

# Model Curriculum

## Jute Weft Winding Operator

SECTOR: TEXTILE  
SUB-SECTOR: SPINNING - TEXTILES  
OCCUPATION: POST SPINNING, OPERATIONS  
REF ID: TSC/Q0304, V3.0  
NSQF LEVEL: 2



**Certificate**  
**CURRICULUM COMPLIANCE TO**  
**QUALIFICATION PACK – NATIONAL OCCUPATIONAL**  
**STANDARDS**

is hereby issued by the  
**TEXTILE SECTOR SKILL COUNCIL**  
for the

**MODEL CURRICULUM**

Complying to National Occupational Standards of Job Role  
Qualification Pack: 'Jute Weft Winding Operator' OP No. 'TSC/Q 0304' NSQF Level 2'

Date of Issuance: 15/08/2021

Valid up to: 15/08/2023

\* Valid up to the next review date of the Qualification Pack



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Director (C&T)  
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# Jute Weft Winding Operator

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Jute Weft Winding Operator", in the "Textile" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Jute Weft Winding Operator		
Qualification Pack Name & Reference ID.	Jute Weft Winding Operator TSC/Q0304, Version 3.0		
Version No.	3.0	Version Update Date	14-11-2018
Pre-requisites to Training	Ability to read and write		
Training Outcomes	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• Perform the task involved in taking charge of shift and handing over shift</li> <li>• Operate the weft winding machine</li> <li>• Perform creeling, winding and doffing of the cops</li> <li>• Maintain work area, tools and machines</li> <li>• Gain behavioral skill for team working</li> <li>• Maintain health, safety and security at work place</li> <li>• Comply with industry and organizational requirement</li> </ul>		

This course encompasses 7 out of 7 National Occupational Standards (NOS) of “Jute Weft Winding Operator” Qualification Pack issued by “TSC: Textile Sector Skill Council”

	Module	Key Learning Outcomes	Equipment Required
1	<b>Taking charge of shift and handing over shift to Jute Weft Winding Operator</b>  <b>Theory Duration</b> (hh:mm) 15:00  <b>Practical Duration</b> (hh:mm) 60:00  <b>Corresponding NOS Code</b> TSC/N 0313	<ul style="list-style-type: none"> <li>Gain knowledge about general discipline</li> <li>Gain knowledge about basic skills of communication</li> <li>Understand the role of jute weft winding operator</li> <li>Perform tasks while taking charge of shift and handing over shift</li> <li>Identify faults and rectify them.</li> </ul>	<u>Class room requirements:</u> a batch of 25 people seating capacity with a screen and projector
2	<b>Creeling and cop winding</b>  <b>Theory Duration</b> (hh:mm) 30:00  <b>Practical Duration</b> (hh:mm) 60:00  <b>Corresponding NOS Code</b> TSC/N 0314	<ul style="list-style-type: none"> <li>Gain knowledge on creeling the spinning bobbins</li> <li>Gain knowledge on running of the machine as per SOP</li> <li>Perform yarn break attending</li> </ul>	<u>1. common for every batch:</u> poster/video visuals for work method <u>2. Class room requirements:</u> a batch of 25 people seating capacity with a screen and projector
3	<b>Maintain the cop dimensions and doffing the jute weft package</b>  <b>Theory Duration</b> (hh:mm) 15:00  <b>Practical Duration</b> 30:00  <b>Corresponding NOS Code</b> TSC/N 0315	<ul style="list-style-type: none"> <li>Gain knowledge on maintaining the cop dimension throughout the winding</li> <li>Perform doffing of the full cops</li> <li>Gain knowledge about the maintenance activities of the jute weft winding machine</li> </ul>	<u>1. common for every batch:</u> poster/video visuals for work method <u>2. Class room requirements:</u> a batch of 25 people seating capacity with a screen and projector

4	<p><b>Maintain work area, tools, material handling equipment and machinery for jute processing</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Code</b> TSC/N 9009</p>	<ul style="list-style-type: none"> <li>Gain knowledge on housekeeping and its importance</li> <li>Identify the unique features of basic hand tools</li> <li>Gain knowledge on material handling equipments and their importance</li> <li>Perform maintenance activities for material handling equipments</li> </ul>	<p><u>Class room requirements:</u> a batch of 25 people seating capacity with a screen and projector</p>
5	<p><b>Working in a team</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Code</b> TSC/N 9002</p>	<ul style="list-style-type: none"> <li>Understand the team work and its importance</li> <li>Understand the basic requirements of team working</li> </ul>	<p><u>1. A sample of following items for each trainee:</u> apron, head cap, nose mask, ear plug, shoe, <u>2. common for every batch:</u> first aid materials, fire extinguisher, work method posters/pictures, <u>3. Class room requirements:</u> 25 people seating capacity with a screen and projector</p>
6	<p><b>Maintain health, safety and security at workplace</b></p> <p><b>Theory Duration</b> (hh:mm) 15:00</p> <p><b>Practical Duration</b> (hh:mm) 30:00</p> <p><b>Corresponding NOS Code</b> TSC/N 9003</p>	<ul style="list-style-type: none"> <li>Gain knowledge on general safety rules</li> <li>Gain knowledge about the importance of personal protective equipment like apron, cap, earplugs, nose mask etc. and their application under different working conditions.</li> <li>Gain knowledge on various health hazards relevant to workplace and basic first aid training.</li> <li>Identify and use the correct extinguisher based on fire type.</li> <li>Perform good practice on first aid, fire fighting etc.</li> </ul>	<p><u>Class room requirements:</u> 25 people seating capacity with a screen and projector</p>

7	<p><b>Comply with industry and organizational requirement in jute sector</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Code</b> TSC/N 9010</p>	<ul style="list-style-type: none"> <li>• Gain knowledge about organizational and industry standards in Jute sector</li> <li>• Understand the requirements for self-development</li> <li>• Gain knowledge on organizational and industry standards in jute sector</li> </ul>	<p><b>Class room requirements:</b> 25 people seating capacity with a screen and projector</p>
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8	<p><b>Employability Skills (30 Hours)</b></p> <p><b>Theory Duration</b> (hh:mm) 12:00</p> <p><b>Practical Duration</b> (hh:mm) 18:00</p>	<ul style="list-style-type: none"> <li>• Discuss the importance of Employability Skills in meeting the job requirements.</li> <li>• Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.</li> <li>• Show how to practice different environmentally sustainable practices</li> <li>• Discuss 21st century skills.</li> <li>• Display positive attitude, self-motivation, problem solving, time management skills and continuous learning mindset in different situations.</li> <li>• Use appropriate basic English sentences/phrases while speaking</li> <li>• Demonstrate how to communicate in a well-mannered way with others.</li> <li>• Demonstrate working with others in a team</li> <li>• Show how to conduct oneself appropriately with all genders and PwD</li> <li>• Discuss the significance of reporting sexual harassment issues in time</li> <li>• Discuss the significance of using financial products and services safely and securely.</li> <li>• Explain the importance of managing expenses, income, and savings.</li> <li>• Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws</li> <li>• Show how to operate digital devices and use the associated applications and features, safely and securely</li> <li>• Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely.</li> <li>• Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges.</li> <li>• Differentiate between types of customers</li> <li>• Explain the significance of identifying customer needs and addressing them</li> <li>• Discuss the significance of maintaining hygiene and dressing appropriately.</li> <li>• Create a biodata</li> <li>• Use various sources to search and apply for jobs</li> <li>• Discuss the significance of dressing up neatly and maintaining hygiene for an interview</li> <li>• Discuss how to search and register for apprenticeship opportunities.</li> </ul>	<p>Class room requirements: 25 people seating capacity with a screen and projector</p>
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<b>Total Duration:</b>  <b>Theory Duration</b> <b>102:00</b>  <b>Practical Duration</b> <b>228:00</b>	<b>Unique Equipment Required:</b> Apron, head cap, nose mask, earplug, shoe, Drawing hook, Scissors, Thrumbs
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**Grand Total Course Duration: 330 Hours, 0 Minutes**

*(This syllabus/ curriculum has been approved by TSC: Textile Sector Skill Council)*

## Trainer Prerequisites for Job role: “Jute Weft Winding Operator ” mapped to Qualification Pack: “TSC/Q0304, Version 3.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “Jute Weft Winding Operator /TSC Q 0304, Version 3.0”
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself
3	Minimum Educational Qualifications	10th Pass
4a	Domain Certification	Certified for Job Role:“ Jute Weft Winding Operator” mapped to QP:“ Jute Weft Winding Operator TSC/Q0304,Version 3.0”.Minimum accepted score 80%.
4b	Platform Certification	Required that the Trainer is certified for MEP/Q2601 Job Role: “Trainer” with atleast 80% score
5	Experience	1 year of Specific sector & 4 years of Trainer experience

## Employability Trainer Prerequisites

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate/CITS	Any Discipline			2	Teaching Experience	Prospective ES trainer should: <ul style="list-style-type: none"> <li>• have good communication skills</li> <li>• be well versed in English</li> <li>• have digital skills</li> <li>• have attention to detail</li> <li>• be adaptable</li> <li>• have willingness to learn</li> </ul>
Current ITI Trainers	Employability Skills Training (3 days full-time course done between 2019-2022)					
Certified current EEE trainers (155 hours)	from Management SSC (MEPSC)					
Certified Trainer	Qualification Pack: Trainer (MEP/Q0102)					

## Annexure: Assessment Criteria

<b>Assessment Criteria</b>	
<b>Job Role</b>	<b>Jute Weft Winding Operator</b>
<b>Qualification Pack</b>	<b>TSC/Q0304, V 3.0</b>
<b>Sector Skill Council</b>	<b>Textile Sector Skill Council</b>

<b>Sr. No.</b>	<b>Guidelines for Assessment</b>
1	Criteria for assessment for each qualification pack will be created by the Sector Skill Council. Each performance criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for theory & skill practical for each PC.
2	The assessment for the theory part will be based on knowledge bank of question created by SSC.
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria.
5	To pass the qualification pack, every trainee should score a minimum of 50% in aggregate.
6	The marks are allotted PC wise, however every NOS will carry a weightage in the total marks allocated to the specific QP
7	In case of unsuccessful completion, the trainee may seek reassessment on the Qualification pack

Total Marks: 455	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
1.TSC/N0313 Taking charge of shift and handing over shift to Jute weft winding Operator	PC1.reach at least 10 - 15 minutes early to the work place		3	1	2
	PC2.bring the necessary operational tools (knife, gauge) to the department		3	1	2
	PC3.collect from the operator in previous shift the information regarding the jute yarn count being processed		4	2	2
	PC4.follow norms of quality, production norms, safety norms or any other specific instructions, etc.		5	3	2
	PC5.understand the count of yarn produced, colour codes followed in the cop winding		5	3	2
	PC6.ensure availability of full spinning bobbins (the feed material) for jute cop winding machine		4	2	2
	PC7.ensure cleanliness of the machines & other work areas		4	1	3
	PC8.check whether any spare / raw material/lubricant / tool / yarn / any other material are thrown on the ground or under the machines or in the relevant work place		5	3	2
	PC9.run the machine smoothly		5	2	3
	PC10.ensure in providing the details regarding count of jute weft yarn, colour coding followed in spinning and winding as per allocated number of cop spindles or machines		5	3	2
	PC11.provide all relevant information regarding the jute count produced, and idle spindle of cop winding machine		5	3	2
	PC12.ensure proper functioning of the machine and report to the supervisor if there is any anomalies or problem found To be competent, the user/individual on the job must be able to:		4	2	2
	PC13.hand over the shift to the incoming Jute Weft Winding Operator r in proper manner and get clearance from the incoming counterpart		5	2	3

Total Marks: 455	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
	PC14.report to the supervisor and incoming Jute Weft Winding Operator if there is any quality change and maintenance work done/or left during his shift		5	3	2
	PC15.report to the supervisor all specific observations for all running jute spinning and winding machinery		3	1	2
		<b>Total</b>	<b>65</b>	<b>32</b>	<b>33</b>
2.TSC/N0314 Creeling and cop winding	PC1.pick up yarn bobbins (feed material) and place them on the bobbin spindles as required		4	2	2
	PC2.ensure that the bobbins of correct yarn count are taken for feeding		4	2	2
	PC3.patrol around the cop winding machine and to notice the time of exhaustion, if any, for fed yarn spinning bobbins to the cop winding machine,		4	1	3
	PC4.ensure proper placement of the yarn bobbin in the holder and its tension,		5	2	3
	PC5.ensure that minimum time is taken for creeling the yarn bobbins		5	2	3
	PC6.replace the empty feed bobbins with full ones and put the empty bobbins on the conveyer/ box.		5	2	3
	PC7.report about the defective feed bobbin, if any		4	2	2
	PC8.ensure that the spinning yarn bobbin is fully consumed		4	1	3
	PC9.ensure safety while creeling and joining or knotting the yarn		5	2	3
	PC10.use hand knotters for knotting the broken yarn or during cop change and during yarn breakage		5	2	3
	PC11.take minimum time for knotting using weavers' knot		5	2	3
	PC12.ensure that the knots are of good strength, small in size and of minimum tail ends.		4	2	2
	PC13.remove thick places of jute yarns, slubs, etc., if visible during knotting.		5	2	3
	PC14.refrain from joining yarn without knotting		4	2	2

Total Marks: 455		Compulsory NOS		Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
	PC15.pull yarn from bobbin through thread guide correctly		4	1	3
	PC16.maintain uniform tension in all cop winding spindle heads		5	2	3
	PC17.ensure uniform winding of the yarn on each cone(for cop)		4	2	2
	PC18.ensure proper material handling of spinning bobbins, cops and empty bobbins		4	2	2
		<b>Total</b>	<b>80</b>	<b>33</b>	<b>47</b>
3.TSC/N0315 Maintaining the cop dimension and doffing the jute weft package	PC1.adjust the diameter of cops		5	2	3
	PC2.adjust the length of the cops		5	2	3
	PC3.check the diameter/ length of cops at regular interval by gauge		4	2	2
	PC4.check clutch lever, foot step weight and sensitive lever for good running of cop spindle		5	2	3
	PC5.inform the maintenance department in case of any defects in the lock nut or in other parts		4	2	2
	PC6.follow any other instructions relating to running of cop winding machines.		4	2	2
	PC7.doff the cops		4	2	2
	PC8.take minimum time to doff the cops		5	1	4
	PC9.identify the defective cops and keep them separately		5	2	3
	PC10.inform the sardar or supervisor if there is any soft or hard cop		4	2	2
	PC11.identify blunt and bullet head cop		5	2	3
	PC12.ensure that cop bundles are kept with identification slips and correct quality mark		5	2	3
	PC13.ensure proper stacking and transportation with care of cops		5	2	3
		<b>Total</b>	<b>60</b>	<b>25</b>	<b>35</b>
4.TSC/N9009 Maintain work area, tools, material	PC1.maintain personal hygiene and human safety, machine safety and specific dress code		2	1	1
	PC2.carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage		3	1	2

Total Marks: 455	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
handling equipment and machinery for each section of jute processing as applicable	PC3.carefully handle all tools such as hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms etc.		3	1	2
	PC4.carefully handle moisture meter		2	1	1
	PC5.carefully handle weigh machine,		2	1	1
	PC6.use proper mechanical handling equipment for lifting and handling jute and other materials		3	1	2
	PC7.keep all waste jute materials in a specified place for further processing		4	1	3
	PC8.maintain a clean and hazard free working area, keeping floors free from all encumbrances		3	1	2
	PC9.maintain tools and equipment being used for jute processing		3	1	2
	PC10.carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery		4	2	2
	PC11.report to supervisor for any abnormal sound, from any machine for jute processing		2	1	1
	PC12.report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences		3	2	1
	PC13.ensure that the doors and covers for gear side/ belt side of the jute machinery are kept properly closed and all machine guards are in appropriate place		3	1	2
	PC14.ensure that standing place in working position are free from all encumbrances, to maintain correct posture of working/sitting/standing during working in respective jute processing machinery		3	1	2
	PC15.use appropriate cleaning equipment like knife, brooms, pliers, screw driver etc. and follow appropriate cleaning methods for the work to be carried out in particular jute processing machine		2	1	1

Total Marks: 455		Compulsory NOS		Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
	PC16.stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing		3	1	2
	PC17.store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly		2	1	1
	PC18.carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed		3	1	2
		<b>Total</b>	<b>50</b>	<b>20</b>	<b>30</b>
5.TSC/N9002 Working in a team	PC1.be accountable to the own role in whole process		4	2	2
	PC2.perform all roles with full responsibility		4	2	2
	PC3.be effective and efficient at workplace		4	1	3
	PC4.properly communicate about company policies		4	1	3
	PC5.report all problems faced during the process		4	1	3
	PC6.talk politely with other team members and colleagues		4	1	3
	PC7.submit daily report of own performance		5	2	3
	PC8.adjust in different work situations		4	1	3
	PC9.give due importance to others' point of view		4	2	2
	PC10.avoid conflicting situations		4	2	2
	PC11.develop new ideas for work procedures		5	1	4
	PC12.improve upon the existing techniques to increase process efficiency		4	1	3
		<b>Total</b>	<b>50</b>	<b>17</b>	<b>33</b>
6.TSC/N9003 Maintain health, safety and security at work place	PC1.comply with health and safety related instructions applicable to the workplace		5	2	3
	PC2.use and maintain personal protective equipment such as "ear plug", " nose mask", "head cap" etc., as per protocol		5	2	3
	PC3.carry out own activities in line with approved guidelines and procedures		4	2	2



Total Marks: 455	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
	PC4.maintain a healthy lifestyle and guard against dependency on intoxicants		4	2	2
	PC5.follow environment management system related procedures		4	2	2
	PC6.identify and correct (if possible) malfunctions in machinery and equipment		5	2	3
	PC7.report any service malfunctions that cannot be rectified		4	2	2
	PC8.store materials and equipment in line with organisational requirements		4	1	3
	PC9.safely handle and remove waste		4	1	3
	PC10.minimize health and safety risks to self and others due to own actions		5	2	3
	PC11.seek clarifications, from supervisors or other authorized personnel in case of perceived risks		4	2	2
	PC12.monitor the workplace and work processes for potential risks and threat		5	2	3
	PC13.carry out periodic walk-through to keep work area free from all hazards and obstructions		5	2	3
	PC14.report hazards and potential risks/ threats to supervisors or other authorized personnel		4	1	3
	PC15.participate in mock drills/ evacuation procedures organized at the workplace		4	2	2
	PC16.undertake first aid, fire-fighting and emergency response training, if asked to do so		5	2	3
	PC17.take action based on instructions in the event of fire, emergencies or accidents		5	2	3
	PC18.follow organisation procedures for shutdown and evacuation when required		4	2	2
	PC19.identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry		4	2	2
	PC20.recognise other possible security issues existing in the workplace		4	2	2
	PC21.recognise different measures to curb the hazards		4	2	2

Total Marks: 455	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
	PC22.communicate the safety plan to everyone and		4	2	2
	PC23.attach disciplinary rules with the implementation		4	2	2
		<b>Total</b>	<b>100</b>	<b>43</b>	<b>57</b>
7.TSC/N9010 Comply with industry and organizational requirement in jute sector	PC1.perform assigned duties effectively section- wise / machine- wise		4	1	3
	PC2.take full responsibility for desired performance		4	1	3
	PC3.be accountable towards the job role and assigned duties		4	2	2
	PC4.report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors		4	2	2
	PC5.take drive on self-learning for improving efficiency		4	2	2
	PC6.co-ordinate with all the team members and colleagues		4	2	2
	PC7.communicate politely		3	1	2
	PC8.avoid conflicts and miscommunication		3	1	2
	PC9.take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle		4	2	2
	PC10.take all initiative to achieve organisational norms for processing of yarn and fabrics of jute and to motivate all other fellow workers to follow them		5	3	2
	PC11.implement the collection of wastage in a proper method (as instructed) for further processing		4	2	2
	PC12.follow specific environmental regulation for jute industry		4	1	3
	PC13.keep area of work and machine clean		3	1	2
		<b>Total</b>	<b>50</b>	<b>21</b>	<b>29</b>

National Occupational Standards (NOS)	Performance Criteria (PC)	Total Marks	Out Of	Marks Allocation	
				Theory Marks	Practical Marks
<b>8. DGT/VSQ/N0101 – Employability Skills</b>	<b>Introduction to Employability Skills</b>			1	1
	1. understand the significance of employability skills in meeting the job requirements				
	<b>Constitutional values – Citizenship</b>			1	1
	2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices.				
	<b>Becoming a Professional in the 21st Century</b>			1	3
	3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.				
	<b>Basic English Skills</b>			2	3
	4. speak with others using some basic English phrases or sentences				
	<b>Communication Skills</b>			1	1
	5. follow good manners while communicating with others				
	6. work with others in a team				
	<b>Diversity &amp; Inclusion</b>			1	1
	7. communicate and behave appropriately with all genders and PwD				
	8. report any issues related to sexual harassment				
	<b>Financial and Legal Literacy</b>			3	4
	9. use various financial products and services safely and securely				
	10. calculate income, expenses, savings etc.				
	11. approach the concerned authorities for any exploitation as per legal rights and laws				

	<b>Essential Digital Skills</b>			4	6
	12. operate digital devices and use its features and applications securely and safely				
	13. use internet and social media platforms securely and safely				
	<b>Entrepreneurship</b>			3	5
	14. identify and assess opportunities for potential business				
	15. identify sources for arranging money and associated financial and legal challenges				
	<b>Customer Service</b>			2	2
	16. identify different types of customers				
	17. identify customer needs and address them appropriately.				
	18. follow appropriate hygiene and grooming standards.				
	<b>Getting ready for apprenticeship &amp; Jobs</b>			1	3
	19. create a basic biodata				
	20. search for suitable jobs and apply				
	21. identify and register apprenticeship opportunities as per requirement				
	<b>NOS Total</b>		<b>50</b>	<b>20</b>	<b>30</b>
	<b>Grand Total</b>		<b>505</b>	<b>211</b>	<b>294</b>



### **Textile Sector Skill Council**

15th Floor, Nirmal Tower, Barakhamba Road, New Delhi-110 001