



QUALIFICATION FILE

Embroidery Machine Operator

☒ 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: 3

Submitted By:

Apparel, Made-ups & Home Furnishing Sector Skill Council

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Section 1: Basic Details

1.	Qualification Name	Embroidery Machine Operator														
2.	Sector/s	Apparel														
3.	Type of Qualification: <input type="checkbox"/> Revised	NQR Code & version of existing/previous qualification: QG-03-AP-01762-2024-V1.1-AMHSSC, Version 3.0		Qualification Name of existing/previous version: Embroidery Machine Operator												
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA														
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-03-AP-03571-2025-V2-AMHSSC, Version 4.0	6. NCRF/NSQF Level: 3													
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	An Embroidery Machine Operator is responsible for operating the embroidery machine to embroider decorative designs on fabric/garments in the apparel industry. The embroidery machine operator must be able to perform different kinds of stitches and decorative work such as running shade work, cording & satin stitch, eyelet work, applique work, shade work and round, cut work and open work, pin stitch & pitch stitch, chain embroidery & fancy embroidery.														
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: b. <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>5th grade pass</td> <td>6-year relevant experience</td> </tr> <tr> <td>2</td> <td>Previous Qualification at NSQF Level 2.5</td> <td>1.5-year relevant experience</td> </tr> <tr> <td>3</td> <td>Previous Qualification at NSQF Level 2</td> <td>3-year relevant experience</td> </tr> </tbody> </table> c. Age: 18 years			S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	5th grade pass	6-year relevant experience	2	Previous Qualification at NSQF Level 2.5	1.5-year relevant experience	3	Previous Qualification at NSQF Level 2	3-year relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)														
1	5th grade pass	6-year relevant experience														
2	Previous Qualification at NSQF Level 2.5	1.5-year relevant experience														
3	Previous Qualification at NSQF Level 2	3-year relevant experience														
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	13	11. Common Cost Norm Category (I/II/III) (wherever applicable): Category I													

12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	NA																						
13.	Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	<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>120</td> <td>240</td> <td>30</td> <td>0</td> <td>390</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i>					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	120	240	30	0	390	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	120	240	30	0	390																			
Online																								
14.	Aligned to NCO/ISCO Code/s <i>(if no code is available mention the same)</i>	NCO-2015/8153.0601																						
15.	Progression path after attaining the qualification <i>(Please show Professional and Academic progression)</i>	Sampling Coordinator (Embroidery)																						
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 <i>(Specify the NOS/Module which covers it)</i>	<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 <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Amit Singh, Email: jdgs@sscamh.com , Contact No.: 09599929121, Website: www.sscamh.com																						
23.	Final Approval Date by NSQC: 18/02/2025	24. Validity Duration: 36 Months			25. Next Review Date 18/02/2028																			

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	NCrF/NS QF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1	Carry out different types of embroidery stitches using an embroidery machine	AMH/N0801 V 3.0	Core	3	4	21	69	30	0	120	20	70	0	10	100	22%
2	Embroider decorative designs using embroidery machine	AMH/N0802 V 3.0	Core	3	3	42	48	0	0	90	20	70	0	10	100	22%
3	Contribute to achieve quality in embroidery work and Greening of Job Roles	AMH/N1003 V 14.0	Core	3	3	15	75	0	0	90	18	63	0	9	90	20%
4	Maintain work area, tools and machines	AMH/N0102 V 16.0	Non-Core	2.5	1	15	15	0	0	30	14	49	0	7	70	16%
5	Maintain health, safety and secure work place with Gender and PwD. Sensitization	AMH/N0103 V 21.0	Non-Core	2.5	1	15	15	0	0	30	22	12	0	6	40	9%
6	Employability Skills	DGT/VSQ/N0101 V 1.0	Non-Core	2	1	12	18	0	0	30	20	30	0	0	50	11%
Duration (in Hours) / Total Marks					13	120	240	30	0	390	114	294	0	42	450	100%

Assessment - Minimum Qualifying Percentage

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

Minimum Pass Percentage – Aggregate at qualification level: 50 % (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)	High School with 6 Year relevant industry experience in Embroidery OR Senior Secondary with 5 Year of relevant industry experience in Embroidery OR Diploma with 4 Year of relevant industry experience in Embroidery OR Graduation with 3 Year of relevant industry experience in Embroidery OR Post graduate diploma with 2 Year of relevant industry experience in Embroidery OR Post Graduate with 1 Year of relevant industry experience in Embroidery
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 Embroidery OR Graduation with 3 Year of relevant industry experience in Embroidery OR Post graduate diploma with 2 Year of relevant industry experience in Embroidery OR Post Graduate with 1 Year of relevant industry experience in Embroidery
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) <i>(as per NCVET guidelines)</i>	ITI with 4 Year of relevant industry experience in Embroidery OR Diploma with 4 Year of relevant industry experience in Embroidery OR Graduation with 3 Year of relevant industry experience in Embroidery OR Post graduate diploma with 2 Year of relevant industry experience in Embroidery OR Post Graduate with 1 Year of relevant industry experience in Embroidery
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	ITI with 4 Year of relevant industry experience in Embroidery OR Diploma with 4 Year of relevant industry experience in Embroidery OR Graduation with 3 Year of relevant industry experience in Embroidery OR Post graduate diploma with 2 Year of relevant industry experience in Embroidery OR Post Graduate with 1 Year of relevant industry experience in Embroidery
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	ITI with 4 Year of relevant industry experience in Embroidery OR Diploma with 4 Year of relevant industry experience in Embroidery OR Graduation with 3 Year of relevant industry experience in Embroidery OR Post graduate diploma with 2 Year of relevant industry experience in Embroidery OR Post Graduate with 1 Year of relevant industry experience in Embroidery
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Offline
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

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: 1000
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: <i>Ministry Of Textiles is Line Ministry of AMHSSC.</i> 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"> Embroidery Machine Operator is required to do this routine job of embroidering as per the design specifications and the quality standards of the buyers. Embroidery Machine Operator threads the machine with the desired thread colors and types according to the design's specifications load and insert the correct bobbin thread. Embroidery Machine Operator ensures the machine's needles and thread paths are clear and free of obstructions. Embroidery Machine Operator sets the machine's parameters, such as stitch density, speed, and hoop position, according to the design and fabric type. Embroidery Machine Operator performs a test run or "sew-out" of the design on a sample piece of fabric to check for any issues or adjustments that may be needed. Embroidery Machine Operator starts the embroidery machine and monitors the process to ensure the design is stitching correctly. 	<p>Basic working/ operational knowledge in the area of work with understanding of basic materials, tools, applications in a limited context.</p> <p>The skills of Embroidery Machine Operator are required to Operates embroidery machine to embroider name, initial, or decorative designs on garments, household articles, material, or uniforms and to stitch cording, braid, or emblems on material or garments, following stamped design or working freehand without guide or markings: Reads work order to determine type and location of embroidery.</p> <ul style="list-style-type: none"> Machine Setup Machine Calibration Test Run Machine Operation Quality Control Trimming and Cleanup <p>The Embroidery Machine Operator has to think of ways to achieve quality in his work and at the same time maintain productivity rate so as to earn maximum through his work.</p>	3
Professional and Technical Skills/ Expertise/ Professional Knowledge	<ul style="list-style-type: none"> Embroidery Machine Operator should know the various types of embroidery defects, defects in the machines and their rectification. Embroidery Machine Operator should have the knowledge of setting the machine, its operations and of the relation of the type of the fabric with thread and the size of the needle. Embroidery Machine Operator should also be aware of the types of the fabrics, trims, the design concepts in relation to the artwork, colors while maintaining the embroidery and quality specifications provided by the buyer. 	<p>The individual shall have basic factual knowledge for various activities to be performed during operation and procedure.</p> <p>Embroider Machine Operator should have the knowledge of different types of embroidery techniques & associated stitch type, the. Zigzag machine embroiders, types of thread used in Machine Embroidery.</p> <ul style="list-style-type: none"> Knowledge of proper care and cleaning of embroidery tools and finished pieces. Skill in assessing the quality of embroidery work and making any necessary adjustments. 	3

	<ul style="list-style-type: none"> Embroidery Machine Operator understands the different parts of the embroidery machine, including the needle, bobbin, tensioning system, and control panel. Embroidery Machine Operator knows how to thread the machine correctly, including threading the needle and loading the bobbin. Embroidery Machine Operator understands various fabric and material types and how they respond to embroidery, as different materials may require adjustments in tension and needle choice. Embroidery Machine Operator knows how to load, transfer, and manage design files on the machine's computer or controller. Embroidery Machine Operator understands various thread types, weights, and colors. Embroidery Machine Operator is able to choose the right thread for the design and material, considering factors like durability and appearance. Embroidery Machine Operator knows how to set the machine's parameters, including stitch density, speed, and hoop positioning. 	<ul style="list-style-type: none"> Awareness of Machinery and Machine Calibration Material Knowledge Hoop Selection and Setup Knowledge of Thread Selection: He should be aware of various embroidery techniques and the styles associated with the same. Knowledge of Maintenance and Troubleshooting Knowledge of Quality Control: Knowledge of Safety Procedures- The knowledge and understanding of safety aspects while working with embroidery tools is also essential for a hand embroiderer. 	
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<ul style="list-style-type: none"> Embroidery Machine Operator can communicate orally in local language with colleagues and provide relevant information to others. Embroidery Machine Operator can plan and manage work routine based on company procedure. Embroidery Machine Operator responds to emergencies, accidents or fire at the workplace appropriately and evacuates the premises in case of such incident. Embroidery Machine Operator takes care of his physical fitness, personal hygiene and good habits and understands its importance in relation to his profession as well. Embroidery Machine Operator can communicate verbally and non-verbally in a local language. Embroidery Machine Operator asks for clarification and advice from others and responds to emergencies, accidents or fire at the workplace. Embroidery Machine Operator evacuates the premises and helps others in need while doing so. 	Team worker, with broad employability skills who displays of motivation and positive attitude for work. Embroidery Machine Operator plans and organizes his work based on company procedure. His work to achieve targets and deadlines. <ul style="list-style-type: none"> Communication with Line Managers and colleagues. Read and write information wrt product and technical guidelines Understand relevant information regarding garment construction and machine to others, analyzes needs, requirements and dependencies in order to meet work requirements. Operates digital devices and use its features and applications securely and safely for digital payments, Use internet and social media platforms securely and safely. 	3

	<ul style="list-style-type: none"> Embroidery Machine Operator can read a design specifications sheet, has basic mathematical skills. Embroidery Machine Operator can read and understand art work details for the type of embroidery to be done while maintaining the quality. Embroidery Machine Operator asks for clarification and advice from others when required. Embroidery Machine Operator reports to supervisors and other authorized personnel for assistance. 	<ul style="list-style-type: none"> Emphasizes physical fitness, personal hygiene and good habits. 	
Broad Learning Outcomes/Core Skill	<ul style="list-style-type: none"> Embroidery Machine Operator adjusts settings based on the specific requirements of each job. Embroidery Machine Operator learns how to perform routine maintenance tasks, such as cleaning, oiling, and changing needles and bobbins. Embroidery Machine Operator is able to troubleshoot common issues, like thread breaks, tension problems, and misalignment, and make necessary adjustments. Embroidery Machine Operator develops an eye for detail to inspect embroidery work for defects, misalignment, or missing stitches. Embroidery Machine Operator understands how to correct or adjust the machine to ensure the final product meets quality standards. Embroidery Machine Operator keeps a close eye on the machine to address any thread breaks, tension issues, or other problems that may arise during the operation. Embroidery Machine Operator inspects the embroidered design for any defects, misalignment, or missing stitches. Embroidery Machine Operator makes necessary adjustments to the machine or thread tension to ensure the final product meets quality standards. Embroidery Machine Operator carefully trims any excess thread from the design to achieve a neat and clean appearance. Embroidery Machine Operator removes the fabric or garment from the hoop, taking care not to damage the embroidery. 	<p>The candidate carries out a job in familiar, predictable, routine, situation of clear choice, can focus on range of application of standard procedures or operations in production/ services. Must be able to identify/ anticipate the problems and possible range of solutions</p> <ul style="list-style-type: none"> Embroider Machine Operator is able to read and interpret the specifications sheet, art work details for the type of embroidery and create the design on the fabrics as per the requirements. Learn how to change thread colors during the embroidery process if the design requires multiple colors. Follow safety protocols to protect yourself and others while operating the machine, including handling needles and sharp tools with care. Maintain records of machine settings, thread colors, and job details for future reference and to ensure consistency. While not strictly required for basic operation, a sense of design and aesthetics can be valuable, especially when making artistic decisions about thread colors and positioning. Develop the ability to manage production time efficiently, as embroidery machine operators often work on multiple projects with deadlines. 	3

Responsibility	<ul style="list-style-type: none"> An Embroidery Machine Operator is responsible for operating the embroidery machine to embroider decorative designs on fabric/garments in the apparel industry. The embroidery machine operator is able to perform different kinds of stitches and decorative work such as running shade work, cording & satin stitch, eyelet work, applique work, shade work and round, cut work and open work, pin stitch & pitch stitch, China embroidery & fancy embroidery. 	Takes responsibility for delivery and quality of own work and tangible output. <ul style="list-style-type: none"> His responsibility is to maintain the embroidery design and aesthetics using his tools and ensure quality output. He is responsible only for his own work associated with embroidery. 	3
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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	Thread (for embroidery surplus, qty and qlt may vary)	surplus, qty and qlt may vary	20
2	Novelty Yarns/Fancy yarns (surplus, qty and variety may vary)	surplus, qty and variety may vary	10
3	Fabric (surplus fabric, qty and variety may vary)	surplus fabric, qty and variety may vary	200
4	Surface Embellishments	variety and qnt may vary	1
5	Industrial Single Needle Lock Stitch Machine set		1
6	Zig - Zag Machine with table		14
7	Masking Tape		2
8	Needles (various sizes)	various sizes	10
9	Thimbles For the Thumb (Plastic and Plated)	Plastic and plated or metallic	15
10	Measuring Scale		1
11	Measuring Tape		5
12	Hand Needle (all gauges. The quantity may vary)	All gauges. The quantity may vary	1
13	Punch Needle (all gauges. The quantity may vary)	All gauges. The quantity may vary	1
14	Scissors (fabric and paper cutting)	fabric and paper cutting	2
15	Frame		2

16	Pattern Making Paper		1
17	Tracing Paper		1
18	Carbon Paper		1
19	Machine Tool Kit (screw driver, screw etc.)	screw driver, screw etc.	1
20	Machine Oil		1
21	Cotton Swabs/Dabber/roll		1
22	Hand Held Thread Trimmer		30
23	Hot Glue Gun (quantity may vary)	quantity may vary	1
24	Types Of Glue (Fabric and super glue. Any type)	Fabric and super glue. Any type	1
25	Metallic Tweezer		1
26	Tailor's Chalk (quantity may vary as per requirement)	quantity may vary as per requirement	1
27	Pins And Safety Pins (quantity may vary as per requirement)	quantity may vary as per requirement	1
28	Dress Maker's Pin (quantity may vary as per requirement)	quantity may vary as per requirement	1
29	Pin Cushion (quantity may vary as per requirement)	quantity may vary as per requirement	1
30	Needle Threader		15
31	Basic stationary	notebook, pen, pencil, etc	30
32	Fusible Backing Paper (Stabilizer)(any good quality. Variety and qty may vary as per requirement)	any good quality. Variety and qty may vary as per requirement	50
33	Student's Chair with Table Arm	for classroom	30
34	Stools Trainees for Machines	as per req	15
35	Teacher's Chair		1
36	Teacher's Table		1
37	White Board/Black Board		1
38	Boxes /Baskets/Pouches for Storing Items		15
39	Labels / Stickers (The quantity and variety may vary)	The quantity and variety may vary	1
40	Magnetic White Board Eraser &Marker/Chalk		1

41	File Cabinet		1
42	Dustbin		1
43	Dress Form (size medium, male or female)	size medium, preferably woman	1
44	First Aid Box		1
45	Pressing Table		1
46	Iron		1
47	Cutting Table		1
48	Bobbin		30
49	Bobbin Case		30
50	Cleaning Cloth		15
51	Machine Folders		3
52	Machine Attachments		3
53	Tools For Maintenance (as per req)	as per req	1
54	Swatch Files		1
55	Trim Files		1
56	Embroidery Design Templates		15
57	Design Specification Sheet		1
58	Fire Extinguisher		1
59	Student Manual/notes		30
60	Seam Ripper		30
61	Tracing Wheel		5
62	Dexterity Test Kit		1
63	Dress Markers Pins		1
64	Ink (The quantity and variety may vary)	The quantity and variety may vary	3
65	Job card	The quantity and variety may vary	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.

<u>S.No</u>	Organization	Name of Representative	Designation	State	Email Id	Contact number
1	Esstee Corp	MK Velu	Senior Manager	Maharashtra	sr.mgr.hradmin@essteeexports.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	Fashion knits	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
2024	325	180	210	75	NA	NA
2025	330	185	220	80	NA	NA
2026	345	190	225	85	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	225	220	213	180	210	205	200	175	NA	NA	NA	NA
Version 1.0	2022	125	120	113	80	110	105	100	75	NA	NA	NA	NA

Version 1.0	2021	110	110	108	75	100	95	90	70	NA	NA	NA	NA
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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. NULM
3. DDUGKY

Content availability for previous versions of qualifications:

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

Languages in which Content are available:

Hindi

Annexure: Detailed Assessment Criteria

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

AMH/N0102: Maintain work area, tools and machines					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Handle materials, machinery, equipment and tools safely and correctly to maintain a clean and hazard free working area	2	5	-	1
PC2	Use correct lifting and handling procedures	2	5	-	1
PC3	Use materials efficiently to minimize wastage and dispose of waste safely at the designated location.	2	3	-	1
PC4	Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules	2	10	-	1
PC5	Report any unsafe or damaged equipment and other dangerous occurrences to the authorized personnel	2	3	-	0.5
PC6	Ensure that the correct machine guards are in place	2	3	-	1

PC7	Work in a comfortable position and maintain correct posture	1	10	-	0.5
PC8	Use cleaning equipment and methods appropriate for the work to be carried out	1	10	-	1
	NOS Total	14	49	-	7
AMH/N0103: Maintain health, safety and secure work place with Gender and PwD Sensitization					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.	4	2	-	1
PC2	Actively participate in mock drills/evacuation procedures and group discussions 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 potential risks/ threats to supervisors or other authorized personnel and ensure gender equality and PwD (People with disability) security.	3	2	-	1
	NOS Total	22	12		6
AMH/N0801: Carry out different types of embroidery stitches using an embroidery machine					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1.	Analyse & interpret the design to be embroidered & the type of embroidery to be done	2	2	-	1
PC2	Check the materials required for embroidery with the given specifications	2	4	-	1
PC3.	Setup the embroidery machine as per embroidery to be done	2	5	-	1

PC4.	Use the embroidery machine to carry out dotted stitch on given fabric / material	2	6	-	0.5
PC5	Operate the embroidery machine to embroider different designs as per given pattern/art work	1	6	-	0.5
PC6	Embroider any given pattern on fabric using the correct thread & materials, using the embroidery machine.	1	4	-	1
PC7	Carry out round stitch, applique, dori, mirror and cut work; and its variation in machine embroidery as per specifications	5	35	-	3
PC8	Check with in charge /others when unsure of new product details	1	1	-	0.5
PC9	Minimize and dispose the waste materials in the approved manner	2	1	-	0.5
PC10	Carry out operations at a rate which maintains workflow	1	2	-	0.5
PC11	Respond appropriately if the embroidery does do not meet product specification & take corrective action	1	4	-	0.5
	NOS TOTAL	20	70	-	10
AMH/N0802: Embroider decorative designs using embroidery machine					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	Prepare for embroidery related operations	7	12	-	4.5
PC1	Make sure the work area is free from hazards	0.5	1	-	0.5
PC2	Follow the instructions & design specifications given for the embroidery to be done	0.5	1	-	0.5
PC3	Ask questions to obtain more information on tasks when the instructions you have are unclear	0.5	-	-	0.5
PC4	Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any	0.5	1	-	0.5
PC5	Use the correct component parts/fabric/material; tools and equipment for embroidery	2	2	-	1
PC6	Check that equipment is safe and set up in readiness for use	1	1	-	0.5

PC7	Check that the materials to be used are free from faults and meet the specification matching. a. embroidery artwork b. design sample of the embroidered product	2	6	-	1
Operate the embroidery machine skilfully to achieve the requisite quality of embroidery work		13	58	-	5.5
PC8	Carry out test sews	-	8	-	-
PC9	Check needles and threads regularly	1	1	-	0.5
PC10	Check if fabric /component is correctly marked and pieces cut as required	1	3	-	0.5
PC11	Report faults in the materials or damaged work to the responsible person	0.5	1	-	1
PC12	Conform to company quality standards	1	4	-	0.5
PC13	Follow company reporting procedures about defective tools and machines which affect work and report risks/problems likely to affect services to the relevant person promptly and accurately	0.5	1	-	0.5
PC14	Leave work area safe and secure when work is complete	2	1	-	0.5
PC14	Operate embroidery machines safely; with precision & accuracy and in accordance with guidelines	1	20	-	-
PC15	Optimize the positioning and layout of materials to ensure a smooth and rapid throughput	1	6	-	0.5
PC16	Check the equipment prior to making the stitching, including correct controls, correct attachments, correct needle & thread	2	3	-	0.5
PC17	Inspect and ensure all embroidered products conform to its specifications	3	10	-	1
	NOS Total	20	70	-	10
AMH/N1003: Contribute to achieve quality in embroidery work and Greening of Job Roles					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Identify and use materials required based on the specifications	1	3	-	1
PC2	Take the necessary action when materials do not conform to quality standards	1	4	-	0.5
PC3	Report and replace identified faulty materials and components which do not meet specification	2	4	-	0.5
PC4	Identify modifiable defects and rework on them	1	7	-	1
PC5	Carryout work safely and at a rate which maintains work flow, productivity and quality levels	2	7	-	1
PC6	Report to the responsible person when the workflow of other production areas disrupts work	1	3	-	0.5
PC7	Test, sort, track feed and examine work in progress	1	5	-	1

PC8	Carryout quality checks at specified intervals according to instructions	2	6	-	1
PC9	Apply the allowed tolerances	1	4	-	0.5
PC10	Make adjustments promptly to ensure the embroidery work matches the specification	-	3	-	0.5
PC11	Identify materials and components for faults, creased, stained, damage and in- correctly made-up components; report these to relevant personnel and take appropriate action for rectification	5	12	-	1
PC12	Complete and maintain relevant documentation	1	5	-	0.5
	NOS Total	18	63	-	9

DGT/VSQ/N0101: Employability Skills (30 Hours)					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	Introduction to Employability Skills	1	1	0	0
PC1	Understand the significance of employability skills in meeting the job requirements				
	Constitutional values – Citizenship	1	1	0	0
PC2	Identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices.				
	Becoming a Professional in the 21st Century	1	3	0	0
PC3	Explain 21st Century Skills such as Self-Awareness, Behaviour Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.				
	Basic English Skills	2	3	0	0
PC4	Speak with others using some basic English phrases or sentences				
	Communication Skills	1	1	0	0
PC5	Follow good manners while communicating with others				
PC6	Work with others in a team				
	Diversity & Inclusion	1	1	0	0
PC7	Communicate and behave appropriately with all genders and PwD				
PC8	Report any issues related to sexual harassment				

	Financial and Legal Literacy	3	4	0	0
PC9	Use various financial products and services safely and securely				
PC10	Calculate income, expenses, savings etc.				
PC11	Approach the concerned authorities for any exploitation as per legal rights and laws				
	Essential Digital Skills	4	6	0	0
PC12	Operate digital devices and use its features and applications securely and safely				
PC13	Use internet and social media platforms securely and safely				
	Entrepreneurship	3	5	0	0
PC14	Identify and assess opportunities for potential business				
PC15	Identify sources for arranging money and associated financial and legal challenges				
	Customer Service	2	2	0	0
PC16	Identify different types of customers				
PC17	Identify customer needs and address them appropriately.				
PC18	Follow appropriate hygiene and grooming standards.				
	Getting ready for apprenticeship & Jobs	1	3	0	0
PC19	Create a basic biodata				
PC20	Search for suitable jobs and apply				
PC21	Identify and register apprenticeship opportunities as per requirement				
	NOS TOTAL	20	30	0	0
	GRAND TOTAL	114	294	0	42

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:

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

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