



**APPRENTICESHIP CURRICULUM**

**for**

**Elderly Caretaker (Non Clinical)**

**Under**

**Domestic Workers Sector Skill Council**

**for**

**NSQF compliance**

**National Apprenticeship Promotion  
Scheme**

## DOMESTIC WORKERS SECTOR SKILL COUNCIL: NAPS

<b>1</b>	<b>Program Title</b>	Elderly Caretaker (Non Clinical)
<b>2</b>	<b>Program Code, if any</b>	DWC/Q0801
<b>3</b>	<b>Any related NSQF approved QP/Course/ NOS and code</b>	Elderly Caretaker (Non Clinical), DWC/Q0801
<b>4</b>	<b>Hours for Basic Training (Block I)</b>	210 (1 Months, 7 days)
<b>5</b>	<b>Hours for On the Job Training (Block II)</b>	1600 (10 Months)
<b>6</b>	<b>Certifying body for Basic Training Program</b>	DWSSC
<b>7</b>	<b>Certifying Body for On the Job training</b>	DWSSC jointly with Industry where apprenticeship is carried out
<b>8</b>	<b>Any Licensing requirements, wherever applicable</b>	NA
<b>9 (a)</b>	<b>Minimum eligibility criteria (Educational and/ or technical Qualification)</b>	5 <sup>th</sup> Class, Preferably
<b>9 (b)</b>	<b>Basic Training Exemption (BTE) criteria</b>	Certified in Elderly Caretaker (Non Clinical) under PMKVY/ Graduation/ Diploma in Caregiving or equivalent
<b>10</b>	<b>Trainer's Qualification and Experience</b>	Trainer should be either Graduate with 24 months experience as a Hospitality/ Domestic attendant/ Caregiver. Work experience in Caregiving/ Healthcare/ Domestic segment (at least 24 months). or 10+2 with 48 months experience in Caregiving/ Healthcare segment/ Domestic attendant. Work experience in Domestic segment (at least 5 years) or Graduate with Home Science/ Nursing/ Caregiving with 24 months experience in teaching/ training and work experience of 24 months.
<b>11</b>	<b>NCO code and occupation</b>	NCO-2015 /9111.0100/ Housekeeping
<b>12</b>	<b>Proposed NSQF level</b>	3
<b>13</b>	<b>Indicative list of training tools required to deliver this qualification (may be attached)</b>	Attached as annexure I

Formal structure of the curriculum					
		Modules	Notional hours-Theory	Notional hours-Practical	Total duration
14	Basic Training Program	1. Introduction to Domestic Worker sector	5	5	10
		2. Assist elderly persons with daily activities and personal hygiene	15	25	40
		3. Preparing food and assisting in consuming food and drinks	15	25	40
		4. Support in cleaning and tidying up elderly person's room	15	25	40
		5. Building effective communication and relations with the elderly persons, elderly person's social network and medical/ nursing staff	10	10	20
		6. Maintain health, safety and positive relationship at workplace	10	10	20
		7. Create positive impression of oneself in the household	10	10	20
		8. Managing self and Money	10	10	20
			On the Job Training Program	1. Introduction to Domestic Worker sector	10
		2. Assist elderly persons with daily activities and personal hygiene	30	270	300
		3. Preparing food and assisting in consuming food and drinks	50	300	350
		4. Support in cleaning and	35	265	300

		tidying up elderly person's room			
		5. Building effective communication and relations with the elderly persons, elderly person's social network and medical/ nursing staff	20	230	250
		6. Maintain health, safety and positive relationship at workplace	30	220	250
		7. Create positive impression of oneself in the household	30	220	250
		8. Managing self and Money	15	95	110
<b>15</b>	<b>Total Pass marks</b>				
			Pass Marks- Theory %age	Pass Marks- Practical %age	
	Basic Training Program		50	50	
	On the Job Training Program		50	50	

<p>16</p>	<p><b>Job description</b> - An Elderly Caretaker (Non-Clinical) in the Informal sector is one of the most crucial operational roles in the domestic worker segment taking care of an elderly person who may or may not have any disability but will not be bed-ridden. The primary role of an Elderly Caretaker (Non-Clinical) is to assist the elderly person in day to day activities such as ambulation, eating, dressing, toileting, grooming and in running errands. Assist in sanitation and housekeeping duties of elderly person’s room and create and maintain hygienic and pleasant work environment.</p>	
	<p><b>Progression from the qualification (Please show Professional and academic progression)</b></p>	<ol style="list-style-type: none"> <li>1. Front Line Health Worker (HSC/Q8601)</li> <li>2. Elderly Companion (DWC /Q0802)</li> <li>3. General Duty Assistant (HSC/Q5101),</li> <li>4. Home Health Aide (HSC/Q5102),</li> <li>5. Diabetes Educator (HSC/Q8701),</li> <li>6. Diet Assistant (HSC/Q5201)</li> <li>7. Geriatric Aide (HSC/Q6001)</li> <li>8. Supervisor - Day care/ Old Age Home/ Persons with Disabilities Care Home</li> </ol>
<p>18</p>	<p><b>Employment avenues/ opportunities</b> Domestic Sector, Service Industry, Healthcare, caregiving,</p>	
<p>19</p>	<p><b>Assessment strategy (Basic training and On the Job)</b></p> <ol style="list-style-type: none"> <li>1. Weekly Quiz, Assessed Practical, they will be recorded, and evidence maintained in terms of exercise papers and answer papers.</li> <li>2. Monthly reports for each trainee by the Trainer/ Supervisor. They shall be recorded for each trainer. These will be in terms of description arrived at from the marks obtained during weekly quiz and practical/ exercises.</li> <li>3. Consolidated 3<sup>rd</sup> party assessment along with Industry where employed as apprentices. Block 1 assessment by 3<sup>rd</sup> party. It shall have the component of Theory, practical and viva voce, and</li> </ol> <p><b>On the Job Training</b></p> <ol style="list-style-type: none"> <li>4. Consolidated assessment after apprenticeship period jointly (Block-2) With Industry. This consolidated assessment shall have NOS wide assessment of practical and viva voce components. Their evidence and records shall be maintained and results promulgated to all the stakeholders</li> </ol>	

		<p><b>5. General Guidelines</b></p> <ul style="list-style-type: none"> <li>● Each QP will be assessed as per the standard AC (Assessment Criteria) given in the qualification pack. Such AC may be revised by the SSC (periodic version control) or as and when deemed necessary.</li> <li>● Assessment Agency will ensure quality and validity of each assessment and will contribute to the (re) design of AC as well as DTM (Detailed Test Matrix), as and when deemed necessary.</li> <li>● Each QP assessment may be arranged as a set of multiple test modules. Choice of modules is a design perspective only. Ideally, a QP based assessment should be single seamless interface (and perceived module) for assessee.</li> <li>● However for NOS based assessments the assessment can be seamless but must cover all the PCs as articulated in Assessment Criteria and Detailed Test Matrix</li> <li>● Before launch of any new assessment, the assessment provider/ assessor will prepare a DTM as per standard format of the SSC and get concurrence of the SSC and its members firms. If already existing, SSC will share the detailed test matrix with the assessment agency.</li> <li>● Assessment Agency/ Assessor may exercise the flexibility of +/-10% in duration and number of Assessment Items (AIs) to suit their backend engine (e.g. test modules and test strategy).</li> <li>● In case of any change in the design of assessment, the time to roll out the revised assessment will not be more than 2 weeks, unless approved by the SSC.</li> </ul>
20	Curriculum update version and date	Version 1.0 dated 02 Jul 2016
21	Curriculum revision date	31 Mar 2021

## Curriculum

Module Name with Duration	Key Learning Outcomes
<b>Theory/Basic Training Program- Block I</b>	
<p><b>Introduction to Domestic Workers Sector</b></p> <p><b>Theory Duration</b> (hh:mm) 05:00</p> <p><b>Practical Duration</b> (hh:mm) 05:00</p> <p><b>Corresponding NOS Code</b> Bridge Module</p>	<ul style="list-style-type: none"> <li>● State the objectives of the program</li> <li>● Discuss Domestic Workers Sector in India.</li> <li>● Explain the categorisation of domestic workers in India.</li> <li>● Explain the reasons for the growth of Domestic Workers Sector in India.</li> <li>● Discuss the emerging trends in Domestic Workers Sector in India.</li> <li>● demonstrate the roles and Responsibilities of Elderly Caretaker (Non-Clinical)</li> </ul>
<p><b>Assist elderly persons with daily activities and personal hygiene</b></p> <p><b>Theory Duration</b> (hh:mm) 15:00</p> <p><b>Practical Duration</b> (hh:mm) 25:00</p> <p><b>Corresponding NOS</b> DWC/N0801</p>	<ul style="list-style-type: none"> <li>● Attributes of Elderly Caretaker (Non- Clinical)</li> <li>● Handling Personal Care Activities of Elderly Person like toileting/bathing</li> <li>● Basic Safety Tips for elderly people while using Toilet/Bathroom</li> <li>● Making routine for elderly person and its benefits</li> <li>● Assisting elderly person in daily tasks like eating, dressing/undressing, transferring</li> </ul>
<p><b>Preparing food and assisting in consuming food and drinks</b></p> <p><b>Theory Duration</b> (hh:mm) 15:00</p> <p><b>Practical Duration</b> (hh:mm) 25:00</p> <p><b>Corresponding NOS</b> DWC/N0802</p>	<ul style="list-style-type: none"> <li>● Basics of Cooking like various vegetables, fruits, pulses &amp; grains and flours</li> <li>● Purchase and Store Grocery for the Kitchen</li> <li>● Tools, Equipment and Appliances to be used to cook</li> <li>● Preparing Ingredients and various methods to cook different dishes</li> <li>● Storing and Preserving Food after Cooking</li> <li>● Maintain safety and hygiene</li> </ul>

	<ul style="list-style-type: none"> <li>● Tracking eating habits of elderly person and support them in eating the food</li> </ul>
<p><b>Support in cleaning and tidying up elderly person's room</b></p> <p><b>Theory Duration</b> (hh:mm) 15:00</p> <p><b>Practical Duration</b> (hh:mm) 25:00</p> <p><b>Corresponding NOS</b> DWC/N0803</p>	<ul style="list-style-type: none"> <li>● Describe different areas of a house.</li> <li>● Recognise the common household appliances &amp; furniture</li> <li>● Sweeping, Dusting and Mopping of the house</li> <li>● Washing and placing kitchen utensils in their respective places</li> <li>● Tidying up rooms and arranging articles appropriately</li> <li>● discuss purpose of washing the clothes</li> <li>● Explain different methods of laundry</li> <li>● Describe various types of fabrics and their washing procedures</li> <li>● utilise different types of detergents and soaps</li> <li>● Operate washing machine</li> <li>● follow the instructions for washing</li> <li>● explain how to dry different clothes as per their fabric</li> <li>● how to iron different clothes</li> <li>● Find out how to fold different clothes properly</li> <li>● Ability to clean and make bed</li> </ul>
<p><b>Building effective communication and relations with the elderly persons, elderly person's social network and medical/ nursing staff</b></p> <p><b>Theory Duration</b> (hh:mm) 10:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS</b> DWC/N0804</p>	<ul style="list-style-type: none"> <li>● How to dress appropriately for work</li> <li>● Follow essential etiquettes</li> <li>● Effective communication and its importance</li> <li>● Handling conflicting situations at work</li> <li>● Bridge the cultural differences</li> </ul>

<p><b>Maintain health, safety and positive relationship at workplace</b></p> <p><b>Theory Duration</b> (hh:mm) 10:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS</b> Bridge Module</p>	<ul style="list-style-type: none"> <li>• Identify common health issues and their treatment</li> <li>• Assessment of basic emergencies at home</li> <li>• Handling basic emergencies at home</li> <li>• Importance of ethical behaviour</li> <li>• Time management and its importance</li> </ul>
<p><b>Create positive impression of oneself in the household</b></p> <p><b>Theory Duration</b> (hh:mm) 10:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS</b> Bridge Module</p>	<ul style="list-style-type: none"> <li>• Follow essential etiquettes</li> <li>• Effective communication with elders as well as their guardians/ families.</li> <li>• Ensure sincerity and honesty at workplace</li> <li>• How to dress appropriately for work.</li> <li>• Address the work methodically</li> <li>• Handling conflicting situations at work</li> </ul>
<p><b>Managing self and Money</b></p> <p><b>Theory Duration</b> (hh:mm) 10:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS</b> Bridge Module</p>	<ul style="list-style-type: none"> <li>• explain benefits of being healthy, hygienic and disease-free</li> <li>• Manage the personal finances aptly</li> <li>• Operate accounts digitally</li> </ul>
<p><b>Total Duration Grand</b> <b>Total: 90+120</b></p>	<p><b>Theory Duration 90:00, Practical Duration 120:00,</b> <b>Employability and Entrepreneurship-40:00</b></p>

<b>On the Job Training Program- Block II</b>						
<p><b>Introduction to Domestic Workers Sector</b></p> <p>Bridge Module</p> <p><b>Training Hours</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Theory</td> <td style="width: 50%;">Practical/ OJT</td> </tr> <tr> <td>10:00</td> <td>00:00</td> </tr> </table>	Theory	Practical/ OJT	10:00	00:00	<ul style="list-style-type: none"> <li>• Discuss Domestic Workers Sector in India.</li> <li>• State the objectives of the program</li> <li>• Identifying the domestic work required to be done at homes</li> <li>• Explain the categorisation of domestic workers in India.</li> <li>• Elaborate the reasons for the growth of Domestic Workers</li> <li>• Ascertain as to what are the reasons of growth of the domestic workers sector,</li> <li>• Identify the different occupations that can be found in the Domestic Sector in India.</li> <li>• Discuss the emerging trends in Domestic Workers Sector in India.</li> <li>• List the roles and Responsibilities of Elderly Caretaker (Non-Clinical)</li> </ul>	
Theory	Practical/ OJT					
10:00	00:00					
<p><b>Assist elderly persons with daily activities and personal hygiene</b></p> <p>DWC/N0801</p> <p><b>Training Hours</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Theory</td> <td style="width: 50%;">Practical/ OJT</td> </tr> <tr> <td>30:00</td> <td>270:00</td> </tr> </table>	Theory	Practical/ OJT	30:00	270:00	<ul style="list-style-type: none"> <li>• Making assessment of the needs of the elderly persons being taken care of.</li> <li>• Discuss the layout of the living area for the elders.</li> <li>• Discuss the equipment and assistive technology required to assist the elders in the ADL.</li> <li>• Attributes of Elderly Caretaker (Non- Clinical)</li> <li>• Ensure the sanitisation of the living rooms and toilets.</li> <li>• Address the activities of daily living Handling Personal Care Activities of Elderly Person like toileting/bathing.</li> <li>• Assist the elders in maintaining their hygiene.</li> <li>• Support the elders to be moved from the bed to the toilets.</li> <li>• Keep a watch on the elders for their safety in the wet floors, essentially in toilets.</li> <li>• Assist the elders to toilet/ urinate on the beds, with necessary equipment/ pots.</li> </ul>	
Theory	Practical/ OJT					
30:00	270:00					

	<ul style="list-style-type: none"> <li>● Basic Safety Tips for elderly people while using Toilet/ Bathroom.</li> <li>● Making routine for elderly person and its benefits.</li> <li>● Ensure the availability of resources for hand washing at the bed and living area of the elders</li> <li>● Assisting the elders in the daily routine such as watching TV, reading and recreational activities.</li> <li>● Arrange to layout the meal tables and meals for the elders.</li> <li>● Assist the elders to eat their meals where required</li> <li>● Assisting elderly persons in daily tasks like cleaning the surroundings, their beds, dressing, and transferring.</li> </ul>				
<p><b>Preparing food and assisting in consuming food and drinks</b> DWC/N0802</p> <p><b>Training Hours</b></p> <table> <tr> <td>Theory</td> <td>Practical/ OJT</td> </tr> <tr> <td>50:00</td> <td>300:00</td> </tr> </table>	Theory	Practical/ OJT	50:00	300:00	<ul style="list-style-type: none"> <li>● Procurement and storage of food items.</li> <li>● Operation and maintenance of the appliances required for cooking and serving the meals.</li> <li>● Basics of Cooking like various vegetables, fruits, pulses &amp; grains and flours.</li> <li>● Hygiene and cleaning of the raw food materials.</li> <li>● Ensure sanitisation of the kitchens</li> <li>● Identifying the nutritional aspects required for the elders who are being taken care of.</li> <li>● Purchase and Store Grocery for the Kitchen</li> <li>● Tools, Equipment and Appliances to be used to cook</li> <li>● Preparing Ingredients and various methods to cook different dishes</li> <li>● Storing and Preserving Food after Cooking</li> <li>● Maintain safety and hygiene</li> <li>● Tracking eating habits of elderly person and support them in eating the food.</li> <li>● Keep a watch on the bowel moments of the elders, and whether any irregularities have anything to do with meals.</li> </ul>
Theory	Practical/ OJT				
50:00	300:00				

	<ul style="list-style-type: none"> <li>● Keep the families informed of the care situation of the elders and their</li> </ul>				
<p><b>Support in cleaning and tidying up elderly person's room</b></p> <p>DWC/N0803</p> <p><b>Training Hours</b></p> <table border="0"> <tr> <td>Theory</td> <td>Practical/ OJT</td> </tr> <tr> <td>35:00</td> <td>265:00</td> </tr> </table>	Theory	Practical/ OJT	35:00	265:00	<ul style="list-style-type: none"> <li>● Describe different areas of a house.</li> <li>● Methods of the sanitisation.</li> <li>● Resources required for sanitising the rooms, toilet and kitchen</li> <li>● Recognise the common household appliances &amp; furniture</li> <li>● Sweeping the room.</li> <li>● Changing the bed linen.</li> <li>● Cleaning and making beds</li> <li>● Washing and placing kitchen utensils in their respective places</li> <li>● Tidying up rooms and arranging articles appropriately</li> <li>● washing the clothes and other linen</li> <li>● Explain different methods of laundry</li> <li>● Manual laundry.</li> <li>● Utilisation of washing machines, whether automatic or semi - automatic, top loading or front loading for laundry.</li> <li>● Describe various types of fabrics and their washing procedures</li> <li>● different types of detergents and soaps</li> <li>● Operate and maintain washing machine</li> <li>● Implement clothes washing/ laundry as per instructions</li> <li>● How to dry different clothes as per their fabric</li> <li>● How to iron different types of clothes</li> <li>● How to fold and stacking different clothes at appropriate locations.</li> <li>● Cleaning and making beds</li> </ul>
Theory	Practical/ OJT				
35:00	265:00				

<p><b>Building effective communication and relations with the elderly persons, elderly person's social network and medical/ nursing staff</b></p> <p>DWC/N0804</p> <p><b>Training Hours</b></p> <table border="0"> <tr> <td>Theory</td> <td>Practical/ OJT</td> </tr> <tr> <td>20:00</td> <td>230:00</td> </tr> </table>	Theory	Practical/ OJT	20:00	230:00	<ul style="list-style-type: none"> <li>● Demonstrate the verbal communication skills for elders.</li> <li>● Explain the essentials of Inter personal communication.</li> <li>● Discuss principles and elements of communication.</li> <li>● Explain the manner of dressing appropriately for work.</li> <li>● Discuss the grooming and hygiene required as elderly caretaker</li> <li>● Demonstrate how to dress appropriately for work</li> <li>● Explain essential etiquettes as related to the elders</li> <li>● Discuss effective communication and its importance</li> <li>● Evaluate handling conflicting situations at work</li> <li>● How to bridge the cultural differences with the elders and their families/ guardians</li> </ul>
Theory	Practical/ OJT				
20:00	230:00				
<p><b>Maintain health, safety and positive relationship at workplace</b></p> <p>Bridge Module</p> <p><b>Training Hours</b></p> <table border="0"> <tr> <td>Theory</td> <td>Practical/ OJT</td> </tr> <tr> <td>30:00</td> <td>220:00</td> </tr> </table>	Theory	Practical/ OJT	30:00	220:00	<ul style="list-style-type: none"> <li>● Explain common health issues and their treatment</li> <li>● Discuss basic emergencies at home.</li> <li>● Assessment of different hazards at workplace.</li> <li>● Demonstrate how to deal with basic emergencies at home</li> <li>● Discuss the importance of ethical behaviour</li> <li>● Explain time management and its importance</li> <li>● Planning to manage your time.</li> <li>● List the items in the first aid box.</li> <li>● How to apply first aid during different situations.</li> <li>● Administer CPR and mouth to mouth respiration.</li> <li>● Carry out casualty evacuation manually, on stretcher and vehicle</li> </ul>
Theory	Practical/ OJT				
30:00	220:00				
<p><b>Create positive impression of oneself in the household</b></p> <p>Bridge Module</p> <p><b>Training Hours</b></p> <table border="0"> <tr> <td>Theory</td> <td>Practical/ OJT</td> </tr> </table>	Theory	Practical/ OJT	<ul style="list-style-type: none"> <li>● Follow essential etiquettes</li> <li>● Effective communication with elders as well as their guardians/ families.</li> <li>● Ensure sincerity and honesty at workplace</li> <li>● How to dress appropriately for work.</li> </ul>		
Theory	Practical/ OJT				

<p>30:00      220:00</p>	<ul style="list-style-type: none"> <li>● Address the work methodically</li> <li>● Handling conflicting situations at work.</li> <li>● Explain the need of the mutually respectful behaviour.</li> <li>● Explain how to dress appropriately for work</li> <li>● Explain good manners in terms of visibility and maintenance of hygiene and sanitation in the workplace</li> <li>● Discuss effective communication and its importance</li> <li>● Bridge the cultural differences</li> </ul>
<p><b>Managing self and Money</b></p> <p>Bridge Module</p> <p><b>Training Hours</b></p> <p>Theory      Practical/ OJT</p> <p>15:00      95:00</p>	<ul style="list-style-type: none"> <li>● Discuss the benefits of being healthy, hygienic and disease-free.</li> <li>● List and explain the aspects of the personal hygiene</li> <li>● Elements of personal finances</li> <li>● Keeping personal accounts</li> <li>● Pay and receive in digital manner by using the mobiles/ internet accounting</li> <li>● Explain various aspects of the banking products, such as personal account, loans, EMI, fixed deposits and so on</li> </ul>

## LIST OF ASSESSABLE OUTCOMES/ ASSESSMENT CRITERIA

Modules/ NOS Code No	Assessable outcomes/ Assessment criteria
<b>Bridge Module</b> <b>Introduction to Domestic Workers Sector</b>	<ul style="list-style-type: none"> <li>• State the objectives of the program</li> <li>• Discuss Domestic Workers Sector in India.</li> <li>• Explain the categorisation of domestic workers in India.</li> <li>• Elaborate the reasons for the growth of Domestic Workers Sector in India.</li> <li>• Discuss the emerging trends in Domestic Workers Sector in India.</li> <li>• List the roles and Responsibilities of Elderly Caretaker (Non-Clinical)</li> </ul>
<b>DWC/N0801 (Assist elderly persons with daily activities and personal hygiene)</b>	<ul style="list-style-type: none"> <li>• assist the elderly person with personal hygiene tasks, depending on his/her degree of ability</li> <li>• assist the elderly person with dressing/undressing, depending on his/her degree of ability</li> <li>• assist the elderly person with routine bodily functions (toileting) with due respect to his/her constraint and privacy</li> <li>• making beds and changing linen on timely basis</li> <li>• assist with walking and light exercise if required</li> <li>• assist with bathing, dressing and grooming</li> <li>• reminder for daily medication and routine checkups</li> <li>• escort to outdoor event and recreational activities</li> <li>• act as a Companion or a friend to provide emotional support</li> <li>• taking care of laundry and ironing</li> <li>• interact with the elderly person in order to empower them, overcome resistance, cope with conflicts, reassure them and obtain their cooperation while fully respecting individual identity and constraints</li> <li>• interact with the elderly person's family and doctor in order to inform them of any changes in his/her behaviour and other aspects related to their health and well-being</li> </ul>

<p><b>DWC/N0802 (Preparing food and assisting in consuming food and drinks)</b></p>	<ul style="list-style-type: none"> <li>• support the in purchasing foodstuff or purchase them on his/her own, taking into account prescribed nutrition plans as well as any other instructions provided by the elderly person’s family</li> <li>• when cooking, comply with basic health, hygiene and safety requirements and check that foodstuff are properly stored and not out of date, in order to ensure that the meals being prepared are of adequate quality and prevent any food poisoning</li> <li>• the food should be cooked as per the elder person’s ability to chew and swallow, in order to enable them to eat their meals without any difficulty.</li> <li>• use appropriate cooking techniques (frying, boiling, steaming, microwaving), in order to prepare the food</li> <li>• encourage the elder person to drink and eat as per their nutritional plan and medical conditions (liquid and/or solid dysphagia, lack of appetite, eagerly eating, food refusal)</li> <li>• monitor the elder person’s food and drink intake to provide information to the family and doctor</li> <li>• when cooking and serving food, use relational styles that are adequate to the elder person’s specificities and medical conditions, in order to reassure them, enhance their participation, encourage food acceptance, obtain their cooperation</li> </ul>
<p><b>DWC/N0803 (Support in cleaning and tidying up elderly person’s room)</b></p>	<ul style="list-style-type: none"> <li>• support the elderly person in cleaning and tidying up room or perform these tasks on his/her own using the products and tools available in the house</li> <li>• provide a proper and cozy living environment</li> <li>• do laundry and ironing of clothes and linen, using the products and tools available in the house</li> <li>• minimize possible risks arising while washing, cleaning and sanitizing of rooms</li> </ul>

<p><b>DWC/N0804 (Building effective communication and relations with the elderly persons, elderly person's social network and medical/ nursing staff)</b></p>	<ul style="list-style-type: none"> <li>• use appropriate communication approach towards the client</li> <li>• use relevant communication and integration approach as per the elderly person's psychological profile</li> <li>• listen to the elderly person and respond to implicit relational requests</li> <li>• respond to the elderly person's rightful demands carefully and subsequently meet relational needs and avert the elderly person's isolation</li> <li>• interact with the elderly person to support on a daily basis in such a way as to stimulate them and trigger their mnemonic (aid-memory) skills</li> <li>• support the elderly person in socializing at different occasions by helping and fostering the elder person's participation in social initiatives</li> <li>• listen to and understand family's requests on a daily basis and ask all sorts of information to learn about any changes in the client's mental and physical condition</li> <li>• Recognize and cope with emotions arising from his/her relationship with the elderly person as well as with the stress resulting from the relationship.</li> <li>• take keen interest in encouraging the elderly person to pursue hobbies and interests</li> <li>• maintain record of relevant helplines and immediate family, neighbor's contact details</li> <li>• take necessary precaution to prevent casualties from events such as burglary, fire, short circuits etc.</li> <li>• take proper care of safety and security while using electrical and household appliances</li> </ul>
<p><b>Bridge Module (Maintain health, safety and positive relationship at workplace)</b></p>	<ul style="list-style-type: none"> <li>• Explain common health issues and their treatment</li> <li>• Assessment of basic emergencies at home</li> <li>• How to deal with basic emergencies at home</li> <li>• Discuss the importance of ethical behaviour</li> <li>• Explain time management and its importance</li> <li>• How to manage your time at workplace</li> </ul>

	<ul style="list-style-type: none"> <li>• Perform first aid techniques including CPR in case of such a situation</li> <li>• Report any identified breaches in health, safety, and security to the designated person</li> <li>• Identify any hazards and deal with them in safe and competent manner within the limits of one’s authority</li> <li>• Identify and wear appropriate cleaning gear for waste disposal as required</li> <li>• Clean waste from the work area thoroughly and according to instructions</li> <li>• Collect and segregate waste according to type</li> <li>• Reduce the volume of waste through appropriate techniques and throw waste in appropriate waste container/ assigned bins</li> <li>• Change disposable garbage bags when full and clean the waste bins regularly</li> <li>• Inspect the work site and ensure they are clear of waste</li> <li>• Clean the place of dust or any particulate matters</li> <li>• Arrange for adequate ventilation</li> <li>• Make use of techniques to manage pollution such as noise, air etc.</li> </ul>
<p><b>Bridge Module (Create positive impression of oneself in the household)</b></p>	<ul style="list-style-type: none"> <li>• Discuss how to dress appropriately for work</li> <li>• explain essential etiquettes</li> <li>• Demonstrate effective communication and its importance</li> <li>• Manage conflicting situations at work</li> <li>• Bridge the cultural differences</li> <li>• Use different devices such as printer, photocopier, projector, binder, laminator, telephone, A/V equipment scanners, camera, mouse, keyboard etc. efficiently</li> <li>• Take print outs of required documents and transmit documents to external storage devices such as hard disks, pen drives, DVDs etc.</li> <li>• Replenish material/ supplies needed to run each equipment</li> <li>• Inform/ maintain about material/ supplies required for each</li> </ul>

	<p>equipment to the appropriate person</p> <ul style="list-style-type: none"> <li>• inform and act on the appropriate channel of communication in case of major breakdown</li> <li>• Create a word document and type, edit, save and send it</li> <li>• Compose emails - draft, format and send attachments</li> <li>• Create a spreadsheet and perform some basic arithmetic operations on it</li> <li>• Create a basic presentation with slides</li> <li>• Use internet for search and specific work needs</li> </ul>
<p><b>Bridge Module (Managing self and Money)</b></p>	<ul style="list-style-type: none"> <li>• Discuss the benefits of being healthy, hygienic and disease-free</li> <li>• Manage the personal finances aptly</li> </ul>

**Annexure A****LIST OF TOOLS AND EQUIPMENT (BATCH SIZE -30)**

<b>Equipment Name</b>	<b>Minimum Required</b>	<b>Unit Type</b>	<b>Is it mandatory? (Yes/No)</b>
Adult Diapers	1	Number	No
Air Conditioner	1	Number	Yes
Air Freshner	2	Number	Yes
Aluminium Foil	5	Number	Yes
Almirah	1	Number	Yes
Aprons	30	Number	Yes
Baking Dishes	2	sets	Yes
Bath Towels	2	Number	Yes
Bathroom Curtains	1	Number	Yes
Bed	1	Number	Yes
Personal Hygiene & Grooming Kit	3	set	Yes
Bed Sheets	2	set	Yes
Bedpans	3	unit	Yes
Blanket or Quilt	2	Number	Yes
Bleach	2	Number	Yes
Bucket (10 Ltr.)	6	Number	Yes
Bucket (20 Ltr.)	6	Number	Yes

Carpet	1	Number	Yes
Ceiling Fan	2	Number	Yes
Cleaning Easy Wipes	6	Number	Yes
Cloth Drying Stand	1	Number	Yes
Cloth Duster	10	Number	Yes
Cloth Hangers	1	Number	Yes
Cloth Mop	10	Number	Yes
Cloth Stain Remover Liquid	2	Number	Yes
Clothes Cleaning Brush	6	Number	Yes
Clothespins	12	Number	No
Cooking Range	1	packets	Yes
Cooking Utensils	1	Number	No
Crutchus	1	Number	Yes
Cupboards	1	Number	Yes
Cushion Covers	5	Number	Yes
Cushions	5	Number	Yes
Cutlery Set	2	Unit	Yes
Dentures or Set of Artificial Teeth	2	Number	Yes
Detergent Powder	1	Kgs	Yes
Dining Table & Chairs	1	Set	Yes

Dinner Set	1	Set	Yes
Dishwasher	1	Number	No
Disposable Tableware	4	Set	No
Door Curtains	2	Number	No
Door Mats	2	set	Yes
Drainage Cleaning Powder	5	Pouches	Yes
Dust Bin	4	Number	Yes
Dust Pan	10	Number	Yes
Exhaust Fan	1	Number	If required
Fabric Stain Remover	2	Number	Yes
Fabric Starch	1	Number	No
Feather Duster - Big & Small	6	Number	Yes
Fire Extinguisher	1	Number	Yes
First Aid Box	1	Number	Yes
Floor Cleaning Liquid	500	mls	Yes
Floor Wiper	5	Number	Yes
Food Storage Containers For Fridge	6	Sets	Yes
Fruit & Vegetables	10	As required	Yes
Garbage Bags Black	10	Number	Yes
Glass Cleaning Liquid	500	mls	Yes

Glassware	12	Sets	Yes
Green Hard Scrub	10	Number	Yes
Grocery & Food Items	10	As required	Yes
Grocery Storage Containers	6	Sets	Yes
Hand Sanitizer	2	Number	Yes
Hand Towels	6	Number	Yes
Hand Wash	2	Number	Yes
Hard Broom (Tili Jhadu)	10	Number	Yes
Head cover	30	Number	Yes
Home Decor Items	3	Number	Yes
Induction Cookware	2	Number	No
Induction Stove	2	Number	Yes
Insect Killer Spray	4	Number	Yes
Iron	2	Number	Yes
Iron Board	2	Number	Yes
Juicer-Mixer-Grinder	1	Number	Yes
Kitchen Chimney	1	Number	No
Kitchen Counter Cleaner Liquid	2	Number	Yes
Knife Set	1	Set	Yes
Laundry Basket	1	Number	Yes

Liquid Antiseptic	200	mls	Yes
Liquid Detergent	1000	mls	Yes
Liquid Fabric Whitener	100	mls	Yes
Long Handle Mop	5	Number	Yes
Mannequin (Adult)	2	Number	Yes
Mask	30	Number	Yes
Mattress	2	Number	Yes
Mattress Cover	2	Number	Yes
Metal Tongs	1	Number	Yes
Microwave	1	Number	No
Mirror	2	Number	Yes
Naphthalene balls	2	Number	Yes
Needle And Thread	3	Sets	Yes
OTG	1	Number	Yes
Paper Napkins	5	Sets	Yes
Pillow Covers	4	Number	Yes
Pillows	4	Number	Yes
Plastic Baskets	3	Number	Yes
Plastic Bowls Of Various Sizes	6	Sets	Yes
Refrigerator	1	Number	No

Room Freshener	2	Number	Yes
Rubber Hand Gloves	30	Number	Yes
Rugs	1	Number	Yes
Serving Tray Set	1	Set	Yes
Sofa Set	1	Set	Yes
Soft Broom (Indian)	10	Number	Yes
Spatula Set	1	Set	Yes
Spider Web Cleaner	2	Number	Yes
Sponge	10	Number	Yes
Steel scrubber	5	Number	Yes
Strainer	1	Number	Yes
Suction Cup Drainage Opener	2	Number	Yes
Tea Set	1	Set	Yes
Tiles Cleaning Liquid	500	mls	Yes
Toilet Brush	5	Number	Yes
Toilet Cleaning liquid	1000	mls	Yes
Toilet Roll	2	Number	Yes
Urobags	3	Number	Yes
Utensils Cleaning Liquid	1000	mls	Yes
Utensils Cleaning Bar	4	Number	Yes

Utensils Steel Stand	1	Number	Yes
Vaccum Cleaner	1	Number	Yes
Various Clothes For Different Seasons	20	Sets	Yes
Washing Machine	1	Number	Yes
Waste News Paper	10	Number	Yes
Wheel Chair	1	Number	Yes
Zip Lock Bags	5	Number	Yes