Qualification Pack

Finisher & Packer

QP Code: AMH/Q2255

Version: 4.0

NSQF Level: 2.5

Apparel, Madeups & Home Furnishing Sector Skill Council || Flat No. A-312 to A-323, 3rd Floor, Somdatt Chamber-1, Bhikaji Cama Place, Africa Avenue
New Delhi-110066 || email:seop1@sscamh.com

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Qualification Pack

AMH/Q2255: Finisher & Packer

Brief Job Description

Finisher & Packer is responsible for monitoring production, quality and delivery of Packed products ready to dispatch while maintaining the quality parameters as per priority and specifications. The operation consists of finishing & packaging process activities from Checking, Ironing , folding, inner packing, outer packing, labeling, marking, inner layer etc. to finally packed in carton or as special instruction defined by buyer.

Personal Attributes

He/she should have good interpersonal skills, vigilant and good eye sight to detect minute and sophisticated visual defects. He/she should have basic mathematical skills, particularly making calculations and measuring. He/she should be agile and impatient moving all along the shop floor. He should be resilient yet tenacious in maintaining schedules. He should be able to work under pressure.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. AMH/N2255: Plan and organize Finishing & Packing processes
2. AMH/N2256: Perform Finishing & Packing operations
3. AMH/N2257: Maintain health, safety and security in the Finishing & packing department with Gender and PwD Sensitization
4. AMH/N0102: Maintain work area, tools and machines
5. AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles
6. DGT/VSQ/N0101: Employability Skills (30 Hours)

Qualification Pack (QP) Parameters

Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Finishing
Country	India

Qualification Pack

NSQF Level	2.5
Credits	10
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL
Minimum Educational Qualification & Experience	9th Class with NA of experience OR 8th Class (pursuing continuous schooling in regular school with vocational subject) with NA of experience OR 5th Class with 4 Years of experience in relevant field OR Ability to read and write with 5 Years of experience OR Previous relevant Qualification of NSQF Level 2 with 6 Months of experience in relevant field OR Previous relevant Qualification of NSQF Level (1) with 1.5 years of experience in relevant field OR 8th Class with 1 Year of experience in relevant field
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	30/11/2023
Next Review Date	31/03/2027
NSQC Approval Date	30/11/2023
Version	4.0
Reference code on NQR	QG-2.5-AP-01869-2024-V1.1-AMHSSC
NQR Version	4

AMH/N2255: Plan and organize Finishing & Packing processes

Description

This unit is about defining activities related for planning and organizing of processes related to finishing operations

Scope

The scope covers the following :

- Identifying process steps in finishing and Packing and defining sequence of processes for productivity and quality.

Elements and Performance Criteria

Identifying process steps in finishing and defining sequence of processes for productivity and quality

To be competent, the user/individual on the job must be able to:

PC1.. Review orders received from the supervisor as per style/product category/class & read job card to understand packing mode and styles as per product category/class/customer instructions

PC2. Identify broad finishing operation required to the product class/category & identify components of tasks required to do the packing

PC3. Split finishing & packing operations for a particular style of product category into discrete processes or sub-processes (thread cutting, spotting, ironing, washing, dry cleaning, Folding , Polybag , Stickering etc.)

PC4. Identify and organize processes or sub-processes of finishing & packing like thread cutting, spotting, folding , Polybag , Stickering etc. in a defined sequence to ensure productivity and quality & organize the components and materials required for finishing & packing

PC5. . Develop checklist for different tasks within specified area of Finishing & packing, also ensure availability of materials, resources, tools and equipments as needed for execution of his own task as per process sequence

PC6. . Report to the supervisor in case of any doubt or shortage of materials

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Customer defined and/or organization norms and tolerance for quality and tolerance for packing standards and its conformance

KU2. Organize processes related to finishing that support building organizational overall performance

KU3. Operating and handling of finishing machines and equipment like washing machine, tagging, packing , like sealing equipment, polybag packing, labelling, specialty packing modes etc

KU4. Solvents and chemicals, their shelf-life, etc.

KU5. Effect of different chemicals on product types, color fastness, etc. with respect to stain removing and Also knowledge of about different types of packing like poly packing, hanger packing, etc

KU6. Measurement of garments and its tolerance & knowledge about different types and sizes of cartons & its assortments related to packing

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Document records related to finishing & packing and the processes adopted for each style

GS2. Write letters, memos clearly and legibly with respect to planning the finishing & Packing process to be carried out

GS3. Read and comprehend written instructions in the job card related to finishing of different product categories also written instructions mentioned in the job card to pack a particular style in local language as well.

GS4. Communicate with superiors and colleagues appropriately

GS5. Communicate with all relevant information in relation to the task of finishing & Packing in a logical sequence without errors

GS6. Make appropriate decisions in relation to deciding the processes and sub-processes of finishing and Packing

GS7. Take decisions keeping the company's capability and capacity in mind

GS8. Plan and organize the finishing & Packing work to meet the target and deadlines

GS9. Plan the finishing & Packing process keeping customer requirements in mind

GS10. Build customer understanding of trust and cooperativeness by following the finishing & packing process as per their requirements

GS11. Apply problem-solving approach in different situations

GS12. Report abnormalities and non-conformities detected to superiors

GS13. Seek clarification on problems when in doubt

GS14. .Analyze and accordingly identify which finishing process serves a better output

GS15. Identify root cause of a problem related to man, machine and material

GS16. Critically evaluate information gathered from various sources to arrive at a solution

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Identifying process steps in finishing and defining sequence of processes for productivity and quality	**20**	**60**	**-**	**10**
PC1.. Review orders received from the supervisor as per style/product category/class & read job card to understand packing mode and styles as per product category/class/customer instructions	2	2	-	2
PC2. Identify broad finishing operation required to the product class/category & identify components of tasks required to do the packing	3	15	-	2
PC3. Split finishing & packing operations for a particular style of product category into discrete processes or sub-processes (thread cutting, spotting, ironing, washing, dry cleaning, Folding , Polybag , Stickering etc.)	5	16	-	2
PC4. Identify and organize processes or sub-processes of finishing & packing like thread cutting, spotting, folding , Polybag , Stickering etc. in a defined sequence to ensure productivity and quality & organize the components and materials required for finishing & packing	5	16	-	2
PC5. . Develop checklist for different tasks within specified area of Finishing & packing, also ensure availability of materials, resources, tools and equipments as needed for execution of his own task as per process sequence	4	10	-	1
PC6. . Report to the supervisor in case of any doubt or shortage of materials	1	1	-	1
NOS Total	**20**	**60**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N2255
NOS Name	Plan and organize Finishing & Packing processes
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Finishing
NSQF Level	2.5
Credits	3
Version	4.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

AMH/N2256: Perform Finishing & Packing operations

Description

This unit provides performance criteria, knowledge & understanding, skills & abilities required to perform the processes and/or sub-processes of finishing & Packing operation with optimum of productivity and quality

Scope

The scope covers the following :

- Performing different processes of finishing & Packing like thread cutting, spotting, Executing tasks related to packing, etc

Elements and Performance Criteria

Performing different processes of finishing like thread cutting, spotting, etc.

To be competent, the user/individual on the job must be able to:

PC1.. Ensure there is no accumulation of materials at any process stage and packing the material as per job card details and requirement

PC2. Check the products at predefined stages as per customer/company norms check the products at predefined stages as per customer/company norms and standards & follow supervisors instructions for finishing and packing process

PC3. Identify and rectify (if possible) the defects found like repairable faults like crease removal, stain removals etc

PC4. Coordinate with supervisor who further coordinates with the planning and packing department to ensure materials are processed and delivered as per priority for delivery schedule & segregate and quarantine damage/defective goods/pieces

PC5. . Ensure standards, reference sample, templates etc. are available at respective process stages

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Finishing & packing processes with innovative advices to enhance productivity and reduce wastages along with knowledge about the final shipment dates & meeting the date on time

KU2. Correction of different types of stains with the help of stain removing chemicals product wise

KU3. Different types of customer labels, washing labels, size labels, tags etc.

KU4. Mathematical calculations with respect to the material consumption, wastage, etc. done in the finishing department

KU5. Do packing as per invoice

KU6. Weighing of packed goods

KU7. Marking basic packing details on cartons

KU8. Operation and handling of different packing & finishing tools and equipment

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Write & Read document records related to tools,and equipments used in finishing and packing

GS2. Read, write and understand manuals, memos, reports, job cards, etc. in local language also

GS3. Maintain a record of the material consumption

GS4. Read and comprehend written instructions about working of machines and equipment used in finishing and packing.

GS5. Communicate effectively with superiors and colleagues provide/receive detailed information

GS6. Speaking in vernacular would serve as an advantage

GS7. Follow organization rule-based decision making that is suitable and serves as an advantage while finishing and packing

GS8. Take decision with systematic course of actions and/or response

GS9. Plan and organize the finishing process assigned to meet deadlines of shipment date

GS10. Understand customer requirements and their priority and respond as per their needs

GS11. Seek and comprehend machine/process related inputs for clarification

GS12. Communicate effectively with aids of soft skill tools and techniques

GS13. Report and clarify doubts from the supervisor

GS14. Analyze the strategy to be adopted while working on the finishing & packing process for a better output

GS15. Develop holistic and comprehensive profile of process performances based on segregated discrete information available

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Performing different processes of finishing like thread cutting, spotting, etc.	**18**	**63**	**-**	**9**
PC1.. Ensure there is no accumulation of materials at any process stage and packing the material as per job card details and requirement	3	6	-	2
PC2. Check the products at predefined stages as per customer/company norms check the products at predefined stages as per customer/company norms and standards & follow supervisors instructions for finishing and packing process	4	18	-	2
PC3. Identify and rectify (if possible) the defects found like repairable faults like crease removal, stain removals etc	4	25	-	2
PC4. Coordinate with supervisor who further coordinates with the planning and packing department to ensure materials are processed and delivered as per priority for delivery schedule & segregate and quarantine damage/defective goods/pieces	2	2	-	1
PC5. . Ensure standards, reference sample, templates etc. are available at respective process stages	5	12	-	2
NOS Total	**18**	**63**	**-**	**9**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N2256
NOS Name	Perform Finishing & Packing operations
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Finishing
NSQF Level	2.5
Credits	3
Version	4.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

AMH/N2257: Maintain health, safety and security in the Finishing & packing department with Gender and PwD Sensitization

Description

This unit provides Performance Criteria, Knowledge & Understanding, Skills &Abilities required to organize/maintain finishing work areas in line with health, safety and security concerns

Scope

The scope covers the following :

- Hazards and Risks associated with the finishing process & packing (es), medical emergencies and evacuation process & Gender Sensitivity requirements

Elements and Performance Criteria

Hazards and risks associated with the finishing process(es), medical emergencies and evacuation process

To be competent, the user/individual on the job must be able to:

PC1.. Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, knife, stain removers etc.

PC2. Ensure handling of tools and equipment’s safely and securely with the help of gloves, nose masks, etc. & establish and ensure process compliance to its requirements

PC3. Ability to reflect on own gender identity and gender role & Practice, acceptance & internalization of gender & Its concepts

PC4. Check the workplace and work processes for potential risks and threats like physical injuries/disability if in direct contact with the chemicals, fire, etc.

PC5. . Participate in mock-drills/evacuation procedures organized at the workplace

PC6. . Undertake first-aid, fire-fighting, and emergency response training Also engage & participate to end gender discrimination & communicate in gender inclusive terms

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Hazards related to damage to organization's assets and records

KU2. Product compliance requirements like standards for shade, color types, chemical permissible tolerance, etc.

KU3. Hazards related to equipments like electric iron for electrical shock and heat burn

KU4. Chemical hazards for chemicals used in spotting (stain removing) like solvents for touch, smell, eye contact etc.

KU5. Fire hazards related to volatile solvents used in spotting like white petrol, acetone etc.

KU6. MSDS and first aids related to chemicals coming accidently in contact

KU7. Safe handling of tools and equipments like scissors, knives, etc.

KU8. Practice, acceptance and internalization of gender and its concepts Communicate in gender inclusive terms

KU9. Deep Understanding of actions, consequences of gendered behavior and knowledge of gender concepts

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Document records related to health, safety and security related information

GS2. Read and comprehend written instructions related to safety issues

GS3. Read, understand and follow the health and safety signage put in the organization

GS4. Seek information appropriately in order to understand the health and safety requirements and concerns

GS5. Able to speak in technical terms while discussing health and safety with the supervisors and/or co-workers

GS6. Make appropriate and timely decision in responding to emergencies/ accidents in line with organization

GS7. Take decision with systematic course of actions and/or response in case of any emergency

GS8. Plan and organize the evacuation procedures without any hassle

GS9. Ensure and follow organizational procedures pertaining to health and safety are followed

GS10. Seek and comprehend health and security related inputs for clarification

GS11. Communicate effectively with aids of soft skill tools and techniques

GS12. Seek information from supervisors in case of any doubt with respect to health and safety

GS13. Identify emergency situations and act as per direction

GS14. Basic knowledge of gender and its concepts

GS15. Critically evaluate technical inputs in relation to safety and security intended

GS16. Develop holistic and comprehensive profile of products based on segregated discrete information available

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Hazards and risks associated with the finishing process(es), medical emergencies and evacuation process	**12**	**42**	**-**	**6**
PC1.. Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, knife, stain removers etc.	1	2	-	1
PC2. Ensure handling of tools and equipment's safely and securely with the help of gloves, nose masks, etc. & establish and ensure process compliance to its requirements	2	9	-	1
PC3. Ability to reflect on own gender identity and gender role & Practice, acceptance & internalization of gender & Its concepts	3	6	-	1
PC4. Check the workplace and work processes for potential risks and threats like physical injuries/disability if in direct contact with the chemicals, fire, etc.	2	4	-	1
PC5. . Participate in mock-drills/evacuation procedures organized at the workplace	1	9	-	1
PC6. . Undertake first-aid, fire-fighting, and emergency response training Also engage & participate to end gender discrimination & communicate in gender inclusive terms	3	12	-	1
NOS Total	**12**	**42**	**-**	**6**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N2257
NOS Name	Maintain health, safety and security in the Finishing & packing department with Gender and PwD Sensitization
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Finishing
NSQF Level	2.5
Credits	1
Version	4.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

AMH/N0102: Maintain work area, tools and machines

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms. It also covers procedures and compliance standards to identify, prevent, control, minimize and eliminate hazards and potential risks to self and others at the workplace.

Scope

The scope covers the following :

- Maintain the work area, handle tools and machines

Elements and Performance Criteria

Maintain the work area, handle tools and machines

To be competent, the user/individual on the job must be able to:

PC1. Handle materials, machinery, equipment and tools safely and correctly to maintain a clean and hazard free working area

PC2. Use correct lifting and handling procedures

PC3. Use materials efficiently to minimize wastage and dispose off waste safely at the designated location.

PC4. Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules

PC5. Report any unsafe or damaged equipment and other dangerous occurrences to the authorized personnel

PC6. Ensure that the correct machine guards are in place

PC7. Work in a comfortable position and maintain correct posture

PC8. Use cleaning equipment and methods appropriate for the work to be carried out

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Importance of good health, personal hygiene and duty of care

KU2. Importance of safe working practices and code of conduct (COC) and Social Accountability standards followed by the organization/ industry

KU3. The limits of your own responsibility

KU4. The production process and the specific work activities that relate to the whole process

KU5. The line and importance of effective communication with superiors and colleagues

KU6. The organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)

KU7. The importance of complying with written instructions

KU8. The instructions of equipment operating procedures / manufacturer's
KU9. The work instructions and specifications and interpret them accurately
KU10. Method to make use of the information detailed in specifications and instructions
KU11. Relation between work role and the overall manufacturing process
KU12. The importance of taking action when problems are identified
KU13. Different ways of minimizing waste and proper disposal system for waste and by-products
KU14. The importance of running maintenance and regular cleaning
KU15. Effects of contamination on products i.e., Machine oil, dirt
KU16. Common faults with equipment and the method to rectify
KU17. Maintenance procedures
KU18. Hazards likely to be encountered when conducting routine maintenance
KU19. Different types of cleaning equipment and substances and their use
KU20. Safe working practices for cleaning and the method of carrying them out

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Write and document appropriate technical forms, job cards, inspection sheets as per the required format of the company
GS2. Read and comprehend basic English to interpret indicators in the operating manuals, job cards, visual cards
GS3. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
GS4. Speak and communicate effectively with to peers and supervisors
GS5. Give clear detailed instructions to co-workers, subordinates and others
GS6. Use correct technical terms while interacting with supervisor
GS7. Take appropriate decisions regarding your responsibilities
GS8. Assess for any damaged faulty component in the concerned machinery and take action accordingly
GS9. Evaluate the decision and conduct basic trouble shooting
GS10. Plan and manage work routine based on company procedure
GS11. Work with supervisors/ team mates to carry out work related tasks
GS12. Plan for cleaning and lubricating the concerned machinery, tools, and workplace daily before and after operations
GS13. Ensure and follow organizational procedures pertaining to health and safety are followed
GS14. Solve operational role related issues
GS15. Diagnose common problems in the machine based on visual inspection, sound, temperature etc.
GS16. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Maintain the work area, handle tools and machines	**14**	**49**	**-**	**7**
PC1. Handle materials, machinery, equipment and tools safely and correctly to maintain a clean and hazard free working area	3	10	-	1
PC2. Use correct lifting and handling procedures	2	7	-	1
PC3. Use materials efficiently to minimize wastage and dispose off waste safely at the designated location.	2	4	-	1
PC4. Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules	2	10	-	1
PC5. Report any unsafe or damaged equipment and other dangerous occurrences to the authorized personnel	1	2	-	0.5
PC6. Ensure that the correct machine guards are in place	2	2	-	0.5
PC7. Work in a comfortable position and maintain correct posture	1	7	-	1
PC8. Use cleaning equipment and methods appropriate for the work to be carried out	1	7	-	1
NOS Total	**14**	**49**	**-**	**7**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0102
NOS Name	Maintain work area, tools and machines
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing, Finishing, Cutting, Production Supervision, Sampling, Quality Control, Quality Assurance, Ironing, Tailoring, Machine Embroidery Operation
NSQF Level	4
Credits	1
Version	14.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory organizational requirements.

Scope

The scope covers the following :

- Observe organizational norms and follow green procedures at workplace.

Elements and Performance Criteria

Comply with industry, and organizational requirements and greening of job roles

To be competent, the user/individual on the job must be able to:

PC1. Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.

PC2. Apply and follow organizational policies and procedures and inculcate sustainable consumption practices.

PC3. Actively get involved in improving the performance of the organization and support adaptation to environmentally friendly processes.

PC4. Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes

PC5. Carry out running maintenance and/or cleaning within one’s responsibility and agreed schedules and deal with work interruptions effectively.

PC6. Report unsafe equipment and other dangerous occurrences to concerned personnel.

PC7. Use cleaning equipment and methods appropriate for the work to be carried out.

PC8. Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software

PC9. All soft copies of design work to be maintained in files as well for future reference

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Conscious and sustainable decisions/information for achieving an effective and green workplace.

KU2. The importance of safe working practices and code of conduct (COC) and Social Accountability standards followed by the organization/ industry

KU3. The production procedures and the specific work activities relate to the whole process.

KU4. The organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)

KU5. The work instructions and specifications and interpret them accurately

KU6. To make use of the information detailed in specifications and instructions

KU7. The importance of taking action when problems are identified

KU8. The importance of running maintenance and regular cleaning and Maintenance procedures

KU9. Effects of contamination on products i.e., Machine oil, dirt and different ways of minimizing waste.

KU10. The common faults with equipment and the method to rectify.

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Make conscious and sustainable decisions that help reduce, reuse, and recycle the company resources.

GS2. Identify and replace processes that create unnecessary waste

GS3. Communicate with others in writing (wherever applicable)

GS4. Use the accurate terminology

GS5. Follow manuals/procedures/and compliance policies

GS6. Update actively with modifications through written print and mail communication (digital)

GS7. Listen effectively and orally communicate information accurately and Make decisions on a suitable course of action or response.

GS8. Communicate proactively on critical issues and Follow rule-based decision-making processes

GS9. Identify situation that need escalation on quality issues and seek intervention

GS10. Plan and organize your work to achieve targets and deadlines and consult/coordinate for effective delivery.

GS11. Apply problem-solving approaches in different situations

GS12. Refer anomalies to the particular personnel

GS13. Analyze needs, requirements and dependencies in order to meet your work requirements

GS14. Seek participation of members from Quality, Production, Audit or any other team for effective solutions

GS15. Provide opinions on work in a detailed and constructive way to the concerned personnel

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Comply with industry, and organizational requirements and greening of job roles	**20**	**10**	**-**	**10**
PC1. Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	2	1	-	1
PC2. Apply and follow organizational policies and procedures and inculcate sustainable consumption practices.	2	1	-	1
PC3. Actively get involved in improving the performance of the organization and support adaptation to environmentally friendly processes.	2	1	-	1
PC4. Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes	3	2	-	2
PC5. Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and deal with work interruptions effectively.	3	1	-	1
PC6. Report unsafe equipment and other dangerous occurrences to concerned personnel.	2	1	-	1
PC7. Use cleaning equipment and methods appropriate for the work to be carried out.	2	1	-	1
PC8. Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software	2	1	-	1
PC9. All soft copies of design work to be maintained in files as well for future reference	2	1	-	1
NOS Total	**20**	**10**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0104
NOS Name	Comply with industry, regulatory and organizational requirements and Greening of Job roles
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing, Ironing, Export Operations, Designing, Boutique Operations, Quality Control, Sewing, Laying, Inventory Management, Hand Embroidery
NSQF Level	4
Credits	1
Version	21.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

To be competent, the user/individual on the job must be able to:

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

To be competent, the user/individual on the job must be able to:

PC4. speak with others using some basic English phrases or sentences

Communication Skills

To be competent, the user/individual on the job must be able to:

PC5. follow good manners while communicating with others

PC6. work with others in a team

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

To be competent, the user/individual on the job must be able to:

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

To be competent, the user/individual on the job must be able to:

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

KU10. how to compute income and expenses
KU11. importance of maintaining safety and security in financial transactions
KU12. different legal rights and laws
KU13. how to operate digital devices and applications safely and securely
KU14. ways to identify business opportunities
KU15. types of customers and their needs
KU16. how to apply for a job and prepare for an interview
KU17. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. communicate effectively using appropriate language
GS2. behave politely and appropriately with all
GS3. perform basic calculations
GS4. solve problems effectively
GS5. be careful and attentive at work
GS6. use time effectively
GS7. maintain hygiene and sanitisation to avoid infection

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Introduction to Employability Skills	**1**	**1**	**-**	**-**
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
Constitutional values – Citizenship	**1**	**1**	**-**	**-**
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
Becoming a Professional in the 21st Century	**1**	**3**	**-**	**-**
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
Basic English Skills	**2**	**3**	**-**	**-**
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
Communication Skills	**1**	**1**	**-**	**-**
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
Diversity & Inclusion	**1**	**1**	**-**	**-**
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
Financial and Legal Literacy	**3**	**4**	**-**	**-**
PC9. use various financial products and services safely and securely	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
Essential Digital Skills	**4**	**6**	**-**	**-**
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
Entrepreneurship	**3**	**5**	**-**	**-**
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
Customer Service	**2**	**2**	**-**	**-**
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
Getting ready for apprenticeship & Jobs	**1**	**3**	**-**	**-**
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	**20**	**30**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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. examination/training center (as per assessment criteria below)

4. Individual assessment agencies will create unique question papers for theory part for each candidate at each.

5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.

6. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP.

7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 50

(**Please note**: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AMH/N2255.Plan and organize Finishing & Packing processes	20	60	-	10	90	22
AMH/N2256.Perform Finishing & Packing operations	18	63	-	9	90	23
AMH/N2257.Maintain health, safety and security in the Finishing & packing department with Gender and PwD Sensitization	12	42	-	6	60	15
AMH/N0102.Maintain work area, tools and machines	14	49	-	7	70	18
AMH/N0104.Comply with industry, regulatory and organizational requirements and Greening of Job roles	20	10	-	10	40	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	12
Total	**104**	**254**	**-**	**42**	**400**	**100**

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.