



GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
DIRECTORATE GENERAL OF TRAINING

COMPETENCY BASED CURRICULUM

GERIATRIC (OLD AGE) CARE

(Duration: One Year)

Revised in July 2022

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL- 3



SECTOR – HEALTHCARE



Directorate General of Training

GERIATRIC (OLD AGE) CARE

(Non-Engineering Trade)

(Revised in July 2022)

Version: 2.0

CRAFTSMEN TRAINING SCHEME (CTS)

NSQF LEVEL - 3

Developed By

Ministry of Skill Development and Entrepreneurship

Directorate General of Training

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1. COURSE INFORMATION

During the one-year duration of “Geriatric (Old Age) Care” trade, a candidate is trained on Professional Skill, Professional Knowledge and Employability Skill related to job role. In addition to this, a candidate is entrusted to undertake project work, extracurricular activities and on-the-job training to build up confidence. The broad components covered under Professional Skill subject are as below: -

The trainee learns about elementary Geriatric care, computer knowledge, communication skill for Geriatric, data base management, food and dietary first-aid, firefighting, environment regulation and housekeeping, etc. The trainee identifies trade tools, different general issues related to Geriatric, food habits, primary diet chart management and hygienic aspect. The trainee will be able to identify and see to issues for Geriatric care and Old Age home management, they will be able to attain knowledge of computer to be utilize for data management and to upgrade for latest technology for Geriatric care. They will be able to prepare dietary chart for old aged person and person with different health issues like stroke, digestive issues. They will be able to do practical on computer system data base management, presentation, printing, will be able to do the data transportation to the storage media, sending data through E-mail and to Scan photographs and analysis of images. They will be able to understand sociological, physiological and health wise understand Geriatric people. There will be a visit to Geriatric care homes, hospitals and other areas where Geriatric people are cared.

The trainee will be able to do attain hand on skill for kitchen arrangement and hygiene. They will be able to understand infrastructure require for proper cooking and maintained of hygiene. They will be able to do proper housekeeping for Geriatric care homes. They will understand climatic effect on Geriatric health and mental situation. They will be able to assist Geriatric person with locomotion, paralysis, fracture, bed sore and many common areas. They will be able to give first aid for emergency and will be able to console Geriatric people for their physiological aspects. They will be able to council Geriatric person with different mental situation and habits. They will be able to maintain dietary and medical chart of Geriatric (Old Age) person. The trainee also undergoes four weeks on-the- job training in various Geriatric (Old Age) care homes, hospitals and other areas where Geriatric people are cared at the end of the year which gives them more practical exposure to the professional working environment.



2.1 GENERAL

The Directorate General of Training (DGT) under Ministry of Skill Development & Entrepreneurship offers a range of vocational training courses catering to the need of different sectors of the economy/ labour market. The vocational training programs are delivered under the aegis of Directorate General of Training (DGT). Craftsman Training Scheme (CTS) with variants and Apprenticeship Training Scheme (ATS) are two pioneer programs of DGT for propagating vocational training.

‘Geriatric (Old Age) Care’ trade under CTS is one of the popular courses delivered nationwide through a network of ITIs. The course is of one year duration. It mainly consists of Domain area and Core area. The Domain area (Trade Theory & Practical) impart professional skills and knowledge. While the core area (Employability Skill) imparts requisite core skills, knowledge, and life skills. After passing out the training program, the trainee is awarded National Trade Certificate (NTC) by DGT which is recognized worldwide.

Candidates broadly need to demonstrate that they are able to:

- Read and interpret technical parameters/documents, plan and organize work processes, identify necessary materials and tools;
- Perform tasks with due consideration to safety rules, accident prevention regulations and environmental protection stipulations;
- Apply professional skill, knowledge & employability skills while performing jobs.
- Document the technical parameters related to the task undertaken.

2.2 PROGRESSION PATHWAYS

- Can join as Geriatric Care Assistant/ Allied Health Assistant/ Aged Care Worker and further progress as Geriatric Care Supervisor/ Activity Group Coordinator/ Disability Services Coordinator and can rise up to the level of Geriatric Care Manager.
- Can join Advanced Diploma (Vocational) courses under DGT as applicable.
- Can join Apprenticeship programme in different types of industries leading to National Apprenticeship certificate (NAC).
- Can join Crafts Instructor Training Scheme (CITS) in the trade for becoming an instructor in ITIs.
- Can become Entrepreneur in the related field.

2.3 COURSE STRUCTURE



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Table below depicts the distribution of training hours across various course elements during a period of one year: -

S No.	Course Element	Notional Training Hours
1.	Professional Skill (Trade Practical)	840
2.	Professional Knowledge (Trade Theory)	240
3.	Employability Skills	120
	Total	1200

Every year 150 hours of mandatory OJT (On the Job Training) at nearby industry, wherever not available then group project is mandatory.

4	On the Job Training (OJT)/ Group Project	150
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Trainees of one-year or two-year trade can also opt for optional courses of up to 240 hours in each year for 10th/ 12th class certificate along with ITI certification or add on short term courses.

2.4 ASSESSMENT & CERTIFICATION

The trainee will be tested for his skill, knowledge and attitude during the period of course through formative assessment and at the end of the training programme through summative assessment as notified by the DGT from time to time.

a) The **Continuous Assessment (Internal)** during the period of training will be done by **Formative assessment method** by testing for assessment criteria listed against learning outcomes. The training institute have to maintain individual *trainee portfolio* as detailed in assessment guideline. The marks of internal assessment will be as per the formative assessment template provided on www.bharatskills.gov.in.

b) The final assessment will be in the form of summative assessment. The All India Trade Test for awarding NTC will be conducted by Controller of examinations, DGT as per the guidelines. The pattern and marking structure is being notified by DGT from time to time. **The learning outcome and assessment criteria will be basis for setting question papers for final assessment. The examiner during final examination will also check** individual trainee's profile as detailed in assessment guideline before giving marks for practical examination.

2.4.1 PASS REGULATION



For the purposes of determining the overall result, weightage of 100% is applied for six months and one year duration courses and 50% weightage is applied to each examination for two years courses. The minimum pass percent for Trade Practical and Formative assessment is 60% & for all other subjects is 33%.

2.4.2 ASSESSMENT GUIDELINE

Appropriate arrangements should be made to ensure that there will be no artificial barriers to assessment. The nature of special needs should be taken into account while undertaking the assessment. Due consideration should be given while assessing for teamwork, avoidance/reduction of scrap/wastage and disposal of scrap/waste as per procedure, behavioral attitude, sensitivity to the environment and regularity in training. The sensitivity towards OSHE and self-learning attitude are to be considered while assessing competency.

Assessment will be evidence based comprising some of the following:

- Job carried out in labs/workshop
- Record book/ daily diary
- Answer sheet of assessment
- Viva-voce
- Progress chart
- Attendance and punctuality
- Assignment
- Project work
- Computer based multiple choice question examination
- Practical Examination

Evidences and records of internal (Formative) assessments are to be preserved until forthcoming examination for audit and verification by examining body. The following marking pattern to be adopted for formative assessment:

Performance Level	Evidence
(a) Marks in the range of 60%-75% to be allotted during assessment	
For performance in this grade, the candidate should produce work which demonstrates attainment of an acceptable standard of	<ul style="list-style-type: none"> ● Demonstration of good skills and accuracy in the field of work/ assignments. ● A fairly good level of neatness and



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craftsmanship with occasional guidance, and due regard for safety procedures and practices	consistency to accomplish job activities. <ul style="list-style-type: none">● Occasional support in completing the task/ job.
(b) Marks in the range of 75%-90% to be allotted during assessment	
For this grade, a candidate should produce work which demonstrates attainment of a reasonable standard of craftsmanship, with little guidance, and regard for safety procedures and practices	<ul style="list-style-type: none">● Good skill levels and accuracy in the field of work/ assignments.● A good level of neatness and consistency to accomplish job activities.● Little support in completing the task/job.
(c) Marks in the range of more than 90% to be allotted during assessment	
For performance in this grade, the candidate, with minimal or no support in organization and execution and with due regard for safety procedures and practices, has produced work which demonstrates attainment of a high standard of craftsmanship.	<ul style="list-style-type: none">● High skill levels and accuracy in the field of work/ assignments.● A high level of neatness and consistency to accomplish job activities.● Minimal or no support in completing the task/ job.



Home Based Personal Care Workers, Other include personal care workers who attend to various personal needs and in general provide personal care for persons in need of such care at their own homes because of physical or mental illness or disability or because of impairment due to old age not elsewhere classified

The following describes the primary responsibilities expected Geriatric (Old Age) care Job Functions:

- Assist with walking and light exercise, Plan and prepare meals, followed by clean-up, monitor food expiration dates, make future meals, make beds and change linens, as needed, Light housekeeping to include dusting and vacuuming, assist with bathing, dressing and grooming
- Laundry and ironing, take out garbage, run errands (pickup prescriptions, dry cleaning), Engage in physical and mental exercises, provide medication reminders, Escort on appointments (hair salon, physical therapy, etc.), Escort to religious services or events, Engage in activities (games, memory books), Companionship.

Reference NCO-2015: 5322.9900 – Home Based Personal Care Workers, Other.

Reference NOS: --

- a. HSS/N6006
- b. HSS/N6005
- c. HSS/N6006
- d. HSS/N6008
- e. HSS/N6010
- f. HSS/N9622
- g. HSS/N9401
- h. HSS/N9402



4. GENERAL INFORMATION

Name of the Trade	GERIATRIC (OLD AGE) CARE
Trade Code	DGT/1076
NCO - 2015	5322.9900
NOS Covered	HSS/N6005, HSS/N6006, HSS/N6008, HSS/N6010, HSS/N9622, HSS/N9401, HSS/N9402
NSQF Level	Level-3
Duration of Craftsmen Training	One Year (1200 hours + 150 hours OJT/Group Project)
Entry Qualification	Passed 10 th class examination or its equivalent.
Minimum Age	14 years as on first day of academic session.
Eligibility for PwD	LD, CP, LC, DW, AA, BLIND, LV, DEAF, HH, AUTISM, ID, SLD
Unit Strength (No. of Student)	24 (There is no separate provision of supernumerary seats)
Space Norms	80 Sq. m
Power Norms	2 KW
Instructors Qualification for:	
(i) Geriatric (Old Age) Care Trade	<p>B.Voc/Degree in Nursing or Midwifery from UGC recognized university with one year experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>Diploma (Minimum 2 years) in Nursing or Midwifery from a recognized board of education or relevant Advanced Diploma (Vocational) from DGT with two-year experience in the relevant field.</p> <p style="text-align: center;">OR</p> <p>NTC/ NAC passed in the “Geriatric (Old Age) Care” trade with three-year experience in the relevant field.</p> <p>Essential Qualification: Relevant Regular / RPL variants of National Craft Instructor Certificate (NCIC) under DGT.</p>



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	NOTE: - Out of two Instructors required for the unit of 2 (1+1), one must have Degree/Diploma and other must have NTC/NAC qualifications. However, both of them must possess NCIC in any of its variants.
(ii) Employability Skill	MBA/ BBA / Any Graduate/ Diploma in any discipline with Two years' experience with short term ToT Course in Employability Skills. (Must have studied English/ Communication Skills and Basic Computer at 12th / Diploma level and above) OR Existing Social Studies Instructors in ITIs with short term ToT Course in Employability Skills.
(iii) Minimum Age for Instructor	21 Years
List of Tools and Equipment	As per Annexure – I



Learning outcomes are a reflection of total competencies of a trainee and assessment will be carried out as per the assessment criteria.

5.1 LEARNING OUTCOMES

1. Identify the organizational hierarchy of Geriatric (Old Age) care, select and perform the duties and responsibilities following safety precaution. (NOS: HSS/N6008)
2. Develop communication skill for maintenance of office correspondence. (NOS: HSS/N6008)
3. Develop computer skill for maintain the data and office correspondence. (NOS: HSS/N6006)
4. Identify different physical and mental health related issues for Geriatric (Old Age) persons and comply the methods for solutions. (NOS: HSS/N6006)
5. Comply preservation of food and dietary requirement. (NOS: HSS/N6006)
6. Attain knowledge of health and hygiene. (NOS: HSS/N6006)
7. Attain required knowledge of sociology, physiology and anatomy for Geriatric (Old Age) care. (NOS: HSS/N6006)
8. Develop hands on skill for kitchen hygiene and housekeeping maintenance. (NOS: HSS/N9401)
9. Apply practices for problem related physical effect like Locomotion, Paralysis, fracture, bed sores etc. Psychological effect like memory loss, exit tendency, depression, aggression, suicidal tendency etc. (NOS: HSS/N6008, HSS/N6008, HSS/N6010)
10. Identify, select and resolve the issue related to human health as per gender. (NOS: HSS/N6006)
11. Perform different types of drills to deal emergencies and execute fire and natural hazards. (NOS: HSS/N9402)
12. Organize and assist psychological counselling and organize social events. (NOS: HSS/N6006)
13. Assist for nursing care of Geriatric (Old Age) person and develop the skill for entertainment for Geriatric (Old Age) person. (NOS: HSS/N6008)
14. Practice Biomedical waste management and disposal. (NOS: HSS/N9622)



6. ASSESSMENT CRITERIA

LEARNING OUTCOMES	ASSESSMENT CRITERIA
1. Identify the organizational hierarchy of Geriatric (Old Age) care, select and perform the duties and responsibilities following safety precaution. (NOS: HSS/N6008)	Follow different age criteria and maintain behavior chart of different age people.
	Recognize and report different mental and physical health issues of male after 50 years.
	Recognize and report different mental and physical health issues of female after 50 years.
	Identify and observe services require for aged people.
	Identify duties and responsibilities of Geriatric (Old Age) care service personnel.
	Follow the organizational hierarchy of Geriatric (Old Age) department of different countries.
2. Develop communication skill for maintenance of office correspondence. (NOS: HSS/N6008)	Practice on vocabulary to be used in profession life.
	Identifying different situation and applying correct methodology for same (case studies to be given with questionnaire).
	Solve problem for part of speech, tenses and other grammar part.
	Conduct group discussion for vocabulary building and phonetics.
	Demonstrate elementary letter writing and filing procedure.
	Demonstrate different type of communication for Geriatric (Old Age) care homes and other working area.
	Practice for letter writing Formal and informal.
	Conduct written communication.
	Maintaining medical history and timing for medicine.
	Demonstrate study of medicine dose and record maintains.
3. Develop computer skill for maintain the data and office correspondence. (NOS: HSS/N6006)	Demonstrate different component of computer system.
	Display and give knowledge about different output and input devices.
	Demonstrate different operating system and their limitation.
	Demonstrate different video outputs.
	Practice and demonstration of MS Word. Typing, editing, tabulation, insertion of pictures, videos, formatting etc.
	Practice and demonstration of MS EXCEL. Typing calculation, formatting, separating data, graph etc.
	Practice and demonstration of MS Power point. Typing, making presentation, inserting different graph, picture, video etc. Their applications will be assessed during execution of assessable outcome.
	Demonstrate concept of LAN, WAN etc.
	Demonstrate use internet for mail, voice mail etc.
	Demonstrate procedure to inbox, outbox, viewing, sending and



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	<p>saving email etc.</p> <p>Demonstrate maintains of different mail in folders to make search easy. Keep different priority to mail</p>
<p>4. Identify different physical and mental health related issues for Geriatric (Old Age) persons and comply the methods for solutions.</p> <p>(NOS: HSS/N6006)</p>	<p>Demonstrate difference in physical and mental health.</p> <p>Practice and give easy and initial remedies for common health issues like cold, cough, fever, pain etc.</p> <p>Demonstrate specific physical health issues like astama, knee pain, back pain, bed sore, piles etc.</p> <p>Demonstrate exercise for physical health related issues.</p> <p>Demonstrate condition of different mental health issues of aged person.</p> <p>Practices to be followed for memory loss, insomnia, depression etc.</p> <p>Demonstration of yogic exercise for mental health.</p> <p>Demonstrate walking aids.</p> <p>Demonstrated how to support person with walking issues</p> <p>Demonstrate how to feed person with paralysis</p> <p>Practice for how to deal with bed ridden person</p> <p>Demonstrate different types of chair and bed adjustments for Geriatric (Old Age) person.</p>
<p>5. Comply preservation of food and dietary requirement.</p> <p>(NOS: HSS/N6006)</p>	<p>Identify different technique for preservation of food.</p> <p>Identify common preservative for food. Effect of preservative on food. Quantity of preservative to be added.</p> <p>Demonstration of principal and technique for refrigeration.</p> <p>Identify different dietary requirement of Geriatric (Old Age) people.</p> <p>Prepare dietary chart for different requirement such as Blood pressure, diabetics, digestive disorder etc.</p>
<p>6. Attain knowledge of health and hygiene.</p> <p>(NOS: HSS/N6006)</p>	<p>Identify different health issues and related hygienic issues.</p> <p>Group work for motivation for hygiene and exercising.</p> <p>Demonstrate and write importance of exercise, sleep, rest and good growing.</p> <p>Discuss importance of sunlight, fresh air and water.</p> <p>Demonstrate and discuss personal hygiene (skin care, hair, teeth, hands and feet).</p> <p>Discuss and identify bed sore, patches in skin, dryness in skin etc.</p>
<p>7. Attain required knowledge of sociology, physiology and anatomy for Geriatric (Old Age) care.</p>	<p>To understand importance of family, visitors and community for Geriatric (Old Age) people.</p> <p>To demonstrate group formation and behavioural change due to it.</p> <p>Understand and practice for Blood pressure, pulses and oxygen.</p> <p>Discuss does and don'ts for common diseases like fever cold cough, walking problem etc.</p>



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(NOS: HSS/N6006)	Understand bone structure and its function.
	Videos – animation of physiological regulations of various systems.
	Know different organs and its function.
	Identify common symptom for dis functioning of organs.
8. Develop hands on skill for kitchen hygiene and housekeeping maintenance. (NOS: HSS/N9401)	Discuss and understand hygienic aspect of kitchen.
	To practice storage of uncooked food and cooked food.
	To understand storage of fresh food such as green vegetable and fruits.
	Study of food habit of different regions.
	Preparing dietary chart for different age people.
	Preparing dietary chart for diabetic, blood pressure, weak digestion person etc
	Preparing dietary chart as per requirement of Geriatric (Old Age) person like high protein, high fiber high sugar etc.
	Demonstration of housekeeping: bed making, ironing, storing, cleaning etc.
9. Apply practices for problem related physical effect like Locomotion, Paralysis, fracture, bed sores etc. Psychological effect like memory loss, exit tendency, depression, aggression, suicidal tendency etc. (NOS: HSS/N6008, HSS/N6008, HSS/N6010)	To study effect of physical problem like locomotion, paralysis, fracture, bed sore etc.
	To practice for locomotion and walking issues for Geriatric (Old Age) persons.
	To practice methods to deal with paralysis person.
	To practice for different fracture and bed sore.
	To study effect of psychological effect like memory loss, exit tendency, depression, aggression suicidal tendency etc.
	To practice method to deal with memory loss.
	To practice method to deal with exit tendency and depression.
	To practice method to deal with bed ridden person.
	To practice method to deal with mentally disturb person.
10. Identify, select and resolve the issue related to human health as per gender. (NOS: HSS/N6006)	To recognize health issues for male.
	To recognize health issues for female.
	To study remedies and difficulties for Male: Prostate, Kidney stone, gland infection etc.
	To study remedies and difficulties for Female: urinary tract Infection, fungal infection etc.
	To apply natural treatment for above problem area.
	To understand climatic change and health.
	Utilization of different food for climatic change.
	Demonstration of personal care and hygiene.
Understand and apply Light exercise as per climate.	



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11. Perform different types of drills to deal emergencies and execute fire and natural hazards. (NOS: HSS/N9402)	To study and visit different hospitals for health care. Understand audio and video production by recordings.
	To understand different emergency situation like heart attack, paralysis attack, high fever, asthmatic attack etc.
	Drill on different type of fire and natural Hazards
	Demonstration and instruction by Fire department of fire Brigade.
12. Organize and assist psychological counselling and organize social events. (NOS: HSS/N6006)	To understand importance of listening talking laughing etc.
	To organize laughing session, clapping session and singing session. Understanding importance of all above session.
	To practice yoga for aged person.
	Group discussion for different activities for entertainment
	To organize one show for Geriatric (Old Age) person at nearby Geriatric (Old Age) home.
13. Assist for nursing care of Geriatric (Old Age) person and develop the skill for entertainment for Geriatric (Old Age) person. (NOS: HSS/N6008)	To practice comfort for Geriatric (Old Age) person for pain and anxiety.
	To practice first aid required for day to day life and critical situation like falling down, fever, vomiting etc.
	To practice nursing aids for different situation like paralysis, stroke, heart attack etc.
	To understand type of entertainment, require for different situation.
	To arrange group entertainment for Geriatric (Old Age) person.
14. Practice Biomedical waste management and disposal (NOS: HSS/N9622)	Demonstrate different treatment option for Bio Medical Waste
	Demonstrate different treatment methods for Bio Medical Waste
	Exhibit process of accumulation, storage and disposal of Bio Medical waste



SYLLABUS FOR GERIATRIC (OLD AGE) CARE TRADE			
DURATION – ONE YEAR			
Duration	Reference Learning Outcome	Professional Skills (Trade Practical) With Indicative Hours	Professional Knowledge (Trade Theory)
Professional Skill 20 Hrs; Professional Knowledge 06 Hrs	Identify the organizational hierarchy of Geriatric (Old Age) care, select and perform the duties and responsibilities following safety precaution. (NOS covered: HSS/N6008)	Familiarization with Geriatric (Old Age) care. 1. Age group for different ages. (03 hrs.) 2. Job abilities for Geriatric care. (03 hrs.) 3. Requirement of Geriatric person gender wise. (07 hrs.) 4. Study different type of homes for Geriatric person. (07 hrs.)	a) Introduction to Geriatric Care - Necessity of a Old Age Home & care for old age people who have none to look after or one who wishes to enjoy the isolated life b) Career opportunities in Geriatric Care. c) Organizational hierarchy of Geriatric Care Department d) Attributes of Geriatric Care services personals e) Duties and responsibilities of Geriatric Care service personals. (06 hrs)
Professional Skill 65 Hrs; Professional Knowledge 18Hrs	Develop communication skill for maintenance of office correspondence (NOS covered: HSS/N6008)	Practice on communication skills 5. Study of case study given. (07 hrs.) 6. Exercise for part of speech, punctuation, verb building. (07 hrs.) 7. Speaking exercise for phonetics and vocabulary Speech giving. (07 hrs.) Practice on letter writing 8. Different type of communication. (07 hrs.) 9. Letter writing formal and informal. (07 hrs.) 10. Maintain of medicine record with timing. (08 hrs.)	a) Essential of Grammar b) Part of speech, punctuation, Vocabulary building phonetics c) Office Management <ul style="list-style-type: none"> ● Types of correspondence. ● Receipts & dispatch of mail. ● Filing system. ● Classification of mail. ● Role & function of correspondence.
		Practice on the Maintenance of:	a) Maintenance of Register,



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		<p>11. Registered Records. (07 hrs.) 12. Other documents of Geriatric care. (08 hrs.) 13. Daily accounting. (07 hrs.)</p>	<p>Record and other documents of Geriatric care b) Maintenance of daily accounting. (18 hrs)</p>
<p>Professional Skill 45 Hrs; Professional Knowledge 12Hrs</p>	<p>Develop computer skill for maintain the data and office correspondence. (NOS covered: HSS/N6006)</p>	<p>14. Computer Operational Skills. (04 hrs.) 15. Demonstration and identification of different input /output devices – CPU, VDU, Keyboard, Interconnecting Cords, Hard disk. Key Boarding Skills. Pen drive, other USB based Devices. (05 hrs.) 16. Demonstration on Window O.S. Booting practice, Use of task bar, start button, title bar, mouse menu and window’s help, using My Computer and Recycle bin etc. (05 hrs.) 17. Opening and closing different windows, creating and renaming files and folders. (04 hrs.) 18. Hands on practice of basic files, Directory manipulation commands – Introduction tools. (04 hrs.) Office management skills Internet Operational Skills: 19. Networking concept, LAN WAN. (04 hrs.) 20. Services on Internet – Websites (www) E-Mails, Voice Mails, Browser and search engines. (05 hrs.) 21. Searching & Downloading, Printing, saving portion of web page. (05 hrs.) 22. E-Mail addressing, Inbox, outbox, viewing, sending and saving mails. (05 hrs.) 23. Sending same mails to</p>	<p>a) History of Computers & Different Type of Computers. b) Introduction of Personal Computer / Microcomputer and Operating System c) Definition of a file; File names. d) Office management software (word, power point, excel) e) Networking and Internet Communication Concept. f) Knowing about how to set up an internet connection g) Broadband connection with username and password. h) Introduction to the Search Engine Google & its features i) Creating an email ID j) File attachment with the email. (12 hrs)</p>



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		various Users (multi-address) & sending attachment and enclosures. Web Page Transaction. (04 hrs.)	
Professional Skill 80 Hrs; Professional Knowledge 24Hrs	Identify different physical and mental health related issues for Geriatric (Old Age) persons and comply the methods for solutions. (NOS covered: HSS/N6006)	<p>24. Practice on common and specific physical health issues. (8 hrs.)</p> <p>25. Yogic exercise for physical health. (08 hrs.)</p>	<ul style="list-style-type: none"> ● Introduction to physical and mental health ● listing out different common and specific physical health issues related to age ● understanding importance of yoga in physical health of aged person.
		<p>26. Identify mental health for aged person. (8 hrs.)</p> <p>27. Practice on different mental health issues. (08 hrs.)</p>	<ul style="list-style-type: none"> ● Introduction to physical and mental health ● listing out different common and specific mental health issues related to age ● understanding importance of yoga in mental health of aged person.
		<p>28. Demonstration and practice of different walking aids. (10 hrs.)</p> <p>29. Practice for walking with walking issues person. (08 hrs.)</p> <p>30. Support individuals to eat and drink – (04 hrs.)</p> <ul style="list-style-type: none"> ● Infection control procedures - Assist in Wash hands before feeding ● Wash mouth and oral care and after feeding <p>31. Feeding skill for paralysis person. (08 hrs.)</p> <p>32. Walking skill for person issues with walking and sitting. (08 hrs.)</p> <p>33. Practice First aid techniques for: (10 hrs.)</p>	<ul style="list-style-type: none"> ● Introduction for different types of walking aids ● Utilization of different types of aids in different situation ● Introduction to different bed and sitting adjustment for bed ridden person and person with issues at spinal cord. ● Injuries and injury prevention - <ol style="list-style-type: none"> A. Most frequent home injuries and causes b. Factors that may contribute to injuries among older adults. c. Role of the home care worker in injury prevention. (24 hrs)



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		<ul style="list-style-type: none"> i. Burns ii. Choking iii. Poisoning iv. Sprains or broken bones v. Bruises vi. Cuts and scrapes vii. Dizziness/fainting 	
<p>Professional Skill 45 Hrs;</p> <p>Professional Knowledge 10 Hrs</p>	<p>Comply preservation of food and dietary requirement.</p> <p>(NOS covered: HSS/N6006)</p>	<p>Practice on: -</p> <p>34. Preparation of food. (08 hrs.)</p> <p>35. General principles of refrigeration of Food. (08 hrs.)</p> <p>36. Preservation of food. (08 hrs.)</p> <p>Study of food habits of different regions.</p> <p>37. Preparation of dietary chart. (08 hrs.)</p> <p>38. Dietary changes with Age. (08 hrs.)</p> <p>Health</p> <p>39. Factors affecting health – positive & Negative. (05 hrs.)</p>	<p>a) Introduction to Nutrition:</p> <ul style="list-style-type: none"> ● Types of nutrients ● Nutritive value of different food stuff ● Balanced diet <p>b) Health & diseases</p> <ul style="list-style-type: none"> ● Factors affecting health ● Health habits ● Old aged disease. <p>c) Classification & function (10 hrs)</p>
<p>Professional Skill 80 Hrs;</p> <p>Professional Knowledge 24Hrs</p>	<p>Attain knowledge of health and hygiene.</p> <p>(NOS covered: HSS/N6006)</p>	<p>40. Knowledge of general occupational safety, health and hygiene. (06 hrs.)</p> <p>41. Basics of emergency care and life support skills - (18 hrs.)</p> <ul style="list-style-type: none"> a. Vital signs b. Basic emergency care – first aid and triage c. Identifying signs and taking measures for - <ul style="list-style-type: none"> i. Bleeding including nosebleeds ii. Minor burns iii. Hypothermia iv. Asthma attack v. Bites and stings vi. Fainting vii. Sprain <p>42. Group discussion and practice with demonstration on importance of personal hygiene. (08 hrs.)</p>	<p>a) Definition of hygiene and introduction of its importance</p> <p>b) Factor influencing health and healthy leaving</p> <p>c) Principle related to maintenance of normal circulation and normal respiration.</p> <p>d) Basics of emergency care and life support skills -</p> <ul style="list-style-type: none"> a. Vital signs b. Basic emergency care – first aid and triage <p>e) General principles when assisting a person with dressing or undressing, Assisting in the selection and wearing of clothes</p>



Geriatric (Old Age) Care

		<p>43. Motivating Individual on personal hygiene. (08 hrs.)</p> <p>44. Importance of exercise, rest, sleep, and good grooming. (10 hrs.)</p>	
		<p>45. Demonstration on the component of personal hygiene health hazard associated to the habit and recognizing the positive and negative trends in the community. (10 hrs.)</p> <p>46. Type of bath as per guidelines - Determination of type of bath, based on - patient condition and comfort (10 hrs.)</p> <p>47. Dusting, sweeping, mopping and scrubbing-etc. (10 hrs.)</p>	<p>a) Introduction to hygiene and healthful living.</p> <p>b) Concept of health and disease.</p> <p>c) Personal hygiene. (Care of skin, hair, hand, teeth and feet.)</p> <p>d) Guidelines for assisting a patient from bed to bath and back, Explain the benefits of bathing</p> <p>e) Post bath procedures</p> <p>a). Checking patients' skin after bathing</p> <p>b). Detecting and reporting unusual findings</p> <p>f) Cleaning, methods, frequency and schedule.</p> <p>f) Steps of dusting, mopping, sweeping, vacuum cleaning etc. (24 hrs)</p>
<p>Professional Skill 65 Hrs;</p> <p>Professional Knowledge 16Hrs</p>	<p>Attain required knowledge of sociology, physiology and anatomy for Geriatric (Old Age) care.</p> <p>(NOS covered: HSS/N6006)</p>	<p>Practice on: -</p> <p>48. Sociology: (12 hrs.)</p> <ul style="list-style-type: none"> ● importance of family, visitor and social groups ● Forming groups and encouraging activities <p>49. Physiology (13 hrs.)</p> <ul style="list-style-type: none"> ● Understanding problems like walking, paralysis, muscular pains etc. ● Understanding and studying blood pressure, stroke, diabetic, pulses etc ● Measuring weight and height accurately <p>50. Understanding of Human</p>	<p>a) Basic knowledge of Sociology, Physiology, understanding of Human body & Nursing.</p> <p>b) Measuring patient parameters - Importance of accurate measurement, Factors that affect the four vital signs: temperature, pulse, respirations and blood pressure. (16 hrs)</p>



Geriatric (Old Age) Care

		<p>body: (20 hrs.)</p> <ul style="list-style-type: none"> ● Understanding human body ● Understanding functioning of different organs ● Identify common symptom of dis function of major organ <p>51. Nursing (20 hrs.)</p> <ul style="list-style-type: none"> ● For walking help ● Bed sore ● Heart diseases ● Paralysis ● others 	
<p>Professional Skill 35Hrs;</p> <p>Professional Knowledge 12Hrs</p>	<p>Develop hands on skill for kitchen hygiene and housekeeping maintenance. (NOS covered: HSS/N9401)</p>	<p>52. Application of kitchen hygiene such as storage of food grain and cooked foods. (07 hrs.)</p> <p>53. Proper ventilation, light, cleaning equipment /utensils. (08 hrs.)</p> <p>54. Identify the kitchen related personnel hygienic factor. (08 hrs.)</p> <p>55. Practice of Ironing, storing, cleaning, discarding of linen. (07 hrs.)</p> <p>56. Practice of bed making. (05 hrs)</p>	<p>a) Knowledge of cleaning methods of food and food contacting areas.</p> <p>b) Safety precautions for gas oven, electric oven and heater.</p> <p>c) Knowledge of Laundry & Linen Management.</p> <p>d) Knowledge of Bed making & arrangement of housekeeping trolley. (12 hrs)</p>
<p>Professional Skill 45Hrs;</p> <p>Professional Knowledge 12Hrs</p>	<p>Apply practices for problem related physical effect like Locomotion, Paralysis, fracture, bed sores etc. Psychological effect like memory loss, exit tendency, depression, aggression, suicidal tendency etc. (NOS covered:</p>	<p>57. Demonstration & Practice on Physical problem: bed sore, paralysis, fracture, movement issues etc. (07 hrs.)</p> <p>58. Identify different types of Pressure ulcers. (02hrs.)</p> <p>59. Do's and Don'ts for Pressure sores (04 hrs.)</p> <p>60. Infection Control practices (07 hrs.) –</p> <ul style="list-style-type: none"> ● Hand hygiene, ● Use of personal protective equipment (e.g., gloves, gowns, masks) 	<p>a) Gerontology (Science of ageing) as a discipline.</p> <p>b) Understanding different types of problem faces by aged person like bed sore, walking issues, talking issues etc.</p> <p>c) Basic principles of infection control practices</p> <p>d) Pressure sores - Definition, its causes, Classification and types.</p> <p>e) Prevention and care of Pressure sores</p>



Geriatric (Old Age) Care

	HSS/N6008, HSS/N6005, HSS/N6010)	<ul style="list-style-type: none"> ● Safe handling of potentially contaminated equipment or surfaces in the patient environment ● Respiratory hygiene / cough etiquette <p>61. Demonstrate use of different walking aids and skills. (07 hrs.)</p> <p>62. Methods and technique to deal with bed ridden person. (07 hrs.)</p> <p>63. Patient condition: - (04hrs.)</p> <ol style="list-style-type: none"> a. Observe colour changes like bluish or yellowish discoloration of the skin. b. Identification of rashes, abrasions, dryness, changes in colour, pressure areas, temperature, bruise and swelling of skin. c. Communicate the observations <p>64. Dealing with different mental disturbances like depressing, un wanting etc. (07 hrs.)</p>	<p>f) Govt. role - Various project, policy &Law.</p> <p>g) Maintenance cleanings and discipline in all respect. (12 hrs)</p>
Professional Skill 40 Hrs; Professional Knowledge 12 Hrs	Identify, select and resolve the issue related to human health as per gender. (NOS: HSS/N6006)	<p>65. Orientation on effects of climate and environment on the human body. (08 hrs.)</p> <p>66. Simple yogic saunas for general Health. (07hrs.)</p> <p>67. Food to be given in different climate. (07hrs.)</p> <p>68. Exercise to be done as per climatic condition. (08 hrs.)</p> <p>69. Familiarization with Specific problems, which might occur for male & female Care. (10 hrs.)</p>	<p>a) Environment effect & seasonal effect in different regions</p> <p>a) Specific problems, which might occur for male & their care.</p> <p>b) Specific problems, which might occur for female &their care. (12 hrs)</p>
Professional Skill 45 Hrs; Professional Knowledge 12Hrs	Perform different types of drills to deal emergencies and execute fire and natural hazards.	<p>70. Contact with various hospital for Emergency Medicare. (09 hrs.)</p> <p>71. Shelter and Old Age Home. (09 hrs.)</p> <p>72. Use the equipment for</p>	<p>a) Identification of Med claim facilities & their implementation.</p> <p>b) Cashless transitions and other aspects</p> <p>c) Emergency dealing with</p>



Geriatric (Old Age) Care

	(NOS: HSS/N9402)	<p>transferring the patients correctly to avoid falls or injuries (09 hrs.)</p> <p>73. Drill on different type of fire and natural Hazards. (09 hrs.)</p> <p>74. Demonstration and instruction by Fire department of fire Brigade. (09 hrs.)</p>	<p>situation like stroke, paralysis, hurt, falling etc.</p> <p>d) Facilities require for emergencies.</p> <p>e) General principles of movements</p> <p>f) Process and precaution to be taken care of while transferring the patient</p> <p>g) Principle of working of different type of fire extinguisher and different firefighting equipment.</p> <p>h) Classification of fire.</p> <p>i) Basic method of extinction of fire. (12 hrs)</p>
<p>Professional Skill 90 Hrs;</p> <p>Professional Knowledge 28Hrs</p>	<p>Organize and assist psychological counseling and organize social events.</p> <p>(NOS: HSS/N6006)</p>	<p>75. Practice on daily routine starting from rising in the morning to going for sleeping at night. (14 hrs.)</p> <p>76. Assist patient in maintaining normal elimination – (15 hrs.)</p> <ul style="list-style-type: none"> ● respond Promptly to patients’ elimination need ● Assist a mobile patient in moving and provide support <p>77. Demonstration of: Little physical exercise for their healthy living and yoga.(15 hrs.)</p> <p>78. Forming hand- eye coordination games. (14 hrs.)</p>	<p>a) Daily routine starting from rising in the morning to going for sleeping at night.</p> <p>b) importance for excreta disposal in human body</p> <p>c) Organizing prayer, reading of various religious books of different religion as applicable.</p> <p>d) Discussion on the benefits of Physical Exercise and Yoga on health.</p>
		<p>79. Practice on organizing the recreational activities such as group discussion, symposium Film show & Entertainment (education mental occupation). (08 hrs.)</p> <p>80. Practice on organizing games & sports appropriate to Old Age people. (08 hrs.)</p>	<p>a) Organizing the recreational activities such as group discussion, symposium & Film show & Entertainment (education mental occupation). (28 hrs)</p>



Geriatric (Old Age) Care

		81. Counselling technique and methods. (08 hrs.) 82. Psychosomatic games for aged people. (08 hrs.)	
Professional Skill 130 Hrs; Professional Knowledge 44 Hrs	Assist for nursing care of Geriatric (Old Age) person and develop the skill for entertainment for old age person (NOS: HSS/N6008)	83. Involvement in management activities: (15 hrs.) <ul style="list-style-type: none"> ● Store keeping ● Housekeeping ● Attendance of different personnel ● Attendance of aged person etc 84. Infrastructure facilities (cots, bedding, utensils, ambulance) & their maintenances. (15 hrs.)	a) Knowledge of Infrastructure facilities.
		85. Understanding the Nursing process and first aid. (10 hrs.) 86. Day to day first aid skills, medication skill, application of medicine, cleaning of wounds etc. (15 hrs.) 87. Demonstration of nursing skills in comfort & pain management. (15 hrs.)	a) Importance of nursing and first aid. b) Courteously and sensitively meet patient needs c) Attitudes towards aging – personal/societal d) Communicate the medical needs to the nurse station without delay e) Common nursing / medical terminology.
		88. Practicing aid for heart attack, paralysis bed sore etc. (10 hrs.) 89. Practice for different medication, exercise, yoga and spiritual activity. (15 hrs.) 90. Entertainment for aged person. (10 hrs.) 91. Arranging entertainment activity for Old Age home. (15 hrs.) 92. Counselling aged person for memory loss etc. (10 hrs.)	f) Mode of creating peaceful atmosphere. g) Organizing games & sports appropriate to old age people. h) Involvement of boarders for cooking and others management activities. (Occupational therapy) (44 hrs)
Professional Skill 55 Hrs;	Practice Biomedical waste	93. Different treatment option for different categories of	1. Introduction of Bio-medical waste (BMW) -



Geriatric (Old Age) Care

Professional Knowledge 10 Hrs	management and disposal (NOS: HSS/N9622)	BMW - (20 hrs.) a. Color coding b. Types of container c. Waste category d. Treatment option 94. Treatment and disposal methods of biomedical waste. (35 hrs.) a. Incineration b. Autoclaving c. Shredding d. Disposal option	a. What are Bio- medical waste generated during patient care b. Classification of Bio- medical waste c. Sources of Biomedical waste d. Importance of Bio- medical waste management during home health aide (care) 2. Need for safety treatment and disposal of BMW - a. Identifying the risk of Bio- medical waste. (10 hrs)
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SYLLABUS FOR CORE SKILLS

1. Employability Skills (Common for all CTS trades) (120 Hrs.)

Learning outcomes, assessment criteria, syllabus and Tool List of Core Skills subjects which is common for a group of trades, provided separately in www.bharatskills.gov.in/dgt.gov.in



List of Tools & Equipment			
GERIATRIC (OLD AGE) CARE (for batch of 24 Candidates)			
S No.	Name of the Tools and Equipment	Specification	Quantity
1.	Single Bed		2 Nos.
2.	Rack, Almirah		2 Nos.
3.	Small Table		2 Nos.
4.	Hanger		7 Nos.
5.	Bedroom		1 No.
6.	Diner/lunch room		1 No. each
7.	Common room	Common for all trainees	2 Nos.
8.	Physiotherapy, Yoga area		1 No.
9.	Vacuum cleaner		1 No.
10.	Public telephone		1 No.
11.	Magazines, Books		1 each
12.	Grab handle, call bell, wheel chair		1 each
13.	First aid Box		2 Nos.
14.	Almirah with (8) self		2 Nos.
15.	Stretcher		1 No.
16.	Sphygmomanometer		1 No.
17.	Thermometer		1 No.
18.	Stethoscope		1 No.
19.	Glucometer (Automatic)		1 No.
20.	Waste container	10 litres	03 nos.
21.	Autoclave		02 nos.
22.	Computer system	CPU: 32/64 Bit i3/i5/i7 or latest processor, Speed: 3 GHz or Higher. RAM:-4 GB DDR-III or Higher, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet, with USB Mouse, USB Keyboard and Monitor (Min. 17 Inch.) Licensed Operating System and Antivirus compatible with trade related software.	1 No.

NOTE:
1. Internet facility is desired to be provided in the class room.



ABBREVIATIONS

CTS	Craftsmen Training Scheme
ATS	Apprenticeship Training Scheme
CITS	Craft Instructor Training Scheme
DGT	Directorate General of Training
MSDE	Ministry of Skill Development and Entrepreneurship
NTC	National Trade Certificate
NAC	National Apprenticeship Certificate
NCIC	National Craft Instructor Certificate
LD	Locomotor Disability
CP	Cerebral Palsy
MD	Multiple Disabilities
LV	Low Vision
HH	Hard of Hearing
ID	Intellectual Disabilities
LC	Leprosy Cured
SLD	Specific Learning Disabilities
DW	Dwarfism
MI	Mental Illness
AA	Acid Attack
PwD	Person with disabilities

