Qualification Pack

Hand Embroiderer (Addawala)

QP Code: AMH/Q1001

Version: 4.0

NSQF Level: 2

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AMH/Q1001: Hand Embroiderer (Addawala)

Brief Job Description

A Hand Embroiderer and/or an Addawala embroiders decorative designs as per the tracings or customer requirements on fabric & other materials by hand, using needle & thread. The hand embroiderer uses a variety of sewing techniques to create different kinds of embroidery stitches & effects such as Cross stitch, French knot stitch, Bullion knot stitch, Shade work, Applique work, English Smocking etc. The job requires the hand embroiderer to have the skills to stitch a variety of stitches with precision and accuracy to obtain the desired look.

Personal Attributes

A Hand Embroiderer should have good eyesight, hand-eye coordination, motor skills, attention to detail and vision (including near vision, distance vision, color vision, peripheral vision, depth perception and ability to change focus).

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. AMH/N1010: Plan, Organize and carry out the process of hand embroidery (addawala)
2. AMH/N1011: Embroider decorative designs using a combination of stitches & work styles as per customer requirements
3. AMH/N1003: Contribute to achieve quality in embroidery work
4. AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles
5. AMH/N0103: Maintain health, safety and security requirement at work place with Gender and PwD Sensitization
6. AMH/N0102: Maintain work area, tools and machines and Greening of Job Roles
7. DGT/VSQ/N0101: Employability Skills (30 Hours)

Qualification Pack (QP) Parameters

Sector	Apparel
Sub-Sector	Apparel

Qualification Pack

Occupation	Hand Embroidery
Country	India
NSQF Level	2
Credits	9
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7533.0201
Minimum Educational Qualification & Experience	Ability to read and write with NA of experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Training in Sewing operations
Minimum Job Entry Age	18 Years
Last Reviewed On	30/11/2026
Next Review Date	31/03/2027
NSQC Approval Date	30/11/2023
Version	4.0
Reference code on NQR	QG-02-AP-01865-2024-V1.1-AMHSSC
NQR Version	4

AMH/N1010: Plan, Organize and carry out the process of hand embroidery (addawala)

Description

This unit is about skills required to carry out the task of planning for process of hand embroidery.

Scope

The scope covers the following :

- To plan for processes of embroidery and to organize the activities within the plan

Elements and Performance Criteria

To plan for processes of embroidery and to organize the activities within the plan

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

PC1. Analyze & interpret the design and the type of embroidery to be done

PC2. Check the materials required (such as frame, base fabric, needles, threads and/or any other accessories required as per design detail) and tracing (khaka) for clarity of the markings (tracing lines) with the given specifications

PC3. Trace the design on fabric/material to be embroidered if required

PC4. Select appropriate needle & thread for the type of embroidery to be done, according to the texture, fibre of the material and the final desired look

PC5. Carry out different types of loop stitches for creating embroidery patterns/ designs such as: 1. chain stitch 2. Button hole stitch 3. Blanket stitch 4. fishbone stitch 5. Feather stitch 6. Fly stitch

PC6. Carry out different types of knotted stitches such as French knot, double knot and bullion knot stitch

PC7. Carry out other stitches such as running stitch, back stitch, stem stitch, satin stitch, Kashmiri stitch, couching, herringbone, cross stitch etc.

PC8. Check with in charge or authorized personnel when unsure of new product details

PC9. Carry out operations at a rate which maintains workflow

PC10. Respond appropriately if the embroidery do not meet product/design specification & take corrective action.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Organizational policies, working practices, compliance procedures, guidelines and standards for quality

KU2. Quality systems and other processes practiced in the organization

KU3. Types of problems with quality and how to report them to appropriate people in case of any fault or breach

KU4. The importance of complying with written instructions

KU5. Who to refer problems to when they are outside the limit of your authority

KU6. Organization's tools, templates and processes for embroidery related operations in production

KU7. Different types of hand embroidery techniques & associated stitch type such as flat stitches running stitch back stitch stem stitch satin stitch kashmiri stitch couching stitch cross stitch herringbone stitch loop stitches chain stitch lazy-daisy stitch button hole stitch blanket stitch fishbone stitch feather stitch fly stitch knotted stitches French knot stitch double knot stitch bullion knot stitch

KU8. Categories of basic stitches of hand embroidery-their techniques and applications

KU9. Embroidery threads and their classification, thickness, shade and sizes

KU10. Required tools & materials for different types of embroidery

KU11. Color combination/usage of thread as per the given design

KU12. Different types of fabrics & other materials and accessories used in embroidery

KU13. Technical terms associated with different kinds of embroidery work

KU14. Types of needles & their suitability

KU15. Different types of trims used in embroidery

Generic Skills (GS)

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

GS1. Write in local language

GS2. Read and interpret a design specifications sheet

GS3. Read and understand art work details for the type of embroidery

GS4. Listen effectively and orally communicate information accurately

GS5. Ask for clarification and advice from appropriate personnel

GS6. Follow rule-based decision-making processes and make decisions on a suitable course of action or response

GS7. Plan and organize your work to achieve targets and deadlines

GS8. Apply problem-solving approaches in different situations and refer anomalies to the supervisor

GS9. Analyze data and activities

GS10. Pass on relevant information to others

GS11. Provide opinions on work in a detailed and constructive way

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
To plan for processes of embroidery and to organize the activities within the plan	**15**	**65**	**-**	**10**
PC1. Analyze & interpret the design and the type of embroidery to be done	1	3	-	1
PC2. Check the materials required (such as frame, base fabric, needles, threads and/or any other accessories required as per design detail) and tracing (khaka) for clarity of the markings (tracing lines) with the given specifications	1	3	-	1
PC3. Trace the design on fabric/material to be embroidered if required	1	3	-	1
PC4. Select appropriate needle & thread for the type of embroidery to be done, according to the texture, fibre of the material and the final desired look	1	2	-	1
PC5. Carry out different types of loop stitches for creating embroidery patterns/ designs such as: 1. chain stitch 2. Button hole stitch 3. Blanket stitch 4. fishbone stitch 5. Feather stitch 6. Fly stitch	2	15	-	1
PC6. Carry out different types of knotted stitches such as French knot, double knot and bullion knot stitch	2	15	-	1
PC7. Carry out other stitches such as running stitch, back stitch, stem stitch, satin stitch, Kashmiri stitch, couching, herringbone, cross stitch etc.	2	15	-	1
PC8. Check with in charge or authorized personnel when unsure of new product details	1	2	-	1
PC9. Carry out operations at a rate which maintains workflow	2	2	-	1
PC10. Respond appropriately if the embroidery do not meet product/design specification & take corrective action.	2	5	-	1
NOS Total	**15**	**65**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1010
NOS Name	Plan, Organize and carry out the process of hand embroidery (addawala)
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Hand Embroidery
NSQF Level	2
Credits	2
Version	4.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

AMH/N1011: Embroider decorative designs using a combination of stitches & work styles as per customer requirements

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to embroider decorative designs using a combination of hand embroidery stitches & work styles as per design requirement or customer specifications.

Scope

The scope covers the following :

- Carrying out the embroidery processes, techniques for using different types of hand embroidery, stitches and checking for quality of embroidery works

Elements and Performance Criteria

Carrying out the embroidery processes, techniques for using different types of hand embroidery, stitches and checking for quality of embroidery works

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

PC1. Select thread and needle according to the texture, fibre of material and the embroidery to be done.

PC2. Follow the instructions & design specifications given for the embroidery to be done and ask questions to obtain more information in case the instructions given are unclear

PC3. If required, trace the embroidery design accurately & neatly on the fabric

PC4. Select the correct component parts/fabric/material for embroidery and use the correct tools and materials

PC5. Check that the materials to be used is free from faults and ensure the materials matches the specification of embroidery artwork, design sample of the embroidered product

PC6. Report faults in the materials or any damaged work to the authorized personnel

PC7. Make satin, chain, button hole, long & short, shade work, satin & French knot stitches & different types of edges (hem stitch, scallops, lace & rolled hem)

PC8. Use & combine different hand embroidery techniques to create decorative designs such as: cross stitch, tapestry stitch, shadow work, mirror work, English smocking, cut work, sindhi work, applique work

PC9. Inspect embroidered products against specifications and ensure the embroidered design conforms to the artwork specifications

PC10. Perform all embroidery operations with precision & accuracy to conform to company quality standards

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. The organization's policies and procedures and responsibilities under health, safety, compliance and environmental legislation.

KU2. Guidelines for storage and disposal of waste materials.

KU3. Potential hazards associated with the machines and the safety precautions that must be taken

KU4. Protocol to obtain more information on work related tasks and relevant contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment.

KU5. Details of the job role and responsibilities, work target and review mechanism and the protocol for documentation and reporting.

KU6. Protocol and format for reporting work related risks/ problems.

KU7. Method of obtaining/giving feedback related to performance.

KU8. Importance of teamwork and harmonious working relationships.

KU9. Different types of embroidery, combination of basic stitches & work styles.

KU10. Use of design specification sheet & understanding the artwork

KU11. Range of techniques most suited to the different types of fabrics/materials

KU12. Common factors affecting stitching & embroidery

KU13. Different types of needles and threads

KU14. The course of action to be taken in the event of damaged tool/material or embroidered product

KU15. Common hazards in the work area and work place procedures for dealing with them

KU16. The characteristics of the materials to be embroidered and how they differ

KU17. The problems encountered when working on different types of materials

KU18. Different types of defects and the methods of rectifying these defects

KU19. The embroidery styles, design & color concepts

KU20. Operating the process which ensures higher productivity

KU21. The value of the hand embroidery being done in terms of costing of the product

Generic Skills (GS)

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

GS1. Document the embroidery specifications style wise

GS2. Read and comprehend written instructions received in the job card and act accordingly

GS3. Communicate with superiors and co-workers appropriately and convey detailed information to supervisors/co-workers

GS4. Decide working process to perform the task of embroidery that gives a faster output

GS5. Plan and organize the process of embroidery to meet the target dates and deadlines

GS6. Organize the material requirements simultaneously while embroidering the fabric panels to avoid delay in the work

GS7. Develop the embroidered designs as per the customer specifications/approved sample received

GS8. Try and rectify the problems arising while embroidering the panels like loose stitches, fabric yarn breakage etc.

GS9. Seek clarifications from the concerned supervisor/co-workers with regard to the embroidery process

GS10. Analyze the embroidered piece with the customer specifications/approved sample received

GS11. Critically evaluate the embroidery process with the job card received

GS12. Be critical while performing the embroidery task to better the workflow and the quality.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Carrying out the embroidery processes, techniques for using different types of hand embroidery, stitches and checking for quality of embroidery works	**15**	**95**	**-**	**10**
PC1. Select thread and needle according to the texture, fibre of material and the embroidery to be done.	1	3	-	1
PC2. Follow the instructions & design specifications given for the embroidery to be done and ask questions to obtain more information in case the instructions given are unclear	2	3	-	1
PC3. If required, trace the embroidery design accurately & neatly on the fabric	1	8	-	1
PC4. Select the correct component parts/fabric/material for embroidery and use the correct tools and materials	1	8	-	1
PC5. Check that the materials to be used is free from faults and ensure the materials matches the specification of embroidery artwork, design sample of the embroidered product	1	3	-	1
PC6. Report faults in the materials or any damaged work to the authorized personnel	1	2	-	1
PC7. Make satin, chain, button hole, long & short, shade work, satin & French knot stitches & different types of edges (hem stitch, scallops, lace & rolled hem)	2	30	-	1
PC8. Use & combine different hand embroidery techniques to create decorative designs such as: cross stitch, tapestry stitch, shadow work, mirror work, English smocking, cut work, sindhi work, applique work	2	30	-	1
PC9. Inspect embroidered products against specifications and ensure the embroidered design conforms to the artwork specifications	2	3	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. Perform all embroidery operations with precision & accuracy to conform to company quality standards	2	5	-	1
NOS Total	**15**	**95**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1011
NOS Name	Embroider decorative designs using a combination of stitches & work styles as per customer requirements
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Hand Embroidery
NSQF Level	2
Credits	2
Version	4.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

AMH/N1003: Contribute to achieve quality in embroidery work

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while undertaking embroidery related activities to ensure that the embroidered work meets specifications.

Scope

The scope covers the following :

- Contribute to achieving the quality in hand embroidery related operations.

Elements and Performance Criteria

Contribute to achieving the product quality in embroidery work

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

PC1. Identify and use materials required based on the specifications

PC2. Take necessary action when materials do not conform to quality standards and report and replace faulty materials and/or component parts to the authorized personnel

PC3. Identify faults and take appropriate action for modifiable defects and rework on them

PC4. Carryout work safely at a rate which maintains work flow, productivity and quality; and report any deviations to the authorized personnel

PC5. Carry out quality checks at specified intervals according to instructions to test, sort, track feed and examine work in progress

PC6. Apply the allowed tolerances and make prompt adjustments to ensure the embroidery work matches the specification

PC7. Check the materials and components (both raw and finished) for any crease, stain or other damage/fault

PC8. Complete and maintain relevant documentation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. The organization’s procedures and guidelines for safe working practices and quality systems.

KU2. Types of problems or faults related with quality and how to identify these and report them to appropriate people

KU3. Methods to present any ideas for improvement to relevant person

KU4. The importance of complying with written instructions

KU5. Limits of personal responsibility

KU6. Types of decorative stitches, embroidery styles & techniques

KU7. Different types of defects

KU8. Reasons for keeping stitched/embroidered items away from contamination
KU9. The importance of marking and segregating rejects
KU10. Inspect embroidered products as per specifications and/or standard inspection methods
KU11. Identify, mark and place rejects in the design at the designated locations
KU12. The consequences of not rectifying problems
KU13. The types of adjustments suitable for specific types of faults and acceptable solutions for particular faults

Generic Skills (GS)

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

GS1. Read and write in English/ local language as applicable
GS2. Maintain appropriate technical forms, process charts, activity logs in the prescribed format of the company
GS3. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
GS4. Listen actively and communicate effectively with supervisors, managers, colleagues etc
GS5. Set up an efficient work place
GS6. Use inspection methods appropriate to the work to identify faults, their causes and probable method of rectification
GS7. Apply the allowed tolerances
GS8. Differentiate between correctable and non-correctable faults
GS9. Identify various hand embroidery tools, their maintenance requirements and procedure
GS10. Understand handling techniques for different materials

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Contribute to achieving the product quality in embroidery work	**10**	**40**	**-**	**15**
PC1. Identify and use materials required based on the specifications	1	4	-	2
PC2. Take necessary action when materials do not conform to quality standards and report and replace faulty materials and/or component parts to the authorized personnel	1	4	-	1
PC3. Identify faults and take appropriate action for modifiable defects and rework on them	1	8	-	2
PC4. Carryout work safely at a rate which maintains work flow, productivity and quality; and report any deviations to the authorized personnel	1	3	-	2
PC5. Carry out quality checks at specified intervals according to instructions to test, sort, track feed and examine work in progress	2	6	-	2
PC6. Apply the allowed tolerances and make prompt adjustments to ensure the embroidery work matches the specification	1	5	-	2
PC7. Check the materials and components (both raw and finished) for any crease, stain or other damage/fault	2	5	-	2
PC8. Complete and maintain relevant documentation	1	5	-	2
NOS Total	**10**	**40**	**-**	**15**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1003
NOS Name	Contribute to achieve quality in embroidery work
Sector	Apparel
Sub-Sector	Apparel
Occupation	Generic
NSQF Level	2
Credits	1
Version	13.0
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

AMH/N0103: Maintain health, safety and security requirement at work place with Gender and PwD Sensitization

Description

This unit provides performance criteria, knowledge & understanding, and skills & abilities required to comply with health, safety, and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others

Scope

The scope covers the following :

- Potential risks associated with hazardeous processes and guidelines for medical emergencies.

Elements and Performance Criteria

Hazards and potential risks associated with the process, guidelines for medical emergencies and evacuation process; gender & PwD sensitization

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

PC1. Comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.

PC2. Actively participate in mock drills/evacuation procedures and group discussions related to a safe and secure work place.

PC3. Training sensitization programs for gender and PwD awareness organized at the workplace.

PC4. Use and maintain materials and equipment as per protocol.

PC5. Capable to perform first-aid, firefighting or any other emergency response procedures and follow organization procedures for shutdown and evacuation when required

PC6. Monitor the work place and processes for potential risks/ threats to supervisors or other authorized personnel and ensure gender equality and PwD (People with disability) security.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. The importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior

KU2. How to accommodate employees with disabilities; etiquette to adhere to and proper language and terminology

KU3. How to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs.

KU4. Promote a safe, accessible and healthy workplace for disabled employees.

KU5. Health and safety related practices applicable at the workplace.

KU6. Potential hazards, risks and threats based on nature of operations; the ways to minimize these and response to these scenarios.

KU7. The code of conduct (COC) and Social Accountability standards followed by the organization/ industry

KU8. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points.

KU9. Reporting protocol and documentation required.

KU10. The occupational health and safety risks and methods; importance of personal protective equipment and method of use.

KU11. Identification, handling and storage of hazardous substances.

KU12. Proper disposal system for waste and by-products.

KU13. Signage related to health and safety and their meaning.

KU14. The importance of personal health and hygiene and the ill effects of usage of intoxicants such as alcohol, tobacco and drugs.

Generic Skills (GS)

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

GS1. Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee.

GS2. Actively take part in any discussion/workshop organized for gender sensitization training

GS3. Read and comprehend written instructions related to gender equality and Pwd awareness/issues in the organization

GS4. Identify and report any harassment or inappropriate behavior towards any employee

GS5. Identify and report any distinction, exclusion, harassment or inappropriate behavior towards any employee

GS6. Document and report any health and safety related incidents/ accidents to the authorized personnel.

GS7. Read all organizational and equipment related health and safety manuals and documents

GS8. Read instructions, guidelines/procedures/rules related to the worksite and machine operations

GS9. Keep abreast with the latest developments for innovative safety services and tools by reading brochures, pamphlets, magazines etc

GS10. Discuss the latest approach for safety and security with the team

GS11. Evaluate and use correct PPE kit and other safety gear while at the workplace

GS12. Work with supervisors/ team mates to carry out work related tasks as per schedule

GS13. Keep work area free from potential hazards

GS14. Follow organizational procedures pertaining to health and safety.

GS15. Take appropriate actions during emergencies, accidents or fire at the workplace

GS16. Resolve issues pertaining to malfunctions in machineries and report if required

GS17. Identify emergency situations; their cause & effect relationship and suggest probable solutions

GS18. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

GS19. Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee

GS20. Actively take part in any discussion/workshop organized for gender sensitization training

GS21. Read and comprehend written instructions related to gender equality issues in the organization

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Hazards and potential risks associated with the process, guidelines for medical emergencies and evacuation process; gender & PwD sensitization	**22**	**12**	**-**	**6**
PC1. Comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.	4	2	-	1
PC2. Actively participate in mock drills/evacuation procedures and group discussions related to a safe and secure work place.	4	2	-	1
PC3. Training sensitization programs for gender and PwD awareness organized at the workplace.	4	2	-	1
PC4. Use and maintain materials and equipment as per protocol.	3	2	-	1
PC5. Capable to perform first-aid, firefighting or any other emergency response procedures and follow organization procedures for shutdown and evacuation when required	4	2	-	1
PC6. Monitor the work place and processes for potential risks/ threats to supervisors or other authorized personnel and ensure gender equality and PwD (People with disability) security.	3	2	-	1
NOS Total	**22**	**12**	**-**	**6**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0103
NOS Name	Maintain health, safety and security requirement at work place with Gender and PwD Sensitization
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing, Sewing, Specialized Sewing, Sampling, Ironing, Hand Embroidery, Production Supervision, Computerized Embroidery, Laying, Quality Control
NSQF Level	4
Credits	1
Version	20.0
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 and Greening of Job Roles

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

Scope

The scope covers the following :

- Maintainence of the work area, tools and machines and observe green processes in job roles

Elements and Performance Criteria

Maintain the workarea, tools and machines and Greening of Job Roles

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 and support adaptation to more environmentally friendly processes

PC2. Use correct lifting and handling procedures; and inculcate sustainable consumption practices and offer relevant greening solutions

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

PC4. Carryout 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. 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. Knowledge about the organization’s rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)

KU7. The importance of complying with written instructions
KU8. Knowledge about equipment operating procedures / manufacturer's instructions
KU9. 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
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. Types of cleaning equipment and substances and their use
KU20. Safe working practices for cleaning and the method of carrying them out
KU21. Making conscious and sustainable decisions for achieving effective and green workplace.

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 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. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

GS17. Make conscious and sustainable decisions that help reduce, rescue, and recycle the company resources

GS18. Identify and replace processes that create unnecessary waste

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Maintain the workarea, tools and machines and Greening of Job Roles	**14**	**49**	**-**	**7**
PC1. Handle materials, machinery, equipment and tools safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes	2	5	-	1
PC2. Use correct lifting and handling procedures; and inculcate sustainable consumption practices and offer relevant greening solutions	2	5	-	1
PC3. Use materials efficiently to minimize wastage and dispose off waste safely at the designated location.	2	3	-	1
PC4. Carryout running maintenance and/or cleaning within one's responsibility and agreed schedules	2	10	-	1
PC5. Report any unsafe or damaged equipment and other dangerous occurrences to the authorized personnel	2	3	-	0.5
PC6. Ensure that the correct machine guards are in place	2	3	-	1
PC7. Work in a comfortable position and maintain correct posture	1	10	-	0.5
PC8. Use cleaning equipment and methods appropriate for the work to be carried out	1	10	-	1
NOS Total	**14**	**49**	**-**	**7**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0102
NOS Name	Maintain work area, tools and machines and Greening of Job Roles
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing
NSQF Level	4
Credits	1
Version	15.0
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/N1010.Plan, Organize and carry out the process of hand embroidery (addawala)	15	65	0	10	90	19
AMH/N1011.Embroider decorative designs using a combination of stitches & work styles as per customer requirements	15	95	0	10	120	25
AMH/N1003.Contribute to achieve quality in embroidery work	10	40	-	15	65	14
AMH/N0104.Comply with industry, regulatory and organizational requirements and Greening of Job roles	20	10	-	10	40	8
AMH/N0103.Maintain health, safety and security requirement at work place with Gender and PwD Sensitization	22	12	-	6	40	8
AMH/N0102.Maintain work area, tools and machines and Greening of Job Roles	14	49	-	7	70	15
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	11
Total	**116**	**301**	**-**	**58**	**475**	**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.