

Model Curriculum

Portable Improved Cookstove Distributor

SECTOR: GREEN JOBS
SUB-SECTOR: RENEWABLE ENERGY
OCCUPATION: MARKETING & SALES
REF ID: SGJ/Q2105, V1.0
NSQF LEVEL: 6



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

SKILL COUNCIL FOR GREEN JOBS

for

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/ Qualification Pack: **'Portable Improved Cookstove Distributor'** OP No. **'SGJ/ Q2105 NSQF Level 6'**

Date of Issuance: 27/11/2017
Valid up to*: 24/05/2019

* Valid up to the next review date of the Qualification Pack or the
'Valid up to' date mentioned above (whichever is earlier)



Dr. Braveen Saxena

Authorised Signatory
(Skill Council for Green Jobs)

TABLE OF CONTENTS

1. Curriculum	01
2. Trainer Prerequisites	06
3. Annexure: Assessment Criteria	07

Portable Improved Cookstove Distributor

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Portable Improved Cookstove Distributor”, in the “Green Jobs” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Portable Improved Cookstove Distributor		
Qualification Pack Name & Reference ID.	SGJ/Q2105, v1.0		
Version No.	1.0	Version Update Date	27 th November 2017
Pre-requisites to Training	12 pass with two years of experience in any distribution or similar operations		
Training Outcomes	After completing this programme, participants will be able to: <ul style="list-style-type: none"> • Ensure statutory compliances, laws, policies and procedures • Develop product portfolio • Recruit key personnel for management of operations • Develop demand and distribution channel • Manage overall operations of the business and its expansion • Ensure health and safety in operations 		

This course encompasses 6 out of 6 National Occupational Standards (NOS) of “Portable Improved Cookstove Distributor” Qualification Pack issued by “Skill Council for Green Jobs”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction to Portable Improved Cookstove Theory Duration (hh:mm) 06:00 Practical Duration (hh:mm) 06:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Identify components of portable Improved Cookstove(ICS); Explain advantages & health benefits of portable ICS; Illustrate standards available for portable improved cookstove in India Demonstrate the placing of products next to the competitor brand Maintain category and competition adjacency Illustrate replacing of damaged display materials List out career progression of Portable Improved Cookstove Distributor 	Flip chart, markers, audio-video support to demonstrate various activities for installation of improved cookstove, clock, weighing machine, safety tool kits (including gloves, mask, eye gear, boots etc.), activity chart, flip chart, markers, types of portable improved cookstoves i.e. natural draft and forced draft cookstove, traditional cookstove, record book
2	Ensure statutory compliances, laws, policies and procedures Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 02:00 Corresponding NOS Code SGJ/N2116	<ul style="list-style-type: none"> Explain how to identify local corporation/authority related to the business Explain procedure of complete business registration and associated legal formalities Illustrate and describe compliances and constraints in statutory procedures 	Required NOC or warehouse license
3	Develop product portfolio Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code SGJ/Q2117	<ul style="list-style-type: none"> Explain procedure to identify various segments of customers and their cooking needs Explain procedure of analysing relevancy of improved cookstove as per customer need Evaluate selected cookstove marketability Build projection of growth in demand through appropriate statistical tool Calculate Return on Investment(RoI) 	Router and Internet connection, Laptop, White Board, Marker, Projector, statistical tool

Sr. No.	Module	Key Learning Outcomes	Equipment Required
4	Recruit key personnel for management of operations Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code SGJ/Q2118	<ul style="list-style-type: none"> Build method of preparing an organization chart of various departments and function Define eligibility requirement for recruitment Define selection criteria and procedure of selection Explain procedure of assessment of credentials Evaluate different applicants for various positions 	
5	Develop demand and distribution channel Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 12:00 Corresponding NOS Code SGJ/Q2119	<ul style="list-style-type: none"> Identify specification required by vendors in the market Identify technology wide potential vendor of improved cookstove Explain procedure for identification of most effective channels for promotion of targeted group and vendor requirement Organize promotional event to augment sales and profitability Build contract with vendors Prepare cost benefit analysis for establishing warehouse facility Prepare all legal formalities required to set up warehouse facility for improved cookstove Assess load for transportation Explain procedure for buying or leasing of vehicles Prepare document formalities for ensuring transportation facilities Analyze after sales services need Select appropriate mode of operation and distribution channel Determine nature and scope of after sales and maintenance work Manage in-house aftersales and maintenance team against on call Identify and establish processes for aftersales and maintenance services 	Record book, list of vendors for transport, manufacturers of cookstoves

Sr. No.	Module	Key Learning Outcomes	Equipment Required
6	Manage overall operations of the business and its expansion Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 08:00 Corresponding NOS Code SGJ/Q2120	<ul style="list-style-type: none"> Build daily sales report Examine business report with Sub-ordinate and Managers on periodic basis Establish Key Performance Indicator(KPI) for various departments Measure financial challenges and opportunity Explain method for augmentation of range of improved cookstove Analyse performance of competitors for identify business expansion avenue 	Record book
7	Ensure health and safety in operations Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 08:00 Corresponding NOS Code SGJ/N2121	<ul style="list-style-type: none"> Administer first aid; Demonstrate Personal Protective Equipment(PPE) while handling cookstove Explain procedure for identification of safe work area, health hazard Demonstrate standard safety operation while handling portable improved cookstove Demonstrate mock drill to handle emergency situation Discuss carrying out periodic walk through inspections to keep work area free from obstruction Explain how to report/record potential risk/threat to higher authority if any Demonstrate evacuation plan whenever required 	Safety tool kits (including gloves, mask, eye gear, boots etc.)
8	Communication & Soft Skills Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 06:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Identify ways to assist colleagues positively to maximize effectiveness and efficiency in carrying out tasks Demonstrate appropriate communication etiquette and dressing at work place Demonstrate time management for raw material procurement and product delivery Demonstrate responsible and disciplined behaviours at the workplace Identify ways to put up grievances and problems to appropriate authority Demonstrate collaboration and group participation to achieve common goals Describe methods to support continuous improvement on environment and work culture within the organization 	Flip chart, markers, Activity chart

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Acquire basic skills of communication; Acquire basic reading capabilities to enable reading of manual health and safety instructions; 	
	Total Duration 80 Hours Theory Duration 30 Hours Practical Duration 50 Hours	Unique Equipment Required: Flip chart, markers, audio-video support to demonstrate various activities for installation of improved cookstove, clock, weighing machine, safety tool kits (including gloves, mask, eye gear, boots etc.), activity chart, flip chart, markers, types of portable improved cookstoves i.e. natural draft and forced draft cookstove, traditional cookstove, record book, list of vendors for transport, manufacturers of cookstoves	

Grand Total Course Duration: **80 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [Skill Council for Green Jobs](#))

Trainer Prerequisites for Job role: “Portable Improved Cookstove Distributor” mapped to Qualification Pack: “SGJ/Q2105, v1.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “SGJ/Q2105, Version 1.0”.
2	Personal Attributes	This job requires the individual to concentrate on the job at hand complete it without any accident and on time. He / She show strong work ethics, an ability to communicate with co-workers. He / She must possess lots of energy and shows willingness to work under time pressure.
3	Minimum Educational Qualifications	12 th Pass or Graduate
4a	Domain Certification	Certified for Job Role: “Portable Improved Cookstove Distributor” mapped to QP: “SGJ/Q2105, Version 1.0”. Minimum accepted score as per SCGJ is 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q2601” or equivalent. Minimum accepted score as per SCGJ is 80%.
5	Experience	12 th pass with four years of experience in any distribution or similar occupation or Graduate with two years of experience in any distribution or similar occupation

CRITERIA FOR ASSESSMENT OF TRAINEES

Please refer to the QP-NOS for the Assessment Criteria.