

Model Curriculum

Paper Bag Maker

SECTOR: GREEN JOBS
SUB-SECTOR: OTHER GREEN JOBS
OCCUPATION: MANUFACTURING
REF ID: SGJ/Q8702, V1.0
NSQF LEVEL: 5



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

SKILL COUNCIL FOR GREEN JOBS

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: **'Paper Bag Maker'** QP No. **'SGJ/Q 8702 NSQF Level 5'**

Date of Issuance: **August 11th, 2020**

Valid up to: **August 10th, 2022**

* Valid up to the next review date of the Qualification Pack


Authorised Signatory
(Skill Council for Green Jobs)

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Paper Bag Maker

CURRICULUM / SYLLABUS

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

Program Name	Paper Bag Maker		
Qualification Pack Name & Reference ID	SGJ/Q8702, v1.0		
Version No.	1.0	Version Update Date	11.08.2020
Pre-requisites to Training	8th Pass with 2 Years ITI program or 10th Class or Certified Paper Bag Technician with 3-5 Years of experience		
Training Outcomes	After completing this programme, participants will be able to: <ul style="list-style-type: none"> • Carry out market analysis for raw material procurement and assess demand of paper bag • Identify key suppliers of raw material for paper bag • Prepare a business plan for marketing a paper bag • Liaise with government authorities/local authorities, corporation etc. for smooth conduct of business operations • Improve Entrepreneurship skills • Acquire requisite infrastructure/land • Set up and manage paper bag manufacturing plant • Manage human resource • Ensure health and safety at workplace • Improve communication and soft skills which include etiquette manner, perception etc. 		

This course encompasses 5 out of 5 Compulsory NOS (National Occupational Standards) of “Paper Bag Maker” Qualification Pack issued by “Skill Council for Green Jobs”.

COMPULSORY NOS:

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 8:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> • Explain different types of waste • Describe different sources of waste and methods of treatment, re-use and disposal • Describe use of recycled/processed paper for paper bag manufacturing • Explain the extent and use of paper bags for various end use purposes • Explain types and origin of paper-newsprint, magazine • Explain toxins and harmful chemicals in printing industry • Explain waste management hierarchy • Explain importance of wastewater reuse and recycling • Explain different stages of paper bag manufacturing • Explain different sources and types of computational based design available in market 	Demo model of paper bag manufacturing plant, chemicals used in printing, sources of computational design
2	Carry out market analysis Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 12:00 Corresponding NOS Code SGJ/N6501	<ul style="list-style-type: none"> • Identify the demand for paper bag in various shops/retail outlets/wholesale outlets/high-end brands • Identify existing customers using paper bags • Identify new customers to transition for using paper bags • Prepare map of market identifying shapes, sizes and carrying capacity of paper bag • Survey the market to identify <ul style="list-style-type: none"> ✓ high volume customers ✓ low carrying capacity ✓ high-end shops ✓ cloths/sari shops • Project demand based on survey results by using statistical tools • Identify sources of different types of papers with a view of quality and optimized cost at paper bag production unit • Identify sources of procuring different raw materials like ink, printing chemicals, eyelets, laces, tags, etc. • Conduct secondary research to gather information on local market, cluster of shops and trends of using paper bags • Identify potential users to replace plastics bags with suitable paper bags. 	Paper bags of different carrying capacity, GIS platform-Google Maps, etc.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Survey the types of bags supplied by competitors and identify possible improvement in quality and optimization of cost Analyse the information and data collected to develop profiles of the market and categorise different types of paper bags most commonly used in the market 	
3	<p>Entrepreneurship skills</p> <p>Theory Duration (hh:mm) 06:00</p> <p>Practical Duration (hh:mm) 12:00</p> <p>Corresponding NOS Code SGJ/N0111</p>	<ul style="list-style-type: none"> Describe broadly the process of setting up new paper bag manufacturing unit Explain how to decide overall production capacity of the paper bag manufacturing unit based on local market demand Identify most optimum location considering size of the plant, availability of raw material and other infrastructure facility as per approved local norms Assess financial requirement to set up paper bag manufacturing unit-fixed and working capital requirements Describe various financial support mechanisms from central/state government Explain the methods for raising finances including components of loan applications for fund raising Identify vendors for paper cutting, creasing and printing machineries Identify skilled workforce suitable for the unit Introduce effective resource management techniques including energy efficient techniques and reuse paper waste cuttings Explain monitor, review and verification system for Cost cutting and performance evaluation Outline the importance of time management and leadership skills Demonstrate use of MS Word and MS Excel and its applications for preparing a proposal Prepare a presentation for marketing and business development of different types of paper bags Develop a strategy to target the potential buyer in a given situation to market paper bags Identify the operational challenges in setting up paper bag unit and mitigation strategy 	Activity chart, model balance sheet of factory

Sr. No.	Module	Key Learning Outcomes	Equipment Required
4	<p>Set up and manage paper bag manufacturing plant</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 36:00</p> <p>Corresponding NOS Code SGJ/N8704</p>	<ul style="list-style-type: none"> List out various licences/compliances required for setting-up paper bag manufacturing unit and how to obtain them Determine optimum area required to set up the unit Identify size and configuration of key tools and specific machinery / equipment required for the paper bag unit Identify suitable vendors from where various components like tools, machinery etc. may be purchased by comparing technical and financial parameters Demonstrate methods of evaluation of technical and financial bids and finalize the deal Identify job roles and skill requirements for each job role Develop a strategy for evaluation of applications and interview Outline formal contract of employment for the selected candidate Develop a sequence of operation in the plant for optimum utilization of workforce and material Demonstrate how to ensure proper functioning and use of <ul style="list-style-type: none"> ✓ paper cutting machine ✓ creasing machine ✓ screen printing machine ✓ eyeleting machine Identify alternate and sustainable materials for paper bags Identify quality standards applicable on products manufactured by the company Demonstrate how to dispose waste/non-valuables safely at manufacturing unit Reuse wastepaper and sustainability marketing Explain case studies on waste to wealth Describe how to review production reports and resolve challenges encountered in daily operation Explain how to create hospitable, friendly and productive work environment Explain the value proposition of the products from the point of view of marketing Explain how to effectively market the products 	<p>Checklist for plant inspection, designed model activities, HR policy document, model product report of factory</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
5	<p>Ensure compliance with applicable statutory laws, policies and procedures</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 12:00</p> <p>Corresponding NOS Code SGJ/N6503</p>	<ul style="list-style-type: none"> Identify local authorities having a bearing on business process Explain waste management rules associated with the unit Explain hazardous waste management and trans boundary movement rule 2016 Explain how to co-ordinate with government authorities/local authorities, corporations etc. to comply with their regulations relating to paper bag manufacturing business Explain procedures to obtain clearance of pollution control board Demonstrate methods of completing business registration, associated legal formalities and compliances Illustrate applicable statutory laws, policies, standard, permissions and compliances to carryout paper bag manufacturing 	Business registration documents, waste management policy document
6	<p>Ensure health and safety at workplace</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code SGJ/N6504</p>	<ul style="list-style-type: none"> Demonstrate Personal Protective Equipment (PPE) at the unit Explain health and sanitation requirements at work place Outline standard safety operation while working at site Explain documented safety protocols at workplace Demonstrate monitoring of workplace and work processes for potential risks and threats Demonstrate evacuation plan whenever required Administer first aid Identify methods of reporting hazards and potential risk to authorize personnel Demonstrate mock drill to handle emergency situation Demonstrate different ways and means to handle emergency situations like fire, heavy equipment, bruises/deep wounds, etc. Explain report/record preparation for periodic checks and corrective actions 	Safety tool kits (including gloves, mask, boots etc.), First aid kit
7	<p>Communication and Soft Skills</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm)</p>	<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 	Activity items for soft skill training, activity chart

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	06:00 Corresponding NOS Bridge Module	<ul style="list-style-type: none"> • 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 • Explain gender sensitivity and PwD sensitivity • List different types of disability and overcoming challenges • Demonstrate creation of webpage/facebook page for marketing 	
	Total Duration 130 Hours Theory Duration 40 Hours Practical Duration 90 Hours	Unique Equipment Required: Projector, activity chart, safety tool kits (including gloves, mask, boots etc.), first aid kit, demo model of paper bag manufacturing plant, model product report of factory, geographical map checklist for plant inspection, designed model activities, HR policy document, business registration documents, paper bag of different carrying capacity, copy of waste management rules, model balance sheet of factory	

Grand Total Course Duration: 130 Hours, 0 Minutes

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

Trainer Prerequisites for Job role: “Paper Bag Maker” mapped to Qualification Pack: “SGJ/Q8702, 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/Q8702, Version 1.0”
2	Personal Attributes	This job requires the individual to concentrate and undertake the work regularly and with periodicity. S/he must exhibit strong leadership skills to efficiently manage daily operations and the overall business
3	Minimum Educational Qualifications	Graduate preferably in electrical, electronics, environment or chemical discipline
4a	Domain Certification	Certified for Job Role: “Paper Bag Maker” mapped to QP: “SGJ/Q8702, Version 1.0”. Minimum accepted score as per SCGJ guidelines 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 SSC guidelines is 80%
5	Experience	10 th pass with three years of experience in Paper Bag Manufacturing

CRITERIA FOR ASSESSMENT OF TRAINEES

Please refer to the QP-NOS for Assessment Criteria.