Curriculum Guide
for
Allo Processor
(A Competency Based Curriculum)

Skill for Employment Project
CTEVT
2008

1. **Introduction**

   The competency based and market oriented curriculum guide for Allo Processor and Paper Maker is designed to produce Allo Processor equipped with knowledge, skills and attitudes. In this curriculum, the trainees will practice skills of Allo processing works in the institution and sites. Once the competencies acquired by trainees, they will have ample of opportunity for employment and self-employment through which this program will contribute in the national streamline of poverty reduction in the country. *The features of this curriculum are to focus the skills which are needed to adopt with the new situation and technology, communication and micro enterprise development skills to focus self-employment. Another major feature of the curriculum is to incorporate the youths who do not have even schooling experience. The curriculum is designed into competency based modality so that the curriculum will be successful to deliver the individual needs and the needs in the field of* **Allo Processing**.

2. **Aim**

   The main aim of this program is to produce Allo Processor who will process the raw material available in nature and utilize such material to produce cloth and help generate employment and reduce the poverty, the biggest problem of the country.

3. **Objectives**

   After the completion of the training program, the trainees will be able to:
   - Develop Allo processing skills
   - Develop Allo thread making skills
   - Develop Marketing skills
   - Develop communication and micro-enterprise development skills

4. **Course Description**

   This curriculum guide is designed to help trainees develop basic level skills & knowledge in the field of Allo Processing. This designed curriculum guide is a complete package of Allo Processor: Similarly, on-the- Job Training is included to provide the trainees to experience and practice the critical competencies trainees may not get enough opportunity during the in-house training. There will be two-way demonstration by instructors/trainers and opportunity by trainees to perform skills/tasks necessary for this level of Allo processing. Trainees will practice & learn skills using typical tools, equipment, machines and materials necessary for the program.

5. **Duration**

   The total duration of the course will be for one month (160) hrs. The trainees will learn and practice at the institution and master the competencies involved in Allo processing occupation. To make the trainees competent and orient them for self-employment, micro-enterprise development skills will be provided within the training period.

6. **Target Group**

   The target group for this training program will be all interested individuals in the field of Allo; with educational prerequisite of minimum literacy level.

7. **Group Size**

   The group size of this training program will be 30 trainees (maximum) provided all necessary resources to practice the tasks/ competencies as specified in this curriculum guide.

8. **Medium of Instruction**

   The medium of instruction for this program will be Nepali or English or both

9. **Pattern of Attendance**

The trainees should have 80% attendance in theory classes and 90% in practical/ performance to be eligible for internal assessments and final examinations.

10. **Focus of Curriculum**

This is a competency-based curriculum. This curriculum emphasizes on competency performance. 80% time is allotted for performance and remaining 20% time is for related technical knowledge. So, the main focus will be on performance of the specified competencies in the curriculum.

11. **Entry Criteria**

Individuals who meet the following criteria will be allowed to enter into this program:
- Minimum of literacy
- Minimum of 15 years of age
- Should meet selection criteria

12. **Instructional Media and Materials**

The following instructional media and materials are suggested for the effective instruction and demonstration.
- ➢ *Printed Media Materials* (Assignment sheets, Case studies, Handouts, Information sheets, Individual training packets, Procedure sheets, Performance Check lists, Textbooks etc.).
- ➢ *Non-projected Media Materials* (Display, Models, Flip chart, Poster, Writing board etc.).
- ➢ *Projected Media Materials* (Opaque projections, Overhead transparencies, Slides etc.).
- ➢ *Audio-Visual Materials* (Audiotapes, Films, Slide-tape programs, Videodiscs, Videotapes etc.).
- ➢ *Computer-Based Instructional Materials* (Computer-based training, Interactive video etc.).

13. **Follow up Provision**

First follow up: Six months after the completion of the program
- Second follow up: Six months after the completion of the first follow up
- Follow up cycle: In a cycle of one year after the completion of the second follow up for five years

14. **Certificate Requirement**

The related training institute will provide the certificate of "Allo **Processor**" **to** those graduates who complete the entire course successfully.

15. **Grading System**

The trainees will be graded as follows based on the marks in percentage secured by them in tests/ evaluations.
- Distinction: Passed with 80% or above
- First Division: passed with 75% or above
- Second Division: passed with 65% or above
- Third Division: passed with 60% or above

16. **Students Evaluation Details**
- Continuous evaluation of the trainees' performance is to be done by the related instructor/ trainer to ensure the proficiency over each competency
- Related technical knowledge learnt by trainees will be evaluated through written or oral tests as per the nature in the institutional phase of training.
- Trainees must secure minimum marks of 60% in an average of both theory and practical evaluations.

- There will be three internal evaluations and one final evaluation.
- The ratio between internal and final examination of knowledge test will be 20:80 but for the performance test it will be 80:20.

17.   Trainers' Qualification (Minimum)
- Diploma in related field
- Good communication and instructional skills
- Experience in related field

18.   Trainer-Trainees Ratio
- 1:12 for practical classes
- For theory, as per the class room situation

19.   Suggestions for Instruction

A.

    1.   Select objectives
- Write objectives of technical knowledge
- Write objectives of competencies
- Write objectives of attitudes

    2.   Select Subject matter
- Study subject matter in detail
- Select content related to knowledge
- Select content related to competencies
- Select content related to attitudes

    3.   Select Instructional Methods
- Teacher centered methods: like lecture, demonstration, question answers inquiry, induction and deduction methods.
- Student initiated methods like experimental, field trip/excursion, discovery, exploration, problem solving, and survey methods.
- Interaction methods like discussion, group/team teaching, microteaching and exhibition.
- Dramatic methods like role play and dramatization

    4.   Select Instructional method (s) on the basis of objectives of lesson plans and KAS domains

    5.   Select appropriate educational materials and apply at right time and place.

    6.   Evaluate the trainees applying various tools to correspond the KAS domains

    7.   Make plans for classroom / field work / workshop organization and management.

    8.   Coordinate among objectives, subject matter and instructional methods.

    9.   Prepare lesson plan for theory and practical classes.

    10.   Deliver /conduct instruction / program

    11.   Evaluate instruction/ program

B. Special suggestion for the performance evaluation of the trainees
    1.   Perform task analysis
    2.   Develop a detail task performance checklist
    3.   Perform continuous evaluation of the trainees by applying the performance checklist.

C. Suggestion for skill training
    1.   Demonstrate task performance in normal speed
    2.   Demonstrate slowly with verbal description of each and every step in the sequence of activity of the task performance using question and answer techniques.

3. Repeat 2 for the clarification on trainees demand if necessary
4. Perform fast demonstration of the task.

D. Provide trainees the opportunities to practice the task performance demonstration
1. Provide opportunity to trainees to have guided practice
2. Create environment for practicing the demonstrated task performance
3. Guide the trainees in each and every step of task performance
4. Provide trainees to repeat and re-repeat as per the need to be proficient on the given task performance
5. Switch to another task demonstration if and only trainees developed proficiency in the task performance.

E. Other suggestions
1. Apply principles of skill training
2. Allocate 20% time for theory classes and 80% time for task performance while delivering instructions
3. Apply principles of adult learning
4. Apply principles of intrinsic motivation
5. Facilitate maximum trainees involvement in learning and task performance activities
6. Instruct the trainees on the basis of their existing level of knowledge, skills and attitude.

In this course, five units have been developed and the trainees will be trained and evaluated as per the evaluation structure shown below:

Course Structure

S.N.	Description	Duration	Full Marks	Pass Marks	Remarks
1	**Planning works for Allo processor**	**20 hrs**	**50**	**30**	
2	**Harvesting Allo**	**30 hrs**	**50**	**30**	
3	**Cooking Allo**	**30 hrs**	**50**	**30**	
4	**Seasoning of Thread**	**20 hrs**	**50**	**30**	
5	**Storage of thread**	**20 hrs**	**50**	**30**	
6	**Micro-enterprise Development**	**20 hrs**	**25**	**15**	
7	**First Aids and HIV/AIDS**	**20 hrs**	**25**	**15**	
	Total	**160 hrs**	**300**	**180**	

Unit One: Planning for Works

In this unit, the trainees will learn and practice the several competencies that they need to know and perform during Allo processing work. Planning is often ignored aspect of the training program, however, if any processor plans well before starting the work, it will be much easier to perform and they know about the process and end product before to begin the job. If the target is visible, it is easier to hit the bull's eye. Therefore, to enhance them, with planning competencies and knowledge, the unit has been designed and incorporated in this curriculum.

Instructional Time required: **20 hours at the ratio of 20:80 for theory and practicum**

List of Competencies to be performed

- Plan for works
- Plan for production
- Plan for budget
- Plan for materials
- Plan for tools and equipment
- Plan for workers/helpers

Task Analysis

Task No: 1 Plan for work

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Identify the type of work to be carried out - Determine the number of workers required - Select the site - Select the farm - Determine the volume of work - Select the washing site - Approach the washing area where a lot of water is available - Prepare time schedule - Inspect the cardamom farm whether ready for harvest or not - Inspect the dryers - Check price tags - Check packaging bags - Check fire wood - Check sunny season - Check power supply condition	**<u>Condition (Given)</u>** Office **<u>Task (What)</u>** Plan for work **<u>Standard (How Well)</u>** As per the norms of planning	❖ Introduction to planning ❖ Planning principles. ❖ Elements to be considered in planning ❖ Importance of planning ❖ Planning methods ❖ Merits and demerits of planning

Task Analysis

Task No: 2 Plan for production

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
• Identify the type of product being produced • Determine the quantity of production • Prepare the site/ work shop as per the volume of the production • Collect tools and equipment for production • Assign workers for production • Calculate the cost for production • Select the transportation type • Determine the quality standard of the product • Obtain help for planning • Sequence the work order • Obtain time schedule • Keep every thing in ready to go position	**Condition (Given)** Office **Task (What)** Plan for production. **Standard (How Well)** According to established instruction.	❖ Scope of planning ❖ Principles of planning ❖ Merits of planning ❖ Types of production to be planned ❖ Elements to be considered during planning.

Task Analysis

Task No: 3. Plan for Budget

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Identify the sources of budget - Calculate the required amount of budget - Determine the work volume - Determine the no. of workers required - Add the rent of workshop, house, machines and materials in the budget - Apply for the loan if needed - Select the bank that provides loan - Receive money from bank or from other sources - Obtain budget - Select the payment system - Maintain the account - Keep record of all bills and vouchers - Determine the salary, wages of the worker - Determine the cost of processing - Determine the cost of energy like firewood, electric power - Determine the cost of chulo construction - Determine the cost of brochure, leaflets, price tags, and packaging bags - Determine the cost of transportation - Determine the cost for contingency	**<u>Condition (Given)</u>** office **<u>Task (What)</u>** Plan for budget **<u>Standard (How Well)</u>** According to established instruction.	❖ Introduction to Budgeting ❖ Budgeting principal. ❖ Concept of budget ❖ Budgeting technique ❖ Scope of budget ❖ Merit and demerit of budget

Task Analysis

Task No: 4. Plan for Materials

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
• Identify the types of materials • Determine the no. and volume of required materials • Estimate the cost for material • Procure material • Obtain material from store and other places • Manage to transport the material to the work site • Borrow material if needed • Obtain the list of material • Check the list of material if missing any thing • Check final <u>ready to go</u> sheet of material	**<u>Condition (Given)</u>** Workshop or site **<u>Task (What)</u>** Plan for materials **<u>Standard (How Well)</u>** According to established instruction.	❖ Introduction to Material management ❖ Concept of Material ❖ Significance of material. ❖ Procurement procedure ❖ Marketing skills ❖ Price and comparing technique

Task Analysis

Task No: 5. Plan for tools and equipment

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Identify the types of tools and equipment - Determine the no. of tools and equipment - Estimate the cost for tools and equipment - Procure tools and equipment if needed - Obtain tools and equipment from store and other places - Manage to transport the tools and equipment to the work site - Borrow tools and equipment if needed - Obtain the list of tools and equipment - Check the list of tools and equipment if missing any thing - Check final <u>ready to go</u> condition of tools and equipment	**<u>Condition (Given)</u>** Office **<u>Task (What)</u>** Plan for Tools and equipment. **<u>Standard (How Well)</u>** According to established instruction.	❖ Introduction to tools and equipment management ❖ Identification of tools and equipment ❖ Concept of tools and equipment ❖ Significance of material. ❖ Procurement procedure ❖ Marketing skills ❖ Price and comparing technique.

Task Analysis

Task No: 6. Plan for Workers/helpers

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
• Identify the number of workers required • Find appropriate workers with sufficient knowledge and skills of the work • Hire the worker • Negotiate the wage to be given to the worker • Assign the task • Instruct the worker about the work • Provide him necessary tools, equipment and material • Provide him the time schedule • Provide him the list of work the worker needs to perform	**Condition (Given)** Office **Task (What)** Plan for workers **Standard (How Well)** According to established instruction.	❖ Introduction to human resource management ❖ Identification of workers required ❖ Hiring process ❖ Negotiation technique ❖ Evaluation process of the worker ❖ Monitoring technique of the worker

Unit Two: Allo Harveting

In this unit, the trainees will learn and practice the several competencies that they need to know and perform during Allo processing work. Harvesting Allo is the basic component of the Allo processing occupation. If the Allo processor is well skilled on harvesting allo, they can produce high quality Allo thread as demanded by national and international markets. There is process involved in harvesting allo. Therefore, this unit aims at providing trainees the competencies and related knowledge of Allo harvesting to ease the Allo processing job easier.

Instructional Time required: **30 hours at the ratio of 20:80 for theory and practicum**

List of Competencies to be performed

- Identify Allo
- Harvest Allo
- Transport Allo
- Remove stem of allo
- Collect seed
- Cultivate Allo

Task Analysis

Task No: 1. Identify Allo

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
• Identify Allo • Locate the area where Allo grows • Reach to the Allo area • Collect Allo • Check the condition of Allo • Identify thread giving Allo • Avoid young plant • Avoid over matured plant • Determine availability of Allo • Identify whether Allo is private or public • Be aware of safety precaution	**Condition (Given)** Jungle site **Task (What)** Locate site for dryer construction **Standard (How Well)** According to established instruction.	❖ Introduction to Allo ❖ History of Allo use ❖ Districts where Allo is available ❖ Area where Allo grows ❖ Climate suited for Allo ❖ Ethnic people using Allo ❖ Scope of Allo ❖ Merits and demerits of Allo ❖ Items to be made from Allo ❖ Uses of Allo ❖ Medical value of Allo ❖ Allo protection ❖ Connection with environment ❖ Awareness to Allo ❖ Harvesting season of Allo ❖ Identification of thread giving Allo ❖ Seed production ❖ Cultivation methods

Task Analysis

Task No: 2. Harvest Allo

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Identify the type of Allo - Obtain materials needed for Allo harvesting - Identify thread giving and moderately matured Allo - Catch Allo with rugs - Cut Allo stem at appropriate place - Collect Allo plant in a safe place - Make a bundle of Allo - Apply safety measure to be safe from Allo burn - Take Allo load to the site for cooking	**Condition (Given)** Jungle site **Task (What)** Harvest Allo **Standard (How Well)** According to established instruction.	❖ Introduction to Allo ❖ Concept of harvesting ❖ Process of harvesting ❖ Safety of Allo harvesting ❖ Types of Allo ❖ Allo protection ❖ Allo as a long live plant

Task Analysis

Task No: 3. Transport Allo

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Determine the volume of Allo to be transported - Examine the site condition - Assign the people for carrying Allo - Determine the means of transportation - Obtain transporting materials - Prepare loads of Allo - Apply safety measures - Transport to the cooking site	**<u>Condition (Given)</u>** Workshop or site **<u>Task (What)</u>** Transport Allo **<u>Standard (How Well)</u>** According to established instruction.	❖ Transportation means ❖ Transporting materials ❖ Bundle making methods ❖ Safety measures ❖ Condition of the walk-way ❖ Condition of the road way ❖ Vehicle condition

Task Analysis

Task No: 4. Remove stem

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Identify type of Allo plant - Place Allo in a proper place - Position the Allo plant - Remove leaves and unnecessary part of Allo - Break Allo plant - Take out lokta - Remove stem - Place lokta in safe place - Put into the cooking pot	**Condition (Given)** Workshop or site **Task (What)** Hire worker for dryer construction **Standard (How Well)** According to established instruction.	❖ Introduction removing of stem ❖ Preparation of Allo ❖ Significance of removing stem ❖ Process to remove stem from lokta ❖ Lokta making process and methods

Task Analysis

Task No: 5. Collect Allo seed

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
• Identify the type of Allo • Determine whether the Allo is in private land or in the jungle of government • Identify seed of Allo • Collect seed of Allo • Dry the seed as per the requirement • Store the seed in proper place • Apply chemicals for protection if needed • Check the storage in a proper way • Store seed until the time of sowing	**Condition (Given)** Workshop or site **Task (What)** Collect Allo seed **Standard (How Well)** According to established instruction.	❖ Introduction to seed collection ❖ Concept of seed collection ❖ Significance of seed collection ❖ Merit and demerit of seed collection ❖ Seed collection technique ❖ Seed preservation technique

Task Analysis

Task No: 6. Cultivate Allo

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Obtain the seed of Allo - Identify the Allo growing land - Prepare the land for sowing Allo seed - Apply fertilizers - Water the land - Identify the season for sowing seed - Grow the plant - Protect the plant - Apply chemicals if insects are damaging the plant	**Condition (Given)** Cultivating land **Task (What)** Cultivate Allo **Standard (How Well)** According to established instruction.	❖ Introduction to cultivation ❖ Concept of cultivation ❖ Significance of cultivation ❖ Merit and demerit of cultivation ❖ Use of chemicals ❖ Use of fertilizers ❖ Irrigating methods ❖ Planting/sowing season ❖ Protection of plant

Unit Three: Cooking Allo

In this unit, the trainees will learn and practice the several competencies that they need to know and perform during Allo processing work. Cooking Allo is the vital component of the Allo processing occupation. If the Allo processor is well skilled on cooking process, s/he can process Allo properly and produce high quality thread as demanded by national and international markets. There is procedure involved in cooking Allo. Therefore, this unit aims at providing trainees the competencies and related knowledge of cooking Allo to ease the Allo processing job easier.

Instructional Time required: **30 hours at the ratio of 20:80 for theory and practicum**

List of Competencies to be performed

- Prepare Chulo
- Prepare firewood/gas/kerosene
- Prepare water mixture
- Cook lokta
- Wash lokta
- Separate Lokta Resha

Task Analysis

Task No: 1. Prpare Chulo

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Identify the place to construct Chulo - Obtain Chulo constructing materials - Obtain Chulo if it is ready made - Collect materials - Construct Chulo - Inspect if it is appropriate Chulo - Adjust the Chulo if needed - Make it dry for burning fire - Consider it is smokeless Chulo - Test the pot whether fits on Chulo or not	**Condition (Given)** Workshop or site **Task (What)** Prepare Chulo **Standard (How Well)** According to established instruction.	❖ Introduction to Chulo ❖ Concept of Chulo ❖ Significance of Chulo ❖ Merit and demerit of Chulo ❖ Type of Chulo ❖ Construction methods of Chulo ❖ Use of Chulo

Task Analysis

Task No: 2. Prepare firewood/gas/kerosene

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
• Identify the type of fuel needed • Place the Chulo • Fill up with firewood • Fill up with kerosene • Join with the cylinder • Obtain firewood • Chop firewood if needed • Make firewood of required size • Determine the firewood is well seasoned • Check the ground moisture condition • Obtain kerosene • Obtain gasoline • Light the fire • Check the condition of fire • Measure the heat as required to cook lokta	**Condition (Given)** Workshop or site **Task (What)** Prepare firewood **Standard (How Well)** According to established instruction.	❖ Introduction to fire wood ❖ Type of fuel being used ❖ Significance of firewood ❖ Collection of firewood ❖ Availability of firewood ❖ Seasoned firewood

Task Analysis

Task No: 3. Prepare water mixture

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Identify the source of water - Bring enough amount of water - Obtain water carrying pots - Obtain ash - Obtain caustic soda - Measure required amount of water - Determine the amount of ash - Determine the amount of caustic soda - Prepare ash solution - Prepare soda solution - Mix with water in the pot	**Condition (Given)** Workshop or site **Task (What)** Pluck cardamom **Standard (How Well)** According to established instruction.	❖ Introduction to mixture making technique ❖ Concept of mixture making ❖ Identification of caustic soda ❖ Use of caustic soda ❖ Merit and demerits of caustic soda ❖ Availability of ash ❖ Merits and demerits of using ash

Task Analysis

Task No: 4. Cook lokta

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Place the pot on the Chulo - Light the fire - Check whether fire burn or not - Pour the mixture water - Bring lokta to the chulo site - Put lokta in the pot - Cover the pot with cover - Monitor the chulo for cooking - If cooked, check lokta - Remove the pot from chulo - Take the pot to the river side for washing	**Condition (Given)** Workshop or site **Task (What)** Cook Lokta **Standard (How Well)** According to established instruction.	❖ Introduction to cooking ❖ Washing process ❖ Duration of cooking if ash is applied (3-4) hours ❖ Duration of cooking if caustic soda is applied (30 minute to 45 minute)

Task Analysis

Task No: 5. Wash lokta

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
• Identify place where enough water is available • Take cooked lokta to water site • Wash lokta with water • Beat lokta with Mungro or stick slightly and repeat the process until the skin of lokta completely removed • Wash all cooked lokta and remove dirt, dust and unwanted things from Allo resha	**<u>Condition (Given)</u>** Workshop or site **<u>Task (What)</u>** Wash Lokta **<u>Standard (How Well)</u>** According to established instruction.	❖ Introduction to washing ❖ Washing process ❖ Merits and demerits of washing ❖ Quality due to washing ❖ Features of washing place

Unit Four: Thread spinning

In this unit, the trainees will learn and practice the several competencies that they need to know and perform during Allo processing work. Thread spinning is the vital component of the Allo processing occupation. If the Allo processor is well skilled on grading process, s/he can process Allo properly and produce high quality Allo thread as demanded by national and international markets. There is procedure involved in thread spinning. Therefore, this unit aims at providing trainees the competencies and related knowledge of thread spinning to ease the Allo processing job easier.

Instructional Time required: **30 hours at the ratio of 20:80 for theory and practicum**

List of Competencies to be performed

- Season Resha
- Separate Resha
- Spin thread
- Season thread
- Maintain quality

Task Analysis

Task No: 1. Season Resha

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Identify place where resha will be seasoned - Obtain white clay - Prepare white clay - Apply chemicals - Prepare chemicals - Season resha on sunshine - Protect the seasoning place - Ensure there is enough sun shine - Remove resha from the seasoning place if seasoned properley	**Condition (Given)** Workshop or site **Task (What)** Season resha **Standard (How Well)** According to established instruction.	❖ Introduction to seasoning ❖ Seasoning process ❖ Merits and demerits of seasoning ❖ Application of white clay or soda or other chemicals ❖ Merits and demerits of chemical use

Task Analysis

Task No: 2. Separate Resha

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Identify place resha is kept - Wash resha in the river - Beat resha slightly with stick - Ensure all dirt, dust , and unwanted things are removed from resha - Measure the length of resha - Season the resha again on sunshine - Separate resha with the support of your leg - Send resha for spinning thread	**Condition (Given)** Workshop or site **Task (What)** Separate Resha **Standard (How Well)** According to established instruction.	- Introduction to separating resha - Washing process - Merits and demerits of separating - Separating technique - Quality of resha

Task Analysis

Task No: 3. Spin thread

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
• Identify place where thread is to be spinned • Obtain Katuwa • Obtain Charkha (Spinning wheel) • Position your body, hands and legs for spinning • Obtain Allo Resha • Operate the charkha • Place resha on charkha • Spin thread • Prepare thread ball • Determine the weight of the spinned thread	**<u>Condition (Given)</u>** Workshop or site **<u>Task (What)</u>** Spin Allo thread **<u>Standard (How Well)</u>** According to established instruction.	❖ Introduction to spinning ❖ Spinning process ❖ Merits and demerits of spinning ❖ Quality due to spinning ❖ Operation of charkha ❖ Operation of Katuwa ❖ Positioning of body, hands and legs

Task Analysis

Task No: 4. Maintain quality

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Identify place where thread is spinned - Identify the type of threads - Spin extra thin thread - Remove dirt and dust from thread - Make thread soft - Spin properly - Ensure the quality of thread - Make proper ball of thread - Send for wrapping and storage of the thread - Wash lokta with water - Beat lokta with Mungro or stick slightly and repeat the process until the skin of lokta completely removed - Wash all cooked lokta and remove dirt, dust and unwanted things from Allo resha	**Condition (Given)** Workshop or site **Task (What)** Maintain quality **Standard (How Well)** According to established instruction.	❖ Introduction to quality ❖ Maintaing process of quality ❖ Merits and demerits of quality thread ❖ Quality due to spinning ❖ Price of quality product

Unit Four: Thread spinning

In this unit, the trainees will learn and practice the several competencies that they need to know and perform during Allo processing work. Thread storing is the vital component of the Allo processing occupation. If the Allo processor is well skilled on storing, s/he can process Allo properly and produce high quality Allo thread as demanded by national and international markets. There is procedure involved in thread storing. Therefore, this unit aims at providing trainees the competencies and related knowledge of thread storing to ease the Allo processing job effective.

Instructional Time required: **20 hours at the ratio of 20:80 for theory and practicum**

List of Competencies to be performed

- Process Allo grading and storing
- Prepare tags
- Fix price
- Prepare bags
- Store bags
- Identify market
- Negotiate with dealer
- Advertise product

Task Analysis

Task No: 1. Process grading and storing

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
• Determine the quantity of thread • Identify large size of thread ball • Identify medium size of thread ball • Identify the small size of thread ball • Separate the thread as per size • Separate the thread as per quality • Check if any thing that is unwanted before grading • Avoid moisture from the thread it is prone to soak water	**Condition (Given)** Workshop or site **Task (What)** Process thread for grading **Standard (How Well)** According to established instruction.	❖ Introduction to processing ❖ Grading principle ❖ Grading elements ❖ Merits and demerits of grading

Task Analysis

Task No: 2. Prepare tags

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Identify the type and size of tag - Determine the quality of tag - Determine the information to be written on tag - Order the press to prepare tag - Write information such as cost, weight, packing date, processing company, country where produced, quality of the product, assurance, warrantee and guarantee etc - Place the tag on the packet - Send /supply packets with tags for packing threads	**Condition (Given)** Workshop or site **Task (What)** Prepare tags **Standard (How Well)** According to established instruction.	❖ Introduction to preparation tags ❖ Information to be written on tag ❖ Merits and demerits of the tag placed on the packaging

Task Analysis

Task No: 3. Prepare bags

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Determine the quantity of thread to be packed - Determine the size of the bag - Determine the weight of the thread to be fixed in a bag - Determine the type of bag - Determine the quality of the bag - Prepare the specification of the bag to order - Order enterprise for bag preparation - Receive the prepared bag as ordered - Pay the cost to the bags - Supply the bags for thread packaging	**<u>Condition (Given)</u>** Workshop or site **<u>Task (What)</u>** Prepare bags **<u>Standard (How Well)</u>** According to established instruction.	❖ Introduction to bags ❖ Quality of bags ❖ Size of bags ❖ Cost of bags ❖ Information to be printed on the bag ❖ Order process of bag preparation

Task Analysis

Task No: 4. Fix price

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
• Determine the quantity of thread • Determine the quality of thread • Determine the weight of the package • Identify the market factors • Consider the local market competition • Compare the price with the product of other processor • Apply costing process • Fix the price of the product/package/bag of thread	**<u>Condition (Given)</u>** Workshop or site **<u>Task (What)</u>** Fix price **<u>Standard (How Well)</u>** According to established instruction.	❖ Introduction to pricing ❖ Pricing process ❖ Elements of pricing ❖ Merits and demerits of pricing product

Task Analysis

Task No: 5. Pack bags

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
• Determine the quantity of thread to be packed • Identify the quality of thread • Identify packing material • Obtain packing material • Instruct the worker for packing process • Assign the workers for packing • Pack the product	**<u>Condition (Given)</u>** Workshop or site **<u>Task (What)</u>** Transport thread **<u>Standard (How Well)</u>** According to established instruction.	❖ Introduction to transportation facilities ❖ Means of transportation available in the area ❖ Merits and demerits of transportation

Task Analysis

Task No: 6. Store threads

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
• Determine the quantity of thread to be stored • Identify storing place • Clean the store house • Check moisture condition of the store house • Check light and ventilation of the store house • Check if rats live in the store • Assign worker to store the product • Instruct the worker how to store product • Place the threads in system without damaging packages	**Condition (Given)** Workshop or site **Task (What)** Store packages **Standard (How Well)** According to established instruction.	❖ Introduction to storing ❖ Condition of store house ❖ Merits and demerits of storage ❖ Process of storage

Task Analysis

Task No: 7. Market thread

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Determine the quantity of thread to be marketed - Identify national market - Identify international market - Identify the factories threads to be marketed - Identify the buyer, dealer - Make contact with dealer - Negotiate for price - Make contract of buying and selling - Manage for transportation - Assign workers to load and unload products - Determine the payment mechanism and mode of payment - Sell the product	**Condition (Given)** Workshop or site **Task (What)** Market thread **Standard (How Well)** According to established instruction.	❖ Introduction to marketing ❖ Marketing principles ❖ Elements of market ❖ Negotiating technique ❖ Advocating for the quality of the product ❖ Convincing skills

Task Analysis

Task No: Advertise product

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
• Determine type of advertisement • Identify means of advertisement • Advertise through radio • Advertise through TV • Advertise through news papers • Prepare booklets • Prepare brochures • Prepare calendars • Prepare visiting cards • Prepare posters • Distribute the advertising items to the key persons, places and organizations • Disseminate information through workshop, meeting, seminars • Take classes in the schools and colleges of about your product • Attend training and share your information • Visit fare and markets • Read books and journals and design advertisement for effecting the customer • Label the product with attractive wrappers • Provide your product as souvenirs	**Condition (Given)** Workshop or site **Task (What)** Transport cardamom **Standard (How Well)** According to established instruction.	❖ Introduction to advertisement ❖ Means of advertisement ❖ Effect of advertisement ❖ Merits and demerits of advertisement ❖ Advertisement preparation ❖ Methods of advertisement

Unit Six: Micro-enterprise Development

This course is designed to equip the trainees with knowledge and skills on Micro-enterprise Development skills. The course deals with various micro-enterprise competencies, project identification, enterprise management, marketing skills, promotional activities, and business scheme preparation and communication skills needed for the occupation.

Instructional Time required: **20 hours at the ratio of 20:80 for theory and practicum**

Competencies to be performed:

- Develop micro-enterprise competencies.
- Select / identify a project.
- Prepare a business   scheme.
- Develop marketing skill.
- Conduct promotional activities.
- Apply communication skills.
- Manage a micro- enterprise.

Task Analysis

Task No: 1 Develop micro-enterprise competencies

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Observe the surrounding environment and entrepreneur own capabilities. - Develop entrepreneur own capabilities. - Take steps for achievement of - economic objective. - social objective. - human objective. - Prepare business plans based on ones own findings. - Develop new profitable business opportunities by combining resources in a new way. - Produce marketable products. - Create markets. - Innovate and develop improved technologies. - Inspire others. - Supply quality goods. - Reduce cost for reducing price of product. - Provide employment. - Utilize the scarce resource properly. - Avoid social nuisances. - Manage financial problem. - Develop management skill for all business activities - production, inventory, purchasing, marketing, research and development, financial and personnel. - Satisfy employees / consumers / partners. - Be dynamic, risk taking according to the situation. - Be perfect decision maker. - Develop confidence.	**Condition (Given)** Workshop or site **Task (What)** Develop Entrepreneurial Competencies. **Standard (How Well)** According to established instruction.	❖ Introduction to entrepreneurship. ❖ Concept of employment. ❖ Concept of business. ❖ Micro-enterprise competencies. ❖ Managerial skill.

Task Analysis

Task No: 2 Select / identify a project

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge

• Make list of projects.
• Classify the projects in group according to
  - personal interest / ability.
  - possibility of earning profit.
  - less risk.
  - knowledge and skill needed.
  - estimated size and available resources.
  - prevailing level of competition.
  - chance of expansion in future.
  - level of competition.
  - rising trend of future demand.
  - duration.
• Investigate the projects.
• Determine
  - form of business.
  - provision of capital.
  - location.
  - available staffs according to the project.
  - office equipment.
  - government policy.
• Prioritize the projects regarding
  - strength, weakness, opportunity, threat.
• Select right project according to your vision and mission.
	Condition (Given)
	
	Workshop or site
	
	Task (What)
	
	Select / identify a project.
	
	Standard (How Well)
	
	According to the selection criteria and instructions.
		❖ Concept of business.
		❖ Introduction to SWOT (Strength, weakness, opportunity and threat).
		❖ Tips for opportunity selection.
		❖ Reason of business failure.
		❖ Requisites of business success.
		❖ Project selection criteria.

Task Analysis

Task No: 3 Manage an enterprise

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge

1. Establish and regulate industry / business by
  - selection of business / business form.
  - investigation and research.
  - select location, office equipment.
  - manage capital.
  - study of legal formalities.
2. Follow all management process to achieve goal of an enterprise.
3. Apply planning process
  - determine the objectives.
  - formulate policies, procedure, programs, strategies and standard.
  - develop scheduling.
  - develop budgeting.
4. Apply organizing process
  - division of work.
  - placement of personnel into jobs.
  - establishing relationships.
  - delegation and decentralization of authority.
5. Apply staffing process
  - determine manpower requirements.
  - recruit, select, train the personnel.
  - promote and transfer the personnel.
6. Co-ordinate in efficient organization of work within a team by
  - Leading.
  - Communicating.
  - Motivating.
7. Apply horizontal, vertical, external internal, diagonal co-ordination.
8. Apply controlling process
  - Establish standard of performance for office work.
  - Measurement of actual performance.
  - Compare actual performance with standard.
	Condition (Given)
	
	Workshop or Site
	
	Task (What)
	Manage an enterprise.
	
	Standard (How Well)
	
	According to the established instruction and criteria.
		❖ Establishment and regulation of business / Industry.
		❖ Concept of Management.
		❖ Role of management.
		❖ Managerial functions (planning, organizing,
		❖ Co-ordination and controlling).
		❖ Method of planning.
		❖ Co-ordination in operating business.

Task Analysis

Task No: 4 Develop marketing skills

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Fix the objectives to be achieved. - Analyze the market to increase sales volume. - Formulate the sales budget. - Evaluate the potential customers needs and wants. - Determine marketing plans, procedures and policies to serve the customers demand. - Interlink demand with supply. - Co-ordinate between the different constituent elements of the marketing mix - product. - price. - place. - promotion. - Select effective marketing channel. - Develop effective and smooth marketing communication. - Apply market research. - Co-ordinate and control all marketing activities. - Evaluate performance of sales force periodically. - Review all plans and policies and change if necessary. - Motivate the employees properly. - Plan and develop product to match - Demand of the customer. - Product life cycle. - Observe and study buyer's behaviors and their grievances. - Select effective distribution channels.	**Condition (Given)** Workshop or site **Task (What)** Develop marketing skill. **Standard (How Well)** According to the type of product, market, customer needs and instruction.	❖ Introduction to market and marketing. ❖ Concept on demand and supply. ❖ Types of market (on the basis of region). ❖ Introduction to marketing mix. ❖ Introduction to product life cycle. ❖ Buyers behavior and its characteristics.

Task Analysis

Task No: 5 Conduct promotional activities

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge

• Select promotion mix as advertising according to
  - promotion objectives.
  - nature of the product.
  - nature of the target market.
  - stage of product life cycle.
  - size of the promotion budget.
  - promotion strategy.
• Identify target audience.
• Select objective regarding
  - informative.
  - persuasive.
  - reminding.
  - reinforcing.
• Make decision for the budget.
• Choose the message.
• Liaison with the advertising agency.
• Supervise advertising and marketing research.
• Select the media
  - print media.
  - visual media.
  - audio media.
  - audio visual media.
• Keep in touch with representatives of important media.
• Cooperate with the sales and other departments.
• Distribute advertising material.
• Administration.
• Evaluate impact.
	Condition (Given)
	
	Workshop or site
	
	Task (What)
	Conduct promotional activities.
	
	Standard (How Well)
	
	According to the features of advertising.
		❖ Concept of promotion.
		❖ Communication model.
		❖ Concept of advertisement.
		❖ Purpose of advertising.
		❖ Advertising media.
		❖ Features of advertising.

Task Analysis

Task No: 6 Prepare a business scheme

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge

• Identify the project standard regarding
  - functional.
  - technical.
  - aesthetic.
  - capital cost.
  - life cycle cost.
• Specify the objective of the project.
• Analyze net working by critical path method
  - state the master activities of the project.
  - evaluate whole activities.
  - set up the sequence of activities.
  - allocate the time / duration for each activities.
  - study about the cost of activities (labour / material / tools cost).
  - Prepare tabulation (sequence activities with time).
  - apply project evaluation and review technique.
• Analyze production
  - prepare resource and multi project schedule.
  - state required men, machine, materials for each production activities.
	Condition(Given)
	
	Workshop or Site
	
	Task (What)
	
	Prepare a Business Plan / Scheme.
	
	Standard (How Well)
	
	According to the guidelines for preparing business plan.
		❖ Concept and importance of business plan / scheme.
		❖ Guideline for preparing a business plan.
		❖ Production planning.
		❖ Expenses.
		❖ Financial analysis.
		❖ Profit and loss account.

Cont……

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge

- give specification of resources.
   - determine time schedule for each activities.
• Analyze finance
   - by undiscounted method
      ▪ calculate simple rate of return on investment.
      ▪ calculate payback period.
   - by discounted method
      ▪ calculate net present value.
      ▪ internal rate of return.
      ▪ benefit cost ratio.
• Develop financial plan
   - indicate funds need by form for the specified period.
   - indicate timing of inflows and outflows.
   - indicate sources.
   - indicate use of funds for project activities.
   - forecast to determine the specific amounts and timing of expenditure and receipts.
   - follow the profit and loss account.		

Task Analysis

Task No: 7 Apply communication skills.

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge

• Determine the receiver to whom to communicate.
• Specify the objective of communication.
• Select appropriate channel of
• Communication (downward, upward, broadcast, horizontal, grape-vine and committee).
• Solve the barriers in communication.
• Design the contents according to the receiver
  - role of receiver.
  - history leading to communication.
• Apply suitable method of communication.
• Apply suitable language.
• Listen and understand the feelings of receiver.
• Clarify the communication.
• Apply appropriate media.
	Condition (Given)
	
	Workshop or site
	
	Task (What)
	Develop communication skills.
	
	Standard (How Well)
	
	According to established criteria of effective communication on the job.
		❖ Concept and importance of Communication.
		❖ Elements of Communication.
		❖ Types of communication (oral and written, formal and informal, upward, downward and horizontal).
		❖ Barriers to Communication.
		❖ Means of communication.
		❖ Listening technique.
		❖ Communication process.

Unit Six: First aid Service and HIV/AIDS

This course is designed to equip the trainees with knowledge and skills on Basic First aids and HIV/AIDS concept. The course will aware the trainees about HIV/AIDS and prepare them to apply the safety precautions against HIV/AIDS. At the same time, this course will provide the basic skills and information about first aid service so that the trainees can provide such services whenever it is needed during the course of their occupation.

Instructional Time required: **20 hours at the ratio of 20:80 for theory and practicum**

Competencies to be performed:

- **Identify first aid cases**
- **Apply first aid materials**
- **Treat first aid cases**
- **Prevent/control HIV/AIDS**

Task Analysis

Task No: 1. Identify first aid case

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
• Define first aid service • List the type of first aid cases • Obtain first aid kit box • Check the necessary medicine, materials and tools are available in the kit box • Identify the condition of the patient • Identify the type of case that needs first aid service • Clear the spot • Handle the patient • Position the patient for first aid service • Provide first aid service • Manage the patient to send to the nearest health post or hospital • Take the patient to the hospital	**Condition (Given)** Class room or work site **Task (What)** Identify first aid case **Standard (How Well)** According to established criteria of effective communication on the job.	❖ Concept and importance of first aid service ❖ Types of cases, that needs to be treated ❖ Treatment procedure and patient handling process ❖ Things required to provide the first aid service ❖ Importance of first aid service ❖ Merits and demerits of first aid service in a place where people involve in manual work

Task Analysis

Task No: 2. Apply first aid materials

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Obtain firs aid kit - List the materials available in the kit box - Ensure materials are there in the kit box - Check the necessary medicine, materials and tools are available in the kit box - Identify the condition of the patient - Identify the type of case that needs first aid service - Clear the spot - Handle the patient - Position the patient for first aid service - Clean wounds if needed - Apply ointment - Apply antiseptic - Apply supports and bandages - Manage the patient to send to the nearest health post or hospital - Take the patient to the hospital	**Condition (Given)** Class room or work site **Task (What)** Apply first aid materials **Standard (How Well)** According to established criteria of effective communication on the job.	- Concept and importance of first aid service - Types of cases, that needs to be treated - Treatment procedure and patient handling process - Things required to provide the first aid service - Importance of first aid service - Merits and demerits of first aid service in a place where people involve in manual work

Task Analysis

Task No: 3. Treat first aid cases

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
• Identify first aid case • Obtain first aid kit box • Check the necessary medicine, materials and tools are available in the kit box • Identify the condition of the patient • Identify the type of case that needs first aid service • Clear the spot • Handle the patient • Position the patient for first aid service • Treat wounds • Apply bandage on wounds • Treat cuts • Treat snake bite • Treat shock • Treat burn • Treat drowned • Treat for frost bite • Treat for heat stroke • Treat for cold stroke • Manage for fractures • Provide mouth to mouth respiration • Treat insect bites • Manage the patient to send to the nearest health post or hospital • Take the patient to the hospital	**Condition (Given)** Class room or work site **Task (What)** Treat first aid cases **Standard (How Well)** According to established criteria of effective communication on the job.	❖ Concept and importance of first aid service ❖ Types of cases, that needs to be treated ❖ Treatment procedure and patient handling process ❖ Things required to provide the first aid service ❖ Importance of first aid service ❖ Merits and demerits of first aid service in a place where people involve in manual work ❖ Sign and symptoms of various first aid cases ❖ Process to control bleeding ❖ Process for mouth to mouth respiration ❖ Resuscitations process

Task Analysis

Task No: 4. Prevent/control HIV/AIDS

Performance Steps	Terminal Performance Objectives	Related Technical Knowledge
- Define HIV/AIDS - Explain how HIV/AIDS spread in the world - Explain the condition of HIV /AIDS in Nepal - Explain the signs and symptoms of HIV/AIDS - Obtain information to be aware of HIV/AIDS - Identify HIV preventing methods - Identify the ways of HIV transmission - Educate people how to be aware of HIV/AIDS - Teach to apply condoms - Teach about the medical condition of HIV/AIDS - Handle HIV/AIDS patient - Follow medical instructions	**Condition (Given)** Class room or work site **Task (What)** Prevent HIV/AIDS **Standard (How Well)** According to established criteria of effective communication on the job.	- Definition and extended form of HIV/AIDS - History of HIV/AIDS - Concept and risk of HIV/AIDS - Sources of HIV/AIDS transmission - Ways of HIV/AIDS transmission - Signs and symptoms of HIV/AIDS - Condition of HIV/AIDS in Nepal - Threats of HIV/AIDS in Nepal - Measures to be taken to control HIV/AIDS - Methods to control HIV/AIDS from its transmission - Managing the HIV/AIDS patients - Safe sex - Risk of syringe - Risk of HIV through blood transfusion

Glossary used in the technical and vocational curricula

Competency: A performance capability needed by workers in a specific area.

Curriculum guide: A curriculum guide is a detail resource for teachers to conduct training programs effectively. The guide intends to add the teacher in developing lesson plan, handouts, training manuals, and evaluation criteria etc, which are basic elements in the teaching learning process.

Curriculum: A plan for providing sets of learning opportunity to achieve broad goal and related specific objectives for an identifiable population serves by a single school center.

DACUM: <u>D</u>eveloping <u>A</u> <u>C</u>urricul<u>um</u>. DACUM is a technique that uses a group consultative process to identify the competencies relevant to a particular occupation. These competencies are then built on to form a vocational curriculum.

Duty: is an arbitrary clustering of related tasks in to broad functional area or general area of responsibility.

Enabling Objectives help teachers and students to obtain the end result of the work or lesson.

Instructional Guide: is a well-planned and structured document for the instructor to deliver effective instruction so that trainees can attain learning is objectives as per training standards.

Module: A module is defined as a specific learning material. Modules are essentially self-contained. Self-instructional packages, with learning paced by each learner according to his/her individual ability and needs. A module covers either a single element of subject matter content or a group of content elements forming a discrete unit of subject matter or area of skills.

Occupational Analysis: is a process used to identify the duties and tasks that are important to workers in any given occupation. A number of alternative and acceptable approaches to occupational analysis are available.

Program guide: A program guide is a comprehensive resource for teachers, planners, and top-level management for planning and implementation of any training programs.

Program Objectives: The objectives are set in a broad way to target to achieve mastery learning of the complete occupation.

Related Technical Knowledge: Knowledge is essential to perform a task/ step in complete, accurate and safe manner.

Skill: The ability to perform on occupational task with the degree of proficiency required for a given occupation

Step: The smallest discrete or observable aspect of a task.

Task Analysis: Task analysis is the process of identifying and writing down the specific skills, knowledge and attitudes that distinguish someone who performs a task competently from someone who cannot perform the task at all.

Task: A unit of work complete in itself that forms a logical part of on occupation. It can be broken down into discrete steps.

Terminal Performance Objective: The objectives set to attain at the end of the training completion. It includes condition, unit of work and standard of teaching and learning.

List of tools, equipment and materials

- Weighing machine / scale
- Knives of various types
- Scissors
- Ash
- White clay
- Caustic soda
- Kerosene
- Gas
- Stove/chulo
- Fire wood
- Pots cooking
- Mungro/ stick
- Mats
- Sags/ bags
- Katuwa
- Charkha/ spinner
- Scale
- Nell
- Sickle