

**Course Curricula
for
Short Term Courses based on
Modular Employable Skills (MES)
in
TOY MAKING (SOFT TOYS) SECTOR**



**DIRECTORATE GENERAL OF EMPLOYMENT AND TRAINING
MINISTRY OF LABOUR & EMPLOYMENT
GOVERNMENT OF INDIA**

Course Curricula for Short Term Courses based on Modular
Employable Skills (MES) in Toy Making (Soft Toys) Sector

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Skill Development based on Modular Employable Skills (MES)

Background

The need for giving emphasis on the Skill Development, especially for the less educated, poor and out of school youth has been highlighted in various forums. The skill level and educational attainment of the work force determines the productivity, income levels as well as the adaptability of the working class in changing environment. Large percentage of population in India is living below poverty line. One of the important causes is lower percentage of skilled persons in the workforce

The skill development at present is taking place mostly in the informal way, i.e. persons acquire skill at the work-place when they help their parents, relatives and employers etc. Such persons do not have a formal certificate and thus earn lower wages and are exploited by employers. They have come through informal system due to socio-economic circumstances of the family and the compulsions of earning a livelihood rather than attending a formal course. While their productivity is low, their contribution to the national GDP cannot be ignored. If the country can create a system of certification which not only recognizes their skills but also provides education and training in a mode that suits their economic compulsions, it will not only benefit the workforce to earn a decent living but also contribute to the national economy by better productivity of this workforce.

Another related problem to be tackled is large number of students drop outs (About 63% of the school students drop out at different stages before reaching Class-X).

Frame work for Skill Development based on 'Modular Employable Skills (MES)'

Very few opportunities for skill development are available for the above referred groups (out of school youth & existing workers especially in the informal sector). Most of the existing Skill Development programmes are long term in nature. Poor and less educated persons can not afford long term training programmes due to higher entry qualifications, opportunity cost etc. Therefore, a new frame work for Skill Development for the Informal Sector has been evolved by the DGET to address to the above mentioned problems. The **key features of the new frame work for skill development** are:

- ◆ Demand driven Short term training courses based on modular employable skills decided in consultation with Industry
- ◆ Flexible delivery mechanism (part time, weekends, full time)
- ◆ Different levels of programmes (Foundation level as well as skill upgradation) to meet demands of various target groups
- ◆ Central Government will facilitate and promote training while Vocational Training (VT) Providers under the Govt. and Private Sector will provide training
- ◆ Optimum utilisation of existing infrastructure to make training cost effective.
- ◆ Testing of skills of trainees by independent assessing bodies who would not be involved in conduct of the training programme, to ensure that it is done impartially.
- ◆ Testing & certification of prior learning (skills of persons acquired informally)

The Short Term courses would be based on 'Modular Employable Skills (MES)'.

The **concept for the MES** is :

- Identification of 'minimum skills set' which is sufficient to get an employment in the labour market.
- It allows skills upgradation, multiskilling, multi entry and exit, vertical mobility and life long learning opportunities in a flexible manner.
- It also allows recognition of prior learning (certification of skills acquired informally) effectively.
- The modules in a sector when grouped together could lead to a qualification equivalent to National Trade Certificate or higher.
- Courses could be available from level 1 to level 3 in different vocations depending upon the need of the employer organisations.
- MES would benefit different target groups like :
 - Workers seeking certification of their skills acquired informally
 - workers seeking skill upgradation
 - early school drop-outs and unemployed
 - previously child labour and their family

Age of participants

The minimum age limit for persons to take part in the scheme is 14 years but there is no upper age limit.

Curriculum Development Process

Following procedure is used for developing course curricula

- Identification of Employable Skills set in a sector based on division of work in the labour market.
- Development of training modules corresponding to skills set identified so as to provide training for specific & fit for purpose
- Organization of modules in to a Course Matrix indicating vertical and horizontal mobility. The course matrix depicts pictorially relation among various modules, pre requisites for higher level modules and how one can progress from one level to another.
- Development of detailed curriculum and vetting by a trade committee and by the NCVT

(Close involvement of Employers Organizations, State Governments, experts, vocational training providers and other stake holders is ensured at each stages).

Development of Core Competencies

Possession of proper attitudes is one of the most important attribute of a competent person. Without proper attitudes, the performance of a person gets adversely affected. Hence, systematic efforts will be made to develop attitudes during the training programme.

The trainees deal with men, materials and machines. They handle sophisticated tools and instruments. Positive attitudes have to be developed in the trainees by properly guiding them and setting up examples of good attitudes by demonstrated behaviors and by the environment provided during training.

Some important core competencies to be developed are:

1. Safety consciousness and safe working practices
2. Care of equipment and tools
3. Punctuality, discipline and honesty
4. Concern for quality
5. Respect for rules and regulations
6. Concern for health and hygiene
7. Cordial relationship and Cooperation with co-workers and team Work
8. Positive attitude and behavior
9. Responsibility and accountability
10. Learn continuously
11. Communication Skills
12. Concern for environment and waste disposal

Following competencies should also be developed during level-II and higher courses:

1. Ability for planning, organizing and coordinating
2. Creative thinking, problem solving and decision making
3. Leadership
4. Ability to bear stress
5. Negotiation

Duration of the Programmes

Time taken to gain the qualification will vary according to the pathway taken and will be kept very flexible for persons with different backgrounds and experience. Duration has been prescribed in hours in the curriculum of individual module, which are based on the content and requirements of a MES Module. However, some persons may take more time than the prescribed time. They should be provided reasonable time to complete the course.

Pathways to acquire Qualification:

Access to the qualification could be through:

- An approved training programme; **Or**
- A combination of an approved training programme plus recognition of prior learning including credit transfer; **Or**
- The recognition of prior learning that provides evidence of the achievement of the competencies for the qualification.

Methodology

The training methods to be used should be appropriate to the development of competencies. The focus of the programme is on “performing” and not on “Knowing”. Lecturing will be restricted to the minimum necessary and emphasis to be given for ‘hands on training’.

The training methods will be individual centered to make each person a competent one. Opportunities for individual work will be provided. The learning process will be continuously monitored and feedback will be provided on individual basis.

Demonstrations using different models, audio visual aids and equipment will be used intensively.

Instructional Media Packages

In order to maintain quality of training uniformly all over the country, instructional media packages (IMPs) will be developed by the National Instructional Media Institute (NIMI), Chennai.

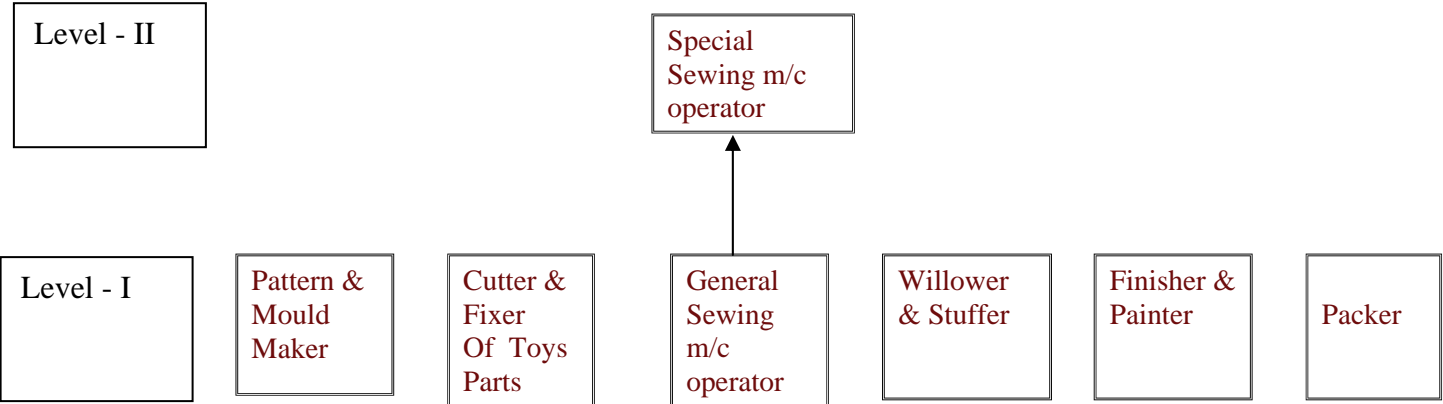
Assessment

DGE&T will appoint assessing bodies to assess the competencies of the trained persons. The assessing body will be an independent agency, which will not be involved in conducting the training programmes. This, in turn, will ensure quality of training and credibility of the scheme. Keeping in view the target of providing training/testing of one million persons through out the country and to avoid monopoly, more than one assessing bodies will be appointed for a sector or an area.

Certificate

Successful persons will be awarded certificates issued by National Council for Vocational Training (NCVT).

Course Matrix based on Modular Employable Skills (MES) for the Toy Making (Soft Toys) Sector



MODULES

Pattern & Mould Maker (Soft Toy)

NAME :	Pattern & Mould Maker (Soft Toy)
SECTOR :	Soft Toys
CODE :	
ENTRY QUALIFICATION :	Minimum 5 th Standard, Age – Min 14 years
TERMINAL COMPETENCY :	After Completion of the Course the trained person will be able to make patterns and moulds of Soft toys and can work in toy company as skilled personnel
DURATION :	240 Hrs
CONTENT :	Pattern and Mould Making for manufacturing of any type of Soft Toys

Practical Competencies	Underpinning Knowledge (Theory)
<ul style="list-style-type: none">➤ Practice Health & Safety- select, use, maintain & store – tools, equipments & clothing safely➤ Practice drawing of patterns for different parts of the soft toys from the fabric parts➤ To make paper patterns from those drawings for making moulds➤ Practice of using basic tools like Drill m/c, Pliers, Cutters, Hack Saw etc.➤ To draw the mould patterns on insulated sheet. This is to be done for few numbers of moulds.➤ Practice drilling in drill m/c and to	<ul style="list-style-type: none">➤ Idea about the patterns and moulds required for toys➤ Basic materials required to make the moulds➤ The process of mould making from the patterns➤ Multi mould and how they are made.➤ Orientation of fabric piles and the direction of cutting

make proper drills as per the requirements of the moulds.

- Practice on different types of mould making

TOOLS AND EQUIPMENTS FOR A BATCH OF 20 TRAINEES.

S.NO.	DESCRIPTION	QUANTITY
1	Motorized Drill Machine 0.5" capacity	2 nos
2	Hack Saw m/c and blades	10 nos
3	Wire and strip cutter	5 nos
4	Nose Pliers	10 nos
5	Pliers	5 nos
6	Rectangular glass pieces for pattern drawing	20 nos
7	Working Tables	04 nos
8	Material & Consumables Required	Asbestos, Nichrome wire

Cutter & Fixer of Toys Parts (Soft Toy)

NAME :	Cutter & Fixer of Toys Parts (Soft Toy)
SECTOR :	Soft Toys
CODE :	
ENTRY QUALIFICATION :	Minimum 5 th Standard, Age – Min 14 years
TERMINAL COMPETENCY :	After Completion of the Course the trained person will be able to do the cutting and eyes & nose fixing jobs for Soft toys and can work in toy company as skilled personnel
DURATION :	180 Hrs
CONTENT :	Methods and process of Cutting and Eyes Nose Fixing of any type of Soft Toys

Practical Competencies	Underpinning Knowledge (Theory)
<ul style="list-style-type: none"> ➤ Practice Health & Safety- select, use, maintain & store – tools, equipments & clothing safely ➤ Practice of different types of cutting of toy parts mainly by Fire Cutting Method ➤ Practice to cut the parts of the toys in most economical way to reduce the cloth consumption ➤ Practice the use of the cutting equipment, its adjustments and handling ➤ Practice and learn the process of cutting when using more than one mould at a time. 	<ul style="list-style-type: none"> ➤ Knowledge of different types of cutting done on fabrics specially for fabrics of toys ➤ Knowledge about the cutting equipments and how they work. ➤ Knowledge about the difference of different types of cutting and their advantage and disadvantages. ➤ Knowledge of different types of fabric used for toy making ➤ Safety precautions during use of the tools.

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|---|--|
| <ul style="list-style-type: none">➤ Practice to fix the Noses and Eyes of Toys by Eyes and Nose Punching M/c.➤ Practice of cutting complete toys in sets and to learn how this done during production process. | |
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TOOLS AND EQUIPMENTS FOR A BATCH OF 20 TRAINEES.

S.NO.	DESCRIPTION	QUANTITY
1	Fire Cutting Equipment	02 nos
2	Moulds for cutting	20 nos
3	Long Nose Pliers	10 nos
4	Pliers	10 nos
5	Screw Driver Set	10 sets
6	Flat File	05 nos
7	Scissors	10 nos
8	Eye Punching Machine – 1 set comprising of two heads	01 set
9	Air Compressor	01 nos
10	Table for cutting	02 nos
11	Gloves & Mask	2 Pairs each
12	Material & Consumables Required	Fabric, Plastic Eyes & Nose

General Sewing m/c operator (Soft Toy)

NAME :	General Sewing m/c operator (Soft Toy)
SECTOR :	Soft Toys
CODE :	
ENTRY QUALIFICATION :	Minimum 5 th Standard, Age – Min 14 years
TERMINAL COMPETENCY :	After Completion of the Course the trained person will be able to stitch and make Soft toys and can work in toy company as skilled personnel
DURATION :	360 Hrs
CONTENT :	Methods and process to stitch Soft Toys

Practical Competencies	Underpinning Knowledge (Theory)
<ul style="list-style-type: none"> ➤ Practice Health & Safety- select, use, maintain & store – tools, equipments & clothing safely ➤ Operation of Industrial Lock Stitch Sewing Machines – non motorized ➤ Practice of different types of curved stitches required for toy stitching ➤ Practice to make different parts of toys in different shapes, sizes and positions. ➤ Practice to make the complete 	<ul style="list-style-type: none"> ➤ Knowledge of different types of Sewing Machines ➤ Knowledge about the difference between Normal Sewing M/c and Lockstitch M/c ➤ Maintenance and small repairing of the sewing machines ➤ Safety precautions during use of the machines ➤ Idea about the size of the needles for different types of

<p>body of the toys</p> <ul style="list-style-type: none"> ➤ Practice to make the complete face of the toy and then to join with the body to complete the stitching ➤ Practice to make simpler version of toys with thinner fabrics 	<p>fabrics</p>
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TOOLS AND EQUIPMENTS FOR A BATCH OF 20 TRAINEES.

S.NO.	DESCRIPTION	QUANTITY
1	Lock Stitch Sewing Machine without motor	20 nos
2	Big Scissors	10 nos
3	Thread Cutting scissors	20 nos
5	Pliers	5 nos
5	Screw Driver Set	10 set
6	Thimble - steel	20 nos
7	Material & Consumables Required	Threads, Needles

Stuffer and Willower (Soft Toy)

NAME :	Stuffer and Willower (Soft Toy)
SECTOR :	Soft Toys
CODE :	
ENTRY QUALIFICATION :	Minimum 5 th Standard, Age – Min 14 years
TERMINAL COMPETENCY :	After Completion of the Course the trained person will be able to do the stuffing and willowing jobs for Soft toys and can work in toy company as skilled personnel
DURATION :	150 Hrs
CONTENT :	Methods and process of Stuffing for any type of Soft Toys

Practical Competencies	Underpinning Knowledge (Theory)
<ul style="list-style-type: none"> ➤ Practice Health & Safety- select, use, maintain & store – tools, equipments & clothing safely ➤ Practice of Hand stuffing on different toys ➤ Practice stuffing by using stuffing machine. ➤ Practice to run willowing machine for bale breaking and willowing of the fibers. ➤ Practice of different special type of stuffing- hard stuffing, Very 	<ul style="list-style-type: none"> ➤ Knowledge of different types of Materials used for stuffing of Soft Toys ➤ Knowledge how to make the toys very soft and cuddly by stuffing. ➤ To distinguish between good and bad quality and the reason for the same. ➤ Safety precautions during use of the Machines and tools.

soft stuffing, Legs stuffing, Face stuffing etc.

- Practice stuffing with beans
- Practice to do the complete Stuffing work on toys.

TOOLS AND EQUIPMENTS FOR A BATCH OF 20 TRAINEES.

S.NO.	DESCRIPTION	QUANTITY
1	Small weighing m/c	2 nos
2	Big Needles	20 nos
3	Willowing m/c/ Bale Breaker	1 no
4	Stuffing m/c	1 no
5	Stuffing Rod made of steel	20 nos
6	Stuffing Rod made of wood	10 nos
7	Working Tables	02 nos
8	Material & Consumables Required	Polyester staple fiber

Finisher & Painter (Soft Toy)

NAME :	Finisher & Painter (Soft Toy)
SECTOR :	Soft Toys
CODE :	
ENTRY QUALIFICATION :	Minimum 5 th Standard, Age – Min 14 years
TERMINAL COMPETENCY :	After Completion of the Course the trained person will be able to do the handwork finishing and painting jobs and make complete Soft toys and can work in toy company as skilled personnel
DURATION :	180 Hrs
CONTENT :	Methods and process of Handwork, Finishing and Painting of any type of Soft Toys

Practical Competencies	Underpinning Knowledge (Theory)
<ul style="list-style-type: none"> ➤ Practice Health & Safety- select, use, maintain & store – tools, equipments & clothing safely ➤ Practice of different types of Hand stitches required on the toy for completion ➤ Practice to close the small opening of the Soft Toys, which was kept open for stuffing. ➤ Practice to make the Noses and Eyes of Toys by Hand Stitching. 	<ul style="list-style-type: none"> ➤ Knowledge of different types of Hand Stitches ➤ Knowledge about the cuddliness and overall look of the soft toys. ➤ To distinguish between good and bad quality and the reason for the same. ➤ Safety precautions during use of the tools. ➤ To understand overall

<ul style="list-style-type: none"> ➤ Practice of different types of Hand Stitching required in the face, mouth, paws, hands and legs on the toys. ➤ Practice to do the complete handwork on the toys and to make the complete finished toy. ➤ Practice the process of painting on different parts of the toys, specially on the face. This is a very critical and accurate process. ➤ Practice and learn the use of the spray painting machine and compressor. 	<p>quality of the toys as Finishing is the last operation.</p> <ul style="list-style-type: none"> ➤ Safety precautions during use of the equipments and spray gun.
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TOOLS AND EQUIPMENTS FOR A BATCH OF 20 TRAINEES.

S.NO.	DESCRIPTION	QUANTITY
1	Small weighing m/c	2 nos
2	Big Needles	20 nos
3	Big Scissors	10 nos
4	Thread Cutting scissors	20 nos
5	Hand Stitching needle Medium size	20 nos
6	Hand Stitching needle Small size	20 nos
7	Thimble - steel	20 nos
8	Working Tables	04 nos
9	Spray Gun	02 nos
10	Compressor	01 nos
11	Material & Consumables Required	Paints, Threads, Needle

Packer (Soft Toy)

NAME :	Packer (Soft Toy)
SECTOR :	Soft Toys
CODE :	
ENTRY QUALIFICATION :	Minimum 5 th Standard, Age – Min 14 years
TERMINAL COMPETENCY :	After Completion of the Course the trained person will be able to do the Material Handling and Packing jobs for Soft toys and can work in toy company as skilled personnel
DURATION :	90 Hrs
CONTENT :	Methods and process of Handling of Materials and Packing of Soft Toys

Practical Competencies	Underpinning Knowledge (Theory)
<ul style="list-style-type: none"> ➤ Practice Health & Safety- select, use, maintain & store – tools, equipments & clothing safely ➤ Practice to Handle, Storing, distribution and Restoring of different materials required for toy making. ➤ Practice to understand different types of Fabrics and their textures required for toy making. 	<ul style="list-style-type: none"> ➤ Knowledge of different types of fabrics used for Soft Toys ➤ Knowledge about the spray painting equipment and compressor ➤ Knowledge about the different types of packaging materials used and the quality of the master carton.

<p>➤ Practice to Pack the toys in Master Carton after fixing the tags etc. on the toys.</p> <p>Practice to make the packing as compact as possible so that maximum no of toys can be accommodated without disturbing the quality.</p>	
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TOOLS AND EQUIPMENTS FOR A BATCH OF 20 TRAINEES.

S.NO.	DESCRIPTION	QUANTITY
1	Measuring Tape	04 nos
2	Scissors	04 nos
3	Tag fixing Equipment	02 nos
4	Material & Consumables Required	Tag Pin, Barcode, Tags, Gum Tape, Carton Boxes, Poly Bag

Stitcher Grade -II (Special Sewing m/c operator) (Soft Toy)

NAME :	Stitcher Grade -II (Special Sewing m/c operator) (Soft Toy)
SECTOR :	Soft Toys
CODE :	
ENTRY QUALIFICATION :	Minimum 5 th Standard, Age – Min 14 years & MES Module on General Sewing m/c operator
TERMINAL COMPETENCY :	After Completion of the Course the trained person will be able to stitch and make Soft toys and can work in toy company as high skilled personnel
DURATION :	300 Hrs
CONTENT :	Methods and process to stitch any type of Soft Toys

Practical Competencies	Underpinning Knowledge (Theory)
<ul style="list-style-type: none"> ➤ Practice Health & Safety- select, use, maintain & store – tools, equipments & clothing safely ➤ Operation of Industrial Lock Stitch Sewing Machines – motorized and non motorized ➤ Practice of different types of curved stitches required for toy stitching ➤ Practice to make different parts of toys in different shapes, sizes 	<ul style="list-style-type: none"> ➤ Knowledge of different types of Sewing Machines ➤ Knowledge about the difference between Normal Sewing M/c and Lockstitch M/c ➤ Maintenance and small repairing of the sewing machines both motorised and non motorised ➤ Safety precautions during

<p>and positions.</p> <ul style="list-style-type: none"> ➤ Practice to make the complete body of the toys ➤ Practice to make the complete face of the toy and then to join with the body to complete the stitching ➤ Practice to make special types of soft toys with complex stitching 	<p>use of the machines</p>
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TOOLS AND EQUIPMENTS FOR A BATCH OF 20 TRAINEES.

S.NO.	DESCRIPTION	QUANTITY
1	Lock Stitch Sewing Machine with motor	20 nos
2	Big Scissors	10 nos
3	Thread Cutting scissors	20 nos
5	Pliers	5 nos
5	Screw Driver Set	10 set
6	Thimble - steel	20 nos
7	Material & Consumables Required	Threads, Needles

List of Expert/Trade Committee Members

CURRICULUM DEVELOPMENT FOR SHORT TERM COURSES BASED ON MODULAR EMPLOYABLE SKILLS

SECTOR/AREA: **Toy Making (Soft Toys)**

Sl. No.	Name & address	Designation
1	Shri G. Bhowmik, regional Director, Regional Directorate of Apprenticeship Training (E.R.), Salt Lake, Kolkata – 64	Chairman
2	Shri N.K. Chatterjee, Advisor, Indian Chamber of Commerce, ICC Towers, 4, Indian Exchange place, Kolkata – 700001.	Member
3	Shri N. Bhattacharjee, Dy. Director of Industrial Training, DIT, Bkas Bhava, 10 th Floor, Salt lake, Kolkata – 91.	Member
4	Rajshree Chakraborty, Institute of Toy Making Technology, DN 3, Sector – V, salt lake, Kolkata – 91.	Member
5	Directorate of Cottage and Small Scale Industries, New Secretariat Building, 9 th floor, Kiran Sarkar Road, Kolkata – 700001	Member
6	Smt S. Kundu, stabdi Handicraft, 246/4 RBC Road, Flat 2C, Kolkata – 28	Member
7	Smt A. Kundu, Sampurna Handicraft, 174/2, Jogipara Road, Kolkata – 28.	Member
8	Shri S.K. Sarkar, Indian Institute of Packaging, IIP, Block CP, Sector V, Salt Lake, Kolkata – 700091.	Member
9	Shri M.M. Gera, Dy. Director of Training, CSTARI, Kolkata – 91.	Member
10	Shri T. Mukhopadhyay, Dy. Director of training , CSTARI, Kolkata – 91.	Member
11	Shri Sanjay Kumar, Dy. Director of Training, Regional Directorate of Apprenticeship Training (E.R), Salt Lake, Kolkata – 64	Member
12	Shri G.Giri, Dy. Director of Training, Regional Directorate of Apprenticeship Training (E.R), Salt Lake, Kolkata – 64	Member
13	Shri V. Babu, Asst. Director of Training, CSTARI, Kolkata –91	Member
14	Shri P.P. Singh, Training Officer, Regional Directorate of Apprenticeship Training (E.R), Salt Lake, Kolkata – 64	Member

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