

# Program Guide

for

## Metal Work Helper

*A short term Apprenticeship Curriculum  
for  
International Labour Organisation/ Time Bound Program  
and  
World Education/Brighter Future Project*



Council for Technical Education and Vocational Training  
**CURRICULUM DEVELOPMENT DIVISION**  
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### **Introduction**

The International Programme on the Elimination of Child Labour (IPEC) of the International Labour Organisation (ILO) has promoted a variety of measures to progressively eliminate child labour, giving priority to the eradication of the worst forms of child labour in Nepal. IPEC's interventions are implemented in partnership with the government, trade unions, employer's associations and non-governmental organizations. One of the innovative programmes promoted by IPEC include the Time Bound Programme (TPB), which aims to prevent and eliminate selected worst forms of child labour, as defined in ILO Convention No. 182, within a defined period of time.

The objective of the Time-Bound Programme (TBP) is to contribute to the Master Plan of His Majesty's Government of Nepal for the Elimination of Child Labour. The Time-Bound Programme is going to take various steps in eliminating the identified seven worst forms of child labour in Nepal: child porters, child domestics, children in trafficking, child ragpickers, children in carpet factories, children in mine/stone quarries and child bonded labour.

The educational interventions of the TBP in Nepal have been among the most effective instruments for the prevention of child labour and the rehabilitation of former child workers. The TBP & Brighter Future Programme (BFP) of World Education (WEI) measures promote access to free education and appropriate vocational training and apprenticeship opportunities for all children and youth removed from the identified worst forms of child labour. In this context, ILO and World Education (WEI) have taken the initiative to design apprenticeship-training programs in various trade areas for the older children working in the worst forms of child labour.

### **Rational of the programme**

The vocational trainings in Nepal have resulted mixed outcomes. Although, there is a rapid proliferation of the technical and vocational training providers and the youth enrolment has been in increasing trend, there are some fundamental problems. Basically, the training programmes are much structured and the training delivery is made in institution-based environment. Similarly, there are minimum standard that needs to be maintained for enrolment. Considering the low literacy background of children engaged in the identified worst forms of child labour, the standard for admission to vocational training institutes is too high. Furthermore, many vocational training institutes have a very high cost. Therefore, ILO and WEI have taken the initiative to look more carefully into apprenticeship models as an alternative to vocational training for older working children.

According to IPEC Nepal and WEI, the term apprenticeship for TBP refers to supervised on-the-job training that provides practical skills and theoretical knowledge and also the experience of a work environment. It is a learning method that prepares a young person at least 14 years of age for a real job by giving him/her a set of well-defined occupational abilities through close supervision and guidance from a potential employer, or from a mentor. Apprenticeship can build confidence in young people, and remind them that they have a positive role to play in their community, and in their country.

### **Overall objectives**

The overall objective of the programme is to eliminate exploitative and hazardous child labour by providing them with skills and knowledge to attain better employment and economic opportunities and linking them to national development efforts including economic, educational and labour market policies of Nepal.

**Terminal objectives**

After the completion of this course an apprentice will be able:

- to take measurement and unit conversion,
- to perform bench works,
- to assist in mending grills and making gates,
- to perform finishing works, and
- to assist in managing the workshop.

**Course description**

This course is designed to help the apprentices to provide basic knowledge and skills on metal works. The apprentices will develop their competencies working in the metal and grill workshop under the supervision of a senior metal worker in an unstructured way. This course especially provides skills focusing on taking measurements, performing bench works and mending grills and making gates. This course also provides skills on performing finishing works and maintaining necessary tools and equipment.

**Target group**

This programme is targeted to the older children engaged in the worst forms of child labour who are above 14 years old. In Nepal, the worst form of child labour include;

1. Domestic child labourers,
2. Child porters,
3. Child bonded labourers,
4. Children involved in trafficking,
5. Rag picking children,
6. Child labourers in carpet industry, and
7. Child labourers in stone quarries and mines.

**Group size**

The number of apprentice can vary depending upon the facilities available with the apprenticeship-training providers. **Ideally, this should not exceed five in numbers.**

**Entry criteria**

An apprentice must be or have

1. Engaged in the worst form of child labour.
2. Between 14 to 18 years old.
3. Interest and commitment in apprenticeship training.
4. Current employer's/guardian's consent.
5. Basic literacy.

**Duration**

Three to five months (2 to 3 hours per day and 5 to 6 days a week) OR as per the agreement between apprenticeship provider and TBP implementing organisation. However, the theory and practical time should be arranged in the ratio of 20:80.

**Medium of instruction** Nepali.

**Pattern of attendance**

The apprentice should secure 90% attendance during the training period.

**Certificate requirements**

National Skill Testing Board (The Skill Testing Division of the Council for Technical Education and Vocational Training, CTEVT) according to its requirement administers skill tests and provides certificate to apprentice.

**Apprenticeship provider's qualification**

An apprenticeship provider must have:

1. Enthusiasm and motivation to train the older children in the worst form of child labour
2. Qualification and experience in training.
3. Proper tools, equipment and space for training.
4. Safe working environment.
5. Possibility of employment opportunity.

**Trainees evaluation**

The apprenticeship-training providers will continuously evaluate the apprentice based on their performance.

**Equipment, tools and materials**

Depending upon the frequency of uses and the number of apprentice the number/quantity of tools/equipment/material varies.

S.No.	Name of the tools/equipment	Units
	Hammer	
	Chisel	
	Plumb bob	
	Bottom	
	Spirit level	
	Measuring tape	
	Hack saw set	
	Wrenches	
	Drill bits	
	Screw driver	
	Pliers	
	Right angle	
	Protector	
	Scissors	
	Welding machine	
	Drilling machine	
	Die set	
	Cutter machine	
	Hand grinder	
	Stand grinder	
	Vices	
	Chain pulley	
	Balance set	
	Anbilhub	
	Verneir calliper	

### Summary of Duties and Competencies

S. No	Duties and Competencies/Tasks/Skills	Time (in hrs.)		
		Th.	Prac.	Total
<b>A.</b>	<b>Assist to manage workshop</b>			
	A.1. Assist to maintain workshop	2	4	6
	A.2. Assist to collect materials	1	4	5
	A.3. Manage hand tools	2	4	6
	A.4. Assist to procure materials	1	4	5
	A.5. Assist in delivering product	1	5	6
<b>B.</b>	<b>Take Measurements</b>			
	B.1. Identify units of measurement (SI & FPS Units)	2	4	6
	B.2. Measure length (breadth or width or height)/diameter/weight.			
	B.3. Interpret drawing	2	8	10
	B.4. Count Items	1	3	4
	B.5. Identify materials	2	4	6
	B.6. Weigh material	1	4	5
<b>C.</b>	<b>Perform Bench Work</b>			
	C.1. Cut metal as per drawing	1	5	6
	C.2. Straighten flat cut piece	1	3	4
	C.3. Straighten angle cut piece	1	4	5
	C.4. Straighten pipe cut piece	1	3	4
	C.5. Bend flat piece	1	3	4
	C.6. Bend angled piece	1	3	4
	C.7. Bend pipe piece	1	5	6
	C.8. Identify drill bits	1	3	4
	C.9. Perform drilling work	1	5	6
	C.10. Perform filing work	2	10	12
	C.11. Perform chiseling work	1	4	5
	C.12. Perform grinding work	1	3	4
	C.13. Fasten nuts and bolts	2	4	6
	C.14. Cut threads	1	4	5
<b>D.</b>	<b>Assist to mend grills</b>			
	D.1. Assist to mend flat grill	2	6	8
	D.2. Assist to mend square rod grill	1	10	11
	D.3. Assist to mends square pipe grill	1	9	10
	D.4. Assist to mend compound bar (fencing)	1	14	15
	D.5. Assist to mend kennel	1	5	6
	D.6. Assist to mend stair railing	1	7	8
	D.7. Assist to mend screen	1	5	6
	D.8. Assist to mend tank stand	1	7	8
	D.9. Assist to mend metal bed/ bench/ desk/table	2	10	12
	D.10. Assist to mend Skipping /swing	1	10	11
	D.11. Assist to mend Straight stair	1	7	8
	D.12. Assist to mend round stair	1	14	15

S. No	Duties and Competencies/Tasks/Skills	Time (in hrs.)		
		Th.	Prac.	Total
<b>E.</b>	<b>Assist to make gates</b>			
E.1.	Assist to make angle frame	2	6	8
E.2.	Assist to make pipe frame	1	5	6
E.3.	Assist to make CGI sheet gate	2	8	10
E.4.	Assist to make plain sheet gate	1	4	5
E.5.	Assist to make flat /rod/square pipe gate	1	5	6
E.6.	Assist to perform rebating	1	3	4
E.7.	Assist to make strips shutter	2	6	8
E.8.	Assist to make mesh shutter	1	5	6
E.9.	Assist to make folding gate	2	6	8
E.10.	Assist to make track (lik) gate	1	7	8
E.11.	Assist to make channel gate	1	7	8
<b>F.</b>	<b>Perform Finishing Works</b>			
F.1.	Apply sand paper	1	4	5
F.2.	Level product surface	1	2	3
F.3.	Remove iron chips	1	2	3
F.4.	Apply putting over holes and joints	1	4	5
F.5.	Apply primer (red oxide) painting	2	6	8
F.6.	Fit window grills	1	4	5
<b>G.</b>	<b>Maintain tools and Equipment</b>			
G.1.	Maintain hand grinder	2	8	10
G.2.	Maintain hand drill machine	2	6	8
G.3.	Maintain welding machine	2	8	10
G.4.	Maintain cutting Machine	1	4	5
G.5.	Maintain stand drill machine	1	5	6
G.6.	Maintain bench vice	1	4	5
G.7.	Maintain die set	2	4	6
G.8.	Maintain pipe wrenches	1	3	4
<b>H.</b>	<b>Communicate with others</b>			
H.1.	Communicate with metal work mechanics.	1	2	3
H.2.	Communicate with client.	1	2	3
H.3.	Communicate with employer.	1	2	3
H.4.	Communicate with colleagues.	1	2	3
H.5.	Communicate with supervisor.	1	2	3
H.6.	Communicate with supplier.	1	2	3
H.7.	Communicate with visitor.	1	2	3
H.8.	Communicate with junior.	1	2	3
H.9.	Communicate with hardware shops.	1	2	3
H.10.	Receive telephone call.	1	2	3
<b>I.</b>	<b>Grow professionalism</b>			
I.1.	Consult metal work mechanics.	1	2	3
I.2.	Visit equipped working places/sights.	1	3	4
I.3.	Read related materials (Documents, manuals, brochures etc.).	1	3	4
I.4.	Seek trainings places /programs.	1	4	5
I.5.	Attend training/ seminar/workshops.	1	2	3
I.6.	Watch Audio Visuals.	1	2	3

S. No	Duties and Competencies/Tasks/Skills	Time (in hrs.)		
		Th.	Prac.	Total
I.7.	Browse World Wide Web.	1	2	3
<b>Total</b>		<b>97</b>	<b>271</b>	<b>367</b>

**Duty 1: Assist in Workshop Management**

S. No	Competencies	Related Technical Knowledge	Time (in hrs.)		
			Th.	Prac.	Total
1.	Assist to Maintain workshop.	<input type="checkbox"/> Workshop layout. <input type="checkbox"/> Placement of tools and equipment. <input type="checkbox"/> Safety precaution. <input type="checkbox"/> Inventory. <input type="checkbox"/> Periodical cleaning.	2	4	6
2.	Assist to collect materials	<input type="checkbox"/> Types of materials. <input type="checkbox"/> Identification of hardware shop.	1	4	5
3.	Manage hand tools	<input type="checkbox"/> Types of hand tools (measuring, cutting, hammering, welding). <input type="checkbox"/> Safety precaution.	2	4	6
4.	Assist to procure materials	<input type="checkbox"/> Identification of required materials, their size & quality. <input type="checkbox"/> Availability place and route. <input type="checkbox"/> Procurement process (simple concept only).	1	4	5
5.	Assist in delivering product	<input type="checkbox"/> Types of product. <input type="checkbox"/> Handling techniques. <input type="checkbox"/> Client's address, <input type="checkbox"/> Fixing of the product <input type="checkbox"/> Installation & Adjustment	1	5	6

**Duty 2: Take Measurements.**

S. No	Competencies	Related Technical Knowledge	Time (in hrs.)		
			Th.	Prac.	Total
1.	Identify units of measurement (MKS/SI & FPS Units).	<input type="checkbox"/> Units of measurement (MKS/SI and FPS system) <input type="checkbox"/> Conversion of units (from feet to meter and vice-versa).	2	4	6
2.	Measure length (breadth or width or height)/diameter.	<input type="checkbox"/> Measuring procedure. <input type="checkbox"/> Area and volume calculation.			
3.	Interpret drawing.	<input type="checkbox"/> Concept of plan, elevation and section. <input type="checkbox"/> Drawing scale and dimension. <input type="checkbox"/> Drawing symbols.	2	8	10
4.	Count items.	<input type="checkbox"/> Categories of items. <input type="checkbox"/> Counting numbers.	1	3	4



S. No	Competencies	Related Technical Knowledge	Time (in hrs.)		
			Th.	Prac.	Total
5.	Identify materials.	☒ Materials, types, purpose, properties, uses, Identification	2	4	6
6.	Weigh material	☒ Weighing Balance, Spring Balance. ☒ Weighing techniques and Units. ☒ Safety precautions.	1	4	5

**Duty 3: Perform Bench work**

S. No	Competencies	Related Technical Knowledge	Time (in hrs.)		
			Th.	Prac.	Total
1.	Cut metal.	☒ Identification of cutting tools and their uses. ☒ Cutting procedure. ☒ Safety precautions.	1	5	6
2.	Straighten flat cut piece	☒ Identification of hammering tools and their uses. ☒ Hammering procedure. ☒ Safety precautions.	1	3	4
3.	Straighten angle cut piece	☒ Refer task 2	1	4	5
4.	Straighten pipe cut piece	☒ Refer task 2	1	3	4
5.	Bend flat piece	☒ Types of bend (plain, circular and semi-circular). ☒ Bending procedure. ☒ Safety precautions.	1	3	4
6.	Bend angled piece	☒ Refer task 5.	1	3	4
7.	Bend pipe piece	☒ Refer task 5.	1	5	6
8.	Identify drill bits.	☒ Types of drill bit. ☒ Size and number identification. ☒ Safety precautions.	1	3	4
9.	Perform drilling.	☒ Drilling machine, its types and parts. ☒ Drilling procedure. ☒ Safety precautions.	1	5	6
10.	Perform filing.	☒ File types and their uses. ☒ Purpose of filing. ☒ Filing procedure. ☒ Safety precaution.	2	10	12
11.	Perform chiselling work	☒ Chisel types and their uses. ☒ Chiseling procedure. ☒ Grinding chisel ☒ Safety precaution.	1	4	5
12.	Perform grinding work	☒ Grinding machine and	1	3	4

S. No	Competencies	Related Technical Knowledge	Time (in hrs.)		
			Th.	Prac.	Total
		wheels. ☒ Grinding procedure. ☒ Safety precautions.			
13.	Fasten nuts and bolts	☒ Types of fasteners and their size, ☒ Fastening procedure. ☒ Safety precautions.	2	4	6
14.	Cut threads	☒ Types of thread. ☒ Number of threads per inch. ☒ Identification of threads cutting tools. ☒ Threading procedure. ☒ Safety precaution.	1	4	5

**Duty 4: Assist to mend grills.**

S. No	Competencies	Related Technical Knowledge	Time (in hrs.)		
			Th.	Prac.	Total
1.	Assist to mend flat grill	☒ Identification of flat grill (Flat strip, grill size and types). ☒ Interpretation of drawing/sketch. ☒ Orientation on welding machine and accessories. ☒ Types of welding. ☒ Welding procedure. ☒ Safety rules.	2	6	8
2.	Assist to mend square grill	☒ Identification of square grill (Flat strip, grill size and types). ☒ Interpretation of drawing/sketch. ☒ Orientation on welding machine and accessories. ☒ Types of welding. ☒ Welding procedure. ☒ Safety rules.	1	10	11
3.	Assist to mends square pipe grill.	☒ Identification of square pipe grill (Flat strip, grill size and types). ☒ Interpretation of drawing/sketch. ☒ Orientation on welding machine and accessories. ☒ Types of welding. ☒ Welding procedure.	1	9	10

S. No	Competencies	Related Technical Knowledge	Time (in hrs.)		
			Th.	Prac.	Total
		☒ Safety procedure.			
4.	Assist to mend compound fencing	☒ Drawing/sketch interpretation. ☒ Procedure. ☒ Safety precautions.	1	14	15
5.	Assist to mend kennel	☒ Drawing/sketch interpretation. ☒ Procedure. ☒ Safety precautions.	1	5	6
6.	Assist to mend stair railing.	☒ Drawing/sketch interpretation. ☒ Procedure. ☒ Safety precautions.	1	7	8
7.	Assist to mend screen.	☒ Drawing/sketch interpretation. ☒ Procedure. ☒ Safety precautions.	1	5	6
8.	Assist to mend tank stand.	☒ Drawing/sketch interpretation. ☒ Procedure. ☒ Safety precautions.	1	7	8
9.	Assist to mend metal bed/ bench/ desk/table.	☒ Drawing/sketch interpretation. ☒ Procedure. ☒ Safety precautions.	2	10	12
10.	Assist to mend slide /swing.	☒ Drawing/sketch interpretation. ☒ Procedure. ☒ Safety precautions.	1	10	11
11.	Assist to mend straight stair.	☒ Drawing/sketch interpretation. ☒ Procedure. ☒ Safety precautions.	1	7	8
12.	Assist to mend round stair.	☒ Drawing/sketch interpretation. ☒ Procedure. ☒ Safety precautions.	1	14	15

**Duty 5: Assist to make gates**

S. No	Tasks	Related Technical Knowledge	Time (in hrs.)		
			Th.	Prac.	Total
1.	Assist to make angle frame	☒ Drawing/sketch interpretation. ☒ Type of frames. ☒ Procedure. ☒ Safety precautions.	2	6	8

S. No	Tasks	Related Technical Knowledge	Time (in hrs.)		
			Th.	Prac.	Total
2.	Assist to make pipe frame	<input type="checkbox"/> Drawing/sketch interpretation. <input type="checkbox"/> Type of frames. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions.	1	5	6
3.	Assist to make GI sheet gate	<input type="checkbox"/> Drawing/sketch interpretation. <input type="checkbox"/> Type of frames. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions.	2	8	10
4.	Assist to make plain sheet gate	<input type="checkbox"/> Drawing/sketch interpretation. <input type="checkbox"/> Type of frames. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions.	1	4	5
5.	Assist to make flat /rod/square pipe gate	<input type="checkbox"/> Drawing/sketch interpretation. <input type="checkbox"/> Type of frames. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions.	1	5	6
6.	Assist to perform Riveting.	<input type="checkbox"/> Introduction, types and size of Rivet. <input type="checkbox"/> Identification of Riveting tools. <input type="checkbox"/> Drawing/sketch interpretation. <input type="checkbox"/> Riveting procedure. <input type="checkbox"/> Safety precautions.	1	3	4
7.	Assist to make strips shutter	<input type="checkbox"/> Drawing/sketch interpretation. <input type="checkbox"/> Spring types and function. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions.	2	6	8
8.	Assist to make mesh shutter	<input type="checkbox"/> Drawing/sketch interpretation. <input type="checkbox"/> Spring types and function. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions.	1	5	6
9.	Assist to make folding gate	<input type="checkbox"/> Drawing/sketch interpretation. <input type="checkbox"/> Hinge size, types and function. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions.	2	6	8
10.	Assist to make roller gate (track gate)	<input type="checkbox"/> Drawing/sketch interpretation. <input type="checkbox"/> Roller gate, size, types and function. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions.	1	7	8
11.	Assist to make channel gate	<input type="checkbox"/> Drawing/sketch interpretation. <input type="checkbox"/> Channel gate size, types and function. <input type="checkbox"/> Procedure. <input type="checkbox"/> Safety precautions.	1	7	8

**Duty 6: Perform Finishing work.**

S. No	Competencies	Related Technical Knowledge	Time ( in hrs.)		
			Th.	Prac.	Total
1.	Apply sand/emery paper.	<input type="checkbox"/> Identification of sand and emery papers. <input type="checkbox"/> Types and size. <input type="checkbox"/> Application procedure. <input type="checkbox"/> Safety precautions.	1	4	5
2.	Level product's surface.	<input type="checkbox"/> Identification of the product. <input type="checkbox"/> Grinding procedure. <input type="checkbox"/> Surface finishing procedure. <input type="checkbox"/> Safety precautions.	1	2	3
3.	Remove iron chips.	<input type="checkbox"/> Identification of chipping tools. <input type="checkbox"/> Chipping procedure. <input type="checkbox"/> Safety precautions.	1	2	3
4.	Apply putting over holes and joints	<input type="checkbox"/> Identification of Putty materials and adhesives. <input type="checkbox"/> Identification of joints for Putty application. <input type="checkbox"/> Safety precaution.	1	4	5
5.	Apply primer (red oxide) painting	<input type="checkbox"/> Identification of primer and their types. <input type="checkbox"/> Identification of sprit and thinner. <input type="checkbox"/> Identification of brushes and types <input type="checkbox"/> Mixing and application procedure. <input type="checkbox"/> Safety precaution	2	6	8
6.	Fit window grills	<input type="checkbox"/> Sizes of the grills and openings. <input type="checkbox"/> Fitting procedure. <input type="checkbox"/> Safety precautions.	1	4	5

**Duty 7: Maintain tools and equipment.**

S. No	Competencies	Related Technical Knowledge	Time ( in hrs.)		
			Th.	Prac.	Total
1.	Maintain hand grinder	<input type="checkbox"/> Concept of electricity, current, voltage and resistance. <input type="checkbox"/> Identification of Grinder parts, <input type="checkbox"/> Faultfindings. <input type="checkbox"/> Maintenance procedure. <input type="checkbox"/> Safety precaution.	2	8	10
2.	Maintain hand drill	<input type="checkbox"/> Identification of parts of the	2	6	8

S. No	Competencies	Related Technical Knowledge	Time (in hrs.)		
			Th.	Prac.	Total
	machine	drill machine. ☒ Faultfinding. ☒ Maintenance procedure. ☒ Safety precaution.			
3.	Maintain welding machine	☒ Identification of parts of the welding machine. ☒ Faultfinding. ☒ Maintenance procedure. ☒ Safety precaution.	2	8	10
4.	Maintain cutting Machine	☒ Identification of parts of the cutting machine. ☒ Faultfinding. ☒ Maintenance procedure. ☒ Safety precaution.	1	4	5
5.	Maintain stand drill machine	☒ Identification of parts (drill bits, job holding device, clamp and vice of the machine). ☒ Faultfinding. ☒ Maintenance procedure. ☒ Safety precaution.	1	5	6
6.	Maintain bench vice	☒ Identification of parts of the bench vice. ☒ Faultfinding. ☒ Maintenance procedure. ☒ Safety precaution.	1	4	5
7.	Maintain die set	☒ Identification of parts of the die set. ☒ Faultfinding. ☒ Maintenance procedure. ☒ Safety precaution.	2	4	6
8.	Maintain pipe wrenches	☒ Identification of parts of the pipe wrenches. ☒ Faultfinding. ☒ Maintenance procedure. ☒ Safety precaution.	1	3	4

**Duty 8: Communicate with others.**

S. No	Competencies	Related Technical Knowledge	Time (in hrs.)		
			Th.	Prac.	Total
1.	Communicate with metal work mechanics.	☒ Meaning and importance of communication. ☒ Type of communication (oral, sign/gesture and	1	2	3

S. No	Competencies	Related Technical Knowledge	Time (in hrs.)		
			Th.	Prac.	Total
		written). <input checked="" type="checkbox"/> Oral communication techniques. <input checked="" type="checkbox"/> Communication for cooperative/collaborative tasks. <input checked="" type="checkbox"/> Learning and information sharing. <input checked="" type="checkbox"/> Prior consultation on assigned work with the seniors. <input checked="" type="checkbox"/> Uses of appropriate communication language (with higher and lower position staffs.)			
2.	Communicate with client.	<input checked="" type="checkbox"/> Importance of listening and viewing the client's opinions (offering opinions, supporting statement and questions and clarification of the proposed job).	1	2	3
3.	Communicate with employer.	<input checked="" type="checkbox"/> Refer to task 2	1	2	3
4.	Communicate with colleagues.	<input checked="" type="checkbox"/> Importance of interpretation and explanation of the proposed job with friends.	1	2	3
5.	Communicate with supervisor.	<input checked="" type="checkbox"/> Refer to task 1	1	2	3
6.	Communicate with supplier.	<input checked="" type="checkbox"/> Refer to task 2	1	2	3
7.	Communicate with visitor.	<input checked="" type="checkbox"/> Refer to task 2	1	2	3
8.	Communicate with junior.	<input checked="" type="checkbox"/> Refer to task 4	1	2	3
9.	Communicate with hardware shops.	<input checked="" type="checkbox"/> Demand and supply order. <input checked="" type="checkbox"/> Bill / invoice. <input checked="" type="checkbox"/> Material supply and delivery.	1	2	3
10.	Receive telephone call.	<input checked="" type="checkbox"/> Meaning, importance and purpose of telephone <input checked="" type="checkbox"/> Telephone receiving	1	2	3

S. No	Competencies	Related Technical Knowledge	Time (in hrs.)		
			Th.	Prac.	Total
		technique <input type="checkbox"/> Etiquette of receiving telephone call. <input type="checkbox"/> Message writing technique.			

**Duty 9: Grow professionalism.**

S. No	Competencies	Related Technical Knowledge	Time (in hrs.)		
			Th.	Prac.	Total
1.	Consult metal work mechanics.	<input type="checkbox"/> Importance of participating in career exploration activities with the metal work mechanics.	1	2	3
2.	Visit other's working place/ sight.	<input type="checkbox"/> Importance of learning from different workplaces and site visits.	1	3	4
3.	Read related materials (Documents, manuals, brochures)	<input type="checkbox"/> Importance of learning from trade relevant documents, manuals and other job related sheets.	1	3	4
4.	Attend training/ seminar/workshops	<input type="checkbox"/> Need of growing professionalism. <input type="checkbox"/> Importance of career development opportunities inside and outside the organization.	1	4	5
5.	Watch Audio-Visual.	<input type="checkbox"/> Familiarization of TVs channel/A/V aids. <input type="checkbox"/> Importance of leaning from A/V.	1	2	3
6.	Browse World Wide Web.	<input type="checkbox"/> Familiarization with computer. <input type="checkbox"/> WWW browsing techniques.	1	2	3
7.	Seek trainings places / programs	<input type="checkbox"/> Importance of trainings in career development. <input type="checkbox"/> Possible training providers/institutes for refresher trainings.	1	2	3