



QUALIFICATION FILE – PM Vishwakarma

Creative Broom Maker (Advance)

NCrF/NSQF Level: 3

Submitted By:

Handicrafts and Carpet sector skill council-HCSSC

Tel number(s): 011-26139834

E-mail address: ceo@hcssc.in

Table of Contents

Section 1: Basic Details	3
Section 2: Tools and Equipment Details	5
Section 3: Performance Criteria & Assessment Criteria	11
Section 4: Trainers & Assessors	Error! Bookmark not defined.
Annexure: Assessment Strategy	Error! Bookmark not defined.
Annexure: Acronym and Glossary	Error! Bookmark not defined.

Section 1: Basic Details

1.	PM Vishwakarma -Qualification Name	Creative Broom Maker			
2.	Sector	Handicrafts and Carpet Sector skill council			
3.	Related Qualification Available on NQR (wherever applicable)	Name: NA	NQR Code & version: NG-03-HC-02330-2024-V1-HCSSC		
4.	National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval.)	NQR Code: NA Version: 1.0	5. NCrF/NSQF Level: 3		
6.	Brief Description of the Job Role	Creative broom making involves pushing the boundaries of traditional broom crafting to create unique, artistic, and innovative broom designs. It's a form of artistic expression that combines functional utility with aesthetic appeal.			
7.	Eligibility Criteria for Entry for a Student/Trainee/Learner/Employee	<p>a. Entry Qualification & Relevant Experience:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px; text-align: center;">Academic/Skill Qualification (with Specialization - if applicable)</td> </tr> <tr> <td style="padding: 5px; text-align: center;">Existing Vishwakarmas duly verified as per the Scheme</td> </tr> </table> <p>b. Age : NA</p>		Academic/Skill Qualification (with Specialization - if applicable)	Existing Vishwakarmas duly verified as per the Scheme
Academic/Skill Qualification (with Specialization - if applicable)					
Existing Vishwakarmas duly verified as per the Scheme					
8.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	4	9. Common Cost Norm Category (I/II/III): I		
10.	Any Licensing Requirements for Undertaking Training on This Qualification (wherever applicable)	NA			

11. Training Duration by Modes of Training Delivery (as per requirement of the qualification)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Modules</th> <th style="text-align: left; padding: 5px;">Notional Hours (hh:mm)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Domain Knowledge along with usage of any new machinery/tools/techniques</td> <td style="padding: 5px;">45:00 Hours</td> </tr> <tr> <td style="padding: 5px;">Entrepreneurship skills and design workshops</td> <td style="padding: 5px;">30:00 Hours</td> </tr> <tr> <td style="padding: 5px;">Digital Skills</td> <td style="padding: 5px;">15:00 Hours</td> </tr> <tr> <td style="padding: 5px;">Financial Skills</td> <td style="padding: 5px;">15:00 Hours</td> </tr> <tr> <td style="padding: 5px;">Marketing and Outreach</td> <td style="padding: 5px;">15:00 Hours</td> </tr> <tr> <td style="padding: 5px;">Total</td> <td style="padding: 5px;">120:00 Hours</td> </tr> </tbody> </table>		Modules	Notional Hours (hh:mm)	Domain Knowledge along with usage of any new machinery/tools/techniques	45:00 Hours	Entrepreneurship skills and design workshops	30:00 Hours	Digital Skills	15:00 Hours	Financial Skills	15:00 Hours	Marketing and Outreach	15:00 Hours	Total	120:00 Hours
Modules	Notional Hours (hh:mm)															
Domain Knowledge along with usage of any new machinery/tools/techniques	45:00 Hours															
Entrepreneurship skills and design workshops	30:00 Hours															
Digital Skills	15:00 Hours															
Financial Skills	15:00 Hours															
Marketing and Outreach	15:00 Hours															
Total	120:00 Hours															
12. Is the Qualification Amenable to Persons with Disability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", specify applicable type of Disability:															
13. Name and Contact Details Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Mr. Krishan Kumar Email: ceo@hcsc.in Contact No.: 011-26139834 Website: www.hcssc.in															
14. Final Approval Date by NSQC: 15th March 2024	15. Validity Duration: 3 year Co-terminus with the PM Vishwakarma Scheme subject to midway changes in the qualification	16. Next Review Date: 15th March 2027														

Section 2: Tools and Equipment Details

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size	Tool Image/ Image URL
1.	Saw	Used to cut and shape wooden handles for the broom	3 Eqpt Nos	
2.	Sandpaper	Used for smoothing and finishing the wooden handle for a comfortable grip	3 Packets	
3.	Natural Straw	The main material for the bristles of the broom. It provides the sweeping action	6 Bundles	

4.	Scissors	Used for trimming and shaping the straw bristles to the desired length	5 Pairs	
5.	Wire	Used for binding the straw bristles together to create the broom head	5 Bundles	
6.	Natural dyes	To color the straw bristles using natural dyes for a decorative touch	5 Packets	
7.	Synthetic dyes	To color the straw bristles using artificial colouring agents	5 Packets	

8.	Colored twine	Decorative twine that can be used for additional binding or for creating patterns on the broom handle	4 bundles	
9.	Utility Knife	Used for various cutting tasks, such as trimming excess material or shaping components	4 Eqpt Nos	
10.	Brushes	Used for applying dyes or paints to the broom or for cleaning and finishing touches	4 Packets	

11.	Decorative elements	Additional materials like beads, feathers, or other embellishments to add decorative elements to the broom	5 Packets	
12.	Large container	used for dyeing or soaking materials in a large batch	3 Eqpt Nos	
13.	Stirrer	Used for mixing dyes or paints in the large container	6 Eqpt Nos	

14.	Tongs	Handling materials in the dye or paint solution without getting hands dirty	6 Eqpt Nos	
15.	Gloves	Protect hands from dyes, paints, or rough materials during the assembly process	4 Eqpt Nos	
16.	Hose	Used for rinsing or cleaning the broom during or after the production process	1 Eqpt Nos	
17.	Acrylic paints	to add color to the wooden handle or other parts of the broom	4 Packets	

18.	Ribbon	Decorative ribbon can be added to the handle for a finishing touch	5 Packets	
19.	Fabric	Additional material that could be used for wrapping or decorating the handle	5 Bundles	

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. PC/Laptop
2. Screen Projector
3. Screen
4. Marker
5. White Board
6. Duster
7. Smart Phone

Section 3: Performance Criteria & Assessment Criteria

Description:

Creative broom making involves pushing the boundaries of traditional broom crafting to create unique, artistic, and innovative broom designs. It's a form of artistic expression that combines functional utility with aesthetic appeal.

Scope:

The scope covers the following:

Creative Broom maker:

- carry out the process of making regular broom
- Workshops under the sector of creative broom
- Multi-coloured broom
- Broom-Making Entrepreneurship

Digital Literacy-Advanced:

- Advanced features of using mobile phones (Smart Phones)
- Using advanced Internet and mobile applications (Apps)
- Privacy and security related to the Internet and mobile phones

Advanced Financial Literacy:

- Understand importance of being financially literate
- Manage bank account
- Managing Loans
- Basic Understanding Taxes
- Using advanced features of digital payment applications
- Awareness and Prevention of Financial Frauds

Marketing and Outreach – Advanced:

- Marketing and Customer insights.
- Quality assurance and certification in craftsmanship
- Brand identity and promotion
- E-Commerce and building trade networks

Performance Criteria & Assessment Criteria:

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
	Usage of new machinery/tools/equipment				
	<i>Carry out the process of making regular broom</i>	5	27	-	-
PC 1.	choose a straight and sturdy stick or a premade wooden/metal handle. ensure it is comfortable to grip	1	2	-	-
PC 2.	if using a raw stick, trim it to the desired length using a saw or pruners	-	1	-	-
PC 3.	sand any rough edges to make the handle smooth	1	2	-	-
PC 4.	select the bristle material. common choices are natural straw or synthetic fibers	-	1	-	-
PC 5.	cut the bristles to the desired length, typically a bit longer than the handle	-	3	-	-
PC 6.	Gather a bunch of bristles together	1	2	-	-
PC 7.	trim the bottom ends of the bristle bunch	-	1	-	-
PC 8.	hold the bunch of bristles firmly against the handle at one end	1	3	-	-
PC 9.	use wire or twine to tightly bind the bristles to the handle. start wrapping the binding material near the top of the bristles	-	2	-	-
PC 10 .	wrap the binding material around multiple times to secure the bristles firmly	1	3	-	-
PC 11.	twist the wire or knot the twine tightly to ensure a secure attachment	-	2	-	-
PC 12.	trim any excess length from the bristles if needed using scissors or pruners	-	2	-	-
PC 13.	shape the broom by trimming the bristles into a neat, even, and rounded form	-	3	-	-
	Entrepreneurship skills and design workshops				
	<i>Workshops under the sector of creative broom</i>	4	18	-	-

PC 14.	techniques of broom making using natural materials such as broomcorn, twigs, and branches. cover the basics of bundling, tying, and securing the bristles to the handle	1	2	-	-
PC 15.	explore the art of dyeing broomcorn or alternative fibers	1	2	-	-
PC 16.	workshop combines the practical skills of broom making with the creative elements of color design	-	2	-	-
PC 17.	explore innovative broom designs and materials like recycled plastic, bamboo, or natural fibers, adhesives, and cutting tools	-	1	-	-
PC 18.	painting techniques on the broom handle or even on the bristles themselves	-	2	-	-
PC 19.	seek partnerships with local businesses, environmental organizations, or government agencies that may be interested in supporting or sponsoring the workshops	-	2	-	-
PC 20.	plan the step-by-step curriculum for creative broom making workshops	1	2	-	-
PC 21.	experiment with colors, shapes, and decorative elements to make their brooms unique	1	3	-	-
PC 22.	explore different themes, patterns, and styles to create visually striking and personalized	-	2	-	-
<i>Multi-coloured broom</i>		4	22	-	-
PC 23.	choose the broomcorn or natural fibers to dye	1	2	-	-
PC 24.	use a large container or pot, and mix the dye with water according to the recommended ratio	-	2	-	-
PC 25.	before dyeing, wet the broomcorn or natural fibers thoroughly, this helps the dye penetrate more evenly	-	1	-	-
PC 26.	submerge the wet broom materials into the prepared dye solution	-	1	-	-
PC 27.	stir the broom materials in the dye bath regularly to prevent uneven coloration	-	2	-	-
PC 28.	allow the materials to soak until they reach the desired color intensity	-	1	-	-
PC 29.	once the broom materials have absorbed the dye, remove them from the dye bath	-	1	-	-
PC 30.	rinse them thoroughly under running water to remove excess dye	-	2	-	-
PC 31.	lay the dyed broom materials on towels or a drying rack to air dry	1	2	-	-
PC 32.	gather the dyed broomcorn or fibers	1	3	-	-
PC 33.	bundle and tie them to the broomstick	1	2	-	-
PC 34.	paint or decorate the broomstick with chosen colors and patterns, also use acrylic paints, markers, or even wrap the handle with fabric or ribbons	-	3	-	-
<i>Broom-Making Entrepreneurship</i>		5	15	-	-
PC 35.	conduct market research to understand the demand for creative and artisanal brooms	1	2	-	-
PC 36.	experiment with different broom designs, considering both aesthetics and functionality	-	1	-	-
PC 37.	create a brand identity that reflects the unique aspects of broom-making entrepreneurship	-	1	-	-
PC 38.	focus on traditional, decorative, eco-friendly, or themed brooms	-	2	-	-

PC 39.	establish a workspace equipped with the necessary tools and materials for broom making	-	3	-	-
PC 40.	broadly brooms can be segregated into two categories, one is a broom made with natural materials like stiff grass such as broom corn or sotol fiber and another is a plastic broom	2	3	-	-
PC 41.	initiating a broom production business with semi-automatic or fully automatic machines is more profitable and cost-effective than manual production	2	3	-	-
Total Marks		18	82		

Module No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
Digital Literacy Advanced					
Module 1: Advanced features of using mobile phones (Smart Phones)	PC1: Use the mobile phone in a secure way by locking/unlocking phone/apps using various options like face recognition, fingerprint etc. PC2: Use advanced camera features for business tasks, like scanning QR codes. PC3: Crop photos, take screenshots, and share them as attachments. PC4: Understand how to use features like conference calls, call recording, and call forwarding. PC5: Access and manage documents stored in different folders in phone. Eg. File folder, download folder, etc. PC6: Manage phone memory and data storage. PC7: Use other features of smartphone such as Airplane mode, Do Not Disturb, Bluetooth, other sharing services etc. PC8: Using voice assistant on Smartphones for tasks like setting reminders, asking questions, etc.	10	10	-	-
Module 2: Using advanced Internet and mobile applications (Apps)	PC1: Connect to internet using Wi-Fi, Mobile Data. PC2: How to secure various apps installed on phone. PC3: Using mobile applications to compress pictures and documents. PC4: Access, store, and share documents using Google Drive from your phone. PC5: Use apps for managing schedules and appointments. PC6: Utilize Advanced Features of WhatsApp, Gmail, Google Maps, PayTM, and other social media applications such as Facebook and YouTube. PC7: Using Video conferencing features in different apps (Zoom etc.) PC8: Create and improve business profiles on relevant social media platforms to reach more customers using features of geo-tagging.	20	30		

Module No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
Digital Literacy Advanced					
	PC9: Interact with customers by responding to messages and comments promptly, and share business-related content effectively. PC10: Using applications for customer service interaction (chat and voice calls) PC11: Usage of common applications like currency conversion, interest calculation etc. PC12: Usage of apps to help in various trades like carpenter, tailor etc. (Measurement and calculation apps, find and obtain construction material, manage inventory, learn new techniques and best practices in their specific trade)				
Module 3: Privacy and security related to Internet and mobile phones	PC 1: Identification of authentic calls and blocking SPAM calls PC 2: Apply safe and ethical browsing practices (protecting identity) online privacy and the potential risks associated with social media use. PC 3: Understand how to safely store passwords and apply the same. PC 4: Identify common online harassment scenarios (e.g., hate speech etc, cyberbullying), prevention, consequences and ways to deal with them. PC 5: Understanding fake and real information, importance of verifying the content available on the net and also understanding the responsibility while sharing any content. PC 6: Learn to identify deep fake AI generated frauds and reporting to the concerned authorities.	15	15		
TOTAL MARKS		45	55		

Module No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
Advanced Financial Literacy					
Module 1: Importance of Being Financial Literate	PC1: Explain advanced financial terms such as long and short-term assets, liabilities, investments, debit, credit, etc PC2: Understand various types of business-related financial transactions and their uses in business scenarios PC3: Describe various types of payment methods such as cheques, UPI, RTGS etc PC4: Use mobile applications and online platforms to track expenses and manage financial goals (mention some names).	0	0	0	10

Module No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
Advanced Financial Literacy					
	PC5: Know about various Government schemes such as Pradhan Mantri Jan Dhan Yojana, Jeevan Jyoti Bima Yojana, Suraksha Bima Yojana, Sukanya Samridhi Yojana, National Pension Scheme (NPS), Atal Pension Yojna (APY)				
Module 2: Managing bank account	PC1: Know various banking services offered by bank such as transfer-receipt of money, deposit-withdrawal etc. PC2: Operate ATM, Deposit Cash/ Cheque through machines or manually PC3: Visit branch to operate and manage bank accounts PC4: Use mobile and net banking to operate and manage bank accounts PC5: Follow safety measures while managing bank accounts	0	0	0	10
Module 3: Managing Loans	PC 1: Know various types and features of secured and unsecured loans PC 2: Identify appropriate type of loan as per need, purpose, and loan terms and conditions PC 3: Select the loan repayment structure based on the interest rate and duration. PC 4: Legal process for resolution of delay/ default in payment of loan instalment	0	0	0	10
Module 4: Basic Understanding of taxes	PC 1: Know various types of Taxes such as Income tax, Goods and Services Tax (GST), etc. PC 2: Explain simple terms related to taxation such as taxable income, tax rates, Tax Deductible at Source (TDS), Value of Goods etc. PC 3: Understand important concepts and applicability of income tax and GST PC 4: Understand Basic guidelines for filing income tax and GST returns, including deadlines	0	0	0	10
Module 5 : Using advanced features of Digital Payment Applications	PC 1: Install and configure Digital Payment Applications PC 2: Learn and practice advanced features of Digital Payment Applications such as wallets, bill payments, recharge etc. PC 3: Perform transactions using Digital Payment Applications such as UPI, RTGS, NEFT, IMPS etc.	0	0	0	10
Module 6: Awareness and Prevention of Financial Frauds	PC 1: Identify common online financial frauds and spams and associated potential risks PC 2: Apply safe and ethical practices for securing online transactions	0	0	0	10
TOTAL MARKS		0	0	0	60

Module No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
Marketing and Outreach- Advanced					
Module 1: Marketing and Customer Insights	PC 1: Conduct marketing activities for artisan products. PC 2: Evaluate customer feedback to improve product offerings and marketing strategies.	10	10	-	-
Module 2: Quality Assurance and Certification in Craftsmanship	PC 3: Obtain relevant quality certifications such as e ISI mark, Agmark and Hallmark. PC 4: Manage product quality as per quality standards.	10	10		
Module 3: Brand Development and Promotion Strategies	PC 5: Understand brand identity to enhance sales and promotion. PC 6: Promote products through Social media and digital marketing. PC 7: Leverage National Marketing Committee support in operations and logistics.	10	10		
Module 4: E-Commerce Management for Artisans	PC 8: Onboarding e-commerce platform. PC 9: Understand process of cataloguing the products and services of Vishwakarmas PC 10: Apply strategies for e-commerce linkage with GeM, Khadi India, MSME Mart.	10	10		
Module 5: Building Trade Network for Craft Business	PC 11: Use digital marketing for wider reach and publicity of the Vishwakarma Scheme. PC 12: Identify and collaborate with relevant Industry Bodies. PC 13: Create links with suitable exporters and traders operating under the sector.	5	5		
Module 6: Trade Fairs and Exhibitions	PC 14: Participate in trade fairs, exhibitions related to the products. PC 15: Set up collective display of PM Vishwakarma Products to associations of the artisan groups.	5	5		
TOTAL MARKS		50	50		

(Assessment Criteria may be specified at Element/PC level as per the requirement.)

Section 4: Trainers & Assessors

Trainer's Qualification and experience in the relevant sector (in years)	<p>Domain Trainer:</p> <ul style="list-style-type: none"> a) ITI Instructors from Directorate General of Training (DGT) ecosystem who have preferably worked in the industry and have technical know-how about the operations of the modern listed tools in relevant trades b) Certified trainers from the NCVET recognized Awarding Bodies c) Working professionals from the industry or clusters who have good knowledge and experience about the working/ operations of the listed modern tools in the relevant trades <p>Life Skills Trainer:</p> <ul style="list-style-type: none"> a) ITI Instructors from Directorate General of Training (DGT) ecosystem* b) Certified trainers from the recognized Awarding Bodies* <p>*Mandatory Training of Trainers (ToT) of existing certified trainers on employability and entrepreneurship skills modules</p> <p>District-wise list of trainers/ Assessors is to be identified and made available</p>
Assessor's Qualification and experience in relevant sector (in years)	<p>Assessor:</p> <ul style="list-style-type: none"> a) Certified Assessors of the recognized Assessment Agencies b) Certified trainers may also get certified as an Assessor to conduct assessments in relevant trades (A Trainer can also act as an Assessor for a different location)

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.