocks/stones	4					
	11. Method of loading & unloading of bricks	2					
	12. Method of handling the bricks for soaking	2					
	13. Method of stacking the timber	2					
	14. Storing of paint & other inflammable material	2					

	15. Method of carrying and handling liquid material	2					
	Total	**38**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : HELPER MASON LEVEL-1								
S NO.	Part B- Core Competencies (Technical)	Marks Allotted	Learner					
			1	2	3	4	5	
4	1. Proper mixing platform used	4						
	2. Bags properly cut and used	3						
	3. Empty gunny bags properly stored	3						
	4. Ingredients measured by using appropriate measurement box	6						
	5. Dry mixing of ingredients done properly	6						
	6. Portable water used	3						
	7. Pouring of water done in correct method and sequence	4						
	8. Mixing done properly (accurately, thoroughly and clearly)	6						
	9. Mixed mortar is not fat or lean	2						
	10. Mixed mortar is stored properly	3						
	11. Area kept clean	2						
	12. Color of mixed mortar is uniform	3						
	13. Move, place and operate the hand operated concrete mixture	6						
	14. Place and transport the concrete	3						
	15. Safe working methods	3						
	Total	**57**						
5	1. Arrangement of materials	4						
	2. Marking of layout as per the bond	8						
	3. Set out 90 degree using building square or 3-4-5 method	8						
	4. Lay brick in sequence as per the given bond (Heading /	8						
	5. Placement of mortar in layers and joints for the brickwork	8						
	6. Check the spacing is regular in joint thickness	8						
	7. Check the level of top course	5						
	8. Check the Wall alignment	5						
	9. Check the wall verticality	5						
	Total	**59**						
6	1. Identify tools & tackles as per the material used for scaffolding	1						
	2. Tools Inspection	1						
	3. Arrangement of materials	1						
	4.Use of all safety equipment	1						
	5. Base support and anchoring as per scaffolding such as Pipe / bamboo/ system	2						
	6. Scaffolding securing of joints (Types such as Coupler / Knots / Pins)	2						
	7. Sequence of the erection and dismantling as per the type of scaffolding	1						
	8. Diagonal support of the scaffolding	1						
	9. Verticality and level check	1						
	10. Drill for moving of material from ground to first landing / level of scaffolding	1						
	Total	**12**						

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : HELPER MASON LEVEL-1

7	1. Identification and use of digging and excavating tools	1					
	2. Marking the layout on ground for cutting and filling of the earth	1					
	3. Cutting and digging the mark area up to desire depth manually	1					
	4. Taking out soil / mud from the pit by shovel manual	1					
	5. Carrying of earth manually in pan and by wheel barrow	1					
	6. Filling of earth (check shoveling, spread and required quantity)	1					
	7. Compaction of earth by damping and rolling manually	1					
	8. Use of hand roller (check the number of passes load required and moisture)	1					
	9. Digging in water filled area (methods to dewater)	1					
	10. Erecting and labeling / signage the safety parameter ribbon around the pit	2					
	Total	**11**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : HELPER PAINTER & DECORATOR LEVEL-1

S NO.	Part A- Support Competencies	Marks Allotted	Learner				
			1	2	3	4	5
1	1. Selecting the correct Helmet as per colour for himself	1					
	2. Adjustment of helmet as per head size	1					
	3. Tying of strap of the helmet and adjustment	1					
	4. Selection and identification of safety goggles as per task	1					
	5. Wearing of goggles	1					
	6. Identification of safety harness and wearing it	1					
	7. Wearing of safety shoes, check laces &tying	1					
	8. Identification and use of ear plugs	1					
	9. Identification & use of gloves as per trade and task	1					
	10. Identification and use of rings & hooks in safety belt	1					
	Total	**10**					
2	1. Identification by name of tools	2					
	2. Selection for purpose right tool for right job	1					
	3. Identification of Painting materials	1					
	4. Selection and use of material for various purpose	1					
	5. Handling techniques of the tools	1					
	6. Upkeep repair and maintenance of tools daily and	1					
	7. Safety precautions while handling the tools	1					
	8. Storage of tools	1					
	9. Checking and testing of tools	1					
	Total	**10**					
3	1. Loading & Unloading Painting materials from Vehicle	2					
	2. Carrying the Painting materials manually	2					
	3. Stacking of Painting materials by its size and shapes.	4					
	4. Lifting of Painting materials manually (check method and body position)	2					
	5. Storing Painting materials (check how to cover/ condition of storage area)	4					
	6. Identify and using of housekeeping material	2					
	7. Arrange the route for shifting materials.	2					
	8. Using the different types of guns & painting.	4					
	9. Select paint & relevant materials required to be handled and stored.	2					
	10. Coordinate with other working personnel while handling	4					
	Total	**28**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : HELPER PAINTER & DECORATOR LEVEL-1

S NO.	Part B- Core Competencies (Technical)	Marks Allotted	Learner				
			1	2	3	4	5
4	1. Mixing the paint and thinner ratio to be used for the painting	4					
	2. Paint tin & bucket properly cut and used , Empty paints	3					
	3. Prepare steel surface for oil painting	3					
	4. Putty preparation, mixing of various ingredients as per	6					
	5. Identify and prepare basic surfaces such as wall, ceiling , wood	6					
	6. Prepare wooden surface for varnish , polish, and paint	3					
	7. Pouring of water done in correct method and sequence	4					
	8. Mixing wall putty done properly (accurately, thoroughly and	6					
	9. Rectification of patchwork	2					
	10. Mixed wall putty is stored properly	3					
	11. Area kept clean	2					
	12. Different color of mixed paint is uniform.	3					
	13. Choose on the process and method for painting.	6					
	14. Minimum wastage and optimum use of material.	3					
	15. Safe working methods	3					
	Total	**57**					
5	1. The various types of paints and related materials.	4					
	2. Choose the type of paint to be used for smooth and economic	8					
	3. Calculate the required quantity of materials and painting for a	8					
	4. Choose and use right pigments & admixtures.	8					
	5. Method of painting the new constructed wall.	8					
	6. Removing methods for oil painting	8					
	7. Method of wall putty for old house.	5					
	8. Create the new color with proper mix ratio	5					
	9. Check the smoothness of wall vertically, horizontally and	5					
	Total	**59**					
6	1. Identify tools & tackles as per the material used for scaffolding	1					
	2. Tools Inspection	1					
	3. Arrangement of materials	1					
	4.Use of all safety equipment	1					
	5. Base support and anchoring as per scaffolding such as pipe/bamboo/system	2					
	6. Scaffolding securing of joints (Types such as Coupler / Knots / Pins)	2					
	7. Sequence of the erection and dismantling as per the type of scaffolding	1					
	8. Diagonal support of the scaffolding	1					
	9. Verticality and level check	1					
	10. Drill for moving of material from ground to first landing / level of scaffolding	1					
	Total	**12**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : HELPER PAINTER & DECORATOR LEVEL-1							
7	1. Identification and use of digging and excavating tools	1					
	2. Marking the layout on ground for cutting and filling of the earth	1					
	3. Cutting and digging the mark area up to desire depth manually	1					
	4. Taking out soil / mud from the pit by shovel manual	1					
	5. Carrying of earth manually in pan and by wheel barrow	1					
	6. Filling of earth (check shoveling, spread and required quantity)	1					
	7. Compaction of earth by damping and rolling manually	1					
	8. Use of hand roller (check the number of passes load required and moisture)	1					
	9. Digging in water filled area (methods to dewater)	1					
	10. Erecting and labeling / signage the safety parameter ribbon around the pit	2					
	Total	**11**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : PLUMBER (GENERAL) HELPER- LEVEL 1								
SL NO.	**Part A- Support Competencies**	**Marks Allotted**	**Learner**					
			1	**2**	**3**	**4**	**5**
1	1.Selecting the correct Helmet as per colour	1					
	2. Adjustment of helmet as per head size & strap adjustment	2					
	3.Selection, Identification and use of safety goggles as per Requirement	2					
	4.Identification of safety harness and wearing it	3					
	5.Wearing of safety shoes ,check laces & tying	2					
	6.Identification and use of ear plugs as per requirement	1					
	7. Explain the importance of following safety regulations and safety meetings at the site.	2					
	8. Identification and use of rings & hooks in safety belt	2					
	Total	**15**					
2	1. Identification by name of tools	2					
	2. Selection for purpose right tool for right job	1					
	3. Receive work instructions and raw materialsfrom reporting supervisor	1					
	4. Selection and use of material for various purpose	1					
	5. Handling techniques of the tools	1					
	6. Report the problem or accident in case of any injury and any anticipated reasons for delays	1					
	7. Safety precautions while handling the tools	1					
	8. Receive feedback from reporting supervisor	1					
	9. Checking and testing of tools	1					
	Total	**10**					

SL NO.	Part B- Core Competencies	Marks Allotted	Learner				
			1	2	3	4	5
3	1.Method to assembling pipe sections, tubing, fittings, fixtures	2					
	2. Method of cutting, joining of pipes and sanitary fixtures	2					
	3. Method of cutting openings in structures, replacing defected pipe and pipe fittings	2					
	4.Lifiting of pipes manually (check method and body position)	1					
	5.Method of threading and bending to the pipes	1					
	6. Method of power tools using for cutting	2					
	7.The common terminology, tools and materials used in plumbing.	2					
	8. Method of wall mode taps fixing for both room	2					
	9. Method of installation a wall pipes	2					
	10. Clear the work area and dispose the waste	1					
	Total	**17**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : ASSISTANT SCAFFOLDER LEVEL-2

S NO.	Part A-Support Competencies	Marks Allotted	Learner				
			1	2	3	4	5
1	1. Select the correct helmet as per colour code and head size	1					
	2. Select the correct helmet as per colour code and head size	1					
	3.Right selection and use of safety harness	1					
	4. Wearing of safety shoes and correctly tying the laces	1					
	5. Identification & use of ear plugs as per requirement	1					
	6. Correct selection & use of gloves as per task	1					
	7.Wearing of reflective jackets and method of handling of sharp tools	1					
	8.Exibit first aid practices	1					
	9. Adherence to standard procedures for shifting & handling materials and tools while working at heights	2					
	10.Distinguish between organic & inorganic waste and its proper disposal	1					
	Total	**11**					
2	1.Application of tools & tackles for bamboo / balli and pipe	3					
	2.Prepare base of scaffold as per instructions	3					
	3.Arrangement of materials such as Pipes, couplers as per requirement at site	2					
	4. Follow the correct procedure for erection & dismantling	4					
	5.Check the level , verticality and also ensure equal rise of the scaffolding tower	4					
	6.Preparation of permanent support as per instructions	3					
	Total	**19**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : ASSISTANT SCAFFOLDER LEVEL-2

S No.	Core Competencies(Technical)	Marks Allotted	Learner				
			1	2	3	4	5
3	1. Check the confined space for adequacy of movement & carry out relevantactivities accordingly	2					
	2. Apply correctly the tools & tackles required for bamboo/ balli and pipescaffolding.	3					
	3. Select and shift of materials from yard to workplace as per requirement	3					
	4. Follow correct procedure for erection & dismantling	2					
	5. Compaction of base and support anchoring as per instruction	2					
	6. Provide permanent support as per instruction	2					
	7. Perform check for verticality of tower using plumb bob	3					
	8. Ensure equal rise of scaffold	2					
	Total	**19**					
4	1. Right selection and application of tools & tackles required for system scaffolding	3					
	2. Arrangement of materials such as connections etc. as per requirement at site	3					
	3. Compaction of base and support anchoring as per instruction.	5					
	4. Follow correct sequence of the erection and dismantling	4					
	5. Perform check verticality of scaffold using plumb bob.	4					
	6. Provide permanent support as per instruction	2					
	7. Follow standard norms for House keeping	1					
	Total	**22**					
5	1. Application of tools & tackles for bamboo/ balli and pipe scaffolding	2					
	2. Compaction and base support anchoring as per instruction.	4					
	3.Follow correct sequence of the erection and dismantling as per thetype of scaffold	4					
	4. Securing of joints (types such as coupler/knots/pins) of scaffolding asper standard procedure	4					
	5. Provide permanent support as per instruction	2					
	6. Ensure equal rise of scaffold	3					
	7. Perform check verticality of scaffold using plumb bob	3					
	Total	**22**					

6	1.Application of tools & tackles for bamboo / balli and pipe staging	3					
	2.Compaction of base and support anchoring as per design of scaffold	3					
	3.Correct sequence of the erection and dismantling as per the type ofstaging	3					
	4. Placement & securing of Diagonal bracing & fastening of ladders.	4					
	5. Provide permanent support as per instruction	2					
	6. Ensuring equal rise of scaffold	2					
	7. Perform check verticality of scaffold using plumb bob.	2					
	Total	**19**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : ASSISTANT BAR BENDER& FIXER- LEVEL-2								
S NO.	**Part A- Support Competencies**	**Marks Allotted**	**Learner**					
			1	**2**	**3**	**4**	**5**
1	1.Work safely during manual and mechanical cutting and bending operation	3					
	2. Shift & stack rebars safely and as per standard procedure	3					
	3.Barrication of work zone as per standard procedure	2					
	4.Selection of correct helmet as per colour for himself	1					
	5.Adjusment of helmet as per head size & strap adjustment	1					
	6.Selection Identification and use of safety goggles as per requirement	2					
	7. Identification of safety harness and wearing it	1					
	8. Wearing of safety shoe, check laces & tying	1					
	9.Identification & use of gloves as per trade and task	1					
	10.Identification and use of rings and hooks in safety belt	1					
	Total	**16**					
2	1. Identification by name of tools	2					
	2. Selection for purpose right tool for right job	1					
	3. Identification of construction materials	1					
	4. Selection and use of material for various purpose	1					
	5. Handling techniques of the tools	1					
	6. Upkeep repair and maintenance of tools daily and periodical	1					
	7. Safety precautions while handling the tools	1					
	8. Storage of tools	1					
	9. Checking and testing of tools	1					
	Total	**10**					
3	1.Load,unload & shift different size & shape rebars- manually	4					
	2. Load, unload & shift different size & shape rebar-	4					
	3.Demonstrate various protections followed at steel stock yards	2					
	4.Protection of steel against corrosion while storing	2					
	5.Use & handle different types of slings , D-shackles and other tying materials	2					
	6.Stack & store bars and binding wires as per standard procedure	2					
	7.Adherence to standard Housekeeping procedures	1					
	Total	**17**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : ASSISTANT BAR BENDER & FIXER- LEVEL-2

S NO.	Part B- Core Competencies (Technical)	Marks Allotted	Learner				
			1	2	3	4	5
4	1.Identify& inspect tools & tackles required for given task	3					
	2.Provide base support and anchoring as per type of scaffolding such as pipe/ bamboo/System	2					
	3.Secure various type of joints such as Coupler /Knots/Pins	2					
	4.Use correct sequence for erection and dismantling for each type of scaffolding	4					
	5.Provide diagonal support of the scaffolding as required/ instructed	3					
	6.Carry out verticality and level check	2					
	7. Demonstrate shifting of material from ground to first landing / level of scaffolding	1					
	Total	**17**					
5	1.Selection of right tools , pin plate and its safe use	2					
	2.Compute length and mark accordingly	3					
	3.Cut and bend bars ,hooks and stirrups as per required shape,	5					
	4.Identify & use various type of rings	4					
	5.Bundles together same type of bent & crank bars	2					
	6.Maintain angle of crank bar as per specification/	3					
	7. Tolerances for task wherever applicable are as given below. Cutting length : Tolerance limit within : ± 15mm Stirrups size –length, breadth and diagonal :±5mm Hook Length :±5mm Dia along X-axis :±5mm Dia along X-axis :±5mm End to end after bending : Tolerance limit :±5mm **Full Marks to be given if work done is within tolerance limit otherwise zero to be given**	4					
	Total	**23**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : ASSISTANT SHUTTERING CARPENTER – LEVEL 2

S NO.	Part A- Support Competencies	Marks Allotted	Learner				
			1	2	3	4	5
1	1.Selecting the correct Helmet as per colour	1					
	2. Adjustment of helmet as per head size & strap adjustment	2					
	3.Selection, Identification and use of safety goggles as per Requirement	2					
	4.Identification of safety harness and wearing it	3					
	5.Wearing of safety shoes ,check laces & tying	2					
	6.Identification and use of ear plugs as per requirement	1					
	7. Identification & use of gloves as per task	2					
	8. Identification and use of rings & hooks in safety belt	2					
	Total	**15**					
2	1. Identification by name of tools	2					
	2. Selection for purpose right tool for right job	1					
	3. Identification of construction materials	1					
	4. Selection and use of material for various purpose	1					
	5. Handling techniques of the tools	1					
	6. Upkeep repair and maintenance of tools daily and periodical	1					
	7. Safety precautions while handling the tools	1					
	8. Storage of tools	1					
	9. Checking and testing of tools	1					
	Total	**10**					
3	1.Method of the loading, unloading and shifting of formwork material from Vehicle	2					
	2. Method of the delivery to the lifting of material	2					
	3.Lifiting of spawn manually(check method and body position)	1					
	4.Methodthe storage, stacking and maintenance of formwork material as per laid down	2					
	5.Handle and lift different materials such as sheet & jacks	2					
	6.Method of Handle the effects of loose and moving contents like shuttering oil	2					
	7. Arrangement & storagejacks & poles	2					
	8. Method of stacking of bricks/blocks/stones	2					
	9.Method of loading & unloading ply boards & sheets	1					
	10.Method of handling the bricks	2					
	11. Arrangement of different type of slings as per configuration	2					
	Total	**20**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : ASSISTANTSHUTTERING CARPENTER – LEVEL 2								
S NO.	**Part B- Core Competencies (Technical)**	**Marks Allotted**	**Learner**					
			1	**2**	**3**	**4**	**5**
4	1.Identify tools & tackles as per the material used for Scaffolding	2					
	2. Inspection of materials for scaffold erection	2					
	3.Arrangement of materials	2					
	4.Provide base support and anchoring as per scaffolding	2					
	5.Securing the joints of scaffold (Types such as Coupler /Knots/Pins)	2					
	6.Correct sequence of the erection and dismantling as per the type of scaffold	2					
	7.Providing diagonal support of the scaffolding as required	1					
	8. Check for verticality and level	2					
	9. Demonstrate for moving material from ground level to work level of scaffold	1					
	10.Identify tools & tackles as per the material used for Scaffolding	1					
	Total	**17**					
5	1. Method of cutting shuttering plywood	2					
	2. Method of marking for timbers to finalize sizes	2					
	3. Method of Cut shuttering plywood and make holes as per the required diameter	3					
	4. Methodin layout and setting betters boards.	2					
	5.Mark and make cross lap joint, mortis and tenon joint, dovetail joints and housing joint	2					
	6. How to using of consumables such as nails, shuttering oil, cotton waste etc.	4					
	7.Method Measuring, laying out a job, driving nails, cutting with a power saw	4					
	8.Position and hold timbers and paneling in place for fastening or cutting.	2					
	9. Select tools, equipment, and materials from storage and transport items to work site	2					
	10.Clean work areas, machines, or equipment, to maintain a clean and safe job site.	2					
	11.Method of Fasten timbers or lumber with glue, screws, pegs, or nails and install hardware.	2					
	Total	**27**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : ASSISTANT SHUTTERING CARPENTER-LEVEL 2							
6	1 .Method of using type of knots.	5					
	2. Method Shift shutter without any damage	3					
	3. Method of using Tools & hand Machines	2					
	4. Method of Lap vertical shutters with H- Beam splice	2					
	5. Method of Inspect Line, label, alignment and dimension of Formwork	2					
	6. Method of Shift & lift shutters using lifting hook	3					
	7. Method of use of ballies, planks, pipe, coupler and plates to withstand concrete loads	3					
	8.Method of Calculation of areas relevant to structure	2					
	9.Method of House Keeping	3					
	Total	**25**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : PLUMBER (GENERAL) ASSISTANT- LEVEL 2								
SL NO.	**Part A- Support Competencies**	**Marks Allotted**	**Learner**					
			1	**2**	**3**	**4**	**5**
1	1.Selecting the correct Helmet as per colour	1					
	2. Adjustment of helmet as per head size & strap adjustment	2					
	3.Selection, Identification and use of safety goggles as per requirement	2					
	4.Identification of safety harness and wearing it	3					
	5.Wearing of safety shoes ,check laces & tying	2					
	6.Identification and use of ear plugs as per requirement	1					
	7. Explain the importance of following safety regulations and safety meetings at the site.	2					
	8. Identification and use of rings & hooks in safety belt	2					
	Total	**15**					
2	1. Identification by name of tools	2					
	2. Selection for purpose right tool for right job	1					
	3. Receive work instructions and raw materialsfrom reporting supervisor	1					
	4. Selection and use of material for various purpose	1					
	5. Handling techniques of the tools	1					
	6. Report the problem or accident in case of any injury and any anticipated reasons for delays	1					
	7. Safety precautions while handling the tools	1					
	8. Receive feedback from reporting supervisor	1					
	9. Checking and testing of tools	1					
	Total	**10**					

SL NO.	Part B- Core Competencies	Marks Allotted	Learner				
			1	2	3	4	5
3	1.Method to assembling pipe sections, tubing, fittings, fixtures	2					
	2. Method of cutting, joining of pipes and sanitary fixtures	2					
	3. Method of cutting openings in structures, replacing defected pipe and pipe fittings	2					
	4.Lifiting of pipes manually (check method and body position)	1					
	5.Method of threading and bending to the pipes	1					
	6. Method of power tools using for cutting	2					
	7.The common terminology, tools and materials used in plumbing.	2					
	8. Method of wall mode taps fixing for both room	2					
	9. Method of installation a wall pipes	2					
	10. Clear the work area and dispose the waste	1					
	Total	**17**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : ASSISTANT MASON LEVEL-2								
S NO.	**Part A- Support Competencies**	**Marks Allotted**	**Learner**					
			1	**2**	**3**	**4**	**5**
1	1.Selecting the correct Helmet as per colour	1					
	2. Adjustment of helmet as per head size & strap adjustment	2					
	3.Selection, Identification and use of safety goggles as per requirement	2					
	4.Identification of safety harness and wearing it	3					
	5.Wearing of safety shoes ,check laces & tying	2					
	6.Identification and use of ear plugs as per requirement	1					
	7. Identification & use of gloves as per task	2					
	8. Identification and use of rings & hooks in safety belt	2					
	Total	**15**					
2	1. Identification by name of tools	2					
	2. Selection for purpose right tool for right job	1					
	3. Identification of construction materials	1					
	4. Selection and use of material for various purpose	1					
	5. Handling techniques of the tools	1					
	6. Upkeep repair and maintenance of tools daily and periodical	1					
	7. Safety precautions while handling the tools	1					
	8. Storage of tools	1					
	9. Checking and testing of tools	1					
	Total	**10**					
3	1.Method of Unloading Cement bag from Vehicle	2					
	2.Method of carrying the cement bag manually or by wheel	2					
	3. Method of stacking & storing of cement bags(check dunnage	2					
	4.Lifiting of cement bag manually(check method and body	1					
	5.Method of weighing the cement bag (use of weigh and placing of bricks)	1					
	6.Method of unloading the sand and aggregate (opening of vehicles & removal process)	2					
	7.Method of stacking & storing the sand & aggregate	2					
	8. Arrangement & storage of water (tank / bucket etc.)	2					
	9. Method of stacking of bricks/blocks/stones	2					
	10.Method of loading & unloading of bricks	1					
	11.Method of handling the bricks	2					
	12.Method of stacking the timber	1					
	13.Storing of paint & other inflammable material	2					
	14.Method of carrying and handling liquid material like fuel & admixture and its storage	2					
	Total	**24**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : ASSISTANT MASON LEVEL-2								
S NO.	**Part B- Core Competencies (Technical)**	**Marks Allotted**	**Learner**					
			1	**2**	**3**	**4**	**5**
4	1.Identify tools & tackles as per the material used for scaffolding	2					
	2. Inspection of materials for scaffold erection	2					
	3.Arrangement of materials	2					
	4.Provide base support and anchoring as per scaffolding	2					
	5.Securing the joints of scaffold (Types such as Coupler /Knots/Pins)	2					
	6.Correct sequence of the erection and dismantling as per the type of scaffold	2					
	7.Providing diagonal support of the scaffolding as required	1					
	8. Check for verticality and level	2					
	9. Demonstrate for moving material from ground level to work level of scaffold	1					
	10.Identify tools & tackles as per the material used for scaffolding	1					
	Total	**17**					
5	1. Marking and layout for walls & foundations.	4					
	2. Right Estimation of required quantity of material for given task.	4					
	4. Build one brick straight wall using English bond.	3					
	5. Build one brick & one and half brick corner wall using English bond	4					
	6. Build one and one and half brick wall T-Junction using English bond	4					
	7. Build one brick straight wall using Flemish bond	4					
	8. Build one brick 'T' Junction using Flemish bond. The tolerance limits for wall preparation are: • Overall length of wall should be ±4mm • Length of perpendicular wall should be ±4mm • Regular joint thickness should be ±3mm • Level to top course should be ±5mm • Internal squareness – fair side should be ±4mm • Squareness – other side should be ±5mm • Plumb to overall height should be ±5mm • Wall alignment should be ±5mm in 3m • Pointing on both faces should be acceptable **Full Marks to be given if work done is within tolerance limit otherwise zero to be given**	5					
	Total	**28**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : ASSISTANT MASON LEVEL-2							
6	1 Mark, layout and build room / cubical including door and window.	6					
	2. Estimate required quantity of material for given task	6					
	3. Check the holdfast position and grout it between bricks / blocks of wall	5					
	4. Join wooden / aluminum rough ground for door and window fixing	4					
	5. Fill the gap between wall and door frame. The tolerance shall be as given below: • Frame location should be ±4mm • Frame alignment should be ±2mm • Frame verticality (Plumb) should be ±2mm • Frame top level horizontal should be ±2mm • Consistent gap between frame and wall should be ±5mm • Consistent gap between frame and lintel should be ±5mm • Consistent gap between frame and sill should be ±4mm • Hold fast / Raw plugs location & grouting as per instruction • Protection to alignment should be firm • Sequence, finish and housekeeping should be acceptable **Full Marks to be given if work done is within tolerance limit otherwise zero to be given**	5					
	6.Correct sequence of task	4					
	Total	**30**					
7	1. Identify and use plastering tools and equipment.	2					
	2. Identify different type of plastering materials e.g. cement / lime based	3					
	3. Prepare mortar as per given instructions.	3					
	4. Fix chicken mesh on concrete and brick wall joints	3					
	5. Set out the button mark position	4					
	6. Carry out plain face plaster (Single Coat and Double Coat Plaster). The tolerance shall be as given below: • Plaster thickness should be ±3mm • Surface evenness should be ±3mm • Plumb to overall height should be ±2mm • Corner straightness should be truly straight **Full Marks to be given if work done is within tolerance limit otherwise zero to be given**	8					
	7.Correct working procedure	4					
	8. Housekeeping	1					
	Total	**28**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS): ASSISTANT MASON LEVEL-2							
8	1. Leveling and compaction of back filling as per requirement	4					
	2. Layout bricks as per the required pattern	4					
	3. Fill gap in bricks with sand / suitable filling material	2					
	4. Check the level of finished surface	2					
	5. Carry out surface preparation	2					
	6. Carry out screening work	2					
	7. Fixing glass / PVC stiffs on floors	4					
	8. Place concrete / mortar in the panels as specified	3					
	9. Correct working Procedure	4					
	10.Right Housekeeping practice	1					
	Total	**28**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : ASSISTANT PAINTER & DECORATOR LEVEL-2

S NO.	Part A- Support Competencies	Marks Allotted	Learner				
			1	2	3	4	5
1	1.Selecting the correct Helmet as per colour	1					
	2. Adjustment of helmet as per head size & strap adjustment	2					
	3.Selection, Identification and use of safety goggles as per Requirement	2					
	4.Identification of safety harness and wearing it	3					
	5.Wearing of safety shoes ,check laces & tying	2					
	6.Identification and use of ear plugs as per requirement	1					
	7. Identification & use of gloves as per task	2					
	8. Identification and use of rings & hooks in safety belt	2					
	Total	**15**					
2	1. Identification by name of tools	2					
	2. Selection for purpose right tool for right job	1					
	3. Identification of construction materials	1					
	4. Selection and use of material for various purpose	1					
	5. Handling techniques of the tools	1					
	6. Upkeep repair and maintenance of tools daily and periodical	1					
	7. Safety precautions while handling the tools	1					
	8. Storage of tools	1					
	9. Checking and testing of tools	1					
	Total	**10**					
3	1. Method of Procedure for collecting the materials from store.	2					
	2.Method of carrying the paints buckets manually	2					
	3. Method of stacking &storing of paints & other relevant (check damage /platforms and body position)	2					
	4.Lifiting of paints manually(check method and body position)	1					
	5. Arrangement of Importance of indent.	1					
	6. Right method for lifting and handling paints	2					
	7. Method of Arranging route for shifting materials.	2					
	8. Method of Return the balance materials to the store.	2					
	9. Method of Supply the materials then and there.	2					
	10. Clean and safe working	1					
	Total	**17**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS): ASSISTANT PAINTER& DECORATOR LEVEL-2								
S NO.	**Part B- Core Competencies (Technical)**	**Marks Allotted**	**Learner**					
			1	**2**	**3**	**4**	**5**
4	1.Identify tools & tackles as per the material used for Scaffolding	2					
	2. Inspection of materials for scaffold erection	2					
	3.Arrangement of materials	2					
	4.Provide base support and anchoring as per scaffolding	2					
	5.Securing the joints of scaffold (Types such as Coupler /Knots/Pins)	2					
	6.Correct sequence of the erection and dismantling as per the type of scaffold	2					
	7.Providing diagonal support of the scaffolding as required	1					
	8. Check for verticality and level	2					
	9. Demonstrate for moving material from ground level to work level of scaffold	1					
	10.Identify tools & tackles as per the material used for Scaffolding	1					
	Total	**17**					
5	1. Method and of loading and unloading of paints & related materials	3					
	2. Method of Protect and stack materials in store.	3					
	3.method of prepare basic surfaces such as wall, ceiling, wood & metal	3					
	4. method of Prepare wooden surfaces for varnish, polish & paint	3					
	5. Method of Sizing and sorting followed	2					
	6. Method of System of Bagging and Bag Handling	2					
	7. Method of proper colour mixing with paints	2					
	8. Methods of Proper disposal of waste material.	3					
	9.Method of Use powered or non-powered hand trucks	3					
	10. Housekeeping procedures required in the workplace	3					
	Total	**27**					

ASSESSMENT CHECKLIST (SKILL GAP ANALYSIS) : HELPER PAINTER & DECORATOR LEVEL-2							
6	1 .Method of ratio and mix proportions of materials used	6					
	2. Method of preparation of placing and mixing of ingredients	6					
	3. Method of various types of paints and related materials	5					
	4. Method of Different colour combinations used in paints	4					
	5. Method of Rectification of the patchwork.	5					
	6. Method of preparation of placing and mixing of ingredients	5					
	7.Method of Minimum wastage and optimum use of material	3					
	8.Method of prime coat by brush	2					
	9.Method of materials required for painting	3					
	10. Method of using right pigment & admixtures.	2					
	Total	**41**					