



# Model Curriculum

**QP Name: Sports Goods Manufacturing Helper**

**QP Code: SPF/Q8101**

**QP Version: 1.0**

**NSQF Level: 2**

**Model Curriculum Version: 1.0**

Sports, Physical Education, Fitness and Leisure Sector Skill Council  
207, DLF Tower, Galleria Mall, Mayur Vihar Extension, Delhi  
E: [Priya.dwivedi@sportsskills.in](mailto:Priya.dwivedi@sportsskills.in)

## Table of Contents

Program Overview.....	4
Training Outcomes .....	4
Compulsory Modules .....	4
Module 1: Introduction to the job role of sports goods manufacturing helper .....	6
<i>Bridge Module</i> .....	6
Module 2: Help and support during production of sports goods .....	7
Module 3: Handle waste and scrap efficiently.....	8
Module 4: Build an environmental friendly workplace .....	9
Module 5: Employability Skills .....	10
On-the-Job Training.....	11
Annexure .....	12
Trainer Requirements .....	12
Assessor Requirements .....	13
Assessment Strategy .....	14
References.....	16
Glossary .....	16
Acronyms and Abbreviations .....	17

## Training Parameters

<b>Sector</b>	Sports
<b>Sub-Sector</b>	Sports Manufacturing
<b>Occupation</b>	Sports Goods Manufacturing Helper
<b>Country</b>	India
<b>NSQF Level</b>	2
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/9329.8101
<b>Minimum Educational Qualification and Experience</b>	Ability to read & write with 1 year of relevant experience
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 years
<b>Last Reviewed On</b>	23/06/2023
<b>Next Review Date</b>	23/06/2026
<b>NSQC Approval Date</b>	23/06/2023
<b>QP Version</b>	1.0
<b>Model Curriculum Creation Date</b>	23/06/2023
<b>Model Curriculum Valid Up to Date</b>	23/06/2026
<b>Model Curriculum Version</b>	1.0
<b>Minimum Duration of the Course</b>	240 Hours
<b>Maximum Duration of the Course</b>	240 Hours

## Program Overview

This section summarizes the end objectives of the program along with its duration.

### Training Outcomes

At the end of the program, the learner will be able to:

- Assist in preparing for the production of sports goods
- Handle production materials
- Assist with equipment handling
- Handle waste and recyclable materials
- Work effectively with others
- Maintain hygiene and sanitation

### Compulsory Modules

The table lists the modules, their duration and mode of delivery.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
<b>SPF/N8101: Assist in Production of Sports Goods</b> NOS Version No. 1.0 NSQF Level: 2	35:00	40:00	15:00	00:00	90:00
<b>(Bridge Module)</b> Module 1: Introduction to the job role of sports goods manufacturing helper	05:00	10:00	00:00	00:00	15:00
Module 2: Help and support during production of sports goods	30:00	30:00	15:00	00:00	75:00
<b>SPF/N8102: Maintain waste and scrap control</b> NOS Version No. 1.0 NSQF Level: 2	15:00	60:00	15:00	00:00	90:00
Module 3: Handle waste and scrap efficiently	15:00	60:00	15:00	00:00	90:00
<b>SPF/N1169: Improve workplace resource usage</b> NOS Version No. 1.0	10:00	20:00	00:00	00:00	30:00

<b>NSQF Level: 3</b>					
Module 4: Build an environmental friendly workplace	10:00	20:00	00:00	00:00	30:00
<b>DGT/VSQ/N0101: Employability skills (30 Hours) NOS Version No-1.0 NSQF Level: 2</b>	15:00	15:00	00:00	00:00	30:00
Module 5: Employability skills	15:00	15:00	00:00	00:00	30:00
<b>Total Duration</b>	<b>75:00</b>	<b>135:00</b>	<b>30:00</b>	<b>00:00</b>	<b>240:00</b>

## Module Details

### Module 1: Introduction to the job role of sports goods manufacturing helper

#### Bridge Module

Mapped to SPF/N8101, v1.0

#### Terminal Outcomes:

- Describe the role and career opportunities of a sports goods manufacturing helper

<b>Duration:</b> 05:00	<b>Duration:</b> 10:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>State the role and responsibilities of a sports goods manufacturing helper</li> </ul>	<ul style="list-style-type: none"> <li>Create a career progression chart of a sports goods manufacturing helper</li> </ul>
<b>Classroom Aids:</b>	
Laptop, whiteboard, marker, projector, chart paper, clipboards	
<b>Tools, Equipment, and Other Requirements</b>	
NA	

## Module 2: Help and support during production of sports goods

### Mapped to SPF/N8101, v1.0

#### Terminal Outcomes:

- Assist in preparing for the production of sports goods
- Handle production materials
- Assist with equipment handling

<b>Duration: 30:00</b>	<b>Duration: 30:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• List the names of the equipment used in production of sports goods</li> <li>• Explain the raw materials used for the production of sports goods</li> <li>• Explain the work order to meet the timelines as specified by the supervisor</li> <li>• Discuss ways to provide relevant information (e.g., inventory levels, production numbers, build records, etc.) in order to enable decision-makers to have reliable information for review.</li> <li>• Explain appropriate lifting and handling techniques according to Occupational Health and Safety (OHS) standards and SOPs</li> <li>• Discuss how to check output quality to ensure it is as per the instruction</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate the machine setup by ensuring materials and tools are correct, available, and ready to use.</li> <li>• Perform pre-operation activities on one or more pieces of equipment to ensure proper start-up and operation</li> <li>• Demonstrate how to Load materials and/or remove product to prevent bottlenecks from forming</li> <li>• Assist in the monitoring of production equipment, under direction, to ensure machine operation is within acceptable limits.</li> <li>• Demonstrate safest and most efficient way to move materials to appropriate destination(s)</li> <li>• Select appropriate equipment to aid in material handling, as required.</li> <li>• Load and unloads processing equipment or conveyance used to receive raw materials or to ship finished products.</li> <li>• Demonstrate quality processes to identify non-conforming materials</li> <li>• Demonstrate how to clean and lubricates equipment</li> <li>• Demonstrate how to replace damaged or worn equipment parts</li> <li>• Demonstrate how to place or position equipment or partially assembled product for further processing, manually, or using hoist</li> <li>• Adjust machine settings to complete tasks accurately according to specifications and in a timely fashion</li> <li>• Clean machine and ensures that it is in safe and proper working order for the next shift</li> </ul>
<b>Classroom Aids:</b>	
Laptop, whiteboard, marker, projector, chart paper, clipboards, height & weight chart	
<b>Too, Equipment and Other Requirements</b>	
Gloves, safety goggles, radio, whistle, stopwatch, forklift, ladder, first-aid box, PPE Kit, sanitizing agents, disinfectants, fire extinguisher, stretcher Wrench (all sizes), screwdriver – set	

## Module 3: Handle waste and scrap efficiently

Mapped to SPF/N8102, v1.0

### Terminal Outcomes:

- Handle waste and recyclable materials
- Follow safe housekeeping practices
- Work effectively with others

<b>Duration:</b> 15:00	<b>Duration:</b> 60:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss industrial waste and recyclable materials</li> <li>• Explain ways to store the waste according to the waste characteristics and storage requirements</li> <li>• Identify recyclable and non-recyclable, and hazardous waste generated</li> <li>• Discuss ways to dispose non-recyclable waste appropriately</li> <li>• Discuss the importance of good housekeeping in own area to reduce risk of injury to self and others</li> <li>• Discuss the importance of inclusive workforce</li> </ul>	<ul style="list-style-type: none"> <li>• Categorizes waste according to SOPs and determines if waste is hazardous and/or regulated by legislation to ensure compliance</li> <li>• Prepare records to provide evidence that the waste is stored according to all requirements</li> <li>• Demonstrate how to remove product, machine attachments, and waste material from machine</li> <li>• Demonstrate how to segregate waste into different categories</li> <li>• Use lockout/tag-out procedures when repairing/servicing tools and equipment.</li> <li>• Report and document maintenance and repair tasks of each equipment</li> </ul>
<b>Classroom Aids:</b>	
Laptop, whiteboard, marker, projector, chart paper, clipboards	
<b>Tools, Equipment and Other Requirements</b>	
Gloves, safety goggles, radio, whistle, stopwatch, forklift, ladder, first-aid box, PPE Kit, sanitizing agents, disinfectants, fire extinguisher, stretcher Wrench (all sizes), screwdriver – set	



## Module 4: Build an environmental friendly workplace

Mapped to SPF/N1169, v1.0

### Terminal Outcomes:

- Identify effective waste management techniques in the workplace.
- Ways to make the workplace environmentally sustainable.

<b>Duration:</b> 10:00	<b>Duration:</b> 20:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Identify the environment-friendly materials available to replace conventional materials.</li> <li>• Explain ways of disposing non-recyclable waste appropriately.</li> <li>• Discuss common sources of pollution and ways to minimize them.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare statutory documents relevant to safety and hygiene.</li> <li>• Exhibit the methods of disposing non-recyclable waste.</li> <li>• Report malfunctioning. (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment.</li> </ul>
<b>Classroom Aids:</b>	
Laptop, whiteboard, marker, projector, chart paper, clipboards	
<b>Tools, Equipment and Other Requirements</b>	
Gloves, safety goggles, ladder	

## Module 5: Employability Skills

### Mapped to DGT/VSQ/N0101, v1.0

#### Terminal Outcomes:

- Understand Employability skills along with communication skills and constitutional values
- Able to set a goal and create a career plan, along with knowledge financial and legal knowledge

Duration: 15:00	Duration: 15:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Discuss the Employability Skills required for jobs in various industries.</li> <li>• Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen</li> <li>• Describe the role of digital technology in today's life</li> <li>• Explain entrepreneurship and opportunities available</li> <li>• Identify different types of customers and their needs</li> <li>• Explain skills required to become a 21st century professional</li> <li>• Teach to read and write basic English</li> <li>• Explain effective communication skills</li> <li>• Teach basic financial and legal knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Create a career plan</li> <li>• Implement Self-awareness, time management, critical thinking, problem solving</li> <li>• Create sample word documents, excel sheets and presentations using basic features, utilize virtual collaboration tools to work effectively wherever necessary</li> <li>• Implement communication skills while handling different customers</li> <li>• Use appropriate basic English sentences/phrases while speaking. Differentiate between types of customers.</li> <li>• Create a biodata.</li> <li>• Use various sources to search and apply for jobs.</li> </ul>
<b>Classroom Aids:</b>	
Charts, Models, Video presentation, Flip Chart, Whiteboard/Smart Board, Marker, Duster	
<b>Tools, Equipment and Other Requirements</b>	
Computer (PC) with latest configurations, Computer Tables, Computer Chairs, UPS, Scanner cum Printer	

## On-the-Job Training

*Mapped to sports goods manufacturing helper*

<b>Mandatory Duration: 30:00</b>	<b>Recommended Duration: 00:00</b>
<b>Location: On-Site</b>	
<b>Terminal Outcomes</b> <ul style="list-style-type: none"><li>• Assist in preparing for the production of sports goods</li><li>• Handle production materials</li><li>• Assist with equipment handling</li><li>• Handle waste and recyclable materials</li><li>• Work effectively with others</li><li>• Maintain hygiene and sanitation</li></ul>	

## Annexure

### Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
12th Class	Sports goods manufacturing helper	Minimum of 1 year	Must have worked as a Sports goods manufacturing unit as an assistant, supervisor, manager	Minimum of 1 year	Must have worked as a Sports goods manufacturing unit as an assistant, supervisor, manager	All empaneled Assessors would have to undergo "Train the Trainer" Program conducted by SPEFL SC for each job role time to time

Trainer Certification	
Domain Certification	Platform Certification
Certified ToT for job role "Sports Goods Manufacturing Helper" mapped to QP "SPF/Q8101, v1.0" Minimum accepted score is 80%	Recommended that the trainer is certified for the Job-Role "Trainer" mapped to the QP: Master Trainer (VET and skills) MEP/Q2601, v2.0" Minimum accepted score is 80%

## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
12th Class	Sports goods manufacturing helper)	Minimum of 2 year	Must have worked as a Sports goods manufacturing unit as a assistant, supervisor, manager	Minimum of 1 year	Must have worked as a Sports goods manufacturing unit as a assistant, supervisor, manager	All empanelled Assessors would have to undergo “Train the Assessor” Program conducted by SPEFL SC for each job role time to time

Assessor Certification	
Domain Certification	Platform Certification
Certified ToA for job role “Sports Goods Manufacturing Helper” mapped to QP “SPF/Q8101, v1.0” Minimum accepted score is 80%	Recommended that the assessor is certified for the Job-Role “Assessor” mapped to the QP: Assessor (VET and skills) MEP/Q2701, v2.0” Minimum accepted score is 80%

## Assessment Strategy

### Assessment Guidelines

Criteria for assessment for each Qualification Pack will be created by the SPEFL - Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down the proportion of marks for Theory and Skills Practical for each PC.

The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.

Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.

Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training centre as per assessment criteria below.

Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training centre based on these criteria.

To pass the Qualification Pack assessment, every trainee should score a minimum of 70% of % aggregate marks to successfully clear the assessment.

In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

### Recommended Pass % aggregate for QP: 50

Each NOS in the Qualification Pack (QP) will be assigned a relative weightage for assessment based on the criticality of the NOS. Therein each Performance Criteria in the NOS will be assigned marks for or practical based on relative importance, criticality of function and training infrastructure.

The following tools are proposed to be used for final assessment:

**Practical Assessment:** This will comprise of a creation of mock environment in the skill lab which is equipped with all equipment's required for the qualification pack.

Candidate's soft skills, communication, aptitude, safety consciousness, quality consciousness etc. will be ascertained by observation and will be marked in observation checklist. The product will be measured against the specified dimensions and standards to gauge the level of his skill achievements.

1. **Viva/Structured Interview:** This tool will be used to assess the conceptual understanding and the behavioural aspects as regards the job role and the specific task at hand. It will also include questions on safety, quality, environment, and equipment, etc.
2. **Written Test:** Under this test few key items which cannot be assessed practically will be assessed. The written assessment will comprise of:
  - i. True / False Statements
  - ii Multiple Choice Questions
  - iii Matching Type Questions.
  - iv Fill in the blanks

Accreditation of Assessing Body:

The SPEFL SC's Accreditation process is divided into two steps:

1. **Pre-accreditation process:**

- Apply for Accreditation: Application form with desired documents in prescribed format to be sent.
- Document Compliance: to be done for ensuring the compliance and adherence of applied assessing body according to criteria laid down by SPEFL SC.
- Presentation on Quality Assurance: to be given by Assessing body highlighting the quality assurance process laid down by Assessing body at the process points.
- Once the assessing body clears the due diligence process, the accreditation is given along with terms and conditions.

2. **Post-accreditation process:** Post accreditation, the accredited assessing bodies needs to fulfil following minimum eligibility criteria or requisites for implementation:

- All Empanelled Assessors would have to undergo “**Train the Assessor**” Program conducted by SPEFL SC for each job role time to time.
- Accredited Assessing Body would have to abide with requisite timelines, policies and regulations declared by SPEFL sector skill council.
- Accredited Assessing Body with times would have to contribute to expansion of the questionnaire.

## References

## Glossary

Term	Description
<b>Key Learning Outcome</b>	Key learning outcome is the statement of what a learner needs to know, understand and be able to do in order to achieve the terminal outcomes. A set of key learning outcomes will make up the training outcomes. Training outcome is specified in terms of knowledge, understanding (theory) and skills (practical application).
<b>OJT (M)</b>	On-the-job training (Mandatory); trainees are mandated to complete specified hours of training on-site
<b>OJT (R)</b>	On-the-job training (Recommended); trainees are recommended the specified hours of training on site
<b>Training Outcome</b>	Training outcome is a statement of what a learner will know, understand and be able to do upon the completion of the training.
<b>Terminal Outcome</b>	Terminal outcome is a statement of what a learner will know, understand and be able to do <b>upon the completion of a module</b> . A set of terminal outcomes help to achieve the training outcome.



## Acronyms and Abbreviations

Term	Description
QP	Qualification Pack
NSQF	National Skills Qualification Framework
NSQC	National Skills Qualification Committee
NOS	National Occupational Standards