

3. Manufacture of Quality Coconut Products through Development of Skilled Labour:

The quality of the final product depends on the quality of the raw material and the skill in production. Skilled labour is a handicap for the entrepreneurs in production of quality product. Hence the scheme is to develop a skilled task force for processing of coconut products followed by placement in suitable processing units.

The program is proposed to be carried out in association with coconut processing units. Preference will be given to recently commissioned processing units who are in need of not less than 10 skilled/semi-skilled manpower. A batch of 10 trainees is proposed to be trained in a processing unit. However, one more batch may be considered depending on the capacity of absorption of trained manpower in the unit.

The scheme is proposed for the development of skilled manpower in processing of coconut products through skill development programmes. The objective of the scheme is to train personnel and equip them to meet the requirements of skilled manpower for the development of the coconut industry. This will result in inculcating quality consciousness among workers at grass root level and educating them on product standard quality. Development of skilled human resource will contribute to generation of rural employment. The successful trainees will be assured of job placement in processing units.

Duration of training : 1 month (30 days)
Number of trainees in a batch : 10

It is proposed to impart the training under the auspices of processing units in major states of Kerala, Tamil Nadu, Karnataka and Andhra Pradesh.

Implementation strategy :

- The skill development training will be undertaken based on specific project proposals from processing firms engaged in coconut processing.
- The processing firm will submit proposal on the nature of skill development with details of the selected applicants.
- The period of skill development training is 1 month
- The number of participants in a batch should be minimum 10
- A training schedule should be submitted along with the proposal detailing the activities planned over the one month period
- The training will be in house and on the job training within the processing unit
- After successful completion of training, the processing firm should submit

consolidated details of pre and post skill evaluation test during the settlement of accounts

- Successful candidates will be provided placement by the processing firms or in other nearby coconut processing firms

Qualifications for resource organization

The resource organization conducting the training can be a processing unit set up by Government Agencies/ Cooperatives /FPOs/ entrepreneurs involved in processing of coconut products

- Possess a valid industry registration / Udyog Aadhar
- Initiated commercial production of coconut products
- Requirement of minimum of 10 labour to be trained
- Possess FSSAI certification
- Quality Certifications like ISO 9001/ISO 14001/ISO 22000/ FSSC 22000/HACCP etc desirable

Qualification and Experience of Master Trainer

- Master Trainer should be a regular/contract employee of the resource organization
- He should have an experience of a minimum of 3 years in processing activities of coconut
- Possess good communication skills

Eligibility criteria for applicant

- Above 18 years of age
- Possess Aadhaar and a bank account
- Unemployed/Underemployed

Implementation schedule :

Lack of formal education, marketable skills and other constraints imposed by poverty may be preventing rural youth from gaining significant entry in today's job market. At the same time the industry is in need of skilled labour for which there is acute scarcity. The proposed skill development program gains prominence in this context. By extending specific skill training to employable youth under the auspices of the processing units themselves will ensure that the required skill is imparted. The training is inhouse and on the job and this provides the trainees with a first hand experience of working in a commercial environment where every investment in time and money has an impact on the final profitability. Moreover there is the added potential that successful candidates will be extended placement by the firm. Also two or three firms together can meet their needs for skilled labour by undertaking training at one place.

This skill training and placement program proposed is based on need assessment. The resource organization will undertake mobilisation of potential applicants for skill development based on their need assessment. There will be a pre screening and counseling process to ensure that the applicants trained for skill development will remain in the field and get themselves engaged in the processing unit. The training and orientation program will be on the job. Coverage of people in the socially disadvantaged groups, youth of North East etc could also be made inclusive in the program. The firm will undertake a final Assessment to assess the employability with regard to the skill imparted following which placement will be offered in the unit.

The estimated cost per batch is as follows:

No	Particulars	Unit cost (Rs.)	Total cost (Rs.)	Remarks
1	Food and Accommodation for 10 trainees	250	75,000 (10 Trainees x 30 days x Rs.250/-)	Direct benefit transfer
2	Honorarium for one Master Trainer	20,000	20,000	Direct benefit transfer
3	On the job training stipend for the trainees	150	45,000 (10 Trainees x 30 days x Rs.150/-)	Direct benefit transfer
4	Consumables, course materials, pre and post evaluation skill test etc		7,000	Reimburse directly to the firm
5	Other miscellaneous expenses and contingencies		3,000	
	Total cost for one training		1,50,000	1,50,000

The trainees will be paid the allowance for food and accommodation and stipend through Direct Beneficiary transfer.

Application form by the firm to Board and by the candidates to the firm and the Curriculum for the Skill Development Training are attached as Annexures

Annexure-1

**APPLICATION FORM FOR SUBMITTING PROPOSAL FOR
SKILLED MANPOWER DEVELOPMENT FOR PROCESSING**

1	Name of the Enterprise	
2	Office Address	
3	Factory Address	
4	Telephone & email	
5	Constitution of the Enterprise	Proprietor/ partnership/ company/ society/ others
6	Name, Address & contact details of the Promoter	
7	Name, Address & contact details of the authorized Person	
8	EM No. Date or UAN No. date	
9	Product manufactured/ processed	
9.a	Main product(s)	
9.b	Co-product and by products.If any	
10	Installed Capacity of the main product	
10.a	Capacity utilization during the previous year(in percentage)	
11	Requirement of manpower	
	a. Managerial Grade	
	b. Supervisory Grade	
	c. Skilled manpower	
	d. Semi skilled manpower	
	e. Unskilled manpower	

12	Details of manpower currently available in the Processing unit.	
	a. Managerial Grade	
	b. Supervisory Grade	
	c. Skilled manpower	
	d. Semi skilled manpower	
	e. Unskilled manpower	
13	Built up area of the unit (in sq.ft or sq.m)	
14	Area of the premise(in sq. mor in cents)	
15	Details of the master trainer	
	a. Educational qualification	
	b. Experience as trainer(in years/months)	
	c. Experience as a skilled worker(in years/months)	
16	No. of trainees could be accommodated in a batch	
17	Details of residential facility proposed to be provided to the trainees	
18	Is Canteen facility available in the unit?. If not arrangements proposed to be made for providing food to the trainees during the training programme?	
19	How many days advancenotice is required for commencing the training programme?	
20	Are you able to assure placement to all the traineeswho have completed the training programme successfully in your unit or nearby units?.	

Declaration:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief.

Signature

Date:.....

Name:.....

Place:.....

Designation:.....

Seal

Application by candidate for Skill Development under the programme

“Manufacture of quality coconut products through development of skilled labour”

1. Name of the candidate (IN BLOCK LETTERS) :

2. Father's/Husband's name :

3. Permanent Address :

District:

State: Pin:

4. Present Address :

District:

State: Pin:

5. Date of Birth :

6. Sex - (Please Tick mark) : Male / Female /Transgender

7. Marital Status - (Please Tick mark) : Married/ Single

8. Caste : General /SC/ ST /OBC

(Copy of the certificate obtained from appropriate authority to be attached)

9. Present Status - (Please Tick mark) : Student / Unemployed / Self employed / Employed

10. Educational Qualification: (Illiterate / Literate / Matriculate / Higher Secondary /

Graduate / Post Graduate / Other(Specify)

11. Languages Known - (Please Tick mark) : Speak Read Write

Hindi

English

Local(specify)

12. Aadhaar Number :

(Copy of the Aadhaar Certificate to be attached)

13. Bank account details : Account Number

Bank & Branch Name

IFSC CODE

I do hereby declare that all information furnished above is true to the best of my knowledge and belief.

Date :

Place :

Signature of the Candidate

TRAINING CURRICULUM FOR SKILL DEVELOPMENT FOR PROCESSING

Training Schedule and Course Coverage

Training duration	- 30 days
Number of participants	- 10
Number of Master trainer	- 1

Guidelines for conduct of Training for Skill Development for Processing

The quality of the final product depends on the quality of the raw material and the skill in production. Skilled labour is a handicap for the entrepreneurs in production of quality product. The scheme is proposed to develop a skilled task force for processing of coconut products. Preference will be extended to skill development in the North East followed by placement in suitable processing units. The program is proposed to be carried out in association with coconut processing units. A batch of 10 trainees is proposed to be trained in a processing unit. One processing unit can be supported with a maximum of 2 trainings for development of skilled manpower in processing. The guidelines are as follows:

1. The training will be divided into two sessions:
 - a. Technical and managerial sessions
 - b. Practical sessions for skill development
2. The topics related to the product manufactured in the unit are to be covered in the technical and managerial sessions.
3. The Master Trainer will handle the practical sessions on skill development and will also ensure that the sessions start in time, the topics are fully covered in the training and the trainees abide by the rules.
4. The processing unit will identify the 10 prospective candidates for the training

The trainees will be paid the allowance for food and accommodation and stipend through Direct Beneficiary transfer.

A. Technical and Managerial sessions – 1 week duration

Session no.	Topic
I	Identification of tools & instruments and it's specific usage
II	Identification of basic processing equipment (light & heavy)
III	Cleaning, maintaining and storage of tools & equipment
IV	Personal hygienic: Safety of different body parts
V	Working area hygiene procedure and its importance
VI	Occupational Hazards and first aid contents, importance of social security

B. Practical Demonstrations

Session no.	Topic
I	Washing & cleaning
II	Separation of edible & non-edible parts
III	Peeling, shelling, Shredding, blanching, grading, sorting, Grinding, chopping, drying, packing etc.

C. On the job training - 4 weeks duration

On the job training will be given to the trainees for 4weeks (24 days) under the supervision of master trainer.

Session no.	Topic
Week I	Practice Sessions - Washing & cleaning, Separation of edible & non-edible parts, Peeling, shelling, Shredding, blanching, grading, sorting, Grinding, chopping, drying, packing etc.
Week II	
Week III	
Week IV	

Approved cost of training

No	Particulars	Unit cost (Rs.)	Total cost (Rs.)
1	Food and Accommodation for 10 trainees	250	75,000
2	Honorarium for one Master Trainer	20,000	20,000
3	On the job training stipend for the trainees	150	45,000
4	Consumables, course materials, pre and post evaluation skill test etc		7,000
5	Other miscellaneous expenses and contingencies		3,000
	TOTAL COST FOR ONE TRAINING		1,50,000

The trainees will be paid the allowance for food and accommodation and stipend through Direct Beneficiary transfer.

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