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Facilitator Guide



Sector
Apparel

Sub-Sector
Apparel

Occupation
Designing

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**Assistant
Designer-
Apparel, Made
ups and Home
Furnishings**

Published by

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Address: Flat No. A-312 to A-323, 3rd Floor, Somdatt Chamber-1,
Bhikaji Cama Place, Africa Avenue, New Delhi-110066

Email: info@sscamh.com

Website: www.sscamh.com

Phone: (+91) 011 - 40160600

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Shri Narendra Modi
Prime Minister of India

“

Skill development of the new generation is a national need and is the foundation of Aatmnirbhar Bharat

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This facilitator guide is dedicated to the aspiring youth who desire to achieve special skills which will be a lifelong asset for their future endeavours.

About this Guide

This Facilitator Guide is designed for providing skill training and /or upgrading the knowledge level of the Participants to take up the job of an “Assistant Designer- Apparel, Made ups and Home Furnishings” in the Management and Entrepreneurship Sector.

This Facilitator Guide is designed based on the Qualification Pack (QP) under the National Skill Qualification framework (NSQF) and it comprises of the following National Occupational Standards (NOS)/topics and additional topics.

1. AMH/N1211: Develop proto and fit samples
2. AMH/N1222: Evaluate the proto sample developed related to specific product class
3. AMH/N1223: Maintain health, safety and security in the designing department with Gender and PwD Sensitization
4. AMH/N2001: Select fabrics trims and accessories as per specific product category
5. AMH/N0311: Abide by industry, regulatory, and organizational mandates, while integrating environmentally friendly practices
6. AMH/N1210: Plan and prepare design collections of garments for a season
7. DGT/VSQ/N0102: Employability Skills (60 Hours)

Symbols Used



Ask



Explain



Elaborate



Notes



Objectives



Do



Demonstrate



Activity



Team Activity



Facilitation Notes



Practical



Say



Resources



Example



Summary



Role Play



Learning Outcomes



Exercise

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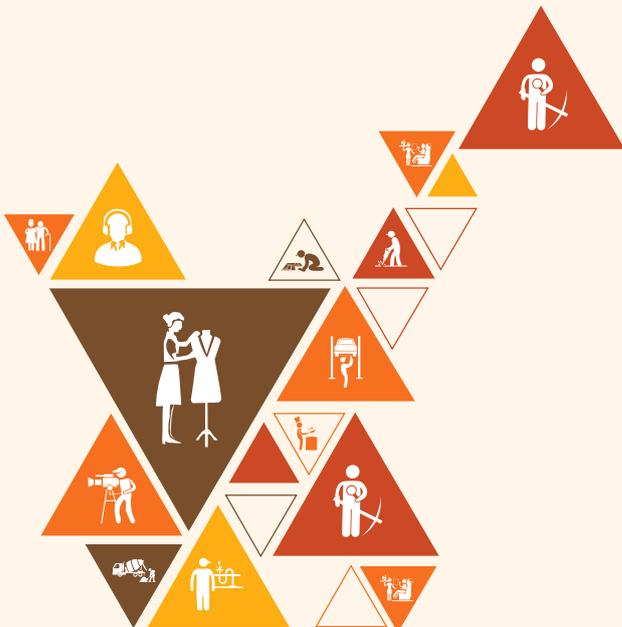
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1. Introduction and Orientation to Assistant Designer-Fashion, Home and Made-Ups

Unit 1.1 - Assistant Designer- Apparel, Made ups and Home Furnishings Duties

Unit 1.2 - Trends and Opportunities in Home Fashion



Bridge Module

Key Learning Outcomes



By the end of this module, the participants will be able to:

1. Elaborate on job opportunities for Assistant Designers in fashion, home, and made-ups.
2. Elucidate the apparel production process and the Assistant Designer's role in it.
3. Outline key responsibilities of an Assistant Designer in apparel and home furnishings.
4. Describe current trends in the home furnishing industry.

Unit 1.1: Assistant Designer- Apparel, Made ups and Home Furnishings Duties

Unit Objectives

By the end of this unit, the participants will be able to:

1. Elucidate how the apparel production process works and where the Assistant Designer contributes.
2. Outline the main duties of an Assistant Designer in both apparel and home furnishing sectors.

Resources to be Used

Whiteboard, markers, projector, printed handouts of apparel production process flowchart, samples of apparel and home furnishing items, fabric swatches, chart papers, sketch pencils, measuring tape, Participant handbook.

Say

- Good morning everyone! I'm really excited to have you here today as we explore the world of apparel, made-ups, and home furnishings through the role of an Assistant Designer.
- By the end of this session, you'll clearly understand how the production process works and the important duties an Assistant Designer carries out in both apparel and home furnishing sectors.
- This knowledge is vital because it helps you connect your creativity with industry requirements, preparing you for real roles in fashion and furnishing design.

Ask

- Have you ever noticed how the clothes you wear every day go through a process before reaching you in the store?
- When you look around your home, what designed items like curtains, bedsheets, or cushion covers do you see that might have been touched by a designer?
- If you had to assist in creating a new design for your favorite outfit or home item, what part of the work do you think you could contribute to?

Do

- Begin the session by showing the apparel production process flowchart and pointing out stages where an Assistant Designer plays a role.
- Share real or sample items (a simple t-shirt, a cushion cover) and ask participants to imagine the designer's contribution.
- Divide duties into two broad areas – apparel and home furnishings – and guide participants through each, linking with visuals or fabric samples.

Elaborate

- The production process begins with concept development, moves through designing, sampling, fabric selection, cutting, stitching, finishing, and ends with quality control and delivery. Each step involves coordination between different teams to ensure the final product matches the design vision.
- Assistant Designers step in at various stages, especially in research, sketching, fabric swatch selection, sample preparation, and creating technical specification sheets. They ensure design ideas are translated smoothly into the production process.
- In apparel, Assistant Designers assist senior designers with trend research, sketch development, garment detailing, and material sourcing. They also help in preparing prototypes and ensuring the final product aligns with brand standards and customer expectations.
- In the home furnishing segment, Assistant Designers contribute to developing motifs, layouts, and color combinations for products like curtains, cushions, and bedsheets. They work closely with production teams to select suitable fabrics and maintain quality in finishing and detailing.

Demonstrate

Show how to create a simple sketch of a cushion cover design using a fabric swatch for inspiration, explaining how an Assistant Designer would present it as part of their duty.

Activity

1. **Activity Name:** Design Flow Mapping (Topics: Apparel production process, Duties of Assistant Designer)
2. **Objective:** To help participants understand and visualize how the Assistant Designer contributes at different stages of the production process.
3. **Type of activity:** Group
4. **Resources:** Chart papers, markers, fabric swatches, printed apparel production process flowchart
5. **Time Duration:** 25 minutes
6. **Instructions:**
 - Divide participants into small groups.
 - Provide each group with a flowchart of the apparel production process.
 - Ask them to mark or highlight the stages where an Assistant Designer contributes.
 - Let them draw quick sketches or use swatches to illustrate duties at those stages.
 - Each group will present their flow map to the class.
7. **Outcome:** Participants will gain a clear, practical understanding of the Assistant Designer's role and be able to connect it with the overall production process.

Notes for Facilitation



- Encourage participants to engage with visuals and samples rather than relying only on theory.
- Use simple and clear language, especially since learners are freshers.
- Emphasize that an Assistant Designer's role is supportive but crucial in ensuring smooth workflow.
- Clarify the difference between duties in apparel versus home furnishings, using examples of clothing and household items.
- Reinforce how attention to detail in design and documentation supports efficiency and quality.

Unit 1.2: Trends and Opportunities in Home Fashion

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe the latest developments and trends shaping the home furnishing industry.
2. Elaborate on potential career options for Assistant Designers in fashion, home, and made-ups.

Resources to be Used

Whiteboard, markers, projector, sample images of home furnishing trends, swatches of fabrics, chart papers, pens, sticky notes, internet-enabled device for showing trend visuals, Participant handbook.

Say

- Hello everyone! I am so excited to welcome you all to today's session where we'll dive into the vibrant and evolving world of home fashion.
- By the end of this session, you will be able to understand the latest developments shaping the home furnishing industry and also explore career opportunities as an Assistant Designer in fashion, home, and made-ups.
- Understanding this topic will give you valuable insights not just for your career growth but also for recognizing how trends influence everyday living spaces and professional pathways.

Ask

- When you walk into a furniture or home décor store, what catches your eye first—colours, textures, or designs?
- Have you noticed how people decorate their homes differently during festivals or special occasions?
- Do you think fashion trends in clothing and trends in home interiors are somehow connected?

Do

- Begin by presenting the overall objective of the session and why home fashion is relevant today.
- Show visual examples of current home furnishing trends using images, swatches, or a short video.
- Link the trends to career opportunities by explaining how Assistant Designers can work across home, fashion, and made-up industries.

Elaborate

- Home fashion today embraces eco-friendly furnishings made from recycled and natural materials, minimalist designs that prioritize simplicity and functionality, and technology-integrated products like smart lighting, automated blinds, and furniture with built-in charging systems.
- Cultural traditions, festivals, and daily lifestyle strongly impact home fashion choices; for example, vibrant textiles for festive seasons, handcrafted décor rooted in regional art, and functional layouts shaped by urban living trends.
- Sustainable fabrics such as organic cotton, bamboo, and hemp are gaining popularity alongside smart textiles with stain resistance or temperature control; multifunctional designs like modular furniture and foldable units address space and sustainability needs.
- Assistant Designers can find roles in home décor companies, fashion and lifestyle studios, export houses dealing with furnishings and made-ups, and retail brands offering modern home collections.
- Strong design knowledge, awareness of global and local trends, creativity in blending tradition with modernity, and technical skills in materials and production enable professional growth and career advancement in the home fashion sector.

Demonstrate

Show participants a trend board with fabric swatches, textures, and images that reflect the current season's home furnishing style. Explain how designers use such boards to communicate design direction.

Activity

1. **Activity Name:** Trend Spotting Collage (Topic: Latest Developments and Trends shaping the home furnishing industry)
2. **Objective:** To help participants identify and represent current home fashion trends through visual elements.
3. **Type of Activity:** Group
4. **Resources:** Magazines, newspapers, fabric swatches, scissors, glue, chart papers, markers.
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups.
 - Provide each group with chart paper, magazines, and other resources.
 - Ask them to cut out images, patterns, or words that represent current home furnishing trends.
 - Let each group assemble their cut-outs into a "trend collage."
 - Have groups present their collages and explain the trends they identified.
7. **Outcome:** Participants will be able to visually identify and articulate the current trends shaping the home furnishing industry.

Notes for Facilitation

- Keep the session interactive by encouraging participants to share their observations and opinions.
- Manage time carefully, balancing between discussion, demonstration, and the activity.
- Stress the importance of sustainability as a growing trend in home fashion.
- Explain how Assistant Designers contribute to both creative and technical aspects of home and fashion projects.
- Emphasize the link between consumer lifestyle shifts and evolving career opportunities.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. Supporting design and development
2. b. Fashion houses and home furnishing brands
3. b. Designing, cutting, stitching, and finishing
4. a. Bold prints and eco-friendly materials
5. a. Textile and apparel companies

Answer the following questions briefly.

1. Refer Unit 1.1: Assistant Designer- Apparel, Made ups and Home Furnishings Duties
Topic: Role of an Assistant Designer in the fashion industry
2. Refer Unit 1.2: Trends and Opportunities in Home Fashion
Topic: Steps in the apparel production process
3. Refer Unit 1.1: Assistant Designer- Apparel, Made ups and Home Furnishings Duties
Topic: Responsibilities of an Assistant Designer in home furnishing
4. Refer Unit 1.2: Trends and Opportunities in Home Fashion
Topic: Current trends in the home fashion industry
5. Refer Unit 1.1: Assistant Designer- Apparel, Made ups and Home Furnishings Duties
Topic: Career options available for Assistant Designers



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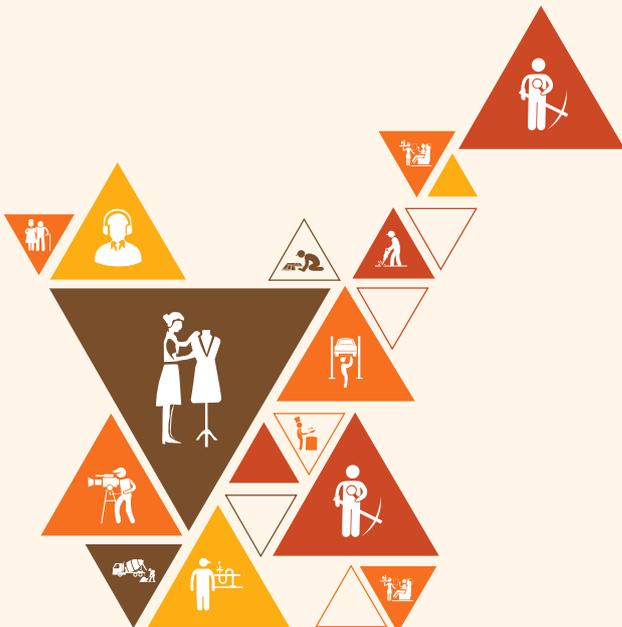
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2. Develop Proto and Fit Samples

Unit 2.1 - Sample Development and Production Process

Unit 2.2 - Techpack, Costing, and Pattern Making



AMH/N1211

Key Learning Outcomes



By the end of this module, the participants will be able to:

1. Elaborate on the procedures followed in developing fit samples to meet both design and quality standards.
2. Describe how fit samples are developed using design specifications and industry guidelines.
3. Elaborate on the process of creating proto and fit samples based on a revised Techpack for a specific style.
4. Describe the method of translating Techpack details into accurate proto and fit samples.
5. Elucidate the different stages in the product manufacturing cycle and their link to sample development.
6. Elucidate the manufacturing flow that supports proto sample creation and production planning.
7. Outline the key records and specifications needed during proto development across various stages.
8. Illustrate the importance of maintaining proper documentation at every step of proto sample development.
9. Construct proto and fit samples precisely by following each instruction in the Techpack.
10. Prepare samples in a logical sequence, ensuring each component is assembled as per the given Techpack.

Unit 2.1: Sample Development and Production Process

Unit Objectives

By the end of this unit, the participants will be able to:

1. Elaborate on the steps involved in developing fit samples based on design and quality requirements.
2. Describe the method to create proto and fit samples as per the revised Techpack for a specific style.
3. Elucidate the overall product manufacturing process, highlighting its relevance to sample development.
4. Outline the documentation and specifications required at various stages of proto sample development.
5. Construct proto and fit samples following the Techpack instructions and proper assembly sequence.

Resources to be Used

Whiteboard, markers, chart papers, projector, sample Techpack, proto and fit sample references, stitching kit, measuring tape, quality checklist sheets, pens, notepads, and participant handbook.

Say

- Good morning everyone! I'm really excited to be here with you today as we explore how sample development shapes the production process.
- By the end of this session, you'll understand how to create proto and fit samples, follow Techpack instructions, and see their direct link to product manufacturing.
- It's important because sample development is the foundation of quality and customer satisfaction, and mastering this process will make you confident professionals in the fashion and apparel industry.

Ask

- Have you ever tried stitching or altering your own clothes at home? How did it turn out?
- When you buy clothes, do you notice the difference between well-fitting garments and ill-fitting ones?
- Why do you think a company spends time making a sample before making the full bulk order?

Do

- Begin with a short introduction of sample development, linking it to real-life garment fitting experiences.
- Use visuals such as Techpacks, charts, and actual samples to explain each stage clearly.
- Encourage participants to engage in discussion and hands-on observation of proto and fit samples during session.

Elaborate

- The approved design sketch and Techpack, followed by material sourcing, sample pattern creation, cutting, stitching, and assembling the garment or product. The sample is then tried on a model or form to check fit, balance, and comfort. Adjustments are recorded, and modifications are made until the sample meets quality and buyer requirements.
- Proto samples are the first physical versions created based on revised Techpack details to verify design aesthetics and construction. Fit samples, developed after proto approval, focus on style accuracy, size grading, and body measurements, ensuring correct drape and wearability. Both samples undergo evaluation before moving to production.
- The journey from raw materials to finished goods is linked to sample development. Approved samples guide bulk material procurement, cutting, sewing, and finishing operations, ensuring production consistency and alignment with the buyer's standards. Each sample acts as a reference point at every stage.
- Essential records include the Techpack, bill of materials, measurement charts, construction details, tolerances, finishing requirements, and quality standards. During proto stages, documentation ensures all stakeholders clearly understand product expectations and performance benchmarks.
- The assembly process follows Techpack instructions step by step: fabric cutting as per patterns, stitching using designated seam types, attaching trims and accessories, pressing, and finishing. The sequence of operations must be carefully maintained to replicate actual production conditions and assure quality before bulk manufacturing.

Demonstrate

Show a step-by-step walk-through of a Techpack and demonstrate how to match each instruction with the actual sample stitching and assembly sequence.

Activity

1. **Activity Name:** Techpack to Sample Mapping (Topics: Describe proto and fit sample creation, Outline documentation and specifications)
2. **Objective:** To help participants understand how to interpret a Techpack and identify key details required for developing proto and fit samples.
3. **Type of Activity:** Group
4. **Resources:** Sample Techpack, participant handbook, printed measurement/spec sheets, blank charts, markers.
5. **Time Duration:** 25 minutes
6. **Instructions:**
 - Divide the class into small groups.
 - Distribute one sample Techpack and related spec sheets to each group.
 - Ask each group to identify the style details, measurements, and construction sequence mentioned in the Techpack.

- Groups will record their findings on chart paper.
 - Each group presents their interpretation briefly to the class.
7. **Outcome:** Participants will gain hands-on practice in reading a Techpack and connecting it to the proto/fit sample development process.

Notes for Facilitation

- Keep the session interactive by encouraging participants to share observations and experiences.
- Manage time effectively so that both theoretical and practical parts are balanced.
- Highlight the role of precision in following Techpack instructions for quality outcomes.
- Emphasize how fit samples directly influence customer satisfaction and bulk production quality.
- Clarify the difference between proto and fit samples to avoid confusion.

Unit 2.2: Techpack, Costing, and Pattern Making

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe the process of developing fit samples based on design specifications.
2. Elaborate on the steps to create proto and fit samples as per the revised Techpack for a specific style.
3. Elucidate the key stages of the product manufacturing process relevant to sample development.
4. Outline the required documentation and specifications at each stage of proto sample development.
5. Construct proto and fit samples accurately by following the Techpack and correct assembly sequence.

Resources to be Used

Whiteboard, markers, projector, sample Techpack, measuring tape, proto and fit sample garments, stitching machine, cutting tools, pattern paper, product specification sheets, costing sheet templates, fabric swatches, participant handbook

Say

- Good morning everyone! I'm so glad to see your energy today as we dive into a very practical and exciting part of apparel development.
- Today we will focus on how to develop proto and fit samples using Techpack details, understand the manufacturing process stages, and learn about documentation and specifications.
- Understanding this is important because accurate samples save time, reduce costs, and help deliver the right product to the market with the right fit and quality.

Ask

- Have you ever bought a piece of clothing that looked great on display but didn't fit you well?
- When you shop for clothes, what details do you usually notice first—design, fabric, or fitting?
- Have you seen tailors or local boutiques preparing sample pieces before the final garment is made?

Do

- Introduce the concept of Techpack and its importance in communicating design specifications.
- Explain step by step how proto and fit samples are created, making connections to real-life garment examples.
- Use a live demonstration with sample garments or patterns to show how assembly sequences align with Techpack details.
- Engage participants in discussions and clarify doubts as they connect their experiences with the session's concepts.

Elaborate

- The process starts with a design sketch and Techpack, which include the measurement chart, pattern details, and construction guidelines. The sample is cut and stitched as per the specifications, then evaluated for fit, proportion, and comfort to ensure it aligns with design intent.
- Proto samples are made first to check design accuracy and aesthetics, followed by fit samples that test size, measurements, and body balance. Revised Techpack details guide corrections, ensuring precision in style and fit before bulk approval.
- Sample development is interconnected with manufacturing stages: sourcing raw materials and trims, developing patterns, cutting and stitching, finishing, and quality checks. Each approved sample serves as a reference for production, ensuring consistency and quality.
- Proper records include measurement sheets for sizing, a Bill of Materials (BOM) listing fabrics and trims, a costing sheet to calculate expenses, and quality standards defining tolerances, durability, and finishing requirements. This documentation ensures accuracy and accountability.
- Following the Techpack and correct assembly order is essential: fabric cutting, sewing according to construction details, attaching trims, pressing, and finishing. This structured process ensures samples match the required style, measurements, and quality benchmarks before mass production.

Demonstrate

Show participants a sample Techpack and walk them through how a basic proto garment (such as a t-shirt) is cut and stitched using the provided measurements and construction details.

Activity

1. **Activity Name:** Sample Development Flow Mapping (Topic: Techpack, Sample Development, Documentation)
2. **Objective:** To help participants understand the sequence of steps from Techpack to proto and fit sample creation with associated documentation.
3. **Type of Activity:** Group
4. **Resources:** Chart paper, markers, sample Techpack, measurement sheet template, costing sheet template, participant handbook
5. **Time Duration:** 25–30 minutes
6. **Instructions:**
 - Divide participants into small groups.
 - Provide each group with a sample Techpack and blank templates for measurement and costing.
 - Ask them to map out on chart paper the step-by-step flow from receiving the Techpack to completing a proto sample, including documentation at each stage.
 - Each group presents their flow to the class.
7. **Outcome:** Participants will understand the interconnection between Techpack, documentation, and the proto/fit sample development process.

Notes for Facilitation



- Encourage interaction by relating technical concepts to familiar clothing experiences.
- Maintain energy and clarity by breaking complex processes into simple steps.
- Emphasize how even small errors in Techpack details can lead to incorrect samples.
- Highlight the role of documentation in ensuring accuracy and communication between departments.
- Stress that proto and fit samples are not final products but checkpoints for correction and validation.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. Assigning development team roles
2. To guide accurate construction
3. c. Professional communication tools
4. c. Apply them carefully in samples
5. c. Sample changes and specifications

Answer the following questions briefly.

1. Refer Unit 2.1: Sample Development and Production Process
Topic: Steps for developing fit samples
2. Refer Unit 2.2: Techpack, Costing, and Pattern Making
Topic: Purpose of using a Techpack in samples
3. Refer Unit 2.1: Sample Development and Production Process
Topic: Applying buyer changes in the sample process
4. Refer Unit 2.2: Techpack, Costing, and Pattern Making
Topic: Records needed during proto sample development
5. Refer Unit 2.1: Sample Development and Production Process
Topic: Constructing samples using the Techpack



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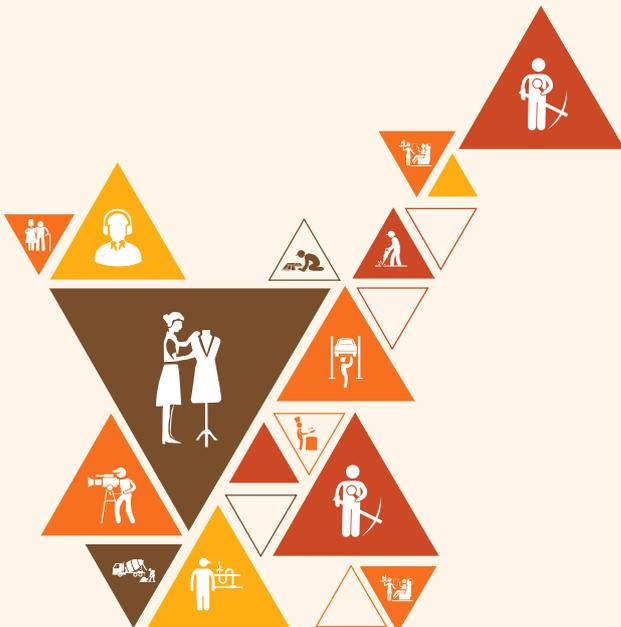


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3. Evaluate the Proto Sample Developed

Unit 3.1 - Design and Sample Review Process



AMH/N1222

Key Learning Outcomes



By the end of this module, the participants will be able to:

1. Describe the design development steps including planning, research, and concept creation.
2. Describe how to evaluate designs and apply corrections from feedback.
3. Check proto samples for fit, design, washability, and client or Techpack instructions.
4. Identify improvement areas in proto/fit samples and make changes.
5. Describe how to prepare sample files with swatches, accessories, Techpack, and cost sheet.

Unit 3.1: Design and Sample Review Process

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe the design process, including planning, research, and concept development.
2. Describe how to assess and refine a design based on feedback.
3. Check proto samples against design, function, and Techpack details.
4. Identify flaws in proto/fit samples for correction.
5. Describe how to compile approved sample documents and materials.

Resources to be Used

Design sketches, measurement charts, sample garments, Techpack documents, markers, whiteboard, projector, reference images of design processes, checklists for sample review, feedback forms, correction sheets, and participant handbook.

Say

- Good morning everyone! I'm really excited to be with you today as we dive into the fascinating world of design and sample review.
- By the end of this session, you'll understand how to create, refine, and review designs and samples to ensure they meet required standards.
- This is important because knowing the design and sample review process helps us avoid costly errors, improve product quality, and make sure our final product matches the intended vision.

Ask

- When you shop for clothes, have you ever noticed how some fit really well while others don't? Why do you think that happens?
- Have you ever tried sketching or planning something simple like decorating a room or choosing an outfit? How did you decide what worked?
- If you bought something that didn't match what you expected, what would you do with it?

Do



- Begin with an overview of the design process using simple visual aids like sketches and charts.
- Walk through each stage of the sample review process step by step, linking it to real-life product examples.
- Engage participants by connecting the session to their personal experiences, then introduce activities to practice sample review skills.

Elaborate



- Begins with planning, where objectives and target consumers are identified, followed by research on market trends, materials, and competitor products. Concept development translates ideas into design sketches and Techpack details, forming the base for sample creation.
- Designs are reviewed through trials and sample evaluations. Feedback from designers, buyers, and production teams is used to refine aesthetics, fit, and functionality, ensuring the final design meets creative and quality expectations.
- Proto samples are compared against the original design sketch, Techpack specifications, and intended functionality. Attention is given to measurements, construction accuracy, and overall appearance.
- Issues such as incorrect measurements, poor stitching, fabric mismatches, or imbalance in fit are documented systematically. These records guide revisions to align the sample with requirements.
- Once samples are finalized, all relevant documents such as approval sheets, measurement charts, revised Techpacks, and material swatches are compiled and organized. This serves as a master reference for bulk production and quality consistency.

Demonstrate



Show a proto sample and compare it with the Techpack details, pointing out where the design matches and where it differs.

Activity



1. **Activity Name:** Sample Review Checklist (Topics: Check proto samples against design, function, and Techpack details; Identify flaws in proto/fit samples for correction)
2. **Objective:** To enable participants to practice identifying sample flaws and checking against Techpack details.
3. **Type of Activity:** Group
4. **Resources:** Proto/fit samples (or sample images), Techpack documents, printed checklists, pens.
5. **Time Duration:** 25 minutes
6. **Instructions:**
 - Divide participants into small groups.
 - Provide each group with one proto/fit sample (or an image of it) along with its Techpack.
 - Ask each group to review the sample using the checklist provided.

- Groups must note at least three matches and three mismatches between the sample and the Techpack.
 - Groups present their findings to the class.
7. **Outcome:** Participants will develop practical skills in reviewing samples and identifying areas of correction.

Notes for Facilitation

- Encourage participation by relating the process to everyday experiences, like shopping or choosing outfits.
- Manage time effectively by balancing explanation, demonstration, and group activity.
- Emphasize the importance of accuracy when comparing samples with Techpack details.
- Highlight the role of constructive feedback in refining designs.
- Stress that documenting corrections properly ensures consistency and avoids repetition of errors.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Planning and research
2. c. Apply changes and refine design
3. b. Fabric swatches and cost sheet
4. b. Fit, design, and utility
5. c. Clearly and as per need

Answer the following questions briefly.

1. Refer Unit 3.1: Design and Sample Review Process
Topic: Main steps in the design development process
2. Refer Unit 3.1: Design and Sample Review Process
Topic: Refining a design after receiving feedback
3. Refer Unit 3.1: Design and Sample Review Process
Topic: Details checked in a proto sample
4. Refer Unit 3.1: Design and Sample Review Process
Topic: Identifying flaws in proto samples
5. Refer Unit 3.1: Design and Sample Review Process
Topic: Materials included in the approved sample file



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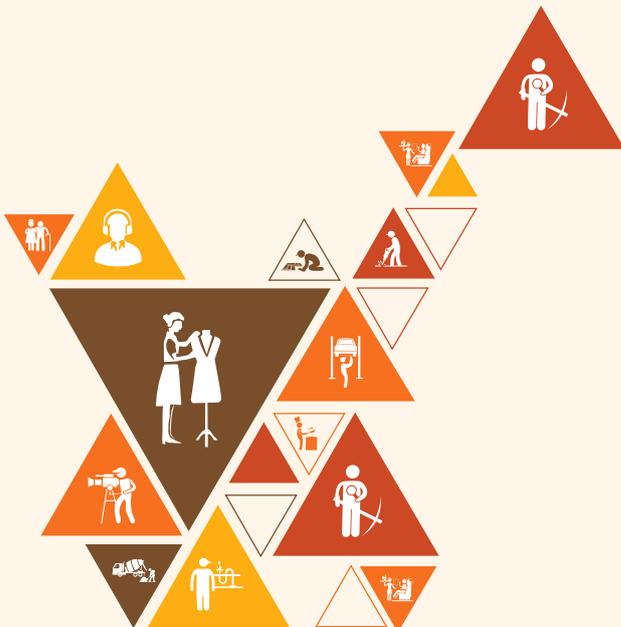


4. Maintain a Healthy, Safe and Secure Working Environment with Gender and PWD Sensitisation

Unit 4.1 - Workplace Health and Safety Measures

Unit 4.2 - Emergency and Environmental Response

Unit 4.3 - Gender, Inclusion, and Safe Equipment Use



AMH/N1223

Key Learning Outcomes



By the end of this module, the participants will be able to:

1. Describe key practices to maintain health and safety at the workplace.
2. Outline common workplace hazards and how they can be controlled.
3. Elaborate on the correct selection and usage of personal protective equipment.
4. Prepare to handle minor injuries and basic first aid needs.
5. Elucidate the steps for proper waste disposal and upkeep routines.
6. Elaborate on fire safety protocols, including the use of fire extinguishers, evacuation plans, and emergency response procedures.
7. Describe procedures for conducting mock drills and safe evacuation.
8. Prepare to follow emergency action protocols effectively.
9. Outline how Effluent Treatment Plants operate in industrial settings.
10. Elaborate on how to meet environmental safety and compliance standards.
11. Describe why gender equality and workplace awareness programs are essential for a respectful and fair environment.
12. Describe why gender equality and workplace awareness programs are essential for a respectful and fair environment.
13. Outline the correct techniques for safely handling stitching and cutting tools.
14. Prepare to manage tools and equipment properly to avoid accidents and ensure smooth operations.
15. Elaborate on steps to promote gender-sensitive and inclusive practices in the workplace.
16. Elucidate how to use various equipment safely during routine tasks.

Unit 4.1: Workplace Health and Safety Measures

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe workplace health and safety practices.
2. Outline potential risks and their management.
3. Elaborate on correct personal protective equipment use.
4. Prepare for basic first aid situations.
5. Elucidate proper disposal and maintenance procedures.
6. Describe the common causes of fire hazards in apparel and home furnishing units and the preventive measures to reduce fire risks.

Resources to be Used

Whiteboard, markers, projector, slides, safety posters, personal protective equipment (helmets, gloves, masks, aprons, safety glasses), first aid kit, waste disposal containers, fire extinguisher, participant handbook

Say

- Good morning everyone! I'm really excited to be here with you today to talk about a very important part of our work life – keeping ourselves safe and healthy at the workplace.
- By the end of today's session, you'll understand what workplace safety means, how to protect yourself from risks, and what measures can make our working environment healthier and safer.
- Knowing this will not only protect you from accidents but also help you perform better and confidently in your role.

Ask

- Have you ever noticed a safety sign in your workplace or on the road? What did it remind you to do?
- When working at home, have you ever used gloves or masks while cleaning or handling something sharp?
- If someone near you had a small cut, what would you normally do to help them?

Do

- Introduce each topic step by step, using real-life examples from workplaces in apparel and home furnishing units.
- Use visual aids, posters, and actual safety equipment during explanation.
- Encourage participants to share their own observations and experiences about health and safety practices.

Elaborate

- Good safety habits include keeping the workplace clean and clutter-free, maintaining correct posture during stitching or cutting to avoid strain, using tools in the proper way, and following all displayed safety signs and instructions.
- Risks such as cuts from sharp tools, slipping on wet or cluttered floors, eye strain from poor lighting, and back injuries from lifting heavy loads can be managed by using tools carefully, keeping floors dry, ensuring proper lighting, and applying correct lifting methods or using support equipment.
- Workers should wear gloves when handling sharp tools, masks when working with dust or chemicals, goggles to protect eyes from particles, and safety shoes to prevent foot injuries. PPE must be worn properly and checked regularly for damage.
- In case of cuts, clean the wound and apply a sterile bandage; for burns, cool the area with running water and cover with a clean dressing; in fainting cases, ensure fresh air, elevate the legs slightly, and call for medical help if necessary.
- Fabric waste and scraps should be collected in bins and recycled when possible, chemical containers must be disposed of separately and safely, and machinery should be regularly cleaned, oiled, and inspected to avoid accidents and extend life.
- Flammable fabrics, poor storage of chemicals, faulty wiring, overloaded circuits, and smoking in work areas are common fire risks. Preventive steps include storing materials safely, conducting regular electrical checks, keeping fire extinguishers accessible, training staff in fire drills, and maintaining clear evacuation pathways.

Demonstrate

Show how to properly wear and remove a pair of safety gloves and a mask to avoid contamination and ensure safety.

Activity

1. **Activity Name:** Safety Walk-Through Observation (Topics: Workplace health and safety practices, Potential risks and their management, Personal protective equipment use)
2. **Objective:** To identify potential workplace risks and correct safety practices through observation.
3. **Type of Activity:** Group
4. **Resources:** Safety posters, PPE samples, whiteboard, markers, participant handbook
5. **Time Duration:** 25 minutes
6. **Instructions:**
 - Divide participants into small groups.
 - Provide each group with a set of safety posters and PPE samples.
 - Ask them to list the risks shown in the posters or associated with PPE misuse.
 - Each group should also suggest one way to manage each identified risk.
 - Groups present their findings to the class.
7. **Outcome:** Participants will be able to recognize risks, suggest safety measures, and understand the correct use of PPE in workplace settings.

Notes for Facilitation



- Encourage open discussion and allow participants to share personal safety experiences.
- Use simple, clear language and avoid too much technical jargon.
- Emphasize the importance of wearing PPE at all times, even if tasks seem minor.
- Stress that proper waste disposal reduces both health risks and fire hazards.
- Highlight that fire safety is crucial in apparel and furnishing units due to flammable materials.

Unit 4.2: Emergency and Environmental Response

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe mock-drill and evacuation procedures.
2. Prepare for emergency response processes.
3. Outline the operation of Effluent Treatment Plants.
4. Elaborate on compliance with environmental guidelines.
5. Elucidate safe maintenance and cleaning of tools.

Resources to be Used

Whiteboard, markers, projector, evacuation plan chart, mock-drill whistle, safety posters, sample PPE kit, Effluent Treatment Plant schematic diagram, environmental compliance booklet, basic cleaning tools, participant handbook

Say

- Good morning everyone! I'm excited to be with you today as we explore how to respond effectively to emergencies and take care of our environment.
- By the end of this session, you'll understand emergency drills, environmental safety, and proper tool handling—all crucial skills for workplace safety.
- These topics matter because they don't just keep you safe at work, but also protect your colleagues, the community, and the environment around us.

Ask

- Have you ever been part of a fire drill in school, college, or workplace?
- What do you usually do at home if there is a sudden power cut or a gas leak?
- How do you normally clean or maintain the tools you use in your daily life?

Do

- Begin with a short discussion on real-life emergency experiences of participants.
- Present visuals and diagrams (like evacuation routes and ETP flowcharts) to simplify concepts.
- Conduct a live demonstration of a small emergency response activity (like a whistle signal for evacuation).

Elaborate

- During emergencies, alarms are raised and workers must stop work immediately, switch off machines, and move in an orderly manner to designated assembly points using marked evacuation routes. Floor wardens guide movement, avoid panic, assist vulnerable persons, and conduct a headcount to ensure everyone's safety.
- Employees must stay alert, promptly report incidents such as fire, injury, or chemical spills to supervisors, and follow instructions without delay. Responding calmly and using presence of mind ensures quick control of the situation and reduces risks.
- Wastewater from production units passes through primary treatment (removal of solid waste), secondary treatment (biological processes to remove organic matter), and tertiary treatment (filtration, disinfection, and chemical treatment). This ensures water is safe and compliant before being released back into the environment.
- Factories must adhere to pollution control rules, manage emissions, reduce water and energy consumption, and dispose of waste responsibly. Following these guidelines supports sustainability, protects ecosystems, and prevents legal penalties.
- Tools must be cleaned after each use using correct methods like wiping with dry or damp cloths, using mild cleaning agents for stains, and applying lubricants to prevent rust. Damaged tools should be repaired or replaced promptly, and safe storage in proper racks or toolboxes ensures both safety and tool longevity.

Demonstrate

Show how to properly wear a PPE kit and use a whistle signal during a mock evacuation.

Activity

1. **Activity Name:** Emergency Drill Walkthrough (Topics: Mock-drill and evacuation procedures, Prepare for emergency response processes)
2. **Objective:** To help participants practice and recall the correct steps of evacuation and immediate response in case of an emergency.
3. **Type of activity:** Group
4. **Resources:** Whistle, evacuation route chart, classroom space, safety poster
5. **Time Duration:** 25 minutes
6. **Instructions:**
 - Brief the participants on the evacuation route using the chart.
 - Divide participants into small groups and assign roles (leader, follower, safety checker).
 - Sound the whistle and ask participants to move quickly but safely to the designated safe point.
 - Review their performance and correct any mistakes (e.g., disorderly movement, lack of coordination).
 - Repeat the drill once more with improved execution.
7. **Outcome:** Participants will understand how to follow evacuation routes calmly and systematically while responding to emergency cues.

Notes for Facilitation

- Maintain a supportive and interactive environment to encourage active participation.
- Use simple language and examples that participants can relate to.
- Emphasize the importance of discipline and calmness during emergency drills.
- Remind participants that Effluent Treatment Plants are key to environmental protection, not just factory compliance.
- Reinforce that cleaning and maintaining tools prevents accidents and increases efficiency.

Unit 4.3: Gender, Inclusion, and Safe Equipment Use

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe the importance of gender equality and workplace awareness programs.
2. Outline proper methods for safe handling of stitching tools.
3. Prepare to handle tools and equipment securely.
4. Elaborate on ensuring gender-sensitive and inclusive practices.
5. Elucidate the safe usage of different equipment in daily operations.

Resources to be Used

Charts, markers, stitching tools, stitching machine, safety gloves, safety manual, flipcharts, projector, gender sensitization posters, workplace inclusion guidelines, equipment use checklist, participant handbook.

Say

- Good morning everyone! I'm so glad to see all of you here today, full of energy and ready to learn something important for both your workplace and your daily life.
- Today, we'll explore how gender equality, inclusion, and safe equipment use are essential to creating a respectful and safe working environment.
- Understanding this topic will help you build better teamwork, avoid workplace hazards, and make sure everyone feels respected and safe while handling tools and equipment.

Ask

- Have you ever noticed how men and women may sometimes be treated differently at work or at home?
- Can you think of a time when someone got hurt because a tool was not used properly?
- Why do you think it's important that everyone—regardless of gender—knows how to use equipment safely?

Do

- Start with a short icebreaker by asking participants about their daily routines and link it to safe practices and inclusion.
- Use visual aids like posters and flipcharts to explain gender sensitivity and safe tool handling methods.
- Engage the participants in small discussions and invite them to share their personal experiences to connect theory with practice.

Elaborate

- These programs create fair opportunities for all employees, build respect among team members, and encourage diversity. A respectful and inclusive environment improves morale, reduces conflicts, and enhances productivity in the workplace.
- Stitching tools like scissors, needles, seam rippers, and cutters should be held firmly, always pointed away from the body, and stored in designated boxes or pouches. Proper handling prevents injuries and ensures tools remain in good condition.
- Before use, tools and machines must be checked for defects, set up according to instructions, and maintained through regular cleaning and servicing. This ensures safe, smooth operation and prevents breakdowns or accidents.
- Respecting all genders equally, providing safe and harassment-free spaces, and encouraging participation from everyone fosters inclusivity. Training staff on sensitivity and anti-discrimination policies ensures a supportive work culture.
- Machines like sewing machines, overlockers, and cutting equipment must be used as per guidelines: keep hands away from moving parts, avoid loose clothing or jewelry while operating, switch off power after use, and follow proper cleaning and maintenance routines to prevent hazards.

Demonstrate

Show how to correctly wear safety gloves and handle a stitching needle or scissor securely to prevent injuries.

Activity

1. **Activity Name:** Safety and Inclusion Practice Circle (Topics: Safe handling of stitching tools, Gender-sensitive practices)
2. **Objective:** To practice inclusive behavior and safe tool handling through group participation.
3. **Type of Activity:** Group
4. **Resources:** Stitching tools (scissors, needles, thimbles), safety gloves, posters on gender sensitivity, flipchart, markers
5. **Time Duration:** 25 minutes
6. **Instructions:**
 - Divide participants into small groups.
 - Give each group a set of stitching tools and safety gloves.
 - Ask them to demonstrate safe handling of the tools while ensuring that each group member gets a chance to participate, regardless of gender.
 - On a flipchart, let each group write one way they can promote inclusion while using tools in a shared workspace.
 - Groups present their practices to the class.
7. **Outcome:** Participants will gain hands-on experience in safe tool handling and understand how inclusion and gender sensitivity apply in practical work situations.

Notes for Facilitation



- Maintain an interactive and encouraging tone to keep learners engaged.
- Use simple language and real-life examples that trainees can easily relate to.
- Emphasize that gender equality leads to stronger teamwork and reduces workplace conflicts.
- Highlight the importance of checking equipment before use to avoid injuries.
- Stress that inclusion is not just about respect but also about giving equal opportunities in handling equipment.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. To protect the worker from injury
2. c. Report it to the supervisor
3. b. Train for emergency situations
4. c. To ensure equality and safety
5. c. By following safety instructions

Answer the following questions briefly.

1. Refer Unit 4.1: Workplace Health and Safety Measures
Topic: Describe workplace health and safety practices
2. Refer Unit 3.1: Workplace Health and Safety Measures
Topic: Prepare for basic first aid situations
3. Refer Unit 4.1: Workplace Health and Safety Measures
Topic: Elaborate on correct personal protective equipment use
4. Refer Unit 4.2: Emergency and Environmental Response
Topic: Outline the operation of Effluent Treatment Plants
5. Refer Unit 4.3: Gender, Inclusion, and Safe Equipment Use
Topic: Describe the importance of gender equality and workplace awareness



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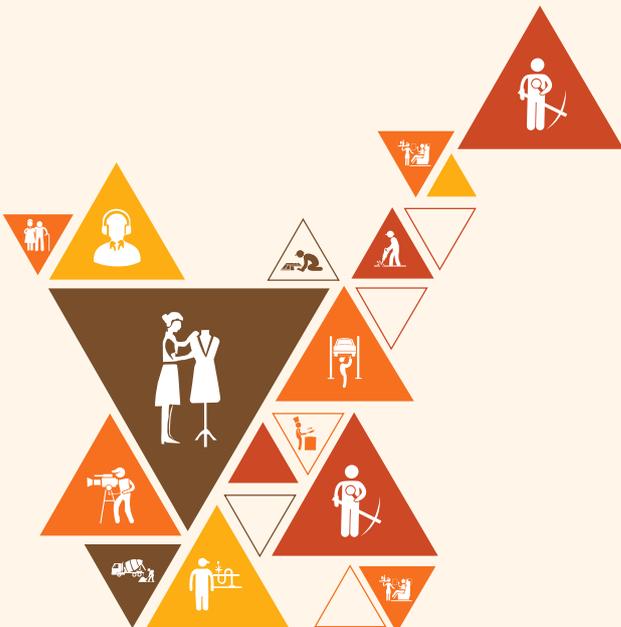
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5. Select Fabrics, Trims and Accessories as per Specific Product Category

Unit 5.1 - Fabric and Accessories Selection

Unit 5.2 - Product Construction and Techniques



AMH/N2001

Key Learning Outcomes



By the end of this module, the participants will be able to:

1. Describe how to identify the market sources for fabrics and accessories effectively.
2. Prepare for selecting suitable fabrics and accessories based on the specific product type.
3. Outline the method to assess fabric properties and usability for the intended purpose.
4. Elaborate on how to choose fabrics considering both design requirements and cost efficiency.
5. Elucidate the key criteria for selecting appropriate trims and accessories.
6. Describe the steps involved in identifying the construction process of a product.
7. Outline how to analyse the need for specific embroidery techniques in a design.
8. Elucidate the identification process for appropriate dyeing and printing techniques.

Unit 5.1: Fabric and Accessories Selection

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe market identification for fabric and accessories
2. Prepare for fabric and accessories selection by product
3. Outline the assessment of fabric usability and properties
4. Elaborate on fabric selection based on design and cost
5. Elucidate trims and accessories selection criteria

Resources to be Used

Fabric swatches, trims samples, accessories samples, measuring tape, magnifying glass, color cards, cost sheets, design sketches, textile reference books, projector, whiteboard, markers, chart papers, sticky notes, scissors, glue, printed handouts on fabric properties

Do

- Begin the session with an interactive discussion on fabrics and accessories the learners encounter in daily life
- Display physical samples of fabrics, trims, and accessories for hands-on engagement
- Guide participants through the process of fabric selection by comparing usability, cost, and design requirements
- Demonstrate how to assess properties of fabrics like texture, durability, drape, and suitability
- Encourage participants to share their observations and experiences during activities

Say

- Good morning everyone! I'm really excited to be with you today to explore fabrics and accessories together.
- Today, we'll learn how to identify markets, select fabrics and trims, and assess their properties to suit specific product needs.
- Understanding this topic is very important because it helps us make better decisions in fabric and accessory selection, which directly affects the quality, cost, and design outcome of any apparel product.

Ask

- When you go shopping for clothes, what are the first things you notice in the fabric?
- Have you ever chosen an outfit because it looked good but later found it uncomfortable to wear?
- Can you think of any accessories or trims like buttons, zippers, or laces that made your outfit more appealing?

Explain

- Market identification helps in knowing where to source fabrics and accessories based on availability, reliability, and cost factors
- Understanding how to prepare for fabric and accessory selection ensures alignment with the type of product being developed
- Assessment of fabric usability and properties includes factors like durability, weight, breathability, drape, and comfort
- Selection of fabrics must balance both design aesthetics and cost efficiency to meet the target market demands
- Trims and accessories must be chosen carefully to enhance both functionality and appeal of the garment
- Knowledge of market sources builds confidence in selecting the right suppliers and avoiding unnecessary costs
- Product-based fabric selection considers end use, seasonal requirements, and expected wear and tear
- Evaluating fabric usability requires tactile checks, property tests, and analysis of consumer needs
- Design-driven fabric selection emphasizes color, texture, and style compatibility with the garment concept
- Cost considerations ensure profitability without compromising quality or design integrity
- Selection criteria for trims include strength, compatibility, aesthetics, maintenance, and ease of application

Elaborate

- Market identification for fabric and accessories involves knowing local wholesale markets, specialized suppliers, and export houses to source reliable and cost-effective materials for garment production.
- Fabric and accessories selection by product ensures the fabric chosen aligns with the final use, for example, lightweight cotton for summer wear or wool for winter wear, while accessories like zippers and laces suit the design type.
- Assessment of fabric usability and properties means checking qualities such as shrinkage, colorfastness, tear strength, and drape to ensure suitability for the intended product.
- Fabric selection based on design and cost emphasizes balancing creativity with affordability, ensuring the garment meets customer expectations while remaining profitable for the manufacturer.
- Trims and accessories selection criteria include aesthetic enhancement, durability, color matching, size, and compatibility with the base fabric to ensure the final product is both functional and visually appealing.

Demonstrate

Show fabric swatches of different types (cotton, polyester, silk, denim) and demonstrate how to check properties like stretch, drape, and texture. Compare trims like zippers, lace, and buttons to highlight compatibility with different fabrics.

Activity

1. **Name of the Activity:** Fabric and Accessory Matching Challenge
2. **Objective of the activity:** To enable participants to practice selecting fabrics and accessories based on product requirements.
3. **Resources:** Fabric swatches, trims and accessory samples, design sketches of garments, cost sheets, chart papers, glue
4. **Time Duration:** 25 minutes
5. **Instructions:**
 - Divide participants into small groups.
 - Provide each group with garment sketches and a set of fabric swatches and trims.
 - Ask them to select the most suitable fabric and accessories for the given garment considering design, usability, and cost.
 - Each group pastes their chosen swatches and accessories on the chart paper next to the sketch.
 - Groups present their choices and explain why they selected them.
6. **Outcome:** Participants will learn to apply theoretical knowledge in practical fabric and accessory selection, improving decision-making skills.

Notes for Facilitation

- Encourage active participation and make the session interactive rather than lecture-based
- Use real-life examples to connect theory with practice for better understanding
- Emphasise the importance of cost efficiency while making design choices
- Highlight that improper fabric or accessory selection can lead to product failure even if the design is good
- Stress the significance of assessing both functional and aesthetic aspects during selection
- Ensure learners understand how market identification helps in long-term supplier relationships and cost savings

Unit 5.2: Product Construction and Techniques

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe product construction process identification.
2. Outline embroidery technique requirement analysis.
3. Elucidate applicable dyeing and printing process identification.

Resources to be Used

Fabric swatches, embroidery threads, embroidery samples, embroidery hoops, printed samples, dyed fabric samples, construction process charts, sewing machine, needles, color cards, sketchbook, measuring tape, textile reference book, projector, whiteboard, markers, handouts on construction techniques, glue, scissors, chart papers, sticky notes

Do

- Start the session with a discussion on how everyday garments are constructed step by step
- Show samples of embroidery and printed fabrics to highlight different techniques
- Demonstrate the role of dyeing and printing in enhancing product aesthetics
- Guide learners through the process charts to explain construction techniques in a structured manner
- Engage learners in a hands-on activity to apply the knowledge gained

Say

- Good morning everyone! I'm really happy to see your enthusiasm as we dive into the details of how products are constructed and decorated.
- Today, we'll learn how to identify the product construction process, analyse embroidery requirements, and understand dyeing and printing techniques used in apparel.
- Knowing this will help you make smarter choices in design and production because the construction process and surface techniques directly impact product quality, appearance, and customer satisfaction.

Ask

- When you buy a shirt, do you notice how the stitches hold the seams together?
- Have you ever seen embroidery on clothes at home or in shops and wondered how it was decided to add that design?
- When you wear colorful printed clothes, do you think about how those prints and colors are applied to the fabric?

Explain

- Product construction process identification is essential to understand the step-by-step procedure of converting fabric into a finished product
- It includes steps such as fabric cutting, stitching, joining seams, attaching trims, and finishing processes
- Proper construction ensures durability, comfort, and functionality of the garment
- Embroidery technique requirement analysis involves determining whether the design calls for hand embroidery, machine embroidery, or computerized embroidery
- It also means selecting the right threads, stitches, and motifs based on the product type and fabric
- Embroidery adds value, uniqueness, and visual appeal but must also align with cost and time constraints
- Applicable dyeing and printing process identification requires knowing which method suits the fabric type and product requirement
- Dyeing methods may include piece dyeing, yarn dyeing, or garment dyeing depending on the stage of application
- Printing methods include block printing, screen printing, digital printing, and heat transfer printing, each chosen for design complexity, cost, and production speed
- Understanding the right combination of construction, embroidery, dyeing, and printing ensures that the final product meets both functional and aesthetic expectations

Elaborate

- Product construction process identification involves studying how raw materials like fabric are systematically turned into garments through stages such as cutting, sewing, joining, and finishing. This helps in ensuring the final garment is durable and wearable.
- Embroidery technique requirement analysis is about understanding whether the garment needs additional embellishment through embroidery and choosing the right type, such as hand, machine, or computer embroidery, depending on the design requirement and production feasibility.
- Applicable dyeing and printing process identification includes choosing whether dyeing should be done at the fiber, yarn, fabric, or garment stage, and selecting printing techniques that match the complexity of design and the type of fabric to enhance the product's appeal.

Demonstrate

Show a simple cut piece of fabric and walk through how it can be constructed into a small sample product by stitching the edges. Then, display embroidery samples and demonstrate the difference between machine and hand embroidery stitches. Finally, show dyed and printed samples and explain which method was used.

Activity

1. **Name of the Activity:** Construction and Surface Technique Identification Challenge
2. **Objective of the activity:** To help participants practice identifying construction steps, embroidery needs, and dyeing or printing techniques for different products.
3. **Resources:** fabric swatches, embroidery samples, printed and dyed fabric samples, product sketches, chart papers, glue, scissors
4. **Time Duration:** 30 minutes
5. **Instructions:**
 - Divide participants into small groups.
 - Provide each group with sketches of garments along with fabric and surface decoration samples.
 - Ask the groups to identify which construction process would be followed for the given garment.
 - Ask them to select an appropriate embroidery technique and decide if dyeing or printing should be applied.
 - Groups paste their choices onto chart paper and explain their reasoning.
6. **Outcome:** Participants will gain confidence in identifying and matching construction processes, embroidery techniques, and surface decoration methods with product requirements.

Notes for Facilitation

- Encourage participation by asking learners to handle fabric and embroidery samples during discussions
- Keep the session interactive by moving between explanation, demonstration, and group activity
- Stress the importance of construction steps as the backbone of any garment's quality
- Highlight that embroidery is not just for decoration but also adds brand value and uniqueness to a garment
- Emphasise that the right dyeing or printing process selection prevents defects like color bleeding or fading
- Reinforce how combining these techniques ensures both functionality and market appeal of the final product

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Fabric availability and trade names
2. c. Moisture transfer capability
3. c. Sourcing
4. c. To manage unavailability
5. c. For smooth production

Answer the following questions briefly.

1. Refer Unit 5.1: Fabric and Accessories Selection
Topic: 5.1.4 Fabric Selection Based on Design and Cost
2. Refer Unit 5.1: Fabric and Accessories Selection
Topic: 5.1.5 Trims and Accessories Selection Criteria
3. Refer Unit 5.1: Fabric and Accessories Selection
Topic: 5.1.3 Assessment of Fabric Usability and Properties
4. Refer Unit 5.1: Fabric and Accessories Selection
Topic: 5.1.4 Fabric Selection Based on Design and Cost
5. Refer Unit 5.2: Product Construction and Techniques
Topic: 5.2.2 Embroidery Technique Requirement Analysis



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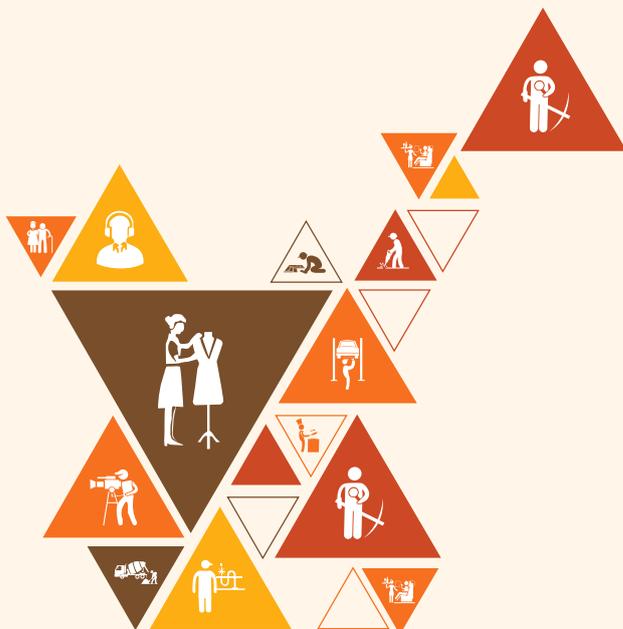


6. Abide by Industry, Regulatory, and Organisational Mandates, while Integrating Environmentally Friendly Practices

Unit 6.1 - Ethics and Workplace Responsibilities

Unit 6.2 - Professional Conduct and Discipline

Unit 6.3 - Green Practices and Sustainability



AMH/N0311

Key Learning Outcomes



By the end of this module, the participants will be able to:

1. Describe the significance of maintaining an ethical approach and strong governance in the workplace.
2. Elaborate on how practicing values and ethics contributes to a responsible and respectful work culture.
3. Outline the key legal, regulatory, and ethical compliance norms that must be followed.
4. Elucidate the specific regulations required by different customers and countries.
5. Prepare to promptly report any deviations or non-compliance issues to the appropriate authorities.
6. Describe individual accountability and how to follow the established reporting structure.
7. Outline how to seek clarification on policies through authorised personnel.
8. Elaborate on the application of organisational rules, guidelines, and standard procedures.
9. Describe why being punctual and maintaining attendance is important for personal and team productivity.
10. Outline the importance of following organisational rules and performance standards.
11. Elucidate the correct way to seek clarification on policies from supervisors when needed.
12. Describe how to optimise the use of materials and resources during operations.
13. Outline the safe and proper methods for handling and storing waste.
14. Elaborate on techniques for using resources efficiently to reduce waste and cost.
15. Elucidate how to assess energy-saving practices and their impact in apparel production.
16. Prepare to comply with greening standards and sustainability guidelines in the workplace.

Unit 6.1: Ethics and Workplace Responsibilities

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe the importance of an ethical approach and governance.
2. Elaborate on the benefits of values and ethics.
3. Outline legal, regulatory, and ethical compliance requirements.
4. Elucidate customer and country specific regulations.
5. Prepare to report deviations to authorities.
6. Describe personal responsibility and reporting structure.
7. Outline clarifying policies with authorised personnel.
8. Elaborate on applying organisational guidelines and procedures.

Resources to be Used

Printed handouts of workplace policies, organisational code of conduct booklets, compliance charts, posters on ethics and values, markers, whiteboard, projector, case examples of compliance breaches, reporting forms templates, flowcharts of reporting structures, sticky notes, chart papers, pens, flipcharts

Do

- Begin with an open discussion on why ethics and responsibility matter at work
- Display posters or visuals related to compliance and workplace values
- Provide real-world examples of ethical and unethical behaviour to initiate thought
- Explain the reporting structure using flowcharts for clarity
- Engage learners in activities where they practice identifying ethical practices

Say

- Good morning everyone! I'm really glad to see you here, ready to learn about how ethics and workplace responsibilities shape our professional lives.
- Today, we'll focus on understanding the importance of ethical behaviour, compliance, reporting responsibilities, and applying organisational procedures in our daily work.
- This topic is very important because it directly affects how we perform, how the organisation functions, and how customers and countries trust us.

Ask



- Have you ever been in a situation where you had to decide between doing what's right and what's easy?
- When you see signs like "No Smoking" or "Safety First" at workplaces, do you think people always follow them?
- If you had a doubt about a rule at school or work, who did you go to for clarification?

Explain



- Ethical approach and governance ensures that employees act fairly, responsibly, and transparently in their roles
- Following ethics builds trust with customers, colleagues, and management
- Values and ethics help create a positive work culture that promotes respect and responsibility
- Legal, regulatory, and ethical compliance means abiding by workplace laws, government mandates, and industry standards
- Every customer or country may have specific regulations which must be followed to ensure product acceptance and trade compliance
- Reporting deviations promptly helps in addressing issues before they become serious violations
- Individual accountability means each person is responsible for their own actions in the workplace
- Following the reporting structure ensures issues are escalated to the right authority at the right time
- Clarifying policies with authorised personnel avoids confusion and prevents mistakes in compliance
- Applying organisational guidelines and procedures ensures consistency in performance and quality standards

Elaborate



- Ethical approach and governance importance lies in maintaining fairness, integrity, and transparency at the workplace, ensuring that all employees contribute to a culture of trust.
- Benefits of values and ethics include building a respectful work environment, improving teamwork, and fostering responsibility among employees.
- Legal, regulatory, and ethical compliance requires employees to follow labour laws, safety regulations, and industry standards to avoid penalties and ensure smooth operations.
- Customer and country regulations must be understood because different buyers or countries may have unique compliance requirements that affect product approval and export eligibility.
- Reporting deviation to authorities is important so that non-compliance issues are addressed quickly, preventing larger risks or losses for the organisation.
- Personal responsibility and reporting structure means every employee should understand their accountability and know exactly whom to report to when problems arise.
- Clarifying policies with authorised personnel ensures that employees have accurate information on procedures instead of relying on assumptions or informal advice.
- Applying organisational guidelines and procedures helps in maintaining consistency, improving efficiency, and aligning personal work practices with company standards.

Demonstrate

Show a sample organisational reporting structure chart and demonstrate how an employee should report a compliance issue, starting from their immediate supervisor to higher authorities, following the proper chain of command.

Activity

1. **Name of the Activity:** Ethics and Compliance Role Identification
2. **Objective of the activity:** To help participants understand reporting structures and the role of ethics in workplace decision-making.
3. **Resources:** organisational reporting structure chart, reporting form templates, chart papers, pens, sticky notes
4. **Time Duration:** 30 minutes
5. **Instructions:**
 - Divide participants into groups of four to five.
 - Provide each group with a reporting structure chart and a set of sample reporting forms.
 - Ask them to identify which situations require reporting and to whom they should be reported.
 - Each group notes their decisions on chart paper.
 - Groups present their responses and discuss why proper reporting is important.
6. **Outcome:** Participants will gain clarity on their ethical responsibilities, how to report issues, and the importance of following the correct organisational procedures.

Notes for Facilitation

- Encourage participants to share personal experiences or examples for better relatability
- Keep the session interactive by mixing explanation with questions and group discussions
- Emphasise that ethics is not optional but a core requirement for professionalism
- Stress that non-compliance, even if unintentional, can have serious consequences for both employee and organisation
- Highlight the importance of clear communication when reporting deviations or seeking clarifications
- Remind participants that applying organisational rules consistently is key to maintaining workplace standards and customer trust

Unit 6.2: Professional Conduct and Discipline

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe the importance of punctuality and attendance.
2. Outline adhering to organisational standards.
3. Elucidate seeking policy clarifications from supervisors.

Resources to be Used

Attendance register, sample timesheets, organisational code of conduct booklet, posters on punctuality and discipline, whiteboard, markers, projector, printed handouts on organisational rules, sample policy clarification forms, sticky notes, chart papers, pens

Do

- Start by discussing everyday experiences of being punctual or late and its impact
- Show examples of attendance records and link them to workplace discipline
- Explain the significance of following organisational standards in day-to-day tasks
- Provide a simple example of how to seek clarification from a supervisor when policies are unclear
- Engage learners in a group activity that reinforces punctuality, adherence to standards, and clarifying doubts

Say

- Good morning everyone! I'm very happy to welcome you to today's session on professional conduct and discipline.
- Today, we'll explore why punctuality and attendance matter, how we can maintain organisational standards, and how to seek clarifications properly when in doubt.
- This is important because discipline is the foundation of professionalism, and following standards ensures smooth operations and builds trust at the workplace.

Ask

- What happens in your daily routine when you wake up late and reach school or class late?
- Have you seen rules displayed in schools, offices, or public places like "Be on time" or "Follow instructions"?
- If you don't understand a rule or instruction, whom do you usually ask for help or clarification?

Explain



- Punctuality and attendance are key indicators of discipline, reliability, and respect for others' time in the workplace
- Being punctual shows commitment to work and ensures tasks are completed on time without affecting team performance
- Regular attendance helps maintain workflow, avoid delays, and build consistency in productivity
- Adhering to organisational standards means following the code of conduct, dress code, safety measures, and established procedures
- Standards ensure everyone works in harmony and maintains quality, safety, and professionalism in the organisation
- Seeking policy clarifications from supervisors is essential whenever there is doubt or confusion about rules
- Asking the right authority prevents mistakes and avoids misinformation spreading within the team
- Maintaining professional conduct through punctuality, adherence, and clarifications builds credibility and reliability at the workplace

Elaborate



- Importance of punctuality and attendance is that being present on time ensures smooth workflow, prevents disruption, and demonstrates responsibility towards one's role and team.
- Adhering to organisational standards is vital because it aligns individual behaviour with company values, ensures safety, and maintains the quality and reputation of the organisation.
- Seeking policy clarifications from supervisors is necessary because supervisors are the authorised personnel to guide employees on correct practices, preventing errors and building clarity in workplace expectations.

Demonstrate



Show a sample attendance register and timesheet to explain how punctuality and attendance are recorded. Demonstrate how an employee can approach a supervisor with a simple query on a workplace rule using a sample policy clarification form.

Activity



1. **Name of the Activity:** Workplace Discipline Practice
2. **Objective of the activity:** To help participants understand the importance of punctuality, adhering to standards, and asking the right person for clarifications.
3. **Resources:** sample attendance register, policy clarification forms, chart papers, pens, organisational rules handouts
4. **Time Duration:** 25 minutes

5. Instructions:

- Divide participants into three groups.
- Assign each group one topic: punctuality and attendance, adhering to standards, or seeking policy clarifications.
- Provide them with resources (registers, forms, handouts) relevant to their topic.
- Ask them to prepare a short demonstration or explanation of why their assigned topic is important and how to apply it in the workplace.
- Each group presents their explanation to the class.

6. **Outcome:** Participants will gain practical understanding of professional conduct and discipline, and learn how to apply these practices effectively in real workplace settings.

Notes for Facilitation

- Encourage learners to share personal experiences related to punctuality or discipline to make the session relatable
- Keep the discussions interactive by asking quick examples and inputs from trainees
- Emphasise that punctuality is not only about personal discipline but also about respecting team efficiency
- Stress that adhering to organisational standards ensures safety, harmony, and professionalism in the workplace
- Reinforce that policy clarifications must always be sought from supervisors or authorised personnel to avoid confusion
- Highlight that discipline and professional conduct are valued equally with technical skills in any workplace

Unit 6.3: Green Practices and Sustainability

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe optimising material and resource use.
2. Outline proper handling and storage of waste.
3. Elaborate on efficient use of resources.
4. Elucidate evaluating energy conservation in apparel.
5. Prepare to adhere to greening solutions standards.

Resources to be Used

Recycled paper, waste segregation bins, charts on energy conservation, posters of green practices, sample sustainability standards booklet, projector, markers, whiteboard, eco-friendly product samples, cloth bags, reusable bottles, printed handouts on waste handling procedures, flipcharts

Do

- Begin by engaging learners with examples of everyday green practices they already follow
- Show visuals or posters related to resource optimisation and sustainability
- Explain the importance of handling and storing waste with a live demonstration of segregation
- Highlight the need for efficient energy use in apparel production with relatable examples
- Conduct a group activity that allows participants to practice simple sustainable habits

Say

- Hello everyone! I'm very excited to welcome you to today's session on green practices and sustainability.
- In this session, we will learn how to optimise material use, handle waste properly, conserve energy, and follow greening standards in the apparel sector.
- This is important because sustainability is the future of every industry, and by adopting these practices, we not only protect the environment but also improve efficiency at work.

Ask

- Do you carry a reusable water bottle or bag when going out for shopping?
- Have you noticed separate dustbins for dry and wet waste in public places?
- At home, how do you try to save electricity or water in your daily routine?

Explain

- Optimising material and resource use means using raw materials effectively, reducing wastage, and ensuring resources are reused or recycled wherever possible
- Reducing material wastage lowers costs, saves resources, and minimises environmental impact
- Proper handling and storage of waste involves separating biodegradable, recyclable, and non-recyclable waste in the correct bins and storing them safely for disposal
- Correct waste handling prevents accidents, pollution, and supports recycling efforts
- Efficient use of resources focuses on using water, electricity, and raw materials in the best possible way without unnecessary wastage
- Simple steps like turning off unused machines, fixing leaks, or reusing scrap material promote efficiency
- Evaluating energy conservation in apparel refers to identifying areas in production where energy can be saved such as optimising machine usage, using energy-efficient equipment, and reducing idle time
- Following greening solutions standards means aligning with national and global eco-friendly guidelines and adopting sustainable processes in daily operations
- Greening standards ensure businesses meet compliance requirements and also improve their image as responsible organisations

Elaborate

- Optimising material and resource use is about ensuring that raw materials are not wasted during production and finding ways to reuse by-products, which saves costs and protects the environment.
- Handling and storing waste properly is essential because it reduces environmental pollution, prevents hazards, and makes recycling possible, thus contributing to a cleaner and safer workplace.
- Efficient use of resources means using electricity, water, and raw materials wisely, which helps reduce expenses and supports long-term sustainability in operations.
- Evaluating energy conservation in apparel involves monitoring energy consumption in different processes and applying methods like energy-efficient machines or better scheduling to save energy.
- Adhering to greening solutions standards ensures that organisations comply with eco-friendly norms, support sustainability goals, and create a positive image in the global market.

Demonstrate

Demonstrate how to separate waste into recyclable, biodegradable, and non-recyclable bins using simple waste items like paper, plastic, and food wrappers. Show how a reusable bag or bottle can replace single-use plastic items.

Activity

1. **Name of the Activity:** Green Practices Role Play
2. **Objective of the activity:** To help participants practice resource optimisation, waste segregation, and energy-saving methods in a simulated environment.
3. **Resources:** waste segregation bins, sample waste items (paper, plastic, cloth scraps), posters on energy-saving, eco-friendly product samples
4. **Time Duration:** 30 minutes
5. **Instructions:**
 - Divide the participants into three groups.
 - Assign each group one focus area: resource use, waste handling, or energy conservation.
 - Provide sample items and resources relevant to their assigned topic.
 - Ask the groups to prepare a short demonstration or role play on how to apply green practices in that area.
 - Each group presents their demonstration to the class.
6. **Outcome:** Participants will gain hands-on understanding of green practices and learn how to adopt sustainability measures in daily work situations.

Notes for Facilitation

- Encourage maximum participation by relating green practices to everyday life examples
- Keep instructions clear and simple, ensuring learners understand their role in sustainability
- Highlight that small actions like switching off unused lights or reusing scrap can make a big difference in the workplace
- Emphasize that waste segregation is not just a rule but a responsibility that contributes to cleaner environments
- Reinforce that conserving resources lowers production costs while also protecting the environment
- Stress that adopting greening standards improves organisational reputation and supports compliance with global sustainability requirements

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. Improved teamwork
2. c. Authorised personnel
3. b. Clarify with supervisor
4. c. It builds discipline
5. c. Promoting sustainable practices

Answer the following questions briefly.

1. Refer Unit 6.1: Ethics and Workplace Responsibilities
Topic: 6.1.1 Ethical Approach and Governance Importance
2. Refer Unit 6.1: Ethics and Workplace Responsibilities
Topic: 6.1.5 Reporting Deviation to Authorities
3. Refer Unit 6.2: Professional Conduct and Discipline
Topic: 6.2.3 Seeking Policy Clarifications from Supervisors
4. Refer Unit 6.3: Green Practices and Sustainability
Topic: 6.3.3 Efficient Use of Resources
5. Refer Unit 6.3: Green Practices and Sustainability
Topic: 6.3.4 Evaluating Energy Conservation in Apparel



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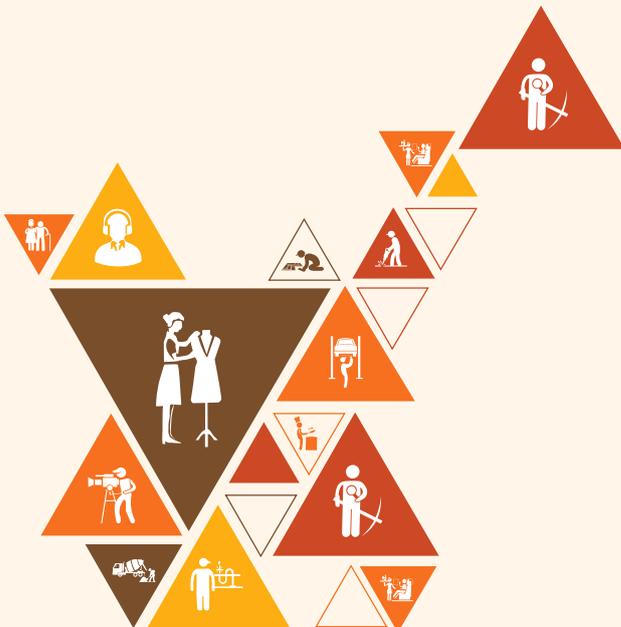


7. Plan and Prepare Design Collections of Garments for a Season

Unit 7.1 - Design Research and Development Skills

Unit 7.2 - Fabric, Fibres, and Swatch Management

Unit 7.3 - Measurement, Draping, and Construction Techniques



AMH/N1210

Key Learning Outcomes



By the end of this module, the participants will be able to:

1. Describe the method to plan fashion market research using tools like fashion shows, trend magazines, and market data.
2. Research fashion trends through sources such as WGSN, catalogues, and forecast reports to gather design insights.
3. Elaborate on creating mood and theme boards that reflect findings from fashion market research.
4. Extract key design inspirations from mood boards based on client preferences and current trends.
5. Construct garment designs by using selected design elements aligned with mood board concepts.
6. Describe the main types of design elements such as lines, colours, textures, and their use in fashion.
7. Describe past design collections and assess available raw materials, equipment, and skillsets within the organisation.
8. Describe various natural and synthetic fibres like cotton, silk, polyester, and nylon, and explain how their properties impact fabric use.
9. Elaborate on why compliance with dyeing and processing norms is critical for environmental and worker safety.
10. Describe the basic tools and step-by-step procedures used for taking accurate body measurements.
11. Illustrate the correct techniques for taking body measurements required for garment construction.
12. Describe the commonly followed national and international standard sizing systems for garments.
13. Explain how to drape fabric on a mannequin to develop basic garment pattern structures.
14. Prepare garment patterns using either draping techniques or direct body measurements.
15. Outline the correct method for laying garment patterns on fabric to optimise usage and ensure grain alignment.
16. Describe the entire process of cutting garments from fabric including positioning and precision steps.
17. Explain how to cut each garment component precisely to match the given patterns.
18. Construct full garments by assembling and stitching all cut components as per the design.
19. Elaborate on commonly used embroidery techniques that add decorative value to garments.
20. Highlight the different types of garments and identify key components such as collars, necklines, and sleeves.

Unit 7.1: Design Research and Development Skills

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe how to plan market research using tools like fashion shows, forecast magazines, and market analysis.
2. Research fashion trends using forecast sources such as WGSN and catalogues.
3. Elaborate on the mood and theme boards based on market research findings.
4. Extract key design elements from mood boards according to client needs.
5. Construct garment designs using selected elements of design.
6. Describe different types of design elements used in fashion.
7. Describe previous designs and the available raw materials, machinery, equipment, and skill sets in the organisation.

Resources to be Used

Fashion magazines, forecast reports, WGSN or similar trend forecast material, catalogues, design catalogues, I supplies like chart papers and sketchbooks, colour pencils, markers, scissors, glue, mood board samples, projector, computer with internet access, sample design boards, swatches of fabrics, examples of past design collections, organisational raw material data sheets, design element charts showing lines colours and textures, reference books

Do

- Begin with an ice-breaker discussion around current fashion trends visible in everyday life
- Present examples of trend reports and fashion magazines to make the session relatable
- Guide learners step by step in creating a simple mood board using available materials
- Compare mood boards with real-life garments to explain design element extraction
- Facilitate a short reflection discussion on how design elements link to client preferences

Say

- Hello everyone, it's great to see such enthusiastic faces today, we're going to dive into the exciting world of fashion research and design development!
- By the end of this session, you'll understand how to research trends, create mood boards, and translate them into actual design ideas.
- It's important to learn this because every successful garment collection starts with thorough research and creative interpretation of trends.

Ask

- When you shop for clothes, what are some fashion trends you notice in stores or online?
- Have you ever seen a magazine or social media post that made you think “this is going to be the next big style”?
- What colours or patterns do you feel are most popular right now among your friends or in your community?

Explain

- Fashion market research involves identifying trends from fashion shows, magazines, forecast reports, and market data
- Tools like WGSN, catalogues, and online sources provide structured insights into what will be popular in upcoming seasons
- Mood boards and theme boards are creative compilations of colours, fabrics, and visuals that capture a theme or idea
- Extracting elements from mood boards means identifying lines, colours, textures, and shapes that can be applied to design
- Constructing designs requires combining these selected elements into sketches or patterns that align with client preferences
- Design elements include lines, shapes, colours, textures, and proportions, each of which impacts the visual appeal of a garment
- Reviewing past designs helps identify organisational capabilities and areas for improvement in future collections
- Knowledge of raw materials, equipment, and skill sets within an organisation ensures practical feasibility of designs

Elaborate

- Planning tools for market research include analysing fashion shows, magazines, and reports that help designers forecast consumer demand for a season.
- Researching trends and forecast sources like WGSN, catalogues, and online platforms provides data on colour palettes, silhouettes, and consumer preferences.
- Developing mood and theme boards allows designers to visualise their inspiration by collecting images, textures, and colours into a unified concept.
- Extracting elements from mood boards means identifying specific details such as lines, textures, or motifs that will shape the design direction.
- Constructing designs using design elements translates creative inspirations into sketches or prototypes aligned with the chosen concept.
- Identifying types of design elements such as lines, colours, textures, and proportions ensures designers use visual tools effectively to communicate their ideas.
- Describing previous designs and resources helps evaluate what worked in past collections and whether the organisation has the material, machinery, and skill to execute new ideas.

Demonstrate

Show participants how to build a small mood board using magazine cuttings, fabric swatches, and colour samples to visualise a theme for a garment collection.

Activity

1. **Name of the Activity:** Mini Mood Board Creation
2. **Objective of the activity:** To help participants apply fashion research insights and practice creating a theme board for a collection
3. **Resources:** chart papers, glue, scissors, magazines, fabric swatches, colour pencils, markers
4. **Time Duration:** 30 minutes
5. **Instructions:**
 - Divide the participants into small groups of 3–4 members
 - Provide them with magazines, swatches, and art materials
 - Ask each group to choose a theme like “Summer Casuals” or “Festive Wear”
 - Instruct them to collect relevant visuals, fabrics, and colours to create a mood board
 - Once completed, each group will present their mood board and explain the theme and elements chosen
6. **Outcome:** Participants will gain hands-on experience in translating trend research into a visual board, enhancing their understanding of design development.

Notes for Facilitation

- Encourage creativity and participation by making the session interactive
- Use visual aids like real mood boards and past design collections for clarity
- Stress that research and creativity must balance practicality, resources, and organisational capabilities
- Highlight the role of mood boards in communicating design ideas to clients and teams
- Clarify how design elements like colour and line influence customer perception
- Remind participants that past resources and capabilities play a key role in feasible design planning

Unit 7.2: Fabric, Fibres, and Swatch Management

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe the types of natural and synthetic fibres like cotton, silk, polyester, and nylon, and how their properties affect fabric behaviour.
2. Elaborate on the importance of dye and process compliance in reducing environmental harm and protecting worker health

Resources to be Used

Fabric swatches of cotton silk polyester nylon wool denim chiffon polyester blends dyeing samples colour charts fibre identification kit magnifying glass simple lab equipment for fibre burn test chart paper markers whiteboard projector compliance guidelines handouts notebooks pens

Do

- Begin by displaying different fibre and fabric swatches for learners to observe and touch
- Relate the properties of fabrics to clothes learners wear daily to make it relatable
- Explain with real examples how different fibres behave when dyed or processed
- Encourage learners to ask questions while comparing natural and synthetic fibres
- Summarise key points on dyeing compliance and its importance for the industry

Say

- Good morning everyone, I'm excited to dive into today's session on fabrics and fibres, where we'll explore what makes each fabric unique.
- Today we'll understand the different types of fibres and the importance of following dye and process compliance for safe and sustainable garment production.
- It's important to know this because as future professionals, your choices in fibre selection and processes can directly impact quality, the environment, and even worker safety.

Ask

- When you buy clothes, do you notice the fabric label mentioning cotton, polyester, or blends?
- Have you ever seen colours fading after a wash and wondered why it happens?
- Why do you think some clothes feel cool in summer while others feel warm in winter?

Explain



- Natural fibres like cotton, silk, and wool come from plants and animals and usually provide comfort, breathability, and softness.
- Synthetic fibres like polyester and nylon are man-made, strong, wrinkle-resistant, and cost-effective, but sometimes less breathable.
- Each fibre has unique properties that determine how a fabric behaves, such as absorbency, elasticity, durability, and heat resistance.
- Cotton is absorbent and comfortable but may shrink or wrinkle easily.
- Silk is luxurious and soft but requires delicate care.
- Polyester is durable, lightweight, and wrinkle-free but less breathable.
- Nylon is strong and elastic but may not absorb moisture well.
- Textile processes include spinning, weaving, knitting, dyeing, printing, and finishing, all of which affect fabric texture and usability.
- Dyeing and processing involve chemicals that can harm the environment if not controlled properly.
- Compliance with dyeing standards ensures reduced pollution, safer working conditions, and higher quality garments.
- Following regulations prevents harmful effluents from entering water systems and reduces risks to workers handling dyes.

Elaborate



- Describing fibres and textile processes helps learners understand why cotton feels different from polyester and how raw fibres are turned into usable fabric through processes like spinning and weaving. By learning this, participants connect fabric types with garment applications.
- Following dye and process compliance is essential because dyeing uses chemicals that, if mismanaged, can harm workers' health and pollute the environment. By adhering to standards, the industry ensures safety, sustainability, and better product quality.

Demonstrate



Show a fibre burn test using small controlled samples of cotton and polyester to demonstrate how natural and synthetic fibres react differently to heat, smell, and ash residue.

Activity



1. **Name of the Activity:** Fibre and Fabric Identification Challenge
2. **Objective of the activity:** To help learners differentiate between natural and synthetic fibres and understand their properties.
3. **Resources:** Fabric swatches of cotton silk polyester nylon wool polyester blends magnifying glass burn test kit chart paper markers
4. **Time Duration:** 25 minutes

5. Instructions:

- Divide the participants into small groups and provide each group with a set of fabric swatches.
- Ask the groups to examine the fabrics by touch, appearance, and strength.
- Provide magnifying glasses to observe weave patterns and fibre texture.
- Demonstrate the burn test with one or two samples for the class to observe and explain the results.
- Ask each group to list down properties and possible uses of each fabric on chart paper.

6. Outcome: Learners will be able to identify fibres, understand their properties, and relate them to garment applications.

Notes for Facilitation

- Encourage hands-on exploration of fabrics for better learning.
- Use simple language and real-life examples to explain technical terms.
- Stress the importance of linking fibre properties to garment function and customer satisfaction.
- Highlight how improper dyeing practices harm both the environment and the workforce.
- Emphasise that compliance is not just a regulation but also a responsibility towards sustainability.

Unit 7.3: Measurement, Draping, and Construction Techniques

Unit Objectives

By the end of this unit, the participants will be able to:

1. Elaborate on the use of measurement tools and procedures to ensure accuracy in garment fitting and construction.
2. Describe how to illustrate body measurement techniques accurately for different garment types.
3. Explain how to identify and compare national and international sizing systems used in the fashion industry.
4. Discuss the method of draping a mannequin to create basic garment patterns.
5. Highlight the process of developing patterns through draping methods and its role in custom garment design.
6. Outline the steps involved in pattern laying and fabric cutting to reduce fabric wastage and maintain garment shape.

Resources to be Used

Measuring tapes tailor's chalk rulers L scale pattern paper pencils erasers scissors mannequins pins muslin fabric sewing machine threads standard size charts national and international sizing charts reference handouts whiteboard projector notebooks pens

Do

- Begin by showing participants the measurement tools and how each one is used
- Guide them step by step on how to take accurate body measurements
- Introduce mannequins and demonstrate basic draping to form a simple pattern
- Show examples of national and international sizing charts and compare them
- Explain fabric cutting techniques and highlight ways to minimise wastage

Say

- Hello everyone, I'm glad to see your enthusiasm today as we're going to learn how to measure, drape, and construct garments.
- In this session, we'll explore tools, techniques, and methods that help us achieve accuracy and efficiency in garment construction.
- This is important because the fit, comfort, and overall quality of garments depend on how well we measure, drape, and cut fabric.

Ask

- Have you ever noticed how the size of your clothes can vary between brands?
- When buying clothes, do you prefer a better fit or a stylish design, and why?
- Why do you think tailors always take fresh measurements before stitching garments?

Explain

- Measurement tools like tapes, rulers, and L scales are used to ensure accuracy in garment fitting.
- Accurate measurements are crucial for proper garment construction and preventing fabric wastage.
- Body measurement techniques differ depending on garment type such as shirts, trousers, or dresses.
- Illustrating body measurement requires understanding of body landmarks like bust, waist, hip, and inseam.
- National sizing systems vary by country and may not always align with international standards, making knowledge of both important.
- Draping on mannequins involves pinning and shaping fabric to create a three-dimensional garment pattern.
- Draping methods allow designers to visualise the garment directly on the body form.
- Patterns developed through draping provide custom-fit solutions and unique garment styles.
- Pattern laying ensures correct grain alignment and efficient fabric use to minimise waste.
- Cutting fabric requires precision to match pattern outlines and maintain garment structure.

Elaborate

- Measurement tools and procedures ensure every garment piece is cut and stitched with accuracy. A measuring tape, ruler, and chalk are the most basic but essential tools.
- Illustrating body measurements involves marking key points like bust, waist, hip, and length, which ensures clarity for garment construction.
- National and international sizing systems differ, for example, Indian sizing differs from UK or US charts, and knowing these helps in designing for global markets.
- Draping a mannequin allows fabric to be shaped directly into a garment form, making it easier to visualise and design unique styles.
- Developing patterns through draping helps in creating customised fits, especially for couture and high-end fashion.
- Pattern laying and fabric cutting are vital to ensure less wastage of fabric and to preserve the structure and flow of the garment.

Demonstrate

Demonstrate how to take waist, bust, and hip measurements on a volunteer or mannequin, then show how to drape muslin fabric on a mannequin to create a basic bodice pattern.

Activity

1. **Name of the Activity:** Measurement and Draping Practice
2. **Objective of the activity:** To enable learners to practice taking accurate body measurements and draping fabric to form basic garment patterns.
3. **Resources:** Measuring tapes tailor's chalk mannequins muslin fabric pins pattern paper scissors size charts
4. **Time Duration:** 30 minutes
5. **Instructions:**
 - Divide participants into pairs or small groups.
 - Ask each participant to take basic body measurements (bust, waist, hip, length) of their partner or mannequin.
 - Provide muslin fabric and demonstrate pinning it on the mannequin.
 - Instruct each group to drape the fabric on the mannequin to form a simple bodice pattern.
 - Guide them to mark the lines with chalk and transfer the outline to pattern paper.
6. **Outcome:** Participants will gain hands-on experience in measurement, draping, and basic pattern creation, strengthening their practical garment construction skills.

Notes for Facilitation

- Encourage learners to practice measurements repeatedly for accuracy.
- Make the session interactive by involving volunteers for demonstration.
- Remind learners that slight errors in measurement can cause major fitting issues.
- Stress the importance of knowing both national and international sizing systems for industry readiness.
- Highlight how draping helps designers visualise garments before cutting.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. WGSN
2. c. Presenting design ideas visually
3. b. To fit garments correctly
4. b. Sleeves
5. c. Legal and safety standards

Answer the following questions briefly.

1. Refer Unit 7.1: Design Research and Development Skills
Topic: 7.1.2 Researching Trends and Forecast Sources
2. Refer Unit 7.1: Design Research and Development Skills
Topic: 7.1.3 Developing Mood and Theme Boards
3. Refer Unit 7.2: Fabric, Fibres, and Swatch Management
Topic: 7.2.1 Describing Fibres and Textile Processes
4. Refer Unit 7.3: Measurement, Draping, and Construction Techniques
Topic: 7.3.6 Pattern Laying and Fabric Cutting
5. Refer Unit 7.3: Measurement, Draping, and Construction Techniques
Topic: 7.3.3 Identifying National and International Sizes

Employability Skills is available at the following location



<https://www.skillindiadigital.gov.in/content/list>

Employability Skills



Skill India
कौशल भारत - कुशल भारत



सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

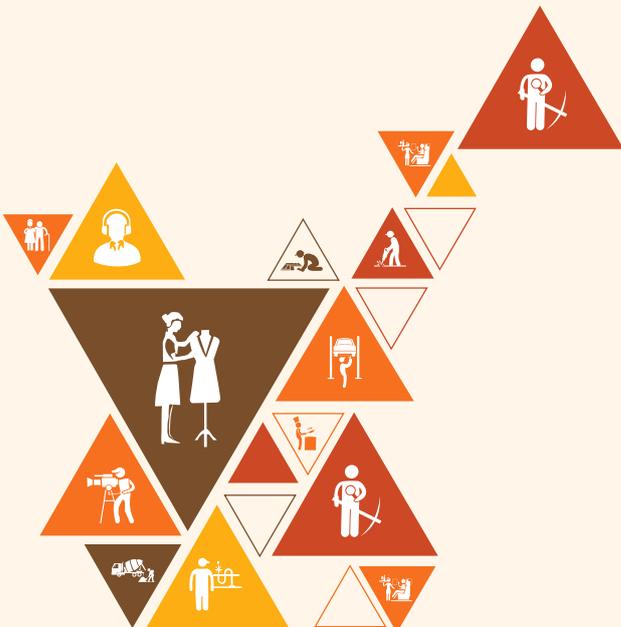


9. Annexures

Annexure I: Training Delivery Plan

Annexure II: Assessment Criteria

Annexure III: List of QR Codes Used in PHB



Annexure I

Training Delivery Plan

Training Delivery Plan			
Program Name:	Assistant Designer- Apparel, Made ups and Home Furnishings		
Qualification Pack Name & Ref. ID	Assistant Designer- Apparel, Made ups and Home Furnishings, AMH/Q1210		
Version No.	4.0	Version Update Date	18/02/2028
Pre-requisites to Training (if any)	Preferably Having Certificate/ Diploma in Fashion Design		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ol style="list-style-type: none"> 1. Plan and prepare design collections of garments for a season 2. Develop proto and fit samples 3. Evaluate the proto sample developed related to specific product class 4. Maintain health, safety and security in the designing department 5. Comply with industry, regulatory and organizational requirements 		

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
1.	Introduction and Orientation to Assistant Designer-Fashion, Home and Made-Ups)	Designer Roles and Trends	<ul style="list-style-type: none"> Identify roles and responsibilities of an Assistant Fashion Design-Apparel, Home and Made-Ups. Identify the trends in the home furnishing industry. 	Bridge Module	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	White / black Board With Marker and Chalk, Duster	3 Theory (3:00) Practical (0:00)
2.	Develop proto and fit samples	Understanding the Tech-pack	<ul style="list-style-type: none"> Identify the key details in a techpack including sizes, measurements, fabrics, trims, and construction elements. Describe the fabric properties such as drape, fall, and fit while interpreting the techpack. Explain the importance of colour theory, print motifs, and embroidery ornamentations in relation to styles. 	AMH/N1211 PC1, KU3, KU5	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Flip Chart, White-Board/ Smart Board, Marker, Duster, Computer and computer Peripherals, Design software (Coral, photoshop etc.),Printer,	8 Theory (1:00) Practical (7:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Reviewing Techpack with Clients and Teams	<ul style="list-style-type: none"> Summarise the purpose of reviewing the techpack with the client and internal departments. Analyze the skill sets of review team members to allocate roles effectively. Evaluate the availability of raw materials, machines, and equipment to meet design requirements. Explain customer requirements regarding chemical usage during dyeing and printing. 	AMH/N1211 PC2, KU1, KU2, KU4		Mannequin (Male or female , Size M) Sewing Machine with tables (domestic or industrial SNLS as per requirement), Stools for sewing depending on no. of machines, Over lock Machine (5 thread over lock machine) with stool, Cleaning cloth, Embroidery machine with stool and table, Press/iron (any type) with table, Machine tool kit (screw driver, screw etc.), Garment, Made ups and Home Furnishing Samples (qnt may vary), Drawing Board (any size wooden) Types Of Scales: normal straight big ruler,	8 Theory (1:00) Practical (7:00)
		Personnel Involvement in Sample Development	<ul style="list-style-type: none"> Identify the roles of key personnel like pattern makers, tailors, merchandisers, and sourcing supervisors. Describe the responsibilities of different team members in proto and fit sample development. Discuss how coordination among personnel supports the product manufacturing process. 	AMH/N1211 PC3, KU1, KU6			8 Theory (1:00) Practical (7:00)
		Developing Proto Samples	<ul style="list-style-type: none"> Apply fabric property knowledge to create proto samples as per revised techpack. Construct proto samples incorporating design details, trims, and embellishments. Demonstrate the use of design principles such as colour theory and embroidery during proto development. Explain how proto samples serve as the base for fit and production samples. 	AMH/N1211 PC4, KU3, KU5, KU6, KU7			8 Theory (1:00) Practical (7:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Developing Fit Samples	<ul style="list-style-type: none"> Illustrate the process of creating fit samples after revising proto samples. Evaluate the role of fit samples in ensuring correct sizing and adjustments. Compare proto samples with fit samples to assess differences in construction and usability. 	AMH/N1211 PC4, KU3, KU6, KU7		hip curve, leg shaper, pattern master, frenchcurve etc. "Sewing kit (Includes thread clipper/hand trimmer, seam ripper, fabric cutting scissors, tracing-wheel, measuring tape etc.)" Machine(tool kit screw driver, screw etc.), Machine Needle and hand needles(- Various Gauges-), embroidery needles, Attachments for sewing machine (as per req), Button hole scissor Hand notch-er (pattern notch-er), Sewing Threads (Surplus thread is used .The quantity , thread pack-aging,	8 Theory (1:00) Practical (7:00)
		Preparing the Cost Sheet	<ul style="list-style-type: none"> Identify the key components of a cost sheet in garment production. Calculate basic product costing by considering materials, labour, and processes. Develop a cost sheet in consultation with related departments to reflect accurate costs. 	AMH/N1211 PC5, KU8			8 Theory (1:00) Practical (7:00)
		Fabric Properties and Construction Challenges	<ul style="list-style-type: none"> Explain how fabric drape, fall, and fit impact garment construction. Analyse possible construction challenges arising from selected fabrics. Apply fabric knowledge while interpreting the techpack requirements. 	AMH/N1211 PC1, KU3			7 Theory (1:00) Practical (6:00)
		Colour and Surface Design Applications	<ul style="list-style-type: none"> Identify how colour theory influences garment design and proto sample creation. Describe the use of print motifs, embroidery, and ornamentations in fashion garments. Apply surface design techniques while developing samples based on design briefs. 	AMH/N1211 PC1, PC4, KU5			7 Theory (1:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Compliance in Dyeing and Printing	<ul style="list-style-type: none"> Describe customer expectations regarding safe chemical usage in textile processes. Explain the impact of dyeing and printing compliance on customer satisfaction. Evaluate the role of compliance in ensuring sustainable and ethical production. 	AMH/N1211 PC2, KU4		variety may vary as per requirement), embroidery thread as per req, Bobbins(qnt may vary) Bobbin case (qnt may vary)Hanger (wooden and plastic, material), Embroidery frame (various sizes and shapes qnt may vary)Fabric Yardages, surplus fabric, good quality muslin mandatory, other optional, qnt may vary), Trim/Accessory buttons, surface embellishments, zippers etc assorted ,qnt may vary) ,Pin Cushion (quantity may vary as per requirement),-Dustbin, Boxes and pouches for storing Items,	7 Theory (1:00) Practical (6:00)
		Sample Types and Applications	<ul style="list-style-type: none"> Identify different types of samples such as proto, fit, and production samples. Compare the purpose and application of each type of sample in garment production. Apply knowledge of sample types to select the right sample for design development stages. 	AMH/N1211 PC4, KU7			7 Theory (1:00) Practical (6:00)
		Team Roles in Sample Development	<ul style="list-style-type: none"> Define the role of the review team in proto and fit sample creation. Illustrate how coordination among personnel improves accuracy in sample development. Evaluate the importance of labour skill sets in meeting client and design requirements. 	AMH/N1211 PC3, PC2, KU1			6 Theory (1:00) Practical (5:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Product Manufacturing Process Overview	<ul style="list-style-type: none"> Describe the sequential process of manufacturing garments from sample to production. Explain how proto and fit samples integrate into the larger manufacturing workflow. Assess the role of costing, sampling, and personnel management in the production cycle. 	AMH/N1211 PC3, PC4, PC5, KU6		Pattern Table /cutting table, Stools for cutting, Push Pins (quantity may vary as per requirement), Dress Maker's Pin (quantity may vary as per requirement) Fabric Pins, Highlighter (quantity may vary as per requirement), Pencil (HB, 2B, H, 2H, 4H, 4B, 6B, 8B), Eraser, Note books Sharpener, Carbon Paper (Various Colours), Design Transferring Paper, Paper Cutter ,Pattern Drafting Paper, Paper (Various quality and sizes), Labels & Stickers (Qty may vary as per requirement),	5 Theory (1:00) Practical (4:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						Scissor plastic handled scissor for cutting paper),Pinking Shears, Marking Chalk (yellow/ pink/ green/ blue coloured),Tailor's Chalk Carbon paper (A4, yellow, red and white carbon) ,Colour (Poster colour, Water colour, Acrylics Pastels, fabric printing dyes and colours and materials etc) Paint Brushes (different sizes), Stapler (small and big size), Glue Stick/Fevicol /Adhesive, Fabric Glue, Cello-Tape (Transparent and Foam Double sided tapes, Single sided tapes), Punching Machine,	

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						Magnet-ic White Board/black board Eraser Black-board / Whiteboard White / Black Board Marker Pantone Shade Card, Fashion Forecast-ing Books/ Journals/ Magazines Buyer Re-quire-ment/ comment Sheet, Measure-ment Sheet/ Size Chart, Trims/ Accessory fabric and embroider-ies samples/ swatch file, Tech Pack/ Specifi-ca-tion Sheet Chalk &marker (Chalks & markers of different colours) Dexterity test Kit, Sewing Ma-chine tool kit Students Notes	

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
3.	Evaluate the proto sample developed	Evaluating Proto Sample against Techpack	<ul style="list-style-type: none"> Identify key parameters in the techpack such as measurements, trims, and design details. Compare proto samples against techpack specifications to ensure accuracy. Analyse client comments to validate proto sample alignment with expectations. 	AMH/N1222 PC1, KU2	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Flip Chart, White-Board/ Smart Board, Marker, Duster Sewing Machines and tools, Sewing kit, Mannequin	8 Theory (2:00) Practical (6:00)
		Checking Proto Sample Attributes	<ul style="list-style-type: none"> Examine proto samples for woven/print design accuracy and production feasibility. Evaluate garment attributes such as washability, utility, and costing. Explain compliance requirements including azo-free dyes and metamerism effect during evaluation. 	AMH/N1222 PC2, KU4			8 Theory (2:00) Practical (6:00)
		Reviewing Proto Sample with Client Team	<ul style="list-style-type: none"> Describe organizational protocols for conducting proto sample reviews. Collaborate with clients and review teams to assess proto samples. Demonstrate effective communication skills while presenting evaluation results. 	AMH/N1222 PC3, KU1			8 Theory (2:00) Practical (6:00)
		Amending and Modifying Proto Samples	<ul style="list-style-type: none"> Interpret client and review team inputs for required amendments in proto samples. Apply design development process steps while making sample modifications. Monitor progress of modifications to ensure timelines are maintained. Document changes systematically for approval and reference. 	AMH/N1222 PC4, KU2, KU3			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Obtaining Final Approval	<ul style="list-style-type: none"> Follow organizational protocols to seek final approval of proto samples. Present modified proto samples effectively to clients for decision-making. Maintain records of approval stages for documentation and compliance. 	AMH/N1222 PC4, KU1, KU3			8 Theory (2:00) Practical (6:00)
		Preparing Final Sample File	<ul style="list-style-type: none"> Compile finalised fabric swatches, trims, accessories, and cost sheets in one file. Organise documentation of techpack and approvals for future reference. Demonstrate accuracy in preparing sample files for smooth production handover. 	AMH/N1222 PC5, KU3			8 Theory (2:00) Practical (6:00)
		Documentation and Monitoring	<ul style="list-style-type: none"> Monitor the sample development process and record updates at each stage. Maintain comprehensive documentation that supports transparency and tracking. Evaluate the importance of record keeping in ensuring process efficiency. 	AMH/N1222 KU3, PC5			8 Theory (2:00) Practical (6:00)
		Compliance and Quality Assurance	<ul style="list-style-type: none"> Explain the role of compliance requirements in proto sample evaluation. Assess proto samples for adherence to client and buyer-specific quality norms. Apply compliance standards to ensure safe, sustainable, and market-ready products. 	AMH/N1222 KU4, PC2			4 Theory (1:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
4.	Maintain a healthy, safe and secure working environment with Gender and PWD Sensitization	Workplace Safety and Compliance	<ul style="list-style-type: none"> Comply with health and safety protocols applicable to the workplace. Use and maintain workplace equipment and materials safely as per protocol. Identify key health and safety practices required for workplace sustainability. Apply organizational procedures to reduce risks and maintain safe operations. 	AMH/N1223 PC1, PC4, KU5	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster First aid kit, fire extinguisher	8 Theory (2:00) Practical (6:00)
		Emergency Preparedness and Response	<ul style="list-style-type: none"> Participate actively in mock drills and evacuation procedures with accuracy. Demonstrate firefighting, first-aid, and emergency response techniques effectively. Execute shutdown and evacuation procedures in line with organizational protocols. Analyse the importance of preparedness for emergencies to reduce risks. 	AMH/N1223 PC2, PC5, KU5			6 Theory (3:00) Practical (3:00)
		Gender Equality and Sensitization	<ul style="list-style-type: none"> Recognize the importance of gender equality and workplace policies. Participate in sensitization programs promoting inclusivity and respectful behaviour. Report incidents of harassment or inappropriate behaviour following organisational guidelines. Monitor workplace culture to support gender equality and inclusiveness. 	AMH/N1223 PC1, PC3, PC6, KU1			6 Theory (3:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Disability Awareness and Etiquette	<ul style="list-style-type: none"> Identify ways to accommodate employees with disabilities at the workplace. Demonstrate proper etiquette and respectful language when interacting with PwD. Communicate appropriately with employees with special needs, ensuring dignity and respect. Monitor and support practices that make the workplace secure for PwD. 	AMH/N1223 PC1, PC3, PC6, KU2, KU3			6 Theory (2:00) Practical (4:00)
		Promoting Inclusive and Healthy Workplaces	<ul style="list-style-type: none"> Promote practices that ensure safe, accessible, and healthy workplaces for all employees. Support initiatives that improve accessibility for disabled employees. Assess workplace processes to identify risks or threats and recommend improvements. Encourage inclusivity through collaborative practices and awareness. 	AMH/N1223 PC6, KU4, KU5			4 Theory (2:00) Practical (2:00)
5.	Select fabrics, trims and accessories as per specific product category	Fabric Suitability and Characteristics	<ul style="list-style-type: none"> Identify fabric suitability with respect to fibre, yarn type, construction, density, fabric count, texture, colour, and design. Analyse organizational experience and expertise in working with different fabric types. Differentiate fabrics based on their trade names and market availability. 	AMH/N2001 PC1, KU1, KU2, KU4, KU5	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Flip Chart, White-Board/ Smart Board, Marker, Duster Specification Sheet Chalk & marker (Chalks & markers of different colors) Dexterity test Kit, Sewing Machine tool kit Students Notes	8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			<ul style="list-style-type: none"> Evaluate fabric characteristics such as construction, dimensional stability, and launder-ability with respect to product category. 				
		Fabric Performance and End Usage	<ul style="list-style-type: none"> Assess fabric performance for end usage considering factors like heat and air transmission, moisture transfer, crease resistance, pilling, static electricity, and launder-ability. Interpret fabric physical and dimensional properties in relation to their suitability for specific product categories. Evaluate fabric sew-ability using SIRO FAST standards. 	AMH/N2001 PC2, KU5, KU6			7 Theory (2:00) Practical (5:00)
		Trims and Accessories Selection	<ul style="list-style-type: none"> Identify trims and accessories relevant to end usage, ensuring functional applicability. Select trims and accessories based on their aesthetic appeal and ability to enhance product quality. Compare available trims in the market with product category requirements. Judge functional performance of trims and accessories with respect to product durability and look. 	AMH/N2001 PC2, PC3, KU4, KU5			6 Theory (2:00) Practical (4:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Cost Considerations in Fabric and Accessory Selection	<ul style="list-style-type: none"> Evaluate fabrics, trims, and accessories with respect to cost parameters. Analyse availability of machines and their compatibility with different fabric types. Integrate market availability and cost considerations into the selection process. Compare alternative fabrics and trims to optimize quality within cost limits. 	AMH/N2001 PC4, KU3, KU4			6 Theory (2:00) Practical (4:00)
		Fabric Development and Processing	<ul style="list-style-type: none"> Explain fabric characteristics in terms of construction, texture, and dimensional behaviour in relation to processing. Interpret embroidery, dyeing, and printing processes needed for developing relevant fabrics. Assess processing methods to ensure alignment with design and product category requirements. Apply knowledge of textile processes to select suitable fabrics for customized product development. 	AMH/N2001 KU5, KU7			3 Theory (1:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
6	Abide by industry, regulatory, and organizational mandates, while integrating environmentally friendly practices	Organisational Standards and Sustainable Practices	<ul style="list-style-type: none"> Execute tasks by aligning with organizational standards, policies, and legislation while integrating green solutions. Implement organizational procedures that support sustainable consumption practices. Contribute to enhancing organizational performance by adopting environmentally friendly processes. Demonstrate awareness of safe working practices, code of conduct, and social accountability standards. Apply knowledge of production procedures to integrate eco-friendly and sustainable decisions into daily work. 	AMH/N0311 PC1, PC2, PC3, KU1, KU2, KU3	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Flip Chart, White-Board/ Smart Board, Marker, Duster Computer, computer peripherals, documents related to compliance	8 Theory (6:00) Practical (2:00)
		Safe Handling and Hazard Management	<ul style="list-style-type: none"> Safely handle materials, equipment, computers, and software to ensure a hazard-free workplace. Perform scheduled maintenance and cleaning tasks effectively, minimizing work interruptions. Identify unsafe equipment and hazardous situations, and report them promptly to concerned personnel. Practice workplace safety by applying knowledge of codes of conduct and industry standards. Monitor work activities in relation to the overall production process to ensure risk-free operations. 	AMH/N0311 PC4, PC5, PC6, KU2, KU3			7 Theory (3:00) Practical (4:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Clean- ing and Eco-friendly Techniques	<ul style="list-style-type: none"> Apply suitable cleaning equipment and techniques to maintain workplace safety and hygiene. Perform cleaning activities that align with organizational sustainability goals. Manage cleaning responsibilities within assigned timelines while supporting green workplace initiatives. Analyse sustainable approaches in daily cleaning practices to reduce environmental impact. 	AMH/N0311 PC5, PC7, KU1, KU2			8 Theory (2:00) Practical (6:00)
		Digital Tools and Documen- tation for Efficiency	<ul style="list-style-type: none"> Request and apply system or software upgrades to optimize work efficiency. Maintain backup files and ensure smooth use of design software in line with organisational processes. Store soft copies of design work systematically for future reference and knowledge management. Evaluate digital processes to improve sustainability and efficiency in workplace practices. 	AMH/N0311 PC8, PC9, KU1, KU3			7 Theory (4:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
7.	Plan and prepare design collections of garments for a season	Market Research and Trend Forecasting	<ul style="list-style-type: none"> Conduct market research using forecasting sources like WGSN and Mudpie to identify design opportunities. Analyse previous designs, available raw materials, machinery, and workforce skills to guide new collections. Interpret client and buyer preferences to align product design with market demand. Evaluate organizational expertise and capability in developing specific design ranges. 	AMH/N1210 PC1, KU1, KU2, KU3	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Flip Chart, White-Board/ Smart Board, Marker, Duster Computer, computer peripherals, documents related to compliance	8 Theory (2:00) Practical (6:00)
		Theme and Inspiration Development	<ul style="list-style-type: none"> Select themes and inspirations from trend research to establish design direction. Align chosen themes with client tastes and market preferences. Identify relevant garment, home, and made-up product categories that match the chosen theme. Differentiate types of product parts suitable for theme-based design application. 	AMH/N1210 PC2, KU3, KU4			8 Theory (6:00) Practical (2:00)
		Mood Boards and Design Elements	<ul style="list-style-type: none"> Create mood boards, forecast boards, and theme boards to visualize design inspiration. Extract and apply design elements from mood boards into product concepts. Apply knowledge of garment and product manufacturing processes to refine design details. Use digital tools like AutoCAD, CorelDraw, and Photoshop to enhance board presentation and accuracy. 	AMH/N1210 PC3, KU1, KU5, KU6			8 Theory (4:00) Practical (4:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Fabric, Trim, and Accessory Selection	<ul style="list-style-type: none"> Identify and collect fabric swatches, trims, and accessories for design development. Maintain an organized collection of swatches for reference during design planning. Evaluate fabric types, trims, and accessories based on trade names and market availability. Select embroidery, dyeing, and printing techniques appropriate for chosen designs. 	AMH/N1210 PC4, KU2, KU10			8 Theory (4:00) Practical (4:00)
		Manufacturing Processes and Techniques	<ul style="list-style-type: none"> Identify and plan manufacturing techniques for fabrics, prints, embroidery, and dyes. Explain garment and product manufacturing processes and associated technologies. Apply knowledge of pattern making, garment construction tools, and sequencing in the production process. Integrate compliance requirements into design and manufacturing practices. 	AMH/N1210 PC5, KU5, KU9, KU11			7 Theory (4:00) Practical (3:00)
		Design Approval and Client Review	<ul style="list-style-type: none"> Present design collections, fabrics, trims, and manufacturing techniques for client review. Obtain approvals from authorized personnel based on compliance and quality standards. Justify design choices by aligning them with client preferences and compliance norms. Reflect on client feedback to refine and finalize product designs. 	AMH/N1210 PC6, KU3, KU11			7 Theory (4:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Measurement and Sizing Standards	<ul style="list-style-type: none"> Use measurement tools and procedures to ensure accurate garment fitting. Illustrate techniques for taking body measurements and applying draping methods. Compare and apply national and international sizing systems in garment design. Develop patterns using standard garment construction procedures for consistency. 	AMH/N1210 KU7, KU8, KU9			7 Theory (4:00) Practical (3:00)
		Digital Design and Technical Proficiency	<ul style="list-style-type: none"> Utilise digital software tools like AutoCAD, Photoshop, and CorelDraw for design development. Integrate fabric and accessory details into digital design prototypes. Develop technical accuracy in presenting garment details and product specifications digitally. Enhance efficiency by combining manual design techniques with digital applications. 	AMH/N1210 KU6, KU10			7 Theory (2:00) Practical (5:00)
Total Duration							Theory: 156:00 Practical: 294:00
Employability Skills (DGT/VSQ/N0102) https://www.skillindiadigital.gov.in/content/list							60:00
OJT Duration (Mandatory)							36:00
Total							Theory + Practical + ES 546:00

Annexure II

Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Assessment Criteria for Assistant Designer- Apparel, Made ups and Home Furnishings	
Job Role	Assistant Designer- Apparel, Made ups and Home Furnishings
Qualification Pack	AMH/Q1210, V4.0
Sector Skill Council	Apparel

S. 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 these criteria.
5	To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS.
6	In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
7	In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Assessment Outcomes	Assessment Criteria for Outcomes	Marks Allocation		
		Theory	Practical	Viva
AMH/N1211: Develop proto and fit samples	Developing techpack, proto and fit samples as per customer requirements	15	90	10
	PC1.. Prepare/Study techpack with key information details like, sizes and measurements, materials, construction details, type of fabric; dye-ing, printing or embellishment details; trims, labels and accessories, etc. including processes used and materials employed	4	25	2
	PC2. Review techpack in consultation with the client design review team and associated departments with respect to the availability of the concerned materials in the market, organizations ability to manufacture that design, labor skills and availability etc.	1	5	2
	PC3. Identify and summarize the involvement of required personnel such as pattern maker, tailors, merchandiser, sourcing supervisor, etc. with respect to developing proto and fit samples	1	3	2
	PC4. Develop proto and fit samples as per the re-vised techpack for a particular style	4	35	2
	PC5. Develop the cost sheet as per standard format after consulting related departments	5	22	2
	NOS Total	15	90	10

AMH/N1222: Evaluate the proto sample developed related to specific product class	Evaluation of design development processes and relevant documentation of the same	20	40	5
	PC1. Check proto sample with respect to techpack and/or client's comments about the measurements and other specific details.	5	10	1
	PC2. Check proto sample for design (wo-ven/print), production requirements, overall look and attributes like wash ability, utility, final costing etc.	5	10	1
	PC3. Review proto sample in consultation with the client and/or review team	2	5	1
	PC4. Amend/modify proto sample as per re-view inputs and get final approval of the proto sample from client	3	10	1
	PC5. Prepare file of the approved sample con-taining finalized fabric swatches, trims, accesso-ries, techpack, cost sheet etc.	5	5	1
	NOS Total	20	40	5
AMH/N1223: Maintain health, safety and security in the designing department with Gender and PwD Sensitization	Hazards and potential risks associated with the pro-cess, guidelines for medical emergencies and evac-uation process with gender & PwD sensitization	22	12	6
	PC1. Comply with health, safety gender and PwD (People with disability) related instructions appli-cable to the workplace.	4	2	1
	PC2. Actively participate in mock drills/evacuation procedures and group discus-sions related to a safe and secure work place.	4	2	1
	PC3. Training sensitization programs for gender and PwD awareness organized at the workplace.	4	2	1
	PC4. Use and maintain materials and equipment as per protocol.	3	2	1
	PC5. Capable to perform first-aid, firefighting or any other emergency response procedures and follow organization procedures for shutdown and evacuation when required	4	2	1
	PC6. Monitor the work place and processes for po-tential risks/ threats to supervisors or other au-thorized personnel and ensure gender equality and PwD (People with disability) security.	3	2	1
	NOS Total	22	12	6
AMH/N2001: Se-lect fabrics trims and accessories as per specific product category	Selections of fabrics, trims and accessories based on attributes making them suitable for the prod-uct class that is to be developed	15	40	10
	PC1.. Identify and select fabric suitability with respect to fiber/yarn type, construction, density, fabric count, texture, color and design	4	11	3
	PC2. Identify and select fabric, trims and acces-sories with respect to end usage and applicabil-ity like air and heat transmission, moisture transfer, crease resistance, pilling, static elec-tricity, and launder- ability.	4	11	2
	PC3. Identify and select the trims and accesso-ries with respect to aesthetic appeal and func-tionality of the product.	4	6	2
	PC4. Identify and select fabrics, trims and ac-cessories keeping in mind the cost parameters.	3	12	3
	NOS Total	15	40	10
AMH/N0311: Abide by indus-try, regulatory, and organiza-tional mandates, while integrating environmentally friendly practices	Abide by industry, regulatory, and organizational mandates, while integrating environmentally friendly practices	20	10	10
	PC1. Execute job duties in alignment with organi-zational standards, emphasizing green solutions, and adhering to established procedures, policies, legislation, and regulations.	2	1	1
	PC2. Implement and adhere to organizational poli-cies and procedures, integrating sustainable con-sumption practices.	2	1	1

	PC3. Actively participate in enhancing organizational performance and facilitating the transition to environmentally friendly processes.	2	1	1
	PC4. Safely and appropriately handle materials, equipment, computers, and software to ensure a clean and hazard-free work environment, supporting the adoption of eco-friendly practices.	3	2	2
	PC5. Perform ongoing maintenance and cleaning tasks within assigned responsibilities and agreed-upon schedules, managing work interruptions efficiently.	3	1	1
	PC6. Promptly report unsafe equipment and hazardous incidents to relevant personnel.	2	1	1
	PC7. Utilize cleaning equipment and techniques suitable for the specific tasks at hand.	2	1	1
	PC8. Request system or software upgrades as needed to optimize work efficiency, and maintain backup files while using various design software.	2	1	1
	PC9. Maintain soft copies of design work in files for future reference.	2	1	1
	NOS Total	20	10	10
AMH/N1210: Plan and prepare design collections of garments for a season	Carry out research on fashion design trends, analysis and consolidation of trend and forecast, developing design brief and getting it approved	25	80	10
	PC1. Conduct market research and surveys for trends and forecast from various sources such as forecasting sites like WGSN, Mudpie other forecast catalogues, etc. for product (apparel, home, made-ups) design.	3	5	2
	PC2. Select a theme/inspiration based on the research and latest fashion trends.	4	20	2
	PC3. Develop theme, client, forecast and mood boards and extract the key elements from them which are intended to be put in the product design as per the instructions given.	5	25	1
	PC4. Identify, develop, collect and maintain the swatches of the fabrics, trims and accessories that are required for design development.	5	20	2
	PC5. Identify fabric (print, embroidery and dye) and manufacturing techniques and process steps in converting a design to the final product.	4	5	1
	PC6. Get approval from the appropriate personnel in context of the design collection made, fabrics, trims accessories and manufacturing techniques intended to be used for the final product.	4	5	2
	NOS Total	25	80	10
DGT/VSQ/N0102: Employability Skills (60 Hours)	Introduction to Employability Skills	1	1	
	PC1. identify employability skills required for jobs in various industries	-	-	
	PC2. identify and explore learning and employability portals	-	-	
	Constitutional values – Citizenship	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	-	-	
	Becoming a Professional in the 21st Century	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	-	-	
Basic English Skills	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	-	-	
Career Development & Goal Setting	1	2	
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	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	-	-	
Diversity & Inclusion	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	-	-	
Financial and Legal Literacy	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	-	-	
Essential Digital Skills	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	-	-	
Entrepreneurship	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	-	-	
Customer Service	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	-	-	
Getting ready for apprenticeship & Jobs	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	

Annexure III

List of QR Codes Used in PHB

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 1: Introduction and Orientation to Assistant Designer-Fashion, Home and Made-Ups (Bridge Module)	Unit 1.1: Assistant Designer- Apparel, Made ups and Home Furnishings Duties	1.1.1 Apparel Production Process and Role	14	https://youtu.be/ddisteV3tOo?si=uFDW4QKnI-toOKknY	 Textile Sector in India Bangladesh Crisis: An opportunity for India
		1.1.2 Assistant Designer Responsibilities in Apparel	14	https://youtu.be/825tS-Jp-5ZA?si=7oDWBB-ZkhEZIDiu	 Fashion Designer Job Description Fashion Designer Roles and Responsibilities
Module 2: Develop Proto and Fit Samples (AMH/N1211)	Unit 2.1: Sample Development and Production Process	2.1.1 Steps for Developing Fit Samples	37	https://youtu.be/6fUbdZvWn-Nc?si=aIDmzjiPdKagzEGW	 APPAREL TECHNICAL DESIGN PROCESS
	Unit 2.2 Tech-pack, Costing, and Pattern Making	2.2.2 Proto Sample Creation Using Techpack	37	https://youtu.be/zQSRr8m-dg1k?si=MBIJ8Y2gDH-3QCVJ	 GARMENT SAMPLING PROCESS - DENIM HUT.

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 3: Evaluate the proto sample developed related to specific product class (AMH/ N1222)	Unit 3.1: Design and Sample Review Process	3.1.1 Design Process Planning and Development	54	https://youtu.be/iAcFBdz2Cp-g?si=j-nTJmUCVxUUSmqg	 fashion design process how fashion designers work
		4.1.3 Correct Personal Protective Equipment Use	100	https://youtu.be/-2FxBRtD-6vCM-?si=P8vNp0eKcLeo_Jft	 Electrical Safety Equipment in Hindi
Module 4: Maintain health, safety and security in the designing department with Gender and PwD Sensitization (AMH/ N1223)	Unit 4.1: Workplace Health and Safety Measures	4.1.4 Basic First Aid Situations Preparation	100	https://youtu.be/-hizBd-M1Ob68-?si=7DchgX-9abjk0Irs	 Learn How To Do CPR
		4.1.6 Fire Hazards and Safety	100	https://youtu.be/-uD-eD7eP-r9U-?si=GVd2wLBKzfbY3mEP	 Flash Fire Flash Fire Hazards
	Unit 4.2: Emergency and Environmental Response	4.2.1 Mock-Drill and Evacuation Procedures	100	https://youtu.be/-Vy-iZcZhLEJ0-?si=Pq1djFEAFiyk_Y55	 How to conduct Mock Drill at work site

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
		4.2.3 Operation of Effluent Treatment Plants	100	https://youtu.be/-JoD2ImG31q8-?si=Efl-gEKZM-SYjsJIC	 effluent treatment plant
Module 5: Select fabrics, trims and accessories as per specific product category (AMH/N2001)	Unit 5.1: Fabric and Accessories Selection	5.1.2 Fabric and Accessories Selection by Product	124	https://youtu.be/-OHmjUCOQXUQ-?si=ZPOHkas-07D506Yvw	 Trims And Accessories? Different Types Of Trimmings And Accessories Used In Apparel Industry
Module 6: Abide by industry, regulatory, and organisational mandates, while integrating environmentally friendly practices (AMH/N0311)	Unit 6.1: Ethics and Workplace Responsibilities	6.1.1 Ethical Approach and Governance Importance	146	https://youtu.be/-ItW7KVY-J1go-?si=wzE1VK2cFgALdNY_	 Business Ethics, Nature of Business ethics
	Unit 6.2: Professional Conduct and Discipline	6.2.1 Importance of Punctuality and Attendance	146	https://youtu.be/-Pm8Iz-kVwOU4-?si=YSP0vKZZIYn-JXF28	 Punctuality - A Winner's Habit
Module 7: Plan and prepare design collections of garments for a season (AMH/N1210)	Unit 7.1: Design Research and Development Skills	7.1.3 Developing Mood and Theme Boards	178	https://youtu.be/-87MvvCHky-dA-?si=UUPrsvSjxq3cjlT_	 INSPIRATION BOARD MOOD BOARD



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& ENTREPRENEURSHIP



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**APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL**

Address: Apparel Made-ups & Home Furnishing Sector Skill Council

Flat No. A-312 to A-323, 3rd Floor, Somdatt Chamber-1,
Bhikaji Cama Place, Africa Avenue, New Delhi-110066

Email: info@sscamh.com

Web: www.sscamh.com