



Model Curriculum

QP Name: Mat Maker

QP Code: STC-HAC/2025/1523

QP Version: 1

NSQF Level:2.5

Model Curriculum Version: 1

West Bengal State Council of Technical & Vocational Education and Skill Development, Karigari Bhavan, (5th Floor), Plot-B/7, Action Area-III, New Town, Kolkata-700160

Table of Contents

Training Parameters.....	3
Program Overview.....	4
Training Outcomes	4
Compulsory Modules.....	4
Module Details	6
Module1: Occupational Safety hazard	6
Module 2:Role of Mat Maker	7
Module 3:Tools, Equipment & Consumables.....	8
Module 4:Processing of Raw materials	9
Module 5:Weaving operations.....	10
Module 6:Production of Mat	11
Module 7:Set up new Business	12
Module 8: Industry Exposure/OJT	14
Module 9: Employability Skills	14
Tools and Equipment	16
Annexure	18
Trainer Requirements.....	18
Assessor Requirements.....	19
Assessment Strategy.....	20
References	22
Glossary	22
Acronyms and Abbreviations	22

Training Parameters

Sector	Handicrafts and Carpets
Sub-Sector	
Occupation	Mat Maker
Country	India
NSQF Level	2.5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/ 7317.0800, 7317.0900
Minimum Educational Qualification and Experience	9th Grade pass OR 8th grade pass with 1.5 years relevant experience OR 5 th grade pass with 6 years relevant experience
Pre-Requisite License or Training	
Minimum Job Entry Age	18 years
Last Reviewed On	18/02/2025
Next Review Date	17/02/2028
Version	1.0
NSQC Approval Date	18/02/2025
Model Curriculum Creation Date	18/02/2025
Model Curriculum Valid Up to Date	17/02/2028
Model Curriculum Version	1.0
Minimum Duration of the Course	300 hours
Maximum Duration of the Course	300 hours

Program Overview

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

Training Outcomes

At the end of the program, the participants will be able to:

- Apply safe working practices.
- Describe the roles of Mat Maker.
- Recognize essential tools, equipment and materials.
- Demonstrate processing of raw materials.
- Execute basic weaving operations for Mat products.
- Produce Mat from raw material.
- Set up a small unit for mat product.
- Work in real job situation with emphasis on basic safety and hazards.

Compulsory Modules

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

NOS and Module Details	Theory Duration	Practical Duration	Industry Exposure/OJT Duration (Mandatory)	Industry Exposure/OJT Training Duration (Recommended)	Total Duration
HAC/1523/OC1 Apply safe working practices. NOS Version No.: 1.0 NSQF Level: 2.5	10:00 Hours	20:00 Hours	00:00Hours	00:00Hours	30:00 Hours
Module1: Occupational Safety hazard	10:00 Hours	20:00 Hours	00:00Hours	00:00Hours	30:00 Hours
HAC/1523/OC2 Describe the roles of Mat Maker NOS Version No. : 1.0 NSQF Level: 2.5	10:00 Hours	20:00 Hours	00:00Hours	0:00Hours	30:00 Hours
Module2: Role of Mat Maker	10:00 Hours	20:00 Hours	00:00Hours	00:00Hours	30:00 Hours

HAC/1523/OC3 Recognize essential tools, equipment and materials NOS Version No.: 1.0 NSQF Level: 2.5	10:00 Hours	20:00 Hours	00:00Hours	00:00Hours	30:00 Hours
Module 3: Tools, Equipment & Consumables	10:00 Hours	20:00 Hours	00:00Hours	00:00Hours	30:00 Hours
HAC/1523/OC4 Demonstrate processing of raw materials NOS Version No.: 1.0 NSQF Level: 2.5	10:00 Hours	20:00 Hours	00:00Hours	00:00Hours	30:00 Hours
Module 4: Processing of Raw materials	10:00 Hours	20:00 Hours	00:00Hours	00:00Hours	30:00 Hours
HAC/1523/OC5 Execute basic weaving operations for Mat products. NOS Version No.: 1.0 NSQF Level: 2.5	10:00 Hours	20:00 Hours	00:00Hours	00:00Hours	30:00 Hours
Module 5: Weaving operations	10:00 Hours	20:00 Hours	00:00Hours	00:00Hours	30:00 Hours
HAC/1523/OC6 Produce Mat from raw material. NOS Version No.: 1.0 NSQF Level: 2.5	10:00 Hours	20:00 Hours	00:00Hours	00:00Hours	30:00 Hours
Module 6: Production of Mat	10:00 Hours	20:00 Hours	00:00Hours	00:00Hours	30:00 Hours
HAC/1523/OC7 Set up a small unit for mat product. NOS Version No.: 1.0 NSQF Level: 2.5	10:00 Hours	20:00 Hours	00:00Hours	00:00Hours	30:00 Hours
Module 7: Set up new business	10:00 Hours	20:00 Hours	00:00Hours	00:00Hours	30:00 Hours
HAC/1523/OC8 Work in real job situation	00:00 Hours	00:00 Hours	60:00 Hours	00:00 Hours	60:00 Hours

with emphasis on basic safety and hazards					
NOS Version No.: 1.0 NSQF Level: 2.5					
Module 8: Industry Exposure/OJT	00:00 Hours	00:00 Hours	60:00 Hours	00:00Hours	60:00 Hours
DGT/VSQ/N0101 Employability Skills NOS Version No.: 1.0 NSQF Level: 2.5	30:00 Hours	00:00 Hours	00:00 Hours	00:00 Hours	30:00 Hours
Module 9: Employability Skills	30:00 Hours	00:00 Hours	00:00 Hours	00:00Hours	30:00 Hours
Total Duration	100:00 Hours	140:00 Hours	60:00 Hours	00:00 Hours	300:00 Hours

Module Details

Module1: Occupational Safety hazard

Mapped to HAC/1523/OC1

Terminal Outcomes:

- Use proper personal protective equipment.
- Follow safety rules and procedures.
- Apply safe working practices
- Apply basic first aid to address common accidents
- Maintain a clean, organized and safe work environment
- Practice safe handling and usage of tools, chemical and equipment involved in mat crafting.

Duration:10:00	Duration:20:00
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
• Describe occupational safety hazards • List the different types of occupational safety hazards in Mat making. • Discuss general safety Rules, common hazards in the work area and procedures for dealing with the same. • Explain Personal protective equipment like gloves, nose mask, shoes etc. and their application under different working conditions. • Explain waste management and pollution	• Role play to demonstrate dealing common hazards in work area. • Identify Personal protective equipment like gloves, nose mask, shoes etc. and their application. • Demonstrate the safe practices while using tools and equipment. • Identify the chemical hazards and take proper safety measures while using the chemical. • Set up the workspace ergonomically by

control procedure. Identify and select right equipment such as fire extinguisher & based on type of fire.	adjusting the height of the table or chair Simulate first aid scenario.
Classroom Aids:	
Computer, Projection Equipment, Power Point Presentation and software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements:	
V-shaped knife, pointed knife, scissors, cutter, chopper, Sana Handloom set, Zig-Zag/Industrial sewing machine, scale, measuring tape, Hole puncher, Chemical color (Bn-blue, red, yellow), first Aid box, different types of fire extinguishers, PPE kits, safety charts.	

Module 2: Role of Mat Maker

Mapped to HAC/1523/OC2

Terminal Outcomes:

- Explain the role and duties of a Mat Maker.
- Describe the selection of materials and basic weaving techniques.
- Communicate queries and issues effectively.
- Recognize job opportunities in the mat making industry.

Duration:10:00 hrs	Duration:20:00 hrs
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
- Explain the role of Mat Maker. - Identify the job opportunities and its importance. - Explain history and cultural significance of mat crafting. - Describe the selection procedure of appropriate materials for different types of mats. - Outline basic weaving techniques to produce mats. - Describe the economic and cultural importance of mat production.	- Select appropriate materials for mat making based on quality and durability. - Ensure all mats meet the required standards for quality and design. - Communicate with supervisors or team members to clarify any doubts regarding products. - Report any issues with tools or materials promptly to prevent production delays.
Classroom Aids:	
Computer, Projection Equipment, Power Point Presentation and software, Facilitator's Guide, Participant's Handbook.	

Tools, Equipment and Other Requirements:

Blackboard, Chalk, Duster, Scale, Measuring tape, Helmet, Nose mask, Gloves, First Aid Kit, Fire Extinguisher

Module 3: Tools, Equipment & Consumables

Mapped to HAC/1523/OC3

Terminal Outcomes:

- Identify tools, equipment and consumables.
- Follow safety protocols for handling and storing tools.
- Maintain stock and prevent theft or damage.
- Dispose of waste properly in designated areas.
- Store and clean equipment after use.
- Keep accurate records of inventory and stock updates.
- Apply techniques to minimize waste generation.

Duration:10:00 hrs.	Duration:20:00 hrs.
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
• List tools, equipment and consumables used in mat making. • Explain guidelines for safe handling and storage of tools. • Demonstrate safe storage of tools in a designated area after use. • Describe proper methods for waste disposal. • Explain procedures for maintaining records and documentation. • Illustrate waste reduction strategies. • Discuss the procedure for Resource optimization.	• Practice safe handling of tools and equipment. • Perform basic maintenance of tools and equipment. • Organize tools to prevent theft and damage. • Carry out waste segregation and disposal • Maintain inventory records and stock updates
Classroom Aids:	
Computer, Projection Equipment, Power Point Presentation and software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements:	
V-shaped knife, pointed knife, scissors, cutter, chopper, sana handloom set, Zig-Zag/Industrial sewing machine, helmet, nose mask, gloves, first aid kit, fire extinguisher, scale, measuring tape, mat grass, cotton yarn, cloth, stitching thread, Hole puncher.	

Module 4: Processing of Raw materials

Mapped to HAC/1523/OC4

Terminal Outcomes:

- Identify key raw materials like mat grass, cotton yarn, cloth and stitching threads.
- Classify types of mat grass based on strength and durability.
- Demonstrate basic hand stitches such as running and backstitch.
- Execute dyeing techniques on mat grass and cotton yarn.
- Engage in cultivation, harvesting and processing of mat grass effectively.
- Recognize material quality for optimal mat production use

Duration:10:00 hrs.	Duration:20:00 hrs.
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
• Describe the raw materials used in mat production such as mat rolls, mat grass, cotton yarn, cloth and stitching threads. • Explain the use of mat grass in craft work - its nature, strength, varieties, quality etc. • Elaborate on the cultivation, harvesting and preservation process of mat grass. • Discuss the use of different fabrics, including poplin cloth and other types in mat making. • Explain the use of additional materials like Jori, rubber sheets, sponge, cotton tape, chain, buttons, Velcro, D-ring locks, and adhesive to enhance mat functionality. • Explain natural and chemical dyeing techniques for mat grass and cotton yarn, focusing on color retention and material integrity.	• Identify various raw materials used in mat crafting such as mat grass, cotton yarn and stitching thread. • Demonstrate harvesting and processing of mat grass • Practice dyeing mat grass and cotton yarn using both natural and chemical dyeing methods. • Practice Zig-Zag/Industrial sewing techniques using various stitching threads to enhance durability and aesthetics. • Categorize the quality of raw materials focusing on the different varieties and strengths of mat grass.
Classroom Aids:	
Computer, Projection Equipment, Power Point Presentation and software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements:	
V-shaped knife, Pointed knife, Scissors, Cutter, Chopper, Hole Puncher, Sana Handloom set, Zig-Zag/Industrial sewing machine, Drumming set, Reeling charka set, Scale, Measuring tape, Helmet, Nose mask, Gloves, First Aid Kit, Fire Extinguisher, Stainless steel vessel, Iron pot, Adhesive, Sponge, Rubber sheet, Chemical color(Bn-blue, red, yellow).	

Module 5: Weaving operations

Mapped to HAC/1523/OC5

Terminal Outcomes:

- Operate the charkha efficiently for reeling yarn.
- Perform the drumming and warping of cotton yarn.
- Weave mats and sheets in specified widths, lengths and design variations.
- Inspect woven items visually for errors and quality defects.
- Verify the size and design specifications of the woven mats.
- Rectify weaving errors as per supervisor instructions.

Duration:10:00 hrs.	Duration:20:00 hrs.
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
• Outline the charka method for reeling different types of yarn. • Describe drumming process of cotton yarn as per specific design-wise: Tana and Jhala (Warping in drum and warping in wooden beam / Naraj) • Demonstrate various weaving patterns like diamond, fish bone, wave, check, honey comb, falls etc. • Elucidate on the steps of visual check for any errors or damages in quality of weaved mat roll / sheet • Outline the steps of verification of the mat roll / sheet weaved as per size and designs • Determine the procedure for identifying and correcting weaving errors.	• Practice reeling yarn using a charka safely and effectively. • Execute the drumming process for cotton yarn on different setups. • Create various patterns on Sana Handloom to build weaving skills. • Make different item by weaving in particular width & length. • Measure and cut yarn accurately for mat dimensions. • Conduct inspections to identify defects in woven products. • Verify the prepared mat as per design and specification • Rectify common weaving errors in practice.
Classroom Aids:	
Computer, Projection Equipment, Power Point Presentation and software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements:	
Sana Handloom set, Drumming set, Reeling charka set, Scale, Measuring tape, V-shaped knife, Pointed knife, Scissor, Cutter, Chopper, Helmet, Nose mask, Gloves, First Aid Kit, Fire Extinguisher, Hole puncher, Mat grass, Cotton yarn, Cloth, Stitching thread.	

Module 6: Production of Mat

Mapped to HAC/1523/OC6

Terminal Outcomes:

- Estimate size accurately for prototypes and mat making.
- Operate the Zig-Zag/Industrial sewing machine with basic troubleshooting skills.
- Cut and assemble materials precisely as per design.
- Apply finishing techniques with clean stitching and edges.
- Evaluate product quality for functionality, neatness and appeal.
- Test and package finished items as per quality guidelines.

Duration:10:00 hrs.	Duration:20:00 hrs.
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
• Explain methods for accurate size estimation in mat crafting. • Identify Zig-Zag/Industrial sewing machine components. • Describe the cutting techniques for mat roll and sheets. • Classify adhesive types and their applications in mat assembly. • Explain stitching and assembly techniques including piping in borders. • Assess the method for ensuring accuracy of the craft items. • Outline the guidelines for neatness, functionality and aesthetics. • Explain the Importance of proper packaging to prevent damage during storage/display	• Practice size estimation for prototype creation. • Operate the Zig-Zag/Industrial sewing machine and solve minor issues. • Cut mat sheets as per specifications and designs. • Apply adhesives and bond materials as needed. • Paste rubber sheet / sponge / lining etc. as per requirement. • Practice on Stitching of piping in border through Zig-Zag/Industrial sewing machine. • Assemble and fit attachments as per requirements • Practice on Hand stitching and finishing of the item • Properly package for storing and displaying of the craft item. • Check the quality of the product in terms of perfect stitching, trimming, usefulness, aesthetic beauty, neatness etc. • Conduct performance test of the finished product to ensure product functionality and durability.
Classroom Aids:	
Computer, Projection Equipment, Power Point Presentation and software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements:	

Scale, measuring tape, V-shaped knife, pointed knife, scissors, cutter, chopper, Zig-Zag/Industrial sewing machine, sitting tools, table, helmet, nose mask, gloves, first aid kit, fire extinguisher, Hole puncher, mat grass, cotton yarn, cloth, stitching thread, adhesive, sponge, rubber sheet.

Module 7: Set up new Business

Mapped to HAC/1523/OC7

Terminal Outcomes:

- Define the mission, vision and goals of the mat making business unit.
- Identify target markets, industry trends and competitors.
- Identify various funding sources and their applications.
- Create a comprehensive operational plan covering production and logistics.
- Create realistic financial projections including income and expenses.
- Explain the system for tracking business performance using KPIs.
- Record various cash transactions accurately using appropriate methods.
- Practice compliance with GST concepts.
- Utilize inventory management tools to maintain accurate stock levels.

Duration: 10:00 hrs.	Duration: 20:00 hrs.
Theory—Key Learning Outcomes	Practical—Key Learning Outcomes
• Identify the business's mission, vision, goals, and the range of products or services offered in its industry. • Explain the entire business concept, unique selling points (USPs) and competitive advantages. • Identify the target market, current industry trends, and competitors' strategies for better positioning. • Collaborate with sales and marketing teams to gather insights on promotions, seasonal variations and market changes. • List different Sources of funding for Start-up such as state Government schemes: ➤ Smami Vivekanda Swanibhar Karmasanthan Prakalpa (SVSKP) ➤ West Bengal Swanirbhar Sahayak Prakalpa (WBSSP) ➤ Bhavisy at Credit Card	• Estimate the amount of funding required and the purpose, whether through loans, investments or other means. • Demonstrate detailed financial projections based on realistic assumptions and market trends. • Provide the operational plan on how the business will function, covering processes, technology and resources. • Demonstrate step-by-step plan for implementing the business strategy along with key metrics (KPIs) to track the business's progress. • Hands-on practice in identifying and recording various cash transactions. • Practical experience with e-payment methods, debit/credit cards, UPI and mobile applications. • Practical exercises in generating cash

➤ WBMDFC Schemes • Specify product/service details, pricing and positioning in the market. • Outline the operational aspects including production processes, logistics management and facility requirements. • Determine financial performance using income statements, balance sheets, and risk assessments. • Describe a system for regular monitoring and evaluation of the business plan's implementation. • Differentiate between various forms of payments (cash, card, UPI). • Define the purpose and importance of invoices, cash receipts, vouchers and cash memos. • Explain the e-payment systems such as debit and credit cards, UPI and mobile applications. • Illustrate concepts like event, transaction, account, capital, asset, liabilities, income, expenses, profit, loss, cost and vouchers. • Summarize the key aspects of GST including applicability, exemptions, SGST, CGST, IGST, input tax, output tax, TCS, TDS and compliance rates. • Categorize products into A, B and C classes based on their importance and value. • Implement Just-In-Time (JIT) inventory systems with reliable suppliers to reduce excess inventory.	memos and related documents. • Role-play scenarios for effectively managing returns, refunds and exchanges. • Practice on using accounting software or manual methods, record various financial transactions. • Practice preparing invoices, receipts, and vouchers. • Apply GST concepts through practical exercises, including calculations and compliance. • Implement inventory management software to automate processes, track stock levels in real-time and generate accurate reports. • Conduct regular physical audits and cycle counts to ensure the accuracy of inventory records. • Collaborate with key partners in the supply chain for shared demand forecasting and planning. • Utilize data analytics tools to analyze historical data, identify trends and make informed decisions. • Practice on creating detail project report template.
Classroom Aids:	
Computer, Projection Equipment, Power Point Presentation and software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements:	
Computer , Printer, Accounting Software	

Module 8: Industry Exposure/OJT

Mapped to HAC/1523/OC8

Terminal Outcomes:

Assessor will check report prepared for this component of training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor / contractor for 60 Hours.)

Duration:00:00 hrs.	Duration:60:00 hrs.
Theory–Key Learning Outcomes	Practical–Key Learning Outcomes
	Assessor will check report prepared for this component of training of the course and assess whether competency has been developed to work in the real job situation with special emphasis on basic safety and hazards in this domain. (The trainee is expected to undertake work in actual workplace under any supervisor/ contractor for 60 Hours.)
Classroom Aids:	
Computer, Projection Equipment, Power Point Presentation and software, Facilitator's Guide, Participant's Handbook.	
Tools, Equipment and Other Requirements:	

Module 9: Employability Skills

Mapped to DGT/VSQ/N0101

Detail of Employability Skills Syllabus: 30 hours

Key Learning Outcomes

Introduction to Employability Skills Duration: 1 Hour

After completing this programme, participants will be able to:

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

Constitutional values - Citizenship Duration: 1 Hour

2. Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. That

- are required to be followed to become a responsible citizen.
3. Show how to practice different environmentally sustainable practices.

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

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

Basic English Skills Duration: 2 Hours

6. Use appropriate basic English sentences/phrases while speaking

Communication Skills Duration: 4 Hour

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

Diversity & Inclusion Duration: 1 Hour

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

Financial and Legal Literacy Duration: 4 Hours

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

Essential Digital Skills Duration: 3 Hours

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

Entrepreneurship Duration: 7 Hours

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

Customer Service Duration: 4 Hours

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

Getting ready for apprenticeship & Jobs Duration: 2 Hours

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

Tools and Equipment

For a batch of 30 trainees

S.N	Tools & Equipment	Unit
1	Black board	1 no.
2	Chalk	2 packets
3	Duster	1no.
4	Scale	30 nos.
5	Measuring tape	30 nos.
6	V-shaped Knife	5 nos.
7	Pointed knife	5 nos.
8	Scissor	30 nos.
9	Cutter	30 nos.
10	Chopper	10 nos.
11	Sana Handloom set	15 nos.
12	Drumming Set	2 nos.
13	Reeling Charka set	5 nos.
14	Zig-Zag/Industrial Sewing machine	10 nos.
15	Sitting tools	30 nos.
16	Table	5 nos
17	Helmet	5 nos.
18	Nose mask	5 nos.
19	Gloves	5 nos.
20	First Aid Kit	1 no.
21	Fire Extinguisher	1 set

22	Hole puncher	5 nos.
23	Mat grass	5 qtls.
24	Cotton yarn	1 qtls
25	Cloth	1000 mtr
26	Stitching Thread	750 pcs.
27	Stainless steel vessel	2nos.
28	Iron Pot	2nos.
29	Oven	5 nos.
30	Treatment Chamber	1 no.
31	Dyeing Shed	1 no
32	Adhesive	5 nos.
33	Sponge	2nos.
34	Rubber Sheet	2nos.
35	Chemical Color(BN-Blue, Red, Yellow)	As required

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
8 th pass	Mat Craft Making	8				
10 th pass	Weaving	5	Mat/Carpet Weaving and Sector specific	1	Mat/Carpet Weaving and Sector specific	-
CTS/ATS	Weaving Technician	2	Carpet weaving/ Mat Weaving	1	Carpet weaving/ Mat Weaving	

Trainer Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Mat Maker" mapped to QP: "STC-HAC/2025/1523". Minimum accepted score is 80%.	Recommended that the Trainer is certified for the Job Role: "Trainer (VET & skills)", mapped to the Qualification Pack: "MEP/Q2601, v2.0". Minimum accepted score is 80%.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
8 th pass	Mat Craft Making	10				
10 th pass	Weaving	7	Mat/Carpet Weaving and Sector specific	2	Mat/Carpet Weaving and Sector specific	-
CTS/ATS	Weaving Technician	4	Carpet weaving/ Mat Weaving	2	Carpet weaving/ Mat Weaving	

Assessor Certification	
Domain Certification	Platform Certification
Certified for Job Role: "Mat Maker" mapped to QP: "STC-HAC/2025/1523". Minimum accepted score is 80%.	Recommended that the Assessor is certified for the Job Role: "Assessor(VET & skills)", mapped to the Qualification Pack: "MEP/Q2701,v2.0". Minimum accepted score is 80%.

Assessment Strategy

Assessment will be based on the concept of Independent Assessors empaneled with West Bengal State Council of Technical & Vocational Education & Skill Development (WBSCT&VE&SD), identified, selected, trained and certified on Assessment techniques. These Assessors would be aligned to assess as per the laid down criteria.

WBSCT&VE&SD would conduct assessment only at the training centers or designated testing centers authorized by WBSCT&VE&SD.

Ideally, the assessment will be a continuous process comprising of two distinct steps:

- A. Continuous assessment by Trainers
- B. Term end /Final Assessment by WBSCT&VE&SD

Each National Occupational Standard (NOS) in the respective QPs will be assigned weightage. Each Performance Criteria in the NOS will be assigned marks for theory and/or practical based on relative importance and criticality of function.

This will facilitate preparation of question bank / paper sets for each of the QPs. Each of these papers sets/question banks created by subject matter experts through WBSCT&VE&SD, especially with regard to the practical test and the defined tolerances, finish, accuracy etc.

The following tools are proposed to be used for final assessment:

- i. Written Test: This will comprise of (i) True/False Statements and/or (ii) Multiple Choice Questions and/or (iii) Matching Type Questions. Online system for this will be preferred.
- ii. Practical Test: This will comprise a test job to be prepared as per project briefing following appropriate working steps, using necessary tools, equipment and instruments. Through observation it will be possible to ascertain candidate's aptitude, attention to details, quality consciousness etc.
- iii. Structured Viva-voce: This tool will be used to assess the conceptual understanding and the behavioral aspects as regards the job role and the specific task at hand.

Marks distribution as per outcome

Course Name	Sr No	Outcome No.	Outcome	Th Hrs	Pr Hrs	Total Th marks	Total Pr. marks
Mat Maker	1	HAC/1523/OC1	Apply safe working practices.	10	20	20	90
	2	HAC/1523/OC2	Describe the roles of Mat Maker	10	20	20	90
	3	HAC/1523/OC3	Recognize essential tools, equipment and materials	10	20	20	90
	4	HAC/1523/OC4	Demonstrate processing of raw materials	10	20	20	90
	5	HAC/1523/OC5	Execute basic weaving operations for Mat products.	10	20	30	110
	6	HAC/1523/OC6	Produce Mat from raw material.	10	20	30	110
	7	HAC/1523/OC7	Set up a small unit for mat product.	10	20	10	70
	8	HAC/1523/OC8	Work in real job situation with emphasis on basic safety and hazards	0	60	0	150
	9	DGT/VSQ/N0101	Employability Skill-30 Hrs	30	0	50	0
	TOTAL -300 Hrs (Theory 70 Hrs, Practical 140 Hrs, Industry Exposure/OJT-60Hrs, Employability Skill 30 Hrs)					200	800

References

Glossary

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

Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards