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Facilitator Guide



Sector
Apparel

Sub-Sector
Apparel

Occupation
Inventory Management

Reference ID: AMH/Q0503, Version 1.0
NSQF level: 5

**Apparel
Inventory Data
Analyst**

Published by

Apparel, Made-Ups & Home Furnishing Sector Skill Council

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Shri Narendra Modi
Prime Minister of India

“

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

”



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

The facilitator guide (FG) for Apparel Inventory Data Analyst is primarily designed to facilitate skill development and training of people, who want to become professional Apparel Inventory Data Analyst. The facilitator guide is aligned to the Qualification Pack (QP) and the National Occupational Standards (NOS) as drafted by the **Sector Skill Council** and ratified by National Skill Development Corporation (NSDC).

It includes the following National Occupational Standards (NOSs)-

1. AMH/N0510: Understand and Analyze Merchandise Concepts and Mix Planning in Domestic Apparel Retail
2. AMH/N0511: Analyze Merchandise Data to Forecast Apparel Trends
3. AMH/N0512: Analyze Pricing and Sale Strategies to Develop Merchandise Plans in Apparel Retail
4. AMH/N0513: Coordinate with cross-functional teams to ensure timely product availability and managing merchandising documents.
5. AMH/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization
6. AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices
7. DGT/VSQ/N0102: Employability Skills (60 Hours)

Post this training, the participants will be able to perform tasks as Apparel Inventory Data Analyst. We hope that this Facilitator Guide provides a sound learning support to our young friends to build a lucrative career in the Apparel, Made-Ups & Home Furnishing Sector Skill Council of our country.

Symbols Used



Ask



Explain



Elaborate



Notes



Objectives



Do



Demonstrate



Activity



Team Activity



Facilitation Notes



Practical



Say



Resources



Example



Summary



Role Play



Learning Outcomes



Exercise

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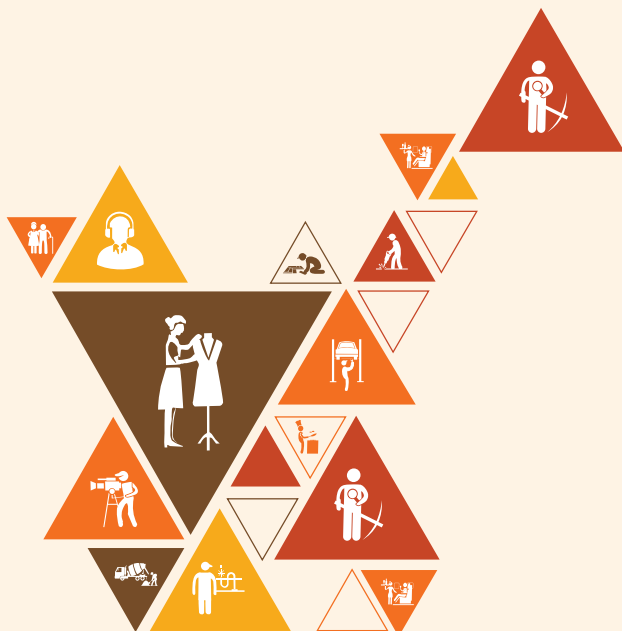
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1. Introduction and Orientation to Apparel Inventory Data Analyst

Unit 1.1 - Introduction to the Apparel Industry and the Role of an Apparel Inventory Data Analyst

Unit 1.2 - Employability Skills and Workplace Readiness



Bridge Module

Key Learning Outcomes



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

1. Describe the Apparel industry in India
2. Analyse various employment opportunities for an 'Apparel Inventory Analyst' in the apparel industry.
3. Identify the apparel production process and the role that the 'Apparel Inventory Analyst' plays in the process.

Unit 1.1: Introduction to the Apparel Industry and the Role of an Apparel Inventory Data Analyst

Unit Objectives

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

1. Describe the apparel industry's size, scope, and structure.
2. Explain the roles and responsibilities of an Apparel Inventory Data Analyst.
3. Identify career opportunities within the apparel industry.
4. Explain the apparel production process and analyse the role of an Apparel Inventory Data Analyst throughout the production cycle.

Resources to be Used

Presentation slides, laptop, projector, whiteboard, marker pens, flip charts, sticky notes, printed apparel production process chart, printed apparel industry organisation chart, role and responsibility handouts, career pathway chart, sample inventory records, sample garment images, worksheets, pens, notepads, participant handbook.

Say

- “Good morning everyone! I am delighted to welcome you to today’s session. We are going to explore the exciting world of the apparel industry and understand how inventory data analysts contribute to its smooth functioning.”
- “By the end of this session, I will help you understand the structure of the apparel industry, the responsibilities of an Apparel Inventory Data Analyst, career opportunities, and the apparel production process.”
- “I want all of you to understand this topic because every garment we buy passes through many stages before reaching the customer, and inventory data analysts play an important role in ensuring products are available at the right place and the right time.”

Ask

- When you buy clothes from a shop or an online store, how do you think the shop always knows which sizes and colours are available?
- Have you ever noticed that some clothing items are marked ‘Out of Stock’? Why do you think that happens?
- Can you name any clothing brands or garment factories that you have heard about?

Do



- Introduce the apparel industry using familiar clothing brands and everyday examples.
- Explain the organisational structure of the apparel industry with the help of diagrams and production flow charts.
- Describe the key responsibilities of an Apparel Inventory Data Analyst using simple workplace examples.
- Discuss various career opportunities available in the apparel industry.
- Illustrate the apparel production process from raw material procurement to finished garment dispatch.
- Highlight where inventory data management supports each production stage.
- Conduct the activity and encourage every learner to actively participate.
- Summarise the key learning points before concluding the session.

Elaborate



- Explain the size, scope, and structure of the apparel industry, including manufacturing units, buying houses, exporters, retailers, and e-commerce businesses. Highlight its contribution to employment and the economy.
- Discuss the responsibilities of monitoring inventory records, tracking stock movement, maintaining accurate data, preparing reports, and supporting production planning through inventory information.
- Introduce learners to various career options such as Inventory Data Analyst, Inventory Executive, Warehouse Coordinator, Production Planner, Merchandiser, Supply Chain Executive, and Inventory Controller. Explain how skills can help them progress within the industry.
- Explain the complete production cycle including raw material procurement, fabric inspection, cutting, stitching, finishing, quality checking, packing, warehousing, and dispatch. Describe how inventory data is maintained at every stage to ensure smooth operations.

Demonstrate



Display a simple apparel production flow chart along with sample inventory records. Demonstrate how fabric received in the warehouse is recorded, issued for cutting, updated after stitching, and finally entered into finished goods inventory before dispatch. Explain how accurate inventory records help avoid shortages and delays.

Activity



1. **Activity Name:** Arrange the Apparel Production Flow
2. **Objective:** To help learners understand the sequence of apparel production stages and identify where inventory data is maintained throughout the production cycle.
3. **Type of Activity:** Group Activity
4. **Resources:** Printed production stage cards, inventory record cards, chart paper, adhesive tape, marker pens.
5. **Time Duration:** 25 Minutes

6. Instructions

- Divide learners into groups of 4–5 participants.
- Provide each group with shuffled production stage cards and inventory record cards.
- Ask the groups to arrange the production stages in the correct sequence on chart paper.
- Instruct learners to place the relevant inventory record card below each production stage where stock movement is recorded.
- Allow groups to discuss and complete the arrangement.
- Invite each group to briefly explain their sequence and the role of inventory data at each stage.
- Facilitate discussion by correcting mistakes and reinforcing the correct production flow.

7. **Outcome:** Learners correctly identify the apparel production sequence and understand how inventory data is managed throughout the manufacturing process.

Notes for Facilitation

- Maintain an interactive and learner-friendly environment by encouraging participation from all trainees.
- Use simple language and provide sufficient opportunities for learners to ask questions throughout the session.
- Relate inventory management concepts to familiar examples such as clothing stores, supermarkets, and online shopping platforms.
- Emphasise that accurate inventory data helps prevent overstocking, stock shortages, production delays, and financial losses.
- Use production flow charts and inventory examples to clearly connect the Apparel Inventory Data Analyst's responsibilities with each stage of garment manufacturing.
- Encourage learners to explore different career opportunities within the apparel industry and discuss the skills required for each role.

Unit 1.2: Employability Skills and Workplace Readiness

Unit Objectives

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

1. Explain the importance of effective communication and professional conduct in the workplace.
2. Demonstrate effective communication while interacting with colleagues and stakeholders.
3. Apply organisational procedures, personal hygiene, and time management practices to enhance workplace performance.
4. Prepare a professional resume and demonstrate appropriate interview skills for employment opportunities.

Resources to be Used

Whiteboard, markers, projector, laptop, presentation slides, chart paper, sticky notes, A4 sheets, pens, sample resume formats, interview question cards, organisational policy handouts, personal hygiene checklist, stopwatch or timer, role-play cue cards, participant handbook.

Say

- Good morning everyone! I am excited to begin today's session with all of you. We are going to learn about employability skills and workplace readiness, which are essential for every successful career.
- Today, I will help you understand how to communicate effectively, behave professionally, manage your work efficiently, and prepare yourself for interviews and employment opportunities.
- I want all of you to understand these skills because they are just as important as technical knowledge. Strong workplace skills help us build confidence, create a positive impression, and succeed in any organization.

Ask

- Have you ever spoken to a teacher, shopkeeper, or family member in a polite way to get help? What happened?
- When you have to reach school or an appointment on time, what do you usually do to avoid being late?
- If you had to introduce yourself to someone for the first time, what are the first few things you would say?

Do



- Begin the session by discussing how communication and professional behaviour affect everyday interactions and workplace success.
- Explain the importance of verbal and non-verbal communication using relatable workplace examples.
- Demonstrate proper workplace etiquette, grooming, punctuality, and time management practices.
- Show a simple resume format and explain each section with examples.
- Conduct a brief mock interview to demonstrate appropriate interview behaviour and communication.
- Encourage all participants to actively participate in discussions and practice activities.

Elaborate



- Explain the importance of effective communication and professional conduct in the workplace. Discuss how clear communication, respectful behaviour, active listening, and professionalism contribute to teamwork, productivity, and positive workplace relationships.
- Demonstrate effective communication while interacting with colleagues and stakeholders. Describe verbal communication, non-verbal communication, listening skills, appropriate tone, body language, and courteous behaviour required during workplace interactions.
- Apply organisational procedures, personal hygiene, and time management practices. Explain the importance of following workplace rules, maintaining cleanliness and grooming, organizing work effectively, prioritizing tasks, and completing responsibilities on time.
- Prepare a professional resume and demonstrate interview skills. Describe the structure of a resume, important information to include, common interview questions, professional appearance, confidence, and appropriate responses during interviews.

Demonstrate



Demonstrate how to introduce yourself confidently during a job interview by maintaining eye contact, using appropriate body language, speaking clearly, and answering simple interview questions while referring to a basic professional resume.

Activity



1. **Activity Name:** Resume Creation and Professional Introduction
2. **Objective:** To enable participants to prepare a simple professional resume and confidently introduce themselves using effective communication skills.
3. **Type of Activity:** Individual
4. **Resources:** Resume template, A4 sheets, Pens, Sample resume
5. **Time Duration:** 30 Minutes

6. Instructions

- Distribute a simple resume template to each participant.
- Explain each section of the resume and guide participants to fill in their personal details, education, skills, and achievements.
- Allow participants sufficient time to complete their resumes.
- Ask each participant to stand before the class and introduce themselves in one to two minutes using the information from their resume.
- Encourage classmates to appreciate each presentation and provide positive feedback on communication and confidence.
- Summarize the key points observed during the activity and clarify common mistakes.

- 7. Outcome:** Participants will be able to prepare a basic professional resume, communicate confidently during self-introduction, and demonstrate improved readiness for employment opportunities.

Notes for Facilitation

- Encourage active participation and create a supportive learning environment where every participant feels comfortable speaking.
- Use simple language and practical examples that participants can easily relate to in their daily lives.
- Emphasize that communication includes listening skills, body language, and respectful behaviour, not just speaking.
- Reinforce the importance of punctuality, personal hygiene, and following workplace procedures as essential employability skills.
- Encourage participants to keep updating their resumes as they gain new qualifications, skills, or work experiences.
- Motivate participants to practice self-introductions and interview responses regularly to improve confidence and fluency.

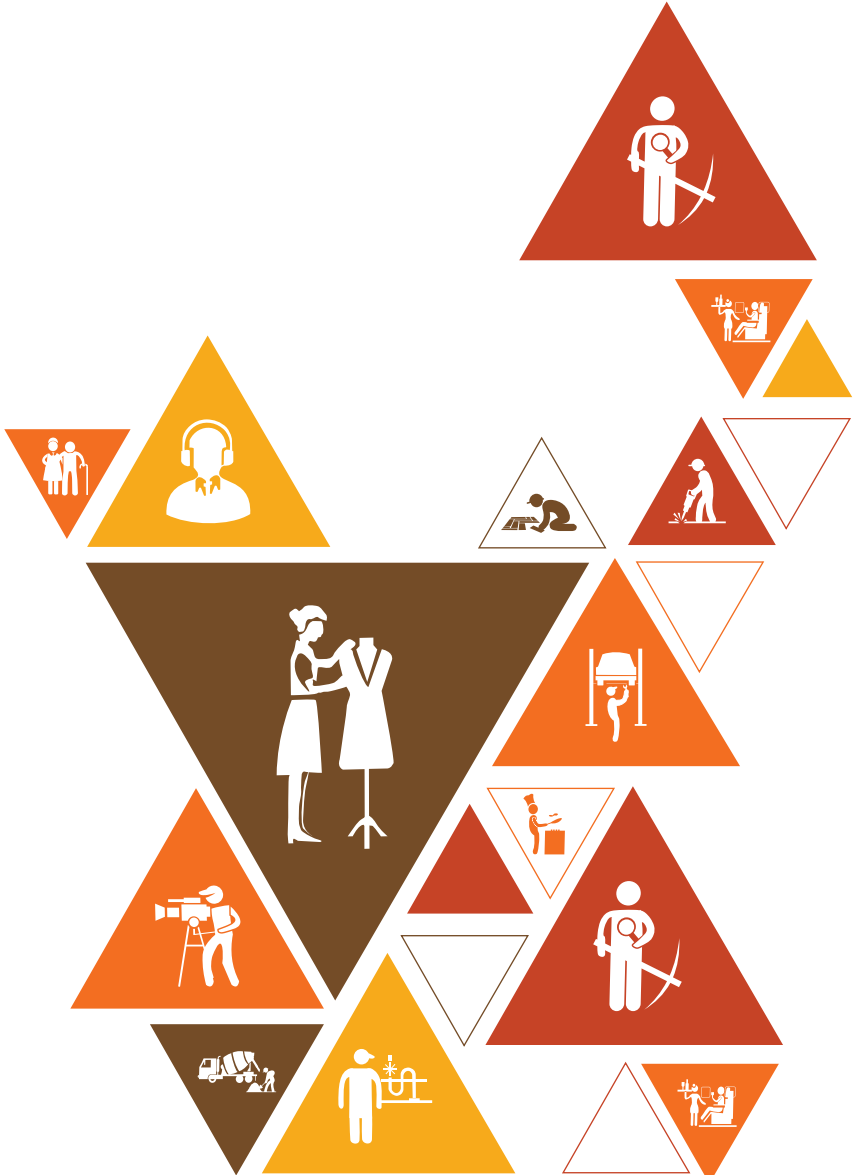
Answers to Exercises for PHB

Multiple Choice Questions:

1. b. Managing inventory data and stock information
2. c. Finishing
3. b. Written Communication
4. c. Being punctual and maintaining discipline
5. c. To present qualifications, skills, and experience to employers

Descriptive Questions:

1. Refer Unit 1.1 Introduction to the Apparel Industry and the Role of an Apparel Inventory Data Analyst
Topic: 1.1.1 Overview of the Apparel Industry
2. Refer Unit 1.1 Introduction to the Apparel Industry and the Role of an Apparel Inventory Data Analyst
Topic: 1.1.2 Role of an Apparel Inventory Data Analyst
3. Refer Unit 1.2: Employability Skills and Workplace Readiness
Topic: 1.2.1 Effective Communication in the Workplace
4. Refer Unit 1.2: Employability Skills and Workplace Readiness
Topic: 1.2.2 Professional Conduct and Workplace Practices
5. Refer Unit 1.2: Employability Skills and Workplace Readiness
Topic: 1.2.3 Resume Preparation and Interview Readiness





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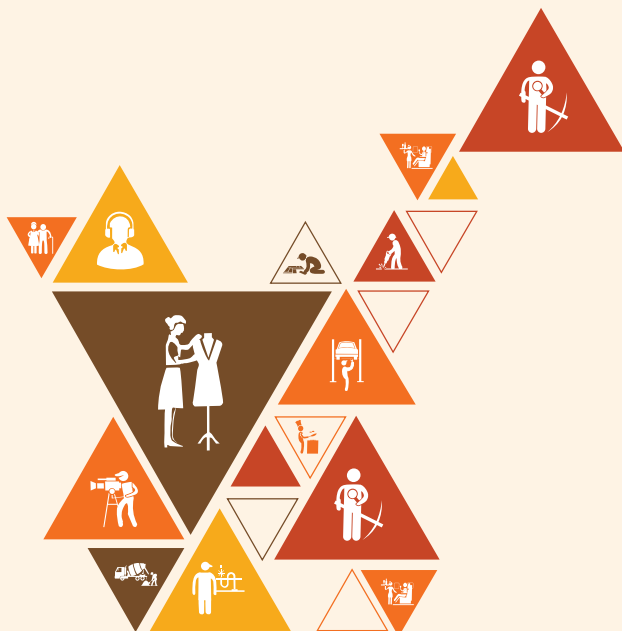
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2. Understand and Analyse Merchandise Concepts and Mix Planning in Domestic Retail Apparel

Unit 2.1 - Fundamentals of Apparel Merchandise Planning

Unit 2.2 - Merchandise Planning, Analysis and Reporting



AMH/N0510

Key Learning Outcomes



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

1. Assess merchandising principles and planning practices to support effective assortment and inventory decisions.
2. Examine consumer demand, market trends, and seasonal factors to improve merchandise planning and retail performance.
3. Evaluate merchandising data and business insights to optimise product mix, stock allocation, and pricing decisions.
4. Apply merchandise planning methods to develop balanced assortments that align with business objectives and customer needs.
5. Prepare and communicate merchandising recommendations using analytical reports and effective cross-functional collaboration.

Unit 2.1: Fundamentals of Apparel Merchandise Planning

Unit Objectives

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

1. Explain the principles of apparel merchandising and merchandise planning.
2. Interpret consumer behaviour, market trends, and seasonal influences in merchandise decisions.
3. Examine pricing strategies and planning methods used in apparel retail.
4. Describe the role of cross-functional collaboration and documentation in merchandising operations.

Resources to be Used

Presentation slides, whiteboard, markers, flip charts, sticky notes, apparel product catalogues, fashion magazines, seasonal trend reports, sample merchandise plan sheets, pricing charts, calculator, worksheets, pens, projector, laptop, participant handbook.

Say

- Good morning everyone! I'm excited to welcome you to today's session, where we'll explore the fundamentals of apparel merchandise planning and understand how fashion products are planned and managed before they reach customers.
- Today, I will guide you through the principles of apparel merchandising, consumer behaviour, market trends, pricing strategies, and the importance of collaboration and documentation in merchandising operations.
- By the end of this session, I want you to appreciate how effective merchandise planning helps retailers offer the right products at the right time, at the right price, while meeting customer expectations and improving business performance.

Ask

- Have you ever noticed that clothing stores display different collections during summer, winter, or festive seasons? Why do you think that happens?
- When you shop for clothes, what usually influences your decision to buy a particular product, its price, design, brand, or trend?
- Have you ever seen discounts on clothes at the end of a season? Why do you think stores reduce prices at that time?

Do

- Introduce the concept of apparel merchandising by explaining how products move from planning to the retail store.
- Discuss how customer preferences, fashion trends, and seasons influence merchandise planning decisions using relatable examples.
- Explain different pricing strategies and planning methods commonly followed in apparel retail.
- Describe the importance of coordination among buying, design, production, marketing, and sales teams.
- Show examples of simple merchandise planning sheets and documentation used during merchandising operations.
- Encourage participants to share observations from their shopping experiences and relate them to merchandise planning concepts.

Elaborate

- Explain the principles of apparel merchandising and merchandise planning.
- Discuss the purpose of merchandising in apparel retail and explain how merchandise planning ensures the right products are available in the right quantity, place, and time to satisfy customer demand.
- Interpret consumer behaviour, market trends, and seasonal influences in merchandise decisions.
- Describe how buying behaviour, customer preferences, fashion trends, and seasonal demand influence product selection, inventory planning, and assortment decisions.
- Examine pricing strategies and planning methods used in apparel retail.
- Explain common pricing approaches such as cost-based, competitive, promotional, and seasonal pricing. Describe how retailers plan product quantities and pricing to maximize sales and profitability.
- Describe the role of cross-functional collaboration and documentation in merchandising operations.
- Discuss how merchandising teams coordinate with design, sourcing, production, marketing, and retail teams while maintaining accurate documentation for smooth operations and informed decision-making.

Demonstrate

Demonstrate how to prepare a simple merchandise planning sheet by selecting an apparel category, identifying the target customer, choosing a season, estimating product quantity, deciding a selling price, and recording the information in a basic merchandise planning format.

Activity

1. **Activity Name:** Build a Mini Merchandise Plan
2. **Objective:** Enable participants to understand how merchandise planning combines customer preferences, seasonal demand, and pricing decisions.
3. **Type of Activity:** Group Activity
4. **Resources:** Worksheets, apparel product images, seasonal trend cards, pricing chart, calculator, pens
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups of 4–5 members.
 - Provide each group with a set of apparel product images and a season (summer, winter, festive, or rainy).
 - Ask each group to choose suitable products for the assigned season.
 - Instruct them to identify the target customer and suggest an appropriate selling price for each product.
 - Ask the groups to complete a simple merchandise planning worksheet by recording the selected products, target customers, season, estimated quantity, and selling price.
 - Invite each group to present their merchandise plan and explain the reasons for their product and pricing choices.
 - Facilitate a short discussion comparing the different merchandise plans prepared by the groups.
7. **Outcome:** Participants will be able to prepare a basic merchandise plan by considering customer preferences, seasonal demand, product selection, and pricing decisions.

Notes for Facilitation

- Create a welcoming and interactive learning environment where every participant feels comfortable sharing ideas and asking questions.
- Encourage participation by relating concepts to familiar shopping experiences and everyday retail observations.
- Use examples from popular apparel brands to explain seasonal collections, product assortment, and merchandise planning decisions.
- Emphasize that merchandise planning is a continuous process influenced by changing consumer behaviour and fashion trends.
- Clarify that pricing decisions should balance customer expectations, competition, and business profitability.
- Highlight the importance of teamwork and accurate documentation in ensuring smooth merchandising operations across different departments.

Unit 2.2: Merchandise Planning, Analysis and Reporting

Unit Objectives

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

1. Develop merchandise plans using inventory, sales, and assortment data.
2. Analyse merchandise performance to support inventory and assortment decisions.
3. Evaluate planning outcomes to recommend improvements in product mix and stock management.
4. Present merchandise insights and recommendations using appropriate reporting and communication tools.

Resources to be Used

Sales reports, inventory records, assortment plans, merchandise planning templates, stock movement reports, Excel or spreadsheet software, calculator, projector, whiteboard, markers, flip charts, sticky notes, sample product catalogue, reporting templates, laptop, participant handbook.

Say

- Good morning everyone! I'm excited to begin today's session where we will explore how businesses plan, analyse, and report merchandise to ensure the right products are available at the right time.
- Today, I will help you understand how to create merchandise plans using sales, inventory, and assortment data, analyse product performance, evaluate planning outcomes, and communicate findings through effective reports.
- I want all of you to understand this topic because good merchandise planning reduces excess stock, improves sales, increases customer satisfaction, and helps businesses make better decisions.

Ask

- Have you ever visited a shop and found that the product you wanted was out of stock? How did you feel?
- Why do you think supermarkets keep more umbrellas during the rainy season and more woollen clothes during winter?
- When you notice discounts on products that have been on shelves for a long time, why do you think stores offer those discounts?

Do

- Introduce the concept of merchandise planning and explain how it supports business profitability and customer satisfaction.
- Show how sales data, inventory levels, and assortment information are combined to prepare merchandise plans.
- Explain important performance measures such as sales trends, stock turnover, stock availability, and product performance.
- Guide learners through the process of evaluating merchandise plans and identifying opportunities for improvement.
- Demonstrate how to prepare simple merchandise reports and present recommendations using charts and tables.
- Encourage learners to participate by discussing examples from retail stores they regularly visit.

Elaborate

- Develop merchandise plans using inventory, sales, and assortment data.
- Explain how businesses forecast demand by analysing previous sales, available inventory, and product assortment. Show how this information helps maintain the right stock levels while avoiding shortages and overstocking.
- Analyse merchandise performance to support inventory and assortment decisions.
- Examine key performance indicators such as sales volume, stock turnover, sell-through rate, and inventory ageing. Interpret these measures to decide which products should be replenished, promoted, or discontinued.
- Evaluate planning outcomes to recommend improvements in product mix and stock management.
- Assess whether merchandise plans achieved business objectives by comparing expected and actual performance. Recommend improvements such as adjusting product assortment, changing order quantities, or improving stock replenishment.
- Present merchandise insights and recommendations using appropriate reporting and communication tools.
- Prepare clear reports using tables, charts, and dashboards to communicate findings. Present recommendations in a simple and structured manner to support business decision-making.

Demonstrate

Demonstrate how to prepare a simple merchandise performance report by entering sample sales and inventory data into a spreadsheet, calculating stock turnover and sell-through rate, and presenting the results using a bar chart with brief recommendations.

Activity

1. **Activity Name:** Merchandise Planning and Reporting Challenge
2. **Objective:** Enable learners to prepare a basic merchandise plan, analyse product performance, and present simple recommendations using available data.
3. **Type of Activity:** Group Activity
4. **Resources:** Printed sales and inventory data sheets, merchandise planning worksheet, calculator, chart paper, markers, sticky notes
5. **Time Duration:** 30 Minutes
6. **Instructions:**
 - Divide learners into groups of 4–5 participants.
 - Provide each group with a worksheet containing sales figures, inventory levels, and product assortment details for different products.
 - Ask each group to identify the best-performing and lowest-performing products based on the data.
 - Instruct the groups to prepare a simple merchandise plan by deciding which products require more stock, reduced stock, or promotional support.
 - Ask each group to prepare a small chart or table summarising their analysis and recommendations.
 - Invite each group to present their findings in 2–3 minutes.
 - Conclude by discussing the similarities and differences in the recommendations prepared by different groups.
7. **Outcome:** Learners will be able to analyse merchandise data, make informed planning decisions, and communicate recommendations through simple reports and presentations.

Notes for Facilitation

- Encourage every learner to participate and provide opportunities for questions throughout the session.
- Use simple language and practical retail examples so that beginners can easily relate to the concepts.
- Emphasise that merchandise planning is a continuous process that requires regular monitoring of sales, inventory, and customer demand.
- Explain that inventory decisions should always be supported by data rather than assumptions or personal preferences.
- Highlight the importance of accurate reporting, as management decisions depend on clear and reliable merchandise insights.
- Reinforce that effective communication of recommendations is as important as analysing the data itself, as it supports informed business decisions.

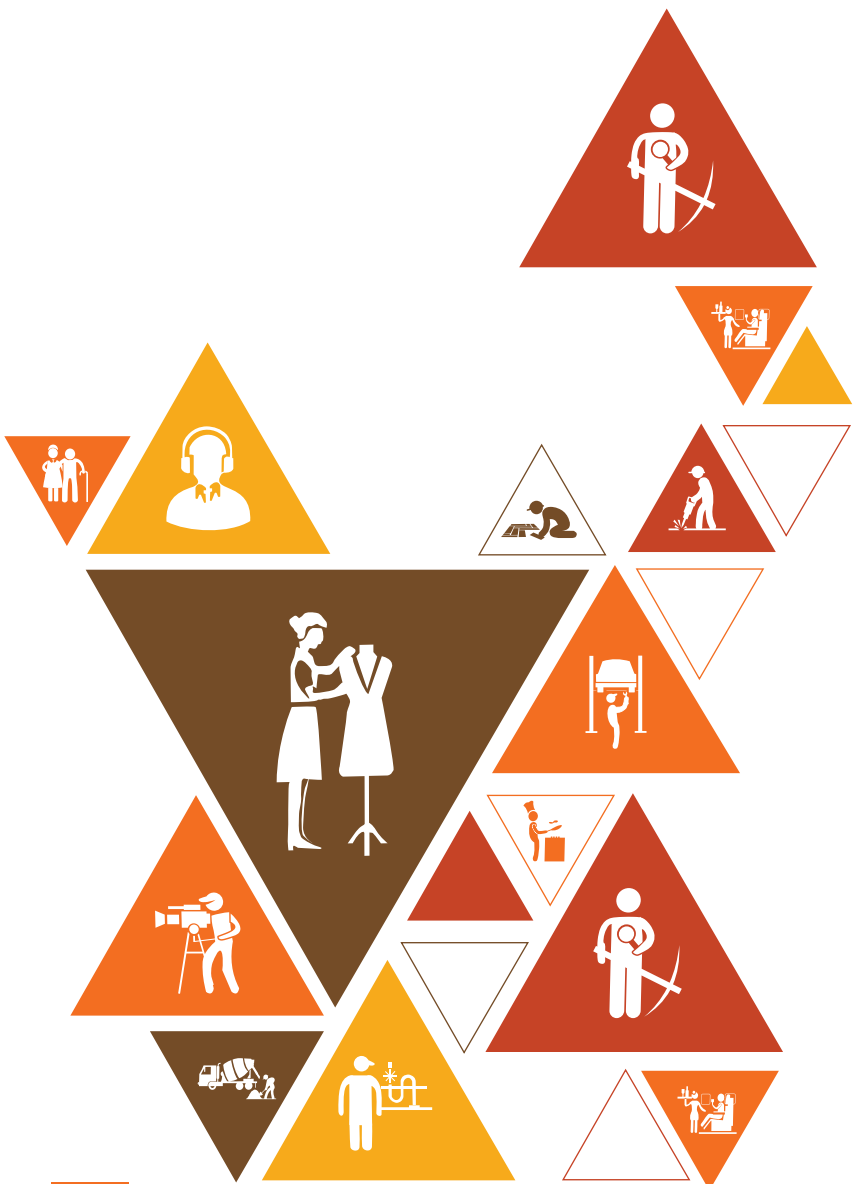
Answers to Exercises for PHB

Multiple Choice Questions:

1. b. To provide the right products to customers at the right time and price
2. b. Inventory, sales, and assortment data
3. c. Value-based pricing
4. b. Buying Team
5. b. To identify improvement opportunities in product mix and inventory management

Descriptive Questions:

1. Refer Unit 2.1: Fundamentals of Apparel Merchandise Planning
Topic: 2.1.1 Apparel Merchandising and its Principles
2. Refer Unit 2.1: Fundamentals of Apparel Merchandise Planning
Topic: 2.1.2 Consumer Behaviour and Market Trends
3. Refer Unit 2.1: Fundamentals of Apparel Merchandise Planning
Topic: 2.1.3 Pricing Strategies in Apparel Retail
4. Refer Unit 2.2: Merchandise Planning, Analysis and Reporting
Topic: 2.2.1 Merchandise Mix Planning, 2.2.2 Sales and Assortment Analysis, 2.2.3 Inventory and Stock Planning
5. Refer Unit 2.2: Merchandise Planning, Analysis and Reporting
Topic: 2.2.5 Merchandise Performance Evaluation, 2.2.6 Merchandise Reporting and Communication





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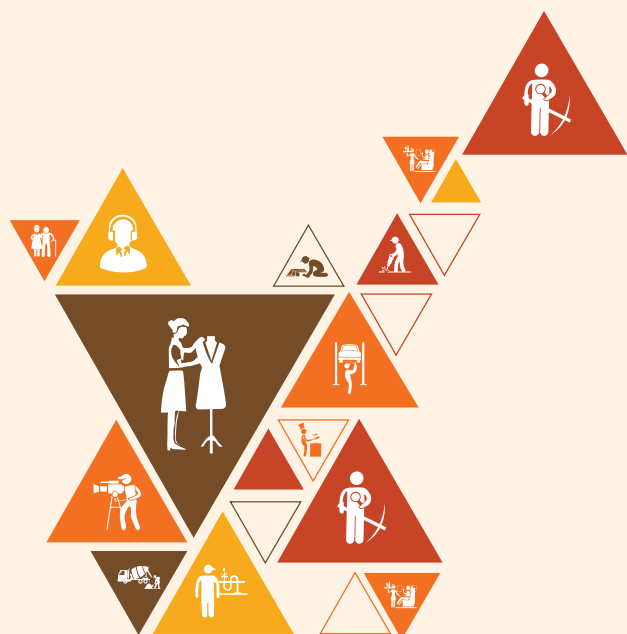


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3. Analyse Merchandise Data to Forecast Apparel Trends

Unit 3.1 - Fashion Trend Forecasting and Market Insights



AMH/N0511

Key Learning Outcomes



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

1. Evaluate emerging fashion trends and consumer preferences to support business and merchandising objectives.
2. Interpret market intelligence and seasonal forecasts to guide apparel assortment and product planning.
3. Assess merchandise performance and competitive market trends to improve product selection and inventory decisions.
4. Apply forecasting methods and trend analysis techniques to develop market-relevant product concepts.
5. Present actionable trend insights through visual merchandising tools and professional communication for cross-functional decision-making.

Unit 3.1: Fashion Trend Forecasting and Market Insights

Unit Objectives

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

1. Explain the fundamentals of fashion trend forecasting, consumer behaviour, and factors influencing apparel trends.
2. Interpret seasonal trend reports, fashion cycles, market insights, and competitive trends to understand emerging fashion directions.
3. Apply trend analysis techniques to evaluate market trends, consumer preferences, and fashion data for merchandising decisions.
4. Develop and present trend-based merchandising tools and product recommendations using mood boards, trend interpretation sheets, and visual planning techniques.

Resources to be Used

Laptop, Projector, presentation slides, whiteboard, marker pens, internet connection, fashion trend reports, fashion magazines, seasonal lookbooks, consumer insight reports, mood board templates, trend interpretation sheets, colour swatches, fabric samples, product images, sticky notes, chart paper, sketch pens, participant handbook.

Say

- Good morning, everyone! I'm excited to explore the fascinating world of fashion trend forecasting with you. Together, we'll discover how trends emerge and influence the fashion industry.
- Today, I will help you understand the basics of fashion trend forecasting, consumer behaviour, market insights, and how these concepts support merchandising decisions and product planning.
- By the end of this session, I want you to recognize how understanding trends helps create products that customers want, improves business decisions, and keeps fashion brands competitive.

Ask

- Have you ever noticed that many people start wearing similar colours or clothing styles around the same time? Why do you think that happens?
- When you buy clothes, what usually influences your choice—friends, celebrities, social media, or comfort?
- Have you seen clothing stores change their collections during festivals or different seasons? What changes did you notice?

Do

- Introduce the concept of fashion trends using familiar examples from clothing brands, festivals, and social media.
- Explain how consumer behaviour, seasons, culture, technology, and lifestyle influence fashion trends.
- Display sample trend reports and guide learners in identifying colours, silhouettes, fabrics, and themes.
- Discuss fashion cycles and explain how trends emerge, grow, become popular, and eventually fade.
- Demonstrate how market insights and consumer preferences help brands make merchandising decisions.
- Guide learners in creating simple mood boards and trend interpretation sheets using visual references.
- Encourage learners to participate in discussions and share observations from current fashion trends.

Elaborate

- Describe how forecasting predicts future fashion preferences by analysing consumer behaviour, cultural influences, technology, media, and market changes. Emphasize its importance in planning successful fashion products.
- Demonstrate how seasonal reports provide information on colours, fabrics, silhouettes, prints, and themes. Explain the stages of a fashion cycle and how brands use these insights for future collections.
- Show how designers and merchandisers study customer buying patterns, competitor activities, and market data to identify opportunities and make informed merchandising decisions.
- Illustrate how mood boards, trend interpretation sheets, colour stories, and visual planning tools help organize trend information and communicate product ideas effectively.

Demonstrate

Show a seasonal fashion trend report and guide learners in identifying the key colour palette, fabric trends, silhouettes, and target consumer. Then demonstrate how these observations can be arranged into a simple mood board for a new apparel collection.

Activity

1. **Activity Name:** Trend Mood Board Creation
2. **Objective:** Enable learners to identify fashion trends from visual references and organize them into a simple merchandising mood board.
3. **Type of Activity:** Group Activity
4. **Resources:** Fashion magazines, Printed trend images, Mood board template, Chart paper, Glue, Scissors, Colour swatches, Fabric samples, Sketch pens, Sticky notes
5. **Time Duration:** 30 Minutes

6. Instructions:

- Divide the learners into small groups.
- Provide each group with magazines, printed fashion images, colour swatches, and fabric samples.
- Ask each group to select a seasonal theme such as summer, festive, casual, or winter.
- Instruct the groups to identify colours, silhouettes, fabrics, and styles that match the selected theme.
- Ask them to arrange these elements on a mood board and add short labels describing the identified trends.
- Invite each group to present their mood board and explain how the selected trends could influence merchandising decisions.

7. Outcome: Learners will be able to interpret fashion trends, organize visual information, and develop a basic trend-based merchandising mood board using market and seasonal insights.

Notes for Facilitation

- Encourage active participation and ensure every learner contributes during discussions and activities.
- Use simple language, relatable examples, and visual aids to make concepts easier to understand.
- Highlight that fashion trends are influenced by consumer behaviour, culture, seasons, technology, and global events rather than personal preferences alone.
- Emphasize that trend forecasting supports merchandising decisions by reducing business risks and improving customer satisfaction.
- Guide learners to focus on identifying patterns and market insights instead of copying existing fashion products.
- Encourage learners to observe current fashion trends from stores, advertisements, and social media to strengthen their understanding of trend forecasting.

Answers to Exercises for PHB

Multiple Choice Questions:

1. b. To predict future fashion trends and customer demand
2. a. Fashion designers and brands
3. b. They help retailers plan collections based on upcoming fashion trends and consumer demand.
4. c. Mood Board
5. b. Analysing trend, sales, and inventory data to support merchandising decisions

Descriptive Questions:

1. Refer Unit 3.1: Fashion Trend Forecasting and Market Insights
Topic: 3.1.1 Fundamentals of Fashion Trend Forecasting
2. Refer Unit 3.1: Fashion Trend Forecasting and Market Insights
Topic: 3.1.2 Fashion Trends and Market Insights
3. Refer Unit 3.1: Fashion Trend Forecasting and Market Insights
Topic: 3.1.2 Fashion Trends and Market Insights
4. Refer Unit 3.1: Fashion Trend Forecasting and Market Insights
Topic: 3.1.3 Trend Analysis for Merchandising
5. Refer Unit 3.1: Fashion Trend Forecasting and Market Insights
Topic: 3.1.4 Trend-based Merchandising and Product Planning



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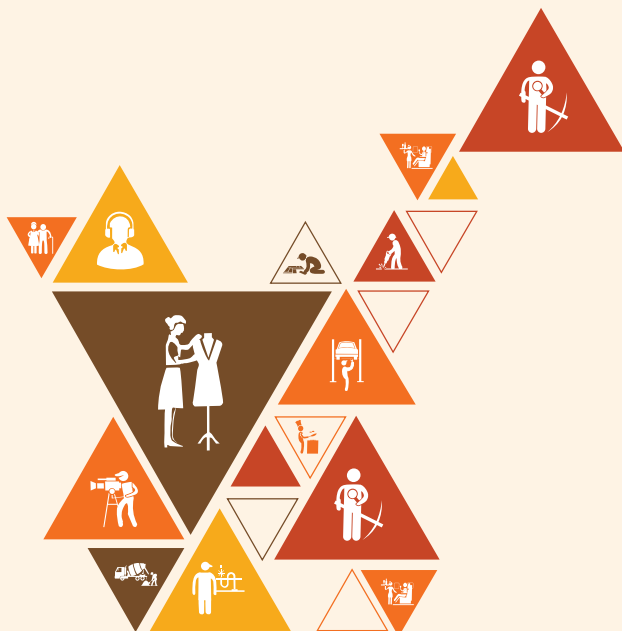
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4. Analyse Pricing and Sale Strategies to Develop Merchandise Plans in Apparel Retail

Unit 4.1 - Analyse Apparel Pricing, Sales Performance and Market Trends

Unit 4.2 - Develop Merchandise Pricing and Sales Plans



AMH/N0512

Key Learning Outcomes



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

1. Analyse pricing methods, cost structures, and competitor pricing to determine suitable apparel price points.
2. Evaluate sales performance, market trends, customer behaviour, and promotional effectiveness using data.
3. Apply pricing and markdown techniques to improve category performance and profitability.
4. Develop data-driven pricing, promotional, and merchandise plans aligned with business objectives.

Unit 4.1: Analyse Apparel Pricing, Sales Performance and Market Trends

Unit Objectives

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

1. Describe merchandise planning, assortment strategy, and category management principles.
2. Explain retail pricing models, pricing factors, and profitability concepts used in apparel retail.
3. Calculate mark-ups, markdowns, margins, and profitability ratios using standard methods.
4. Analyse sales data, customer behaviour, competitor pricing, and market trends to evaluate pricing effectiveness.
5. Evaluate historical sales data, KPIs, and forecasting methods for demand and sales planning.
6. Assess the impact of promotions, discounts, product lifecycle, and seasonal trends on pricing and sales performance.
7. Interpret merchandising, ERP, POS reports, and data visualisations to support pricing decisions.

Resources to be Used

Laptop, Projector, Whiteboard, Marker, Flipchart, Calculator, Apparel product catalogues, Sample price tags, Sales reports, POS reports, ERP reports, Merchandising reports, KPI sheets, Historical sales data, Market trend charts, Competitor pricing samples, Seasonal product charts, Worksheets, Pens, participant handbook.

Say

- Good morning everyone! I am excited to explore how apparel retailers decide prices, analyse sales, and understand market trends. By the end of today's session, we will be able to interpret retail data and make informed pricing decisions.
- I will help you understand merchandise planning, pricing methods, profitability calculations, sales analysis, forecasting, and the role of reports in apparel retail decision-making.
- I want you to see how these concepts are used every day in fashion stores and retail businesses because understanding pricing and sales performance helps improve profits, customer satisfaction, and business growth.

Ask

- Have you ever noticed that the same clothing item is sold at different prices in different stores?
- Why do you think many fashion stores offer discounts during festivals or at the end of a season?
- When you shop for clothes, what usually influences your buying decision—price, discounts, brand, or fashion trends?

Do

- Introduce the concept of merchandise planning and explain how retailers decide which apparel products to stock.
- Explain different pricing models and discuss the factors that influence apparel pricing decisions.
- Demonstrate the calculation of mark-ups, markdowns, margins, and profitability ratios using simple numerical examples.
- Discuss how sales reports, customer preferences, competitor pricing, and market trends influence pricing decisions.
- Explain the importance of KPIs, forecasting methods, and historical sales data in planning inventory and sales.
- Illustrate how promotions, product lifecycle stages, and seasonal demand affect apparel pricing.
- Show learners how ERP, POS, merchandising reports, and visual dashboards support retail pricing and inventory decisions.
- Encourage learners to participate in calculations and discussions throughout the session.

Elaborate

- Describe merchandise planning, assortment strategy, and category management principles by explaining how retailers select products, maintain balanced assortments, and organise merchandise categories to meet customer demand and maximise sales.
- Explain retail pricing models, pricing factors, and profitability concepts by discussing cost-based pricing, competitor-based pricing, value-based pricing, operating costs, customer expectations, and desired profit margins.
- Calculate mark-ups, markdowns, margins, and profitability ratios using standard retail formulas and simple examples to help learners understand how pricing decisions affect profits.
- Analyse sales data, customer buying behaviour, competitor pricing, and market trends to evaluate whether current pricing strategies are effective and identify opportunities for improvement.
- Evaluate historical sales data, key performance indicators, and forecasting methods to estimate future demand, improve inventory planning, and reduce overstocking or stock shortages.
- Assess the impact of promotions, discounts, product lifecycle stages, and seasonal trends on pricing strategies, customer demand, and overall business performance.
- Interpret merchandising reports, ERP reports, POS reports, and data visualisations to make informed pricing, inventory, and merchandising decisions based on retail data.

Demonstrate

Demonstrate how to calculate the selling price, mark-up, markdown percentage, gross margin, and profitability of an apparel product using sample cost price and sales data. Then show how a POS sales report can be interpreted to evaluate the effectiveness of the pricing decision.

Activity

1. **Activity Name:** Retail Pricing and Profitability Challenge
2. **Objective:** Enable learners to calculate pricing values, compare profitability, and interpret simple sales information for apparel products.
3. **Type of Activity:** Group Activity
4. **Resources:** Worksheets, Calculator, Pens, Apparel product price sheets, Sample sales data sheets
5. **Time Duration:** 30 Minutes
6. **Instructions:**
 - Divide the learners into small groups of 4–5 members.
 - Provide each group with a worksheet containing apparel products with cost price, selling price, discount percentage, and sales quantity.
 - Ask each group to calculate mark-up, markdown amount, gross margin, and identify the most profitable product.
 - Instruct learners to compare sales figures and identify which product performed best and suggest one pricing improvement.
 - Invite each group to present their calculations and reasoning to the class.
 - Summarise the correct calculations and discuss how pricing decisions influence sales performance and profitability.
7. **Outcome:** Learners accurately calculate retail pricing measures, interpret basic sales data, and understand the relationship between pricing strategies, profitability, and sales performance.

Notes for Facilitation

- Encourage active participation by inviting every learner to contribute during discussions and calculations.
- Use simple retail examples and gradually move towards numerical calculations to build learner confidence.
- Reinforce the correct formulas for mark-ups, markdowns, margins, and profitability ratios before starting calculations.
- Explain the difference between sales performance indicators and profitability to avoid common misconceptions.
- Highlight how seasonal trends, promotions, and customer behaviour influence apparel pricing decisions in real retail environments.
- Demonstrate the practical use of POS, ERP, and merchandising reports to connect theoretical concepts with workplace practices.

Unit 4.2: Develop Merchandise Pricing and Sales Plans

Unit Objectives

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

1. Develop merchandise assortment and category plans based on customer demand and business goals.
2. Design seasonal sales and promotional calendars aligned with merchandise and financial objectives.
3. Develop demand forecasts, inventory plans, and stock allocation strategies to support merchandise planning.
4. Analyse omnichannel pricing, competitor benchmarking, and market positioning for effective merchandising.
5. Recommend continuous improvement strategies through collaboration, compliance, and performance evaluation.

Resources to be Used

Laptop, projector, presentation slides, whiteboard, marker pens, flip charts, sticky notes, merchandise assortment templates, category planning sheets, seasonal sales calendar template, demand forecasting worksheet, inventory planning format, stock allocation chart, competitor pricing data samples, calculator, pens, notepads, participant handbook.

Say

- Good morning, everyone! I'm excited to begin today's session where we will learn how merchandise pricing and sales plans are developed to meet customer needs and business goals.
- Today, I will guide you through merchandise assortment planning, seasonal sales planning, demand forecasting, inventory planning, pricing strategies, competitor analysis, and continuous improvement practices used in retail merchandising.
- I want all of you to understand these concepts because effective pricing and merchandise planning help businesses satisfy customers, improve sales, reduce excess inventory, and remain competitive in the market.

Ask

- Have you ever noticed that some products are available only during festivals or specific seasons? Why do you think that happens?
- When you compare the prices of the same product in different stores or online platforms, what usually influences your buying decision?
- Have you ever seen a product being sold at a discount after a season ends? Why do you think retailers do that?

Do

- Introduce the concept of merchandise planning and explain how it supports business objectives and customer satisfaction.
- Explain how merchandise assortment and category plans are prepared using customer demand and sales trends.
- Demonstrate how seasonal sales calendars help retailers plan promotions and product availability.
- Discuss the importance of demand forecasting, inventory planning, and stock allocation for avoiding shortages and overstocking.
- Explain how pricing decisions are influenced by competitors, customer expectations, and market positioning across multiple sales channels.
- Encourage learners to relate the concepts to familiar retail stores and online shopping platforms.
- Summarise the complete merchandise planning process before conducting the activity.

Elaborate

- Develop merchandise assortment and category plans by selecting suitable product categories based on customer demand, buying patterns, business objectives, and market opportunities to maximise sales and customer satisfaction.
- Design seasonal sales and promotional calendars by aligning product launches, festive offers, discount events, and marketing campaigns with financial targets and customer purchasing behaviour.
- Prepare demand forecasts, inventory plans, and stock allocation strategies by analysing historical sales, future demand, and inventory requirements to ensure product availability while minimising excess stock.
- Analyse omnichannel pricing, competitor benchmarking, and market positioning by comparing product prices across physical stores and digital platforms to maintain competitiveness and profitability.
- Recommend continuous improvement strategies by reviewing merchandising performance, collaborating with cross-functional teams, ensuring compliance with organisational policies, and implementing improvements based on business outcomes.

Demonstrate

Demonstrate how to create a simple seasonal merchandise sales plan by selecting a product category, estimating expected demand, assigning stock quantities, scheduling promotional periods, and comparing the product price with competitors to arrive at an appropriate pricing strategy.

Activity

1. **Activity Name:** Merchandise Planning Board
2. **Objective:** Enable participants to practise organising merchandise categories, planning seasonal promotions, and estimating inventory requirements.
3. **Type of Activity:** Group Activity
4. **Resources:** Flip Charts, Sticky Notes, Marker Pens, Merchandise Assortment Templates, Seasonal Sales Calendar Template, Inventory Planning Worksheet
5. **Time Duration:** 30 Minutes
6. **Instructions:**
 - Divide the participants into small groups.
 - Assign each group a retail category such as clothing, electronics, groceries, or home décor.
 - Ask each group to list suitable product categories that customers would demand during a particular season.
 - Instruct them to arrange the products on a simple seasonal sales calendar showing promotion periods.
 - Ask the groups to estimate whether each product requires high, medium, or low inventory levels.
 - Encourage each group to briefly explain the reasons behind their assortment, promotional timing, and inventory decisions.
 - Facilitate a short discussion comparing the different merchandising plans prepared by each group.
7. **Outcome:** Participants will be able to develop basic merchandise assortment plans, align products with seasonal promotions, and estimate inventory requirements while understanding how merchandising decisions support sales objectives.

Notes for Facilitation

- Encourage active participation by inviting every learner to contribute ideas and examples during discussions.
- Use simple language and practical retail examples so that learners with no prior merchandising knowledge can easily understand the concepts.
- Emphasise that merchandise assortment should always be based on customer demand, business objectives, and sales performance rather than assumptions.
- Reinforce the importance of accurate demand forecasting and inventory planning to avoid stock shortages and excess inventory.
- Highlight that pricing decisions should consider competitor pricing, customer expectations, market positioning, and sales channels together rather than focusing only on profit margins.

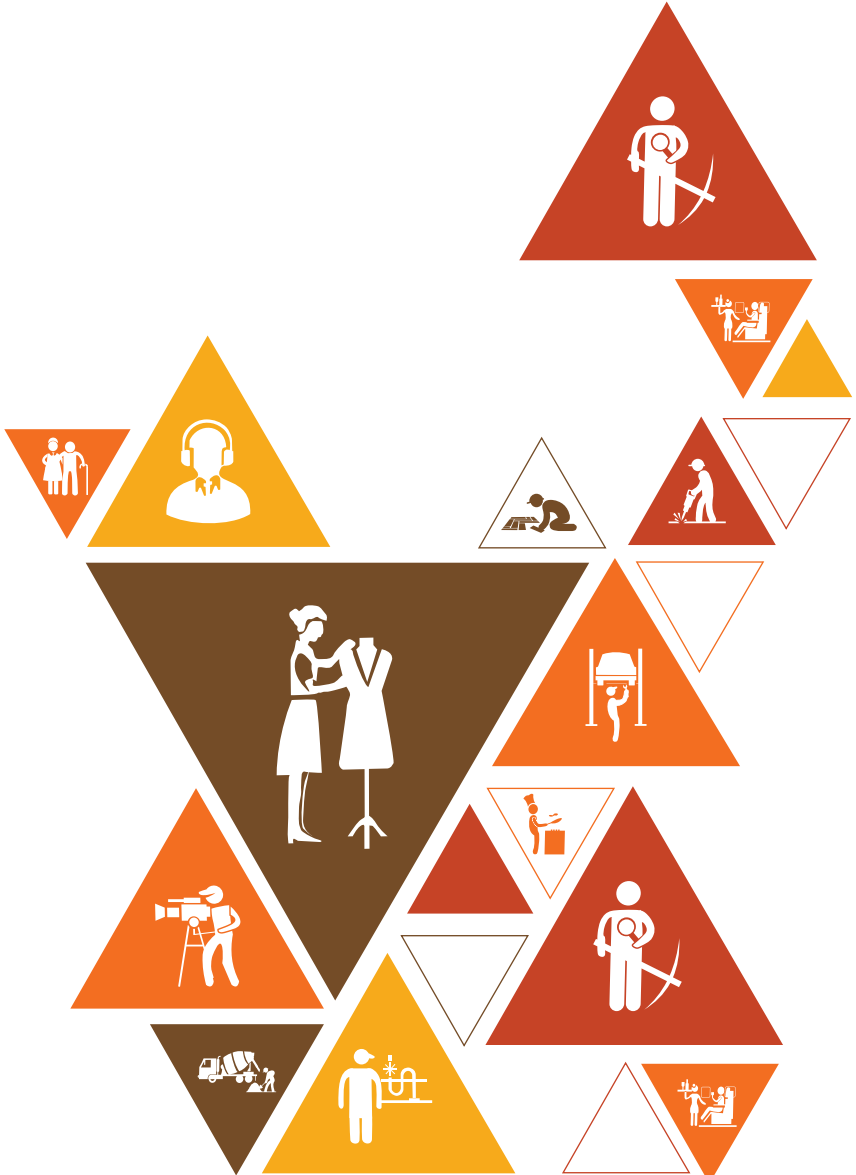
Answers to Exercises for PHB

Multiple Choice Questions:

1. b. Cost-Plus Pricing
2. b. Markdown
3. c. POS System
4. a. Historical sales data
5. b. Compare prices, products, and promotions with competitors

Descriptive Questions:

1. Refer Unit 4.1: Analyse Apparel Pricing, Sales Performance and Market Trends
Topic: 4.1.1 Merchandise Planning and Category Management
2. Refer Unit 4.1: Analyse Apparel Pricing, Sales Performance and Market Trends
Topic: 4.1.2 Retail Pricing Models and Profitability Concepts, 4.1.3 Margin, Mark-up and Markdown Calculations
3. Refer Unit 4.2: Develop Merchandise Pricing and Sales Plans
Topic: 4.2.3 Demand Forecasting and Inventory Planning
4. Refer Unit 4.2: Develop Merchandise Pricing and Sales Plans
Topic: 4.2.4 Omnichannel Pricing and Competitor Analysis
5. Refer Unit 4.2: Develop Merchandise Pricing and Sales Plans
Topic: 4.2.5 Collaboration, Compliance and Continuous Improvement





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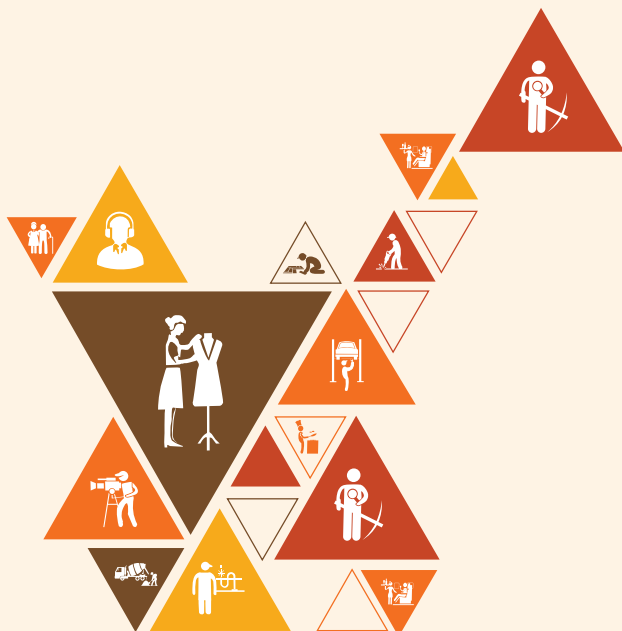


5. Coordinate with Cross-Functional Teams to Ensure Timely Product Availability and Manage Merchandising Documents

Unit 5.1 - Supplier Management and Procurement Processes

Unit 5.2 - Merchandising Documentation and Performance Management

Unit 5.3 - Cross-Functional Merchandising Operations Coordination



AMH/N0513

Key Learning Outcomes



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

1. Explain the roles of suppliers, vendors, and cross-functional teams in apparel merchandising.
2. Describe supplier selection, qualification, onboarding, and procurement processes.
3. Discuss vendor terms, lead times, procurement compliance, and sourcing policies.
4. Elaborate on merchandise flow, sourcing calendars, production timelines, and delivery schedules.
5. Explain quality, cost, and delivery (QCD) benchmarks, KPIs, and vendor performance evaluation.
6. Describe merchandising documents, documentation protocols, compliance, and version control practices.
7. Outline production tracking methods, supply chain risks, bottlenecks, and corrective actions.
8. Highlight communication, coordination, negotiation, and escalation practices with vendors and cross-functional teams.
9. Prepare and maintain supplier databases, communication records, and merchandising documentation.
10. Prepare, verify, and update purchase orders, line sheets, delivery trackers, and related merchandising documents.
11. Explain production, sourcing, delivery timelines, and supplier performance to ensure timely product availability.
12. Elucidate merchandising execution, documentation accuracy, and vendor performance to recommend corrective actions.
13. Elaborate on resolving supply chain, quality, and documentation issues through structured follow-up and negotiation.
14. Prepare merchandise tracking dashboards, status reports, and approval records for effective coordination.
15. Describe professional communication and relationship-building skills while collaborating with suppliers, vendors, and business teams.

Unit 5.1: Supplier Management and Procurement Processes

Unit Objectives

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

1. Explain the roles of suppliers, vendors, and cross-functional teams in the apparel retail value chain, including product tracking from planning to store delivery.
2. Describe the processes of supplier selection, qualification, onboarding, and procurement management.
3. Discuss vendor terms, lead times, procurement compliance requirements, and sourcing practices.
4. Explain quality, cost, and delivery (QCD) benchmarks and vendor performance evaluation methods.
5. Elaborate on merchandise flow processes, retail calendars, sourcing lead times, sourcing schedules, product development timelines, production timelines, and delivery planning.

Resources to be Used

Presentation slides, Whiteboard, Marker, Flip charts, Sticky notes, Supplier management process flow chart, Procurement lifecycle chart, Apparel retail value chain diagram, Vendor evaluation checklist, Sample purchase order, Sample vendor onboarding form, Product development timeline, Retail calendar, Lead time chart, QCD evaluation template, Pens, Notepads, participant handbook.

Say

- Good morning everyone! I am delighted to welcome you all to today's session. We are going to explore how suppliers, vendors, and procurement teams work together to ensure the right products reach retail stores on time.
- By the end of this session, I want all of us to understand supplier management, procurement processes, sourcing practices, and how quality, cost, and timely delivery are managed in apparel retail.
- I encourage you to actively participate because understanding supplier management and procurement helps us appreciate how products move from planning to the retail shelf while meeting customer expectations and business goals.

Ask

- Have you ever wondered how a shirt or pair of shoes reaches a clothing store before a festival or sale begins?
- When you order something online, what do you think happens before the product reaches your doorstep?
- Why do you think companies prefer to work with reliable suppliers instead of changing vendors every time they need products?

Do



- Begin the session by explaining the apparel retail value chain and the important role of suppliers, vendors, and internal teams.
- Use simple process flow diagrams to explain supplier selection, onboarding, procurement, production, and delivery.
- Show examples of procurement documents such as purchase orders and vendor onboarding forms to make the concepts practical.
- Explain sourcing timelines, retail calendars, and lead times using visual charts.
- Discuss how quality, cost, and delivery are measured and how vendor performance is evaluated.
- Encourage learners to relate procurement activities with products they use in their daily lives.

Elaborate



- Explain the roles of suppliers, vendors, and cross-functional teams in the apparel retail value chain. Suppliers provide materials or finished products, vendors fulfill business requirements, and teams such as merchandising, sourcing, quality, logistics, and stores collaborate to ensure products move smoothly from planning to retail outlets.
- Describe supplier selection, qualification, onboarding, and procurement management. Explain how businesses identify suitable suppliers, assess their capabilities, complete documentation, establish agreements, and manage procurement activities to ensure uninterrupted product availability.
- Discuss vendor terms, lead times, procurement compliance requirements, and sourcing practices. Explain payment terms, delivery schedules, legal and ethical compliance, sourcing methods, and the importance of maintaining strong supplier relationships while meeting organizational policies.
- Explain quality, cost, and delivery (QCD) benchmarks and vendor performance evaluation methods. Describe how suppliers are evaluated based on product quality, competitive pricing, timely deliveries, consistency, responsiveness, and continuous improvement using performance scorecards.
- Illustrate merchandise flow processes, retail calendars, sourcing lead times, sourcing schedules, product development timelines, production timelines, and delivery planning. Explain how products move through each stage from concept development to final store delivery while coordinating timelines to meet seasonal retail demand.

Demonstrate



Demonstrate the complete procurement flow by showing a simple process chart that starts with product planning, supplier selection, purchase order creation, production, quality inspection, shipment, warehouse receipt, and final store delivery. Highlight where supplier performance and lead time monitoring take place.

Activity

1. **Activity Name:** Procurement Flow Arrangement
2. **Objective:** To help participants understand the sequence of procurement and merchandise flow processes in apparel retail.
3. **Type of Activity:** Group Activity
4. **Resources:** Printed process step cards, Chart paper, Glue sticks, Marker pens
5. **Time Duration:** 25 minutes
6. **Instructions:**
 - Divide participants into small groups of 4–5 members.
 - Provide each group with shuffled cards containing different procurement and merchandise flow steps such as Product Planning, Supplier Selection, Supplier Qualification, Vendor Onboarding, Purchase Order, Production, Quality Inspection, Dispatch, Warehouse Receipt, Store Delivery.
 - Ask each group to arrange the cards in the correct sequence on chart paper.
 - Once completed, ask the groups to identify where lead time, quality checks, and vendor evaluation are considered in the process.
 - Invite each group to briefly explain their arranged sequence.
 - Conclude by reviewing the correct procurement flow with the entire class and clarifying any misconceptions.
7. **Outcome:** Participants correctly identify the sequence of supplier management and procurement activities and understand how different stages are connected to ensure timely product availability in retail.

Notes for Facilitation

- Create an interactive learning environment by encouraging every participant to ask questions and share observations.
- Use simple language and practical retail examples so that freshers can easily understand the concepts.
- Emphasize that supplier management is a collaborative process involving merchandising, sourcing, quality, logistics, and retail operations.
- Highlight the importance of lead times and retail calendars in ensuring products reach stores before planned sales seasons.
- Explain that vendor performance is not evaluated only on cost but also on quality, delivery reliability, and compliance with organizational requirements.

Unit 5.2: Merchandising Documentation and Performance Management

Unit Objectives

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

1. Describe the purpose of merchandising documents, documentation procedures, compliance requirements, version control, and documentation accuracy in merchandising operations.
2. Outline production monitoring techniques, delivery and tracking indicators, supply chain and operational bottlenecks, product availability risks, and corrective measures.
3. Prepare and maintain supplier databases, communication logs, and merchandising records for effective coordination.
4. Prepare, verify, update, and maintain purchase orders, line sheets, delivery trackers, assortment plans, sales summaries, and other merchandising documents.
5. Outline merchandising performance, documentation accuracy, execution status, vendor performance evaluation, and corrective actions to ensure timely product availability.

Resources to be Used

Laptop, Projector, Presentation Slides, Whiteboard, Marker, Flip Chart, Sticky Notes, Sample Purchase Orders, Sample Line Sheets, Delivery Tracker Formats, Assortment Plan Templates, Sales Summary Reports, Supplier Database Template, Communication Log Format, Merchandising Documentation Samples, Vendor Performance Evaluation Sheet, Printed Worksheets, Pens, participant handbook.

Say

- Good morning everyone! I'm excited to begin today's session where we will learn about Merchandising Documentation and Performance Management, and understand how proper records and monitoring help merchandising operations run smoothly.
- Today, I will guide you through different merchandising documents, documentation procedures, supplier records, production tracking methods, and performance management practices so that you can confidently prepare and maintain merchandising records.
- I want all of us to understand this topic because accurate documentation and effective performance monitoring help businesses avoid delays, maintain product availability, improve supplier coordination, and make better business decisions.

Ask

- Have you ever received an order confirmation or receipt after buying something online? Why do you think that document is important?
- When you track a parcel on a shopping app, what information do you usually look for?
- Have you ever made a checklist before completing an important task at home or school? How did it help you?

Do

- Introduce the importance of merchandising documentation in ensuring smooth business operations and product availability.
- Explain each merchandising document using simple examples from retail and fashion businesses.
- Display sample documents and highlight the important fields that must be completed accurately.
- Discuss how production monitoring and delivery tracking help identify delays and operational issues.
- Demonstrate the process of updating supplier records, communication logs, and merchandising documents.
- Encourage learners to identify errors in sample documents and discuss how they can be corrected.
- Summarize how documentation accuracy and vendor performance contribute to effective merchandising operations.

Elaborate

- Describe the purpose of merchandising documents by explaining how purchase orders, line sheets, assortment plans, and sales summaries support planning, communication, inventory management, and business decision-making. Also discuss documentation procedures, compliance requirements, version control, and the importance of maintaining accurate records.
- Outline production monitoring techniques by explaining how production schedules, delivery trackers, and tracking indicators help monitor product movement. Discuss supply chain bottlenecks, product availability risks, delays, and corrective measures used to ensure timely delivery.
- Prepare supplier databases and merchandising records by demonstrating how supplier details, communication logs, and merchandising records are organized to improve coordination, follow-up, and information retrieval.
- Maintain merchandising documents by explaining the preparation, verification, updating, and maintenance of purchase orders, line sheets, delivery trackers, assortment plans, sales summaries, and related records while ensuring accuracy and consistency.
- Evaluate merchandising performance by discussing documentation accuracy, execution status, vendor performance evaluation methods, reporting practices, and corrective actions that help improve operational efficiency and ensure product availability.

Demonstrate



Show a sample purchase order, delivery tracker, and supplier database. Demonstrate how to verify document details, update delivery status, record supplier communication, and identify any missing or incorrect information before saving the final version.

Activity



1. **Activity Name:** Document Organization Challenge
2. **Objective:** Enable participants to correctly organize, verify, and update basic merchandising documents while maintaining documentation accuracy.
3. **Type of Activity:** Group Activity
4. **Resources:** Printed purchase order templates, delivery tracker sheets, supplier database templates, communication log sheets, pens, marker, answer sheet
5. **Time Duration:** 30 Minutes
6. **Instructions:**
 - Divide participants into small groups.
 - Provide each group with a set of incomplete merchandising documents.
 - Ask the groups to identify missing information and complete the documents correctly.
 - Instruct participants to organize supplier details into the supplier database and update the communication log using the information provided.
 - Ask each group to review their documents for accuracy and consistency before submission.
 - Invite each group to briefly explain how they verified the documents and corrected any errors.
 - Review the completed documents together and discuss the importance of maintaining accurate merchandising records.
7. **Outcome:** Participants will be able to prepare, verify, organize, and maintain essential merchandising documents accurately while understanding the importance of proper documentation for effective merchandising operations.

Notes for Facilitation



- Encourage active participation by asking learners to relate merchandising documentation to their own shopping or workplace experiences.
- Use simple language and provide sufficient time for participants to ask questions and clarify doubts.
- Emphasize that documentation accuracy directly affects inventory planning, supplier coordination, and customer satisfaction.
- Highlight the importance of maintaining version control and updating documents regularly to prevent errors and duplication.
- Explain how production monitoring, delivery tracking, and vendor performance evaluation support timely product availability and efficient merchandising operations.

Unit 5.3: Cross-Functional Merchandising Operations Coordination

Unit Objectives

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

1. Highlight communication channels, coordination mechanisms, negotiation techniques, and escalation protocols for effective collaboration with vendors and cross-functional teams.
2. Enlist merchandise tracking records, merchandising documents, tracking dashboards, status reports, approval records, and communication updates for effective coordination.
3. Elaborate on professional communication, relationship-building, and inter-departmental coordination with suppliers, vendors, and business teams.

Resources to be Used

Presentation slides, whiteboard, markers, chart paper, sticky notes, projector, laptop, internet connection, sample merchandise tracking records, merchandising documents, tracking dashboards, status reports, approval records, communication update templates, vendor communication samples, role cards, pens, notepads, participant handbook.

Say

- Good morning everyone! I'm excited to welcome you to today's session where we will explore how different teams work together to ensure smooth merchandising operations.
- Today, I will help you understand communication channels, coordination methods, merchandising records, and professional interactions that keep merchandising activities organized and efficient.
- By understanding these concepts, I will be able to coordinate effectively with vendors and different departments, reduce delays, and contribute to better business outcomes.

Ask

- Have you ever needed to call or message someone to complete a task on time? What happened?
- When you order something online, what updates do you usually receive before the product reaches you?
- Have you ever worked with friends on a group project where everyone had different responsibilities? How did you stay connected?

Do

- Introduce the importance of cross-functional coordination in merchandising using simple workplace examples.
- Explain different communication channels used between merchandising teams, suppliers, vendors, and other departments.
- Show examples of merchandise tracking records, dashboards, status reports, and approval documents.
- Discuss how negotiation and escalation help resolve issues during merchandising operations.
- Encourage learners to share examples of effective communication from daily life.
- Conduct the activity to reinforce communication, coordination, and documentation practices.

Elaborate

- Explain communication channels and coordination mechanisms. Discuss how emails, meetings, phone calls, messaging platforms, and shared dashboards help different teams and vendors exchange information efficiently and complete merchandising tasks on time.
- Describe negotiation techniques and escalation protocols. Explain how respectful negotiation helps resolve issues with suppliers or internal teams, while escalation protocols ensure unresolved concerns are reported to the appropriate authority.
- Identify merchandise tracking records and documents. Introduce tracking records, merchandising documents, dashboards, approval records, status reports, and communication updates that help monitor progress and maintain transparency throughout merchandising activities.
- Demonstrate the importance of documentation. Explain how maintaining accurate records improves accountability, supports decision-making, and minimizes errors or misunderstandings during operations.
- Develop professional communication and relationship-building skills. Highlight the importance of clear communication, active listening, mutual respect, and collaboration with suppliers, vendors, and internal departments to build long-term professional relationships.
- Strengthen inter-departmental coordination. Explain how merchandising teams work closely with procurement, inventory, logistics, sales, and finance departments to achieve common business goals efficiently.

Demonstrate

Demonstrate how to update a simple merchandise tracking dashboard by recording the status of an order, adding communication updates, marking pending approvals, and showing how the information is shared with different departments for smooth coordination.

Activity

1. **Activity Name:** Communication & Tracking Challenge
2. **Objective:** Enable participants to practice selecting appropriate communication methods while maintaining simple merchandising records.
3. **Type of Activity:** Group Activity
4. **Resources:** Chart paper, sticky notes, markers, sample merchandise tracking sheet, communication update template, pens.
5. **Time Duration:** 25–30 minutes
6. **Instructions:**
 - Divide participants into groups of 4–5 members.
 - Provide each group with a blank merchandise tracking sheet and communication update template.
 - Assign each member a role such as merchandising executive, vendor, warehouse representative, sales representative, or supervisor.
 - Ask the group to identify the communication channel they would use for different updates such as order confirmation, delay notification, approval request, and delivery confirmation.
 - Instruct participants to fill in the tracking sheet with appropriate status updates and approval records.
 - Ask each group to present how they coordinated information and maintained records during the activity.
 - Facilitate a brief discussion comparing the approaches used by different groups.
7. **Outcome:** Participants will be able to identify suitable communication channels, maintain basic merchandising records, coordinate with multiple stakeholders, and understand the importance of professional communication.

Notes for Facilitation

- Encourage every participant to contribute and create an inclusive learning environment.
- Use simple language and practical examples to ensure concepts are easy to understand.
- Emphasize that timely communication helps prevent delays and improves merchandising efficiency.
- Highlight the importance of maintaining accurate tracking records and approval documents throughout merchandising operations.
- Remind participants that professional behaviour, active listening, and respectful communication strengthen relationships with vendors and cross-functional teams.
- Reinforce that proper escalation should be used only after attempting appropriate communication and coordination.

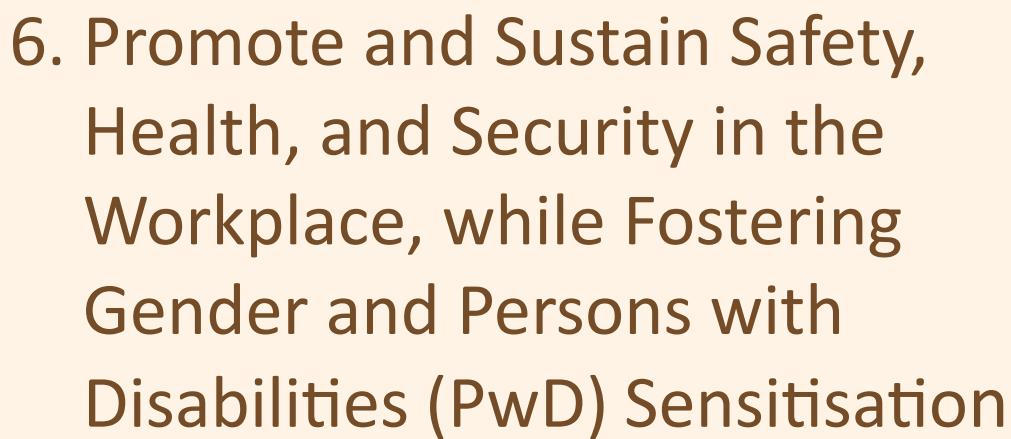
Answers to Exercises for PHB

Multiple Choice Questions:

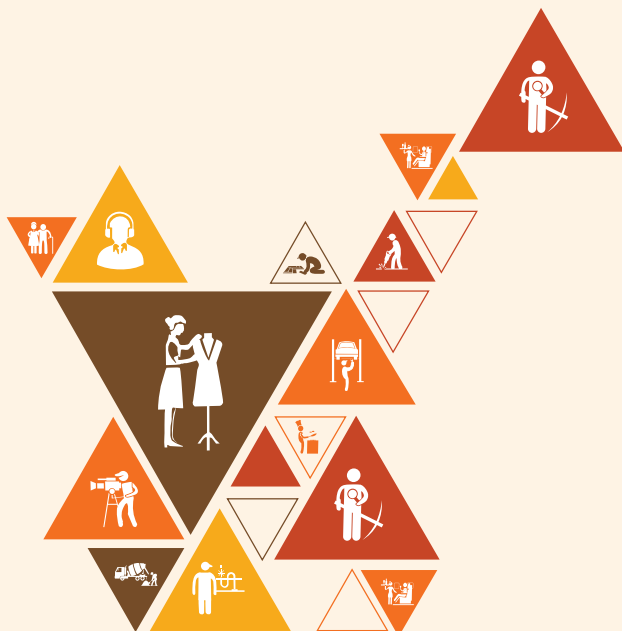
1. b. Quality, Cost, and Delivery (QCD) Benchmark
2. b. Purchase Order
3. d. Emails and Coordination Meetings
4. a. To identify delays, bottlenecks, and product availability risks
5. a. Delivery Tracker

Descriptive Questions:

1. Refer Unit 5.1: Supplier Management and Procurement Processes
Topic: 5.1.1 Apparel Merchandising Teams in Retail Value Chain
2. Refer Unit 5.1: Supplier Management and Procurement Processes
Topic: 5.1.2 Supplier Management and Procurement, 5.1.3 Procurement Operations and Sourcing Guidelines, 5.1.4 Vendor Performance Metrics and Quality Standards
3. Refer Unit 5.2: Merchandising Documentation and Performance Management
Topic: 5.2.1 Merchandising Documentation and Compliance Guidelines, 5.2.3 Merchandising Document Management
4. Refer Unit 5.2: Merchandising Documentation and Performance Management and Unit 5.3: Cross-Functional Merchandising Operations Coordination
Topic: 5.2.3 Supplier Information and Communication Records, 5.3.1 Inter-Team Coordination and Vendor Escalation Policy, 5.3.2 Approval Workflows and Tracking Records Guidelines
5. Refer Unit 5.2: Merchandising Documentation and Performance Management
Topic: 5.2.2 Production Monitoring and Risk Mitigation, 5.2.4 Merchandising Audit and Supplier Quality Assurance



Unit 6.3 - Quality Environment and Sustainability



AMH/N0620

Key Learning Outcomes



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

1. Describe safe working practices for the operation, cleaning, maintenance, and storage of tools, equipment, and machinery in the apparel workplace.
2. Explain workplace health, safety, environmental, and organisational procedures related to quality operations and equipment handling.
3. Discuss the effects of contamination, such as machine oil, dirt, and improper handling, on garment quality and production.
4. Identify workplace hazards, risks, accidents, and emergency situations, and explain the appropriate response, evacuation, and reporting procedures.
5. Outline the procedures for obtaining work instructions, interpreting job cards, clarifying task requirements, and meeting assigned work targets.
6. Describe the methods for inspecting tools, equipment, work areas, and finished products to ensure safety, operational readiness, and compliance with quality standards.
7. Prepare workplace records, forms, and reports related to equipment status, safety observations, defects, and production activities.
8. Compare different methods of waste reduction, material reuse, and safe disposal of waste and by-products to promote sustainable manufacturing practices.
9. Highlight the importance of maintaining good health, personal hygiene, and safe work habits while avoiding alcohol, tobacco, and other intoxicants in the workplace.
10. Explain the procedures for reporting defective tools, machine malfunctions, workplace hazards, and quality issues to the appropriate personnel.
11. Discuss the importance of following organisational quality standards, legal requirements, and standard operating procedures to ensure safe and efficient production.
12. Elaborate on the role of workplace safety, environmental responsibility, proper documentation, and continuous housekeeping in improving productivity, product quality, and employee well-being.

Unit 6.1: Workplace Safety and Compliance

Unit Objectives

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

1. Describe safe work practices for operating, cleaning, maintaining, and storing tools, equipment, and machinery in the apparel workplace.
2. Explain workplace health, safety, environmental, and organisational procedures for quality operations and equipment handling.
3. Elaborate on workplace hazards, risks, accidents, and emergencies, and explain the appropriate response, evacuation, and reporting procedures.
4. Highlight the importance of good health, personal hygiene, and safe work habits while avoiding alcohol, tobacco, and other intoxicants at work.
5. Discuss the importance of following organisational quality standards, legal requirements, and standard operating procedures for safe and efficient production.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer/laptop with internet connection, LCD projector, speaker system, flip charts, chart papers, personal protective equipment (safety gloves, safety shoes, safety goggles, face mask, ear plugs), first-aid kit, sample fire extinguishers (or training models), fire safety posters, emergency evacuation route map, hazard identification posters, workplace safety signboards, machine operation manuals, lockout/tagout tags, emergency shutdown procedure charts, quality inspection checklist, legal compliance handbook, hygiene posters, cleaning materials, sticky notes, adhesive tape.

Do

- Welcome the participants and explain the objectives and schedule of the session.
- Encourage active participation and clarify doubts throughout the training.
- Display workplace safety signs, emergency evacuation maps, and fire extinguisher models during the session.
- Conduct a practical demonstration of emergency shutdown and fire extinguisher identification.

Say

- This session introduces essential workplace safety practices followed in the apparel industry.
- The discussion explains how safe behaviour protects people, equipment, and workplace operations.
- The session also covers emergency response, first aid, fire safety, and legal compliance requirements.
- Practical demonstrations and activities will help in recognising hazards and responding appropriately during emergencies.

Ask

- Why is workplace safety important?
- What is a fire extinguisher used for?

Elaborate

- **Safe Equipment Operation and Workplace Health Safety Procedures**

Safe equipment operation involves following operating instructions, using appropriate personal protective equipment, inspecting machines before use, and reporting defects immediately. Workplace health and safety procedures help prevent injuries, protect employees, and maintain a safe working environment.

- **Workplace Hazards, Threats and Emergencies**

A workplace hazard is anything that can cause injury, illness, or damage, while a workplace threat is a situation that may create danger or disrupt operations. Workplace emergencies include fire, electrical accidents, chemical spills, medical emergencies, and natural disasters that require immediate response.

- **Hazard Emergency Management and Emergency Evacuation**

Hazard emergency management includes identifying hazards, assessing risks, implementing preventive measures, and preparing emergency response plans. Emergency evacuation procedures ensure that employees safely leave the workplace using designated evacuation routes and assembly points during emergencies.

- **First Aid and Components of a First-Aid Kit**

First aid is the immediate care provided to an injured or ill person before professional medical assistance arrives. A first-aid kit generally contains bandages, sterile gauze, adhesive tape, antiseptic solution, scissors, gloves, cotton, burn dressing, and basic medical supplies for handling common workplace injuries.

- **Fire Safety and Fire Extinguishers**

Fire emergencies require immediate reporting, safe evacuation, and the correct use of suitable fire extinguishers. Different classes of fire require different extinguishers, and understanding the parts and operation of a fire extinguisher helps ensure safe and effective response.

- **Emergency Shutdown Procedures**

Emergency shutdown is the controlled stopping of machines and equipment during dangerous situations to minimise risks and prevent further damage. Organisational procedures define the correct sequence for shutting down equipment, isolating energy sources, and reporting the incident.

- **Health, Hygiene and Safe Work Practices**

Good workplace hygiene includes maintaining personal cleanliness, keeping work areas clean, proper waste disposal, and using personal protective equipment correctly. Safe work practices reduce accidents, improve productivity, and contribute to a healthy working environment.

- **Quality Standards and Legal Compliance Procedures**

Quality standards ensure that apparel products meet specified requirements for safety, performance, and customer satisfaction. Legal compliance procedures require adherence to workplace safety regulations, labour laws, environmental requirements, and organisational policies during daily operations.

Explain

- Safe equipment operation reduces workplace accidents and equipment damage.
- Hazards, threats, and emergencies should be identified and reported promptly.
- Emergency evacuation procedures help employees leave the workplace safely during emergencies.
- First aid provides immediate assistance until professional medical help becomes available.
- Correct fire extinguisher selection depends on the type of fire involved.
- Emergency shutdown procedures minimise risks during hazardous situations.
- Health, hygiene, quality standards, and legal compliance contribute to a safe and efficient workplace.

Demonstrate

- Demonstrate the correct use of personal protective equipment before operating workplace equipment.
- Show different workplace hazard signs and explain their meanings.
- Demonstrate the identification of fire extinguisher types and explain the purpose of each.
- Demonstrate the PASS technique (Pull, Aim, Squeeze, Sweep) using a training fire extinguisher.
- Conduct a mock emergency evacuation by explaining evacuation routes, assembly points, and reporting procedures.
- Demonstrate the contents of a first-aid kit and explain the purpose of commonly used items.
- Demonstrate the organisational emergency shutdown procedure using a machine control panel or illustrated chart.

Activity

1. **Activity name:** Workplace Safety and Emergency Response Drill
2. **Type of activity:** Group Activity
3. **Objective of the activity:** To help participants identify workplace hazards, select appropriate emergency responses, recognise fire safety equipment, and follow workplace safety and evacuation procedures.
4. **Resources:** Hazard identification cards, workplace safety posters, fire extinguisher training model, first-aid kit, emergency evacuation map, PPE items, chart paper, markers, participant handbook
5. **Time Duration:** 30 Minutes
6. **Instructions**
 - Divide the participants into groups of 5 members each.
 - Provide each group with hazard identification cards, emergency scenarios, PPE items, and an evacuation map.
 - Ask each group to identify the workplace hazard, threat, or emergency shown on each card.
 - Instruct the groups to select the appropriate safety measure, emergency response, or fire extinguisher for each situation.
 - Ask the groups to identify the emergency evacuation route and assembly point using the provided map.
 - Guide the groups to demonstrate the correct sequence for reporting the emergency, initiating emergency shutdown (where applicable), and providing basic first-aid response.
 - Ask one representative from each group to explain the group's decisions to the class.
 - Summarise the activity by reinforcing safe work practices and organisational emergency procedures.

- 7. Outcome:** Participants will be able to identify workplace hazards, distinguish hazards, threats, and emergencies, apply emergency response procedures, recognise appropriate fire safety equipment, understand first-aid basics, and follow workplace safety and compliance requirements.

Notes for Facilitation

- Ensure that all practical demonstrations are conducted using safe methods and approved training equipment.
- Encourage participants to identify workplace hazards from real apparel industry examples during discussions.
- Reinforce the importance of immediately reporting unsafe conditions, incidents, and equipment faults.
- Demonstrate the correct use of personal protective equipment before discussing machine operation and emergency response.
- Clarify the differences between hazards, threats, emergencies, and emergency management using simple workplace scenarios.
- Ensure that every participant actively contributes during the safety drill and group discussion.
- Conclude the session by emphasising that workplace safety, emergency preparedness, hygiene, quality standards, and legal compliance are shared responsibilities in every apparel workplace.

Unit 6.2: Equipment Operations and Documentation

Unit Objectives

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

1. Outline the procedures for obtaining work instructions, interpreting job cards, clarifying task requirements, and achieving assigned work targets.
2. Describe the methods for inspecting tools, equipment, work areas, and finished products to ensure safety, operational readiness, and quality compliance.
3. Prepare workplace records, forms, and reports on equipment status, safety observations, defects, and production activities.
4. Explain the procedures for reporting defective tools, machine malfunctions, workplace hazards, and quality issues to the appropriate personnel.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer/laptop with internet connection, LCD projector, speaker system, flip charts, chart papers, sample work instruction sheets, standard operating procedure (SOP) documents, sample work execution and documentation procedure manuals, workplace inspection checklist, equipment inspection checklist, sample tools and equipment, workplace record registers, maintenance logbooks, inspection forms, production reports, defect reporting forms, hazard reporting forms, quality checklists, clipboard, sticky notes, adhesive tape.

Do

- Welcome the participants and explain the objectives and schedule of the session.
- Encourage active participation and allow time for questions during the discussion.
- Display sample work instruction sheets and workplace records while explaining documentation procedures.
- Conduct a practical exercise on inspecting equipment and completing defect and hazard reporting forms.

Say

- This session explains the importance of following work instructions and maintaining accurate workplace documentation.
- The discussion introduces methods for inspecting equipment and identifying workplace defects and hazards.
- The session also covers the proper use of workplace records, reports, and documentation forms.
- Practical activities will demonstrate how accurate documentation supports safe and efficient workplace operations.

Ask

- Why are work instruction sheets used in a workplace?
- What should be done after identifying a damaged tool?

Elaborate

• **Work Instruction Sheets**

Work instruction sheets provide step-by-step guidance for performing specific tasks safely and correctly. They include information on work methods, equipment, safety precautions, quality requirements, and expected outcomes to ensure consistency in operations.

• **Work Execution and Documentation Procedures**

Work execution procedures define the correct sequence of performing assigned tasks, while documentation procedures record completed work, inspections, observations, and corrective actions. Proper documentation supports traceability, accountability, and quality assurance.

• **Tools, Equipment and Workplace Inspection**

Regular inspection of tools, equipment, and the workplace helps identify wear, damage, unsafe conditions, and operational issues before work begins. Scheduled inspections improve safety, reduce equipment failures, and support uninterrupted production.

• **Workplace Records, Forms and Reports**

Workplace records include production logs, inspection reports, maintenance records, attendance registers, quality checklists, and incident reports. Accurate records help monitor work progress, maintain compliance, and provide information for future reference.

• **Defect and Hazard Reporting Procedures**

Defect reporting procedures ensure that damaged equipment, faulty tools, product defects, and workplace issues are reported promptly using standard reporting forms. Hazard reporting procedures help identify unsafe conditions so that corrective action can be taken before accidents occur.

• **Importance of Accurate Documentation**

Accurate documentation supports communication among departments, improves quality control, assists audits, and provides evidence of completed work. Proper records also help organisations analyse performance and implement continuous improvement measures.

• **Compliance with Organisational Procedures**

Following organisational procedures ensures that work is performed according to approved standards, safety requirements, and quality guidelines. Compliance reduces operational errors, improves efficiency, and supports regulatory requirements.

Explain

- Work instruction sheets provide standard methods for completing workplace tasks.
- Work execution and documentation procedures ensure consistency and traceability.
- Regular inspection of tools, equipment, and workplaces improves operational safety.
- Workplace records and reports support quality monitoring and regulatory compliance.
- Defects and workplace hazards should be reported using approved reporting procedures.
- Accurate documentation improves communication, accountability, and continuous improvement.

Demonstrate



- Demonstrate how to read and follow a sample work instruction sheet before beginning a task.
- Show the correct method of inspecting workplace tools and equipment using an inspection checklist.
- Demonstrate how to identify a defect or workplace hazard and record the observation using a standard reporting form.
- Show examples of workplace records, inspection reports, and maintenance logbooks and explain their purpose.
- Demonstrate the correct procedure for completing a workplace inspection report and submitting it according to organisational procedures.

Activity



1. **Activity name:** Equipment Inspection and Documentation Exercise
2. **Type of activity:** Group Activity
3. **Objective of the activity:** To help participants inspect workplace tools and equipment, identify defects and hazards, and complete workplace documentation accurately according to organisational procedures.
4. **Resources:** Sample work instruction sheets, inspection checklists, sample tools and equipment, workplace record forms, defect reporting forms, hazard reporting forms, maintenance logbooks, chart paper, markers, participant handbook
5. **Time Duration:** 25 Minutes
6. **Instructions**
 - Divide the participants into groups of 5 members each.
 - Provide each group with sample tools, equipment, work instruction sheets, inspection checklists, and reporting forms.
 - Ask the groups to inspect the provided tools and equipment using the checklist.
 - Instruct the groups to identify any visible defects, unsafe conditions, or hazards during the inspection.
 - Ask the groups to complete the appropriate defect and hazard reporting forms based on their observations.
 - Guide the groups to record the inspection findings in the workplace record format provided.
 - Ask one representative from each group to present the inspection findings and explain the documentation completed.
 - Summarise the activity by highlighting the importance of accurate inspections and proper workplace documentation.
7. **Outcome:** Participants will be able to interpret work instruction sheets, perform basic workplace inspections, identify defects and hazards, complete workplace records accurately, and follow standard documentation and reporting procedures.

Notes for Facilitation



- Ensure that sample documents used during the session reflect standard workplace formats.
- Encourage participants to carefully examine equipment before completing inspection records.
- Demonstrate the correct sequence for inspection, reporting, and documentation before the activity begins.

- Reinforce the importance of reporting defects and hazards immediately to prevent workplace incidents.
- Emphasise that accurate workplace records support quality assurance, safety, and regulatory compliance.
- Ensure that every participant contributes to the inspection and documentation activity.
- Conclude the session by highlighting that systematic inspections, accurate documentation, and timely reporting are essential for safe, efficient, and compliant workplace operations.

Unit 6.3: Quality Environment and Sustainability

Unit Objectives

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

1. Discuss the impact of contamination, including machine oil, dirt, and improper handling, on garment quality and production.
2. Compare methods of waste reduction, material reuse, and safe waste disposal to support sustainable manufacturing practices.
3. Elaborate on the role of workplace safety, environmental responsibility, proper documentation, and housekeeping in improving productivity, product quality, and employee well-being.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer/laptop with internet connection, LCD projector, speaker system, flip charts, chart papers, fabric samples (clean and contaminated), garment quality inspection checklist, waste segregation bins, reusable fabric scraps, recycling containers, sample defective garments, quality control charts, environmental awareness posters, PPE samples (gloves, face mask), housekeeping checklist, cleaning materials, sustainability posters, waste management procedure charts, sticky notes, adhesive tape.

Do

- Welcome the participants and explain the objectives and flow of the session.
- Encourage participants to share observations during discussions and activities.
- Display contaminated and defect-free garment samples for comparison during the session.
- Conduct a practical exercise on waste segregation and material reuse using sample fabric pieces.

Say

- This session explains the relationship between quality, sustainability, and environmental responsibility in apparel production.
- The discussion highlights how contamination and waste affect garment quality and production efficiency.
- The session also introduces sustainable work practices that support responsible manufacturing.
- Practical activities will demonstrate methods for reducing waste and maintaining quality standards.

Ask

- What can reduce the quality of a garment?
- Why should fabric waste be reduced?

Elaborate

- **Contamination Effects on Garment Quality**

Contamination occurs when garments or materials come into contact with dust, oil, stains, chemicals, moisture, or other foreign substances. Contaminated garments may fail quality inspections, increase production costs, and reduce customer satisfaction.

- **Sources and Prevention of Contamination**

Common sources of contamination include dirty workstations, improper handling of materials, leaking equipment, and poor housekeeping practices. Maintaining clean work areas, using appropriate protective equipment, and following handling procedures help prevent contamination.

- **Waste Reduction in Apparel Production**

Waste reduction involves minimising unnecessary consumption of fabric, trims, packaging materials, energy, and other resources during production. Efficient material utilisation improves productivity, lowers costs, and supports sustainable manufacturing practices.

- **Material Reuse and Recycling**

Reusable fabric pieces, trims, and packaging materials can be utilised in sample development, accessory production, or recycling processes. Material reuse reduces waste generation, conserves natural resources, and contributes to environmental sustainability.

- **Workplace Safety and Environmental Responsibility**

Safe work practices protect employees while reducing environmental impact through proper waste disposal, pollution prevention, and responsible resource utilisation. Environmental responsibility promotes compliance with organisational and environmental regulations.

- **Sustainable Workplace Practices**

Sustainable workplace practices include maintaining cleanliness, segregating waste, conserving energy, reducing water consumption, and promoting recycling initiatives. These practices improve workplace efficiency while supporting long-term environmental protection.

- **Quality, Environment and Continuous Improvement**

Quality management and environmental sustainability work together to improve production processes and product performance. Continuous monitoring, employee participation, and responsible work practices contribute to higher quality standards and sustainable business operations.

Explain

- Contamination reduces garment quality and increases production losses.
- Clean work practices help prevent contamination during garment production.
- Waste reduction improves resource efficiency and lowers manufacturing costs.
- Material reuse and recycling support sustainable apparel manufacturing.
- Workplace safety and environmental responsibility contribute to safe and compliant operations.
- Sustainable work practices improve quality while protecting natural resources.

Demonstrate

- Demonstrate the identification of contaminated and defect-free garment samples.
- Show the correct method of handling garments to avoid contamination during production.

- Demonstrate waste segregation using separate bins for reusable, recyclable, and non-recyclable materials.
- Show examples of fabric scraps that can be reused for sampling or accessory production.
- Demonstrate proper housekeeping practices that support quality and environmental responsibility.

Activity

1. **Activity name:** Quality and Sustainability Inspection Challenge
2. **Type of activity:** Group Activity
3. **Objective of the activity:** To help participants identify contamination sources, practise waste segregation, recognise reusable materials, and apply environmentally responsible workplace practices.
4. **Resources:** Contaminated and clean fabric samples, reusable fabric scraps, waste segregation bins, garment quality inspection checklist, sustainability posters, chart paper, markers, participant handbook
5. **Time Duration:** 25 Minutes
6. **Instructions**
 - Divide the participants into groups of 5 members each.
 - Provide each group with garment samples, fabric scraps, inspection checklists, and waste segregation bins.
 - Ask the groups to identify contaminated garments and explain the possible causes of contamination.
 - Instruct the groups to separate reusable, recyclable, and non-recyclable materials into the appropriate bins.
 - Ask the groups to suggest methods for reducing waste and improving material utilisation in apparel production.
 - Guide each group to record observations using the quality inspection checklist.
 - Invite one representative from each group to present the findings and recommendations.
 - Summarise the activity by discussing the importance of quality management, waste reduction, and environmental responsibility.
7. **Outcome:** Participants will be able to identify contamination, apply waste reduction practices, segregate reusable and recyclable materials correctly, and understand the relationship between garment quality, workplace safety, and environmental sustainability.

Notes for Facilitation

- Use clean and contaminated garment samples to provide practical understanding of quality issues.
- Encourage participants to relate waste reduction practices to actual apparel production activities.
- Demonstrate proper waste segregation before the group activity begins.
- Reinforce the importance of maintaining clean workstations to prevent contamination.
- Highlight the environmental benefits of material reuse and responsible waste management.
- Ensure that every participant actively contributes during the inspection and waste segregation activity.
- Conclude the session by emphasising that quality, environmental responsibility, waste reduction, and sustainable work practices are essential for efficient and responsible apparel manufacturing.

Answers to Exercises for PHB

Multiple Choice Questions:

1. a. To prevent accidents and injuries
2. a. Job card
3. a. Report it to the appropriate personnel
4. a. Machine oil and dirt contamination
5. a. Waste reduction and material reuse

Descriptive Questions:

1. Answer 1: Refer to Unit 6.1: Workplace Safety and Compliance
Topic: 6.1.1 Safe Equipment Operation and Maintenance
2. Answer 2: Refer to Unit 6.1: Workplace Safety and Compliance
Topic: 6.1.2 Workplace Health Safety Procedures
Topic: 6.1.3 Workplace Hazard Emergency Management
3. Answer 3: Refer to Unit 6.2: Equipment Operations and Documentation
Topic: 6.2.1 Work Instruction Sheets
Topic: 6.2.2 Work Execution and Documentation Procedures
Topic: 6.2.3 Tools, Equipment, and Workplace Inspection
Topic: 6.2.5 Defect Hazard Reporting Procedures
4. Answer 4: Refer to Unit 6.2: Equipment Operations and Documentation
Topic: 6.2.2 Work Execution and Documentation Procedures
Topic: 6.2.4 Workplace Records, Forms, and Reports
5. Answer 5: Refer to Unit 6.3: Quality Environment and Sustainability
Topic: 6.3.1 Contamination Effects on Garment Quality
Topic: 6.3.2 Waste Reduction and Material Reuse
Topic: 6.3.3 Workplace Safety Environmental Responsibility



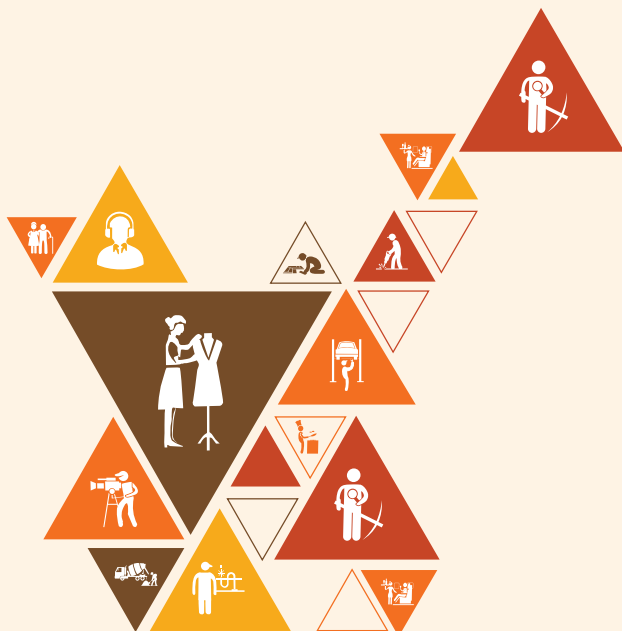
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7. Adhere to Industry, Regulatory, and Organisational Standards and Embrace Environmentally Sustainable Practices

Unit 7.1 - Professional Conduct and Workplace Compliance

Unit 7.2 - Legal Compliance, Sustainable Resource and Waste Management



AMH/N0621

Key Learning Outcomes



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

1. Explain the importance of punctuality, attendance, discipline, and ethical conduct in maintaining professional standards in the apparel industry.
2. Outline the importance of workplace punctuality, attendance, and discipline for maintaining productivity and organisational efficiency.
3. Describe organisational policies, customer-specific requirements, legal regulations, and reporting procedures applicable to apparel manufacturing.
4. Elaborate on customer-specific requirements, buyer expectations, and the procedures for communicating with supervisors and authorised personnel to clarify work instructions.
5. Discuss the importance of values, ethics, accountability, and working within the limits of personal responsibility.
6. Highlight the limits of personal responsibility, self-authority, teamwork, supervisor coordination, and organisational escalation procedures.
7. Outline legal, regulatory, environmental, and customer compliance requirements relevant to apparel production and quality management.
8. Outline the procedures for reporting deviations, seeking clarifications, and complying with organisational policies and regulatory requirements.
9. Highlight the importance of green jobs, sustainable workplace practices, and environmental responsibility in the apparel sector.
10. Explain methods for optimising the use of materials, conserving energy, and reducing resource wastage during production.
11. Highlight energy conservation practices, efficient equipment operation, and machine shutdown procedures for promoting a sustainable workplace.
12. Prepare and implement appropriate procedures for the segregation, handling, storage, and disposal of waste materials in accordance with organisational and environmental guidelines.
13. Elaborate on safe and sustainable workplace practices, including switching off equipment when not in use and supporting organisational green initiatives.
14. Elaborate on the role of ethical behaviour, regulatory compliance, and sustainable resource management in improving organisational performance, environmental protection, and customer satisfaction.

Unit 7.1: Professional Conduct and Workplace Compliance

Unit Objectives

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

1. Explain the importance of punctuality, attendance, discipline, and ethical conduct in maintaining professionalism in the apparel industry.
2. Describe organisational policies, customer requirements, legal regulations, and reporting procedures followed in apparel manufacturing.
3. Discuss the importance of values, ethics, accountability, and working within assigned responsibilities.
4. Outline the procedures for reporting deviations, seeking clarification, and complying with organisational policies and regulatory requirements.
5. Outline the importance of workplace punctuality, attendance, and discipline in maintaining productivity and organisational performance.
6. Elaborate on customer-specific requirements, buyer expectations, and communication with supervisors and authorised personnel to clarify work instructions.
7. Explain the limits of personal responsibility.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer/laptop with internet connection, LCD projector, speaker system, flip charts, chart papers, organisational policy handbook, employee code of conduct booklet, workplace discipline guidelines, attendance register, sample job descriptions, standard operating procedure (SOP) manual, legal compliance handbook, customer requirement sheets, communication templates, deviation reporting forms, incident reporting forms, organisational hierarchy chart, workplace notice board samples, sticky notes, adhesive tape.

Do

- Welcome the participants and explain the objectives and schedule of the session.
- Encourage participants to take part in discussions and classroom activities.
- Display sample organisational policies, job responsibilities, and deviation reporting forms during the session.
- Conduct a practical exercise on identifying workplace responsibilities and reporting deviations correctly.

Say

- This session explains the importance of professional conduct and workplace compliance in the apparel industry.
- The discussion highlights how discipline, ethics, and accountability contribute to workplace efficiency.
- The session also introduces organisational policies, communication practices, and reporting procedures.

- Practical activities will demonstrate how professional behaviour supports teamwork and organisational success.

Ask



- Why is punctuality important at work?
- What should be done if a task is outside assigned responsibilities?

Elaborate



- **Professional Conduct and Workplace Discipline**

Professional conduct includes behaving respectfully, following workplace rules, maintaining discipline, and demonstrating responsibility during daily work. Workplace discipline promotes a productive environment, reduces conflicts, and supports organisational goals.

- **Organisational Policies and Legal Requirements**

Organisational policies define workplace rules, operational procedures, and employee responsibilities. Legal requirements ensure compliance with labour laws, safety regulations, company policies, and ethical business practices during all work activities.

- **Values, Ethics, Accountability and Assigned Responsibilities**

Workplace values such as honesty, integrity, respect, and accountability strengthen teamwork and professional relationships. Employees are expected to perform assigned responsibilities carefully while remaining accountable for the quality and accuracy of their work.

- **Deviation Reporting and Compliance Procedures**

Deviation reporting involves documenting and reporting situations where work does not follow approved procedures, specifications, or organisational standards. Timely reporting enables corrective actions, improves compliance, and prevents repeated errors.

- **Workplace Punctuality and Attendance**

Regular attendance and punctuality contribute to smooth workflow, effective coordination, and timely completion of assigned tasks. Maintaining attendance records also supports organisational planning and workforce management.

- **Customer Requirements and Communication**

Understanding customer requirements helps ensure that products and services meet quality, design, and delivery expectations. Clear, professional communication promotes accurate information sharing and strengthens customer satisfaction.

- **Limits of Responsibilities**

Every employee has defined responsibilities and authority within the organisation. Tasks beyond assigned responsibilities should be communicated to the appropriate supervisor to ensure safe, efficient, and authorised decision-making.

Explain

- Professional conduct and discipline improve workplace productivity and teamwork.
- Organisational policies and legal requirements support safe and compliant operations.
- Values, ethics, accountability, and assigned responsibilities promote professional behaviour.
- Deviation reporting helps organisations maintain quality and operational compliance.
- Punctuality, attendance, and effective communication support efficient workplace performance.
- Understanding the limits of responsibilities ensures proper reporting and decision-making.

Demonstrate

- Demonstrate how to interpret an organisational policy document and employee code of conduct.
- Show the correct method of completing a deviation reporting form using a workplace scenario.
- Demonstrate professional communication while responding to a customer requirement.
- Present examples of workplace attendance records and explain their purpose.
- Demonstrate how to identify whether a task falls within assigned responsibilities and when it should be reported to a supervisor.

Activity

1. **Activity name:** Professional Workplace Decision Challenge
2. **Type of activity:** Group Activity
3. **Objective of the activity:** To help participants identify appropriate professional behaviour, follow organisational policies, recognise assigned responsibilities, and practise deviation reporting and workplace communication.
4. **Resources:** Sample organisational policy handbook, employee code of conduct booklet, deviation reporting forms, customer requirement sheets, attendance register, workplace scenarios, chart paper, markers, participant handbook
5. **Time Duration:** 25 Minutes
6. **Instructions**
 - Divide the participants into groups of 5 members each.
 - Provide each group with workplace scenarios involving professional conduct, customer communication, attendance, assigned responsibilities, and policy compliance.
 - Ask the groups to identify the correct action for each scenario according to organisational policies.
 - Instruct the groups to determine whether the situation requires deviation reporting or supervisor approval.
 - Ask the groups to complete a sample deviation reporting form where applicable.
 - Guide each group to prepare a brief explanation of how the situation should be handled professionally.
 - Invite one representative from each group to present the group's decisions and reasoning.
 - Summarise the activity by reinforcing the importance of professionalism, compliance, accountability, and effective communication.

- 7. Outcome:** Participants will be able to demonstrate professional workplace behaviour, follow organisational policies and legal requirements, recognise assigned responsibilities, communicate customer requirements appropriately, complete deviation reporting procedures, and maintain workplace discipline.

Notes for Facilitation

- Use practical workplace examples to explain professional conduct and organisational compliance.
- Encourage participants to distinguish between assigned responsibilities and tasks requiring supervisor approval.
- Demonstrate the correct procedure for reporting deviations before beginning the activity.
- Reinforce the importance of punctuality, attendance, and professional communication throughout the session.
- Highlight how values, ethics, and accountability contribute to organisational success and customer satisfaction.
- Ensure that every participant actively contributes during the group activity and discussion.
- Conclude the session by emphasising that professional conduct, compliance with organisational policies, effective communication, and accountability are essential for maintaining a safe, disciplined, and productive apparel workplace.

Unit 7.2: Legal Compliance, Sustainable Resource and Waste Management

Unit Objectives

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

1. Outline the legal, regulatory, environmental, and customer compliance requirements for apparel production and quality management.
2. Elaborate on how ethical behaviour, regulatory compliance, and sustainable resource management drive organisational performance, environmental protection, and customer satisfaction.
3. Explain the importance of green jobs, sustainable work practices, and environmental responsibility in the apparel industry.
4. Explain methods for optimising material usage, conserving energy, and minimising resource wastage during production.
5. Prepare procedures for the segregation, handling, storage, and disposal of waste in accordance with organisational and environmental guidelines.
6. Elaborate on safe and sustainable workplace practices, including switching off equipment when not in use and supporting organisational green initiatives.
7. Explain energy conservation practices, efficient equipment operation, and the importance of switching off machines when not in use to promote a sustainable workplace.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer/laptop with internet connection, LCD projector, speaker system, flip charts, chart papers, organisational policy handbook, legal and regulatory compliance manual, environmental compliance guidelines, customer requirement sheets, sustainability policy documents, circular fashion model charts, waste segregation bins, reusable fabric scraps, recycling containers, energy conservation posters, resource optimisation charts, waste disposal procedure charts, equipment operation manuals, equipment shutdown procedure charts, quality checklists, housekeeping checklist, PPE samples, sticky notes, adhesive tape.

Do

- Welcome the participants and explain the objectives and learning outcomes of the session.
- Encourage active participation and discussion throughout the training.
- Display waste segregation bins, circular fashion model charts, and energy conservation posters during the session.
- Conduct a practical exercise on waste segregation and equipment shutdown procedures.

Say



- This session explains how legal compliance and sustainable workplace practices support responsible apparel manufacturing.
- The discussion highlights the importance of conserving resources, reducing waste, and protecting the environment.
- The session also introduces circular fashion, ethical behaviour, and organisational green initiatives.
- Practical activities will demonstrate methods for improving sustainability in daily workplace operations.

Ask



- Why should waste be separated in the workplace?
- Why should machines be switched off when not in use?

Elaborate



- **Legal, Regulatory, Environmental and Customer Compliance Requirements**

Organisations are required to comply with applicable laws, environmental regulations, customer specifications, and organisational policies during apparel production. Compliance ensures safe operations, consistent product quality, environmental protection, and customer confidence.

- **Ethical Compliance, Sustainable Resource Management and Organisational Performance**

Ethical behaviour includes honesty, integrity, fairness, and responsible decision-making in workplace activities. Sustainable resource management focuses on the efficient use of materials, water, and energy, contributing to improved organisational performance, environmental protection, and customer satisfaction.

- **Green Jobs, Sustainable Work Practices and Circular Fashion Model**

Green jobs support environmentally responsible production by promoting resource conservation and sustainable manufacturing methods. The circular fashion model encourages designing, producing, using, reusing, repairing, recycling, and recovering garments to reduce waste and extend product life.

- **Material, Energy and Resource Optimisation**

Material optimisation reduces fabric wastage through efficient cutting, planning, and reuse of usable materials. Energy conservation includes switching off idle equipment, using machines efficiently, and minimising unnecessary consumption of electricity and other resources.

- **Waste Segregation, Handling, Storage and Disposal**

Waste should be separated into reusable, recyclable, hazardous, and non-recyclable categories using approved procedures. Proper handling, storage, and disposal reduce environmental pollution, improve workplace safety, and support regulatory compliance.

- **Safe Sustainable Workplace Practices and Green Initiatives**

Safe sustainable workplace practices combine safety procedures with environmental responsibility by maintaining clean work areas, reducing pollution, conserving resources, and participating in organisational green initiatives. These practices contribute to long-term sustainability goals.

- **Equipment Shutdown, Energy Conservation and Efficient Equipment Operation**

Proper equipment shutdown prevents unnecessary energy consumption, reduces equipment wear, and improves workplace safety. Efficient operation and timely shutdown of machines support energy conservation while extending equipment life and reducing operating costs.

Explain



- Legal and regulatory compliance supports safe, ethical, and quality-focused workplace operations.
- Sustainable resource management improves productivity while conserving materials and energy.
- Green jobs and the circular fashion model promote environmentally responsible apparel production.
- Waste segregation and proper disposal reduce pollution and support environmental compliance.
- Efficient equipment operation and timely shutdown help conserve energy and resources.
- Organisational green initiatives strengthen environmental responsibility and customer confidence.

Demonstrate



- Demonstrate the correct segregation of reusable, recyclable, hazardous, and non-recyclable waste using labelled bins.
- Show examples of fabric scraps that can be reused or recycled as part of the circular fashion model.
- Demonstrate the correct equipment shutdown procedure to conserve energy after work completion.
- Show methods for reducing fabric waste through efficient material planning and utilisation.
- Demonstrate proper handling and storage of workplace waste according to organisational procedures.
- Present examples of sustainable workplace practices that improve environmental performance.

Activity



1. **Activity name:** Green Workplace Resource Management Challenge
2. **Type of activity:** Group Activity
3. **Objective of the activity:** To help participants apply legal compliance principles, practise waste segregation, identify sustainable workplace practices, optimise resource usage, and support organisational green initiatives.
4. **Resources:** Waste segregation bins, reusable fabric scraps, sample waste materials, circular fashion model chart, energy conservation posters, equipment shutdown checklist, sustainability policy documents, chart paper, markers, participant handbook
5. **Time Duration:** 30 Minutes
6. **Instructions**
 - Divide the participants into groups of 5 members each.
 - Provide each group with sample waste materials, reusable fabric pieces, waste segregation bins, and sustainability reference materials.
 - Ask the groups to classify the materials into reusable, recyclable, hazardous, and non-recyclable categories.

- Instruct the groups to identify methods for reducing material waste and conserving energy during apparel production.
- Ask the groups to prepare a simple flow illustrating the stages of the circular fashion model using the provided chart.
- Guide the groups to identify workplace actions that support organisational green initiatives and environmental responsibility.
- Invite one representative from each group to present the group's recommendations and sustainable workplace practices.
- Summarise the activity by reinforcing the importance of legal compliance, sustainability, resource optimisation, and environmental protection.

7. Outcome: Participants will be able to identify legal and environmental compliance requirements, apply sustainable resource management practices, perform waste segregation correctly, explain the circular fashion model, conserve energy through efficient equipment operation, and contribute to organisational sustainability initiatives.

Notes for Facilitation

- Use practical examples from apparel manufacturing to explain sustainability and legal compliance requirements.
- Demonstrate waste segregation and equipment shutdown procedures before the activity begins.
- Encourage participants to identify opportunities for reducing material wastage and conserving energy in workplace operations.
- Reinforce the relationship between ethical behaviour, customer satisfaction, environmental responsibility, and organisational performance.
- Highlight the importance of the circular fashion model in reducing textile waste and supporting sustainable manufacturing.
- Ensure that every participant actively contributes during the waste segregation and resource optimisation activity.
- Conclude the session by emphasising that legal compliance, sustainable resource management, energy conservation, waste reduction, and organisational green initiatives are essential for responsible and efficient apparel manufacturing.

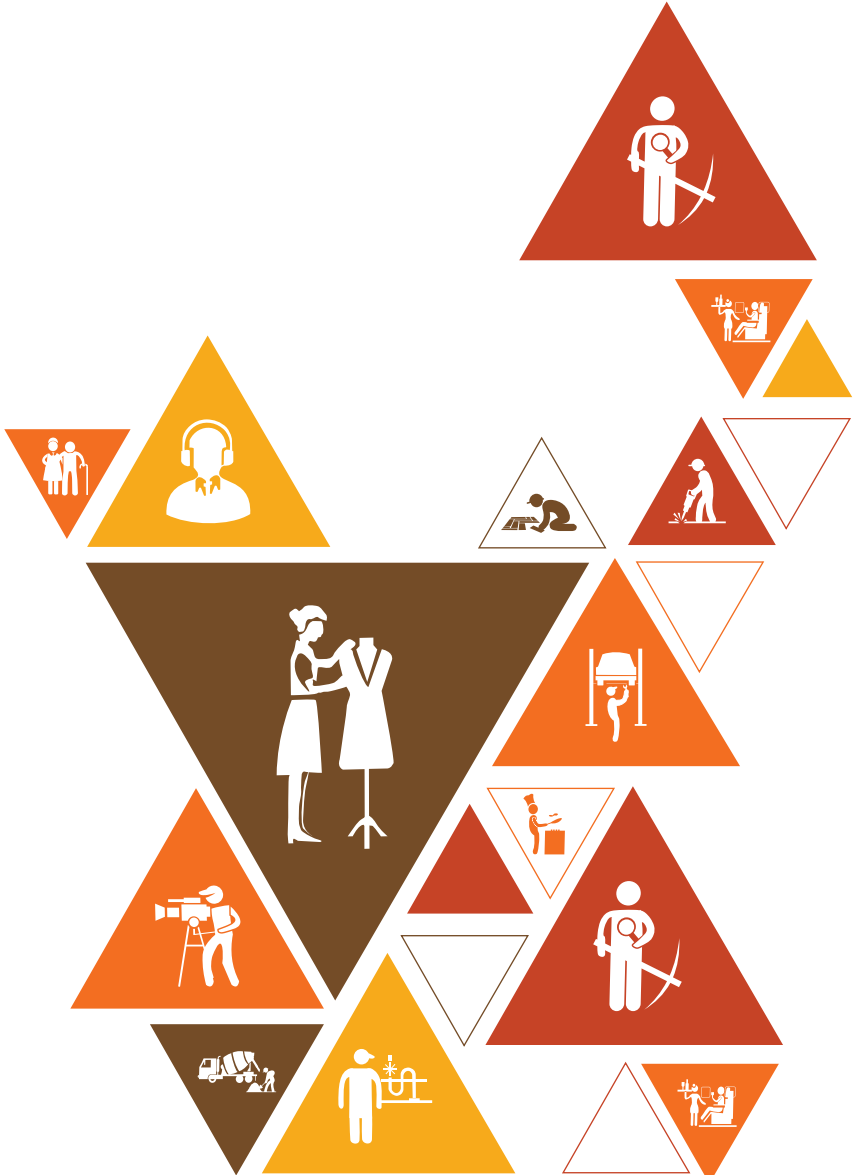
Answers to Exercises for PHB

Multiple Choice Questions:

1. a. It improves productivity and discipline.
2. a. Following organisational policies
3. a. Seek clarification from the supervisor.
4. a. Switching off machines when not in use
5. a. To support safe disposal and environmental protection

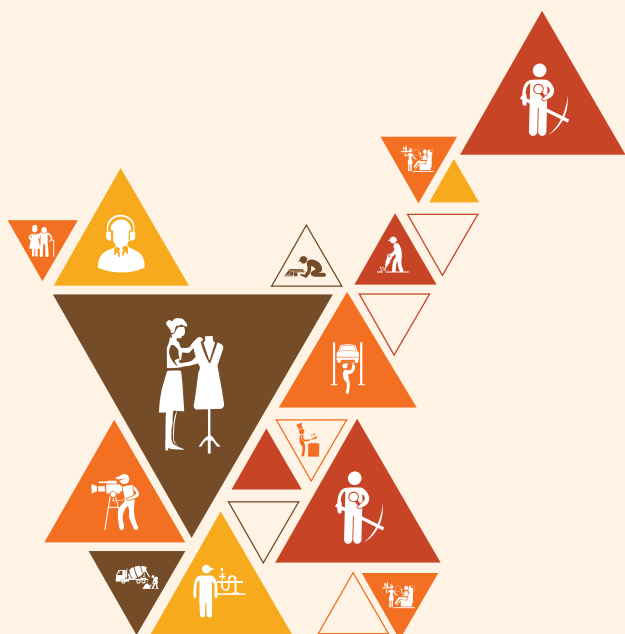
Descriptive Questions:

1. Answer 1: Refer to Unit 7.1: Professional Conduct and Workplace Compliance
Topic: 7.1.1 Professional Conduct and Workplace Discipline
2. Answer 2: Refer to Unit 7.1: Professional Conduct and Workplace Compliance
Topic: 7.1.2 Organisational Policies, Legal Requirements, Values, Ethics, and Accountability, and Working Within Assigned Responsibilities
3. Answer 3: Refer to Unit 7.1: Professional Conduct and Workplace Compliance
Topic: 7.1.3 Deviation Reporting Compliance Procedures, Workplace Punctuality and Attendance, Customer Requirements and Communication, Limits of Responsibilities
4. Answer 4: Refer to Unit 7.2: Legal Compliance, Sustainable Resource and Waste Management
Topic: 7.2.1 Legal, Regulatory, Environmental, and Customer Compliance Requirements, Ethical Compliance, Sustainable Resource Management, Ethical Behaviour, Regulatory Compliance, Sustainable Resource Management, Contribution to Organisational Performance, Contribution to Environmental Protection, Contribution to Customer Satisfaction, Green Jobs, Sustainable Work Practices, Environmental Responsibility, Circular Fashion Model, Stages of the Circular Fashion Model
5. Answer 5: Refer to Unit 7.2: Legal Compliance, Sustainable Resource and Waste Management
Topic: 7.2.2 Material Energy Resource Optimisation, Methods for Optimising Material Usage, Methods for Conserving Energy, Methods for Minimising Resource Wastage, Waste Segregation, Handling, Storage, and Disposal of Waste, Safe Sustainable Workplace Practices, Safe Workplace Practices, Equipment Shutdown & Energy Conservation, Supporting Organisational Green Initiatives, Energy Conservation Practices, Efficient Equipment Operation, Importance of Switching Off Machines When Not in Use





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

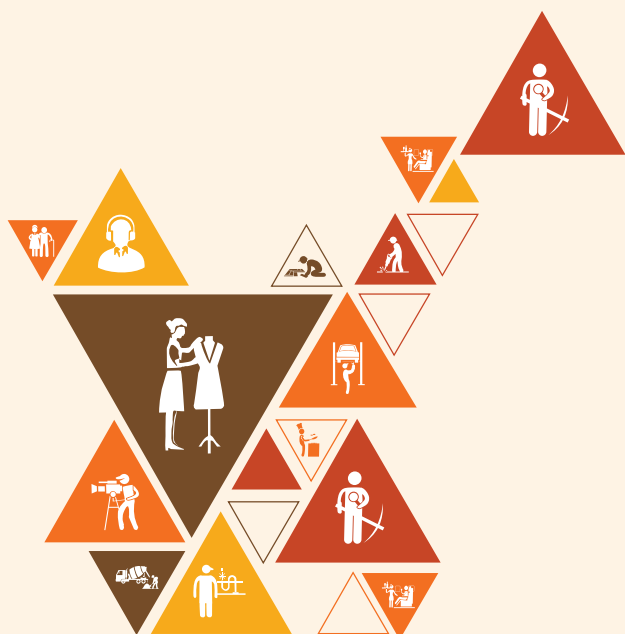


10. Annexures

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:	Apparel Inventory Data Analyst		
Qualification Pack Name & Ref. ID	Apparel Inventory Data Analyst & AMH/Q0503		
Version No.	1.0	Version Update Date	13/02/2029
Pre-requisites to Training (if any)	Not Applicable		
Training Outcomes	By the end of this program, the participants will be able to: 1. Describe apparel merchandising concepts, including assortment planning, product selection, pricing strategies, and market analysis. 2. Explain consumer behaviour and sales trends to make informed merchandising decisions and optimise product offerings. 3. Discuss effective collaboration with cross-functional teams such as buying, design, marketing, and sales to align merchandising strategies with overall business goals. 4. Elaborate on inventory management techniques to maintain optimal stock levels, reduce excess inventory, and improve stock turnover. 5. Explain data-driven methods used to evaluate merchandising performance, interpret sales reports, and adjust strategies based on performance indicators. 6. Prepare communication and negotiation strategies for effective coordination with suppliers, vendors, and internal stakeholders. 7. Highlight retail marketing principles applied to promote apparel products, boost brand visibility, and support merchandising strategies. 8. Outline the impact of fashion forecasts and seasonal trends on merchandising strategies to stay competitive in the market. 9. Elaborate on market and customer insights to support pricing, assortment, and promotional decisions. 10. Develop professional communication, teamwork, problem-solving, and workplace strategies to integrate brand identity with customer expectations for a cohesive retail experience.		

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
1.	Introduction and Orientation to Apparel Inventory Data Analyst	Introduction and Orientation to Apparel Inventory Data Analyst	- Describe the scope of India's apparel industry and career paths for an Apparel Inventory Data Analyst. - Elucidate the apparel manufacturing process and the key responsibilities of the data analyst within it. - Explain workplace communication, time management, organisational procedures, personal health and hygiene, resume writing, and interview preparation.	Bridge Module	Classroom lecture/ PowerPoint Presentation/ Question & Answer and Group Discussion	White-board and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	3 Theory (03:00) Practical (00:00)
2	Understand and Analyse Merchandise Concepts and Mix Planning in Domestic Retail Apparel	Introduction to Retail Merchandise Planning	- Describe the concept, importance, and foundational principles of merchandise planning in the apparel retail sector to support profitability, customer satisfaction, and business goals. - Outline key terms, product hierarchies, classification systems, and breadth and depth concepts in domestic apparel assortment strategies. - Explain how merchandise planning drives sales forecasting, budgeting, Open-to-Buy frameworks, space allocation, and inventory control across store formats.	AMH/N0510 (PC1, PC2, PC3, PC4, KU1, KU2, KU3, KU10)	Classroom lecture/ PowerPoint Presentation/ Question & Answer and Group Discussion	White-board and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (03:00) Practical (05:00)
		Consumer Demographics and Demand Forecasting	Describe market research methods used to analyse consumer behaviour, regional preferences, and demographic-specific fit requirements.	AMH/N0510 (PC3, PC5, PC12, KU5, KU8, KU14)			8 Theory (03:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			- Outline demand forecasting techniques, data inputs, and customer profiling methods required to align product offerings with market demand. - Explain the impact of consumer insights, market trends, and size-set planning on assortment development and stock optimisation.				
		Seasonal Trends and Fashion Calendars	- Describe the influence of seasonal trends, colour stories, silhouettes, and category growth drivers on domestic apparel planning. - Outline seasonal buying cycles, fashion calendars, and product lifecycle management strategies across diverse product ranges. - Explain merchandise flow planning, replenishment logic, and supply chain lead times to maintain inventory alignment with seasonal demand.	AMH/N0510 (PC6, KU4, KU11, KU13, KU16)			8 Theory (03:00) Practical (05:00)
		Brand Positioning and Range Strategy	- Describe how brand positioning, pricing architecture, and value propositions influence merchandise selection and range development. - Outline fast fashion, classic assortment, capsule collection strategies, and core-versus-trend product mix frameworks.	AMH/N0510 (PC7, PC8, PC9, PC21, PC22, KU1, KU6, KU21)			8 Theory (03:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			Discuss range planning decisions, competition mapping, and benchmarking methodologies that reinforce brand identity and customer engagement.				
		Pricing Strategies and Competitive Analysis	- Describe pricing strategies, margin management principles, and competitive analysis techniques applied across domestic apparel product lines. - Outline promotional planning frameworks, markdown patterns, and price-point benchmarking methodologies. - Discuss price–quality–trend alignment logic to ensure product range competitiveness and profitability.	AMH/N0510 (PC11, PC21, KU6, KU9, KU17, KU21)			8 Theory (03:00) Practical (05:00)
		Assortment Planning and Depth Evaluation	- Describe assortment planning techniques used to combine product categories, consumer profiles, and inventory data into balanced range plans. - Outline methods to evaluate assortment depth and breadth to meet customer demand without overstocking or understocking. - Discuss SKU rationalisation practices and range plan justifications based on margins, brand equity, and stock turn expectations.	AMH/N0510 (PC12, PC14, PC15, PC21, PC22, KU1, KU3, KU7, KU9)			8 Theory (03:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Merchandising Analytics and Inventory Ratios	- Describe merchandising analytics metrics including sell-through rates, stock-turn ratios, ABC analysis, and WSSI frameworks. - Outline mathematical calculations for inventory turnover rates and their direct linkage to sales performance and inventory optimisation. - Discuss methods to interpret MIS dashboards, sales reports, and trend data to evaluate range performance.	AMH/N0510 (PC13, PC16, PC17, KU9, KU18, KU23)			8 Theory (03:00) Practical (05:00)
		Retail Planning Technology and Data Tools	- Describe technological tools, ERP systems, POS analytics, and specialised merchandise planning software used in apparel retail. - Outline data integration techniques for analysing sales summaries, stock performance, and inventory health metrics. - Elucidate digital presentation tools and reporting formats to present analytical insights and range plans effectively.	AMH/N0510 (PC18, KU23, KU24)			7 Theory (02:00) Practical (05:00)
		Supply Chain, Sourcing, and Vendor Operations	Describe vendor capabilities, sourcing models, and supply chain constraints influencing merchandise availability.	AMH/N0510 (KU12, KU16, KU22)			6 Theory (01:00) Practical (00:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			- Outline lead-time management, in-season inventory controls, and replenishment strategies required for retail stability. - Elucidate compliance requirements, labelling norms, packaging standards, and statutory specifications in domestic retail operations.				
		Omnichannel Assortment and Visual Merchandising	- Describe visual merchandising linkages with assortment strategy to maximise retail space productivity and product presentation. - Outline omnichannel assortment harmonisation strategies to balance product mixes across online and offline channels. - Discuss category performance variations, store-format considerations, and digital channel requirements.	AMH/N0510 (KU10, KU19, KU20)			6 Theory (01:00) Practical (00:00)
		Sustainability and Responsible Merchandising	- Describe sustainability-driven assortment planning considerations, eco-fabric integration, and responsible sourcing trends in apparel retail. - Outline methods to incorporate eco-friendly product options into core and seasonal assortment mixes.	AMH/N0510 (KU25)			6 Theory (01:00) Practical (00:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			Elucidate brand-driven sustainable merchandising strategies that align with modern consumer expectations and ethical practices.				
		Retail Case Analysis and Mock Plan Development	- Describe key success factors and merchandising approaches adopted by leading domestic apparel retailers through case study analysis. - Outline methodologies to review existing assortment plans, identifying gaps, inefficiencies, and growth opportunities. - Elucidate a comprehensive mock merchandise mix project integrating customer profiles, pricing structures, trend insights, and digital presentations.	AMH/N0510 (PC9, PC15, PC16, PC17, PC19, PC20, PC22)			6 Theory (01:00) Practical (00:00)
3	Analyse Merchandise Data to Forecast Apparel Trends	Apparel trend forecast sources	- Identify sources of apparel trend forecasts, including WGSN, blogs, apparel shows, retail analytics, and social media. - Describe quantitative and qualitative data sources used for trend forecasting. - Explain how forecasting sources support apparel trend analysis.	AMH/N0511, (PC1, KU4)	Classroom lecture/ PowerPoint Presentation/ Question & Answer and Group Discussion	White-board and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	6 Theory (01:00) Practical (00:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Trend reports and consumer behaviour	- Interpret trend reports and consumer behaviour data relevant to the domestic apparel market. - Describe consumer behaviour analysis and demographic segmentation. - Explain macro- and micro-trend indicators and seasonal shifts.	AMH/N0511, (PC2, KU3, KU2)			8 Theory (05:00) Practical (03:00)
		Customer profiles and buying patterns	- Analyse customer profiles, buying patterns, and seasonal preferences for merchandising decisions. - Describe regional fashion preferences and socio-cultural trend drivers. - Explain how consumer preferences inform merchandise decisions.	AMH/N0511, (PC3, KU15)			8 Theory (05:00) Practical (03:00)
		Global trend suitability	- Evaluate global trends against domestic cultural, climatic, and economic contexts. - Explain risk assessment in trend adoption and merchandise investment. - Describe sustainability-driven consumer preferences and eco-fashion trends.	AMH/N0511, (PC4, KU21, KU20)			8 Theory (05:00) Practical (03:00)
		Competitor range benchmarking	- Compare competing retailers' range plans and assortments to benchmark industry practices. - Describe competitor benchmarking and market-intelligence analysis. - Explain assortment planning frameworks and merchandise mix optimisation.	AMH/N0511, (PC5, KU9, KU6)			8 Theory (05:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Seasonal range planning	- Apply forecasting insights to seasonal range plans across menswear, womenswear, and kidswear. - Describe merchandise planning principles and product hierarchy from category to SKU. - Explain retail calendar planning and seasonality considerations.	AMH/N0511, (PC6, KU1, KU18)			8 Theory (05:00) Practical (03:00)
		Historical merchandise performance	- Describe recurring patterns and consumer preferences from historical sales and merchandise performance data across retail stores. - Elaborate on historical sales analysis and variance. - Describe new product performance evaluation and lifecycle tracking.	AMH/N0511, (PC7, KU8, KU17)			8 Theory (05:00) Practical (03:00)
		Current trend analysis	- Enlist current apparel trends using forecasting agencies, apparel shows, and digital analytics tools. - Elaborate on consumer demand directions from current trend data. - Describe analytics trend tools, digital dashboards, and forecasting software.	AMH/N0511, (PC8, KU19)			8 Theory (05:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Merchandise performance comparison	- Compare past and current merchandise performance to identify product categories with consistent growth or decline. - Describe retail metrics including sell-through, WOS, ROS, margin, and ASP. - Explain variance patterns in merchandise performance.	AMH/N0511, (PC9, KU5, KU8)			8 Theory (05:00) Practical (03:00)
		Demand forecasting	- Describe demand forecasting models and predictive analytics used for apparel trends. - Explain how predictive analytics supports demand forecasting. - Elaborate on data requirements for trend forecasting.	AMH/N0511, (KU10, KU4)			8 Theory (05:00) Practical (03:00)
		Price and promotional impact	- Explain price architecture, discounting patterns, and promotional impact on merchandise performance. - Describe the effect of pricing and promotions on apparel demand. - Describe key retail measures used to interpret merchandise performance.	AMH/N0511, (KU11, KU5)			7 Theory (05:00) Practical (02:00)
		Apparel trend attributes	- Describe fabric, silhouette, colour, and design attributes relevant to apparel trend forecasting. - Describe fashion trend cycles and seasonal shifts. - Explain macro- and micro-trend indicators used to interpret apparel trends.	AMH/N0511, (KU12, KU2)			6 Theory (05:00) Practical (01:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Inventory and replenishment	- Explain inventory flow, replenishment logic, and stock balancing in trend-driven merchandise planning. - Describe vendor capabilities, lead times, and sourcing implications for trend adoption. - Describe sourcing considerations affecting trend adoption.	AMH/N0511, (KU13, KU16)			6 Theory (05:00) Practical (01:00)
		Omni-channel and digital trends	- Describe omni-channel retail dynamics and digital consumer trends. - Explain the role of digital consumer trends in apparel forecasting. - Elaborate on digital analytics inputs used to understand consumer demand.	AMH/N0511, (KU14, KU19)			7 Theory (04:00) Practical (03:00)
		Budget and trend-driven assortment	- Describe budget allocation principles for trend-driven assortments. - Explain assortment planning and merchandise mix optimisation. - Explain investment risks associated with trend adoption.	AMH/N0511, (KU23, KU6, KU21)			6 Theory (03:00) Practical (03:00)
		Cross-functional trend communication	- Describe cross-functional data requirements for buying, planning, and design teams. - Explain reporting formats, analytics summaries, and communication protocols for presenting trend insights. - Elaborate on the information required to communicate trend insights across teams.	AMH/N0511, (KU22, KU25)			5 Theory (02:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Visual merchandising and sustainability	- Explain visual merchandising correlations with trend performance. - Describe sustainability-driven consumer preferences and eco-fashion trends. - Explain how these factors relate to trend performance and consumer preferences.	AMH/N0511, (KU24, KU20)			5 Theory (01:00) Practical (04:00)
4	Analyse Pricing and Sale Strategies to Develop Merchandise Plans in Apparel Retail	Pricing fundamentals	- Define profit margins, markups, and markdowns and explain their role in apparel retail. - Describe how these concepts support merchandise planning and profitability. - Discuss the relationship between pricing decisions and retail performance.	AMH/N0512 (PC1, KU1, KU9)	Classroom lecture/ PowerPoint Presentation/ Question & Answer and Group Discussion	White-board and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (03:00) Practical (05:00)
		Pricing decision factors	- Explain how seasonality, competition, and consumer behaviour influence pricing decisions. - Describe customer segmentation, profiling, and behaviour analysis for informed merchandising decisions. - Discuss competitor benchmarking and market positioning analysis.	AMH/N0512 (PC2, KU5, KU8)			8 Theory (03:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Margin and profitability calculations	- Explain industry-standard formulas for calculating margins, markups, and profitability ratios. - Calculate margins, markups, and profitability ratios using relevant pricing data. - Describe margin optimisation and financial feasibility assessment.	AMH/N0512 (PC3, KU9)			8 Theory (03:00) Practical (05:00)
		Markdown and promotional impact	- Explain the impact of markdowns, discounts, and promotions on sales and profitability. - Describe markdown, discounting, and promotional planning practices. - Discuss campaign impact assessment for merchandise decisions.	AMH/N0512 (PC4, KU7)			8 Theory (03:00) Practical (05:00)
		Historical sales analysis	- Evaluate historical sales, pricing, and stock data to identify trends. - Explain sales analytics methodologies and KPIs such as GMROI, sell-through rate, and stock turn. - Describe historical sales evaluation for demand forecasting and sales targets.	AMH/N0512 (PC5, KU3, KU4)			8 Theory (03:00) Practical (05:00)
		Demand forecasting	- Explain forecasting methodologies for demand planning, sales projection, and inventory alignment. - Describe methods for setting realistic sales targets from historical data. - Discuss demand-supply balancing through forecast-based planning.	AMH/N0512 (PC5, KU12, KU10)			8 Theory (03:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Assortment strategy	- Formulate merchandise assortment strategies that balance Apparel, basics, and promotional products. - Explain assortment strategy and category management principles. - Describe cross-merchandising, category adjacencies, and assortment rationalisation principles.	AMH/N0512 (PC6, KU1, KU13)			8 Theory (03:00) Practical (05:00)
		Inventory and lifecycle planning	- Explain seasonal buying cycles, inventory replenishment strategies, and product lifecycle management. - Describe stock allocation, turnover optimisation, and demand-supply balancing techniques. - Discuss trend shifts, product obsolescence, and lifecycle impact on pricing decisions.	AMH/N0512 (KU6, KU10, KU14)			8 Theory (03:00) Practical (05:00)
		Merchandise plan development	- Develop comprehensive merchandise plans integrating pricing, profitability, range balance, and customer demand. - Explain principles of merchandise planning and assortment strategy. - Describe how profitability analysis supports merchandise planning decisions.	AMH/N0512 (PC7, KU1, KU9)			7 Theory (02:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Seasonal sales calendar	- Design seasonal sales and promotional calendars aligned with merchandise plans and financial goals. - Explain seasonal buying cycles and promotional planning requirements. - Describe how product lifecycle considerations influence seasonal pricing and sales planning.	AMH/N0512 (PC8, KU6, KU7, KU14)			7 Theory (02:00) Practical (05:00)
		Evidence-based planning	- Justify merchandise and sales planning decisions using profitability analysis and market trends. - Explain competitor benchmarking and market positioning analysis. - Discuss financial feasibility assessment for merchandise and sales planning.	AMH/N0512 (PC9, KU8, KU9)			7 Theory (02:00) Practical (05:00)
		Pricing and assortment systems	- Explain the use of merchandising, ERP, and POS systems for pricing and assortment analytics. - Describe data visualisation techniques and reporting standards for actionable insights. - Discuss how system-based analytics support merchandise planning decisions.	AMH/N0512 (KU11, KU16)			7 Theory (02:00) Practical (05:00)
		Omnichannel pricing	- Explain omnichannel retail pricing strategies integrating online and offline channels. - Describe how pricing and assortment analytics support omnichannel merchandise planning. - Discuss the integration of online and offline pricing strategies.	AMH/N0512 (KU15, KU11)			7 Theory (02:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Pricing compliance	- Explain compliance with legal, regulatory, and corporate policies in pricing and promotional strategies. - Describe the role of compliant pricing and promotional practices in merchandise planning. - Discuss policy requirements when developing pricing and promotional strategies.	AMH/N0512 (KU17)			7 Theory (02:00) Practical (05:00)
		Scenario and risk analysis	- Explain scenario analysis, risk assessment, and strategic decision-making for pricing and merchandise plans. - Describe risks affecting pricing, assortment, profitability, and demand planning. - Discuss strategic decisions using scenario-based assessment.	AMH/N0512 (KU18)			7 Theory (02:00) Practical (05:00)
		Cross-functional improvement	- Explain collaboration and coordination processes between merchandising, buying, planning, and sales teams. - Describe continuous improvement practices for optimising merchandise mix, pricing strategies, and sales performance. - Discuss coordinated approaches to improve merchandise planning and retail performance.	AMH/N0512 (KU19, KU20)			7 Theory (02:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
5	Coordinate with cross-functional teams to ensure timely product availability and managing merchandising documents	Supplier and vendor database management	- Describe the criteria and methodologies for supplier and vendor selection, qualification, and onboarding. - Explain the identification and maintenance of a database of key suppliers and vendors relevant to apparel and apparel retail merchandising. - Discuss systematic records of supplier communication, agreements, and approvals using digital or manual documentation systems.	AMH/N0513 (PC1, PC11, KU1, KU8)	Classroom lecture/ PowerPoint Presentation/ Question & Answer and Group Discussion	White-board and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	8 Theory (03:00) Practical (05:00)
		Vendor terms and procurement requirements	- Explain vendor terms, lead times, and compliance requirements to ensure clarity in procurement and supply processes. - Elaborate on end-to-end procurement lead times, sourcing calendars, and production workflow coordination. - Describe procurement-related compliance requirements, regulatory guidelines, and organisational sourcing policies.	AMH/N0513 (PC2, PC12, KU2, KU9)			8 Theory (03:00) Practical (05:00)
		Purchase orders and product specifications	- Explain the communication of purchase orders, product specifications, and delivery timelines effectively to vendors. - Describe the standard structure, mandatory fields, and documentation protocols for purchase orders.	AMH/N0513 (PC3, PC13, KU3, KU7)			8 Theory (03:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			Outline the types, formats, and functions of merchandising documents such as T and A calendars, POs, BOMs, style sheets, and costing sheets.				
		Supplier performance evaluation	- Discuss supplier and vendor performance against agreed quality, cost, and delivery benchmarks. - Explain quality, cost, delivery performance benchmarks and evaluation parameters for merchandise sourcing. - Describe principles and tools for evaluating vendor performance, including KPIs, scorecards, and audit criteria.	AMH/N0513 (PC4, KU4, KU10)			6 Theory (01:00) Practical (05:00)
		Supply chain issue resolution	- Explain the resolution of supply chain issues such as delays, quality defects, or documentation discrepancies through effective negotiation and problem-solving. - Elaborate on techniques for diagnosing, mitigating, and escalating supply chain bottlenecks and delivery deviations. - Discuss the management of delivery deviations and supply chain bottlenecks through effective problem-solving.	AMH/N0513 (PC5, KU5)			6 Theory (01:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Cross-functional collaboration	- Explain collaboration with design, production, logistics, and retail operations teams to align merchandising requirements with business goals. - Describe cross-functional communication norms and collaboration practices with buying, planning, QA, logistics, and finance teams. - Discuss the alignment of merchandising requirements with business goals through cross-functional collaboration.	AMH/N0513 (PC6, KU6)			6 Theory (01:00) Practical (05:00)
		Cross-functional meetings and updates	- Discuss participation in cross-functional meetings to share updates on product availability, merchandising priorities, and sales targets. - Explain cross-functional communication norms and collaboration practices with buying, planning, QA, logistics, and finance teams. - Describe the sharing of updates on product availability, merchandising priorities, and sales targets.	AMH/N0513 (PC7, KU6)			6 Theory (01:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Merchandising documentation preparation	- Explain the preparation of accurate merchandising documentation such as purchase orders, invoices, contracts, and shipment details. - Describe the types, formats, and functions of merchandising documents such as T and A calendars, POs, BOMs, style sheets, and costing sheets. - Outline digital data management, record-keeping systems, and accuracy protocols for merchandising information.	AMH/N0513 (PC8, KU7, KU8)			6 Theory (01:00) Practical (05:00)
		Documentation verification and compliance	- Explain the verification of the accuracy, completeness, and compliance of merchandising documents before approval or submission. - Describe procurement-related compliance requirements, regulatory guidelines, and organisational sourcing policies. - Discuss digital data management, record-keeping systems, and accuracy protocols for merchandising information.	AMH/N0513 (PC9, PC10, KU8, KU9)			6 Theory (01:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
6	Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitisation	Workplace health, safety and conduct	- Explain the importance of gender equality and workplace health and safety practices. - Describe the code of conduct and Social Accountability standards followed by the organisation or industry. - Elucidate the importance of adhering to health, safety, gender, and PwD guidelines governing the workplace environment.	AMH/N0620 (PC1, KU1, KU5, KU7)	Classroom lecture/ PowerPoint Presentation/ Question & Answer and Group Discussion	White-board and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	6 Theory (03:00) Practical (03:00)
		Workplace hazards, evacuation and safety signs	- Describe potential hazards, risks and threats based on the nature of operations and ways to minimise and respond to them. - Outline the plant layout, emergency exits, escape routes, emergency equipment and assembly points. Explain health and safety signage and its meaning.	AMH/N0620 (PC2, KU6, KU8, KU13)			6 Theory (03:00) Practical (03:00)
		Gender equality and PwD sensitisation	- Explain how to accommodate employees with disabilities, including appropriate etiquette, language and terminology. - Describe how to communicate and offer help while respecting personal space, parking and other needs of people with disabilities or special needs. - Elucidate ways to promote a safe, accessible and healthy workplace for disabled employees.	AMH/N0620 (PC3, KU2, KU3, KU4)			6 Theory (03:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Materials, equipment and hazardous substances	- Explain the importance of personal protective equipment and methods of use in relation to occupational health and safety risks. - Describe the identification, handling and storage of hazardous substances. - Outline the proper disposal system for waste and by-products.	AMH/N0620 (PC4, KU10, KU11, KU12)			6 Theory (03:00) Practical (03:00)
		Emergency response and workplace risk monitoring	- Explain reporting protocols and documentation required for workplace safety and security. - Describe potential workplace risks, first-aid, firefighting, emergency response, shutdown and evacuation procedures. - Elucidate personal health and hygiene and the ill effects of alcohol, tobacco and drugs.	AMH/N0620 (PC5, PC6, KU6, KU9, KU14)			6 Theory (03:00) Practical (03:00)
7	Adhere to industry, regulatory, and organisational standards and embrace environmentally sustainable practices	Industry and organisational standards	- Describe how to follow organisational standards, eco-friendly solutions, procedures, policies, regulations, code of conduct, quality standards, reporting procedures, work instructions and specifications. - Explain the importance of sustainable decisions, safe practices, production procedures, work activities and accurate use of specifications. - Discuss how to follow organisational policies while integrating sustainable consumption for a green workplace.	AMH/N0621 (PC1, PC2, KU1, KU2, KU3, KU4, KU5, KU6)	Classroom lecture/ PowerPoint Presentation/ Question & Answer and Group Discussion	White-board and markers, Chart paper and sketch pens, LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (Min 2 Mbps Dedicated)	6 Theory (03:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Environmentally friendly processes and workplace practices	- Explain how to improve organisational performance through eco-friendly processes while minimising waste and contamination. - Describe how to safely handle materials, equipment, computers and software to maintain a clean, hazard-free workplace. - Outline the importance of regular maintenance, cleaning, suitable equipment and sustainable practices.	AMH/N0621 (PC3, PC4, PC7, KU8, KU9)			6 Theory (03:00) Practical (03:00)
		Equipment safety and hazard reporting	- Explain how to safely handle materials, equipment, computers and software in a clean, hazard-free workplace. - Describe how to identify and report unsafe equipment, hazards and common faults for swift resolution. - Discuss the importance of acting on problems and rectifying common equipment faults.	AMH/N0621 (PC4, PC6, KU7, KU10)			6 Theory (03:00) Practical (03:00)
		Maintenance, cleaning and workflow continuity	- Outline how to perform routine maintenance and cleaning within assigned duties and schedules while managing workflow interruptions. - Explain how suitable cleaning equipment and techniques improve efficiency and sustainability. - Describe the importance of regular cleaning, maintenance, contamination control and waste minimisation.	AMH/N0621 (PC5, PC7, KU8, KU9)			6 Theory (03:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Digital systems, software and data preservation	- Explain how to request system or software upgrades while maintaining backups for data integrity and security. - Describe how to maintain organised digital design files for future reference, accessibility and preservation. - Elucidate how safe computer use and information management support secure and efficient work.	AMH/N0621 (PC8, PC9, PC4, KU4, KU6)			6 Theory (03:00) Practical (03:00)
Total Duration							Theory: 186:00 Practical: 234:00
Employability Skills (DGT/VSQ/N0102) https://www.skillindiadigital.gov.in/content/list							60:00
On-the-Job Training (Mandatory) -OJT							90:00
Total							Theory + Practical + ES + OJT = 570:00

Annexure II

Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Assessment Criteria for Apparel Inventory Data Analyst	
Job Role	Apparel Inventory Data Analyst
Qualification Pack	AMH/Q0503, V1.0
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	Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6	To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
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/N0510: Understand and Analyze Merchandise Concepts and Mix Planning in Domestic Retail Apparel	PC1 Define the concept and importance of merchandise planning in the Apparel retail sector, demonstrating understanding of how it supports profitability and customer satisfaction.	1	2	4
	PC2 Identify and define key terms — merchandise mix, assortment planning, and domestic apparel — with clarity and context to the retail environment.	1	3	5
	PC3 Explain how merchandise planning helps align product offerings with consumer demand and business goals.	1	3	4.5
	PC4 Describe how merchandise planning contributes to sales forecasting, budgeting, and inventory control in retail operations.	2	3	5
	PC5 Identify the role of market research in understanding consumer behaviour and its impact on merchandise selection.	1	4	5.5
	PC6 Explain the influence of seasonal trends and Apparel cycles on merchandise mix planning for domestic apparel brands.	2	4	6
	PC7 Discuss how branding and retail positioning influence merchandise selection, range, and pricing.	3	4	7.5

	PC8 Identify and differentiate between key merchandising strategies such as fast Apparel, classic assortment, and capsule collections.	2	3	6
	PC9 Analyze merchandising approaches adopted by successful domestic retailers (to understand their brand-driven assortment decisions).	2	6	8.5
	PC10 Identify and categorize product types, categories, and subcategories commonly used in apparel retail.	1	5	6
	PC11 Apply pricing strategies and conduct basic competitive analysis to determine suitable price points across product lines.	1	4	5.5
	PC12 Develop a sample assortment plan integrating customer profiles, pricing, and inventory data to achieve balanced product offerings.	1	5	6
	PC13 Calculate and interpret inventory turnover rate, linking it to sales performance and stock optimization.	1	4	5
	PC14 Evaluate the depth of merchandise assortments to ensure they meet customer needs without overstocking or understocking.	1	2	3.5
	PC15 Create a comprehensive merchandise mix plan combining product categories, seasonal factors, and market insights to support sales targets.	1	5	6
	PC16 Critically review existing assortment plans used in apparel retail and identify gaps or inefficiencies.	2	3	5.5
	PC17 Recommend improvements in existing merchandise plans using trend data, consumer feedback, and sales reports.	1	3	5
	PC18 Present a merchandise mix plan using digital tools to demonstrate analytical and presentation skills.	2	4	6
	PC19 Analyze case studies of domestic apparel retailers to identify key success factors and merchandise planning strategies.	1	3	4
	PC20 Develop and present a mock merchandise mix project for a selected domestic retail brand, integrating all merchandising principles.	1	4	5.5
	PC21 Develop a balanced product mix (core, Apparel, seasonal, promotional items) ensuring price–quality–trend alignment.	1	4	5
	PC22 Justify range plan decisions with rationale on profitability, brand identity, and customer engagement.	2	2	5
	NOS Total	31	80	120
AMH/N0511: Analyze Merchandise Data to Forecast Apparel Trends	PC1 Identify sources of apparel trend forecasts (WGSN, blogs, apparel shows, retail analytics, social media).	5	6	12
	PC2 Interpret trend reports and consumer behaviour data relevant to the domestic apparel market.	4	5	10
	PC3 Analyze customer profiles, buying patterns, and seasonal preferences to align with merchandising decisions.	4	4	9
	PC4 Evaluate the suitability of global trends for domestic cultural, climatic, and economic contexts.	5	6	12
	PC5 Compare competing retailers' range plans and assortments to benchmark industry practices.	5	6	12
	PC6 Apply forecasting insights to design seasonal range plans across categories (menswear, womenswear, kidswear).	5	5	11
	PC7 Identify and interpret historical sales and merchandise performance data across retail stores to recognize recurring patterns and consumer preferences.	4	6	11
	PC8 Analyze current apparel trends using data from forecasting agencies, apparel shows, and digital analytics tools to determine consumer demand directions.	5	6	13

	PC9 Compare and contrast past and current merchandise performance to determine product categories with consistent growth or decline.	3	6	10
	NOS Total	40	50	100
AMH/N0512: Analyze Pricing and Sale Strategies to Develop Merchandise Plans in Apparel Retail	PC1 Define key concepts of profit margins, markups, markdowns, and their role in apparel retail.	5	5	11
	PC2 Explain factors influencing pricing decisions, including seasonality, competition, and consumer behaviour.	4	4	9
	PC3 Calculate margins, markups, and profitability ratios using industry-standard formulas.	4	4	9
	PC4 Analyze the impact of markdowns, discounts, and promotions on sales and profitability.	6	5	12
	PC5 Evaluate historical sales, pricing, and stock data to forecast demand and set realistic sales targets.	5	2	9
	PC6 Formulate merchandise assortment strategies that balance Apparel, basics, and promotional products.	5	4	10
	PC7 Develop comprehensive merchandise plans, integrating pricing, profitability, range balance, and customer demand.	5	3	9
	PC8 Design seasonal sales and promotional calendars that align with merchandise plans and financial goals.	6	4	11
	PC9 Justify merchandise and sales planning decisions with evidence from profitability analysis and market trends.	5	4	10
	NOS Total	45	35	90
AMH/N0513: Coordinate with cross-functional teams to ensure timely product availability and managing merchandising documents	PC1 Identify and maintain a database of key suppliers and vendors relevant to apparel and Apparel retail merchandising.	1	3	4.5
	PC2 Explain vendor terms, lead times, and compliance requirements to ensure clarity in procurement and supply processes.	1	4	5
	PC3 Communicate purchase orders, product specifications, and delivery timelines effectively to vendors.	0.5	3	4
	PC4 Monitor supplier and vendor performance against agreed quality, cost, and delivery benchmarks.	1	2	3.5
	PC5 Resolve supply chain issues such as delays, quality defects, or documentation discrepancies through effective negotiation and problem-solving.	1	4	5.5
	PC6 Collaborate with design, production, logistics, and retail operations teams to align merchandising requirements with business goals.	1	4	5.5
	PC7 Participate in cross-functional meetings to share updates on product availability, merchandising priorities, and sales targets.	1	2	3.5
	PC8 Prepare accurate merchandising documentation such as purchase orders, invoices, contracts, and shipment details.	1	4	5.5
	PC9 Verify the accuracy, completeness, and compliance of merchandising documents before approval or submission.	1	4	5
	PC10 Maintain systematic records of supplier communication, agreements, and approvals using digital or manual documentation systems.	1	3	4.5
	PC11 Identify and maintain a database of key suppliers and vendors relevant to apparel and Apparel retail merchandising.	1	4	5.5
	PC12 Explain vendor terms, lead times, and compliance requirements to ensure clarity in procurement and supply processes.	0.5	3	3.5

	PC13 Communicate purchase orders, product specifications, and delivery timelines effectively to vendors.	1	3	4.5
	NOS Total	12	43	60
AMH/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization	Identify process hazards, follow medical emergency and evacuation guidelines, and promote gender and PwD sensitivity.	22	12	6
	PC1. Demonstrate strict adherence to health, safety, gender, and PwD (People with Disability) guidelines governing the workplace environment.	4	2	1
	PC2. Engage actively in mock drills, evacuation exercises, and group discussions pertaining to workplace safety and security protocols.	4	2	1
	PC3. Participate in advanced training and sensitization programs focused on gender equality and PwD awareness, facilitating a more inclusive workplace environment.	4	2	1
	PC4. Execute proper handling and maintenance of materials and equipment in accordance with established protocols and standards.	3	2	1
	PC5. Exhibit proficiency in performing first-aid, firefighting, and other emergency response procedures, promptly adhering to organizational shutdown and evacuation protocols when necessary.	4	2	1
	PC6. Monitor workplace conditions, identify risks, report promptly, ensure safety, including for individuals with disabilities, and uphold gender equality principles.	3	2	1
	NOS Total	22	12	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 upgrades as necessary to optimize work efficiency, while also maintaining backup files to ensure data integrity and security when using various design software.	2	1	1
	PC9. Maintain digital copies of design work in organized files for future reference, ensuring accessibility and preservation of valuable project assets.	2	1	1
	NOS Total	20	10	10

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	-

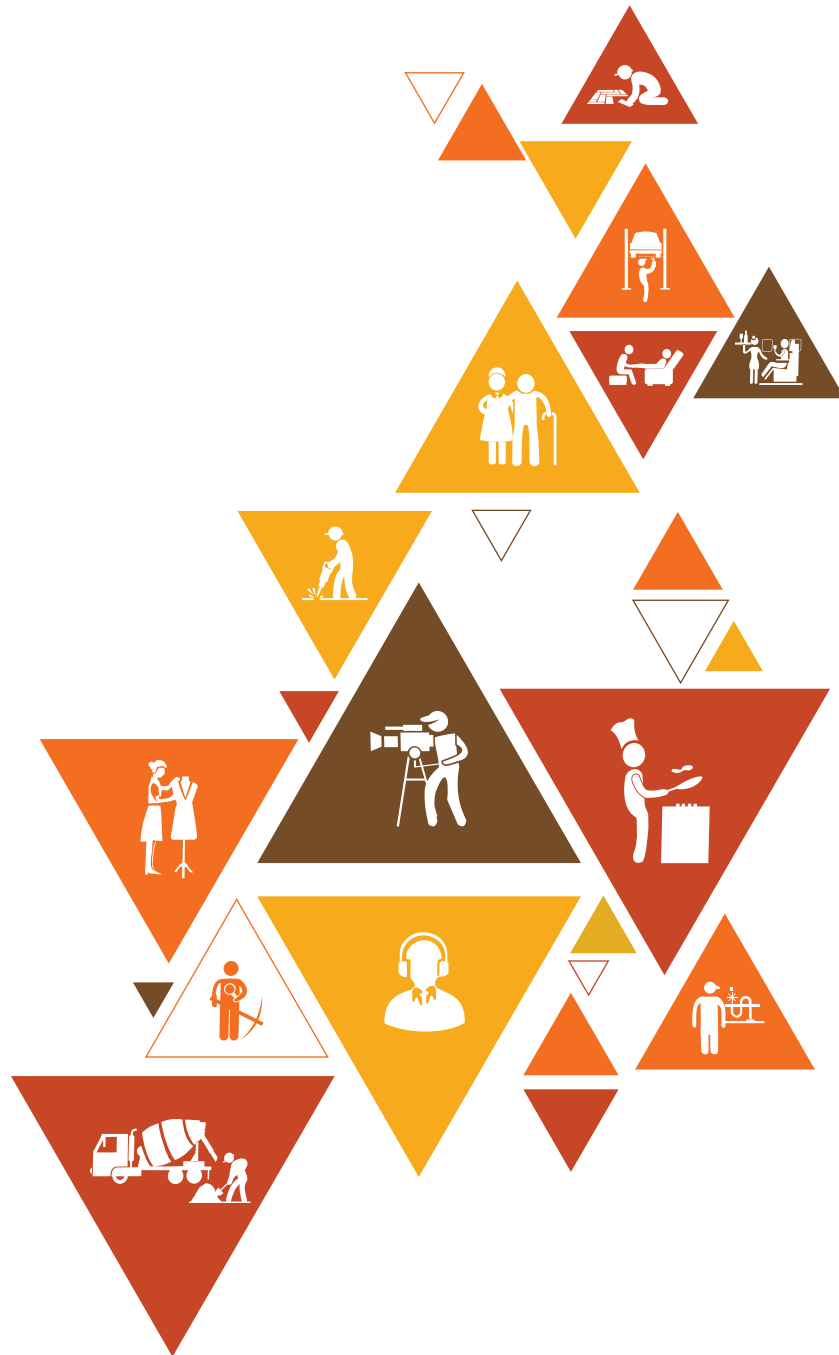
Annexure III

List of QR Codes Used in PHB

Module No.	Unit No.	Topic Name	Page No. in PHB	Link for QR Code (s)	QR code (s)
Module 1: Introduction and Orientation to Apparel Inventory Data Analyst	Unit 1.1 Introduction to the Apparel Industry and the Role of an Apparel Inventory Data Analyst	1.1.2 Role of an Apparel Inventory Data Analyst	18	https://youtu.be/-f7CjpHI-bH9Q?si=Q05f1X4-uW0p-64cIK	 What is the role of an Inventory Analyst?
Module 2: Understand and Analyse Merchandise Concepts and Mix Planning in Domestic Retail Apparel	Unit 2.1 Fundamentals of Apparel Merchandise Planning	2.1.1 Apparel Merchandising and its Principles	39	https://youtu.be/-rcYQ57Bxa-CY?si=iniQVkfBIS7EwLc8	 Garments Costing for Merchandiser
	Unit 2.2: Merchandise Planning, Analysis and Reporting	2.2.1 Merchandise Mix Planning	39	https://youtu.be/-NPnruykng-Jw?si=0JS4Z-SCZ-JQfH0j9	 What is Merchandise Planning
Module 3: Analyse Merchandise Data to Forecast Apparel Trends	Unit 3.1: Fashion Trend Forecasting and Market Insights	3.1.1 Fundamentals of Fashion Trend Forecasting	55	https://www.youtube.com/live/CE1hw1yCfdE?si=AS-R53vBxTcsY01dK	 Fashion Trend Forecasting LIVE

Module No.	Unit No.	Topic Name	Page No. in PHB	Link for QR Code (s)	QR code (s)
Module 4: Analyse Pricing and Sale Strategies to Develop Merchandise Plans in Apparel Retail	Unit 4.1: Analyse Apparel Pricing, Sales Performance and Market Trends	4.1.2 Retail Pricing Models and Profitability Concepts	85	https://youtu.be/-sF6AMj3H-Ojg-?si=LZVwKp6-LAtbSs8H	 Pricing strategy an introduction Explained
Module 5: Coordinate with Cross-Functional Teams to Ensure Timely Product Availability and Manage Merchandising Documents	Unit 5.1: Supplier Management and Procurement Processes	5.1.1 Apparel Merchandising Teams in Retail Value Chain	126	https://youtu.be/ro-He5U5ir4A	 Understanding apparel merchandising
	Unit 5.2 Merchandising Documentation and Performance Management	5.2.3 Production Monitoring and Risk Mitigation	126	https://youtu.be/shV-F3X-qLuE	 Understanding Production Monitoring and production management systems
Module 6: Promote and Sustain Safety, Health, and Security in Workplace, while Fostering Gender and Persons with Disabilities (PwD) Sensitisation	Unit 6.1: Workplace Safety and Compliance	6.1.3 Workplace Hazard Emergency Management	187	https://youtu.be/wn57gucIK5o	 Workplace hazard emergency management

Module No.	Unit No.	Topic Name	Page No. in PHB	Link for QR Code (s)	QR code (s)
Module 7: Adhere to Industry, Regulatory, and Organisational Standards And Embrace Environmentally Sustainable Practices	Unit 7.3: Sustainable Resource and Waste Management	7.3.3 Waste Segregation Handling Disposal Procedures	212	https://youtu.be/O1qTFFF0zd8	 Waste segregation, handling, and disposal procedures





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सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP



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