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MINISTRY OF SKILL DEVELOPMENT
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Facilitator Guide



Sector
Apparel

Sub-Sector
Apparel, Made-Ups & Home Furnishing

Occupation
Export Operations

Reference ID: AMH/Q1602, Version 4.0
NSQF level: 5

**Export
Executive-
Stitched Items**



Shri Narendra Modi
Prime Minister of India

“

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

”

Acknowledgements

Apparel, Made-ups & Home Furnishing Sector Skill Council would like to express its gratitude to all the individuals and institutions who contributed in different ways towards the preparation of this “Facilitator Guide”. Without their contribution it could not have been completed. Special thanks are extended to those who collaborated in the preparation of its different modules. Sincere appreciation is also extended to all who provided peer review for these modules.

The preparation of this facilitator guide would not have been possible without the Apparel Industry’s support. Industry feedback has been extremely encouraging from inception to conclusion and it is with their input that we have tried to bridge the skill gaps existing today in the industry.

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

About this Guide

This Facilitator Guide is designed for providing skill training and /or upgrading the knowledge level of the Participants to take up the job of an “Export Executive-Stitched Items” in the Management and Entrepreneurship Sector.

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

1. AMH/N1601: Manage export marketing operations
2. AMH/N1602: Carry out export processes and complete documentation
3. AMH/N1604: Analyze foreign trade logistics
4. AMH/N1605: Maintaining a healthy, safe and secure working environment in the organization with Gender and PwD Sensitization
5. AMH/N1606: Planning for Export
6. AMH/N1607: Ensure Shipping Compliance
7. AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices
8. DGT/VSQ/N0102: Employability Skills (60 Hours)

Symbols Used



Ask



Explain



Elaborate



Notes



Objectives



Do



Demonstrate



Activity



Team Activity



Facilitation Notes



Practical



Say



Resources



Example



Summary



Role Play



Learning Outcomes



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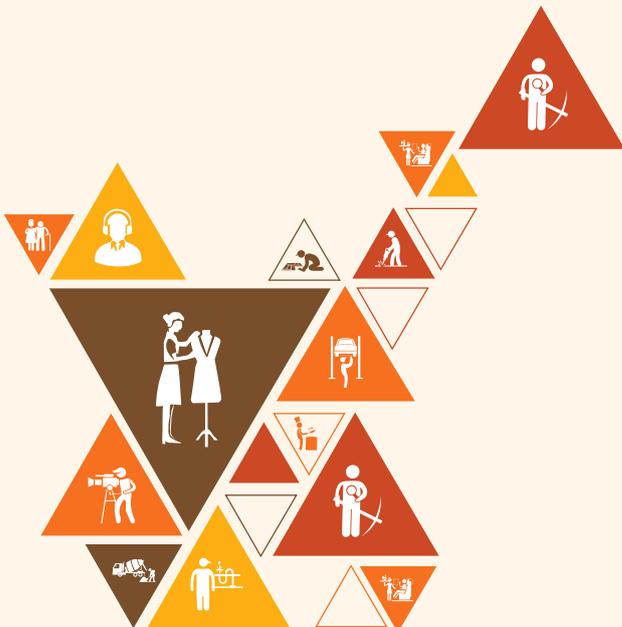


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1. Introduction and Orientation to Export Executive-Stitched Items

Unit 1.1 - Roles and Responsibilities in Export Operations



Bridge Module

Key Learning Outcomes



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

1. Describe the role of export department in an organisation.
2. Describe the job responsibilities of an export executive-stitched items.

Unit 1.1: Roles and Responsibilities in Export Operations

Unit Objectives

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

1. Describe the role of the export department within an organisation.
2. Outline the job responsibilities of an export executive – stitched items.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.

Do

- Greet the participants and introduce yourself by sharing your professional experience in export operations, and set a professional yet friendly tone for the session.
- State the unit objectives clearly and explain what participants will learn to keep them focused and motivated throughout the session.
- Ensure every participant has their handbook, notepad, and pen ready for active note-taking and participation.
- Check that the whiteboard, markers, laptop, and projector are set up and working before starting the session.
- Arrange the seating to ensure all participants have clear visibility of the presentation slides and adequate space for group interactions.
- Encourage participants to briefly introduce themselves and share their familiarity with export operations to create a collaborative environment.
- Inform the participants about the interactive approach of the session involving discussions, role-plays, and group exercises for better learning.
- Maintain an engaging pace throughout the session by balancing explanations with discussions and clarifications.
- Encourage participants to share practical examples from their own workplaces to link the concepts to real-life contexts.
- Conclude the session by summarising the key learning points and motivating participants to apply the knowledge in their workplace roles.

Say

- Welcome to today's session on the roles and responsibilities in export operations with a focus on stitched items in the apparel industry.
- By the end of this session, you will gain a clear understanding of how the export department functions and how export executives contribute to organisational success.

- We will explore the responsibilities involved in export operations including documentation, logistics and compliance requirements.
- The role of an export executive is crucial as they act as the link between the manufacturer and the international buyer ensuring quality and timely delivery.
- I look forward to discussing with you how understanding export operations can open doors for career growth in the apparel sector.

Ask

- Can anyone explain what they think the primary role of the export department is in a garment manufacturing company?
- What tasks do you believe an export executive needs to manage on a daily basis to ensure smooth export operations?
- What challenges do you think export executives face when coordinating shipments for international clients?
- How do you think timely documentation affects the reputation of an organisation in the global market?
- What skills do you think are most valuable for an export executive handling stitched items?

Activity

1. **Name of the Activity:** Global Threads Connection
2. **Objective:** To help participants introduce themselves and connect with the concept of export operations by sharing personal experiences or knowledge related to stitched garments or international trade.
3. **Type of activity:** Group activity
4. **Resources:** Participant handbook, notepad, pen, stitched garment samples or images (optional), name tags, whiteboard, markers, overhead projector or large screen.
5. **Duration of the activity:** 15 minutes
6. **Instructions:**
 - Ask each participant to introduce themselves by stating their name, background, and any prior exposure or interest in garment manufacturing, export, or international trade.
 - Invite participants to share a personal memory or observation of a garment or stitched item they or their family purchased that was imported or exported such as a branded shirt, jeans, or stitched ethnic wear.
 - Encourage them to describe what made the item stand out, such as the quality of stitching, finishing, packaging, or the “Made in” label.
 - If garment samples or images are available, ask participants to connect these with their stories by highlighting export tags, labels, or packaging.
 - After all introductions, summarise by linking participants’ stories to the importance of the export department in ensuring stitched garments meet international quality standards and reach buyers on time.
7. **Outcome:** Participants will feel more comfortable, relate their personal experiences to export operations, and develop an appreciation of the crucial role of export executives in delivering stitched items to global markets.

Elaborate

- The export department plays a vital role in ensuring that finished stitched items reach international buyers in compliance with global trade regulations.
- This department handles a variety of tasks, including documentation, communication with buyers, quality assurance and logistics.
- An export executive acts as a coordinator, managing the flow of information between production teams and international customers.
- They ensure that all export documentation, such as invoices, packing lists and shipping bills are accurate and completed on time.
- They also track shipments, coordinate with freight forwarders and resolve logistical challenges that may delay deliveries.
- Communication with buyers is a significant responsibility where export executives respond to queries, share order updates and manage client expectations.
- Quality control is another critical area, as export executives often verify that stitched items meet the buyer's specifications before shipping.
- Export executives must also stay updated on international trade laws and regulations to prevent compliance issues or penalties.
- They are responsible for maintaining accurate records of exports, which are essential for audits and reporting to higher management.
- The role demands multitasking, problem-solving and the ability to work under pressure to ensure customer satisfaction and organisational success.

Explain

- The export department functions as the link between domestic manufacturing and international markets, ensuring the company's products meet global demand.
- It is responsible for coordinating all export-related processes so that goods are shipped on time and in compliance with regulations.
- Export executives prepare and verify export documents, including invoices, packing lists, shipping instructions and certificates of origin.
- They coordinate with logistics partners, customs agents and shipping companies to manage the movement of goods across borders.
- Their work also involves ensuring that export goods comply with quality standards agreed upon with international buyers.
- They maintain constant communication with buyers, updating them on order status and handling any concerns promptly.
- Export executives monitor shipments closely to ensure delivery schedules are met without disruptions.
- They often work closely with production teams to ensure the goods manufactured are in line with buyer specifications.
- Their role is also to support management by generating export reports, providing data on orders, revenue and shipment timelines.
- Ultimately, export executives ensure that export operations run efficiently, which contributes significantly to the organisation's profitability and reputation.

Demonstrate

Participants will use an export documentation checklist as a learning simulation exercise to practice filling out sample invoices, packing lists and shipping bills, which will help them understand the critical role of accurate paperwork in ensuring smooth export operations and compliance with international trade requirements.

Role Play

1. **Name of the Roleplay:** Handling Export Documentation
2. **Objective of the Roleplay:** To help participants practice preparing and reviewing essential export documents.
3. **Resources:** Participant handbook, notepad, pen, presentation slides, and projector.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Display a sample export order scenario on the screen, including buyer details, product specifications and shipment requirements.
 - Divide participants into small groups and assign each group the task of preparing the required export documents using the checklist.
 - Ask each group to exchange documents with another group for review and feedback.
 - Facilitate a discussion on standard errors that occur in documentation and how to avoid them.
 - Summarise by highlighting the importance of accuracy and compliance in export documentation.
6. **Outcome:** Participants will gain hands-on experience in preparing accurate export documents and understanding their importance in global trade.

Role Play

1. **Name of the Roleplay:** Communicating with International Buyers
2. **Objective of the Roleplay:** To enhance communication skills for dealing with buyers in export operations.
3. **Resources:** Participant handbook, notepad, pen, and projector laptop.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Present a simulated scenario where a shipment has been delayed due to unforeseen reasons.
 - Assign participants roles as export executives and international buyers to discuss the delay.
 - Encourage participants to practice explicit communication, negotiation and problem-solving during the role-play.
 - Invite groups to present their conversations to the class and discuss practical approaches.
 - Conclude with tips on professional communication in export operations.
6. **Outcome:** Participants will learn how to communicate effectively with buyers, handle difficult situations and maintain professional relationships.

Notes for Facilitation

- Keep the session practical by using real export documents and scenarios for better understanding.
- Use visual aids to demonstrate how documentation flows in export operations.
- Encourage participants to share personal experiences if they have worked in garment production or exports.
- Maintain a steady pace and check frequently if participants are following the concepts.
- Summarise each role-play or demonstration with key lessons to reinforce learning outcomes.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Preparing export documentation
2. c. Packing list
3. b. Freight forwarders
4. c. Letter of Credit
5. b. Conducting buyer market surveys

Answer the following questions briefly.

1. Refer to Unit 1.1: Roles and Responsibilities in Export Operations
Topic 1.1.3 Role of an Export Executive – Stitched Items
2. Refer to Unit 1.1: Roles and Responsibilities in Export Operations
Topic 1.1.4 Responsibilities of an Export Executive – Stitched Items
3. Refer to Unit 1.1: Roles and Responsibilities in Export Operations
Topic 1.1.3 Role of an Export Executive – Stitched Items
4. Refer to Unit 1.1: Roles and Responsibilities in Export Operations
Topic 1.1.4 Responsibilities of an Export Executive – Stitched Items
5. Refer to Unit 1.1: Roles and Responsibilities in Export Operations
Topic 1.1.9 Garment Export Executive’s Task Flow



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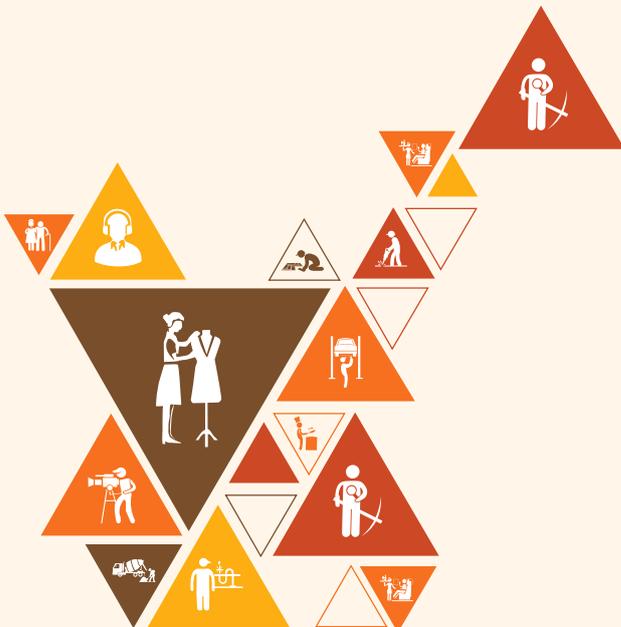


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2. Manage Export Marketing Operations

Unit 2.1 - Core Concepts in Export Marketing



AMH/N1601

Key Learning Outcomes



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

1. Describe the framework of export marketing management.
2. Examine the impact of internet marketing on exports.
3. Select the product for exporting.
4. Select the market for the product.
5. Explain the Institutional framework of EPC (Export Promotional Council) and WTO (World Trade Organisation).
6. Explain the process of coordination with EPC (Export Promotional Council)/ Ministry of Commerce and Industry for formalities related to affiliation and documentation.
7. Explain the various methods of export financing, such as export credit.
8. Calculate the currency rate for the export transaction.
9. Identify the strategies, such as pricing decisions and distribution factors, to enter the selected export market.
10. Apply export promotion strategies best suited for the product.
11. Select the most suitable export scheme to be used for exporting the product.
12. Select the terms of payment for exporting the product.
13. Analyse the factors that affect cost in export marketing.

Unit 2.1: Core Concepts in Export Marketing

Unit Objectives

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

1. Outline the framework of export marketing management.
2. Assess the Role of Internet Marketing in Export Performance.
3. Evaluate Criteria for Product and Market Selection.
4. Formulate Market Entry and Promotion Strategies.
5. Analyse Cost Components Influencing Export Decisions.
6. Compare Export Schemes and Payment Options.
7. Examine the Functions of EPC and WTO in Export Development.
8. Interpret Procedures for Affiliation and Documentation with Authorities.
9. Differentiate Methods of Export Financing and Currency Calculations.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.

Do

- Greet participants and introduce the unit by connecting export marketing with global trade growth.
- State the objectives clearly so participants know the breadth of topics they will cover.
- Ensure participants have their handbook, notepad, and pen ready for active note-taking.
- Check the setup of the projector, laptop, whiteboard, and markers before starting.
- Organise seating so participants can engage in discussions and view slides clearly.
- Explain the interactive learning method, including discussions, group work, and roleplays.
- Balance theoretical explanations with real-world examples from the garment export sector.
- Invite participants to share personal experiences related to product marketing or export promotion.
- Keep participants engaged by summarising key points after each central section.
- End with a recap of all concepts and encourage application of strategies in their workplace.

Say

- Welcome to this session on core concepts in export marketing, a key area for achieving global competitiveness.
- Export marketing is not just about selling abroad—it involves planning, product positioning, pricing, promotion, and compliance.
- We will learn how internet marketing, market selection, and cost analysis influence export performance.

- Export executives must also understand financing, trade schemes, and organisations like EPC and WTO that support global trade.
- By the end of this session, you will be able to connect marketing strategies with export growth in practical ways.

Ask

- What do you think makes export marketing different from domestic marketing?
- How can internet marketing improve the visibility of stitched garments in international markets?
- What factors should be considered while selecting a product and market for export?
- Which promotion strategies are most effective for attracting international buyers?
- How do cost components such as freight, duties, and insurance impact export pricing decisions?
- What export schemes have you heard about that support Indian exporters?
- Why is the role of the WTO important for small and medium exporters?
- What are some challenges you see in arranging export financing?
- How do fluctuations in currency rates affect export decisions?

Elaborate

- Export marketing management is a structured process that includes planning, research, product adaptation, pricing, promotion, and distribution to foreign markets.
- Internet marketing plays a vital role in creating global buyer connections, showcasing products, and reducing promotion costs.
- Market selection depends on product demand, buyer preferences, competition, and trade regulations in the target country.
- Entry strategies include direct exports, agents, distributors, or joint ventures, while promotions use trade fairs, online platforms, and buyer meetings.
- Cost components such as raw material, freight, packaging, duties, and commissions influence export pricing and profit margins.
- Export schemes like MEIS, RoDTEP, and duty drawback provide incentives, while payment methods include advance, LC, and open account.
- Export Promotion Councils (EPCs) support exporters through training, buyer-seller meets, and policy representation, while WTO sets global trade rules.
- Exporters must complete affiliation with EPCs, DGFT registration, and documentation for compliance.
- Financing can be pre-shipment or post-shipment, while currency calculations involve exchange rates, hedging, and conversion costs.

Explain

- Export marketing ensures that products manufactured domestically can compete internationally by following a structured framework.
- It begins with identifying target markets and selecting products based on demand and trade feasibility.
- Internet platforms like B2B portals, e-commerce, and social media expand global reach.
- Market entry strategies require choosing between direct sales, agents, distributors, or partnerships.
- Export promotion includes advertising, trade fairs, catalogues, websites, and buyer interactions.
- Cost analysis ensures pricing covers all expenses and remains competitive.
- Export schemes offered by the Government of India reduce cost burdens and improve profitability.
- EPCs guide exporters while WTO maintains fair trade practices and resolves disputes.
- Export financing methods like packing credit and post-shipment finance help manage working capital, while exchange rate calculations protect profits.
- A strong understanding of export marketing concepts allows organisations to plan strategically and grow in global markets.

Demonstrate

Participants will practice preparing a market entry plan for a stitched garment product, including selection of a country, pricing considerations, and promotion methods. A template will be shared, and participants will fill in details based on the given data. This will demonstrate how real decisions are made in export marketing.

Activity

1. **Name of the Activity:** Export Market Selection Exercise
2. **Objective of the activity:** To help participants understand how to select suitable products and markets for export.
3. **Resources:** Participant handbook, notepad, pen, whiteboard, projector, presentation slides, and internet connection.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Display a list of potential export markets with brief profiles.
 - Ask participants in groups to evaluate which market is best suited for embroidery exports.
 - Have them discuss product modifications required for the selected market.
 - Each group presents their reasoning for market choice.
 - Summarise by linking their decisions to fundamental export selection criteria.
6. **Outcome:** Participants will gain practical experience in product and market evaluation for exports.

Activity

1. **Name of the Activity:** Export Costing and Payment Simulation.
2. **Objective of the activity:** To make participants aware of cost components and secure payment methods in export trade.
3. **Resources:** Participant handbook, notepad, calculator, whiteboard, projector, and internet connection.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Provide sample cost data for embroidery products, including production, packaging, and shipping.
 - Ask participants to calculate the total export price and profit margin.
 - Present different payment options like letter of credit and advance payment.
 - Groups decide which payment method would be best and explain why.
 - Conclude with a discussion on balancing risk and profitability in export transactions.
6. **Outcome:** Participants will understand cost analysis and payment options in export trade.

Notes for Facilitation

- Keep participants engaged by using real examples from embroidery exports to explain complex points.
- Use visuals like charts and flow diagrams to break down export procedures.
- Maintain a pace that balances theory with group interaction for active learning.
- Encourage participants to share their views and experiences to build practical connections.
- Reinforce learning with clear summaries at the end of each activity and unit section.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Local SEO
2. c. Advance Authorisation
3. b. Letter of Credit
4. c. To promote export trade and provide market support
5. c. A method to hedge currency rate fluctuations

Answer the following questions briefly.

1. Refer to Unit 2.1: Core Concepts in Export Marketing
Topic 2.1.2 Role of Internet Marketing in Export Performance
2. Refer to Unit 2.1: Core Concepts in Export Marketing
Topic 2.1.3 Criteria for Product and Market Selection
3. Refer to Unit 2.1: Core Concepts in Export Marketing
Topic 2.1.6 Export Schemes and Payment Options
4. Refer to Unit 2.1: Core Concepts in Export Marketing
Topic 2.1.9 Methods of Export Financing and Currency Calculations
5. Refer to Unit 2.1: Core Concepts in Export Marketing
Topic 2.1.5 Cost Components Influencing Export Decisions



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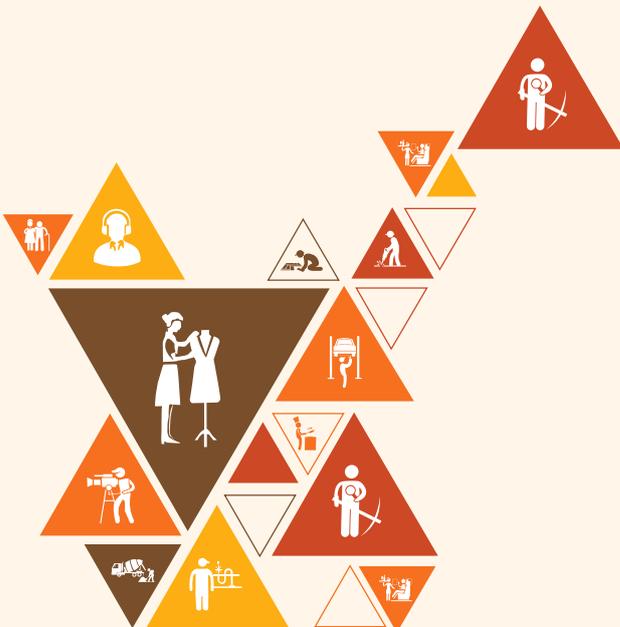
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3. Carry out Export Processes and Complete Documentation

Unit 3.1 - Export Operations and Coordination

Unit 3.2 - Export Documentation and Compliance



AMH/N1602

Key Learning Outcomes



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

1. Identify the documents related to pre- and post-shipment.
2. Explain the coordination with the central customs clearance office.
3. Explain the process of executing an export order.
4. Identify the role of various regulatory bodies, like DGFT (Director General of Foreign Trade).
5. Select freight forwarders, CHA (Customs House Agent), and transporters for shipping goods.
6. Identify suitable methods of sharing information with suppliers, consignees, agents, and transporters.
7. Describe the methods of following up with logistics companies to ensure the timely shipment of goods.
8. Demonstrate coordination and negotiation with the customs department for freight rates and customs clearance.
9. Create an export sales contract.
10. Prepare all pre- and post-shipment documents like invoice, packing list, GR form, AR-4/ AR4-A form, license, acceptance of contract, LOC (letter of credit), and Quality Control Certificate.
11. Complete the EXIM (Export-Import) documents file.
12. Maintain EXIM (Export-Import) documents about pre- and post-shipment.
13. Discuss the steps involved in coordinating with customs and excise officials.
14. Explain the export incentives schemes introduced by the government.

Unit 3.1: Export Operations and Coordination

Unit Objectives

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

1. Overview of pre- and post-shipment documentation.
2. Execution of an export order.
3. Engagement with customs clearance procedures.
4. Interaction with regulatory bodies and authorities.
5. Selection of logistics partners and service providers.
6. Channels for communication among export stakeholders.
7. Practices for coordination and follow-up in logistics.
8. Negotiation and coordination with customs departments.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.

Do

- Welcome the participants warmly and introduce yourself by sharing your professional background in handling export operations.
- Clearly state the unit objectives to set the learning direction for the session.
- Ensure participants have their handbook, notepad, and pen ready before starting.
- Check the projector, laptop, and whiteboard for smooth presentation delivery.
- Arrange seating for visibility and group interaction.
- Encourage participants to share any experiences with logistics or customs-related processes.
- Maintain a balance between lecture, discussion, and roleplay to keep participants engaged.
- Use real examples from garment exports to illustrate processes like customs clearance and documentation.
- Actively involve participants in question-and-answer sessions to clarify doubts.
- Summarise each section to reinforce understanding and conclude with a recap of the entire unit.

Say

- Welcome to today's session on Export Operations and Coordination, where we will focus on the practical steps involved in managing export shipments.
- Export operations involve both pre-shipment and post-shipment documentation that ensures compliance with legal and trade requirements.

- The process also includes coordination with customs, regulatory authorities, logistics providers, and buyers.
- Export executives act as central coordinators, ensuring the smooth execution of export orders without delays.
- By the end of this session, you will have a clear understanding of documentation, customs processes, logistics coordination, and communication practices.

Ask

- What do you think are the most critical documents required before a shipment leaves the country?
- How can delays in customs clearance affect export performance?
- What qualities do you think exporters should look for when selecting logistics partners?
- Why is coordination between exporters, freight forwarders, and customs agents so important?
- How does clear communication among stakeholders impact the success of export operations?

Elaborate

- Pre-shipment documentation includes invoices, packing lists, and certificates that ensure goods are ready for export.
- Post-shipment documentation, such as bills of lading and shipping advice, ensures buyers receive confirmation of goods in transit.
- Execution of an export order requires proper planning of production schedules, packaging, and shipment booking.
- Customs clearance involves declaring goods, paying duties, and following procedures to ensure compliance with regulations.
- Exporters must engage with regulatory authorities like DGFT and customs officers to secure approvals.
- The selection of logistics partners, such as freight forwarders and shipping lines, is crucial for the timely movement of goods.
- Effective communication channels like emails, portals, and tracking systems reduce misunderstandings among stakeholders.
- Coordination practices such as regular follow-ups and progress tracking prevent delays in shipments.
- Negotiation with customs departments often involves clarifying tariff classifications or duties to minimise costs.
- Export coordination ensures that all tasks from documentation to delivery are streamlined for smooth global trade.

Explain

- Export operations start with pre-shipment processes such as document preparation and compliance with buyer requirements.
- During order execution, exporters align production, packaging, and shipment timelines with contractual terms.
- Customs clearance ensures goods legally exit the country and includes the submission of export declarations and duties.
- Regulatory bodies like DGFT issue licenses and permits needed for specific categories of goods.
- Logistics partners such as freight forwarders provide expertise in booking shipments and managing cargo movement.
- Communication among exporters, importers, banks, and logistics providers prevents costly errors.
- Coordination in logistics includes regular updates to buyers and monitoring shipments through tracking systems.
- Follow-up practices, such as verifying clearance status with customs, can avoid last-minute shipment delays.
- Negotiations with customs departments may arise when exporters dispute duty rates or the classification of goods.
- A successful export operation combines documentation, regulatory compliance, logistics, and effective coordination.

Demonstrate

Participants will use sample export order forms, pre-shipment and post-shipment documents, and customs clearance checklists to simulate the execution of an export order and practice coordinating with logistics partners and authorities through a guided role-play exercise that replicates real export scenarios.

Activity

1. **Name of the roleplay:** Coordinating with a Freight Forwarder
2. **Objective of the roleplay:** To practice effective communication and coordination with logistics partners.
3. **Resources:** Participant handbook, notepad, pen, projector with sample shipment details.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Present a scenario where an exporter has to book a shipment of stitched garments for an overseas buyer.
 - Assign participants the roles of Export Executive and Freight Forwarder.
 - Ask the Export Executive to discuss shipping schedules, documentation, and freight costs with the Freight Forwarder.
 - Encourage them to clarify terms such as delivery deadlines, insurance, and tracking updates.
 - Facilitate discussion on best practices for logistics coordination.
6. **Outcome:** Participants will understand how to effectively communicate with logistics partners, negotiate terms, and ensure timely shipment.

Activity

1. **Name of the roleplay:** Customs Clearance Simulation
2. **Objective of the roleplay:** To help participants experience the steps of interacting with customs and regulatory authorities.
3. **Resources:** Participant handbook, customs clearance checklist, sample forms, whiteboard, markers, and presentation slides.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Assign roles such as exporter, customs officer, and freight forwarder to participants.
 - Simulate the process of filing customs declarations and clarifying duties and taxes.
 - Encourage negotiations between the exporter and the customs officer to resolve the dispute.
 - Discuss how communication helps speed up the clearance process.
 - Wrap up with a reflection on how effective coordination saves time and money.
6. **Outcome:** Participants will gain hands-on experience of customs clearance procedures and the importance of coordination.

Notes for Facilitation

- Keep the session interactive with real examples of export operations to make the concepts relatable.
- Use sample documents and checklists as visual aids to simplify complex procedures.
- Adjust the teaching pace so participants can practice and reflect on each step effectively.
- Encourage participants to share any real-world challenges they know of in exports for group discussion.
- Summarise each role-play activity with practical takeaways linking back to unit objectives.

Unit 3.2: Export Documentation and Compliance

Unit Objectives

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

1. Structure of an export sales contract.
2. Compilation of required shipping documents.
3. Completion and maintenance of EXIM documentation.
4. Procedures with customs and excise officials.
5. Features of government export incentive schemes.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.

Do

- Greet the participants warmly and introduce yourself while building confidence by sharing your background in export processes and documentation.
- Clearly outline the unit objectives and explain what learners will be able to achieve once the session is completed.
- Distribute participant handbooks and ensure all participants are equipped with notepads and pens to take notes actively.
- Confirm that the projector, slides, and internet are functioning well so that the session is visually supported and smooth.
- Arrange seating in a way that encourages eye contact, visibility of the screen, and small group discussions.
- Inform the participants about the importance of active participation and clarify that the session will be interactive with questions and discussions.
- Present a quick overview of export documentation and compliance to set the tone before going deeper into each section.
- Encourage participants to share if they have seen or handled any shipping or customs documents before, to connect theory with practice.
- Monitor time to ensure that the session covers all objectives while maintaining room for activities and questions.
- End the session by summarising the main points and linking them with participants' future role as embroidery machine operators in the export sector.

Say

- Welcome to today's session on export documentation and compliance, which is an essential part of running successful embroidery export operations.
- By the end of this session, you will understand the structure of an export sales contract and how to prepare shipping and EXIM documentation properly.
- We will also discuss the role of customs and excise officials in export clearance and why their procedures must be carefully followed.
- Understanding government export incentive schemes is essential because they can help businesses lower costs and increase global competitiveness.
- This knowledge will give you an advantage as an embroidery machine operator because exports often depend on accurate and timely documentation.

Ask

- Can anyone share what kind of documents they think are needed before goods are shipped abroad?
- Why do you think it is essential to maintain proper export documentation for every order?
- What might happen if a shipment goes without customs clearance or incorrect documents?
- How do you think government incentive schemes can benefit small exporters in the textile industry?
- What role do you think workers like embroidery machine operators play in ensuring export compliance indirectly?

Elaborate

- An export sales contract is the formal agreement between buyer and seller specifying product details, delivery terms, payment methods, and dispute resolutions.
- Shipping documents such as invoices, packing lists, and bills of lading are critical because they act as proof of shipment and support customs clearance.
- EXIM documentation ensures that all transactions are recorded legally under import-export regulations, which prevent fraud and disputes.
- Customs officials check whether goods meet all legal requirements, such as correct duties, licenses, and product standards, before allowing export.
- Excise officials monitor goods that may be subject to taxes or levies, ensuring that rules are followed and government revenue is protected.
- Government export incentive schemes encourage businesses to export more by offering duty drawbacks, subsidies, or tax rebates.
- Compliance with documentation builds the credibility of exporters and reduces the chances of shipment delays or penalties.
- Errors in documentation can lead to heavy fines, blocklisting, or rejection of goods at foreign ports, which can damage the trade reputation.
- Export documentation also supports smooth financial transactions because banks require specific documents to process payments safely.
- Learning these procedures is crucial for embroidery export units since textiles constitute a significant sector for international trade and incentives.

Explain

- An export sales contract must include terms like product quality, quantity, delivery timelines, and payment security for both parties.
- The commercial invoice is a key document showing the price, buyer and seller details, and serves as the foundation for customs clearance.
- A packing list describes the contents, weight, and packaging details of the shipment, which ensures transparency and easy handling.
- The bill of lading is both a receipt and a contract with the shipping company confirming goods are loaded for transport.
- Certificates of origin confirm where the goods were produced and are often necessary to avail of duty benefits in importing countries.
- The shipping bill is filed electronically with customs and is necessary for export permission and government monitoring.
- Duty drawback schemes refund part of the duty paid on imported materials that are later exported as finished goods.
- Export promotion councils often assist exporters by providing information on schemes, documentation support, and trade opportunities.
- Regular maintenance of export documents helps ensure that audits and inspections by officials are smooth and transparent.
- Export compliance creates trust with international buyers and helps small industries like embroidery units expand globally.

Demonstrate

Participants will use sample export sales contracts, invoices, packing lists, and customs forms to simulate compiling a complete set of export documentation for a mock embroidery shipment and practice checking compliance requirements to understand the workflow of export documentation.

Activity

1. **Name of the activity:** Preparing a Shipping Document Set
2. **Objective of the activity:** To help participants practice compiling shipping documents for an export order.
3. **Resources:** Participant handbook, notepad, pen, sample invoices, packing list templates, projector, computer with internet.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Distribute sample templates of invoices, packing lists, and bills of lading.
 - Ask participants to fill in the details for a mock order of embroidered garments.
 - Allow groups to compare their completed sets with the sample provided on the projector.

- Facilitate a discussion on standard errors that may happen in real export documentation.
 - Summarise how complete and correct documents reduce risks and delays.
6. **Outcome:** Participants will gain hands-on practice in preparing export shipping documents and understand their importance.

Activity

1. **Name of the activity:** Customs Clearance Role Simulation
2. **Objective of the activity:** To familiarise participants with customs clearance procedures.
3. **Resources:** Participant handbook, notepad, pen, customs clearance flowchart, and sample customs declaration form.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Present a customs clearance flowchart on the screen.
 - Assign participants roles as exporter, customs official, and freight forwarder.
 - Ask them to role-play the steps of submitting and verifying documents.
 - Encourage discussions about the importance of accuracy and honesty in declarations.
 - Summarise by linking this process to real-life embroidery exports.
6. **Outcome:** Participants will understand the role of customs officials and how proper documentation supports smooth clearance.

Notes for Facilitation

- Keep the session lively by connecting documentation concepts with textile and embroidery export scenarios.
- Use visual samples like invoices, contracts, and certificates to simplify complex topics.
- Allow participants to share their prior knowledge or family experiences with exports, if any.
- Ensure adequate time for group activities so participants can apply what they learn practically.
- Provide immediate feedback during activities to correct errors and reinforce learning.
- Encourage questions at each stage to maintain engagement and clear doubts.
- Monitor participant attentiveness and break down explanations when concepts seem difficult.
- Wrap up each activity with clear takeaways that link back to unit objectives.
- Share real examples of government schemes related to textile exports to make the content relatable.
- Summarise the session with emphasis on compliance as a foundation for successful export operations.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. Filing the Shipping Bill
2. c. ICEGATE
3. b. Approval to ship goods
4. d. Certificate of Origin
5. c. RMS (Risk Management System)

Answer the following questions briefly.

1. Refer to Unit 3.1: Export Operations and Coordination
Topic 3.1.3 Engagement with Customs Clearance Procedures
2. Refer to Unit 3.1: Export Operations and Coordination
Topic 3.1.3 Engagement with Customs Clearance Procedures
3. Refer to Unit 3.2: Export Documentation and Compliance
Topic 3.2.4 Procedures with Customs and Excise Officials
4. Refer to Unit 3.1: Export Operations and Coordination
Topic 3.1.3 Engagement with Customs Clearance Procedures
5. Refer to Unit 3.1: Export Operations and Coordination
Topic 3.1.2 Execution of an Export Order



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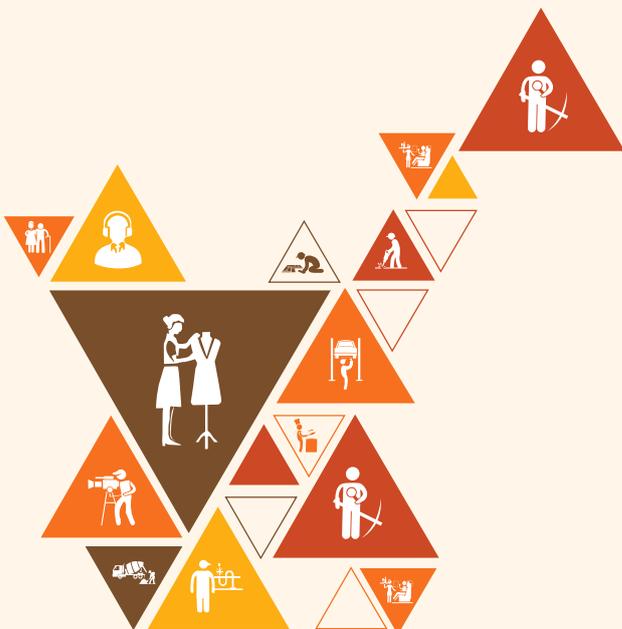


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4. Analyse Foreign Trade Logistics

Unit 4.1 - Logistics and Shipment Management



AMH/N1604

Key Learning Outcomes



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

1. Check documents related to shipment.
2. Describe maritime transportation.
3. Select the multimodal transportation, required for shipping.
4. Select the ICDs (Inland Container Depots)/CFS (Container Freight Station) to be used for transportation.
5. Explain the method of tracking the shipment and follow-up for payment.
6. Identify the process of containerisation for shipping.
7. Identify the suitable method of communication with the logistics agency, buying offices and buyers.
8. Calculate the cost of logistics according to different types of shipment modes.
9. Select the final mode of shipment.

Unit 4.1: Logistics and Shipment Management

Unit Objectives

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

1. Overview of shipment documentation.
2. Elements of maritime and multimodal transport.
3. Selection Criteria for ICDs and CFS facilities.
4. Components of containerisation in export logistics.
5. Approach to shipment tracking and payment follow-up.
6. Channels of communication in export logistics.
7. Estimation of logistics costs by shipment type.
8. Factors influencing the choice of shipment mode.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.

Do

- Greet the participants and introduce yourself while sharing your logistics and shipment handling experience to establish credibility.
- State the unit objectives clearly and explain how logistics connects with embroidery export operations.
- Ensure all participants have the handbook, notepad, and pen ready for note-taking.
- Check the projector, slides, internet connectivity, and whiteboard before starting.
- Prepare flowcharts and visuals of logistics processes to simplify explanations.
- Encourage participants to share their prior knowledge or experience with exports or shipping.
- Set an interactive tone by mentioning activities, group discussions, and Q&A.
- Arrange seating to promote group participation and clear visibility of slides.
- Manage timing carefully to balance theory and interactive practice.
- End with a recap of logistics processes, connecting them to participants' roles in the export chain.

Say

- Welcome to today's session on logistics and shipment management, which ensures embroidery goods reach global markets efficiently.
- By the end of this session, you will understand documentation, containerisation, shipment tracking, and cost estimation.

- We will also learn about ICDs, CFS, transport modes, and communication channels in export logistics.
- Logistics is not just about transport but also about documentation, communication, and cost-effective planning.
- This knowledge helps you see how your role in embroidery operations fits into the global supply chain.

Ask

- What documents do you think are necessary before goods are exported?
- How does containerisation benefit exporters of embroidery products?
- Why do exporters sometimes prefer sea transport over air, even if it is slower?
- How do communication channels prevent shipment delays or losses?
- How does cost estimation in logistics affect export pricing?

Elaborate

- Shipment documentation includes invoices, packing lists, bills of lading, and shipping bills, which are essential for customs.
- Maritime transport is cost-effective for large volumes, while multimodal transport combines modes to achieve a balance of speed and cost.
- ICDs and CFS help exporters complete customs clearance inland, saving time and reducing port congestion.
- Containerisation improves safety, reduces damage, and makes loading/unloading efficient.
- Shipment tracking ensures exporters and buyers know the shipment's location at all times.
- Payment follow-up relies on documents like bills of lading to claim payment from banks.
- Communication channels—emails, portals, freight agents—keep everyone updated.
- Logistics cost estimation depends on mode, distance, duties, and container size.
- Exporters select shipment mode based on urgency, product value, buyer needs, and cost.
- Good logistics planning ensures timely, safe, and affordable delivery of embroidery goods.

Explain

- A commercial invoice provides product, price, buyer, seller details and is key for customs duty.
- A bill of lading is a legal contract and receipt from the shipping line confirming ownership and shipment.
- A packing list shows content details, weight, and dimensions to help customs and handlers.
- Containerisation reduces manual handling, theft, and delays.
- ICDs are inland dry ports that provide customs clearance before goods reach the seaport.
- CFS offers cargo storage and consolidation, beneficial for small exporters.
- Multimodal transport uses one contract across multiple modes, integrating global supply chains.

- Shipment tracking software improves transparency, reduces disputes, and builds trust.
- Payment follow-up ensures timely bank payments linked with shipping proofs.
- Logistics cost estimation supports exporters in accurate pricing by including all cost elements.

Demonstrate

Participants will use sample documents (invoices, packing lists, bills of lading, and tracking sheets) to simulate the preparation and tracking of an embroidery export order, visualising the complete shipment process.

Activity

1. **Name of the Activity:** Shipment Documentation Practice
2. **Objective of the Activity:** To familiarise participants with preparing and checking essential shipment documents.
3. **Resources:** Participant handbook, notepad, pen, sample invoices, packing list templates, and projector.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Distribute mock invoices, packing lists, and bills of lading.
 - Ask participants in small groups to complete the documents for a given embroidery shipment.
 - Display a correct sample on the projector for participants to compare.
 - Facilitate a discussion on errors and corrections in documentation.
 - Summarise the importance of accuracy in shipment documentation.
6. **Outcome:** Participants will gain hands-on experience in preparing and reviewing key shipment documents.

Activity

1. **Name of the Activity:** Mode of Transport Decision Game
2. **Objective of the Activity:** To help participants understand factors influencing shipment mode selection.
3. **Resources:** Participant handbook, notepad, pen, presentation slides, and projector.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Present case scenarios such as urgent small orders, bulk low-cost orders, and high-value delicate orders.
 - Ask groups to decide whether to choose air, sea, or multimodal transport for each case.
 - Encourage groups to justify their decision based on cost, speed, and cargo type.
 - Discuss the pros and cons of each mode as highlighted by participants.
 - Conclude with a summary of how exporters decide shipment modes in real life.
6. **Outcome:** Participants will learn how cost, urgency, and cargo type affect shipment mode choice.

Notes for Facilitation

- Relate logistics topics to embroidery export examples for easy understanding.
- Use visuals like flowcharts, container diagrams, and documents.
- Encourage questions and discussions after each sub-topic.
- Provide hands-on practice with sample documents.
- Compare costs between air and sea shipments.
- Ensure everyone participates in group activities.
- Maintain a balance between explanations and activities.
- Encourage participants to clarify doubts.
- End each sub-topic with clear takeaways.
- Conclude by connecting logistics knowledge with embroidery export operations.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. Air freight
2. c. Sea freight
3. a. When delivery is not time-sensitive
4. b. Inland Container Depots (ICDs)
5. c. Exporter's email provider

Answer the following questions briefly.

1. Refer to Unit 4.1: Logistics and Shipment Management
Topic 4.1.8 Factors Influencing the Choice of Shipment Mode
2. Refer to Unit 4.1: Logistics and Shipment Management
Topic 4.1.8 Factors Influencing the Choice of Shipment Mode
3. Refer to Unit 4.1: Logistics and Shipment Management
Topic 4.1.2 Elements of Maritime and Multimodal Transport
4. Refer to Unit 4.1: Logistics and Shipment Management
Topic 4.1.2 Elements of Maritime and Multimodal Transport
5. Refer to Unit 4.1: Logistics and Shipment Management
Topic 4.1.8 Factors Influencing the Choice of Shipment Mode



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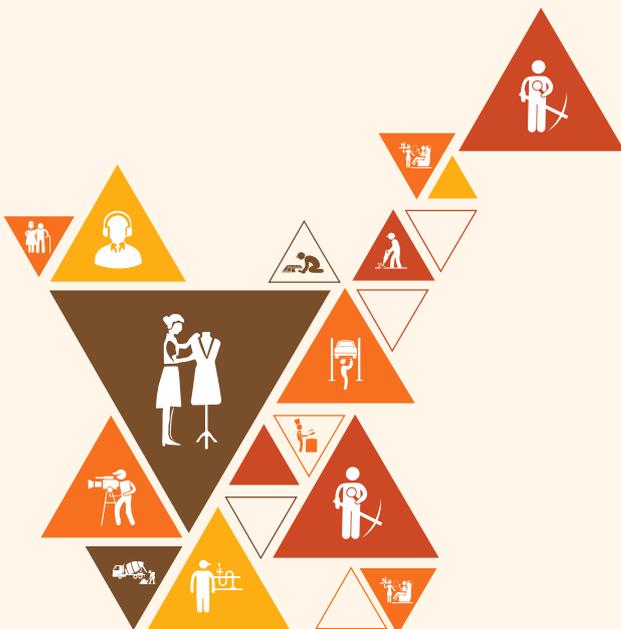
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5. Maintain a Healthy, Safe and Secure Working Environment with Gender and PWD Sensitisation

Unit 5.1 - Workplace Safety, Risk Management, and Compliance

Unit 5.2 - Workplace Ethics, Awareness, and Sustainability



AMH/N1605

Key Learning Outcomes



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

1. Explain health and safety-related practices applicable in the workplace.
2. Explain the importance of complying with health, safety, gender and PWD-related instructions applicable to the workplace.
3. Explain gender equality in the apparel industry and the methods used to achieve it.
4. Describe hazards like physical injuries, electric shock, etc., associated with the operation and handling of sewing machines.
5. Demonstrate the process involved in mock drills and/or shutting down/evacuation at the workplace in case of an emergency.
6. Demonstrate correct and safe handling of fire extinguishers, equipment and machine operations.
7. Check the workplace and work processes for potential risks and threats like physical injuries from the machine and tools, fire, etc.
8. Describe various personal protective equipment, like a nose mask, lock guard, etc.
9. Describe the organisational standards, greening solutions, procedures, policies, legislation and regulations.
10. Discuss the importance of training sensitisation programs for gender and PWD awareness organised at the workplace.
11. Identify signage related to health and safety measures.
12. Identify the best use of materials to minimise waste.
13. Carry out running maintenance within agreed-upon schedules.
14. Identify methods to be vigilant for potential risks and threats associated with the workplace, like electric shocks.
15. The workplace is like electric shocks.

Unit 5.1: Workplace Safety, Risk Management, and Compliance

Unit Objectives

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

1. Practices for health and safety at the workplace.
2. Role of compliance in safety, gender, and inclusion.
3. Workplace hazards related to tools and equipment.
4. Safety actions in emergencies and evacuation drills.
5. Safe usage of fire extinguishers and machinery.
6. Identification of workplace risks and threats.
7. Use of personal protective equipment (PPE).
8. Maintenance activities within scheduled operations.
9. Workplace signage and its relevance to safety.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection, sample PPE (helmets, gloves, and masks), fire extinguisher (demo or image), and safety signage charts.

Do

- Greet participants warmly and introduce yourself, sharing relevant experience in workplace safety and compliance.
- State the unit objectives clearly, explaining the importance of safety in embroidery and textile workplaces.
- Ensure all participants have their handbook, notepad, and pen ready.
- Test the projector, internet, safety signage slides, and fire extinguisher demonstration materials beforehand.
- Use real-life examples of workplace accidents to highlight the importance of safety.
- Encourage participants to share safety incidents they may have seen or heard about.
- Assure participants that the session will include interactive discussions, demonstrations, and group activities.
- Arrange seating so all can see safety demonstrations clearly.
- Keep explanations simple, supported by diagrams of PPE, safety signs, and evacuation maps.
- Summarise the safety practices at the end, connecting them to participants' workplace roles.

Say

- Welcome to today’s session on workplace safety, risk management, and compliance. Safety is not just a rule but a culture that protects everyone at work.
- By the end of this session, you will understand how to identify hazards, use PPE, follow evacuation drills, and ensure compliance with workplace safety standards.
- We will also learn about fire safety, emergency actions, and the importance of maintenance and workplace signage.
- Safety compliance includes not just health but also gender and inclusion—ensuring fair and safe working conditions for all.
- These practices will help you work confidently while preventing accidents and ensuring productivity.

Ask

- What are some common workplace hazards you can think of in embroidery or textile operations?
- Why do you think PPE is necessary even for small tasks?
- How can signage (like “No Smoking” or “Fire Exit”) prevent accidents?
- Have you seen or experienced an emergency evacuation drill? What was challenging about it?
- Why do you think compliance with safety standards helps both workers and organisations?

Elaborate

- Health and safety practices include cleanliness, proper lighting, machine guards, and safe storage of materials.
- Compliance ensures workplaces are gender-sensitive, inclusive, and aligned with legal standards.
- Tools and equipment hazards include cuts, burns, electrical shocks, and machine entanglement risks.
- Emergency actions involve knowing exit routes, alarms, assembly points, and safe evacuation.
- Fire extinguishers must be used correctly—different types exist for electrical, chemical, or general fires.
- PPE (helmets, gloves, masks, earplugs) protects against risks like dust, noise, and injuries.
- Workplace risks include chemical exposure, loose wiring, or overloading machines.
- Maintenance ensures machines run safely, reducing breakdowns and accidents.
- Signage guides workers by showing hazards, emergency exits, and mandatory safety actions.

Explain

- PPE forms the first barrier of defence—gloves prevent cuts, helmets prevent head injuries, and masks protect from dust.
- Fire extinguishers have labels (A, B, C) indicating which type of fire they are effective against.
- Workplace hazards often occur due to negligence or lack of awareness.
- Evacuation drills prepare workers for emergencies by practising escape in a calm, quick, and safe manner.

- Compliance with labour and safety laws prevents fines, legal issues, and workplace injuries.
- Maintenance includes lubricating machines, checking electrical wiring, and replacing worn-out tools.
- Signage such as “Caution: Wet Floor” prevents slips, while “Emergency Exit” saves lives during crises.

Demonstrate

The facilitator will demonstrate correct use of PPE (helmet, gloves, and mask) and explain how to read safety signage. A sample fire extinguisher (or video demonstration) will be shown to demonstrate its correct handling. Participants will observe and later discuss what they learned.

Activity

1. **Name of the Activity:** Safety Signage Identification
2. **Objective of the activity:** To help participants recognise workplace signage and understand its importance in daily operations.
3. **Resources:** Participant handbook, pen, notepad, whiteboard, markers, projector, safety signage flashcards.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Display different workplace signage images on the projector.
 - Ask participants to identify each sign and explain its meaning.
 - Divide participants into groups and give each group flashcards with signage.
 - Have groups match the signage with potential workplace situations.
 - Conclude with a discussion on how following signage prevents accidents.
6. **Outcome:** Participants will be able to identify workplace safety signage and explain how it guides safe behaviour.

Activity

1. **Name of the Activity:** Emergency Response Drill Simulation
2. **Objective of the activity:** To practice safety actions during emergencies and understand evacuation procedures.
3. **Resources:** Participant handbook, whistle, notepad, projector, fire evacuation map, markers.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Show an evacuation map and explain the designated assembly point.
 - Conduct a whistle-blowing simulation of an emergency.
 - Ask participants to walk through the evacuation route calmly.

- Invite groups to discuss challenges they might face during an evacuation.
 - Conclude by highlighting the importance of drills for preparedness.
6. **Outcome:** Participants will gain hands-on experience in emergency procedures and understand how to react calmly and effectively.

Notes for Facilitation

- Relate hazards and risks to embroidery or textile work (needles, machines, wiring).
- Use real PPE and signage visuals to create awareness.
- Encourage group sharing of personal safety experiences.
- Keep sessions practical—show more, talk less.
- Reinforce safety compliance as both a personal and legal responsibility.
- Highlight gender-sensitive practices like proper lighting, clean facilities, and inclusion.
- Balance between lecture, demonstration, and activities.
- Encourage questions after each safety concept.
- Use simple, clear language to avoid confusion.
- End by linking workplace safety with efficiency, trust, and well-being.

Unit 5.2: Workplace Ethics, Awareness, and Sustainability

Unit Objectives

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

1. Gender equality in the apparel industry.
2. Significance of sensitisation programs for gender and PWD
3. Organisational norms, policies, and regulations.
4. Sustainable practices for material use and waste reduction.
5. Awareness methods for monitoring workplace hazards.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.

Do

- Greet participants warmly and introduce yourself while sharing your background and experience to establish credibility and create trust.
- Clearly outline the unit objectives and explain what the participants will be able to achieve at the end of the session.
- Provide a quick overview of the session agenda and ensure participants are clear on the flow of the session.
- Distribute or confirm that participants have the handbook, notepad, and pen ready for active note-taking.
- Check that the technical equipment, including the projector, slides, and internet-enabled computer, is functioning correctly.
- Encourage each participant to introduce themselves to promote a friendly and inclusive environment.
- Highlight the interactive structure of the session by explaining that there will be discussions, activities, and opportunities to share personal perspectives.
- Organise the seating arrangement in a way that supports group discussions and ensures visibility of the screen for all.
- Maintain a steady pace while teaching to ensure learners are neither rushed nor disengaged.
- Conclude the session by summarising the key concepts and encouraging learners to apply these practices in their workplace.

Say

- Welcome to today's session on workplace ethics, awareness, and sustainability in the apparel industry, where we will learn about fairness, inclusion, and responsible practices.
- By the end of this session, you will understand gender equality, inclusivity for PWD, sustainable use of materials, and workplace hazard awareness.
- We will also discuss how organisational norms, rules, and ethical practices guide behaviour and maintain a healthy workplace environment.
- Ethical conduct and sustainability are not just rules but values that create stronger organisations and safer, more respectful workplaces.
- I encourage you to think of how these practices can be applied in your daily work as embroidery machine operators and how they impact the industry as a whole.

Ask

- What does gender equality mean to you in the context of the apparel industry?
- Why do you think sensitisation programs for gender and PWD are essential for the workplace?
- Can anyone share an example of organisational rules or policies they follow in their workplace?
- How do you think sustainable practices in material use help both the company and the environment?
- What methods have you seen or experienced for raising awareness about workplace hazards?

Elaborate

- Gender equality ensures fair opportunities for men and women in training, promotions, and wages, which builds morale and productivity.
- The apparel industry benefits from inclusive practices by respecting diversity and tapping into a wider workforce talent pool.
- Sensitisation programs help employees understand issues faced by women and PWD, which reduces discrimination and fosters respect.
- Regular sensitisation creates empathy and builds a culture of mutual support in the workplace.
- Organisational norms and regulations provide a clear framework that guides behaviour and maintains fairness across the team.
- Clear policies ensure workers are aware of their rights and responsibilities, reducing conflict and misunderstandings.
- Sustainable practices such as fabric recycling and reducing waste directly cut costs while promoting environmental responsibility.
- Reducing material wastage improves efficiency and sets a positive image of the company in the eyes of buyers and clients.
- Awareness programs such as posters, hazard signs, and safety workshops ensure workers remain alert to risks at all times.
- Combining ethics, inclusivity, and sustainability leads to a more motivated workforce and strengthens the long-term growth of the apparel industry.

Explain

- Gender equality means treating men and women fairly in opportunities, pay, and work assignments without bias.
- The apparel industry often employs large numbers of women, so ensuring equality is vital for creating balanced and just workplaces.
- Sensitisation programs teach staff about respect and empathy towards gender and PWD, which results in improved teamwork.
- These programs reduce stigma and encourage all employees to contribute effectively without fear of bias or discrimination.
- Organisational policies such as codes of conduct and ethical guidelines are created to ensure discipline and fairness.
- Regulations provide compliance with labour laws and standards that protect workers from exploitation or unsafe practices.
- Sustainability in apparel means using materials responsibly, minimising waste, and practising recycling wherever possible.
- Workers play a role in sustainability by being careful with raw materials like thread, fabric, and trims to reduce losses.
- Hazard awareness methods include drills, posters, regular safety checks, and supervisor-led discussions to keep safety top of mind.
- By practising ethics and sustainability together, organisations build workplaces that are safe, fair, and environmentally responsible.

Demonstrate

Participants will use workplace case study cards that describe different scenarios related to gender equality, organisational rules, sustainability, and hazard awareness, and they will analyse these situations in groups to suggest the correct ethical or sustainable response, which will simulate real workplace decision-making and enhance practical understanding.

Activity

1. **Name of the Activity:** Equality and Inclusion Mapping
2. **Objective of the activity:** To help participants understand how gender equality and PWD inclusion contribute to workplace harmony.
3. **Resources:** Participant handbook, pen, notepad, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.
4. **Time Duration:** 20 minutes

5. **Instructions:**

- Present real-life examples of workplaces that promoted gender equality and inclusivity.
- Ask participants to form small groups and discuss what policies or practices made these examples effective.
- Groups will then map out strategies that can be adopted in an apparel workplace to promote equality and inclusion.
- Each group will share their mapped strategies on the whiteboard.
- Conclude by summarising best practices that can be practically implemented in the embroidery industry.

6. **Outcome:** Participants will recognise concrete steps for ensuring gender equality and inclusion in their workplaces.

Activity

1. **Name of the Activity:** Sustainability Challenge

2. **Objective of the activity:** To encourage participants to identify sustainable practices for material usage and waste reduction.

3. **Resources:** Participant handbook, pen, notepad, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.

4. **Time Duration:** 20 minutes

5. **Instructions:**

- Provide groups with examples of common waste issues in embroidery and apparel production, such as fabric scraps, excess thread, or packaging waste.
- Ask each group to brainstorm practical solutions to reduce waste or recycle materials effectively.
- Groups will present their ideas and discuss feasibility in real workplaces.
- Encourage participants to link sustainability with cost savings and brand reputation.
- Wrap up by highlighting how small actions at the individual level can contribute to larger environmental goals.

6. **Outcome:** Participants will understand how sustainable practices can be applied in daily embroidery operations to save costs and protect the environment.

Notes for Facilitation

- Keep discussions grounded in authentic apparel and embroidery workplace examples to make the session practical and relevant.
- Use visual aids such as posters of equality symbols or sustainability charts to make the concepts more engaging.
- Ensure inclusivity in group work by encouraging all participants to contribute their ideas.
- Adjust explanations depending on the knowledge level of participants to maintain clarity and participation.
- Summarise each activity with key takeaways and link them back to workplace application to reinforce learning.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Promote empathy and inclusiveness
2. c. POSH Act
3. c. Recycling fabric scraps
4. c. Toolbox talks
5. c. Clearly written and followed by all

Answer the following questions briefly.

1. Refer to Unit 5.2: Workplace Ethics, Awareness, and Sustainability
Topic 5.2.2 Significance of Sensitisation Programs for Gender and PWD
2. Refer to Unit 5.2: Workplace Ethics, Awareness, and Sustainability
Topic 5.2.4 Sustainable Practices for Material Use and Waste Reduction
3. Refer to Unit 5.2: Workplace Ethics, Awareness, and Sustainability
Topic 5.2.4 Sustainable Practices for Material Use and Waste Reduction
4. Refer to Unit 5.2: Workplace Ethics, Awareness, and Sustainability
Topic 5.2.5 Awareness Methods for Monitoring Workplace Hazards
5. Refer to Unit 5.2: Workplace Ethics, Awareness, and Sustainability
Topic 5.2.1 Gender Equality in the Apparel Industry



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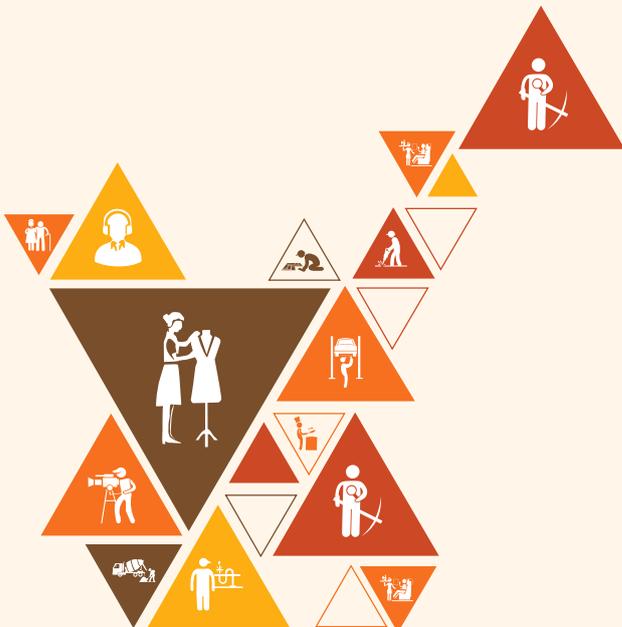
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6. Planning for Export

Unit 6.1 - Shipment Planning and Strategy

Unit 6.2 - Logistics Decision-Making and Trade Compliance



AMH/N1606

Key Learning Outcomes



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

1. Describe the type of shipment
2. Analyse the nature of logistics & supply chain factors in logistics decision making.
3. Explain the current trade policies and guidelines related to shipment.
4. Describe the best strategy suitable for shipping the product.
5. Carry out SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis for the shipment vertical.
6. Identify the type of the shipment.
7. Identify the type of the product to be shipped.
8. Identify the buyer and the delivery date of the shipment.
9. Identify the logistics options available for that shipment.
10. Identify the strategies for shipping the goods.
11. Identify the best logistics option for the shipment, keeping in mind the trade policies and the implications.
12. Identify the risk assessment for the shipment plan.

Unit 6.1: Shipment Planning and Strategy

Unit Objectives

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

1. Describe the types of shipment.
2. Outline the classification of Products for Shipping.
3. List Buyer details and delivery scheduling considerations.
4. Explain strategies Suitable for Shipping Different Products.
5. Discuss risk assessment in shipment planning.
6. Carry out a SWOT analysis for the shipment vertical.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.

Do

- Greet the participants warmly and introduce yourself by sharing your background in logistics and shipment planning to establish credibility and set the tone for the session.
- Present the unit's objectives clearly and simply and explain how they connect to the daily responsibilities of an embroidery machine operator working in a production and export environment.
- Ensure participants have their handbook, notepad, and pen ready for note-taking and explain the importance of actively engaging with the material during the session.
- Verify that the whiteboard, markers, and digital tools such as the projector and computer are working correctly before starting the lecture to avoid interruptions.
- Begin with a short overview of the agenda and explain what topics will be covered, including shipments, buyer considerations, and risk assessments.
- Ask each participant to introduce themselves briefly and share if they have ever seen or experienced any stage of the shipment process.
- Inform the group that the session will be interactive with activities, discussions, and real-life examples to help them grasp the concepts better.
- Arrange the seating to ensure everyone has a clear view of the screen and can easily join group discussions or small group activities.
- Keep the pace steady and pause at intervals to ask reflective questions, ensuring participants can process and apply the knowledge being shared.
- Conclude the session with a summary of the key takeaways and encourage participants to think about how shipment planning impacts product delivery and overall business success.

Say

- Welcome to today's session on shipment planning and strategy which is a key part of ensuring timely and efficient delivery in the apparel and embroidery industry.
- By the end of this session you will be able to identify the types of shipments, classify products, and understand buyer and delivery considerations in export planning.
- We will also explore how strategies are selected for different types of products and how to assess potential risks before shipping goods.
- You will learn how SWOT analysis helps organisations evaluate their shipment operations and strengthen their logistics process.
- I look forward to engaging discussions with you on how shipment planning affects production schedules and customer satisfaction.

Ask

- Can anyone share what types of shipments they are aware of, such as air, sea, or land and when each is usually used?
- What kind of details do you think a buyer needs to provide to ensure a smooth shipping process?
- Why do you think delivery scheduling is such an essential factor in shipment planning?
- What risks do you think can arise in the shipment of embroidery goods, and how can they be reduced?
- How can SWOT analysis help in improving the shipment process of an apparel unit?

Elaborate

- Shipment types can be divided into air freight, sea freight, and land transport, each chosen depending on urgency, cost, and product type.
- Product classification helps determine packaging needs, handling requirements, and compliance with customs regulations.
- Buyer details such as destination address, product specifications, and delivery dates are crucial for accurate shipment planning.
- Delivery scheduling ensures that goods reach the buyer on time, which directly impacts business reputation and repeat orders.
- Strategies for shipping include bulk shipment, consolidated shipment, or express delivery, each selected based on order volume and urgency.
- Risk assessment involves identifying potential delays, damages, or regulatory issues that may affect timely delivery.
- Proper documentation, including invoices, packing lists, and shipping bills, is vital to avoid customs clearance delays.
- SWOT analysis helps identify strengths, such as reliable transport partners, weaknesses, such as high costs, opportunities like expanding to new markets, and threats, such as political instability.
- Embroidery machine operators indirectly support shipment efficiency by ensuring quality production that meets buyer expectations.
- Effective shipment planning contributes to overall sustainability in the apparel industry by reducing wastage and avoiding unnecessary costs.

Explain

- Shipment planning is the process of organising how finished goods will reach the buyer in a safe, timely, and cost-effective manner.
- Types of shipment include air cargo, which is fast but expensive, sea cargo, which is economical but slower, and land transport, which is suitable for regional deliveries.
- Classification of products is essential because fragile, bulky, or hazardous goods require special handling and packaging.
- Buyer details include delivery location, order size, deadlines, and preferred mode of shipment, which guide the planning process.
- Delivery scheduling involves deciding shipment dates, coordinating with transport providers, and aligning with buyer timelines.
- Strategies for shipping vary for large bulk orders, where sea freight is suitable, versus urgent small consignments, where air freight may be chosen.
- Risk assessment identifies possible issues like delays due to weather, customs hold-ups, or product damage and helps plan preventive measures.
- SWOT analysis is a simple tool used to evaluate shipment operations and to improve efficiency in logistics.
- For embroidery machine operators, understanding shipment basics helps align production timelines with delivery deadlines.
- Effective shipment planning ensures customer satisfaction, reduces costs, and supports smooth supply chain management.

Demonstrate

Participants will use a shipment planning template with product categories and buyer details to simulate how to classify products, choose shipment type, schedule delivery, and identify risks by applying SWOT analysis to a sample case study of an apparel export order, helping them understand the complete cycle of shipment planning in a realistic context.

Activity

1. **Name of the Activity:** Shipment Type Selection
2. **Objective of the Activity:** To help participants identify different shipment types and when to use them effectively.
3. **Resources:** Participant handbook, pen, notepad, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Present examples of different export orders with varying product types and deadlines.
 - Ask participants to work in pairs to decide which shipment type would be best for each case.
 - Encourage them to explain their choice of shipment mode with reasons.

- Facilitate a group discussion to compare different answers and highlight best practices.
 - Summarise by linking shipment type selection to cost, speed, and buyer satisfaction.
6. **Outcome:** Participants will be able to select appropriate shipment methods based on product type, urgency, and buyer requirements.

Activity

1. **Name of the Activity:** Shipment Risk and SWOT Analysis
2. **Objective of the Activity:** To help participants practice identifying shipment risks and applying SWOT analysis in planning.
3. **Resources:** Participant handbook, pen, notepad, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Provide a sample shipment scenario with details about buyer requirements, shipment type, and possible challenges.
 - Ask participants to work in groups to list risks and categorise them as strengths, weaknesses, opportunities, or threats.
 - Guide the groups in preparing a brief SWOT chart for the shipment process.
 - Invite groups to present their findings and compare strategies for risk reduction.
 - Conclude by emphasising the importance of proactive risk management in logistics.
6. **Outcome:** Participants will learn how to identify risks and use SWOT analysis to strengthen shipment strategies and decision-making.

Notes for Facilitation

- Use real-life shipment examples from the apparel and embroidery industry to make the session relatable.
- Encourage participants to share any personal observations or experiences related to product delivery or logistics.
- Use simple visual aids like charts and flow diagrams to explain complex shipment processes.
- Keep group discussions interactive and guide participants toward practical problem-solving.
- Summarise every discussion with actionable insights to reinforce learning objectives.

Unit 6.2: Logistics Decision-Making and Trade Compliance

Unit Objectives

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

1. Describe available logistics options for shipments.
2. Explain factors influencing logistics and supply chain decisions.
3. Illustrate how to select logistics options based on shipment type.
4. Explain the impact of current trade policies and guidelines.
5. Elaborate on the role of trade regulations in strategy selection.
6. Discuss the Integration of policy, logistics, and shipment strategy.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.

Do

- Greet participants and introduce yourself while sharing your background to build trust and credibility.
- Present the unit objectives clearly so participants know what knowledge and skills they will gain.
- Check that participants have their handbook, notepad, and pen for note-taking and active engagement.
- Confirm that technical resources like the projector, slides, and laptop are ready and functional before starting.
- Arrange the seating so everyone has a clear view of the screen and can interact comfortably.
- Invite participants to introduce themselves and share what they know about logistics briefly.
- Use real examples of logistics challenges to capture attention and connect learning to their work.
- Keep transitions smooth between topics, ensuring the learning pace matches the group's understanding.
- Remind participants that the session is interactive and their questions and discussions are valuable.
- Conclude by summarising key learning points and encouraging reflection on practical application.

Say

- Welcome to today's session on logistics decision-making and trade compliance, which plays a vital role in shipment planning and execution.
- By the end of this session, you will understand logistics options available for shipments and the factors that guide effective decision-making.
- We will also explore how trade policies and regulations shape logistics strategies and influence shipment planning.

- You will see how compliance with trade rules reduces risks and ensures smoother delivery schedules.
- Together, we will learn how logistics strategy and policy integration are key to efficiency and long-term success.

Ask

- What logistics methods are you familiar with when it comes to transporting finished products or materials?
- How do you think shipment type influences the logistics option selected by companies?
- Can anyone share an example of a trade policy or regulation that affects exports and imports?
- What risks do you think companies face when they fail to comply with trade regulations?
- How can logistics strategy impact the reputation and competitiveness of a company?

Elaborate

- Logistics options vary from road, rail, sea, and air, and each has its advantages and limitations based on cost, time, and shipment type.
- Road transport is flexible for short distances, while air transport is expensive but crucial for urgent deliveries.
- Sea freight allows bulk shipment at a lower cost but requires longer lead times.
- Supply chain decisions are influenced by cost, delivery timelines, product type, and buyer requirements.
- Trade policies such as tariffs, duties, and export-import restrictions impact cost and logistics planning.
- Organisations must adapt to evolving policies to remain compliant and competitive.
- Trade regulations ensure fairness, safety, and standardisation in global trade.
- Non-compliance can lead to penalties, shipment delays, and damaged client trust.
- A strong logistics strategy integrates compliance requirements with cost and efficiency measures.
- Combining logistics planning with trade policy awareness leads to reduced risk and improved client satisfaction.

Explain

- Logistics decision-making requires balancing speed, cost, and compliance to select the best transport method.
- Companies evaluate shipment type, whether bulk, perishable, fragile, or urgent, before finalising logistics.
- Trade policies set by governments and trade bodies directly influence the logistics cost and process.
- Duties, taxes, and tariffs add financial impact, which must be considered in shipment planning.
- Regulations like labelling, packaging, and safety standards also shape logistics strategies.
- International shipments require documentation such as invoices, customs forms, and certificates of origin.
- Supply chain managers must ensure compliance to avoid shipment detention or rejection.

- Policy changes, such as free trade agreements, can open opportunities for cost savings and efficiency.
- Logistics strategy is not just operational but also a compliance-driven activity in global trade.
- Integration of policy knowledge with logistics decisions helps create a resilient and competitive supply chain.

Demonstrate

Participants will use logistics option charts and shipment case scenarios to simulate how to choose the appropriate transport mode and trade compliance requirements for different shipment types, analysing costs, risks, and regulations to make informed logistics decisions.

Activity

1. **Name of the activity:** Logistics Mode Selection Exercise
2. **Objective of the activity:** To help participants practice selecting logistics options based on shipment characteristics.
3. **Resources:** Participant handbook, pen, notepad, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Present participants with three shipment scenarios, such as bulk apparel orders, urgent sample deliveries, and fragile embroidery machine spare parts.
 - Ask participants to analyse each scenario in small groups and decide the most suitable logistics option.
 - Groups should list the advantages and challenges of their chosen option.
 - Facilitate a discussion on why different logistics options are suitable for various shipment types.
 - Summarise the exercise by linking logistics choices to compliance and efficiency.
6. **Outcome:** Participants will understand how shipment type determines the choice of logistics mode and its impact on planning.

Activity

1. **Name of the activity:** Trade Compliance Mapping
2. **Objective of the activity:** To explore the role of trade regulations in logistics decision-making.
3. **Resources:** Participant handbook, pen, notepad, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.
4. **Time Duration:** 20 minutes

5. Instructions:

- Provide participants with a list of trade regulations such as labelling requirements, export duties, and customs documentation.
- Ask groups to match these regulations to the shipment scenarios used in the first activity.
- Encourage discussion on how ignoring compliance could impact shipment success.
- Have groups present their findings with examples of how compliance ensures smoother trade flow.
- Summarise by highlighting the link between compliance, risk reduction, and customer satisfaction.

6. Outcome: Participants will understand how trade regulations shape logistics strategies and minimise risks.

Notes for Facilitation

- Keep discussions practical with industry-related shipment examples relevant to apparel and embroidery operations.
- Use visual aids such as flowcharts and scenario tables to simplify logistics and compliance concepts.
- Encourage participants to share personal or observed logistics challenges for peer learning.
- Ensure time is balanced between explanation, activities, and group interaction.
- Reinforce learning points at the end of each activity to strengthen understanding and application.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. Air freight
2. c. Imposing taxes and compliance requirements
3. c. International shipping responsibilities
4. a. Packaging design
5. c. Better supply chain coordination

Answer the following questions briefly.

1. Refer to Unit 6.2: Logistics Decision-Making and Trade Compliance
Topic 6.2.1 Available Logistics Options for Shipments
2. Refer to Unit 6.2: Logistics Decision-Making and Trade Compliance
Topic 6.2.4 Impact of Current Trade Policies and Guidelines
3. Refer to Unit 6.2: Logistics Decision-Making and Trade Compliance
Topic 6.2.1 Available Logistics Options for Shipments
4. Refer to Unit 6.2: Logistics Decision-Making and Trade Compliance
Topic 6.2.5 Role of Trade Regulations in Strategy Selection
5. Refer to Unit 6.2: Logistics Decision-Making and Trade Compliance
Topic 6.2.6 Integration of Policy, Logistics, and Shipment Strategy



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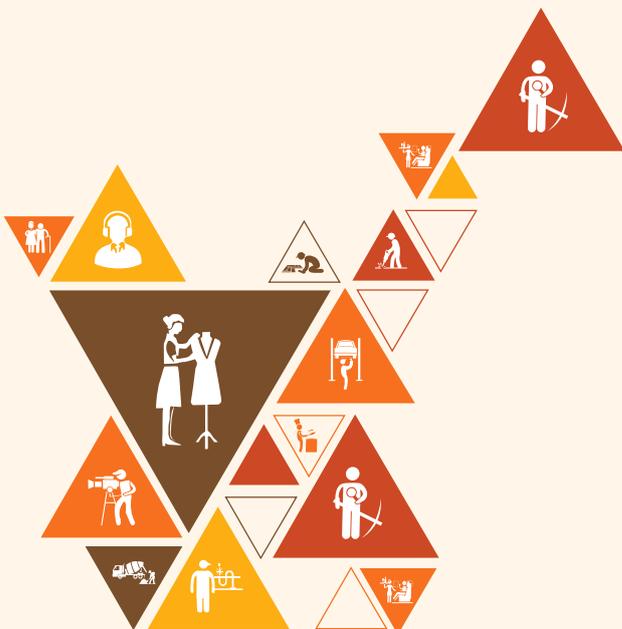


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7. Shipping Compliance for Export Industry

Unit 7.1 - Operational Procedures and Compliance in Shipping



AMH/N1607

Key Learning Outcomes



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

1. Follow the shipping compliance as per the guidelines provided for shipping the goods.
2. Explain the sequence of operations to be followed for sending the shipment.
3. Plan the sequence of the shipping the shipment.
4. Analyse the general invoicing instructions.
5. Describe the process of tendering of freight to a consolidator.
6. Identify packing instructions to be followed, like carton specifications, packing standards, flat pack cargo, pre-packs packing standards, garments on hangers (GOH), shipping marks & labels, bar code labels.
7. Identify the shipping routing guidelines.
8. Identify the specifications of the garments to be shipped.

Unit 7.1: Operational Procedures and Compliance in Shipping

Unit Objectives

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

1. Explain the sequence of operations in shipment dispatch.
2. Plan the steps required for shipping the goods.
3. Describe the compliance requirements for shipping guidelines.
4. Analyse invoicing instructions related to export shipments.
5. Outline the process of freight tendering to consolidators.
6. List the packing instructions and labelling specifications.
7. Identify the routing guidelines for shipping the goods.
8. Illustrate the garment specifications for shipment preparation.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.

Do

- Greet the participants warmly and introduce yourself, sharing relevant logistics and compliance experience to establish credibility.
- Clearly communicate the unit objectives and highlight the importance of shipment operations in the garment industry.
- Ensure all participants have their handbook, pen, and notepad ready to take active notes.
- Check that the whiteboard, projector, and laptop are functioning and ready with prepared slides.
- Arrange the seating in a way that encourages participation and visibility for all learners.
- Encourage participants to briefly introduce themselves and share their prior knowledge of shipping or dispatch processes.
- Highlight the interactive nature of the session and explain the balance between discussions, explanations, and activities.
- Move steadily through each concept, ensuring participants understand step-by-step before progressing to the next topic.
- Involve participants in practical examples and encourage them to apply the concepts to real or simulated shipment scenarios.
- Conclude the session by summarising key takeaways and connecting them to the professional role of embroidery machine operators in the shipping workflow.

Say

- Welcome to today's session on operational procedures and compliance in shipping, which is an essential part of the apparel export process.
- By the end of this session, you will understand the sequence of shipment operations and the compliance requirements that ensure smooth delivery.
- We will also discuss the preparation of garments for export, including packing, labelling, and routing and freight coordination.
- The importance of correct invoicing and adherence to trade guidelines cannot be overstated in international garment shipments.
- Together, we will learn how logistics decisions impact shipment strategy and compliance with global trade standards.

Ask

- Can anyone describe what steps they think are involved in preparing a shipment for dispatch from the factory?
- Why do you think compliance with shipping guidelines is so critical for garment exports?
- What challenges might occur if packing and labelling instructions are not followed accurately?
- How can incorrect routing or freight selection affect the timely delivery of garments?
- In your opinion, what could be the impact of incorrect invoicing on export shipments?

Elaborate

- Shipment dispatch follows a carefully structured sequence beginning with order confirmation and ending with delivery to the buyer.
- Planning for shipping involves aligning production completion with packaging, labelling, documentation, and logistics coordination.
- Compliance requirements are set by both national and international authorities to ensure safety, legality, and accountability in shipments.
- Export invoicing requires accuracy in detailing goods, values, and buyer information to prevent customs delays or penalties.
- Freight tendering to consolidators helps companies negotiate costs and secure space for shipments in international logistics.
- Packing instructions are crucial to protect garment quality and ensure they meet buyer and retailer standards.
- Labelling specifications often include size, country of origin, care instructions, and handling requirements.
- Routing guidelines ensure that goods are shipped through cost-effective and time-efficient paths that meet buyer deadlines.
- Garment specifications for shipment preparation include folding, tagging, and protective covering to maintain presentation quality.
- Understanding operational procedures and compliance strengthens the credibility of the manufacturer and enhances trade relationships.

Explain

- The sequence of shipment operations includes booking, packing, labelling, documentation, customs clearance, and dispatch.
- Planning the steps required for shipping means aligning production readiness with shipment deadlines and compliance requirements.
- Compliance requirements involve trade regulations, safety standards, and customs policies that must be strictly followed.
- Invoicing instructions include commercial invoices, packing lists, and related export documents that must be error-free.
- Freight tendering is the process of offering shipment requirements to logistics providers and consolidators to get the best rates.
- Packing instructions safeguard garments from damage during transit and maintain the required buyer presentation.
- Labelling specifications ensure garments meet retailer and buyer requirements for consumer information and traceability.
- Routing guidelines provide the chosen path for shipment, whether by sea, air, or multimodal logistics.
- Garment preparation for shipment includes pressing, folding, and packaging in line with buyer standards.
- Proper operational planning reduces costs, ensures timely delivery, and supports compliance with trade agreements.

Demonstrate

Participants will use a sample export shipping checklist and mock invoice documents to simulate the entire process of shipment preparation from packing and labelling to invoicing and freight tendering, helping them understand the practical sequence of operations and compliance requirements in a hands-on learning simulation.

Activity

1. **Name of the Activity:** Shipment Dispatch Mapping
2. **Objective of the Activity:** To help participants understand the correct sequence of steps in shipment dispatch.
3. **Resources:** Participant handbook, whiteboard, markers, projector, and laptop.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Display a partially completed shipment process chart.
 - Ask participants in groups to complete the missing steps in the correct order.
 - Allow groups to explain their answers to the class.
 - Discuss the importance of following the sequence without skipping steps.
 - Summarise by highlighting how errors in sequence affect overall shipment compliance.
6. **Outcome:** Participants will understand the structured sequence of shipment operations and their significance.

Activity

1. **Name of the Activity:** Packing and Labelling Simulation
2. **Objective of the Activity:** To teach participants the importance of correct packing and labelling instructions.
3. **Resources:** Sample cartons, garment tags, mock labels, and handbook.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Provide participants with garments and cartons along with incorrect and correct sample labels.
 - Ask them to identify errors and correct the labels as per buyer specifications.
 - Have groups demonstrate their labelled cartons to peers.
 - Facilitate a discussion on the risks of mislabelling in exports.
 - Conclude by reinforcing the importance of packing and labelling compliance.
6. **Outcome:** Participants will be able to apply correct packing and labelling methods to ensure compliance.

Notes for Facilitation

- Keep examples specific to garment export to ensure participants relate easily.
- Encourage group discussions to simulate real-life teamwork in shipment operations.
- Provide visual aids such as flowcharts and checklists for clarity.
- Adjust explanations according to participant familiarity with shipping terms.
- Reinforce learning at each stage with practical connections to embroidery machine operator responsibilities in shipment readiness.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. Commercial Invoice
2. b. Full Container Load
3. c. IMDG/IATA compliance
4. c. Export Executive
5. b. Adding desiccant pouches

Answer the following questions briefly.

1. Refer to Unit 7.1: Operational Procedures and Compliance in Shipping
Topic 7.1.1 The Sequence of Operations in Shipment Dispatch
2. Refer to Unit 7.1: Operational Procedures and Compliance in Shipping
Topic 7.1.5 Process of Freight Tendering to Consolidators
3. Refer to Unit 7.1: Operational Procedures and Compliance in Shipping
Topic 7.1.6 Packing Instructions and Labelling Specifications
4. Refer to Unit 7.1: Operational Procedures and Compliance in Shipping
Topic 7.1.6 Packing Instructions and Labelling Specifications
5. Refer to Unit 7.1: Operational Procedures and Compliance in Shipping
Topic 7.1.3 Compliance Requirements for Shipping Guidelines



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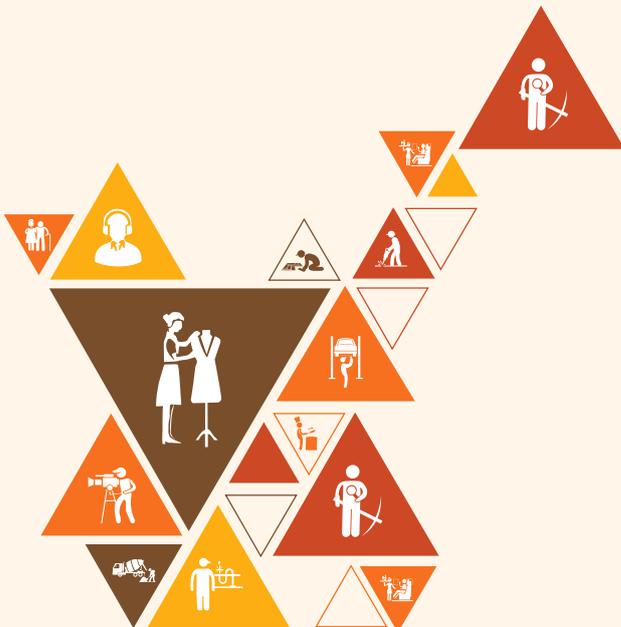


8. Adhere to Industry, Regulatory, and Organisational Standards and Embrace Environmentally Sustainable Practices

Unit 8.1 - Ethical Practices, Compliance, and Governance

Unit 8.2 - Workplace Responsibility, Efficiency, and Environmental Sustainability

Unit 8.3 - Safe Handling, Maintenance, and Documentation



AMH/N0621

Key Learning Outcomes



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

1. Uphold ethical and value-based governance to benefit both individuals and the organisation.
2. Follow punctuality, attendance, and customer-specific requirements in the work process.
3. Comply with country-specific apparel regulations and report any deviations.
4. Understand and follow organisational reporting procedures and limits of personal responsibility.
5. Clarify doubts on policies and procedures and support team members in enforcing organisational guidelines.
6. Ensure compliance with legal, regulatory, and ethical requirements within work practices.
7. Follow sustainable consumption practices and contribute to environmentally friendly processes.
8. Handle materials, equipment, and software safely to maintain a clean, hazard-free workspace.
9. Perform routine maintenance, report unsafe equipment, and manage work interruptions effectively.
10. Maintain and back up digital design files for future reference and request software upgrades as needed.

Unit 8.1: Ethical Practices, Compliance, and Governance

Unit Objectives

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

1. Discuss the importance of an ethical and value-based approach to governance and its benefits to the self and the organisation.
2. Explain the following legal, regulatory, and ethical requirements specific to the apparel industry.
3. Identify procedures to follow if legal, regulatory, and ethical requirements are not met.
4. Interpret country/customer-specific regulations and customer-specific requirements mandated in the apparel sector.
5. List of organisational policies and procedures within self-authority and report any deviations to regulatory requirements.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.

Do

- Greet the participants warmly and introduce yourself, sharing your experience with governance, compliance, or ethical practices to build credibility.
- Clearly communicate the unit objectives and highlight the importance of ethics and compliance in the apparel industry.
- Ensure all participants have their handbook, pen, and notepad ready for note-taking.
- Check that the whiteboard, projector, and laptop are functioning and ready with prepared slides.
- Arrange seating to encourage participation, interaction, and clear visibility.
- Encourage participants to briefly introduce themselves and share any prior knowledge or experience with ethics or compliance challenges.
- Highlight the interactive nature of the session and explain the balance between discussions, explanations, and activities.
- Move steadily through each concept, ensuring participants grasp one topic before proceeding to the next.
- Involve participants in practical examples and encourage them to apply concepts to real or simulated apparel industry situations.
- Conclude the session by summarising key takeaways and linking them to participants' professional responsibilities in governance and compliance.

Say

- Welcome to today's session on ethical practices, compliance, and governance, which are the backbone of sustainable and responsible apparel exports.
- By the end of this session, you will understand the value of ethics and why organisations benefit from adopting a governance framework based on trust and accountability.
- We will discuss legal, regulatory, and ethical requirements specific to the apparel industry and the procedures to follow if they are not met.
- You will also learn how to interpret country- or customer-specific requirements and align them with organisational policies.
- Together, we will explore how ethical practices safeguard your role, strengthen your organisation, and build credibility with customers and stakeholders.

Ask

- Why do you think an ethical approach is essential in the apparel industry?
- Can anyone share examples of legal or regulatory requirements they are aware of in garment exports?
- What do you think should happen if an organisation fails to meet ethical or regulatory requirements?
- How do customer-specific requirements differ from general trade regulations?
- Why is it important to report deviations in organisational policies to the right authority?

Elaborate

- Ethical and value-based governance fosters trust, integrity, and accountability in organisations, benefiting both employees and external stakeholders.
- Legal and regulatory requirements in apparel include labour laws, environmental standards, workplace safety, and trade policies.
- When requirements are not met, corrective procedures, reporting, and preventive measures are essential to avoid penalties and reputational damage.
- Country-specific regulations may include import duties, safety standards, or labelling norms, while customers may mandate their own codes of conduct.
- Organisational policies and procedures are tools for ensuring compliance, and deviations must be reported promptly to maintain transparency.
- Ethical practices also cover fair wages, safe working conditions, and eco-friendly production processes.
- Compliance ensures apparel products meet buyer expectations and avoid rejection at ports or by retailers.
- Governance provides a structured decision-making framework that aligns employee behaviour with organisational goals.
- Customers increasingly demand ethical sourcing, which strengthens brand loyalty and long-term business.
- Strong ethics and compliance frameworks protect the company from legal risks and support sustainable growth.

Explain

- Ethical governance means acting with fairness, honesty, and accountability in all business dealings.
- Legal and regulatory requirements in apparel include adherence to labour laws, environmental sustainability guidelines, and export documentation standards.
- Non-compliance can result in fines, export rejections, or blocklisting, hence, corrective steps are mandatory.
- Country-specific regulations may vary; for example, EU garment imports may require REACH compliance for chemicals.
- Customer-specific requirements include codes of conduct, social audits, or quality certifications demanded by buyers.
- Organisational policies guide employees in handling compliance; these must be followed at every level.
- Reporting deviations ensures problems are addressed before they escalate into violations.
- Ethical practices enhance the reputation of the company and attract global buyers who prioritise responsible sourcing.
- Compliance is not just about avoiding penalties but about strengthening long-term sustainability in the industry.
- Governance frameworks integrate ethics, compliance, and policies into daily operations, supporting consistent decision-making.

Demonstrate

Participants will review a sample Code of Conduct, compliance checklist, and customer-specific requirement document. They will work in groups to identify potential non-compliance areas and suggest corrective actions. This hands-on simulation will help participants understand how ethical practices and governance are applied in real scenarios.

Activity

1. **Name of the Activity:** Ethics in Action
2. **Objective of the Activity:** To help participants connect ethical principles with practical decision-making in apparel operations.
3. **Resources:** Participant handbook, case study handouts, and projector.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Provide a short case study where a company faces an ethical dilemma (e.g., underreporting working hours, ignoring safety gear).
 - Ask participants to discuss in groups what the ethical response should be.
 - Groups present their solutions to the class.
 - Facilitate a discussion comparing ethical vs. unethical decisions.
 - Summarise the importance of ethics in governance and long-term credibility.
6. **Outcome:** Participants will be able to apply ethical principles to workplace decisions.

Activity

1. **Name of the Activity:** Compliance Gap Finder
2. **Objective of the Activity:** To train participants in identifying compliance gaps and corrective procedures.
3. **Resources:** Sample compliance checklist, country-specific requirement sheet, and mock organisational policy.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Provide participants with a compliance checklist and sample documents that intentionally include gaps.
 - Ask them to identify missing elements or non-compliance issues.
 - Groups will list corrective actions to close the gaps.
 - Each group shares findings with peers.
 - Summarise the risks of ignoring compliance gaps.
6. **Outcome:** Participants will develop skills to recognise non-compliance and recommend corrective measures.

Notes for Facilitation

- Keep examples specific to the apparel industry for better relevance.
- Encourage participants to share personal experiences of compliance challenges.
- Use real-world buyer codes of conduct or trade requirements as a basis for discussion.
- Provide visual aids such as compliance flowcharts or ethics decision trees.
- Adjust the depth of discussion based on participant familiarity with compliance topics.
- Reinforce learning by connecting ethics and compliance to the daily roles of participants.
- Encourage group discussions to simulate real workplace decision-making.
- Share examples of companies penalised for non-compliance to highlight risks.
- Emphasise how strong ethics improve long-term buyer relationships.
- Reiterate that governance is not only about rules but about values guiding daily practices.

Unit 8.2: Workplace Responsibility, Efficiency, and Environmental Sustainability

Unit Objectives

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

1. Discuss the importance of punctuality, attendance, and personal responsibility in workplace performance.
2. List of support to supervisors and team members in enforcing organisational considerations.
3. Illustrate the work functions in accordance with organisational standards, greening solutions, policies, and regulations.
4. Build participation in improving organisational performance and support environmentally friendly processes.
5. Apply sustainable consumption practices in daily work activities.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.

Do

- Greet participants warmly and introduce yourself, emphasising your experience with workplace efficiency and sustainability to build credibility.
- Clearly communicate the unit objectives and highlight why responsibility, efficiency, and environmental practices matter in the apparel industry.
- Ensure participants have their handbook, pen, and notepad ready for active note-taking.
- Check that the projector, whiteboard, and laptop are ready with slides and materials.
- Arrange seating to encourage interaction, visibility, and group participation.
- Ask participants to briefly introduce themselves and share their daily workplace responsibilities.
- Emphasise that the session will include discussions, examples, and activities to make learning practical.
- Move step-by-step through the topics, checking understanding before continuing.
- Use real-life examples and case discussions to connect concepts with participants' roles.
- Conclude with a summary linking punctuality, teamwork, and sustainability to long-term organisational growth.

Say

- Welcome to today's session on workplace responsibility, efficiency, and environmental sustainability, which are essential for professional growth and organisational success.
- By the end of this session, you will understand the importance of punctuality, attendance, and responsibility in workplace performance.
- We will also look at how supporting supervisors and team members helps build a strong and efficient work culture.
- You will learn about organisational standards, policies, and eco-friendly practices that are shaping the apparel industry.
- Together, we will explore how daily sustainable actions improve workplace efficiency and protect the environment.

Ask

- Why do you think punctuality and attendance are important in the workplace?
- How can employees support supervisors and team members in daily operations?
- Can you give an example of eco-friendly practices that can be followed in the apparel industry?
- What are the risks to an organisation if employees do not follow organisational standards or policies?
- How can sustainable consumption practices be applied in small daily tasks at work?

Elaborate

- Punctuality and attendance reflect personal responsibility and directly influence organisational efficiency.
- Supporting supervisors and team members ensures smooth operations and strengthens teamwork.
- Work functions should align with organisational standards, including safety, quality, and environmental policies.
- Participation in performance improvement activities builds ownership and encourages innovation at work.
- Sustainable practices include reducing waste, conserving energy, and reusing materials where possible.
- Environmental sustainability in apparel includes eco-friendly dyes, recycling fabric scraps, and reducing packaging waste.
- Efficiency comes from disciplined work habits, responsibility, and adherence to processes.
- Organisational policies on sustainability often link to global buyer requirements.
- Personal responsibility includes taking initiative, being accountable, and maintaining consistent performance.
- Greening solutions not only benefit the environment but also reduce costs and improve company reputation.

Explain

- Workplace responsibility covers punctuality, regular attendance, and accountability in daily tasks.
- Efficiency is achieved by coordinating with supervisors, respecting deadlines, and minimising errors.
- Supporting team members builds cooperation, reduces conflicts, and ensures workflow continuity.
- Organisational standards include safety rules, quality benchmarks, and sustainability commitments.
- Environmental sustainability requires following green practices like energy saving and waste reduction.
- Sustainable consumption means using resources responsibly, such as switching off unused machines and reducing paper use.
- Compliance with policies ensures smooth audits and long-term buyer trust.
- Employees can contribute to performance improvements by suggesting solutions and reporting issues early.
- Eco-friendly practices are now an expectation from global buyers, not just an option.
- A balance of responsibility, efficiency, and sustainability leads to stronger organisational performance.

Demonstrate

Participants will use a sample export shipping checklist and mock invoice documents to simulate the entire process. Participants will review a sample workplace responsibility checklist and an environmental sustainability guideline. In small groups, they will identify actions employees can take daily to improve efficiency (e.g., reducing idle time, saving electricity, minimising fabric waste). Groups will present their solutions, demonstrating practical application of workplace responsibility and sustainability.

Activity

1. **Name of the Activity:** Responsibility Role-Play
2. **Objective of the Activity:** To help participants practice workplace responsibility through scenarios.
3. **Resources:** Participant handbook, scenario cards, whiteboard.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Provide groups with role-play scenarios (e.g., arriving late, missing deadlines, ignoring eco-rules).
 - Ask each group to act out the scenario and provide a responsible alternative.
 - Groups present their role-plays to the class.
 - Facilitate a discussion on the outcomes of responsible vs. irresponsible behaviour.
 - Summarise key behaviours that build efficiency and responsibility.
6. **Outcome:** Participants will understand the impact of responsibility on workplace efficiency.

Activity

1. **Name of the Activity:** Green Workplace Challenge
2. **Objective of the Activity:** To encourage participants to apply sustainable practices in their work environment.
3. **Resources:** Sample sustainability checklist, flip charts, and markers.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Provide each group with a checklist of workplace processes (e.g., lighting, fabric cutting, and waste disposal).
 - Ask them to identify eco-friendly alternatives for each process.
 - Groups record ideas on flip charts and present them to the class.
 - Discuss how these practices can be implemented daily.
 - Conclude by connecting green practices to long-term business benefits.
6. **Outcome:** Participants will learn how to apply sustainable consumption and eco-friendly practices in their daily work.

Notes for Facilitation

- Use real-life examples from apparel factories for better relevance.
- Encourage open discussions and sharing of workplace challenges.
- Use visual aids such as responsibility charts and sustainability posters to enhance your presentation.
- Adjust explanations to suit participants' experience levels.
- Reinforce learning with examples of cost savings through eco-friendly practices.
- Highlight how punctuality and teamwork directly impact production timelines.
- Share success stories of apparel units that improved efficiency with sustainability.
- Encourage participants to commit to at least one green practice daily.
- Make activities interactive to build ownership among learners.
- Reiterate that responsibility and sustainability are shared duties, not just management's role.

Unit 8.3: Safe Handling, Maintenance, and Documentation

Unit Objectives

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

1. Analyse and handle materials, equipment, computers, and software safely to maintain a clean and hazard-free workspace.
2. Select routine maintenance and cleaning tasks while effectively dealing with work interruptions.
3. Explain unsafe equipment and other dangerous occurrences to concerned personnel.
4. List of appropriate cleaning equipment and methods for the work to be carried out.
5. Modify system or software upgrades when necessary and maintain backup files for digital design work.
6. Discuss the soft copies of design work for future reference.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection, sample cleaning equipment, maintenance checklist, and sample backup storage devices (USB, external drive).

Do

- Greet the participants warmly and introduce yourself, highlighting your experience in safe equipment handling and documentation.
- Clearly communicate the unit objectives and stress the importance of safety, maintenance, and record-keeping in the apparel industry.
- Ensure participants have their handbook, pen, and notepad ready for notes.
- Check that the projector, whiteboard, and laptop are set up with prepared slides.
- Arrange seating to allow participants to see demonstrations and participate in activities.
- Invite participants to share prior experiences of handling equipment or workplace hazards.
- Highlight that the session includes interactive discussions, practical examples, and simulations.
- Move through each concept gradually, confirming participant understanding before moving on.
- Provide practical demonstrations wherever possible to connect theory to practice.
- Conclude with a recap linking safe handling, maintenance, and documentation to professional responsibilities and workplace efficiency.

Say

- Welcome to today's session on safe handling, maintenance, and documentation, which is critical for creating a safe and efficient work environment.
- By the end of this session, you will understand how to handle materials, equipment, and software safely while keeping the workspace hazard-free.

- We will also discuss routine maintenance, cleaning practices, and responding effectively to interruptions.
- You will learn how to report unsafe equipment, use correct cleaning tools, and manage system/software upgrades.
- Finally, we will explore how digital documentation, backups, and design records support both safety and productivity.

Ask

- Why is it important to handle materials and equipment safely at the workplace?
- What routine maintenance tasks do you think are necessary for embroidery machines or software systems?
- How should unsafe equipment or accidents be reported?
- What cleaning tools or methods are most effective in preventing hazards?
- Why is it necessary to back up design work and maintain digital records?

Elaborate

- Safe handling prevents accidents, protects equipment, and ensures smooth workflow.
- Routine maintenance like cleaning lint, oiling machines, or updating software reduces breakdowns.
- Unsafe equipment must be reported immediately to supervisors to prevent injuries or production delays.
- Correct cleaning methods—such as using soft brushes, vacuum cleaners, or non-toxic solutions—maintain equipment without damage.
- System/software upgrades improve efficiency but must be planned with proper backups.
- Backup files safeguard digital design work from loss due to crashes or viruses.
- Soft copies of designs provide easy retrieval and reference for repeat orders or modifications.
- Proper documentation ensures accountability and smooth audits.
- Dealing with work interruptions calmly and responsibly maintains productivity.
- A clean, hazard-free workplace boosts morale and reduces downtime.

Explain

- Safe handling includes the correct lifting of materials, proper use of equipment, and following digital software safety protocols.
- Maintenance involves scheduled cleaning tasks and preventive care to extend the lifespan of machines.
- Reporting unsafe conditions ensures corrective action and prevents recurrence.
- Cleaning equipment should be appropriate to the task—cloth for dusting, a vacuum for fine particles, and non-abrasive tools for sensitive machines.
- Upgrading systems or software improves productivity but requires compatibility checks and data backups.

- Backing up files protects valuable designs from accidental deletion or corruption.
- Documentation of designs in soft copy ensures consistent quality and easy communication with buyers.
- Keeping digital and manual logs supports better control and monitoring of work.
- Effective handling of interruptions requires prioritisation and coordination with supervisors.
- Combining safe handling, proper maintenance, and systematic documentation ensures smooth workflow and long-term efficiency.

Demonstrate

The facilitator will demonstrate safe equipment cleaning (e.g., dust removal from embroidery machines using a brush/vacuum) and show how to back up design files on an external device. Participants will practice identifying correct cleaning tools and creating a mock backup of digital files, simulating workplace safety and documentation practices.

Activity

1. **Name of the Activity:** Safety Spot-Check
2. **Objective of the Activity:** To help participants identify unsafe practices and suggest corrective actions.
3. **Resources:** Sample hazard photos/slides, whiteboard, markers.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Show participants images of unsafe handling (e.g., tangled wires, dirty machines, and unlabelled chemicals).
 - Ask groups to identify hazards and suggest safety measures.
 - Groups present their findings.
 - Facilitate discussion on the risks of ignoring hazards.
 - Conclude by reinforcing the role of safety checks in daily operations.
6. **Outcome:** Participants will be able to recognise hazards and apply safe handling practices.

Activity

1. **Name of the Activity:** Backup Builder
2. **Objective of the Activity:** To train participants in backing up digital files and maintaining documentation.
3. **Resources:** Computers/laptops, sample design files, USB drives/external storage.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Provide participants with a sample design file on the computer.
 - Ask them to create a backup on external storage and document the process.

- Groups share their backup steps and compare approaches.
 - Facilitate discussion on the importance of backups in preventing data loss.
 - Summarise with best practices for maintaining soft copies of designs.
6. **Outcome:** Participants will be confident in handling digital backups and documentation for design work.

Notes for Facilitation

- Keep examples specific to garment export to ensure participants relate easily.
- Encourage group discussions to simulate real-life teamwork in shipment operations.
- Provide visual aids such as flowcharts and checklists for clarity.
- Adjust explanations according to participant familiarity with shipping terms.
- Reinforce learning at each stage with practical connections to embroidery machine operator responsibilities in shipment readiness.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Improved trust and integrity
2. b. Report and follow corrective procedures
3. a. It helps maintain efficiency and productivity
4. c. Implementing sustainable consumption practices
5. b. To prolong equipment lifespan and maintain safety

Answer the following questions briefly.

1. Refer to Unit 8.1: Ethical Practices, Compliance, and Governance
Topic 8.1.1 Importance of an Ethical and Value-Based Approach to Governance
2. Refer to Unit 8.1: Ethical Practices, Compliance, and Governance
Topic 8.1.3 Procedures to Follow When Legal, Regulatory, and Ethical Requirements Are Not Met
3. Refer to Unit 8.2: Workplace Responsibility, Efficiency, and Environmental Sustainability
Topic 8.2.1 Importance of Personal Responsibility in Workplace Performance
4. Refer to Unit 8.2: Workplace Responsibility, Efficiency, and Environmental Sustainability
Topic 8.2.5 Implementation of Sustainable Consumption Practices in Daily Work
5. Refer to Unit 8.3: Safe Handling, Maintenance, and Documentation
Topic 8.3.2 Routine Maintenance and Cleaning Tasks



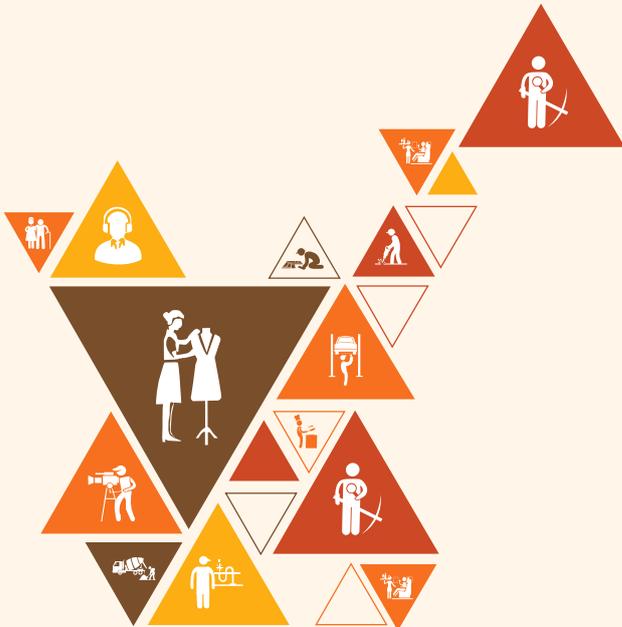
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सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP



9. Employability Skills



DGT/VSQ/N0102

Employability Skills is available at the following location



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

Employability Skills



Skill India
कौशल भारत - कुशल भारत



सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

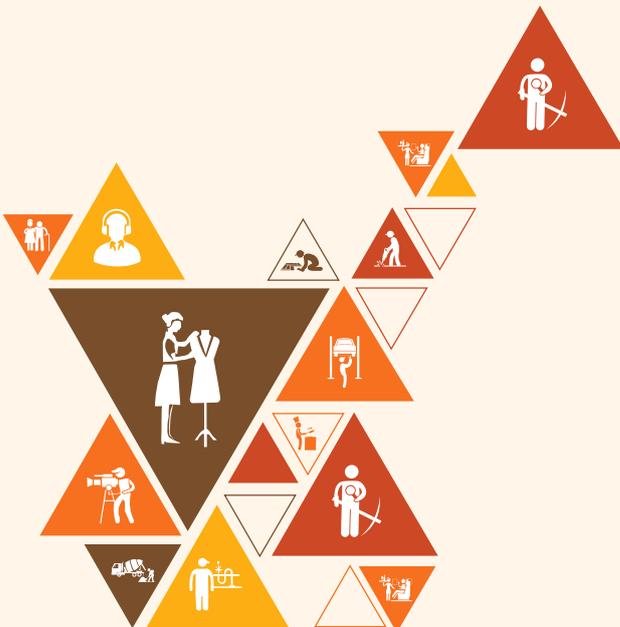


10. Annexures

Annexure I: Training Delivery Plan

Annexure II: Assessment Criteria

Annexure III: List of QR Codes Used in PHB



Annexure I

Training Delivery Plan

Training Delivery Plan			
Program Name:	Export Executive-Stitched Items		
Qualification Pack Name & Ref. ID	Export Executive-Stitched Items, AMH/Q1602		
Version No.	4.0	Version Update Date	18/02/2028
Pre-requisites to Training (if any)	Training in Export Marketing Procedures and Documentation		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ol style="list-style-type: none"> 1. Elaborate on how to plan for export effectively. 2. Describe the process for exporting a product from start to finish. 3. Evaluate the performance of a group at the end of an export task. 4. Explain how to follow shipping compliance when shipping products. 5. Illustrate how to carry out export marketing operations. 6. Outline how to follow industry, regulatory, and organisational procedures at work. 7. Discuss the steps to carry out foreign trade logistics. 8. Highlight ways to maintain a healthy, safe, and secure working environment in the organisation. 		

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
1.	Introduction and Orientation to Export Executive-Stitched Items	Introduction and Orientation to the Role of Export Executive in the Apparel Market	<ul style="list-style-type: none"> • Elaborate on the export market of the apparel sector in India. • Describe various employment opportunities for an Export Executive–Stitched Items in the apparel industry. • Outline the apparel process, the Export Executive’s role, and their key responsibilities. 	Bridge Module	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	3 Theory (03:00) Practical (00:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
2	Manage export marketing operations	Export Marketing Framework	<ul style="list-style-type: none"> Elaborate on the concept and framework of export marketing management. Describe the impact of technology, including internet marketing, and its influence on export practices. Outline entrepreneurial approaches and strategies for export markets and product selection. 	AMH/N1601 PC1, PC2, KU9, KU12, KU13, KU14	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	8 Theory (06:00) Practical (02:00)
		Export Market Entry & Operations	<ul style="list-style-type: none"> Illustrate the different export-market entry strategies and their applications. Describe export pricing decisions and distribution processes in global markets. Elaborate on how to carry out export marketing functions effectively. 	AMH/N1601 PC3, KU15, KU16, KU17			8 Theory (06:00) Practical (02:00)
		Cost & Financial Management	<ul style="list-style-type: none"> Analyse the factors that affect costs in export marketing. Elaborate on financing methods and terms of payment for international trade. Describe the role of export credit and foreign exchange risk management. 	AMH/N1601 PC4, PC9, PC10, KU20, KU21			8 Theory (05:00) Practical (03:00)
		Export Distribution & Promotion	<ul style="list-style-type: none"> Outline how to manage export distribution worldwide. Illustrate the functions of the export department in implementing promotional strategies. Elaborate on the role and methods of export promotional strategies. 	AMH/N1601 PC6, PC11, KU18, KU19, KU10			7 Theory (05:00) Practical (02:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Institutional & Regulatory Framework	<ul style="list-style-type: none"> Describe the institutional framework of export promotional councils and the World Trade Organisation. Elaborate on the coordination process with the Ministry of Commerce & Industry for affiliation and documentation. Outline the importance of compliance with organisational standards and reporting procedures. 	AMH/N1601 PC7, PC8, KU1, KU5, KU7			7 Theory (05:00) Practical (02:00)
		Export Marketing Procedures	<ul style="list-style-type: none"> Outline the export marketing procedures and processes. Elaborate on the role of tools, templates, and processes used in export marketing operations. Describe the significance of quality systems and processes practised in organisations. 	AMH/N1601 PC2, KU3, KU8, KU11			7 Theory (05:00) Practical (02:00)
		Organisational Policies & Practices	<ul style="list-style-type: none"> Describe organisational policies, guidelines, and standards relevant to export operations. Elaborate on safe working practices and organisational procedures. Outline how to comply with written instructions in export-related tasks. 	AMH/N1601 KU1, KU2, KU5			6 Theory (05:00) Practical (01:00)
		Problem Solving and Reporting	<ul style="list-style-type: none"> Illustrate the types of problems with quality that may arise in export operations. Describe the reporting procedures in case of faults in own or other processes. Elaborate on who to refer problems to when they are beyond one's authority. 	AMH/N1601 KU4, KU6, KU7			6 Theory (05:00) Practical (01:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
3	Carry out export processes and complete documentation.	Export Documentation Management	<ul style="list-style-type: none"> Elaborate on creating and managing documentation related to pre- and post-shipment processes. Describe the preparation and checking of essential pre-shipment documents such as invoice, packing list, GR form, AR-4/AR4A form, license, indent, acceptance of contract, letter of credit, QC certificate, and port trust date. Outline the process of completing, filing, and maintaining Exim documents about pre- and post-shipment requirements. 	AMH/N1602 – PC1, PC6, PC7, KU14, KU15, KU22	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	8 Theory (05:00) Practical (03:00)
		Export Sales Contracts	<ul style="list-style-type: none"> Elaborate on the steps to create and manage export sales contracts. Describe the importance of contract acceptance and adherence to international commercial terms. Outline the role of export sales contracts in safeguarding both buyer and seller interests in international trade. 	AMH/N1602 – PC2, KU16, KU18, KU19			8 Theory (05:00) Practical (03:00)
		Customs and Excise Compliance	<ul style="list-style-type: none"> Elaborate on handling central excise and customs clearance procedures and documentation. Describe the importance of liaising with customs and excise officials for smooth clearance. Outline the regulatory framework governing customs clearance and its impact on export processes. 	AMH/N1602 – PC3, PC8, KU20			8 Theory (05:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Export Order Processing	<ul style="list-style-type: none"> Elaborate on the systematic processing of export orders from acceptance to dispatch. Describe the steps involved in ensuring compliance with contractual obligations during order processing. Outline the importance of timely and accurate order execution in maintaining buyer trust. 	AMH/N1602 – PC4, KU21			8 Theory (05:00) Practical (03:00)
		Tools and Equipment in Export	<ul style="list-style-type: none"> Elaborate on the correct usage of tools and equipment required for export documentation and logistics. Describe the potential hazards associated with machines and the safety precautions to be taken. Outline organisational guidelines for handling, maintaining, and disposing of tools and equipment. 	AMH/N1602 – PC5, KU2, KU3, KU4			8 Theory (05:00) Practical (03:00)
		Exim Documentation Maintenance	<ul style="list-style-type: none"> Elaborate on filing, storing, and maintaining Exim documents for pre- and post-shipment phases. Describe the protocols and formats used for reporting work-related risks and problems. Outline the documentation and reporting formats used in export organisations. 	AMH/N1602 – PC7, KU8, KU10, KU14			8 Theory (05:00) Practical (03:00)
		Export Incentives and Licensing	<ul style="list-style-type: none"> Elaborate on applications for export incentives and their role in international trade. Describe the process of obtaining an advance license from the Joint DGFT and its compliance requirements. 	AMH/N1602 – PC10, PC11, KU17			8 Theory (05:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			<ul style="list-style-type: none"> Outline adherence with contracts and agreements while applying for export-related licenses. 				
		Freight and Logistics Coordination	<ul style="list-style-type: none"> Elaborate on managing freight forwarding, customs house agents, and transporters in export operations. Describe the procedures for coordination with logistics providers to ensure timely shipment. Outline the significance of negotiation and communication in logistics management. 	AMH/N1602 – PC12, PC13, PC14, KU20			8 Theory (05:00) Practical (03:00)
		Customs Agent Negotiation	<ul style="list-style-type: none"> Elaborate on negotiation and coordination with customs agents for freight rates and clearances. Describe the importance of building effective working relationships with customs agents. Outline strategies to achieve cost efficiency and compliance during negotiations. 	AMH/N1602 – PC15, KU20			8 Theory (05:00) Practical (03:00)
		Organisational Policies and Procedures	<ul style="list-style-type: none"> Elaborate on organisational policies and procedures that guide export activities. Describe the responsibilities under health, safety, and environmental legislation. Outline the mechanisms for setting work targets and reviewing them with supervisors. 	AMH/N1602 – KU1, KU2, KU9			8 Theory (05:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Workplace Communication and Assistance	<ul style="list-style-type: none"> Elaborate on identifying the contact person for resolving queries related to export processes. Describe the methods of offering and obtaining work-related assistance in export documentation. Outline the importance of teamwork and maintaining harmonious working relationships in the workplace. 	AMH/N1602 – KU5, KU6, KU12, KU13			8 Theory (05:00) Practical (03:00)
		Export Financing and Payments	<ul style="list-style-type: none"> Elaborate on the methods of export financing and available terms of payment. Describe the role of export credit in managing foreign exchange risks. Outline the procedures for safe and efficient international payment transactions. 	AMH/N1602 – KU16, KU17			8 Theory (05:00) Practical (03:00)
		International Trade Terms	<ul style="list-style-type: none"> Elaborate on international commercial terms (Incoterms) and their role in export contracts. Describe how Incoterms define buyer and seller responsibilities. Outline the importance of Incoterms in reducing disputes and ensuring compliance in global trade. 	AMH/N1602 – KU18			8 Theory (05:00) Practical (03:00)
		Export-Related Communication	<ul style="list-style-type: none"> Elaborate on maintaining effective communication with suppliers, consignees, agents, and transporters. Describe the methods of coordination for the timely flow of goods and documents. Outline the significance of regular follow-up with logistics companies for on-time shipments. 	AMH/N1602 – PC13, PC14, KU13			8 Theory (05:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Export Document Verification	<ul style="list-style-type: none"> Elaborate on the verification of key export documents such as Proforma Invoice, Purchase Order, Commercial Invoice, Packing List, and Shipping Bill. Describe the process of cross-checking critical shipping documents like Bill of Lading, Airway Bill, and Certificate of Origin. Outline the significance of banking documents including bill of exchange, Bank Realisation Certificate, and Letter of Credit, in international trade. 	AMH/N1602 – KU22			8 Theory (05:00) Practical (03:00)
4	Analyse foreign trade logistics	Shipment Documentation Handling	<ul style="list-style-type: none"> Elaborate on the process of checking all relevant shipment documentation required for exports. Describe the importance of maintaining accurate documentation for compliance and trade efficiency. Outline the methods to ensure documentation accuracy in line with international logistics standards. 	AMH/N1604 – PC1, KU8, KU9	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	8 Theory (05:00) Practical (03:00)
		Logistics Selection and Suitability	<ul style="list-style-type: none"> Elaborate on how to identify the most suitable logistics options as per the buyer's standards and pricing. Describe the process of comparing different logistics modes based on time, cost, and efficiency. Outline the role of international trade standards in guiding logistics selection. 	AMH/N1604 – PC2, KU9			8 Theory (05:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Logistics Cost Negotiation	<ul style="list-style-type: none"> Elaborate on interpreting logistics costs for different shipment modes such as sea, air, and multimodal transport. Describe strategies for negotiating logistics costs effectively with service providers. Outline the importance of balancing cost efficiency with service quality in logistics. 	AMH/N1604 – PC3, KU9, KU10			8 Theory (05:00) Practical (03:00)
		Shipment Tracking and Payments	<ul style="list-style-type: none"> Elaborate on methods for tracking shipments across different logistics channels. Describe the procedures for following up on export payments linked with successful shipment delivery. Outline the use of technology and communication systems in monitoring trade logistics. 	AMH/N1604 – PC4, KU9			8 Theory (05:00) Practical (03:00)
		Logistics Communication Management	<ul style="list-style-type: none"> Elaborate on communication with logistics agencies, buying offices, and buyers during shipment processes. Describe the importance of clear communication in preventing delays and disputes. Outline the methods to maintain effective coordination throughout the logistics cycle. 	AMH/N1604 – PC5, KU5, KU6			8 Theory (05:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Norms and Process Compliance	<ul style="list-style-type: none"> Elaborate on managing logistics processes in accordance with organisational and international norms. Describe the need to comply with quality standards, codes of conduct, and social accountability in logistics. Outline how written instructions and reporting procedures guide process compliance. 	AMH/N1604 – PC6, KU2, KU6, KU7			8 Theory (05:00) Practical (03:00)
		Workplace Health and Hygiene	<ul style="list-style-type: none"> Elaborate on the importance of good health, personal hygiene, and the duty of care in export logistics. Describe how safe working practices reduce risks in logistics operations. Outline the role of individual responsibility in maintaining safety standards. 	AMH/N1604 – KU1, KU2, KU3			8 Theory (05:00) Practical (03:00)
		Production and Process Awareness	<ul style="list-style-type: none"> Elaborate on the production process and its linkages with trade logistics activities. Describe how specific work activities relate to the overall export process. Outline the relation between individual roles and the efficiency of the entire logistics chain. 	AMH/N1604 – KU4, KU13			8 Theory (05:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Instruction and Specification Compliance	<ul style="list-style-type: none"> Elaborate on the importance of following organisational rules and guidelines in logistics. Describe the interpretation of work instructions and specifications for accuracy. Outline how compliance with written instructions ensures consistency in logistics operations. 	AMH/N1604 – KU6, KU7, KU8			8 Theory (05:00) Practical (03:00)
		Multimodal Transport Systems	<ul style="list-style-type: none"> Elaborate on the use of multimodal transport, including containerisation and marine transport, in global trade. Describe the advantages and challenges of using multimodal systems. Outline the role of multimodal transport in reducing costs and improving efficiency. 	AMH/N1604 – KU10			6 Theory (05:00) Practical (01:00)
		ICD and CFS Functions	<ul style="list-style-type: none"> Elaborate on the role of Inland Container Depots (ICDs) and Container Freight Stations (CFS) in export logistics. Describe how ICDs and CFS facilitate container handling, storage, and customs processes. Outline their significance in improving trade efficiency. 	AMH/N1604 – KU11			6 Theory (05:00) Practical (01:00)
		Role of Freight Forwarders and CHAs	<ul style="list-style-type: none"> Elaborate on the role of freight forwarders and Customs House Agents (CHAs) in international logistics. Describe the responsibilities of these agents in documentation, customs clearance, and shipment coordination. Outline their importance in ensuring smooth and timely export operations. 	AMH/N1604 – KU12			6 Theory (05:00) Practical (01:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
5	Maintain a healthy, safe and secure working environment with Gender and PWD Sensitisation	Workplace Health and Safety Compliance	<ul style="list-style-type: none"> Elaborate on complying with workplace health, safety, gender, and PwD-related instructions. Describe the health and safety practices applicable at the workplace and the code of conduct and social accountability standards followed by the organisation. Outline the importance of recognising potential hazards, risks, and threats, along with methods to minimise and respond to these scenarios. 	AMH/N1605 – PC1, KU1, KU2, KU3	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	6 Theory (03:00) Practical (03:00)
		Safe Use of Equipment and Substances	<ul style="list-style-type: none"> Elaborate on using and maintaining materials and equipment as per protocol to ensure workplace safety. Describe the identification, handling, and storage of hazardous substances and the proper disposal system for waste and by-products. Outline the importance of occupational health and safety risks, methods, and the correct use of personal protective equipment. 	AMH/N1605 – PC2, KU9, KU10, KU11			6 Theory (03:00) Practical (03:00)
		Risk Monitoring and Hazard Reporting	<ul style="list-style-type: none"> Elaborate on monitoring the workplace and processes for potential risks and threats. Describe the procedures for reporting hazards, risks, and threats to supervisors or authorised personnel, along with required documentation. Outline the role of signage related to health and safety and explain its meanings in ensuring hazard awareness. 	AMH/N1605 – PC3, KU6, KU12			6 Theory (03:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Emergency Preparedness and Response	<ul style="list-style-type: none"> Elaborate on actively participating in mock drills, evacuation procedures, and sensitisation programs for gender and PwD awareness. Describe the plant layout, details of emergency exits, escape routes, emergency equipment, and assembly points. Outline the actions to take in the event of accidents, emergencies, fires, or evacuation scenarios. 	AMH/N1605 – PC4, KU4, KU5, KU8			6 Theory (03:00) Practical (03:00)
		First Aid and Fire Safety	<ul style="list-style-type: none"> Elaborate on performing first-aid, firefighting, or other emergency response procedures when required. Describe the roles and responsibilities of personnel trained in first aid, firefighting, and emergency response. Outline the importance of following organisational shutdown and evacuation procedures during emergencies. 	AMH/N1605 – PC5, PC6, KU7			6 Theory (03:00) Practical (03:00)
6	Planning for Export	Logistics Planning and Organisation	<ul style="list-style-type: none"> Elaborate on understanding and organising logistics options for shipment. Describe the nature of logistics and supply chains and outline the key factors involved in logistics decision-making. Illustrate how well-organised logistics planning supports smooth export operations. 	AMH/N1606 – PC1, KU7, KU8	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	8 Theory (03:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Trade Policy Compliance	<ul style="list-style-type: none"> Describe the relevant trade policies and guidelines that impact shipments. Elaborate on the importance of explaining policies to concerned stakeholders and ensuring compliance. Outline the organisational policies, compliance procedures, and standards for quality that guide export operations. 	AMH/N1606 – PC2, KU1, KU11			8 Theory (03:00) Practical (05:00)
		Shipment Strategy and Monitoring	<ul style="list-style-type: none"> Elaborate on planning and monitoring strategies for shipment. Outline the processes involved in developing an effective business strategy for exports. Illustrate how monitoring ensures smooth coordination across logistics and compliance. 	AMH/N1606 – PC3, KU10			8 Theory (03:00) Practical (05:00)
		Export Planning Tools Utilisation	<ul style="list-style-type: none"> Elaborate on using export planning tools available within the organisation. Describe the organisation's tools, templates, and processes for export marketing operations. Outline the importance of quality systems and organisational processes in planning. 	AMH/N1606 – PC4, KU2, KU6			8 Theory (03:00) Practical (05:00)
		Risk Assessment and SWOT Analysis	<ul style="list-style-type: none"> Elaborate on carrying out SWOT analysis and risk assessment for shipment operations. Outline the key steps in the risk assessment process. Describe the importance of reporting quality problems and faults to appropriate authorities. 	AMH/N1606 – PC5, KU3, KU9			8 Theory (03:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Marketing Alignment with Policies	<ul style="list-style-type: none"> Elaborate on aligning domestic and international marketing activities with trade policies. Describe how updates in policies and guidelines affect marketing activities. Outline the significance of ensuring marketing strategies are consistent with compliance requirements. 	AMH/N1606 – PC6, KU11			8 Theory (03:00) Practical (05:00)
		Compliance and Instructions Adherence	<ul style="list-style-type: none"> Elaborate on the importance of complying with written instructions in export activities. Describe the significance of following organisational guidelines and standards. Outline the process of escalating problems beyond the scope of individual authority. 	AMH/N1606 – KU4, KU5			7 Theory (02:00) Practical (05:00)
		Quality and Process Awareness	<ul style="list-style-type: none"> Elaborate on the role of quality systems in supporting export operations. Outline the types of quality-related problems encountered in exports. Describe how organisational processes ensure adherence to compliance and shipment planning. 	AMH/N1606 – KU2, KU3			5 Theory (01:00) Practical (04:00)
7	Shipping compliance for export industry	Invoicing and Documentation Compliance	<ul style="list-style-type: none"> Elaborate on following the general invoicing instructions required for shipping compliance. Describe the organisational policies, compliance procedures, and standards for quality that guide invoicing practices. Outline the importance of complying with written instructions and escalating problems beyond authority. 	AMH/N1607 – PC1, KU1, KU4, KU5	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	6 Theory (03:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Packing Standards and Specifications	<ul style="list-style-type: none"> Elaborate on checking that the packing list requirement is met to ensure accuracy in shipment preparation. Describe the importance of packing instructions including carton specifications, packing standards, flat pack cargo, prepacks, garments on hangers, and exceptions to packing requirements. Outline garment specifications, packing standards, and the need for proper shipping marks, bar code labels, and labels for compliance. 	AMH/N1607 – PC2, PC3, KU9, KU10			6 Theory (03:00) Practical (03:00)
		Shipping and Routing Compliance	<ul style="list-style-type: none"> Elaborate on following the shipping and routing guidelines to ensure compliance with organisational requirements. Describe the routing guidelines and their role in streamlining shipment processes. Outline the organisational quality systems and processes that support smooth routing and shipping compliance. 	AMH/N1607 – PC4, KU2, KU8			6 Theory (03:00) Practical (03:00)
		Freight Consolidation and Tendering	<ul style="list-style-type: none"> Elaborate on ensuring tendering of freight to consolidators as per process and explain its role in timely shipments. Describe the tools, templates, and processes used by organisations in managing freight-related operations. Outline types of problems with quality in freight handling and the reporting mechanisms in case of faults or breaches. 	AMH/N1607 – PC5, KU3, KU6			6 Theory (03:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Sequence and Operational Compliance	<ul style="list-style-type: none"> Elaborate on ensuring the sequence of instructions is followed for shipping operations. Describe the sequence of operations for shipping and its importance in ensuring compliance and quality standards. Outline the reporting protocol and responsibilities when deviations occur beyond the authority of the individual. 	AMH/N1607 – PC6, KU7, KU11			6 Theory (03:00) Practical (03:00)
8	Adhere to industry, regulatory, and organisational standards and embrace environmentally sustainable practices	Eco-Friendly Job Execution	<ul style="list-style-type: none"> Elaborate on executing job responsibilities according to organisational standards with a focus on eco-friendly solutions while adhering to procedures, policies, and legal regulations. Describe how to implement and uphold organisational policies and procedures while integrating sustainable consumption practices into daily operations. Outline conscious and sustainable decisions required for creating an effective green workplace, and explain the importance of safe working practices and code of conduct in the industry. 	AMH/N0621 – PC1, PC2, KU1, KU2	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	6 Theory (03:00) Practical (03:00)
		Sustainable Performance Enhancement	<ul style="list-style-type: none"> Illustrate ways to actively engage in enhancing organisational performance by driving environmentally friendly processes and practices. Elaborate on production procedures and specific work activities in relation to the whole process. 	AMH/N0621 – PC3, KU3, KU4			6 Theory (03:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			<ul style="list-style-type: none"> Describe the organisation's rules, codes, quality standards, reporting procedures, and guidelines, including their role in maintaining sustainability. 				
		Safe Handling and Maintenance	<ul style="list-style-type: none"> Describe how to safely handle materials, equipment, computers, and software to maintain a clean and hazard-free work environment while supporting eco-friendly practices. Elaborate on the importance of running maintenance and cleaning tasks, following assigned schedules, and managing interruptions. Outline the effects of contamination on products such as machine oil or dirt, and illustrate ways of minimising waste. 	AMH/N0621 – PC4, PC5, KU8, KU9			6 Theory (03:00) Practical (03:00)
		Hazard and Risk Management	<ul style="list-style-type: none"> Outline the process of reporting unsafe equipment or hazardous incidents to appropriate personnel for swift resolution and risk mitigation. Elaborate on the importance of taking action when problems are identified in compliance with work instructions and specifications. Describe common equipment faults and methods to rectify them while ensuring sustainable practices. 	AMH/N0621 – PC6, KU5, KU6, KU7, KU10			6 Theory (03:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Efficient Workplace Practices	<ul style="list-style-type: none"> Describe how to utilise appropriate cleaning equipment and techniques tailored to specific tasks for efficiency and sustainability. Elaborate on the process of requesting system or software upgrades to optimise work efficiency while maintaining data integrity through backups. Outline the practice of maintaining digital copies of design work in organised files for accessibility and preservation of project assets. 	AMH/N0621 – PC7, PC8, PC9			6 Theory (03:00) Practical (03:00)
Total Duration							Theory: 246:00 Practical: 174:00
Employability Skills (DGT/VSQ/N0102) https://www.skillindiadigital.gov.in/content/list							60:00
OJT Duration (Mandatory)							30:00
Total							Theory + Practical + ES 510:00

Annexure II

Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Assessment Criteria for Export Executive-Stitched Items	
Job Role	Export Executive-Stitched Items
Qualification Pack	AMH/Q1602 , V4.0
Sector Skill Council	Apparel

S. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below.)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
5	To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS.
6	In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
7	In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Assessment Outcomes	Assessment Criteria for Outcomes	Marks Allocation		
		Theory	Practical	Viva
AMH/N1601: Manage export marketing operations	Framework of Export Marketing Management	15	50	7
	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. Analyze 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

	PC10. Carry out export credit and foreign ex-change 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	Documentation related to export transactions	20	60	8
	PC1.. Create and manage documentation re-lated to pre & post shipment	2	10	0.5
	PC2. Create and manage export sales contract	2	6	0.5
	PC3. Handle the central ex-cise/customs clearance: regulations, procedures and documentation	1	3	0.5
	PC4. . Processing of an export order	2	5	0.5
	PC.5. Use the correct tools and equipment's	1	1	0.5
	PC6. . Prepare & check all pre-shipment docu-ments 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 docu-ments 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 in-centives	1	5	0.5
	PC11. . Obtaining advance license from Jt DGFT (Director General of Foreign Trade), ad-herence with contracts and agreements	1	3	0.5
	PC12. . Looking after freight forwards, cha (cus-toms house agent), transporter	1	2	0.5
	PC13. . Communication with suppliers, con-signee, agents , transporters	-	1	0.5
	PC14. . To follow up regularly and diligently with logistics companies to ensure timely ship-ments of goods	1	1	0.5
PC15.. Negotiation & co-ordination with customs agents for freight rates, customs clearances	1	2	0.5	
	NOS Total	20	60	8
AMH/N1604: Analyze foreign trade logistics	Fundamentals of trade logistics as applied in in-ternational trade	14	49	7
	PC1. Check and maintain all relevant ship-ment documentation	3	20	2
	PC2. Understand and identify the best suit-able 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 with Gender and PwD Sensitization	Comply with health, safety and security require-ments at work with Gender and PwD Sensitization	6	21	3
	PC1. Comply with health safety gender and PwD (People with disability) related instructions ap-licable to the workplace	1	3	0.5
	PC2. Use and maintain materials and equipment as per protocol	1	3	0.5
	PC3. Monitor the work place 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; group discussions, training sensitization programs for gender and PwD awareness 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
	PC6. Follow organization procedures for shut-down and evacuation when required	1	3	0.5
	NOS Total	6	21	3
AMH/N1606: Planning for Export	Planning and management for export	13	33	4
	PC1. Understand and organize the logistics options for shipment	2	2	0.5
	PC2. Explain the trade policies and guide-lines to all concerned and ensure it is followed	2	3	0.5
	PC3. Plan and monitor the shipment strategy	3	8	1
	PC4. Use the export planning tools available	2	8	0.5
	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	Ensuring shipping compliance and monitoring related activities	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 and routing guide-lines	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
AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices	Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices	20	10	10
	PC1. Execute job responsibilities according to organizational standards, with a strong emphasis on eco-friendly solutions, while strictly adhering to established procedures, policies, and legal regulations.	2	1	1
	PC2. Implement and uphold organizational policies and procedures, integrating sustainable consumption practices into daily operations.	2	1	1
	PC3. Actively engage in enhancing organizational performance by driving the transition towards environmentally friendly processes and practices.	2	1	1
	PC4. Safely handle materials, equipment, computers, and software to maintain a clean and hazard-free work environment, actively supporting the adoption of eco-friendly practices throughout the workplace.	3	2	2
	PC5. Perform routine maintenance and cleaning tasks within assigned duties and agreed-upon schedules, effectively managing any interruptions to workflow.	3	1	1
	PC6. Immediately report any instances of unsafe equipment or hazardous incidents to the appropriate personnel to ensure swift resolution and mitigate risks.	2	1	1

	PC7. Utilize appropriate cleaning equipment and techniques tailored to specific tasks, promoting efficiency and sustainability in workplace maintenance.	2	1	1
	PC8. Proactively request system or software up-grades 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
DGT/VSQ/N0102: Employability Skills (60 Hours)	Introduction to Employability Skills	1	1	-
	PC1. identify employability skills required for jobs in various industries	-	-	-
	PC2. identify and explore learning and employability portals	-	-	-
	Constitutional values – Citizenship	1	1	-
	PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-
	PC4. follow environmentally sustainable practices	-	-	-
	Becoming a Professional in the 21st Century	2	4	-
	PC5. recognize the significance of 21st Century Skills for employment	-	-	-
	PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-
	Basic English Skills	2	3	-
	PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-
	PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-
	PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-
	Career Development & Goal Setting	1	2	-
	PC10. understand the difference between job and career	-	-	-
	PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-
	Communication Skills	2	2	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	
PC13. work collaboratively with others in a team	-	-	-	
Diversity & Inclusion	1	2	-	
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	
Financial and Legal Literacy	2	3	-	
PC16. select financial institutions, products and services as per requirement	-	-	-	

PC17. carry out offline and online financial transactions, safely and securely	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-
Essential Digital Skills	3	4	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-
Entrepreneurship	2	3	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/legal hurdles for the potential business opportunity	-	-	-
Customer Service	1	2	-
PC26. identify different types of customers	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-
Getting ready for apprenticeship & Jobs	2	3	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-
NOS Total	20	30	-

Annexure III

List of QR Codes Used in PHB

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 1: Introduction and Orientation to Export Exec-utive-Stitched Items (Bridge Module)	Unit 1.1: Roles and Responsibilities in Export Operations	1.1.1 Overview of the Apparel Industry in India	25	https://youtu.be/-ddisteV3tOo-?si=uF-DW4QKnItoOKknY	 Textile Sector in India
		1.1.2 Size of the Indian Apparel Industry	25	https://youtu.be/-5dLX8m-RAE88-?si=SGwnsG2rEuT-F93xO	 Apparel Industry in India
		1.1.3 Role of an Export Executive – Stitched Items	25	https://youtu.be/-XlecJqNXo-jc-?si=M4CQx9f5vQ6cmkiT	 Export Process Explained
		1.1.5 5 Logistics and Shipment Handling	25	https://youtu.be/-TEZ6FPKbt-Kg-?si=jzeiP51_13IGi5Yr	 The Apparel Logistics Group
Module 2: Manage Export Marketing Operations (AMH/N1601)	Unit 2.1: Core Concepts in Export Marketing	2.1.1 Framework of Export Marketing Management	65	https://youtu.be/-9syvri13rS8-?si=VKhT4jy-1GeO_a63f	 meaning and features of export marketing.

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
		2.1.4 Market Entry and Promotion Strategies	65	https://youtu.be/_Mgb-5jnxcw-?si=ZsGEEmgFW-mOazA2D	 Entry Strategies (With real world examples)
		2.1.7 Role of EPC and WTO in Export Development	65	https://youtu.be/-My-h3S9Lv9IY-?si=hzzvw4tWctwx-J0rz	 DGFT, Export Promotion, Role of RA, EPCs and RCMC;IEC
Module 3: Carry out Export Processes and Complete Documentation (AMH/N1602)	Unit 3.1: Export Operations and Coordination	3.1.1 Overview of Pre- and Post-Shipment Documentation	113	https://youtu.be/-D3ieP6wE8xw-?si=j2-iXc_JpoaVlk6v	 Export Import Pre-Shipment
	Unit 3.2: Export Documentation and Compliance	3.2.1 Structure of an Export Sales Contract	113	https://youtu.be/-6VL-k9rVzb8-?si=jiDIYhcdw2mEcc-U	 Export Sales Contract
		3.2.3 Completion and Maintenance of EXIM Documentation	113	https://youtu.be/-JmuZ2id-81BA-?si=DUJQE88358vFHpGA	 Documentation For Export Import Business 2024

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 4: Analyse Foreign Trade Logistics (AMH/N1604)	Unit 4.1: Logistics and Shipment Management	4.1.2 Elements of Maritime and Multimodal Transport	148	https://youtu.be/kxbZ7_QMB-NY?si=ssOblfBJIuw7_hJ5	 Geography GS -1
		4.1.3 Selection Criteria for ICDS and CFS Facilities	148	https://youtu.be/F-fCRTlp-kyk?si=Pk1rdtRq4MxVviyr	 Difference Between IC-D(Inland Container Depot) & CFS(Container Freight Station)
		4.1.4 Components of Containerization in Export Logistics	148	https://youtu.be/-OxH-fr392t5M-?si=WBkSej4sPCQn-CuKT	 The Containerization of Commodities
Module 5: Maintain a Healthy, Safe and Secure Working Environment with Gender and PWD Sensitization (AMH/N1605)	Unit 5.1: Workplace Safety, Risk Management, and Compliance	5.1.5 Safe Usage of Fire Extinguishers and Machinery	169	https://youtu.be/-YfwE4_WFu-jA-?si=wL8qKlao9zTbmYKa	 Types of Fire Extinguishers And Their Uses

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 6: Planning for Export (AMH/N1606)	Unit 6.1: Shipment Planning and Strategy	6.1.1 Types of Shipment	187	https://youtu.be/-XZCMpB-KRAdA?si=e10C1jrI9YRHUJc	 <p>LCL vs Full Container Load: which is better for my shipment?</p>
Module 7: Ensure Shipping Compliance (AMH/N1607)	Unit 7.1: Operational Procedures and Compliance in Shipping	7.1.1 The Sequence of Operations in Shipment Dispatch	221	https://youtu.be/-cgg3sCuHo88?si=R7cngt_kovsne69X	 <p>Export Dispatch Procedure in English</p>
Module 8: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices (AMH/N0621)	Unit 8.1: Ethical Practices, Compliance, and Governance	8.1.1 Importance of an Ethical and Value-Based Approach to Governance	252	https://youtu.be/-ItW7KVY-J1go?si=wzE1VK2cFgALdNY_	 <p>Business Ethics</p>



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