

# Model Curriculum

## Portable Improved Cookstove Sales & Maintenance Executive

SECTOR: GREEN JOBS  
SUB-SECTOR: RENEWABLE ENERGY  
OCCUPATION: MARKETING & SALES  
REF ID: SGJ/Q2104, V1.0  
NSQF LEVEL: 4



## 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 Sales and Maintenance Executive'**  
QP No. **'SGJ/Q2104 NSQF Level 4'**

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. Praveen Saxena

Authorised Signatory  
(Skill Council for Green Jobs)

## TABLE OF CONTENTS

<b>1. Curriculum</b>	<b>01</b>
<b>2. Trainer Prerequisites</b>	<b>06</b>
<b>3. Annexure: Assessment Criteria</b>	<b>07</b>

# Portable Improved Cookstove Sales & Maintenance Executive

## CURRICULUM / SYLLABUS

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

Program Name	Portable Improved Cookstove Sales & Maintenance Executive		
Qualification Pack Name & Reference ID.	SGJ/Q2104, v1.0		
Version No.	1.0	Version Update Date	27 <sup>th</sup> November 2017
Pre-requisites to Training	8 <sup>th</sup> Pass		
Training Outcomes	<b>After completing this programme, participants will be able to:</b> <ul style="list-style-type: none"> <li>• Operate portable improved cookstove</li> <li>• Demonstrate how to sale portable improved cookstove</li> <li>• Maintain health and work safety while assembling of portable improved cookstove</li> <li>• Provide aftersales and maintenance services for portable improved cookstove</li> </ul>		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Portable Improved Cookstove Sales & Maintenance Executive” Qualification Pack issued by “Skill Council for Green Jobs”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<b>Introduction to Portable Improved Cookstove</b>  <b>Theory Duration</b> (hh:mm) 11:00 <b>Practical Duration</b> (hh:mm) 05:00  <b>Corresponding NOS Code</b> Bridge Module	<ul style="list-style-type: none"> <li>Introduce basic concept of improved cookstove</li> <li>Compare improved cookstove and traditional cookstove;</li> <li>Illustrate advantages &amp; Health Benefits of portable improved cookstove;</li> <li>Identify standards available for portable improved cookstove in India</li> <li>Identify materials and components i.e. ceramic liner; steel cladding; combustion chamber; grate, handle; air Inlet and ash collector</li> <li>Explain usable metals and its properties used for assembling portable improved cookstove;</li> <li>Illustrate standards, company make and technical details of components used</li> <li>List out career progression of portable improved cookstove sales &amp; maintenance executive</li> </ul>	Flip chart, markers, audio-video support to demonstrate various activities for improved cookstoves i.e. natural and forced draft, traditional cookstove, ceramic liner, steel cladding, combustion chamber, grate and type of handles
2	<b>Improved Cookstove &amp; its Operation</b>  <b>Theory Duration</b> (hh:mm) 05:00 <b>Practical Duration</b> (hh:mm) 11:00  <b>Corresponding NOS Code</b> SGJ/N2127	<ul style="list-style-type: none"> <li>Explain Procedure for identification of different types of material used in portable improved cookstove</li> <li>Identify features of natural draft and forced draft cookstove</li> <li>Explain properties of good quality biomass used</li> <li>Describe procedure for:               <ul style="list-style-type: none"> <li>✓ assessing the area where cookstove should be operated</li> <li>✓ placing the biomass fuel onto fire</li> <li>✓ opening of cookstove</li> <li>✓ ignition with suitable inflammable material</li> <li>✓ placing vessel on cookstove top</li> <li>✓ handling vessel while cooking</li> <li>✓ extinguishing fire after cooking</li> <li>✓ removing and cleaning ash</li> </ul> </li> </ul>	Thermometers, rubber stoppers with holes for thermometers, fuel (dry), matches, water, metric liquid measuring unit, clock, weighing machine, utensil/pot, firewood, lighter, kerosene

Sr. No.	Module	Key Learning Outcomes	Equipment Required
3	<b>Demonstration and handling of sales of portable improved cookstoves</b>  <b>Theory Duration</b> (hh:mm) 06:00 <b>Practical Duration</b> (hh:mm) 12:00 <b>Corresponding NOS Code</b> SGJ/Q2113	<ul style="list-style-type: none"> <li>Discuss potential sales area</li> <li>Identify spot sales opportunity</li> <li>Identify local ecosystem for potential sale of improved cookstove</li> <li>Describe methodologies to interact with potential customers</li> <li>Explain procedure for document preparation before approaching customer</li> <li>Identify technical specification of cookstove</li> <li>Identify environment, health and safety aspects of improved cookstove</li> <li>Identify suitable portable improved cookstove based on customer requirement and preferences of location</li> <li>Describe financial provision and costing to the customer</li> <li>Identify places where improved cookstove sale and maintenance service may be ensured</li> <li>Interact with cooking devices retailer to promote counter sales</li> <li>Identify places to demonstrate function of cookstove focuses large gathering</li> <li>Demonstrate handling of cookstove</li> <li>Demonstrate avoiding of excess biomass feeding in grate</li> <li>Demonstrate how to cool off cookstove after use</li> </ul>	
4	<b>Health and Work safety while identification and demonstration of Portable Improved Cookstove</b>  <b>Theory Duration</b> (hh:mm) 02:00 <b>Practical Duration</b> (hh:mm) 04:00 <b>Corresponding NOS Code</b> SGJ/N2114	<ul style="list-style-type: none"> <li>Identify precautions to be observed while collection of raw materials</li> <li>Identify safety standards to handle tools for collection and installation of cookstove</li> <li>Administer first aid</li> <li>Demonstrate the standard safety operation</li> <li>Maintain proper hygiene at workplace</li> <li>Identify Personal Protective equipment(PPE) used for the specific purpose</li> <li>Identify the hazards associated with material handling</li> <li>Identify work safety procedures</li> <li>Identify work safety procedures and instructions while assembling of improved cookstove</li> <li>Demonstrate safe removal of ash from the fuel opening.</li> <li>Properly fit and avoid any loose fittings</li> <li>Demonstrate fire safety drills</li> <li>Treat fire burn</li> </ul>	Safety tool kits (including gloves, mask, eye gear, boots etc.), long pincher and utility tongs

Sr. No.	Module	Key Learning Outcomes	Equipment Required
5	<b>Aftersales and maintenance services of Portable Improved Cookstoves</b>  <b>Theory Duration</b> (hh:mm) 04:00 <b>Practical Duration</b> (hh:mm) 12:00  <b>Corresponding NOS Code</b> SGJ/Q2115	<ul style="list-style-type: none"> <li>Explain methods to handle customer concerns and objections</li> <li>List of probable solutions for different problems in operating improved cookstove</li> <li>Identify best solution to resolve problem effectively</li> <li>Provide clear reasons to customer when the problem has not been resolved to their satisfaction</li> <li>Explain procedure of recording customer maintenance request</li> <li>Interact with customer for his/her satisfaction after sale</li> <li>Illustrate process of follow up for customer satisfaction after maintenance</li> <li>Record suggestions/Grievances of customer on product for customer services</li> </ul>	Record book
6	<b>Communication &amp; Soft Skills</b>  <b>Theory Duration</b> (hh:mm) 02:00 <b>Practical Duration</b> (hh:mm) 06:00  <b>Corresponding NOS Code</b> Bridge Module	<ul style="list-style-type: none"> <li>Identify ways to assist colleagues positively to maximize effectiveness and efficiency in carrying out tasks</li> <li>Demonstrate appropriate communication etiquette and dressing at work place</li> <li>Demonstrate time management for raw material procurement and product delivery</li> <li>Demonstrate responsible and disciplined behaviours at the workplace</li> <li>Identify ways to put up grievances and problems to appropriate authority</li> <li>Demonstrate collaboration and group participation to achieve common goals</li> <li>Describe methods to support continuous improvement on environment and work culture within the organization</li> <li>Acquire basic skills of communication;</li> <li>Acquire basic reading capabilities to enable reading of manual health and safety instructions;</li> </ul>	Flip chart, markers, Activity chart
	<b>Total Duration</b> <b>80 Hours</b>  <b>Theory Duration</b> <b>30 Hours</b>  <b>Practical Duration</b> <b>50 Hours</b>	<b>Unique Equipment Required:</b> Flip chart, markers, audio-video support to demonstrate various activities for installation of improved cookstove, thermometers, rubber stoppers with holes for thermometers, fuel (dry), matches, water, metric liquid measuring unit, clock, weighing machine, shovel, trowel, grate, mould, measuring tape, hammer, tasla/shallow pan, brush, bucket & mug, ceramic clay, method to fire clay, stoves, pots, extra tin, tin snips, spoon, safety tool kits (including gloves, mask, eye gear, boots etc.), long pincher and	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		utility tongs, Activity chart, Flip chart, markers, types of Portable Improved cookstoves i.e. Natural Draft, Forced Draft, Traditional Cookstove, steel Cladding; combustion Chamber; grate and types of Handle, record book	

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 Sales & Maintenance Executive” mapped to Qualification Pack: “SGJ/Q2104, v1.0”

Sr. No.	Area	Details
1	<b>Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “SGJ/Q2104, Version 1.0”.
2	<b>Personal Attributes</b>	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	<b>Minimum Educational Qualifications</b>	10 <sup>th</sup> Pass
4a	<b>Domain Certification</b>	Certified for Job Role: “Portable Improved Cookstove Sales & Maintenance Executive” mapped to QP: “SGJ/Q2104, Version 1.0”. Minimum accepted score as per SCGJ is 70%.
4b	<b>Platform Certification</b>	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	<b>Experience</b>	Two years of experience in any sales and maintenance or similar profile

## CRITERIA FOR ASSESSMENT OF TRAINEES

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