



QUALIFICATION FILE

Boutique Manager

☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☐ Apprenticeship

☐ Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA

☒ General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills ☐ OEM

NCrF/NSQF Level: 6

Submitted By:

Apparel, Made-ups & Home Furnishing Sector Skill Council

3rd floor, Flat No. A-312 To A-323, Somdatt Chamber-I,

Bhikaji Cama Place,

Africa Avenue,

New Delhi - 110066

Email: ceo@sscamh.com

Table of Contents

Section 1: Basic Details 3

Section 2: Module Summary 5

 NOS/s of Qualifications..... 5

 Mandatory NOS/s: 5

 Assessment - Minimum Qualifying Percentage..... 6

Section 3: Training Related..... 6

Section 4: Assessment Related..... 6

Section 5: Evidence of the need for the Qualification..... 7

Section 6: Annexure & Supporting Documents Check List..... 8

 Annexure: Evidence of Level 8

 Annexure: Tools and Equipment (Lab Set-Up) 11

 Annexure: Industry Validations Summary 13

 Annexure: Training & Employment Details 14

 Annexure: Detailed Assessment Criteria 16

 Annexure: Assessment Strategy 21

 Annexure: Acronym and Glossary 22

Section 1: Basic Details

1.	Qualification Name	Boutique Manager										
2.	Sector/s	Apparel										
3.	Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: QG-06-AP-01781-2024-V1.1-AMHSSC, Version 3.0	Boutique Manager									
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA										
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-06-AP-03280-2024-V2-AMHSSC , Version 4.0	6. NCrf/NSQF Level: 6									
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate										
8.	Brief Description of the Qualification	Boutique Manager is a skilled designer with business acumen for managing shop to make fashion wear, made ups and home furnishings. The job involves thorough understanding of designs, being aware of latest trends, ability to convince clients for a design, capable of pattern making and skilled in stitching. Boutique manager also motivate and inspire their team to achieve productivity and sales goals to assure a great customer experience and optimum profitability										
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	<p>a. Entry Qualification & Relevant Experience:</p> <p>b.</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Completed 3-Year UG Degree</td> <td>1.5-year relevant experience</td> </tr> <tr> <td>2</td> <td>Previous relevant Qualification of NSQF Level 5.5</td> <td>1.5-year relevant experience</td> </tr> </tbody> </table> <p>c. Age: 23 years</p>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	Completed 3-Year UG Degree	1.5-year relevant experience	2	Previous relevant Qualification of NSQF Level 5.5	1.5-year relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)										
1	Completed 3-Year UG Degree	1.5-year relevant experience										
2	Previous relevant Qualification of NSQF Level 5.5	1.5-year relevant experience										
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	20	11. Common Cost Norm Category (I/II/III) (wherever applicable): Category I									
12.	Any Licensing requirements for Undertaking Training on This	NA										

	Qualification (wherever applicable)																							
13.	Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended																						
		<table border="1"> <thead> <tr> <th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>OJT Mandatory (Hours)</th><th>OJT Recommended (Hours)</th><th>Total (Hours)</th></tr> </thead> <tbody> <tr> <td>Classroom (offline)</td><td>180</td><td>360</td><td>60</td><td>0</td><td>600</td></tr> <tr> <td>Online</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	180	360	60	0	600	Online						(Refer Blended Learning Annexure for details)			
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	180	360	60	0	600																			
Online																								
14.	Aligned to NCO/ISCO Code/s (if no code is available mention the same)	NCO-2015/NIL																						
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	BOUTIQUE MANAGER (ENTREPRENEURSHIP)																						
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																						
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																						
18.	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability: NA																						
19.	How Participation of Women will be Encouraged	Skilled women workforce will find jobs with organised apparel exporters, manufacturers.																						
20.	Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																						
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																						
22.	Name and Contact Details of Submitting / Awarding Body SPOC (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	Name: Amit Singh, Email: jdqs@sscammh.com , Contact No.: 095999291 Website: www.sscammh.com																						
23.	Final Approval Date by NSQC: 22/10/2024	24. Validity Duration: 36 Months			25. Next Review Date 22/10/2027																			

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory Pr.-Practical OJT-On the Job Man.-Mandatory Training Rec.-Recommended Proj.-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NC rF/ NS QF Level	Credits as per NCr F	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1	Create design as per latest trends and establish customer needs	AMH/N1910 V 22.0	Core	6	9	60	150	60	0	270	25	85	0	15	125	28%
2	Allocate and check work assigned to subordinates and manage and monitor boutique performance	AMH/N1911 V 6.0	Core	6	5	51	99	0	0	150	20	70	0	10	100	22%
3	Build and monitor team performance	AMH/N1912 V 3.0	Core	6	2	15	45	0	0	60	20	70	0	10	100	22%
4	Maintain health, safety and security in the boutique with Gender and PwD Sensitization	AMH/N1913 V 3.0	Core	6	1	15	15	0	0	30	7	24	0	4	35	8%
5	Ensure adherence to industry, regulatory, and organizational standards, while incorporating the principles of environmental sustainability	AMH/N0622 V 1.0	Non-Core	6	1	15	15	0	0	30	20	10	0	10	40	9%
6	Employability Skills	DGT/VSQ/N0102 V 1.0	Non-Core	4	2	24	36	0	0	60	20	30	0	0	50	11%
Duration (in Hours) / Total Marks					20	180	360	60	0	600	112	289	0	49	450	100%

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 70 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: NA % (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Diploma with 4 Year of relevant industry experience in Boutique Operations OR Graduation with 3 Year of relevant industry experience in Boutique Operations OR Post graduate diploma with 2 Year of relevant industry experience in Boutique Operations OR Post Graduate with 1 Year of relevant industry experience in Boutique Operations
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Diploma with 4 Year of relevant industry experience in Boutique Operations OR Graduation with 3 Year of relevant industry experience in Boutique Operations OR Post graduate diploma with 2 Year of relevant industry experience in Boutique Operations OR Post Graduate with 1 Year of relevant industry experience in Boutique Operations
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure) Refer Annexure
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	ITI with 4 Year of relevant industry experience in Boutique Operations OR Diploma with 4 Year of relevant industry experience in Boutique Operations OR Graduation with 3 Year of relevant industry experience in Boutique Operations OR Post graduate diploma with 2 Year of relevant industry experience in Boutique Operations OR
----	--	---

		Post Graduate with 1 Year of relevant industry experience in Boutique Operations
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	ITI with 4 Year of relevant industry experience in Boutique Operations OR Diploma with 4 Year of relevant industry experience in Boutique Operations OR Graduation with 3 Year of relevant industry experience in Boutique Operations OR Post graduate diploma with 2 Year of relevant industry experience in Boutique Operations OR Post Graduate with 1 Year of relevant industry experience in Boutique Operations
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	ITI with 4 Year of relevant industry experience in Boutique Operations OR Diploma with 4 Year of relevant industry experience in Boutique Operations OR Graduation with 3 Year of relevant industry experience in Boutique Operations OR Post graduate diploma with 2 Year of relevant industry experience in Boutique Operations OR Post Graduate with 1 Year of relevant industry experience in Boutique Operations
4.	Assessment Mode (Specify the assessment mode)	Offline
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 21
5.	Estimated nos. of persons to be trained and employed: 1160
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Ministry Of Textiles is Line Ministry of AMHSSC. If "No", why: NA

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	NCrf/NSQF level justification based on NCrf level/NSQF descriptors
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	List of tools and equipment relevant for qualification
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Detailed Assessment Criteria
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Assessment Strategy
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is "Blended Learning")</i>	Offline Learning Mode
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	NA
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	Acronym and Glossary
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Model Curriculum
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	Career Progression
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	Occupational Map
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	Assessment SOP
12.	Any other document you wish to submit:	NA

Annexure: Evidence of Level

NCrf/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrf/NSQF level descriptor	NCrf/NSQF Level
Professional Theoretical Knowledge/Process	<ul style="list-style-type: none"> Boutique Manager requires the knowledge and the skill of stitching, fits, merchandising and retailing. The person gets well versed with latest fashion, trends and contemporary styles to create business. Boutique Manager does the routine job of getting the products made by understanding clients' explicit and implied needs for fashion and satisfying needs with customized design and a non-routine job of time changing the display and look of the boutique according to seasons, festivals etc. A Boutique manager is a creative, intuitive and versed with business acumen for managing shop to make fashion- 	<ul style="list-style-type: none"> Advanced multidisciplinary and specialized knowledge Proficient in interdisciplinary knowledge including tech with specialized expertise in related fields; knowledgeable in emerging trends, change management, and problem-solving Boutique managers oversee the operations of small, specialized retail stores that offer unique and often high-end products. The role of a boutique manager requires a diverse skillset to effectively manage both the business and customer experience. 	6

Professional and Technical Skills/ Expertise/ Professional Knowledge	<p>wear, made ups and home furnishings</p> <ul style="list-style-type: none"> • A Boutique Manger should have the knowledge about fabrics, trims and accessories and their trade names like chiffon, georgette, poplin, etc. (Fabrics) hook and bar, zippers, etc. (Trims), laces, brooch, buttons, etc. (Accessories). • A Boutique Manger has the knowledge of garment, made-ups and home furnishing articles' construction, various sewing techniques, costing. • A Boutique Manger knows about computer software and tools like MS- Office, Data management, basic internet, and work study and statistical tools for monitoring performance, research techniques • A Boutique Manger is aware of the methods of visual merchandising required to make the boutique attractive for customers. • A Boutique Manger has the knowledge of maintaining inventory, and the various safety measures for the store personal safety and security in the boutique 	<p>Proficiently skilled in advanced cognitive abilities, project management, techno-commercial aspects, and future adaptability, with social intelligence.</p> <ul style="list-style-type: none"> • A person has team spirit • knowledge about Sewing Machine, tool and equipment's • Sourcing and fabric knowledge, • Final cost understanding • Computer Knowledge • A person should have deep knowledge about shop establishment process, • Fashion apparel knowledge • Knowledge about Boutique operation process • Knowledge Colour about the deferent festival, as per region, culture. 	6
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<ul style="list-style-type: none"> • A Boutique Manger documents records related to customer enquiries , customers' requirements, the schedules and employees of the boutique according to the work allocation, their performance • A Boutique Manger is able to communicate, write letters, mails, memos etc. In clear, comprehensible and unequivocal English and local language. • A Boutique Manger is able to Calculate basic mathematical calculations regarding the sale, purchase and record keeping of products related to team and personal safety and security. • A Boutique Manger can read and comprehend written instructions describing new design details from clients and also from external forums such as fashion forecasting websites and blogs . • A Boutique Manger keeps abreast with latest trend by reading brochures, pamphlets, magazines and product information. 	<p>Dynamic leader with exceptional organizational, communication and mentoring skills, capable of driving innovation for optimal group performance.</p> <ul style="list-style-type: none"> • Understand customer delight • Customer oriented • Negotiation skill • Develop photo sample • Person should be able to communicate in local language 	6

	<ul style="list-style-type: none"> • A Boutique Manger seeks information appropriately from team members to understand their requirements and identify supports they need for improvisation • A Boutique Manger communicates with all relevant information and in a logical sequence with the team and supervises and supports for improvisation. • A Boutique Manger reads and comprehends written information regarding. 		
Broad Learning Outcomes/Core Skill	<p>A Boutique Manager should be able to make appropriate decisions in relation to design creation as per customer requirements. He plans processes of the whole work and organizes tasks to achieve targets and meet deadlines. He should be able to collect the data and organize the information logically and communicate it effectively to the team members and workers. He manages relationships with customers who can provide feedbacks regarding the trends, etc., does negotiation with the to get the best profit. He assess the design processes to convert difficult design to workable inputs and makes appropriate decisions as per the allocation of work and financial viability. He plans the strategy to allocate work to subordinates according to their skill, monitors the performance for satisfactory boutique performance.</p> <p>He analyzes the market trends and forecasts to develop customized design keeping customer demands in mind. critically evaluate the processes of establishing needs to identify areas of innovation in design.</p> <p>He analyzes the safety measures and conveys to she workers and takes necessary actions to keep the safety under control.</p> <p>He and safety at the work place keeping by understanding and maintaining the regulatory requirements of the industry</p>	<p>Judgment in complex problems Applies advanced technical skills, monitors critical parameters, evaluates and improves processes, and solves complex problems with evidence-based judgment in complex problems.</p> <ul style="list-style-type: none"> • Should be strong knowledge about record keeping • Knowledge about Machine and equipment's. • A person with this job will usually hire and fire staff members, as well as handling their training. • He is responsible for handling inventory, pricing and display of the store's merchandise, as well as monitoring cash flow, depositing cash and checks, and maintaining the customers feedback registers and other important documents related to the store . • He may handle the creation and implementation of store promotions. • He evaluates the performance of the workers; team maintains the appraisal records. 	6
Responsibility	A Boutique Manger manages business of understanding and fulfilling of customized design needs of sportswear,	<ul style="list-style-type: none"> • Accountable leader effectively manages independent units/projects, delegates, supervises and drives change 	6

	<p>beachwear, novelty items, vintage, T- shirts, dresses, tuxedos, shoes, handbags, accessories, etc that the shop runs as it should on a daily basis and working toward customer satisfaction.</p> <p>The boutique manager also is usually responsible for training the employees.</p> <p>Boutique Manger ensures that the workers follow store policies.</p>	<p>with full responsibility & team building.</p> <ul style="list-style-type: none"> Should be responsible for his or her own designs Understand production process and the specific work activities He is fully responsible for the output of the group and the development. 	
--	--	---	--

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Sewing Machine , specialized sewing machines and stools, cleaning cloth, baskets/pouches etc.	Eg :Industrial Single Needle Lock Stitch Sewing Machine With Needle Guard or motorized peddle driven sewing machine, specialized sewing machines and stools etc	7
2	Different type of Fabrics (eg : Cotton fabric or any. Surplus fabric is used quantity and quality may vary as per requirement)	Mtrs	175
3	Type of trims (quantity and quality may vary as per requirement)		10
4	Type of Accessories (quantity and quality may vary as per requirement)		10
5	White/Black Board+ Marker+ Duster/Chalk		1
6	Computer Peripherals with chairs and software		4
7	Printer		1
8	scissors	paper cutting	4
9	Machine tool kit , machine oil		2
10	Scales, normal straight big ruler		1
11	Basic stationary		30
12	Wash care and content labels		2
13	Iron and iron table		1
14	Pantone shade card		1

15	Calculator		15
16	Table	for checking and cutting etc	1
17	Pattern paper (quantity and quality may vary as per requirement)		2
18	Documents set Tech pack, appraisal sheet, client specification sheet, Ledger sheet, Spec. sheet etc.		1
19	Garment Sample/Madeups And Home Furnishing Articles (The quantity and variety may vary)	assortment and as per requirement	4
20	Packing Trims with Accessories		5
21	Dustbin		1
22	Books on different type of fabric		1
23	Books on Garments , Made ups and Home furnishing articles and there Manufacturing		1
24	Cost sheet format/Bill book/Invoice format		1
25	Inventory/stock register		1
26	Customer feedback register/Employees register		1
27	fashion forecasts, journals and magazines		1
28	Student's Chair With Table Arm		30
29	Teacher's Table & Chair		1
30	Student Notes		30
31	Fire Safety Equipment & first aid box	1 each	1
32	Sewing & embroidery Kit with bobbin and bobbin case with tailor's chalk and pins (eg: safety pins, dress pins etc.)		30
33	Trainees stools		15
34	Sewing , embroidery thread, qnt may vary		15
35	Dress form(Size (M), preferably woman)		2
36	Hand needle and machine needle , emb needle(various gauges)assorted	fo emb and stitching	5
37	Projector /LCD		1

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed)
2. (all software should either be latest version or one/two version below)As required
3. UPS As required

4. Scanner cum Printer As required
5. Computer Tables As required
6. Computer Chairs As required
7. LCD Projector As required
8. White Board 1200mm x 900mm As required

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S.No	Organization	Name of Representative	Designation	State	Email Id	Contact number
1	Esstee Corp	MK Velu	Senior Manager	Maharashtra	sr.mgr.hradmin@essteexports.com	9843259971
2	SVAS Global	Vasavi S.	CEO	TamilNadu	vasavi@svasglobalsourcing.com	9003918705
3	Warmzone	Saakshar Jain	Marketing Head	Punjab	Saakshar.jain@warmline.co.in	8146591155
4	Newline Exports	R Poornachandren	Manager HR	Tamilnadu	hr@newlineexports.com	9842443413
5	Fashionknits	Nushrath R.	HR Manager	Tamilnadu	nusrathr@fashionknits.net	7708074742
6	KBS Garments	B Sateesh	Director	Tamilnadu	Kbs.garments.888@gmail.com	9943457766
7	BEST Corporation	Siva Sarvanan	Sr. HR Manager	Tamilnadu	siva@bestcorp.in	7502242242
8	Indian Textile Company	Yogesh Nimish	HR Manager	Maharashtra	NA	9168453836
9	Trident	Nasreen Ahmed	Head Product Development	Punjab	nasreenshmed@tridentindia.com	9878999237
10	5 Star Garment	Dinesh Dongre	Manager	Maharashtra	ddongre100@gmail.com	8806405410
11	High Heads Pvt Ltd	Zunaid	Manager	Tamilnadu	workshop@thehighheads.com	6283270076
12	RUSTA	Amitoj Bal	Sourcing Manager	Delhi	Amitoj.bal@rusta.com	9873000263

13	Women Era	Nutan A Shaw	Owner	Maharashtra	NA	NA
14	Iris Corp	Sudarshan Jain	Director	Punjab	Irisknitwear86@gmail.com	9876326111
15	Warmline Jackets	Vishal S	Manager	Punjab	info@warmlinejacket.com	9815495806
16	Alok Ent	Ankush Waman	Owner	Maharashtra	NA	NA
17	Bayport	Amit Sharma	Category Head	Ahmedabad	amitsharma@bayport.com	9582038033
18	Dhareshwar Multiservices	Yogesh Misal	Partner	Maharashtra	NA	NA
19	Shubham Enterprises	Pradip Kumar	Owner	Maharashtra	jshubham@yahoo.co.in	NA
20	Aathava Garments pvt Ltd.	Ganesh Kumar J	Manager	Tamilnadu	info@aathavagarments.com	0422-2565716
21	LUX Industries	Buvana M	HR Manager	Tamilnadu	info@luxinnerwear.com	+913340402121

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2025	370	240	330	215	NA	NA
2026	385	250	350	225	NA	NA
2027	405	263	365	240	NA	NA

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
Version 2.0	2023	350	341	333	127	332	325	310	110	NA	NA	NA	NA
Version 1.0	2022	330	321	303	117	302	295	290	110	NA	NA	NA	NA
Version 1.0	2021	300	292	284	114	283	275	270	100	NA	NA	NA	NA

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

- 1. PMKVY
- 2. DDUGKY
- 3. NULM

Content availability for previous versions of qualifications:

☒ Participant Handbook ☒ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content are available:

Hindi

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

AMH/N0622: Ensure adherence to industry, regulatory, and organizational standards, while incorporating the principles of environmental sustainability					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Ensure adherence to organizational standards, emphasizing eco-friendly solutions, while strictly following procedures, policies, and regulations.	2	1	-	1
PC2	Integrate sustainable consumption practices into daily operations in line with organizational policies.	2	1	-	1
PC3	Drive the transition to environmentally friendly processes to enhance organizational performance actively.	2	1	-	1
PC4	Guide team to safely handle materials, equipment, and software to maintain a hazard-free, eco-conscious workplace.	3	2	-	2
PC5	Guide team to perform routine maintenance and cleaning tasks efficiently, managing workflow interruptions.	3	1	-	1
PC6	Mentor to report unsafe equipment promptly to mitigate risks and ensure a safe environment.	2	1	-	1
PC7	Ensure use suitable cleaning techniques for efficient and sustainable workplace upkeep.	2	1	-	1
PC8	Request system upgrades for optimal efficiency and maintain backup files for data security.	2	1	-	1
PC9	Organize digital design work for future reference, ensuring accessibility and preservation.	2	1	-	1
	NOS Total	20	10		10
AMH/N1910: Create design as per latest trends and establish customer needs					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Carry out research on latest trends and contemporary fashion and identify new and promising materials, as well as sources/suppliers for procurement of such items	3	10	-	3
PC2	Identify quality standards, budget, cost points and time constraints as applicable to the product	6	17	-	3
PC3	Ensure/develop techpack for designs	5	16	-	2
PC4	Develop photo sample of similar or identical designs to persuade customers for order booking	5	30	-	3

PC5	Book order for the product and record details of order booking in suitable form/format	3	3	-	2
PC6	Confirm any special requirements with the client	3	9		2
	NOS Total	25	85		15
AMH/N1911: Allocate and check work assigned to subordinates and manage and monitor boutique performance					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Allocate work to team members based on skills, knowledge, experience, and workloads equitably	1	2	-	1
PC2	Brief team members on work allocated and level of expected performance	1	2	-	1
PC3	Encourage team members to make suggestions and seek clarification in relation to the work allocated	1	1	-	1
PC4	Set business objectives for the boutique which are smart (specific, measurable, achievable, realistic and time-bound)	4	18	-	1
PC5	Plan achievement of team goals and objectives defined in line with business objectives and efficient time schedule	2	8	-	1
PC6	Monitor progress periodically with suitable management tools and techniques	2	4	-	1
PC7	Plan the inventory management and ensure optimal utilization for all tools and resources	2	10	-	1
PC8	Plan the display of the boutique according to marketing standards and ensure appropriate cleanliness of store	2	10	-	1
PC9	Plan and maintain the customer feedback and stock register	5	15	-	2
	NOS TOTAL	20	70		10
AMH/N1912: Build and monitor team performance					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Articulate clearly to the team the purpose, goals and scope of activities related to the boutique business	2	6	-	2
PC2	Identify diversity of expertise, knowledge, skills and attitude required to achieve team objectives (like customer satisfaction, quality consciousness, negotiation, etc.)	3	15	-	2

PC3	Help team members understand their unique contribution to the team, and fellow team members and how they complement and support each other	2	7	-	1
PC4	Encourage open communication between team members including providing feedback to enhance performance and working as a unit	2	6	-	1
PC5	Review team performance at appropriate intervals and evaluate for how it is progressing	5	18	-	2
PC6	Maintaining the employees register and the appraisal records	6	18	-	2
	NOS Total	20	70	-	10

AMH/N1913: Maintain health, safety and security in the boutique with Gender and PwD Sensitization

PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Keep vigilance for potential risks and threats associated with the boutique and the equipment used like proper initiation and shutdown of machine(s) at the beginning and closure of the day	1	2	-	0.5
PC2	Ensure the tools and equipment like sewing machines, shears, needles, etc. Are handled safely	2	6	-	1
PC3	Monitor the workplace and work processes for potential risks and threats from workers and customers regarding shrinkage also ensure gender equality and pwd (People with disability) security	1	2	-	0.5
PC4	Participate in mock-drills/evacuation procedures organized at the boutique ; group discussions, training sensitization programs for gender and PwD awareness	1	6	-	1

PC5	Undertake first-aid, fire-fighting and emergency response training; and procedures for shutdown and evacuation when required	2	8	-	1
	NOS Total	7	24	-	4

DGT/VSQ/N0102 EMPLOYABILITY SKILLS (60 Hours)					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	Introduction to Employability Skills	1	1	0	0
PC1	Identify employability skills required for jobs in various industries				
PC2	Identify and explore learning and employability portals				
	Constitutional values – Citizenship	1	1	0	0
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	0	0
PC5	Recognize the significance of 21st Century Skills for employment				
PC6	Practice the 21st Century Skills such as Self-Awareness, Behavior 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	0	0
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	0	0
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	0	0
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	0	0
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	0	0
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	0	0
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	0	0
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	0	0
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	0	0
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	0	0
	GRAND TOTAL	112	289	0	49

Annexure: Assessment Strategy

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

Mention the detailed assessment strategy in the provided template.

<1. Assessment System Overview:

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

2. Testing Environment:

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

3. Assessment Quality Assurance levels/Framework:

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

4. Types of evidence or evidence-gathering protocol:

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

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

- Each module (which covers the job profile of Automotive Service Assistant Technician) will be assessed separately.
- The candidate must score 60% in each module to successfully complete the OJT.
- Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
 -
- Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment

Annexure: Acronym and Glossary**Acronym**

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf