

Qualification Pack



Apparel Inventory Data Analyst

QP Code: AMH/Q0503

Version: 1.0

NSQF Level: 5

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AMH/Q0503: Apparel Inventory Data Analyst

Brief Job Description

The Apparel Inventory Data Analyst role involves planning, managing, and executing merchandising strategies for apparel and textile products in retail environments. The professional serves as a link between the buying, design, production, and sales teams, ensuring the right product reaches the right customer at the right time. The role requires analyzing consumer trends, sales data, and inventory flow to optimize product placement, enhance visual presentation, and maximize profitability.

Personal Attributes

An Apparel Inventory Data Analyst demonstrates strong analytical and merchandising acumen to plan and manage apparel inventory effectively across retail channels. The individual analyzes consumer trends, sales performance, and stock flow to ensure optimal product placement, timely availability, and enhanced profitability. They exhibit coordination skills and market awareness to align buying, design, production, and sales functions seamlessly.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

- [1. AMH/N0510: Understand and Analyze Merchandise Concepts and Mix Planning in Domestic Retail Apparel](#)
- [2. AMH/N0511: Analyze Merchandise Data to Forecast Apparel Trends](#)
- [3. AMH/N0512: Analyze Pricing and Sale Strategies to Develop Merchandise Plans in Apparel Retail](#)
- [4. AMH/N0513: Coordinate with cross-functional teams to ensure timely product availability and managing merchandising documents](#)
- [5. AMH/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities \(PwD\) Sensitization](#)
- [6. AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices](#)
- [7. DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Apparel
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Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Inventory Management
Country	India
NSQF Level	5
Credits	19
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL
Minimum Educational Qualification & Experience	Diploma with 1 Year of experience in relevant field OR 12th grade Pass with 3 Years of experience in relevant field OR Completed 3 year diploma after 10th with 1.5 years of experience in relevant field OR Previous relevant Qualification of NSQF Level (Level 4) with 3 Years of experience in relevant field
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	20 Years
Last Reviewed On	NA
Next Review Date	13/02/2029
NSQC Approval Date	13/02/2026
Version	1.0
Reference code on NQR	QG-05-AP-04760-2026-V1-AMHSSC
NQR Version	1

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AMH/N0510: Understand and Analyze Merchandise Concepts and Mix Planning in Domestic Retail Apparel

Description

This NOS covers the knowledge and skills required to understand merchandise planning, assortment creation, product categorisation, pricing alignment, trend influence, and retail-driven range building practices in domestic apparel retail. It enables the individual to analyse customer demand, market trends, brand identity, and seasonal drivers to create profitable, balanced, and consumer-centric merchandise mix plans.

Scope

The scope covers the following :

- Understanding merchandise concepts, assortment planning, pricing strategies, market-driven product mix decisions, evaluating sales and inventory performance, developing range plans, analysing competitor assortments, and creating digital merchandise mix presentations to support retail operations.

Elements and Performance Criteria

Understand and Analyze Merchandise Concepts and Mix Planning in Domestic Retail Apparel

To be competent, the user/individual on the job must be able to:

- PC1.** Define the concept and importance of merchandise planning in the Apparel retail sector, demonstrating understanding of how it supports profitability and customer satisfaction.
- PC2.** Identify and define key terms — merchandise mix, assortment planning, and domestic apparel — with clarity and context to the retail environment.
- PC3.** Explain how merchandise planning helps align product offerings with consumer demand and business goals.
- PC4.** Describe how merchandise planning contributes to sales forecasting, budgeting, and inventory control in retail operations.
- PC5.** Identify the role of market research in understanding consumer behaviour and its impact on merchandise selection.
- PC6.** Explain the influence of seasonal trends and Apparel cycles on merchandise mix planning for domestic apparel brands.
- PC7.** Discuss how branding and retail positioning influence merchandise selection, range, and pricing.
- PC8.** Identify and differentiate between key merchandising strategies such as fast Apparel, classic assortment, and capsule collections.
- PC9.** Analyze merchandising approaches adopted by successful domestic retailers (to understand their brand-driven assortment decisions).
- PC10.** Identify and categorize product types, categories, and subcategories commonly used in apparel retail.
- PC11.** Apply pricing strategies and conduct basic competitive analysis to determine suitable price points across product lines.

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- PC12.** Develop a sample assortment plan integrating customer profiles, pricing, and inventory data to achieve balanced product offerings.
- PC13.** Calculate and interpret inventory turnover rate, linking it to sales performance and stock optimization.
- PC14.** Evaluate the depth of merchandise assortments to ensure they meet customer needs without overstocking or understocking.
- PC15.** Create a comprehensive merchandise mix plan combining product categories, seasonal factors, and market insights to support sales targets.
- PC16.** Critically review existing assortment plans used in apparel retail and identify gaps or inefficiencies.
- PC17.** Recommend improvements in existing merchandise plans using trend data, consumer feedback, and sales reports.
- PC18.** Present a merchandise mix plan using digital tools to demonstrate analytical and presentation skills.
- PC19.** Analyze case studies of domestic apparel retailers to identify key success factors and merchandise planning strategies.
- PC20.** Develop and present a mock merchandise mix project for a selected domestic retail brand, integrating all merchandising principles.
- PC21.** Develop a balanced product mix (core, Apparel, seasonal, promotional items) ensuring price-quality-trend alignment.
- PC22.** Justify range plan decisions with rationale on profitability, brand identity, and customer engagement.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Understanding of merchandise planning principles and retail assortment strategies.
- KU2.** Knowledge of product categories, sub-categories, and classification hierarchies in apparel retail.
- KU3.** Concept of breadth and depth in assortment planning and their role in meeting consumer demand.
- KU4.** Awareness of seasonal buying cycles, fashion calendars, and merchandise flow planning.
- KU5.** Understanding consumer segments, buying behaviours, and regional fashion preferences.
- KU6.** Familiarity with brand positioning, pricing architecture, and value proposition across product lines.
- KU7.** Knowledge of SKU rationalization techniques to optimize range performance.
- KU8.** Understanding demand forecasting methods and data inputs required for merchandise planning.
- KU9.** Awareness of sales trends, sell-through rates, markdown patterns, and stock-turn expectations.
- KU10.** Knowledge of store formats and space allocation considerations influencing merchandise mix.
- KU11.** Understanding product lifecycle management (PLC) and its impact on planning decisions.

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- KU12.** Awareness of vendor capabilities, sourcing models, and lead-time considerations.
- KU13.** Knowledge of domestic fashion trends, colour stories, silhouettes, and category-wise growth drivers.
- KU14.** Understanding size-set planning and demographic-specific fit preferences.
- KU15.** Familiarity with Open-to-Buy (OTB) planning principles and budget allocation frameworks.
- KU16.** Awareness of supply chain constraints, replenishment logic, and in-season inventory controls.
- KU17.** Understanding promotional planning, pricing strategies, and margin management fundamentals.
- KU18.** Knowledge of merchandising analytics-ABC analysis, WSSI, and category performance metrics.
- KU19.** Understanding visual merchandising linkages with assortment strategy.
- KU20.** Knowledge of omni-channel assortment harmonization and online-offline mix variations.
- KU21.** Familiarity with competition mapping and benchmarking methodologies.
- KU22.** Understanding compliance requirements in domestic retail-labelling norms, packaging, and statutory specifications.
- KU23.** Ability to interpret MIS reports, dashboards, and merchandising data summaries.
- KU24.** Awareness of technological tools used in retail planning (ERP, POS analytics, merchandise planning software).
- KU25.** Understanding sustainability-driven assortment considerations, including eco-fabrics and responsible sourcing trends.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Read market reports, trend sheets, and assortment data accurately.
- GS2.** Communicate merchandise concepts clearly during presentations.
- GS3.** Use analytical thinking to evaluate sales data and stock movements.
- GS4.** Demonstrate numerical ability for pricing, inventory turnover, and margin calculations.
- GS5.** Use MS Excel, retail planning tools, and digital dashboards.
- GS6.** Work collaboratively with buying, sourcing, and retail teams.
- GS7.** Maintain organised digital files and documentation.
- GS8.** Apply problem-solving skills to identify assortment gaps.
- GS9.** Demonstrate creativity in range development.
- GS10.** Present merchandising plans confidently using visual tools.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understand and Analyze Merchandise Concepts and Mix Planning in Domestic Retail Apparel</i>	31	80	-	9
PC1. Define the concept and importance of merchandise planning in the Apparel retail sector, demonstrating understanding of how it supports profitability and customer satisfaction.	1	2	-	1
PC2. Identify and define key terms — merchandise mix, assortment planning, and domestic apparel — with clarity and context to the retail environment.	1	3	-	1
PC3. Explain how merchandise planning helps align product offerings with consumer demand and business goals.	1	3	-	0.5
PC4. Describe how merchandise planning contributes to sales forecasting, budgeting, and inventory control in retail operations.	2	3	-	-
PC5. Identify the role of market research in understanding consumer behaviour and its impact on merchandise selection.	1	4	-	0.5
PC6. Explain the influence of seasonal trends and Apparel cycles on merchandise mix planning for domestic apparel brands.	2	4	-	-
PC7. Discuss how branding and retail positioning influence merchandise selection, range, and pricing.	3	4	-	0.5
PC8. Identify and differentiate between key merchandising strategies such as fast Apparel, classic assortment, and capsule collections.	2	3	-	1
PC9. Analyze merchandising approaches adopted by successful domestic retailers (to understand their brand-driven assortment decisions).	2	6	-	0.5
PC10. Identify and categorize product types, categories, and subcategories commonly used in apparel retail.	1	5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. Apply pricing strategies and conduct basic competitive analysis to determine suitable price points across product lines.	1	4	-	0.5
PC12. Develop a sample assortment plan integrating customer profiles, pricing, and inventory data to achieve balanced product offerings.	1	5	-	-
PC13. Calculate and interpret inventory turnover rate, linking it to sales performance and stock optimization.	1	4	-	-
PC14. Evaluate the depth of merchandise assortments to ensure they meet customer needs without overstocking or understocking.	1	2	-	0.5
PC15. Create a comprehensive merchandise mix plan combining product categories, seasonal factors, and market insights to support sales targets.	1	5	-	-
PC16. Critically review existing assortment plans used in apparel retail and identify gaps or inefficiencies.	2	3	-	0.5
PC17. Recommend improvements in existing merchandise plans using trend data, consumer feedback, and sales reports.	1	3	-	1
PC18. Present a merchandise mix plan using digital tools to demonstrate analytical and presentation skills.	2	4	-	-
PC19. Analyze case studies of domestic apparel retailers to identify key success factors and merchandise planning strategies.	1	3	-	-
PC20. Develop and present a mock merchandise mix project for a selected domestic retail brand, integrating all merchandising principles.	1	4	-	0.5
PC21. Develop a balanced product mix (core, Apparel, seasonal, promotional items) ensuring price-quality-trend alignment.	1	4	-	-
PC22. Justify range plan decisions with rationale on profitability, brand identity, and customer engagement.	2	2	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	31	80	-	9

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0510
NOS Name	Understand and Analyze Merchandise Concepts and Mix Planning in Domestic Retail Apparel
Sector	Apparel
Sub-Sector	
Occupation	Inventory Management
NSQF Level	5
Credits	4
Version	1.0
Last Reviewed Date	13/02/2026
Next Review Date	13/02/2029
NSQC Clearance Date	13/02/2026

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AMH/N0511: Analyze Merchandise Data to Forecast Apparel Trends

Description

This NOS focuses on enabling learners to analyse trend data, consumer behaviour patterns, market benchmarks, and historical sales information to generate accurate apparel trend forecasts for the domestic market. It equips them to interpret trend reports, integrate forecasting insights into seasonal range plans, study competitor assortments, understand customer preferences, and identify recurring merchandising patterns to support effective decision-making in apparel retail.

Scope

The scope covers the following :

- Identifying forecasting sources, analysing trend and performance data, evaluating competitor range plans, interpreting customer profiles, mapping global trends to domestic relevance, comparing past vs. present data, and preparing data-driven seasonal range plans for menswear, womenswear, and kidswear categories.

Elements and Performance Criteria

Analyze Merchandise Data to Forecast Apparel Trends

To be competent, the user/individual on the job must be able to:

- PC1.** Identify sources of Apparel trend forecasts (WGSN, blogs, apparel shows, retail analytics, social media).
- PC2.** Interpret trend reports and consumer behaviour data relevant to the domestic apparel market.
- PC3.** Analyze customer profiles, buying patterns, and seasonal preferences to align with merchandising decisions.
- PC4.** Evaluate the suitability of global trends for domestic cultural, climatic, and economic contexts.
- PC5.** Compare competing retailers' range plans and assortments to benchmark industry practices.
- PC6.** Apply forecasting insights to design seasonal range plans across categories (menswear, womenswear, kidswear).
- PC7.** Identify and interpret historical sales and merchandise performance data across retail stores to recognize recurring patterns and consumer preferences.
- PC8.** Analyze current apparel trends using data from forecasting agencies, apparel shows, and digital analytics tools to determine consumer demand directions.
- PC9.** Compare and contrast past and current merchandise performance to determine product categories with consistent growth or decline.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Knowledge of merchandise planning principles and product hierarchy (category, subcategory, style, SKU).
- KU2.** Understanding of fashion trend cycles, macro/micro-trend indicators, and seasonal shifts.

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- KU3.** Concepts of consumer behavior analysis and demographic segmentation.
- KU4.** Knowledge of quantitative and qualitative data sources for trend forecasting.
- KU5.** Understanding of key retail metrics such as sell-through, WOS, ROS, margin, and ASP.
- KU6.** Knowledge of assortment planning frameworks and merchandise mix optimization.
- KU7.** Familiarity with data visualization tools used for trend interpretation.
- KU8.** Understanding of historical sales analysis and variance interpretation.
- KU9.** Knowledge of competitor benchmarking and market-intelligence analysis.
- KU10.** Concepts of demand forecasting models and predictive analytics.
- KU11.** Understanding of price architecture, discounting patterns, and promotional impact.
- KU12.** Knowledge of fabric, silhouette, color, and design trend attributes relevant to forecasting.
- KU13.** Concepts of inventory flow, replenishment logic, and stock balancing.
- KU14.** Understanding of omni-channel retail dynamics and digital consumer trends.
- KU15.** Knowledge of regional fashion preferences and socio-cultural trend drivers.
- KU16.** Understanding of vendor capabilities, lead times, and sourcing implications for trend adoption.
- KU17.** Knowledge of new product performance evaluation and lifecycle tracking.
- KU18.** Understanding of retail calendar planning and seasonality considerations.
- KU19.** Knowledge of analytics trend tools, digital dashboards, and forecasting software.
- KU20.** Concepts of sustainability-driven consumer preferences and eco-fashion trends.
- KU21.** Knowledge of risk assessment in trend adoption and merchandise investment.
- KU22.** Understanding of cross-functional data requirements for buying, planning, and design teams.
- KU23.** Knowledge of budget allocation principles for trend-driven assortments.
- KU24.** Understanding of visual merchandising correlations with trend performance.
- KU25.** Knowledge of reporting formats, analytics summaries, and communication protocols for presenting trend insights.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Analytical ability to interpret merchandise data and trend indicators.
- GS2.** Logical reasoning to identify patterns and derive actionable insights.
- GS3.** Proficiency in using spreadsheets, dashboards, and retail analytics tools.
- GS4.** Effective communication skills to present forecasts and trend reports.
- GS5.** Critical thinking for validating data from multiple sources.
- GS6.** Numerical accuracy in calculating key retail metrics.
- GS7.** Problem-solving skills for addressing forecast deviations.
- GS8.** Time management for completing analysis within retail timelines.
- GS9.** Collaboration skills for working with buying, planning, and marketing teams.
- GS10.** Adaptability to evolving retail technologies and trend-analysis tools.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Analyze Merchandise Data to Forecast Apparel Trends</i>	40	50	-	10
PC1. Identify sources of Apparel trend forecasts (WGSN, blogs, apparel shows, retail analytics, social media).	5	6	-	1
PC2. Interpret trend reports and consumer behaviour data relevant to the domestic apparel market.	4	5	-	1
PC3. Analyze customer profiles, buying patterns, and seasonal preferences to align with merchandising decisions.	4	4	-	1
PC4. Evaluate the suitability of global trends for domestic cultural, climatic, and economic contexts.	5	6	-	1
PC5. Compare competing retailers' range plans and assortments to benchmark industry practices.	5	6	-	1
PC6. Apply forecasting insights to design seasonal range plans across categories (menswear, womenswear, kidswear).	5	5	-	1
PC7. Identify and interpret historical sales and merchandise performance data across retail stores to recognize recurring patterns and consumer preferences.	4	6	-	1
PC8. Analyze current apparel trends using data from forecasting agencies, apparel shows, and digital analytics tools to determine consumer demand directions.	5	6	-	2
PC9. Compare and contrast past and current merchandise performance to determine product categories with consistent growth or decline.	3	6	-	1
NOS Total	40	50	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0511
NOS Name	Analyze Merchandise Data to Forecast Apparel Trends
Sector	Apparel
Sub-Sector	
Occupation	Inventory Management
NSQF Level	5
Credits	4
Version	1.0
Last Reviewed Date	13/02/2026
Next Review Date	13/02/2029
NSQF Clearance Date	13/02/2026

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AMH/N0512: Analyze Pricing and Sale Strategies to Develop Merchandise Plans in Apparel Retail

Description

This NOS builds analytical and financial skills required to understand pricing systems, profit calculations, markdown strategies, and promotional cycles within apparel retail. It enables learners to evaluate historical sales, determine realistic sales targets, formulate balanced merchandise plans, create promotional calendars, and justify pricing decisions based on both market and internal business insights.

Scope

The scope covers the following :

- Margin calculations, pricing strategies, competitive analysis, impact assessment of promotions and markdowns, sales forecasting, balancing categories such as basics vs. fashion vs. promotional products, designing seasonal sales plans, and integrating pricing logic into final merchandise plans.

Elements and Performance Criteria

Analyze Pricing and Sale Strategies to Develop Merchandise Plans in Apparel Retail

To be competent, the user/individual on the job must be able to:

- PC1.** Define key concepts of profit margins, markups, markdowns, and their role in apparel retail.
- PC2.** Explain factors influencing pricing decisions, including seasonality, competition, and consumer behaviour.
- PC3.** Calculate margins, markups, and profitability ratios using industry-standard formulas.
- PC4.** Analyze the impact of markdowns, discounts, and promotions on sales and profitability.
- PC5.** Evaluate historical sales, pricing, and stock data to forecast demand and set realistic sales targets.
- PC6.** Formulate merchandise assortment strategies that balance Apparel, basics, and promotional products.
- PC7.** Develop comprehensive merchandise plans, integrating pricing, profitability, range balance, and customer demand.
- PC8.** Design seasonal sales and promotional calendars that align with merchandise plans and financial goals.
- PC9.** Justify merchandise and sales planning decisions with evidence from profitability analysis and market trends.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Principles of merchandise planning, assortment strategy, and category management.
- KU2.** Retail pricing models including cost-plus, competitive, dynamic, and psychological pricing.

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- KU3.** Sales analytics methodologies and interpretation of key performance indicators (KPIs) such as GMROI, sell-through rate, and stock turn.
- KU4.** Evaluation of historical sales data for trend identification and demand forecasting.
- KU5.** Customer segmentation, profiling, and behavior analysis for informed merchandising decisions.
- KU6.** Seasonal buying cycles, inventory replenishment strategies, and product lifecycle management.
- KU7.** Markdown, discounting, promotional planning, and campaign impact assessment.
- KU8.** Competitor benchmarking and market positioning analysis.
- KU9.** Profitability analysis, margin optimization, and financial feasibility assessment.
- KU10.** Inventory management techniques, including stock allocation, turnover optimization, and demand-supply balancing.
- KU11.** Usage of merchandising, ERP, and POS systems for pricing and assortment analytics.
- KU12.** Forecasting methodologies for demand planning, sales projection, and inventory alignment.
- KU13.** Cross-merchandising, category adjacencies, and assortment rationalization principles.
- KU14.** Assessment of trend shifts, product obsolescence, and lifecycle impact on pricing decisions.
- KU15.** Omnichannel retail pricing strategies, including online and offline integration.
- KU16.** Data visualization techniques and reporting standards for actionable insights.
- KU17.** Compliance with legal, regulatory, and corporate policies in pricing and promotional strategies.
- KU18.** Scenario analysis, risk assessment, and strategic decision-making for pricing and merchandise plans.
- KU19.** Collaboration and coordination processes between merchandising, buying, planning, and sales teams.
- KU20.** Continuous improvement practices for optimizing merchandise mix, pricing strategies, and sales performance.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Analytical skills to interpret sales and pricing data.
- GS2.** Problem-solving to optimize assortment and pricing strategies.
- GS3.** Decision-making based on financial and market analysis.
- GS4.** Numerical skills for margin, markup, and inventory calculations.
- GS5.** Effective communication for cross-functional coordination.
- GS6.** Data interpretation and visualization for reporting insights.
- GS7.** Time management for planning seasonal merchandise cycles.
- GS8.** Attention to detail in evaluating pricing and promotional outcomes.
- GS9.** Teamwork to collaborate with buying, planning, and sales teams.
- GS10.** Adaptability to changing market trends and consumer preferences.
- GS11.** Digital literacy for ERP, POS, and analytics software.



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- GS12.** Critical thinking for evaluating competitor strategies.
- GS13.** Planning and organizational skills for merchandise execution.
- GS14.** Negotiation and influencing skills for stakeholder alignment.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Analyze Pricing and Sale Strategies to Develop Merchandise Plans in Apparel Retail</i>	45	35	-	10
PC1. Define key concepts of profit margins, markups, markdowns, and their role in apparel retail.	5	5	-	1
PC2. Explain factors influencing pricing decisions, including seasonality, competition, and consumer behaviour.	4	4	-	1
PC3. Calculate margins, markups, and profitability ratios using industry-standard formulas.	4	4	-	1
PC4. Analyze the impact of markdowns, discounts, and promotions on sales and profitability.	6	5	-	1
PC5. Evaluate historical sales, pricing, and stock data to forecast demand and set realistic sales targets.	5	2	-	2
PC6. Formulate merchandise assortment strategies that balance Apparel, basics, and promotional products.	5	4	-	1
PC7. Develop comprehensive merchandise plans, integrating pricing, profitability, range balance, and customer demand.	5	3	-	1
PC8. Design seasonal sales and promotional calendars that align with merchandise plans and financial goals.	6	4	-	1
PC9. Justify merchandise and sales planning decisions with evidence from profitability analysis and market trends.	5	4	-	1
NOS Total	45	35	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0512
NOS Name	Analyze Pricing and Sale Strategies to Develop Merchandise Plans in Apparel Retail
Sector	Apparel
Sub-Sector	
Occupation	Inventory Management
NSQF Level	5
Credits	5
Version	1.0
Last Reviewed Date	13/02/2026
Next Review Date	13/02/2029
NSQC Clearance Date	13/02/2026

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AMH/N0513: Coordinate with cross-functional teams to ensure timely product availability and managing merchandising documents

Description

This NOS focuses on supply chain coordination, supplier communication, and documentation management essential for ensuring timely product availability in apparel retail. It trains learners to maintain supplier databases, communicate purchase orders, track delivery timelines, resolve supply chain issues, collaborate with internal teams, and maintain accurate merchandising documents and records.

Scope

The scope covers the following :

- Vendor coordination, PO communication, performance monitoring, problem resolution, collaboration with design and logistics teams, preparing and verifying documentation, and maintaining organized digital/physical records required for smooth merchandising operations.

Elements and Performance Criteria

Coordinate with cross-functional teams to ensure timely product availability and managing merchandising documents

To be competent, the user/individual on the job must be able to:

- PC1.** Identify and maintain a database of key suppliers and vendors relevant to apparel and Apparel retail merchandising.
- PC2.** Explain vendor terms, lead times, and compliance requirements to ensure clarity in procurement and supply processes.
- PC3.** Communicate purchase orders, product specifications, and delivery timelines effectively to vendors.
- PC4.** Monitor supplier and vendor performance against agreed quality, cost, and delivery benchmarks.
- PC5.** Resolve supply chain issues such as delays, quality defects, or documentation discrepancies through effective negotiation and problem-solving.
- PC6.** Collaborate with design, production, logistics, and retail operations teams to align merchandising requirements with business goals.
- PC7.** Participate in cross-functional meetings to share updates on product availability, merchandising priorities, and sales targets.
- PC8.** Prepare accurate merchandising documentation such as purchase orders, invoices, contracts, and shipment details.
- PC9.** Verify the accuracy, completeness, and compliance of merchandising documents before approval or submission.
- PC10.** Maintain systematic records of supplier communication, agreements, and approvals using digital or manual documentation systems.
- PC11.** Identify and maintain a database of key suppliers and vendors relevant to apparel and Apparel retail merchandising.

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- PC12.** Explain vendor terms, lead times, and compliance requirements to ensure clarity in procurement and supply processes.
- PC13.** Communicate purchase orders, product specifications, and delivery timelines effectively to vendors.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Criteria and methodologies for supplier and vendor selection, qualification, and onboarding.
- KU2.** Concepts of end-to-end procurement lead times, sourcing calendars, and production workflow coordination.
- KU3.** Standard structure, mandatory fields, and documentation protocols for purchase orders (POs).
- KU4.** Quality, cost, delivery (QCD) performance benchmarks and evaluation parameters for merchandise sourcing.
- KU5.** Techniques for diagnosing, mitigating, and escalating supply chain bottlenecks and delivery deviations.
- KU6.** Cross-functional communication norms and collaboration practices with buying, planning, QA, logistics, and finance teams.
- KU7.** Types, formats, and functions of merchandising documents such as T and A calendars, POs, BOMs, style sheets, and costing sheets.
- KU8.** Principles of digital data management, record-keeping systems, and accuracy protocols for merchandising information.
- KU9.** Procurement-related compliance requirements, regulatory guidelines, and organizational sourcing policies.
- KU10.** Principles and tools for evaluating vendor performance, including KPIs, scorecards, and audit criteria.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Strong communication and negotiation skills for effective vendor interaction.
- GS2.** Problem-solving abilities to address supply chain delays and operational bottlenecks.
- GS3.** Organizational skills for efficient handling and maintenance of merchandising documentation.
- GS4.** Coordination skills to work seamlessly with cross-functional teams such as sourcing, production, and logistics.
- GS5.** Time management skills for monitoring purchase orders and tracking delivery timelines.
- GS6.** Proficiency in digital tools and computer applications used for documentation and data entry.
- GS7.** Analytical skills to assess vendor performance and identify improvement areas.
- GS8.** High attention to detail for verifying documentation accuracy and compliance.
- GS9.** Professional etiquette and relationship-building skills when engaging with suppliers and partners.



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GS10. Ability to prepare accurate documentation and structured reports for internal review.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Coordinate with cross-functional teams to ensure timely product availability and managing merchandising documents</i>	12	43	-	5
PC1. Identify and maintain a database of key suppliers and vendors relevant to apparel and Apparel retail merchandising.	1	3	-	0.5
PC2. Explain vendor terms, lead times, and compliance requirements to ensure clarity in procurement and supply processes.	1	4	-	-
PC3. Communicate purchase orders, product specifications, and delivery timelines effectively to vendors.	0.5	3	-	0.5
PC4. Monitor supplier and vendor performance against agreed quality, cost, and delivery benchmarks.	1	2	-	0.5
PC5. Resolve supply chain issues such as delays, quality defects, or documentation discrepancies through effective negotiation and problem-solving.	1	4	-	0.5
PC6. Collaborate with design, production, logistics, and retail operations teams to align merchandising requirements with business goals.	1	4	-	0.5
PC7. Participate in cross-functional meetings to share updates on product availability, merchandising priorities, and sales targets.	1	2	-	0.5
PC8. Prepare accurate merchandising documentation such as purchase orders, invoices, contracts, and shipment details.	1	4	-	0.5
PC9. Verify the accuracy, completeness, and compliance of merchandising documents before approval or submission.	1	4	-	-
PC10. Maintain systematic records of supplier communication, agreements, and approvals using digital or manual documentation systems.	1	3	-	0.5

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. Identify and maintain a database of key suppliers and vendors relevant to apparel and Apparel retail merchandising.	1	4	-	0.5
PC12. Explain vendor terms, lead times, and compliance requirements to ensure clarity in procurement and supply processes.	0.5	3	-	-
PC13. Communicate purchase orders, product specifications, and delivery timelines effectively to vendors.	1	3	-	0.5
NOS Total	12	43	-	5

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0513
NOS Name	Coordinate with cross-functional teams to ensure timely product availability and managing merchandising documents
Sector	Apparel
Sub-Sector	
Occupation	Inventory Management
NSQF Level	5
Credits	2
Version	1.0
Last Reviewed Date	13/02/2026
Next Review Date	13/02/2029
NSQC Clearance Date	13/02/2026

Qualification Pack

AMH/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization

Description

This unit provides performance criteria, knowledge & understanding, and skills & abilities required to comply with health, safety, and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others

Scope

The scope covers the following :

- Potential risks associated with hazardous processes and guidelines for medical emergencies.

Elements and Performance Criteria

Identify process hazards, follow medical emergency and evacuation guidelines, and promote gender and PwD sensitivity.

To be competent, the user/individual on the job must be able to:

- PC1.** Demonstrate strict adherence to health, safety, gender, and PwD (People with Disability) guidelines governing the workplace environment.
- PC2.** Engage actively in mock drills, evacuation exercises, and group discussions pertaining to workplace safety and security protocols.
- PC3.** Participate in advanced training and sensitization programs focused on gender equality and PwD awareness, facilitating a more inclusive workplace environment.
- PC4.** Execute proper handling and maintenance of materials and equipment in accordance with established protocols and standards.
- PC5.** Exhibit proficiency in performing first-aid, firefighting, and other emergency response procedures, promptly adhering to organizational shutdown and evacuation protocols when necessary.
- PC6.** Monitor workplace conditions, identify risks, report promptly, ensure safety, including for individuals with disabilities, and uphold gender equality principles.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** The importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior
- KU2.** How to accommodate employees with disabilities; etiquette to adhere to and proper language and terminology
- KU3.** How to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs.

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- KU4.** Promote a safe, accessible and healthy workplace for disabled employees.
- KU5.** Health and safety related practices applicable at the workplace.
- KU6.** Potential hazards, risks and threats based on nature of operations; the ways to minimize these and response to these scenarios.
- KU7.** The code of conduct (COC) and Social Accountability standards followed by the organization/ industry
- KU8.** Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points.
- KU9.** Reporting protocol and documentation required.
- KU10.** The occupational health and safety risks and methods; importance of personal protective equipment and method of use.
- KU11.** Identification, handling and storage of hazardous substances.
- KU12.** Proper disposal system for waste and by-products.
- KU13.** Signage related to health and safety and their meaning.
- KU14.** The importance of personal health and hygiene and the ill effects of usage of intoxicants such as alcohol, tobacco and drugs.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee.
- GS2.** Actively take part in any discussion/workshop organized for gender sensitization training
- GS3.** Read and comprehend written instructions related to gender equality and Pwd awareness/issues in the organization
- GS4.** Identify and report any harassment or inappropriate behavior towards any employee
- GS5.** Identify and report any distinction, exclusion, harassment or inappropriate behavior towards any employee
- GS6.** Document and report any health and safety related incidents/ accidents to the authorized personnel.
- GS7.** Read all organizational and equipment related health and safety manuals and documents
- GS8.** Read instructions, guidelines/procedures/rules related to the worksite and machine operations
- GS9.** Keep abreast with the latest developments for innovative safety services and tools by reading brochures, pamphlets, magazines etc
- GS10.** Discuss the latest approach for safety and security with the team
- GS11.** Evaluate and use correct PPE kit and other safety gear while at the workplace
- GS12.** Work with supervisors/ team mates to carry out work related tasks as per schedule
- GS13.** Keep work area free from potential hazards
- GS14.** Follow organizational procedures pertaining to health and safety.
- GS15.** Take appropriate actions during emergencies, accidents or fire at the workplace
- GS16.** Resolve issues pertaining to malfunctions in machineries and report if required

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- GS17.** Identify emergency situations; their cause & effect relationship and suggest probable solutions
- GS18.** Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently
- GS19.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee
- GS20.** Actively take part in any discussion/workshop organized for gender sensitization training
- GS21.** Read and comprehend written instructions related to gender equality issues in the organization

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify process hazards, follow medical emergency and evacuation guidelines, and promote gender and PwD sensitivity.</i>	22	12	-	6
PC1. Demonstrate strict adherence to health, safety, gender, and PwD (People with Disability) guidelines governing the workplace environment.	4	2	-	1
PC2. Engage actively in mock drills, evacuation exercises, and group discussions pertaining to workplace safety and security protocols.	4	2	-	1
PC3. Participate in advanced training and sensitization programs focused on gender equality and PwD awareness, facilitating a more inclusive workplace environment.	4	2	-	1
PC4. Execute proper handling and maintenance of materials and equipment in accordance with established protocols and standards.	3	2	-	1
PC5. Exhibit proficiency in performing first-aid, firefighting, and other emergency response procedures, promptly adhering to organizational shutdown and evacuation protocols when necessary.	4	2	-	1
PC6. Monitor workplace conditions, identify risks, report promptly, ensure safety, including for individuals with disabilities, and uphold gender equality principles.	3	2	-	1
NOS Total	22	12	-	6

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0620
NOS Name	Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Department Supervision, Sewing, Specialized Sewing, Sampling, Ironing, Hand Embroidery, Production Supervision, Computerized Embroidery, Laying, Quality Control
NSQF Level	5
Credits	1
Version	1.0
Last Reviewed Date	13/02/2026
Next Review Date	13/02/2029
NSQF Clearance Date	13/02/2026

Qualification Pack

AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory organizational requirements.

Scope

The scope covers the following :

- Observe organizational norms and follow green procedures at workplace.

Elements and Performance Criteria

Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices

To be competent, the user/individual on the job must be able to:

- PC1.** Execute job responsibilities according to organizational standards, with a strong emphasis on eco-friendly solutions, while strictly adhering to established procedures, policies, and legal regulations.
- PC2.** Implement and uphold organizational policies and procedures, integrating sustainable consumption practices into daily operations.
- PC3.** Actively engage in enhancing organizational performance by driving the transition towards environmentally friendly processes and practices.
- PC4.** Safely handle materials, equipment, computers, and software to maintain a clean and hazard-free work environment, actively supporting the adoption of eco-friendly practices throughout the workplace.
- PC5.** Perform routine maintenance and cleaning tasks within assigned duties and agreed-upon schedules, effectively managing any interruptions to workflow.
- PC6.** Immediately report any instances of unsafe equipment or hazardous incidents to the appropriate personnel to ensure swift resolution and mitigate risks.
- PC7.** Utilize appropriate cleaning equipment and techniques tailored to specific tasks, promoting efficiency and sustainability in workplace maintenance.
- PC8.** Proactively request system or software upgrades as necessary to optimize work efficiency, while also maintaining backup files to ensure data integrity and security when using various design software.
- PC9.** Maintain digital copies of design work in organized files for future reference, ensuring accessibility and preservation of valuable project assets.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** Conscious and sustainable decisions/information for achieving an effective and green workplace.
- KU2.** The importance of safe working practices and code of conduct (COC) and Social Accountability standards followed by the organization/ industry
- KU3.** The production procedures and the specific work activities relate to the whole process.
- KU4.** The organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)
- KU5.** The work instructions and specifications and interpret them accurately
- KU6.** To make use of the information detailed in specifications and instructions
- KU7.** The importance of taking action when problems are identified
- KU8.** The importance of running maintenance and regular cleaning and Maintenance procedures
- KU9.** Effects of contamination on products i.e., Machine oil, dirt and different ways of minimizing waste.
- KU10.** The common faults with equipment and the method to rectify.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Make conscious and sustainable decisions that help reduce, reuse, and recycle the company resources.
- GS2.** Identify and replace processes that create unnecessary waste
- GS3.** Communicate with others in writing (wherever applicable)
- GS4.** Use the accurate terminology
- GS5.** Follow manuals/procedures/and compliance policies
- GS6.** Update actively with modifications through written print and mail communication (digital)
- GS7.** Listen effectively and orally communicate information accurately and Make decisions on a suitable course of action or response.
- GS8.** Communicate proactively on critical issues and Follow rule-based decision-making processes
- GS9.** Identify situation that need escalation on quality issues and seek intervention
- GS10.** Plan and organize your work to achieve targets and deadlines and consult/coordinate for effective delivery.
- GS11.** Apply problem-solving approaches in different situations
- GS12.** Refer anomalies to the particular personnel
- GS13.** Analyze needs, requirements and dependencies in order to meet your work requirements
- GS14.** Seek participation of members from Quality, Production, Audit or any other team for effective solutions
- GS15.** Provide opinions on work in a detailed and constructive way to the concerned personnel

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices</i>	20	10	-	10
PC1. Execute job responsibilities according to organizational standards, with a strong emphasis on eco-friendly solutions, while strictly adhering to established procedures, policies, and legal regulations.	2	1	-	1
PC2. Implement and uphold organizational policies and procedures, integrating sustainable consumption practices into daily operations.	2	1	-	1
PC3. Actively engage in enhancing organizational performance by driving the transition towards environmentally friendly processes and practices.	2	1	-	1
PC4. Safely handle materials, equipment, computers, and software to maintain a clean and hazard-free work environment, actively supporting the adoption of eco-friendly practices throughout the workplace.	3	2	-	2
PC5. Perform routine maintenance and cleaning tasks within assigned duties and agreed-upon schedules, effectively managing any interruptions to workflow.	3	1	-	1
PC6. Immediately report any instances of unsafe equipment or hazardous incidents to the appropriate personnel to ensure swift resolution and mitigate risks.	2	1	-	1
PC7. Utilize appropriate cleaning equipment and techniques tailored to specific tasks, promoting efficiency and sustainability in workplace maintenance.	2	1	-	1
PC8. Proactively request system or software upgrades as necessary to optimize work efficiency, while also maintaining backup files to ensure data integrity and security when using various design software.	2	1	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. Maintain digital copies of design work in organized files for future reference, ensuring accessibility and preservation of valuable project assets.	2	1	-	1
NOS Total	20	10	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0621
NOS Name	Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Department Supervision, Ironing, Export Operations, Designing, Boutique Operations, Quality Control, Sewing, Laying, Inventory Management, Hand Embroidery
NSQF Level	5
Credits	1
Version	1.0
Last Reviewed Date	13/02/2026
Next Review Date	13/02/2029
NSQF Clearance Date	13/02/2026

Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values - Citizenship

To be competent, the user/individual on the job must be able to:

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

To be competent, the user/individual on the job must be able to:

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- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

To be competent, the user/individual on the job must be able to:

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

To be competent, the user/individual on the job must be able to:

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

To be competent, the user/individual on the job must be able to:

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

To be competent, the user/individual on the job must be able to:

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

Qualification Pack

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings



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- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	16/04/2026
Next Review Date	16/04/2031
NSQC Clearance Date	16/04/2026

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIDH or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time

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- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module will be assessed separately.

2. The candidate must score 60% in each module to successfully complete the OJT.

3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:

- Videos of Trainees during OJT

4. Assessment of each Module will ensure that the candidate is able to:

- Effective engagement with the customers
- Understand the working of various tools and equipment

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Qualification Pack

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AMH/N0510.Understand and Analyze Merchandise Concepts and Mix Planning in Domestic Retail Apparel	31	80	-	9	120	24
AMH/N0511.Analyze Merchandise Data to Forecast Apparel Trends	40	50	-	10	100	20
AMH/N0512.Analyze Pricing and Sale Strategies to Develop Merchandise Plans in Apparel Retail	45	35	-	10	90	18
AMH/N0513.Coordinate with cross-functional teams to ensure timely product availability and managing merchandising documents	12	43	-	5	60	12
AMH/N0620.Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PWD) Sensitization	22	12	-	6	40	8
AMH/N0621.Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices	20	10	-	10	40	8
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10
Total	190	260	-	50	500	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

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Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Qualification Pack

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.