

Model Curriculum

1. Packer

SECTOR: APPAREL, MADE-UP'S AND HOME FURNISHING
SUB-SECTOR: Apparel / MADE-UP'S / HOME FURNISHING
OCCUPATION: Packer
REF ID: AMH/Q1407
NSQF LEVEL: 3



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

APPAREL MADE-UPS HOME FURNISHING SECTOR SKILL COUNCIL

for the

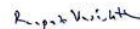
MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: '**Packer**' QP No. '**AMH/Q1407**'
NSQF Level 3

Date of Issuance: **December 15, 2016**

Valid up to: **December 15, 2017**

* Valid up to the next review date of the Qualification Pack



Dr. Roopak Vasishtha
Chief Executive Officer (Apparel
Made-ups Home Furnishing Sector
Skill Council)

TABLE OF CONTENTS

1. Curriculum	01
2. Trainer Prerequisites	06
3. Annexure: Assessment Criteria	07

Packer

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Packer”, in the “Apparel, Made Ups and Home Furnishing” Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Packer		
Qualification Pack Name & Reference ID.	Packer; AMH/Q1407		
Version No.	1.0	Version Update Date	As per QP
Pre-requisites to Training	Preferably Class VIII		
Training Outcomes	<ul style="list-style-type: none"> Plan and organize packaging processes Carry out the process of packaging Maintain health, safety and security in the packaging department Maintain work area , tools and machines Comply with industry, regulatory and organizational requirements 		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Packer” Qualification Pack issued by “APPAREL, MADE-UPS AND HOME FURNISHING SECTOR SKILL COUNCIL”.

Sr. No	Module	Key Learning Outcomes	Equipment Required
1	Introduction Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Importance of Packing in Apparel Industry Understand the Job Responsibilities of an Packer 	Black/white board, marker/chalk, duster
2	Plan and Organize packing processes) Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 30:00 Corresponding NOS Code AMH/N1407	<ul style="list-style-type: none"> Understand technical terms and tools associate with different types of processes Identify and understand the material required for packing Understand different methods of packing Identify and use correct cartons for packing goods Read job card to understand packing mode and styles as per product category/class/customer instructions Identify components of tasks required to do the packing Identify and arrange materials and accessories required to do the task of packing Develop checklist for different tasks within specified area of packing 	Tech Pack, Spec Sheet, Record Maintenance, Sheet, Boxes For Storage Tags, Tag Pins Tagging Gun, Packing Trims with Accessories, Dustbin Boxes, Pouches Labels And Stickers Stapler, Staple Pins Files, Folders Push Pins, Paper Cutter, Glue Stick Cello Tape, White Board Marker / Chalk Magnetic White, Board Eraser, Buyer Requirement Sheet Cartons, Polybags Reporting Formats Job Card, Stool For Trainees , Measuring Tape, Packing Table Students Chairs With Table Arms, Trainers Table, Trainers Chair Student Manual Basic Stationary White Board/ Black Board, Fire, Extinguisher First Aid Box Dexterity Test Kit Calculator, Garments Made Ups And Home Furnishing Articles

3	<p>Carry out the process of packing</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code AMH/N1408</p>	<ul style="list-style-type: none"> • Pack materials as per job card details • Follow supervisor instructions for packing • Follow checklist defined for packing • Segregate and quarantine damage/defective goods/pieces • Rectify/correct repairable faults like crease removal, stain removals etc. • Identify different defects in garments • Rectify defects in garments before packing • Understand and identify labels • Use labels appropriately • Familiarise with packing list • Use packing list appropriately • Understand weighing of packed goods • Weigh goods correctly • Prepare for shipment of products 	Same as above
4	<p>Maintain Health, Safety and Security at Workplace</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 15:00</p> <p>Corresponding NOS Code AMH/1409</p>	<ul style="list-style-type: none"> • Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, stain removers, stationery items etc. • Ensure handling of tools and equipment like scissors, cutters, etc. safely and securely • Maintain the workplace and work processes for potential risks and threats like fire, physical injuries, etc. • Participate in mock-drills/evacuation procedures organized at the workplace • Undertake first-aid, fire-fighting, CPR and emergency response training 	Student's Chair with Table and Arm, health and safety measures and tools

5	<p>Maintain work area, tools and machines</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 15:00</p> <p>Corresponding NOS Code AMH/N0102</p>	<ul style="list-style-type: none"> • Maintain tools and equipment and handle them safely • Use materials to minimize waste • Carryout running maintenance within agreed schedules • Carry out maintenance and/or cleaning within one's responsibility make sure that the correct machine guards are in place • Work in a comfortable position with the correct posture • Use cleaning equipment and methods appropriate for the work to be carried out • Dispose of waste safely in the designated location • Store cleaning equipment safely after use • Carryout cleaning according to schedules and limits of responsibility 	<p>Boxes for storage Measurement Sheet/ Size Chart, Tags, Tag pins, Tagging Gun, Packing Trims And accessories, scissors, Dustbin</p>
6	<p>Comply with Industry, Regulatory and Organisational Requirements</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 12:00</p> <p>Corresponding NOS Code AMH/N0104</p>	<ul style="list-style-type: none"> • Carryout work functions in accordance with legislation and regulations, organizational guidelines and procedures • Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel • Apply and follow these policies and procedures within your work practices • Provide support to your supervisor and team members in enforcing these considerations • Identify and report any possible deviation to these requirement 	<p>Notes and documents related to industry standards</p>
7	<p>Soft Skills</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 03:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> • Understand importance of effective communication • Communicate effectively with others • Identify and follow personal grooming and hygiene • Follow organization procedures and maintain personal health and hygiene and avoid habits like ghutka, tobacco etc. • Interact effectively in a group • Manage time effectively • Understand importance of resume and prepare your resume • Prepare for interviews 	<p>Documents related to soft skills, Computer, projector, whiteboard, marker</p>

8	First aid and CPR Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 05:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> • Identify methods of first aid • Undertake basic first aid, • Undertake basic CPR 	First Aid Kit, CPR mannequin
	Total Duration 180 hrs. Theory Duration 60 hrs. Practical Duration 120 hrs.	Unique Equipment Required Packing trims and accessories	

Grand Total Course Duration: **180 Hours**

(This syllabus/ curriculum has been approved by APPAREL, MADE-UP'S AND HOME FURNISHING SECTOR SKILL COUNCIL)

Trainer Prerequisites for Job role: “Packer” mapped to Qualification Pack: “AMH/Q1407, version 1.0”

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack “Q1407”
2	Personal Attributes	The candidate should have aptitude for conducting training, pre /post work to ensure competent, employable candidates at the end of training. Strong communication skills, interpersonal skills, ability to work as team; diligent and is passionate for maintaining the quality in content and training delivery methodology. Candidate should have basic understanding of English language; however this should not be a restrictive criterion as long as the candidate is willing and open to learn. He/she must be able to speak, read and write in the local language.
3	Minimum Educational Qualifications	ITI/Diploma/AMT, NIFT, or any other polytechnic/institute in the core subject
4a	Domain Certification	Certified for Job Role: “Packer” mapped to QP: “AMH/Q1407”, version 1.0. Minimum accepted score as per SSC guidelines is 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402” with scoring of minimum 80%.
5	Experience	<p>The candidate should have a minimum of 3 years of industrial experience in the same job role. He should be able to communicate in English and local language. He should have knowledge of equipment, tools, material, Safety, Health & Hygiene.</p> <p>*The minimum required experience could be relaxed by the vigilance committee of AMHSSC, if the concerned candidate possesses qualification from premium institutes , like NID, NIFT etc.</p>

Annexure: Assessment Criteria

Assessment Criteria for Packer	
Job Role	Packer
Qualification Pack	AMH/Q1407, version 1.0
Sector Skill Council	APPAREL, MADE-UP'S AND HOME FURNISHING

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5	To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP
6	In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessable Outcome	Assessment Criteria	Marks Allocation				
		Total Marks	Out Of	Theory	Skills Practical	Viva
1. AMH/N1407 (Plan and organize packing processes)	PC1. Read job card to understand packing mode and styles as per product category/class/customer instructions		16	8	7	1
	PC2. Identify components of tasks required to do the packing		14	5	8	1
	PC3. Identify and arrange materials and accessories required to do the task of packing		15	4	10	1
	PC4. Develop checklist for different tasks within specified area of packing		15	5	9	1
		Total	60	22	34	4
2. AMH/N1408 (Carry out the process of packaging)	PC1. Pack materials as per job card details		22	6	15	1
	PC2. Follow supervisor instructions for packing		14	4	9	1
	PC3. Follow checklist defined for packing		14	4	9	1
	PC4. Segregate and quarantine damage/defective goods/pieces		15	4	10	1
	PC5. Rectify/correct repairable faults like crease removal, stain removals etc.		20	5	14	1
		Total	85	23	57	5
3. AMH/N1409 (Maintain health, safety and security in the packing department)	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, stain removers, stationery items etc.		6	2.5	3	0.5
	PC2. Ensure handling of tools and equipment's like scissors, cutters, etc. safely and securely		5	2	2	1
	PC3. Monitor the workplace and work processes for potential risks and threats		7	2.5	3	1.5
	PC4. Participate in mock-drills/evacuation procedures organized at the workplace		6	2	3	1
	PC5. Undertake first-aid, fire-fighting and emergency response training if asked to do so		6	2	3	1
		Total	50	19	18	13

4. AMH/N0102 (Maintain work area, tools and machines)	PC1. Handle materials, machinery, equipment and tools safely and correctly		3	0	2	1
	PC2. Use correct lifting and handling procedures		3	1	2	0
	PC3. Use materials to minimize waste		3	1	1	1
	PC4. Maintain a clean and hazard free working area		3	1	2	0
	PC5. Maintain tools and Equipment's		2	0	2	0
	PC6. Carry out running maintenance within agreed schedules		4	1	2	1
	PC7. Carry out maintenance and/or cleaning within one's responsibility		2	0	2	0
	PC8. Report unsafe equipment and other dangerous occurrences		3	2	1	0
	PC9. Ensure that the correct machine guards are in place		3	0	2	1
	PC10. Work in a comfortable position with the correct posture		2	0	2	0
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		4	1	2	1
	PC12. Dispose of waste safely in the designated location		2	0	2	0
	PC13. Store cleaning equipment safely after use		2	0	2	0
	PC14. Carry out cleaning according to schedules and limits of responsibility		4	1	2	1
		Total	40	8	26	6
5. AMH/N0104 (Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures		7	2	4	1
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		6	2	3	1
	PC3. Apply and follow these policies and procedures within your work practices		7	2	4	1
	PC4. Provide support to your supervisor and team members in enforcing these considerations		7	2	4	1
	PC5. Identify and report any possible deviation to these requirements		8	3	4	1
	Total		35	11	19	5
Grand Total			250	75	150	25



Apparel Made-ups and Home Furnishing Sector Skill Council
Indian Buildings Congress, 1st Floor, Sector-6, R K Puram, Kama Koti Marg New Delhi-110 022