



## QUALIFICATION FILE – PM Vishwakarma

**Locksmith (Advance)**

**NCrF/NSQF Level: 3.0**

**Submitted By:**

**Capital Goods and Strategic Skill Council**

**39,1st Floor, Samyak Tower, Pusa Rd, Block 9A, WEA, Karol Bagh, New Delhi, Delhi, 110005**

## **Table of Contents**

Section 1: Basic Details .....	3
Section 2: Tools and Equipment Details .....	5
Section 3: Performance Criteria & Assessment Criteria .....	6
Section 4: Trainers & Assessors .....	15
Annexure: Acronym and Glossary .....	17
Annexure: Marketing and Branding .....	<b>Error! Bookmark not defined.</b>

## Section 1: Basic Details

1.	PM Vishwakarma -Qualification Name	Locksmith			
2.	Sector	Capital Goods			
3.	Related Qualification Available on NQR (wherever applicable)	Name: NA	NQR Code & version: NA & Version 1.0		
4.	National Qualification Register (NQR) Code & Version (Will be issued after NSQC approval.)	NG-03-CG-02341-2024-V1-CGSC	5. NCrF/NSQF Level: 3.0		
6.	Brief Description of the Job Role	The incumbent at this job performs various operations like installation, adjustment and repairing operation of locks and duplication of keys, changing of lock combination and bypassing of locks.			
7.	Eligibility Criteria for Entry for a Student/Trainee/Learner/Employee	<p>a. Entry Qualification &amp; Relevant Experience:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Academic/Skill Qualification (with Specialization - if applicable)</td> </tr> <tr> <td style="padding: 5px;">Existing Vishwakarma's duly verified as per the Scheme</td> </tr> </table> <p>b. Age: NA</p>		Academic/Skill Qualification (with Specialization - if applicable)	Existing Vishwakarma's duly verified as per the Scheme
Academic/Skill Qualification (with Specialization - if applicable)					
Existing Vishwakarma's 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. <b>Training Duration by Modes of Training Delivery (as per requirement of the qualification)</b>	<table border="1"> <thead> <tr> <th>Training delivery mode</th><th>Theory(Hours)</th><th>Practical (Hours)</th><th>Total (Hours)</th></tr> </thead> <tbody> <tr> <td>Classroom (offline)</td><td>42</td><td>78</td><td>120</td></tr> <tr> <td>Online</td><td>-</td><td>-</td><td>-</td></tr> <tr> <td><b>Total Duration</b></td><td><b>42</b></td><td><b>78</b></td><td><b>120</b></td></tr> </tbody> </table>	Training delivery mode	Theory(Hours)	Practical (Hours)	Total (Hours)	Classroom (offline)	42	78	120	Online	-	-	-	<b>Total Duration</b>	<b>42</b>	<b>78</b>	<b>120</b>
Training delivery mode	Theory(Hours)	Practical (Hours)	Total (Hours)														
Classroom (offline)	42	78	120														
Online	-	-	-														
<b>Total Duration</b>	<b>42</b>	<b>78</b>	<b>120</b>														
12. <b>Is the Qualification Amenable to Persons with Disability</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability:																
13. <b>Name and Contact Details Submitting / Awarding Body SPOC</b> (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	<b>Name:</b> Ms. Shalini Singh <b>Email:</b> ceo@cgssc.org <b>Contact No.:</b> 9654310244 <b>Website:</b> www.cgsc.in																
14. <b>Final Approval Date by NSQC: 15/03/2024</b>	<b>Validity Duration:</b> 3years (Co-terminus with the PM Vishwakarma Scheme subject to midway changes in the qualification) <b>15. Next Review Date: 15/03/2027</b>																

## Section 2: Tools and Equipment Details

### List of Tools and Equipment

**Batch Size:** 30 candidates

<b>S. No.</b>	<b>Tool / Equipment Name</b>	<b>Specification</b>	<b>Quantity for specified Batch size</b>
1	LCD projector, 1920 x 1080 resolution, 3000 lumens. Screen.		1
2	Hand tools		4
3	Hammer		15
4	Swage block		2
5	Marking tools		10
6	Furnace		1
7	Vice mounted tables 3ft x 3ft x 2.5ft(h)		4
8	Power saw		1

### 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

### **Scope:**

The scope covers the following:

#### 1. Overview of PM Vishwakarma Scheme:

#### 2. Upskilling on working with the listed modern Tool- kit for Locksmith to perform operations using modern tools:

- Carry out key duplication using computerized key cutting machine
- Carry out lock installation, repair or removal of lock using angle grinder and drilling machine

#### 3. Self-Employment:

- Design and Innovation
- How to setup a safe workplace
- Leadership & Teamwork
- Communication Skills: Listening & Speaking
- Problem Solving & Negotiation Skills
- Market research and analysis
- Networking and Industry exposure
- Business Entity Registration
- Business Plan

## Performance Criteria &amp; Assessment Criteria

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practica l Marks	Project Marks	Viva Marks
	<b>Overview of PM Vishwakarma Scheme</b>				
1	<b>Upskilling on working with the listed modern Tool- kit for “Locksmith – Advanced” to perform operations using modern tools</b>	30	60		10
2	<b>Self Employment</b>	30	70		
3	<b>Marketing and outreach- Advanced</b>	50	50		
4	<b>Advanced Financial Literacy Module</b>				60
5	<b>Module Digital Literacy-Advanced</b>	45	55		
<b>Grand Total</b>		155	235		70
<b>Upskilling on working with the listed modern Tool- kit for “Locksmith – Advanced” to perform operations using modern tools</b>		30	60		10
<b>Carry out forging using Hydraulic forging machine</b>		15	30	-	2
PC 1.	Demonstrate the ability to efficiently operate the hydraulic forging machine to carry out forging tasks.	-	-	-	-
PC 2.	Produce forged products meeting quality standards within specified timeframes.	-	-	-	-
PC 3.	Exhibit mastery in various forging techniques such as drawing out, upsetting, bending, twisting, and punching using the hydraulic forging machine.	-	-	-	-
PC4.	Ensure precise shaping and forming of metal according to specifications and design requirements.				

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
	<b>Safety methods to be taken care of during forging using Hydraulic Forging machine</b>	15	30	-	8
PC 4.	Conduct thorough inspections of forged components to ensure adherence to dimensional accuracy, surface finish, and structural integrity.	-	-	-	-
PC 5.	Implement corrective measures promptly to rectify any defects or deviations from the required standards.	-	-	-	-
PC 6.	Adhere strictly to safety protocols and procedures while operating the hydraulic forging machine.	-	-	-	-
PC 7.	Demonstrate knowledge of potential hazards associated with forging operations and takes proactive measures to mitigate risks.	-	-	-	-
PC 8.	Perform regular maintenance checks on the hydraulic forging machine to ensure optimal performance and prevent breakdowns.	-	-	-	-
PC 9.	Report any malfunction or irregularity in equipment promptly to the relevant authority for timely resolution.	-	-	-	-
<b>Self-Employment</b>		30	70	0	0
<b>Design and Innovation</b>		2	3		
PC 1.	create innovative and aesthetically pleasing designs for Locksmith products.	-	-	-	-
PC 2.	Incorporate unique elements that set the business apart from competitors.	-	-	-	-
PC 3.	Adapt to new design trends and customer preferences.	-	-	-	-
<b>How to setup a safe workplace</b>		4	7		
PC 4.	Implement safety protocols and procedures to minimize workplace hazards.	-	-	-	-

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
PC 5.	Provide adequate training to employees on safe handling of tools and equipment.	-	-	-	-
PC 6.	Regular inspections conducted to ensure compliance with safety regulations.	-	-	-	-
<b>Leadership &amp; Teamwork</b>		10	25		
PC 7.	Demonstrate strong leadership skills in guiding and motivating team members.	-	-	-	-
PC 8.	Collaborate with employees to foster a positive work environment and achieve business goals.	-	-	-	-
PC 9.	Delegate tasks effectively based on individual strengths and abilities.	-	-	-	-
<b>Communication Skills: Listening &amp; Speaking</b>		3	10		
PC 10.	Practice active listening to understand the needs and concerns of employees, customers, and stakeholders.	-	-	-	-
PC 11.	Practice clear and effective communication of instructions, feedback, and business objectives.	-	-	-	-
PC 12.	Articulate ideas and concepts convincingly during presentations or negotiations.	-	-	-	-
<b>Problem Solving &amp; Negotiation Skills</b>		2	5		
PC 13.	Prompt identification and resolution of challenges encountered during business setup.	-	-	-	-
PC 14.	Negotiation of favorable terms with suppliers, vendors, and clients.	-	-	-	-
PC 15.	Creative problem-solving to overcome obstacles and achieve business objectives.	-	-	-	-
<b>Market research and analysis</b>		2	5		

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practica l Marks	Project Marks	Viva Marks
PC 16.	Thorough market research conducted to identify target demographics, competitors, and trends.	-	-	-	-
PC 17.	Analysis of market data to determine demand for specific products and pricing strategies.	-	-	-	-
PC 18.	Continuous monitoring of market dynamics to adapt business strategies accordingly.	-	-	-	-
<b>Networking and Industry exposure</b>		<b>7</b>	<b>5</b>		
PC 19.	Active participation in industry events, trade shows, and networking forums.	-	-		
PC 20.	Establishment of relationships with other artisans, suppliers, and potential clients.	-	-		
PC 21.	Leveraging industry connections to stay informed about emerging opportunities and trends.	-	-		
<b>Business Entity Registration</b>		<b>3</b>	<b>5</b>		
PC 22.	Completion of all necessary paperwork and documentation for business registration.	-	-		
PC 23	Compliance with legal requirements and regulations governing Locksmith businesses.	-	-		
PC 24	Timely submission of registration forms and payment of associated fees.	-	-		
<b>Business Plan</b>		<b>4</b>	<b>5</b>		
PC 25	Development of a comprehensive business plan outlining goals, strategies, and financial projections.	-	-		
PC 26	Clear articulation of the business's mission, vision, and value proposition.	-	-		
PC 27	Regular review and updating of the business plan to reflect changes in market conditions and business objectives.	-	-		

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>GENERIC MODULES</b>					
Modules	Performance criterion				
Digital Literacy-advanced		45	55		
Module 1: Advanced features of using mobile phones (Smart phones)	<p>PC1: Use the mobile phone in a secure way by locking/unlocking phone/apps using various options like face recognition, fingerprint etc.</p> <p>PC2: Use advanced camera features for business tasks, like scanning QR codes.</p> <p>PC3: Crop photos, take screenshots, and share them as attachments.</p> <p>PC4: Understand how to use features like conference calls, call recording, and call forwarding.</p> <p>PC5: Access and manage documents stored in different folders in phone. Eg. File folder, download folder, etc.</p> <p>PC6: Manage phone memory and data storage.</p> <p>PC7: Use other features of smartphone such as Airplane mode, Do Not Disturb, Bluetooth, other sharing services etc.</p> <p>PC8: Using voice assistant on Smartphones for tasks like setting reminders, asking questions, etc.</p>	10	10		
Module 2: Using advanced Internet and mobile applications (Apps)	<p>PC1: Connect to internet using Wi-Fi, Mobile Data.</p> <p>PC2: How to secure various apps installed on phone.</p> <p>PC3: Using mobile applications to compress pictures and documents.</p> <p>PC4: Access, store, and share documents using Google Drive from your phone.</p> <p>PC5: Use apps for managing schedules and appointments.</p> <p>PC6: Utilize Advanced Features of WhatsApp, Gmail, Google Maps, PayTM, and other social media applications such as Facebook and YouTube.</p> <p>PC7: Using Video conferencing features in different apps ( Zoom etc.)</p> <p>PC8: Create and improve business profiles on relevant social media platforms to reach more customers using features of geo-tagging.</p> <p>PC9: Interact with customers by responding to messages and comments promptly, and share business-related content effectively.</p> <p>PC10: Using applications for customer service interaction ( chat and voice calls)</p>	20	30		

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
	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		
<b>Market and outreach-Advanced</b>		50	50		
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		

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practica l Marks	Project Marks	Viva Marks
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		
Advanced financial Literacy module					60
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				10

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
	PC4: Use mobile applications and online platforms to track expenses and manage financial goals (mention some names). 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				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				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				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.				10

S. No.	Performance Criteria	Assessment Criteria			
		Theory Marks	Practical Marks	Project Marks	Viva Marks
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				10
Grand Total		155	235		70

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

## Section 4: Trainers & Assessors

1.	<b>Trainer's Qualification and experience in the relevant sector (in years)</b> <p><b>Domain Trainer:</b></p> <ul style="list-style-type: none"> <li>a) <i>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</i></li> <li>b) <i>Certified trainers from the NCVET recognized Awarding Bodies</i></li> <li>c) <i>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</i></li> </ul> <p><b>Life Skills Trainer:</b></p> <ul style="list-style-type: none"> <li>a) <i>ITI Instructors from Directorate General of Training (DGT) ecosystem*</i></li> <li>b) <i>Certified trainers from the recognized Awarding Bodies*</i></li> </ul>
----	--

		<p><b>*Mandatory Training of Trainers (ToT) of existing certified trainers on employability and entrepreneurship skills modules</b></p>
2.	<b>Assessor's Qualification and experience in relevant sector (in years)</b>	<p><b>Assessor:</b></p> <p><i>a) Certified Assessors of the recognized Assessment Agencies</i></p> <p><i>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)</i></p> <p><i>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 and experience in technical assessments in current and previous assignments.</i></p>

**Annexure: Acronym and Glossary****Acronym**

<b>Acronym</b>	<b>Description</b>
<b>AA</b>	Assessment Agency
<b>AB</b>	Awarding Body
<b>NCrF</b>	National Credit Framework
<b>NOS</b>	National Occupational Standard(s)
<b>NQR</b>	National Qualification Register
<b>NSQF</b>	National Skills Qualifications Framework
<b>CSDCI</b>	Construction Skill Development Council of India

**Glossary**

<b>Term</b>	<b>Description</b>
<b>National Occupational Standards (NOS)</b>	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.
<b>Qualification</b>	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
<b>Qualification File</b>	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.
<b>Sector</b>	A grouping of professional activities on the basis of their main economic function, product, service or technology.