



QUALIFICATION FILE

Export Executive-Stitched Items

☒ 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: 5

Submitted By:

Apparel, Made-ups & Home Furnishing Sector Skill Council

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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	14
Annexure: Training & Employment Details	16
Annexure: Detailed Assessment Criteria	16
Annexure: Assessment Strategy	25
Annexure: Acronym and Glossary	26

Section 1: Basic Details

1.	Qualification Name	Export Executive-Stitched Items										
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-05-AP-01775-2024-V1.1-AMHSSC, Version 3.0	Qualification Name of existing/previous version: Export Executive									
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA										
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-05-AP-03572-2025-V2-AMHSSC, Version 4.0	6. NCrf/NSQF Level: 5									
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 Export Executive-Stitched Items is responsible for managing all the processes in the export department of a company also plans and coordinates the international shipment of goods. During the course of their work, they may negotiate with a variety of people, such as shippers, agents and vendors, and are expected to have excellent customer service skills in dealing with customers/buyers. Their work includes preparation & management of all shipment related documents, interpret export financing methods and terms of payment, handle the Central Excise/Customs Clearance: Regulations, Procedures and Documentation. An Export Executive-Stitched Items needs to have thorough knowledge of Indian and Foreign trade policies & operations to ensure effective management of the exports business.										
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 1st year of 3-year/ 4-years UG</td> <td>1.5-year relevant experience</td> </tr> <tr> <td>2</td> <td>Previous relevant Qualification of NSQF Level 4</td> <td>3-year relevant experience</td> </tr> </tbody> </table> <p>c. Age: 20 years</p>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	Completed 1st year of 3-year/ 4-years UG	1.5-year relevant experience	2	Previous relevant Qualification of NSQF Level 4	3-year relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)										
1	Completed 1st year of 3-year/ 4-years UG	1.5-year relevant experience										
2	Previous relevant Qualification of NSQF Level 4	3-year relevant experience										

10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	17	11. Common Cost Norm Category (I/II/III) (wherever applicable): Category II																				
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA																					
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>270</td><td>210</td><td>30</td><td>0</td><td>510</td></tr> <tr> <td>Online</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> (Refer Blended Learning Annexure for details)				Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	270	210	30	0	510	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																		
Classroom (offline)	270	210	30	0	510																		
Online																							
14.	Aligned to NCO/ISCO Code/s (if no code is available mention the same)	NCO-2015/3322.6001																					
15.	Progression path after attaining the qualification (Please show Professional and Academic progression)	Export Manager																					
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: jdgs@sscammh.com , Contact No.: 09599929121, Website: www.sscammh.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 · N o	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF /NSQ F Level	Credits as per NCr F	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJ T- Ma n.	O J T - R e c .	Tot al	Th.	Pr.	P r o j.	Vi va	Tot al	Weight age (%) (if applica ble)
1	Manage export marketing operations	AMH/N1601 V 5.0	Core	5	2	45	15	0	0	60	15	50	0	7	72	16%
2	Carry out export processes and complete documentation	AMH/N1602 V 3.0	Core	5	5	75	45	30	0	150	20	60	0	8	88	20%
3	Analyse foreign trade logistics	AMH/N1604 V 5.0	Core	5	3	60	30	0	0	90	14	49	0	7	70	15%
4	Maintaining a healthy, safe and secure working environment in the organization with Gender and PwD Sensitization	AMH/N1605 V 5.0	Core	5	1	15	15	0	0	30	6	21	0	3	30	7%
5	Planning for Export	AMH/N1606 V 5.0	Non-Core	5	2	21	39	0	0	60	13	33	0	4	50	11%
6	Ensure Shipping Compliance	AMH/N1607 V 5.0	Non-Core	5	1	15	15	0	0	30	12	32	0	6	50	11%
7	Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices	AMH/N0621 V 1.0	Non-Core	5	1	15	15	0	0	30	20	10	0	10	40	9%
8	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					17	270	210	30	0	510	120	285	0	45	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 Export Operations OR Graduation with 3 Year of relevant industry experience in Export Operations OR Post graduate diploma with 2 Year of relevant industry experience in Export Operations OR Post Graduate with 1 Year of relevant industry experience in Export 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 Export Operations OR Graduation with 3 Year of relevant industry experience in Export Operations OR Post graduate diploma with 2 Year of relevant industry experience in Export Operations OR Post Graduate with 1 Year of relevant industry experience in Export 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 Export Operations OR Diploma with 4 Year of relevant industry experience in Export Operations OR Graduation with 3 Year of relevant industry experience in Export Operations OR
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		Post graduate diploma with 2 Year of relevant industry experience in Export Operations OR Post Graduate with 1 Year of relevant industry experience in Export Operations
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 Export Operations OR Diploma with 4 Year of relevant industry experience in Export Operations OR Graduation with 3 Year of relevant industry experience in Export Operations OR Post graduate diploma with 2 Year of relevant industry experience in Export Operations OR Post Graduate with 1 Year of relevant industry experience in Export Operations
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 Export Operations OR Diploma with 4 Year of relevant industry experience in Export Operations OR Graduation with 3 Year of relevant industry experience in Export Operations OR Post graduate diploma with 2 Year of relevant industry experience in Export Operations OR Post Graduate with 1 Year of relevant industry experience in Export Operations
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: 1605

6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: <i>Ministry Of Textiles is Line Ministry of AMHSSC.</i> If “No”, why: NA
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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"> An Export Executive-Stitched Items is involved in processes such as planning for export, ensuring shipping compliance, export marketing operations, and analyzing foreign trade logistics. These processes are handled by the Export Executive-Stitched 	<p>Possesses broad and deep knowledge and skills to solve problems in specialized fields.</p> <ul style="list-style-type: none"> An Export Executive-Stitched Items is required to plan and coordinate the international shipment of goods and carry out complete export related 	5

	<p>Items at both pre- shipment and post shipment level.</p> <ul style="list-style-type: none"> • An Export Executive-Stitched Items also handles the Central Excise /Customs Clearance and needs to ensure complete documentation related to the process. • Therefore, there is a range of processes related to export marketing which the Export Executive-Stitched Items needs to take charge of, and make choices regarding the suitable process to be followed. 	<p>operations of products like women clothing, curtains, kids wear.</p> <ul style="list-style-type: none"> • The job of an Export Executive-Stitched Items requires the skill to handle various processes related to garment export. 	
Professional and Technical Skills/ Expertise/ Professional Knowledge	<ul style="list-style-type: none"> • An Export Executive-Stitched Items is a graduate who has the knowledge of logistics & supply chains, current Trade policies and guidelines related to shipment and compliance guidelines and other aspects of export procedure which he gains during his work experience. • An Export Executive-Stitched Items has proper knowledge of garment constructional test trends in the market, buyers, suppliers and export documentation. • Besides this he should have some of the conceptual knowledge that an export promotional strategy, impact of technology, export- distribution processes and foreign exchange risk management. 	<p>Excellent cognitive skills and technical prowess utilized to perform complex tasks with ease, project management expertise, and adept at data analysis for informed decision making.</p> <p>An Export Executive-Stitched Items should know complete export operations of products like garments, articles like curtains.</p>	5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<ul style="list-style-type: none"> • An Export Executive-Stitched Items also asks for clarification and advice from others if required. • An Export Executive-Stitched Items refers anomalies to the manager and seeks clarification on problems from others wherever required. • An Export Executive-Stitched Items has analytical thinking capability and provides relevant information to others. 	<p>A versatile professional with excellent communication, digital and financial literacy, ethical values, self-management and may have entrepreneurial mindset.</p> <ul style="list-style-type: none"> • An Export Executive-Stitched Items should plan and organize work to achieve targets and deadlines. • An Export Executive-Stitched Items needs to have good Writing Skills, as he should be able to complete accurate well written work with 	5

	<ul style="list-style-type: none"> • An Export Executive-Stitched Items analyzes needs, requirements and dependencies in order to meet work requirements. • An Export Executive-Stitched Items plans and manages work routine based on company procedure. • An Export Executive-Stitched Items responds to emergencies, accidents or fire at the workplace in an appropriate manner and in case of such an incident, evacuates the premises and helps others in need while doing so. • An Export Executive-Stitched Items understands the value of physical fitness, personal hygiene and good habits. • An Export Executive-Stitched Items should have good communication skills as he is directly in contact with buyers and the buying houses. 	<p>attention to detail and communicate with others in writing.</p> <ul style="list-style-type: none"> • An Export Executive-Stitched Items reads & follows guidelines, rules, processes and export documents & agreements. • An Export Executive-Stitched Items listens effectively and orally communicates information accurately. 	
Broad Learning Outcomes/Core Skill	<ul style="list-style-type: none"> • Follow rule-based decision- making processes and make decisions on a suitable course of action or response. He needs to plan and organize his work to achieve targets and deadlines. • An Export Executive-Stitched Items needs to apply problem- solving approaches in different situations and refer anomalies to the supervisor. • An Export Executive-Stitched Items seeks clarification on problems from others. • An Export Executive-Stitched Items must be able to analyze data and activities and pass on relevant information to others. • An Export Executive-Stitched Items needs to take appropriate decisions related to responsibilities and practice a customer service-oriented approach. An Export Executive-Stitched Items must also solve operational role related issues. 	<p>A skilled professional with technical expertise, adept at solving complex problems and improving output.</p> <ul style="list-style-type: none"> • An Export Executive-Stitched Items reads & follows guideline, rules, processes, export documents agreements. • Critical Thinking is another important professional skill for an Export Executive-Stitched Items as he needs to provide opinions on work in a detailed and constructive way and apply balance judgments to different situations. • An Export Executive-Stitched Items also needs to apply good attention to detail and check if work is complete and free from errors. 	5

Responsibility	<ul style="list-style-type: none"> An Export Executive-Stitched Items is responsible for leading and managing the entire process of international shipment of goods An Export Executive-Stitched Items plans and coordinates the international shipment of goods. During the course of his work, he may negotiate with a variety of people, such as shippers, agents and vendors, and are expected to have excellent customer service skills in dealing with customers/buyers. Their work includes preparation & management of all shipment related documents, interpret export financing methods and terms of payment, and handle the Central Excise/Customs Clearance: Regulations, Procedures and Documentation. An Export Executive-Stitched Items is responsible for managing an independent work unit/ shop floor/ section/ business activity/ assignment 	<p>Highly skilled responsible for achieving tangible outcomes, managing change, building teams, and mentoring the workforce.</p> <p>An Export Executive-Stitched Items is not only responsible for his own work but to some extent also responsible for guiding, mentoring and checking the work of staff under him such as the export assistants who handle export related documentation etc.</p> <ul style="list-style-type: none"> An Export Executive-Stitched Items is accountable for determining and achieving personal and /or group tangible outcomes An Export Executive-Stitched Items handles/ adapts/ accommodates change requirements and change management at the ground/ shop floor level. An Export Executive-Stitched Items manages processes and procedures within broad parameters for defined activities. An Export Executive-Stitched Items supervises the routine work of others, takes the required responsibility for the evaluation and improvement of work or study activities. An Export Executive-Stitched Items is responsible for his work and learning and has some responsibility of other's work and learning. 	5
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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	Computer With Computer Table and Chairs and peripherals	with software like MS Office	15

2	Printer		1
3	Photocopier		1
4	Projector /LCD		1
5	Garment Sample		1
6	Made-ups And Home Furnishing Articles	1 each type	2
7	Measuring Tape		1
8	Basic Stationary		30
9	Calculator		30
10	Fabric/Accessories/trims Swatch File		1
11	Buyer Requirement /Comment Sheet (for documentation)		1
12	Books Related to Foreign Trade Policies/International Marketing Etc.		1
13	Students Manual		30
14	Teacher's Table		1
15	Teacher's Chair		1
16	White Board/ Black Board		1
17	Dustbin		1
18	First Aid Box		1
19	Students Chairs With Table Arms	for classroom	30
20	Board Duster /With Marker/Chalk		1
21	Industrial Single Needle Lock Stitch Machine set	optional, industrial single needle lock stitch sewing machine	1
22	Export Documents	e.g.: purchase order, invoice, Letter of credit, tech pack etc.	30
23	Fire Extinguisher		1
24	Garment Sample/Made-ups And Home Furnishing Articles	1 each type	3
25	Basic Stationary		30
26	Fabrics/trims/Accessories Swatch File		1
27	Buyer Requirement/Comment Sheet		1
28	Students Manual/notes		30
29	Students Chairs with Table Arms	for class room	30
30	Board Duster with Marker/Chalk		1
31	Export Documents (Various types and Tec pack)	e.g.: purchase order, invoice, Letter of credit, tech pack etc.	30
32	Stool For Trainees		15
33	Types Of Stains Swatches file or samples		1

34	stickers		5
35	Inventory/Stock Register / or sheet and job card		30
36	Trainees Chairs With Table Arms	for classroom	30
37	Trainer's Chair & Table		1
38	Basic Stationary	pen, pencil, notebook, eraser etc.	30
39	Projector /LCD		1
40	White/Black Board+ Marker+ Duster/Chalk		1
41	Tech Pack/(buyers requirement sheet for packing)		1
42	Record Maintenance Sheet		30
43	Stapler (small and big size)		5
44	Staple Pins (Small and big size. The quantity may vary)		1
45	Files and folders	qnt may vary	1
46	Push Pins	qnt may vary	1
47	Paper Cutter		1
48	Glue Stick		1
49	Cello Tape		5
50	White Board Marker / Chalk		1
51	Magnetic White Board Eraser		1
52	Cartons (various sizes)	qnt, sizes and ply of cartons may vary	5
53	Polybags (assortment in sizes and variety)	(Assortment in sizes variety), qnt may vary	5
54	Reporting Formats		15
55	Job Card		15
56	Stool For Trainees		15
57	Measuring Tape		30
58	Packing Table		2
59	Trainers Table		1
60	Trainers Chair		1
61	Student Manual		30
62	Basic Stationary set	pen, pencil, notebook, rubber, etc.	30
63	Calculator		3
64	Garments Made Ups and Home Furnishing Articles (qnt may vary)	assortment, qnt may vary	15

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	<u>NA</u>	9168453836
9	Trident	Nasreen Ahmed	Head Product Development	Punjab	<u>nasreenshmed@tridentindia.com</u>	9878999237
10	5 Star Garment	Dinesh Dongre	Manager	Maharashtra	<u>ddongre100@gmail.com</u>	8806405410
11	High Heads Pvt Ltd	Zunaid	Manager	Tamilnadu	<u>workshop@thehighheads.com</u>	6283270076
12	RUSTA	Amitoj Bal	Sourcing Manager	Delhi	<u>Amitoj.bal@rusta.com</u>	9873000263
13	Women Era	Nutan A Shaw	Owner	Maharashtra	<u>NA</u>	NA
14	Iris Corp	Sudarshan Jain	Director	Punjab	<u>Irisknitwear86@gmail.com</u>	9876326111
15	Warmline Jackets	Vishal S	Manager	Punjab	<u>info@warmlinejacket.com</u>	9815495806
16	Alok Ent	Ankush Waman	Owner	Maharashtra	<u>NA</u>	NA
17	Bayport	Amit Sharma	Category Head	Ahmedabad	<u>amitsharma@bayport.com</u>	9582038033
18	Dhareshwar Multiservices	Yogesh Misal	Partner	Maharashtra	<u>NA</u>	NA
19	Shubham Enterprises	Pradip Kumar	Owner	Maharashtra	<u>jshubham@yahoo.co.in</u>	NA
20	Aathava Garments pvt ltd.	Ganesh Kumar J	Manager	Tamilnadu	<u>info@aathavagarments.com</u>	0422-2565716
21	LUX Industries	Buvana M	HR Manager	Tamilnadu	<u>info@luxinnerwear.com</u>	+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
2023	510	330	460	300	NA	NA
2024	535	350	480	315	NA	NA
2025	560	370	510	330	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	2022	485	470	460	315	460	450	440	300	NA	NA	NA	NA
Version 1.0	2021	462	450	440	300	440	430	420	285	NA	NA	NA	NA
Version 1.0	2020	440	430	420	285	420	410	400	270	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: NA

Languages in which Content are available:

Hindi

Annexure: Detailed Assessment Criteria

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

AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices						
PC	Assessment Criteria for Outcomes				Theory Marks	Practical Marks
						Project Marks

PC1	Execute job responsibilities according to organizational standards, with a strong emphasis on eco-friendly solutions, while strictly adhering to established procedures, policies, and legal regulations.	2	1	-	1
PC2	Implement and uphold organizational policies and procedures, integrating sustainable consumption practices into daily operations.	2	1	-	1
PC3	Actively engage in enhancing organizational performance by driving the transition towards environmentally friendly processes and practices.	2	1	-	1
PC4	Safely handle materials, equipment, computers, and software to maintain a clean and hazard free work environment, actively supporting the adoption of eco-friendly practices throughout the workplace.	3	2	-	2
PC5	Perform routine maintenance and cleaning tasks within assigned duties and agreed-upon schedules, effectively managing any interruptions to workflow.	3	1	-	1
PC6	Immediately report any instances of unsafe equipment or hazardous incidents to the appropriate personnel to ensure swift resolution and mitigate risks.	2	1	-	1
PC7	Utilize appropriate cleaning equipment and techniques tailored to specific tasks, promoting efficiency and sustainability in workplace maintenance.	2	1	-	1
PC8	Proactively request system or software upgrades as necessary to optimize work efficiency, while also maintaining backup files to ensure data integrity and security when using various design software.	2	1	-	1
PC9	Maintain digital copies of design work in organized files for future reference, ensuring accessibility and preservation of valuable project assets.	2	1	-	1
	NOS Total	20	10		10
AMH/N1601: Manage export marketing operations					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Analyse the export marketing business & the operations involved	2	3	-	0.5

PC2	Interpret the export marketing terms & understand the processes involved	2	3	-	1
PC3	Apply export-market entry strategies and carry out all export marketing functions effectively	1	3	-	0.5
PC4	Analyse the factors that affect cost in export marketing	2	5	-	0.5
PC5	Be adept in understanding current market trade; foreign currencies & conversion	1	2	-	0.5
PC6	Manage the export distribution worldwide	1	2	-	0.5
PC7	Understand the institutional framework for export promotional council & world trade organization	2	2	-	1
PC8	Coordinate with export promotional council/ministry of commerce & industry for affiliation & documentation formalities	1	10	-	0.5
PC9	Understand & interpret the various export schemes; financing methods and terms of payment	1	8	-	0.5
PC 10	Carry out export credit and foreign exchange risk management	1	7	-	1
PC11	Apply export promotional strategies where appropriate	1	5	-	0.5
	NOS TOTAL	15	50	-	7
AMH/N1602: Carry out export processes and complete documentation					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1.	Create and manage documentation related to pre & post shipment	2	10	-	0.5
PC2.	Create and manage export sales contract	2	6	-	0.5
PC3.	Handle the central excise/customs clearance: regulations, procedures and documentation				

		1	3	-	0.5
	Processing of an export order	2	5	-	0.5
PC5.	Use the correct tools and equipment	1	1	-	0.5
PC6.	Prepare & check all pre-shipment documents including: -1. Invoice 2. Packing list 3. GR form 4. AR-4/ ar4a form 5. etc. License 6. Indent 7. Acceptance of contract 8. Letter of credit (LoC) 9. QC Certificate 10. Port trust date 11. Any other 12. Sign of inspector/ customs div	4	10	-	1
PC7.	Complete, file and maintain Exim documents pertaining to pre and post shipment.	1	5	-	0.5
PC8	Liaise with customs and excise officials	1	1	-	0.5
PC9	Handle duty backward matters	1	5	-	0.5
PC10	Take care of applications for export incentives	1	5	-	0.5
PC11	Obtaining advance license from Jt DGFT (director general of foreign trade), adherence with contracts and agreements	1	3	-	0.5
PC12.	Looking after freight forwards, cha (customs house agent), transporter	1	2	-	0.5
PC13.	Communication with suppliers, consignee, agents, transporters	-	1	-	0.5
PC14	To follow up regularly and diligently with logistics companies to ensure timely shipments of goods	1	1	-	0.5
PC 15	Negotiation & co-ordination with customs agents for freight rates, customs clearances	1	2	-	0.5
	NOS Total	20	60	-	08
AMH/N1604: Analyze foreign trade logistics					
	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	<i>Fundamentals of trade logistics as applied in international trade</i>	14	49	-	7

PC1	Check and maintain all relevant shipment documentation	3	20	-	2
PC2	Understand and identify the best suitable logistics as per buyer's standard and pricing	3	10	-	1
PC3	Interpret and negotiate the logistics cost with different type of shipment mode	2	7	-	1
PC4	Track the shipment and follow up for payment	2	4	-	1
PC5	Communicate with logistic agency, buying offices and buyers	2	3	-	1
PC6	Manage logistics processes as per norms	2	5	-	1
	NOS Total	14	49	-	7
AMH/N1605: Maintaining a healthy, safe and secure working environment in the organization; Gender & PwD Sensitization					
	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	Comply with health, safety and security requirements at work; Gender & PwD Sensitization	6	21		3
PC1	Comply with environment management; health and safety related instructions applicable to the workplace	1	3	-	0.5
PC2	Carryout own activities in line with approved guidelines and procedures	1	3	-	0.5
PC3	Monitor the workplace and processes for potential risks and threats and report hazards and potential risks/ threats to supervisors or other authorized personnel	1	2	-	0.5
PC4	Actively participate in mock drills/ evacuation procedures organized at the workplace				

		1	5	-	0.5
PC5	Capable to perform first-aid, firefighting or any other emergency response procedures	1	5	-	0.5
PC 6	Follow organization procedures for shutdown and evacuation when required	1	3	-	0.5
	NOS Total	6	21	-	3
AMH/N1606: Planning for Export					
	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	<i>Planning for export</i>	13	33		4
PC1	Understand the logistics options for shipment	2	2	-	0.5
PC2	Explain the trade policies and guidelines to all concerned and ensure it is followed	3	3	-	0.5
PC3	Plan and monitor the shipment strategy	2	8	-	0.5
PC4	Use the export planning tools available	2	8	-	1
PC5	Carry out swot analysis and risk assessment for shipment vertical	3	10	-	0.5
PC6	Ensure Organization's domestic and international marketing activities are aligned and updated as per current policies and guidelines	1	2	-	1
	NOS Total	13	33	-	4
AMH/N1607: Ensure Shipping Compliance					

	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	<i>Ensuring shipping compliance</i>	12	32		6
PC1.	Follow the general invoicing instructions	1	4	-	1
PC2	Check that the packing list requirement is met	2	8	-	1
PC3	Ensure packing instructions are being followed including: carton specifications packing standards flat pack cargo prepacks packing standards garments on hangers (GOH) exceptions to packing requirements shipping marks & labels bar code labels	5	10	-	1
PC4	Follow the shipping guidelines	1	2	-	1
PC5	Ensure tendering of freight to consolidator as per process	1	2	-	1
PC6	Ensure sequence instruction is followed	2	6	-	1
	NOS Total	12	32	-	6

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	120	285	0	45

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
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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
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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