

OJT Syllabus For Wooden, MDF Jewelry Box Maker

Course Name	Wooden, MDF Jewelry Box Maker
Sector	Gems & Jewellery
Course Code	GJR/2024/WJBM/343
Level	2.5
Occupation	Wooden, MDF Jewelry Box Maker
Job Description	The candidate will be responsible for crafting, customized wooden and MDF jewelry boxes demonstrating proficiency in woodworking techniques, precision cutting and assembling. They will also responsible for checking the quality product and report to the supervisor time to time.
Course Duration	Total Duration 210 Hrs (OJT 180, ES- 30 hrs.)
Trainees' Entry Qualification	<ul style="list-style-type: none"> • 9th Grade pass OR • 8th Grade pass and pursuing continuous schooling OR • Grade 5 with 4 years relevant experience OR • Ability to read and write with 4 years relevant experience OR • Previous relevant Qualification of NSQF Level 2 with 6 months relevant experience OR • Previous relevant Qualification of NSQF Level 1 with 1.5 years relevant experience
Trainers Qualification	Class 8 th pass with 5 years experience in Jewelry Polishing

Structure of Course: (In OJT Module)

Module No.	Module name	Outcome	Compulsory/ Elective	Total (Hrs) (OJT)
1	Material used in Jewelry Box Manufacturing.	Identify the material used in Jewelry box manufacturing	Compulsory	30
2	Box design and Preparing the frame	Demonstrate the procedure to prepare the frame of jewelry box	Compulsory	60
3	Quality check (QC) with submission completed box to supervisor	Check the quality of box for any defect and submit to supervisor	Compulsory	30
4	Maintain IPR and respect copyright	Maintain intellectual property rights of company product	Compulsory	30
5	Coordinate with co-workers	Coordinate effectively with co-workers in professional setting	Compulsory	30
6	Employability Skill	As per guided curriculum	Compulsory	30
TOTAL				210

SYLLABUS:**Module No. 1: Material used in Jewelry Box Manufacturing.****Outcome:** Identify the material used in Jewelry box manufacturing**Content:**

- Knowledge on scope of Box Making.
- Understanding of various materials to be used
- Knowledge of materials used in Jewelry boxes like wood, M.D.F., plastic, cardboard, rexine, satin, leather etc
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Module: 2 Box design and Preparing the frame**Outcome:** Demonstrate the procedure to prepare the frame of jewelry box**Content:**

- Understanding of design and material Calculation
- Knowledge of different styles of Jewelry Boxes e.g., regional styles, new styles such as Fusion.
- Understanding the stages of preparation, calculation of sizes, calculation of number of parts to be prepared
- Knowledge regarding arrangement of layers, Slitting & creasing, slotting,
- Flap or corner cutting and stitching or gluing
- Systematical arrangement of the cut pieces and identifying defects
- Delivery of accuracy , neatness and Wastage calculation

Module 3: Quality check (QC) with submission completed box to supervisor**Outcome:** Check the quality of box for any defect and submit to supervisor**Content:**

- Identifying, rectifying errors and design defects
- Responsibilities, duties and promptness
- Understanding of impractical design, tools shortage and their maintenance , reasons for anticipated delays that may adversely affect delivery etc
 - Impractical design
 - Tools shortage and their maintenance query
 - Reasons for anticipated delays that may adversely affect delivery

Module No. 4: Maintain IPR and respect copyright**Outcome:** Maintain intellectual property rights of company product**Content:**

- Respecting Intellectual Property Rights of company's products and designs to avoid infringement

Module No. 5: Coordinate with co-workers

Outcome: Coordinate effectively with co-workers in professional setting

Content:

- Learn how to coordinate with supervisor, colleagues and others
- Learn the importance of interaction and coordination for personal growth

Module 5:Employability Skills (30 Hrs)

Key Learning Outcomes

Introduction to Employability Skills Duration: 1 Hour

After completing this programme, participants will be able to:

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

Constitutional values - Citizenship Duration: 1 Hour

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

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

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

Basic English Skills Duration: 2 Hours

6. Use appropriate basic English sentences/phrases while speaking

Communication Skills Duration: 4 Hour

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

Diversity & Inclusion Duration: 1 Hour

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

Financial and Legal Literacy Duration: 4 Hours

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

Essential Digital Skills Duration: 3 Hours

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

Entrepreneurship Duration: 7 Hours

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

List of Tools, Equipment & materials needed for 30 Trainees (Practical)

Sl No	Items Name	Specification	Qty
1	M.D.F, Cardboard		As required
2	Rexine		As required
3	Satin		As required
4	Leather		As required
5	Electric hand cutting machine		2
6	Scissors		2
7	Hammer		2
8	Compus		2
9	Jack plane		2
10	Zig zag scissors		2
11	Board cutting machine		1
12	Roller cutter		1
13	Jigsaw machine		1
14	Laser cutting machine		1
15	Jali cutting machine		1
16	Moulding machine		1
17	Circular cutting machine		1
18	Measurement frame		2
19	Buttons		As required
20	Glue		As required
21	Paper different colour		As required
23	Cleaning solution		As required

Marks Distribution

Outcome	Outcome Code	Total Th marks	Total Pr marks
Identify the material used in Jewelry box manufacturing	GJR/1304/OC1	20	160
Demonstrate the procedure to prepare the frame of jewelry box	GJR/1304/OC2	30	200
Check the quality of box for any defect and submit to supervisor	GJR/1304/OC3	20	160
Maintain intellectual property rights of company product	GJR/1304/OC4	20	160
Coordinate effectively with co-workers in professional setting	GJR/1304/OC5	20	160
Employability Skills – 30 Hrs	DGT/VSQ/N0101	50	0