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MINISTRY OF SKILL DEVELOPMENT
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Facilitator Guide



Sector
Apparel

Sub-Sector
Apparel, Made-Ups & Home Furnishing

Occupation
Quality Assurance

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Inline Checker Sewing

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Shri Narendra Modi
Prime Minister of India

“

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

”

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

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

About this Guide

This Facilitator Guide is designed for providing skill training and /or upgrading the knowledge level of the Participants to take up the job of an “Inline Checker Sewing ” in the Management and Entrepreneurship Sector.

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

1. AMH/N0105: Carry out in- line checking activities
2. AMH/N0106: Maintain work area and tools
3. AMH/N0107: Carry out measurement checking activities
4. AMH/N0309: Ensure the promotion of a safe and secure work environment while integrating Gender and Persons with Disabilities (PwD) Sensitization
5. AMH/N0311: Abide by industry, regulatory, and organizational mandates, while integrating environmentally friendly practices
6. DGT/VSQ/N0102: Employability Skills (60 Hours)

Symbols Used



Ask



Explain



Elaborate



Notes



Objectives



Do



Demonstrate



Activity



Team Activity



Facilitation Notes



Practical



Say



Resources



Example



Summary



Role Play



Learning Outcomes



Exercise

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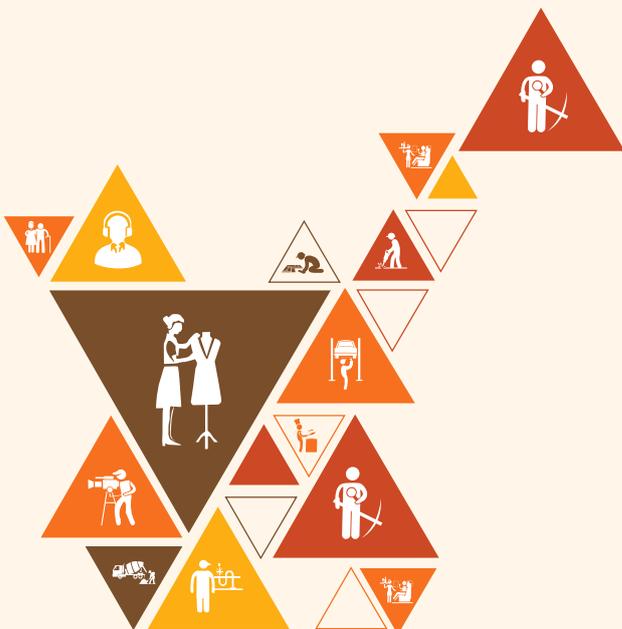


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1. Introduction to Inline Checker Sewing

Unit 1.1 - Introduction to the Role of the Inline Checker Sewing



Bridge Module

Key Learning Outcomes



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

1. Describe the size and scope of the apparel industry.
2. Describe various employment opportunities for an 'Inline Checker Sewing' in the apparel industry.
3. Explain the roles and responsibilities of a 'Checker Inline and Measurement'.
4. Describe the apparel production process and the role that the 'Inline Checker Sewing plays in the process.

Unit 1.1: Introduction to the Role of the Inline Checker Sewing

Unit Objectives

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

1. Describe the size and importance of the apparel industry and explain how many people work in it.
2. Explain the different jobs and work areas available for someone working as an Inline Checker in the apparel industry.
3. Outline the primary duties and tasks done by an Inline and Measurement Checker in a garment factory.
4. Illustrate how an Inline Checker helps in checking and maintaining quality during the making of clothes.

Resources to be Used

Participant handbook, notepad and pen, whiteboard and markers, presentation slides, an overhead projector or large screen, a computer or laptop with internet connection, and optionally, fabric swatches, sewing samples, images/videos of garment factories, measuring tools (tape, scale), and examples of common garment defects.

Do

- Greet participants warmly and introduce yourself by sharing your professional background in apparel, garment production, or quality checking.
- Clearly state the unit objectives and explain what participants will learn.
- Ensure everyone has their handbook, notepad, and pen for note-taking.
- Check all equipment (whiteboard, laptop, and projector) is working properly.
- Arrange seating for clear visibility of slides and easy interaction.
- Invite participants to introduce themselves and share their familiarity with tailoring, stitching, or apparel industry work.
- Inform participants that the session will include interactive activities such as discussions, role-play, demonstrations, and group exercises.
- Maintain an engaging pace with explanations balanced with participant inputs.
- Encourage participants to share real-life experiences related to garment making or tailoring.
- Conclude the session by summarising key points and motivating participants to see Inline Checking as an important and respected role in the apparel industry.

Say

- Welcome to today's session on the Introduction to the Apparel Industry and the Role of the Inline Checker Sewing.
- By the end of this session, you will understand the size and importance of the apparel industry, the role of an Inline Checker, and the career opportunities in this field.

- We will explore how the apparel industry provides employment to millions and how quality checking is vital in every step of garment making.
- An Inline Checker plays an important role in examining clothes during stitching, checking measurements, and ensuring defects are corrected on time.
- I look forward to discussing how this role ensures quality and customer satisfaction in garment factories.

Ask

- Can anyone share what comes to their mind when they hear “apparel industry”?
- Why do you think quality is so important when making clothes?
- What responsibilities do you think an Inline Checker has in a garment factory?
- What personal qualities make someone suitable for working as an Inline Checker?
- How do you see this job creating opportunities for career growth in the apparel sector?

Activity

1. **Name of the Activity:** Quality in Daily Life
2. **Objective:** To help participants introduce themselves and connect personal experiences with garment quality.
3. **Type of activity:** Group activity
4. **Resources:** Participant handbook, notepad, pen, fabric samples or stitched items (if available).
5. **Duration of the activity:** 15 minutes
6. **Instructions:**
 - Ask each participant to introduce themselves by sharing their name, background, and one clothing item they like (shirt, saree, kurta, jeans, etc.).
 - Invite them to share if they ever noticed a defect in clothes (loose thread, wrong size, broken stitch, colour mismatch).
 - Encourage them to think about who checks and prevents such defects in garment factories.
 - If available, show fabric samples or garments with defects to connect their stories with the role of Inline Checkers.
 - Summarise by highlighting that Inline Checkers are responsible for ensuring garments are made correctly and with good quality.
7. **Outcome:** Participants feel comfortable, connect personal experiences with garment quality, and recognise the importance of an Inline Checker in apparel manufacturing.

Elaborate

- The apparel industry is one of the largest employers, providing jobs to millions of people across the world.
- It includes tailoring shops, garment factories, export houses, and fashion companies.
- An Inline Checker is placed inside the production line and checks garments while they are being stitched.
- Inline Checkers prevent defective garments from moving to the next stage.
- Career growth can start from helper → checker → supervisor → quality controller → production manager.
- Common checks include measurement checking, stitch quality, label placement, and overall finishing.
- Tools used include measurement tapes, rulers, and defect checklists.
- Maintaining health and safety while checking is also important.
- The role demands patience, observation skills, and attention to detail.
- This career provides steady employment and opportunities in local factories, export industries, and international brands.

Explain

- The apparel industry supplies clothing worldwide, making it one of the fastest-growing industries.
- Inline Checkers are responsible for quality assurance during stitching.
- Their duties include measurement checks, identifying defects, and reporting them for correction.
- Qualities like observation, responsibility, and discipline are key to being successful.
- Inline Checkers must work with tailors, supervisors, and production managers.
- Quality control ensures customer satisfaction and prevents financial loss.
- Health and safety are important as workers handle needles, machines, and fabrics.
- The role provides employment opportunities in both small tailoring units and large garment factories.
- With experience, Inline Checkers can grow into supervisory and managerial positions.
- This role offers stability, respect, and skill-based career growth.

Demonstrate

Participants will be able to observe stitched samples or images of garments with defects (like open seams, wrong size, skipped stitches, broken threads). They will also understand how an Inline Checker uses measurement tapes and checklists. Through slides or videos, participants will gain a clear view of garment quality checking and recognise the importance of stopping defects early in production.

Role Play

1. **Name of the Roleplay:** Spot the Defect
2. **Objective of the Roleplay:** To practice identifying garment defects and reporting them properly.
3. **Resources:** Participant handbook, pen, fabric or sample garments with common defects (or images).
4. **Time Duration:** 20 minutes

5. Instructions:

- Present a scenario where a garment has defects such as uneven stitching, wrong size label, or skipped stitches.
- Divide participants into groups; one plays the role of the Inline Checker, others act as tailors or supervisors.
- Ask groups to roleplay how to check, identify, and report the defects to supervisors.
- Facilitate a discussion on why early defect detection saves time and money.
- Summarise with lessons on quality responsibility and teamwork.

6. Outcome: Participants understand how to maintain garment quality and encourage correct practices in production.**Notes for Facilitation** 

- Keep the session practical by showing garment samples, images, and quality checking tools.
- Use visual aids to explain the apparel industry's size and the role of Inline Checkers.
- Encourage participants to share local tailoring or garment factory examples.
- Maintain a clear pace, checking understanding regularly.
- Summarise each activity with key lessons to reinforce learning objectives, including the ice-breaker activity.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Making clothes and garments
2. b. Inline Checkers
3. b. Measuring garments to meet size requirements
4. c. To maintain garment quality during production
5. b. During garment production

Answer the following questions briefly.

1. Refer to Unit 1.1: Introduction to the Role of the Inline Checker Sewing
Topic 1.1.1 Apparel Manufacturing Sector
2. Refer to Unit 1.1: Introduction to the Role of the Inline Checker Sewing
Topic 1.1.2 Different Jobs and Work Areas available as an Inline Checker in the Apparel Industry
3. Refer to Unit 1.1: Introduction to the Role of the Inline Checker Sewing
Topic 1.1.3 Main Duties and Tasks Done by an Inline and Measurement Checker in a Garment Factory
4. Refer to Unit 1.1: Introduction to the Role of the Inline Checker Sewing
Topic 1.1.4 Helping in Checking and Maintaining Quality during the Making of Clothes
5. Refer to Unit 1.1: Introduction to the Role of the Inline Checker Sewing
Topic 1.1.4 Helping in Checking and Maintaining Quality during the Making of Clothes



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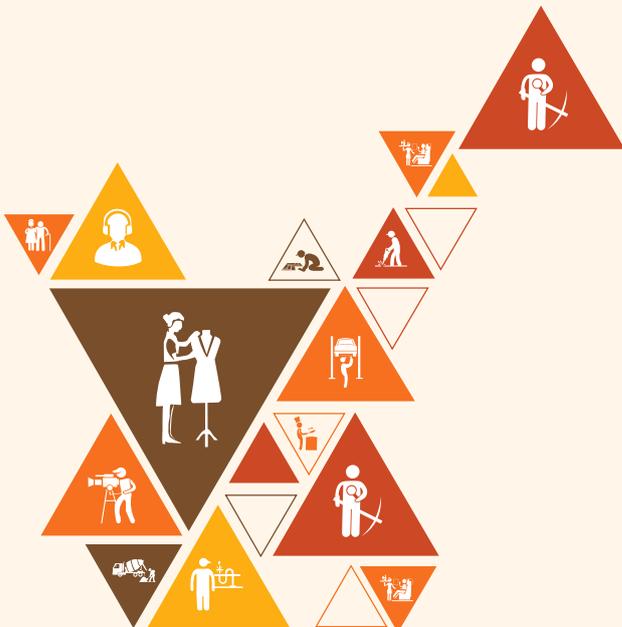


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2. Prepare for Inline Checking Activities

Unit 2.1 - Apparel Inspection Basics and Workplace Safety



AMH/N0105

Key Learning Outcomes



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

1. Describe the points to keep the work area free from hazards.
2. Explain the measures to maintain a hazard-free work area.
3. Identify the types of fibres, yarns and fabric with their properties.
4. List commonly used tools and equipment for inspection.
5. Recognise various types of faults such as fabric faults, stitch faults, and seam faults.
6. Identify the trims and accessories used in garments.

Unit 2.1: Apparel Inspection Basics and Workplace Safety

Unit Objectives

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

1. Describe the steps needed to keep the work area clean and free from dangers.
2. Explain how a person can keep the workplace safe by following rules and using safety tools.
3. Illustrate different types of fibres, yarns, and fabrics, and tell how they feel or behave.
4. Outline the common tools and machines used to check the quality of garments.
5. Illustrate how to find mistakes in the cloth, stitches, or seams during checking.
6. Describe the different small parts added to clothes, like buttons, zippers, and lace.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection, fabric swatches, yarn and fibre samples, magnifying glass, defect samples (garments with faulty seams, stitches, or stains), garment accessories (buttons, zippers, lace, hooks), basic garment inspection tools (measuring tape, seam tester, light box), and PPE (apron, gloves, mask, safety shoes).

Do

- Greet participants and introduce the unit by connecting workplace safety and inspection practices with garment quality.
- State the objectives clearly so participants know the scope of inspection and safety basics.
- Ensure participants have their handbook, notepad, and pen ready for active note-taking.
- Check the setup of projector, laptop, whiteboard, and markers before starting.
- Organise seating so participants can engage in discussions and view slides clearly.
- Explain the interactive learning method, including discussions, demonstrations, and roleplays.
- Balance theoretical explanations with real-world examples from garment factories.
- Invite participants to share personal experiences related to garment quality or safety at workplaces.
- Keep participants engaged by summarising key points after each section.
- End with a recap of all concepts and encourage safe, correct, and attentive practices in garment inspection.

Say

- Welcome to this session on Apparel Inspection Basics and Workplace Safety.
- The apparel industry requires both quality checking and safe practices for smooth and reliable production.

- In this unit, we will learn how to keep the workplace clean, use safety tools, and follow rules.
- We will also explore fibres, yarns, fabrics, garment accessories, and the methods of inspection.
- By the end of this session, you will be confident in identifying fabric types, spotting garment defects, and following safety at the workplace.

Ask

- Why do you think cleanliness is important in a garment factory?
- What dangers can occur if safety rules are not followed at the workplace?
- Can anyone share examples of common garment defects they have seen in clothes?
- Which tools or machines do you think are used to check garment quality?
- How do you identify different fabrics like cotton, silk, or polyester by touch or look?
- What small parts (accessories) in garments can cause defects if not checked properly?
- How does keeping the workplace clean help in maintaining garment quality?
- What safety equipment have you seen used in garment factories?

Elaborate

- Clean work areas prevent accidents and ensure garments are free from dust and stains.
- Following safety rules like using gloves or masks reduces risks of injury or contamination.
- Different fibres and fabrics have unique properties; cotton absorbs, polyester is strong, silk feels smooth.
- Tools like measuring tapes, magnifiers, and light boxes help in garment inspection.
- Common garment defects include open seams, broken stitches, skipped stitches, stains, and wrong sizes.
- Accessories such as buttons, zippers, lace, and hooks must be checked for correct placement and strength.
- Inspection ensures defective garments are corrected before reaching the customer.
- Proper handling of fabrics and tools prevents wastage and damage.
- Safety training builds discipline and teamwork in the workplace.
- Skilled inspectors contribute to both quality production and safe working environments.

Explain

- PPE like gloves, masks, and safety shoes protect workers from dust, needles, and machine accidents.
- A clean floor reduces slips, trips, and falls in the factory.
- Fabric inspection helps in classifying materials for proper garment use.
- Yarn and fabric samples must be studied for texture, durability, and strength.
- Tools like seam testers and measuring tapes help check garment dimensions.
- Proper lighting is essential to identify small defects in stitching or fabric.

- Buttons and zippers must be tested to ensure they are functional and securely attached.
- Inspectors must maintain checklists to record defects and corrections.
- Workplace safety ensures both workers and products remain safe.
- Regular inspection improves quality, reduces rework, and keeps customers satisfied.

Demonstrate

The facilitator will show how to use a measuring tape to check garment dimensions and a magnifying glass to identify small defects in stitching. Participants will observe fabric samples to learn differences between cotton, silk, and synthetic fibres. A live or video demonstration will include checking accessories like buttons and zippers, identifying skipped stitches, and the correct use of PPE during inspection.

Activity

1. **Name of the Activity:** Spot the Defect
2. **Objective of the activity:** To train participants in identifying defects in garments and ensuring workplace safety during inspection.
3. **Resources:** Participant handbook, sample garments with defects, fabric swatches, measuring tape, magnifying glass, PPE.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Divide participants into small groups.
 - Provide each group with a sample garment or fabric swatch containing defects (loose threads, open seams, broken zippers, stains).
 - Ask them to inspect and list all defects they find.
 - Groups will present their findings and suggest corrective actions.
 - Facilitator provides feedback on accuracy, observation, and safety practices.
6. **Outcome:** Participants will be able to identify garment defects, apply inspection techniques, and demonstrate safe working methods in garment inspection.

Notes for Facilitation

- Keep participants engaged by showing real fabric samples, garments, and accessories.
- Use diagrams and slides to explain fabric types, defects, and workplace safety rules.
- Encourage participants to share examples of defective garments they have seen at home or in shops.
- Maintain a balance between explanation, demonstration, and hands-on activity.
- Reinforce learning with clear summaries and feedback after each section and the activity.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. To prevent dangers and maintain safety
2. b. Using safety tools and following safety rules
3. b. Fibres are raw, yarns are threads, and fabrics are woven materials
4. c. Inspection machines and tools
5. c. Small parts or accessories

Answer the following questions briefly.

1. Refer to Unit 2.1: Apparel Inspection Basics and Workplace Safety
Topic 2.1.1 Steps Needed to Keep the Work Area Clean and Free from Dangers
2. Refer to Unit 2.1: Apparel Inspection Basics and Workplace Safety
Topic 2.1.2 Keeping the Workplace Safe by Following Rules and Using Safety Tools
3. Refer to Unit 2.1: Apparel Inspection Basics and Workplace Safety
Topic 2.1.3 Different Types of Fibres, Yarns, and Fabrics
4. Refer to Unit 2.1: Apparel Inspection Basics and Workplace Safety
Topic 2.1.4 Common Tools and Machines Used to Check the Quality of Garments
5. Refer to Unit 2.1: Apparel Inspection Basics and Workplace Safety
Topic 2.1.5 Process of Finding Mistakes in the Cloth, Stitches, or Seams during Checking



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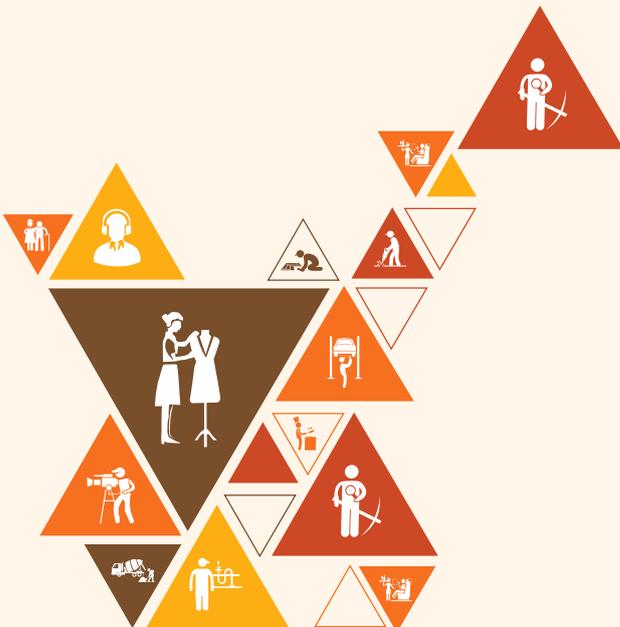
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3. Carry out In-line Checking Activities

Unit 3.1 - Inspection and Quality Assurance

Unit 3.2 - Production and Workflow Management



AMH/N0105

Key Learning Outcomes



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

1. Explain the procedure of inspecting garments and cut components as per the required quality standards.
2. Outline the steps to record and document faults identified in cut components and finished garments.
3. Describe the method of informing superiors or colleagues about the faults detected during inspection.
4. Elucidate the process of handling garments and components appropriately during inspection to avoid damage.
5. Illustrate how to calculate and keep a count of faults found in garments and components.
6. Discuss the techniques to inspect cut components systematically before further processing.
7. Explain how to maintain workflow rate in order to meet production targets effectively.
8. Describe the procedures for bundling and labelling of cut components after inspection.
9. Elaborate on the steps to properly store cut components as per quality and organisational standards.
10. Outline methods to identify and resolve problems in garment components during inspection.

Unit 3.1: Inspection and Quality Assurance

Unit Objectives

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

1. Explain the procedure for inspecting garments and components to meet required quality standards.
2. Outline the method of recording and documenting faults found in garments and components.
3. Describe the correct process for reporting identified faults to supervisors or colleagues.
4. Elucidate the appropriate techniques for handling garments and components during inspection to prevent damage.
5. Illustrate how to count and calculate the number of faults accurately in inspected items.
6. Discuss the systematic steps involved in inspecting cut components before proceeding to the next stage.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection, fabric and garment samples with faults, measuring tapes, defect checklists, magnifying glass, inspection table or light box, garment accessories (zippers, buttons, lace), defect recording sheets, and PPE (apron, gloves, safety shoes, mask).

Do

- Greet participants and introduce the unit by connecting quality assurance with customer satisfaction in apparel production.
- State the objectives clearly so participants understand the scope of inspection and quality reporting.
- Ensure participants have their handbook, notepad, and pen ready for active note-taking.
- Check the setup of projector, laptop, whiteboard, and markers before starting.
- Arrange seating so participants can engage in discussions and view slides clearly.
- Explain the interactive method, including demonstrations, group work, and roleplays.
- Balance theoretical explanations with real garment inspection examples.
- Invite participants to share experiences of buying defective garments and how it impacted satisfaction.
- Keep participants engaged by summarising key points after each major section.
- End with a recap of inspection methods and motivate participants to adopt systematic quality assurance practices.

Say

- Welcome to this session on Inspection and Quality Assurance in Apparel Production.
- Inspection ensures that garments meet required standards before they move to the next stage.
- In this unit, we will learn how to inspect garments, document faults, and report them correctly.

- We will also discuss the correct handling techniques and the importance of systematic steps in cut component inspection.
- By the end of this session, you will be confident in identifying, recording, and reporting garment faults as part of the quality assurance process.

Ask

- Why do you think garment inspection is important in the apparel industry?
- What can happen if garment faults are not recorded properly?
- How do you think faults should be reported to supervisors?
- What safety or handling rules must be followed while inspecting garments?
- How can we ensure the count of faults is correct during inspection?
- What are the steps that must be followed while inspecting cut components before stitching?
- Can anyone share an example of a garment fault they noticed while shopping?
- How do you think quality assurance affects customer trust?

Elaborate

- Inspection is carried out at different stages to ensure garments meet customer and buyer standards.
- A systematic method of recording faults helps in monitoring quality levels.
- Reporting faults to supervisors ensures corrective actions are taken immediately.
- Handling garments with clean hands, gloves, or on inspection tables prevents stains and damage.
- Faults must be counted accurately to calculate defect percentages and prepare quality reports.
- Inspecting cut components includes checking shapes, sizes, notches, and matching patterns.
- Proper documentation improves communication between workers and supervisors.
- Inspection reduces rework, saves time, and ensures timely delivery.
- Consistent quality builds customer confidence and brand reputation.
- Trained inspectors are valuable assets for quality-focused garment factories.

Explain

- Quality assurance begins with inspection at every stage of garment production.
- A fault recording sheet helps track defects like skipped stitches, wrong sizes, or stains.
- Reporting faults can be oral (immediate correction) or written (record for supervisors).
- Garments must be handled carefully to avoid new defects during inspection.
- Inspectors use checklists to count and calculate faults systematically.
- Tools like measuring tapes, magnifiers, and light boxes help in defect identification.
- Cut components must be checked for alignment, grain, and size before sewing.

- Inspection standards depend on buyer requirements and factory guidelines.
- Systematic inspection reduces rejection rates and improves productivity.
- Quality assurance is not just about finding faults but preventing them through proper systems.

Demonstrate

The facilitator will show how to inspect garments on a light box or inspection table, identify defects like skipped stitches or open seams, and record them on a fault sheet. Participants will observe how to count and calculate defect percentages and how to report faults correctly. A live or video demonstration will include inspection of cut components to ensure accuracy before stitching.

Activity

1. **Name of the Activity:** Record and Report
2. **Objective of the Activity:** To train participants in fault identification, documentation, and reporting during garment inspection.
3. **Resources:** Participant handbook, sample garments with faults, fault recording sheets, measuring tape, magnifying glass, PPE.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Divide participants into small groups.
 - Provide each group with sample garments containing defects.
 - Ask them to inspect, record the faults on a sheet, and prepare a short report.
 - Groups will present their findings and explain how they would communicate faults to supervisors.
 - Facilitator gives feedback on accuracy, documentation, and clarity of reporting.
6. **Outcome:** Participants will be able to inspect garments, record faults, calculate defect counts, and demonstrate effective reporting practices.

Notes for Facilitation

- Keep participants engaged by showing real garments, fault samples, and inspection tools.
- Use slides and diagrams to explain inspection steps and documentation methods.
- Encourage participants to share their own experiences with garment quality issues.
- Maintain a balance between explanation, demonstration, and group activity.
- Reinforce learning with clear summaries and feedback after each section and the activity.

Unit 3.2: Production and Workflow Management

Unit Objectives

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

1. Elaborate on the strategies to maintain workflow and achieve daily production targets efficiently.
2. Describe the correct procedures for bundling and labelling cut components after inspection.
3. Explain the standard practices for storing cut components according to quality and organisational requirements.
4. Outline the steps to identify and resolve problems found in garment components during inspection.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, projector or large screen, computer or laptop with internet, garment samples, cut fabric components, labels, bundling cords, racks or bins for storage, defect checklists, fault-recording sheets, and PPE (apron, gloves, safety shoes, mask).

Do

- Greet participants and introduce workflow management as the backbone of smooth garment production.
- Present the unit objectives clearly so participants know what they will learn.
- Ensure everyone has their handbook, notepad, and pen.
- Check the availability of tools: projector, inspection table, cut components, and labels.
- Explain that the session will include demonstrations, group activities, and real-life examples.
- Encourage participants to relate workflow strategies with their personal experiences in meeting deadlines.
- Keep participants involved by asking questions and sharing garment production stories.
- Summarise each major point before moving to the next.
- Conduct a live demonstration of bundling, labelling, and storing components.
- End with a recap highlighting how workflow management leads to productivity and efficiency.

Say

- Welcome to the session on Production and Workflow Management.
- In garment production, smooth workflow ensures targets are achieved on time.
- We will learn how to maintain workflow, bundle and label cut components, and store them correctly.
- We will also discuss how to identify and resolve problems during inspection.
- By the end of this session, you will be able to apply production and workflow management practices in real situations.

Ask

- Why is maintaining workflow important in garment production?
- What problems can arise if bundling and labelling are done incorrectly?
- How should cut components be stored to avoid confusion or damage?
- What steps would you take if you find a problem in garment components during inspection?
- How do workflow strategies help in meeting daily production targets?
- Can anyone share an example of workflow disruption they have experienced or seen?
- Why do you think proper storage contributes to quality management?
- What role does teamwork play in achieving workflow efficiency?

Elaborate

- Workflow management is about planning and organising production tasks to achieve daily targets.
- Proper bundling and labelling of cut components prevent mixing and misplacement.
- Storing components systematically helps in easy retrieval and smooth operations.
- Inspection helps identify problems early, saving time and resources.
- Problems in components must be recorded and corrected before production continues.
- Workflow strategies ensure all workers stay aligned with production schedules.
- Clear labelling supports communication between different sections of production.
- Safe and organised storage reduces damage, waste, and errors.
- Identifying and solving faults early improves efficiency and customer satisfaction.
- Workflow management reduces stress and builds discipline in production lines.

Explain

- Workflow involves sequencing activities to minimise delays and bottlenecks.
- Bundling means grouping related cut components together in correct order.
- Labels carry important details like size, style number, and quantity.
- Storing components requires racks, bins, or shelves arranged systematically.
- Storage must follow organisational rules and buyer quality requirements.
- Problems like missing pieces or incorrect cuts are detected during inspection.
- Once problems are found, they must be reported and corrected immediately.
- Good workflow ensures resources, workers, and time are used efficiently.
- Production targets are achieved when workflow disruptions are minimised.
- Quality and productivity both depend on systematic workflow management.

Demonstrate

The facilitator will demonstrate how to bundle cut components using cords or ties, attach labels with correct information, and place them in designated storage areas. Faulty components will also be shown, and participants will observe how to identify and record problems before resolving them.

Activity

1. **Name of the Activity:** Bundle, Label, and Store
2. **Objective of the Activity:** To give hands-on practice in bundling, labelling, storing cut components, and identifying problems.
3. **Resources:** Cut fabric components, labels, bundling cords, racks or bins, defect checklists, PPE.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Divide participants into small groups.
 - Provide each group with cut components and labels.
 - Ask them to bundle, label, and store components systematically.
 - Include some faulty pieces in the bundles for participants to identify and record.
 - Groups will present their process and explain how they handled problems.
 - Facilitator provides feedback on bundling accuracy, labelling clarity, and problem-solving.
6. **Outcome:** Participants will be able to maintain workflow through correct bundling, labelling, storage, and problem-resolution practices.

Notes for Facilitation

- Use practical examples from production floors to explain workflow strategies.
- Show real cut components to demonstrate bundling and labelling.
- Engage participants with roleplay on identifying and reporting problems.
- Balance lecture, demonstration, and activity to maximise learning.
- Reinforce the importance of workflow management in achieving daily production targets.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. To meet required quality standards
2. c. By proper documentation
3. b. Folding and handling carefully to avoid damage
4. a. Label and store them as per quality requirements
5. b. To achieve daily production targets efficiently

Answer the following questions briefly.

1. Refer to Unit 3.1: Inspection and Quality Assurance
Topic 3.1.1 Procedure for Inspecting Garments and Components
2. Refer to Unit 3.1: Inspection and Quality Assurance
Topic 3.1.2 Method of Recording and Documenting Faults Found in Garments and Components
3. Refer to Unit 3.1: Inspection and Quality Assurance
Topic 3.1.4 Techniques for Handling Garments and Components during Inspection to Prevent Damage
4. Refer to Unit 3.2: Production and Workflow Management
Topic 3.2.2 Correct Procedures for Bundling and Labelling Cut Components after Inspection
5. Refer to Unit 3.2: Production and Workflow Management
Topic 3.2.1 Strategies to Maintain Workflow and Achieve Daily Production Targets



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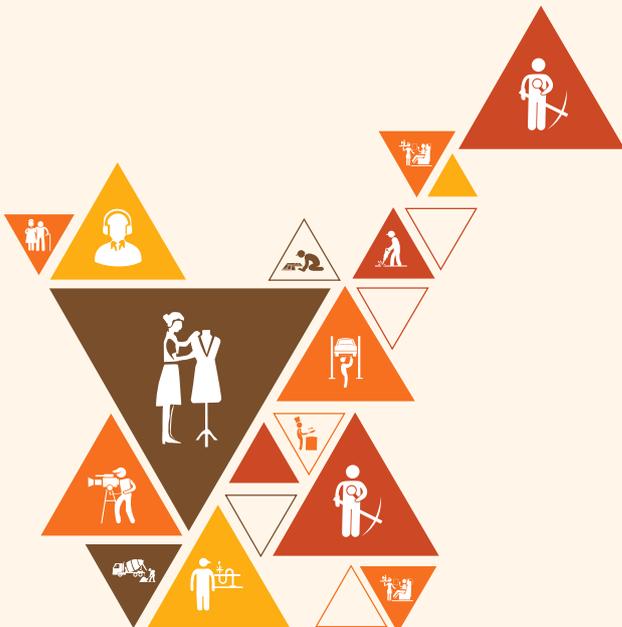
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4. Maintain Work Area and Tools

Unit 4.1 - Equipment Care and Cleaning Operations

Unit 4.2 - Workplace Safety and Efficiency



AMH/N0106

Key Learning Outcomes



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

1. Describe safe working practices for the cleaning and maintenance of tools and equipment.
2. Explain the effects of contamination, such as machine oil or dirt, on finished products.
3. Identify various types of cleaning equipment and substances along with their appropriate uses.
4. Illustrate how to safely and correctly handle materials, tools, and cleaning equipment during work.
5. Elaborate on the correct lifting and material handling procedures to ensure safety and efficiency.
6. Outline the procedure for carrying out regular maintenance of tools and equipment within assigned responsibilities.
7. Discuss how to carry out cleaning activities according to schedules and defined responsibilities.
8. Explain how to store cleaning tools and equipment safely after use in designated areas.
9. Elucidate the importance of maintaining correct posture and a comfortable working position during tasks.
10. Describe ways to minimise wastage and dispose of waste safely in designated areas.

Unit 4.1: Equipment Care and Cleaning Operations

Unit Objectives

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

1. Describe safe practices to follow during the cleaning and maintenance of equipment.
2. Identify different types of cleaning equipment and explain their specific uses.
3. Illustrate the correct cleaning methods suitable for various tasks and surfaces.
4. Explain how to carry out routine maintenance of equipment as per standard procedures.
5. Outline responsibilities involved in scheduled cleaning tasks within the assigned scope.
6. Elaborate on the importance of performing cleaning tasks within defined limits and responsibilities.
7. Discuss the proper storage practices for cleaning equipment after use to ensure safety and readiness.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, projector or large screen, computer or laptop with internet, different types of cleaning equipment (brushes, mops, cloths, vacuum cleaner, sanitiser spray, detergent), PPE (gloves, apron, mask, safety shoes), sample maintenance checklist, storage racks/stands for equipment.

Do

- Greet participants and introduce the importance of equipment care for workplace safety and efficiency.
- Present the unit objectives clearly to outline the scope of cleaning operations.
- Ensure participants have handbooks, pens, and notebooks for notes.
- Check setup of projector, slides, and cleaning tools before the session.
- Organise seating so participants can see the demonstrations clearly.
- Explain the interactive nature of the session – discussions, demos, and activities.
- Relate theoretical concepts with practical cleaning experiences.
- Invite participants to share their own methods of maintaining tools and cleaning surfaces.
- Summarise key points after each section to ensure understanding.
- End with a recap, linking cleaning practices to safety, efficiency, and long equipment life.

Say

- Welcome to the session on Equipment Care and Cleaning Operations.
- Equipment must be cleaned and maintained properly to work safely and efficiently.
- In this unit, we will learn about cleaning tools, safe practices, and correct storage methods.
- We will also discuss responsibilities in scheduled cleaning and routine maintenance.
- By the end of this session, you will be confident in caring for, cleaning, and storing equipment correctly.

Ask

- Why is it important to follow safe practices during cleaning and maintenance?
- Can you name different cleaning tools used in your workplace or home?
- What might happen if equipment is not cleaned or maintained regularly?
- How can you ensure cleaning is done without damaging equipment or surfaces?
- Why should tasks be performed only within one's defined responsibilities?
- What problems may arise if cleaning tools are not stored properly after use?
- How does proper storage help in keeping equipment ready and safe for the next use?
- Can you share an example where poor equipment care caused delays or hazards?

Elaborate

- Safe practices (like wearing PPE and using correct cleaning agents) protect workers and equipment.
- Different cleaning equipment is designed for different purposes – e.g., mops for floors, brushes for fabrics.
- Correct cleaning methods reduce wear, extend equipment life, and prevent damage.
- Routine maintenance ensures smooth functioning and avoids breakdowns.
- Scheduled cleaning distributes responsibilities clearly among workers.
- Following defined limits prevents overlap, confusion, or missed cleaning tasks.
- Proper storage keeps tools in good condition and ready for use at all times.
- Clean, well-maintained equipment improves workplace hygiene and safety.
- Neglected tools may cause accidents or poor quality of work.
- Equipment care builds discipline and efficiency in daily operations.

Explain

- PPE like gloves, aprons, and masks protect workers during cleaning.
- Brushes, mops, and vacuums each have specific uses depending on the surface.
- Cleaning methods must be matched with surfaces – e.g., wet cleaning for tiles, dry dusting for fabric.
- Routine maintenance includes checking parts, replacing worn-out accessories, and cleaning after use.
- Scheduled cleaning tasks ensure all equipment is covered within the assigned time.
- Defined responsibilities prevent duplication and ensure accountability.
- Proper storage includes washing, drying, and placing tools in designated racks.
- Correct storage prevents accidents such as slips, trips, or contamination.
- Equipment care helps save costs by avoiding frequent replacements.
- Overall, cleanliness supports workplace safety, quality, and productivity.

Demonstrate

The facilitator will demonstrate safe use of PPE, cleaning of a sample piece of equipment, and routine checks using a maintenance checklist. Participants will observe how to clean different surfaces with appropriate tools and how to store items safely on racks after drying.

Activity

1. **Name of the Activity:** Clean, Check, and Store
2. **Objective of the activity:** To train participants in cleaning, maintaining, and storing equipment safely.
3. **Resources:** Cleaning tools (mop, brush, cloth, vacuum), detergent/sanitiser, PPE, maintenance checklist, storage rack.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Divide participants into small groups.
 - Provide each group with a cleaning tool and surface to clean.
 - Ask them to wear PPE, clean the tool after use, and check it against a maintenance checklist.
 - Groups should then store the tool properly on the rack.
 - Each group explains the steps followed and safety measures taken.
 - Facilitator provides feedback on safety, cleanliness, and storage..
6. **Outcome:** Participants will be able to apply safe cleaning methods, carry out basic maintenance, and store equipment correctly.

Notes for Facilitation

- Emphasise hands-on practice with cleaning tools.
- Use real or sample equipment to make the session practical.
- Encourage sharing of workplace cleaning routines and issues.
- Keep balance between theory, demonstration, and activity.
- Reinforce the importance of safety, hygiene, and efficiency in cleaning operations.

Unit 4.2: Workplace Safety and Efficiency

Unit Objectives

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

1. Elaborate on the effects of product contamination caused by substances like machine oil, dust, or dirt.
2. Describe the correct and safe methods for handling tools and materials in the workplace.
3. Illustrate proper lifting and handling techniques to prevent injury and ensure safety.
4. Explain the importance of maintaining proper working posture for comfort and long-term health.
5. Discuss different ways to minimise material and resource wastage during operations.
6. Outline the procedures for disposing of waste safely in designated locations.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, projector or large screen, computer/laptop with internet, sample tools and materials, PPE (gloves, mask, safety shoes, apron), dust/dirt samples for demonstration, waste bins labelled for different waste types, posters on lifting techniques and working posture.

Do

- Greet participants and introduce the importance of safety and efficiency in the workplace.
- Present the unit objectives clearly so participants know what they will learn.
- Ensure all participants have their handbook, pen, and notepad.
- Check setup of projector, slides, and tools for demonstrations.
- Arrange seating so participants can see visual aids and demonstrations clearly.
- Highlight that the session will include discussions, demos, and group activities.
- Connect theory with real-life workplace safety practices.
- Encourage participants to share personal experiences about safety issues at work.
- Summarise the key points after each central section.
- End with a recap linking safety with efficiency and productivity.

Say

- Welcome to the session on Workplace Safety and Efficiency.
- Safety and efficiency are linked—unsafe practices not only cause accidents but also reduce productivity.
- In this unit, we will learn about contamination risks, safe tool handling, lifting techniques, and posture.
- We will also discuss waste reduction and proper waste disposal methods.
- By the end of this session, you will be able to work safely, minimise waste, and maintain efficiency in operations.

Ask

- What can happen if garments are contaminated by oil, dust, or dirt during production?
- Can you describe some unsafe ways of handling tools you have observed?
- Why is it important to use proper lifting techniques at work?
- How does working posture affect long-term health and comfort?
- What steps can you take to reduce waste of materials in your workplace?
- Why should waste always be disposed of in designated bins or locations?
- Can anyone share an incident where poor safety practice reduced efficiency?
- How can proper posture and tool handling improve both safety and productivity?

Elaborate

- Contamination by oil, dust, or dirt spoils garments and reduces product quality.
- Safe handling of tools and materials prevents accidents and damage.
- Proper lifting techniques protect the back and muscles from injury.
- Maintaining correct posture avoids fatigue, strain, and long-term health issues.
- Reducing wastage saves materials, time, and costs in production.
- Waste must be disposed of safely to maintain hygiene and safety standards.
- Efficiency comes when safety rules and standard practices are followed consistently.
- Unsafe practices may slow down operations due to accidents or rework.
- Good safety habits create a healthier, more productive workplace.
- Linking efficiency with safety ensures smooth and sustainable operations.

Explain

- Contamination can lead to rejected products, financial losses, and customer complaints.
- Tools should be handled with care, using correct grip and storage after use.
- Lifting with bent knees and straight back reduces strain and risk of injury.
- Proper posture includes sitting or standing upright with shoulders relaxed.
- Minimising waste involves careful cutting, measuring, and using materials efficiently.
- Designated waste bins prevent hazards and keep the workplace organised.
- PPE protects against dust, dirt, and accidental injuries during handling.
- Safe workplaces improve worker morale and overall productivity.
- Efficient handling of resources ensures timely completion of tasks.
- Combining safety and efficiency benefits both workers and organisations.

Demonstrate

The facilitator will demonstrate how contamination occurs by showing dust or oil marks on fabric samples. A live demonstration of correct lifting techniques (bending knees, keeping back straight) and correct working posture will follow. Participants will also observe how to dispose of different waste types in properly labelled bins.

Activity

1. **Name of the Activity:** Safety and Efficiency Drill
2. **Objective of the activity:** To practice safe handling, lifting, posture, and waste disposal.
3. **Resources:** Sample tools, fabric pieces, PPE, labelled waste bins, posters on lifting techniques.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Divide participants into groups.
 - Provide each group with tools, fabric, and PPE.
 - Ask them to demonstrate safe handling of tools and lifting of materials.
 - Each participant should also show correct working posture during a short task.
 - Provide contaminated fabric pieces and ask groups to identify contamination issues.
 - Ask participants to dispose of waste in the correct bins.
 - Groups will present their learning and steps followed.
 - Facilitator gives feedback on safety, accuracy, and efficiency.
6. **Outcome:** Participants will be able to apply safe handling, proper lifting and posture, reduce wastage, and dispose of waste correctly.

Notes for Facilitation

- Use real or sample tools and fabric for demonstrations.
- Show posters or short videos on posture and lifting techniques.
- Encourage participants to share examples of waste or contamination issues.
- Keep the session interactive with roleplay and group tasks.
- Reinforce the importance of linking safety with efficiency for better productivity.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Safe practices and standard procedures
2. b. To ensure safety and readiness for next use
3. c. Machine oil and dust
4. c. Disposing of it safely in designated locations
5. b. By maintaining proper lifting techniques

Answer the following questions briefly.

1. Refer to Unit 4.1: Equipment Care and Cleaning Operations
Topic 4.1.4 Process of Carrying Out Routine Maintenance of Equipment
2. Refer to Unit 4.1: Equipment Care and Cleaning Operations
Topic 4.1.2 Different Types of Cleaning Equipment and Their Specific Uses
3. Refer to Unit 4.2: Workplace Safety and Efficiency
Topic 4.2.1 Effects of Product Contamination
4. Refer to Unit 4.2: Workplace Safety and Efficiency
Topic 4.2.3 Proper Lifting and Handling Techniques
5. Refer to Unit 4.2: Workplace Safety and Efficiency
Topic 4.2.6 Procedures for Disposing of Waste Safely in Designated Locations



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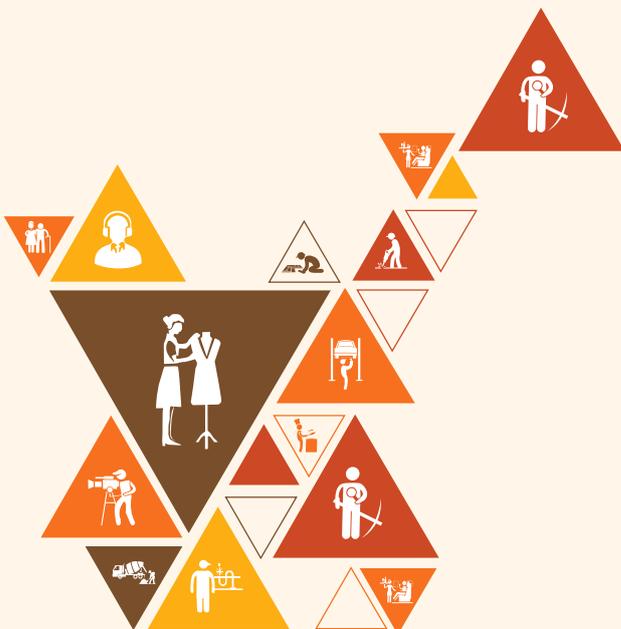
5. Fundamental Concepts and Preparation

Unit 5.1 - Measurement and Garment Fundamentals

Unit 5.2 - Work Instructions and Specifications

Unit 5.3 - Workplace Procedures and Communication

Unit 5.4 - Safety, Responsibility, and Problem-Solving



AMH/N0107

Key Learning Outcomes



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

1. Explain the metric system of measurement and the significance of fabric grain lines in garment construction.
2. Describe the features and correct usage of measuring tapes and other tools required in garment making.
3. Interpret work instructions, specifications, size charts, and job cards received from authorised sources.
4. Explain the importance of complying with written instructions, operating procedures, and the manufacturer's guidelines.
5. Outline organisational rules, codes, timekeeping practices, lines of communication, authority, and reporting procedures.
6. Discuss the importance of effective communication with supervisors and colleagues in the workplace.
7. Describe types of garments, parts of apparel, standard measurements, and basic fabric and stitch faults.
8. Explain the types of faults that occur in stitching and the corrective actions to be taken.
9. Apply basic mathematical skills to perform simple arithmetic and algebraic calculations relevant to the job.
10. Describe the importance of quality standards, accurate record-keeping, safe working practices, and responding to problems within the work area.

Unit 5.1: Measurement and Garment Fundamentals

Unit Objectives

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

1. Explain the metric system of measurement used in garment construction.
2. Elaborate on the significance of the fabric grain line in cutting and sewing.
3. Describe the features of a measuring tape and how to use it accurately.
4. Explain the basic types of fabric and common stitches used in garment making.
5. Illustrate common stitching faults and their impact on garment quality.
6. Describe the different types and parts of garments and their functions.
7. State the standard parts and measurements of a finished apparel.
8. Identify the essential tools and equipment required for garment production tasks.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, projector or large screen, computer/laptop with internet connection, measuring tapes, fabric swatches, thread samples, stitched garment samples, stitching fault samples (uneven seams, skipped stitches), pictures of garment parts, essential tools (scissors, needles, tailor's chalk, machine needles, bobbins, sewing machine).

Do

- Greet participants and introduce the importance of measurements and garment fundamentals.
- Present the unit objectives clearly so participants know what they will learn.
- Ensure all participants have their handbook, pen, and notepad.
- Check projector, slides, and sample garments/tools before starting.
- Arrange seating for clear viewing of demonstrations and easy interaction.
- Explain that the session will combine theory with demonstrations and group activities.
- Encourage participants to share their prior experiences in garment measuring or stitching.
- Keep a balance between explanations, visual examples, and participant practice.
- Summarise key points after each section for clarity.
- End with a recap and link these fundamentals to quality garment production.

Say

- Welcome to the session on Measurement and Garment Fundamentals.
- Accurate measurement and understanding garment parts are the foundation of quality apparel.
- In this unit, we will learn about the metric system, fabric grain, measuring tools, stitches, and garment parts.

- We will also explore common stitching faults and their impact on quality.
- By the end, you will be confident in identifying tools, measuring correctly, and understanding garment construction basics.

Ask

- Why do you think the metric system is widely used in garment construction?
- What can happen if the fabric grain line is not followed while cutting?
- How do you usually check the accuracy of measurements with a measuring tape?
- Can anyone share examples of different types of fabric or stitches they have seen?
- What are some common stitching faults you have noticed in clothes?
- How can stitching faults affect the final quality of a garment?
- What parts of garments do you know, and what functions do they serve?
- Which tools do you think are essential for garment making tasks?

Elaborate

- The metric system (centimetres, millimetres, metres) is standard for garment measurements.
- The grain line ensures fabric stretches and drapes properly in garments.
- Measuring tapes are flexible, marked in centimetres and inches, and must be used carefully.
- Fabrics vary—cotton, silk, polyester—and stitches include running, backstitch, and overlock.
- Stitching faults like skipped stitches, loose tension, or uneven seams reduce garment quality.
- Garment parts (collar, cuffs, sleeves, hem, waistband) serve both functional and aesthetic roles.
- Finished garments follow standard measurements for size and fitting.
- Tools like scissors, chalk, needles, and sewing machines are vital for garment production.
- Correct use of tools ensures efficiency and quality.
- Fundamentals of measurement and garment knowledge are the base of all quality checks.

Explain

- The metric system avoids confusion and ensures accuracy in garment making.
- Cutting along the grain line prevents distortion and fitting issues.
- Measuring tapes should be placed flat and tight, without twisting, for accuracy.
- Fabrics behave differently—cotton absorbs moisture, polyester resists wrinkles.
- Common stitches serve different purposes: running for seams, overlock for edges.
- Stitching faults lead to returns, rework, and customer dissatisfaction.
- Each garment part has a specific function, like collars for shape, zippers for closure.
- Standard measurements help maintain uniformity across sizes.
- Essential tools must be maintained properly to avoid faults.
- Mastering these basics is key to both production and inspection roles.

Demonstrate

The facilitator will demonstrate how to use a measuring tape correctly on fabric and garments. Participants will observe different fabric swatches, types of stitches, and stitching faults using samples. A demonstration will also show garment parts (collar, sleeve, cuff) and their functions.

Activity

1. **Name of the Activity:** Measure and Match
2. **Objective of the activity:** To practice accurate measurement, identify garment parts, and spot stitching faults.
3. **Resources:** Measuring tapes, fabric swatches, stitched garments, stitching fault samples, essential tools.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Divide participants into small groups.
 - Give each group a garment and a measuring tape.
 - Ask them to measure key garment parts (chest, sleeve, waist) and compare with standard sizes.
 - Provide stitched fabric samples with faults for identification.
 - Ask groups to name garment parts and their functions.
 - Groups present findings, focusing on measurement accuracy and quality issues.
 - Facilitator provides feedback on accuracy and observations.
6. **Outcome:** Participants will gain hands-on practice in measurement, garment identification, and fault recognition.

Notes for Facilitation

- Use real garment samples to make learning practical.
- Show visual charts of fabric types, stitches, and garment parts.
- Involve participants by letting them handle tools and fabrics.
- Encourage sharing of examples from daily clothing experiences.
- Reinforce that mastering fundamentals ensures better quality control in later stages.

Unit 5.2: Work Instructions and Specifications

Unit Objectives

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

1. Describe common methods to accurately receive work instructions from authorised sources.
2. Explain how to use the information provided in a job card for performing tasks.
3. State garment specifications and size charts accurately for production activities.
4. Mention the correct approach to understanding and applying work specifications.
5. Discuss the importance of complying with written instructions to ensure quality and consistency.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection, sample job cards, garment specification sheets, and size charts.

Do

- Greet participants warmly and share a personal experience where clear instructions and specifications led to a high-quality outcome.
- State the unit objectives clearly and highlight how following instructions ensures quality and consistency.
- Ensure all participants have their handbook, notepad, and pen ready for note-taking.
- Check the projector, slides, internet connectivity, and whiteboard before starting.
- Prepare visual aids such as sample job cards, specification sheets, and diagrams showing the flow of instructions.
- Encourage participants to share personal experiences of using work instructions.
- Set an interactive tone with group discussions and Q&A.
- Arrange seating to allow clear viewing of the projected materials and open discussion.
- Balance theory inputs with practical examples and feedback sessions.
- End with a recap on how accurately following instructions improves productivity, reduces errors, and ensures customer satisfaction.

Say

- Welcome to today's session on Work Instructions and Specifications, which are essential for quality and consistency in our work.
- By the end of this session, you will understand how to receive and apply work instructions correctly.
- A job card is our blueprint; it tells us what to do, how to do it, and what materials to use.

- Understanding garment specifications and size charts is key to producing garments that meet client expectations.
- Following written instructions is not an option; it's a requirement for a high-quality product and efficient production.

Ask

- How do you currently receive work instructions at your workplace?
- Can you give an example of a mistake that happened because instructions were not clear?
- Why is it important to know how to read a garment size chart?
- What information do you look for first on a job card?
- How can complying with written instructions prevent waste and save time?

Elaborate

- Receiving instructions involves actively listening, asking clarifying questions, and confirming understanding from authorised sources like a supervisor or job card.
- A job card contains critical information, including the job number, style name, quantity, and a list of operations to be performed.
- Garment specifications detail the required measurements, fabrics, trims, and quality standards for a garment.
- Size charts provide the standard measurements for different sizes, which is crucial for cutting and sewing accuracy.
- Complying with written instructions ensures every product is consistent and meets the required quality standards.
- Work specifications act as a checklist to ensure all details, from seam allowances to thread colour, are correct.
- Accurate understanding of these documents minimises rework and material wastage.
- Written instructions provide a reliable reference, reducing the chance of miscommunication or memory lapses.
- Proper application of specifications is a key part of quality control in the production process.
- Following instructions is not just about doing the job; it's about doing the job right the first time.

Explain

- Work instructions can come through verbal communication, written documents like job cards, or digital platforms.
- The job card serves as a complete guide, from material details to the final packing instructions.
- Garment specifications are the technical blueprint of the garment, dictating everything from design features to fit.
- Size charts are standardised tables used to ensure consistent sizing across all garments produced.

- Complying with written instructions ensures that every team member follows the same process, guaranteeing a consistent product.
- Applying work specifications correctly is the difference between a passable product and a high-quality one.
- Proper use of these documents is a form of quality control that starts at the individual level.
- Ignoring instructions can lead to costly mistakes, such as using the wrong fabric or getting the size wrong.
- Following a standardised approach improves efficiency and makes it easier to on-board new workers.
- The discipline of following instructions is fundamental to professional success in any manufacturing environment.

Demonstrate

The facilitator will demonstrate how to read a sample job card, pointing out key information and explaining its purpose. They will then show a garment specification sheet and a size chart, explaining how to interpret the measurements and instructions. The demonstration will highlight common pitfalls and the correct approach to avoid them.

Activity

1. **Name of the Activity:** Reading the Job Card and Garment Spec
2. **Objective of the Activity:** To practice interpreting a job card and garment specification sheet.
3. **Resources:** Participant handbook, notepad, pen, sample job cards, garment specification sheets, and size charts.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Divide participants into small groups.
 - Give each group a sample job card, garment spec sheet, and size chart.
 - Instruct them to identify key information, such as the style number, material type, and critical measurements.
 - Ask each group to explain their findings and how they would approach the task based on the documents.
 - Facilitate a discussion on any discrepancies or misunderstandings and provide immediate clarification..
6. **Outcome:** Participants will be able to accurately read and interpret work instructions from job cards and specifications.

Notes for Facilitation

- Relate concepts to real-life workplace scenarios to make them more relatable.
- Use visual aids like sample documents to make the session interactive and practical.
- Encourage all participants to contribute to discussions and the activity.
- Highlight the importance of asking questions when instructions are unclear.
- Emphasise that accuracy in understanding instructions directly impacts the final product's quality and customer satisfaction.

Unit 5.3: Workplace Procedures and Communication

Unit Objectives

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

1. Describe the organisation's rules, codes of conduct, and timekeeping guidelines.
2. Discuss the importance of effective communication within the workplace.
3. Explain the lines of communication, authority, and reporting procedures in the organisation.
4. Outline the company's quality standards and their role in maintaining product consistency.
5. Identify the types of records maintained in the workplace for quality and operational tracking.
6. Illustrate the correct methods for accurately completing workplace records.
7. Explain how to report quality issues to appropriate personnel in a timely manner.
8. State the importance of maintaining accurate and complete quality records.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection, sample company handbook or code of conduct, examples of timekeeping logs, quality control checklists, and production records.

Do

- Greet participants warmly and start with a brief discussion on a common workplace rule or a timekeeping experience.
- State the unit objectives clearly, emphasising that understanding workplace procedures is crucial for professional success and safety.
- Ensure all participants have their handbook, notepad, and pen ready.
- Check the setup of the projector, slides, and whiteboard before beginning.
- Prepare visual aids such as an organisational chart, a sample quality control record, and a timekeeping log.
- Encourage participants to share personal experiences related to workplace communication or record-keeping.
- Set an interactive tone with group discussions and Q&A sessions.
- Arrange seating to facilitate clear viewing and open engagement.
- Balance theoretical explanations with practical examples from a typical workplace.
- End with a recap on how adherence to procedures and good communication contribute to a positive and efficient work environment.

Say

- Welcome to this session on Workplace Procedures and Communication, which are the backbone of any successful organisation.
- By the end of this unit, you will be able to navigate workplace rules, understand your role in the communication hierarchy, and maintain quality records.
- Every workplace has a set of rules and a code of conduct to ensure everyone works safely and respectfully.
- Effective communication is not just about talking; it's about understanding who to report to and how to get your message across clearly.
- Maintaining accurate records is vital for quality control and helps us track our performance and identify areas for improvement.

Ask

- What are some of the rules or codes of conduct you have encountered in a previous job?
- Why is knowing your reporting line or chain of command important?
- What happens if a quality issue is not reported to the right person?
- Can you describe a record or log you've had to fill out at a job?
- Why is it important to be on time and manage your time effectively at work?

Elaborate

- Workplace rules and codes of conduct are established to ensure a safe, fair, and productive environment for all employees.
- Effective communication involves both verbal and non-verbal skills and is essential for collaboration and problem-solving.
- Lines of communication, authority, and reporting are hierarchical structures that dictate who you report to and who reports to you.
- Company quality standards are the benchmarks against which all products are measured to ensure consistency and customer satisfaction.
- Types of records maintained in the workplace include production logs, quality control checklists, and maintenance records.
- Correct methods for completing records include writing legibly, providing all required information, and ensuring accuracy to the best of your ability.
- Reporting quality issues should be done promptly and to the correct person, such as a supervisor or quality control manager, to prevent further problems.
- Maintaining accurate and complete records is crucial for auditing, troubleshooting, and continuous improvement.
- Timekeeping guidelines are a fundamental part of workplace procedures, ensuring punctuality and proper work-hour tracking.
- Adhering to these procedures demonstrates professionalism and a commitment to quality and safety.

Explain

- Organisational rules and the code of conduct are a framework for professional behaviour, covering everything from dress code to conflict resolution.
- Effective communication reduces misunderstandings, improves team coordination, and fosters a positive work culture.
- The lines of authority are defined by the organisational chart, showing who is responsible for what and how information flows.
- Quality standards are not just a guideline; they are a commitment to delivering a consistent product every time.
- Workplace records serve as a documented history of production and quality, providing valuable data for analysis and decision-making.
- Accurate record-keeping is a form of quality assurance, proving that each step of the process was followed correctly.
- Timely reporting of quality issues allows the company to address problems before they escalate, preventing costly mistakes and recalls.
- Complete quality records are a legal and ethical requirement in many industries, demonstrating compliance with standards and regulations.
- Timekeeping is a measure of an employee's reliability and commitment to their role and the team.
- Overall, a clear understanding and adherence to workplace procedures and communication protocols are vital for individual and organisational success.

Demonstrate

The facilitator will use a sample organisational chart to illustrate lines of communication and authority. They will then present a blank quality control checklist and a production log, demonstrating the correct way to fill them out accurately. The demonstration will include a role-play of how to report a quality issue to a supervisor.

Activity

1. **Name of the Activity:** Workplace Procedures and Record-Keeping Simulation
2. **Objective of the Activity:** To practice identifying key information on workplace documents and reporting procedures.
3. **Resources:** Participant handbook, sample organisational chart, blank quality control checklists, and production logs.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Divide participants into small groups.
 - Give each group a sample organisational chart and a scenario with a quality issue.
 - Instruct groups to identify the correct person to report the issue to, based on the chart.

- Give each group a blank quality checklist and ask them to fill it out as if they had just completed a task with a quality issue.
 - Ask each group to present their findings and their filled-out checklist.
6. **Outcome:** Participants will be able to accurately identify reporting lines, document quality issues, and understand the importance of clear record-keeping.

Notes for Facilitation

- Relate concepts to real-life workplace situations to make them relevant.
- Use visual aids like charts and sample forms to make the session practical.
- Encourage all participants to contribute to discussions and the activity.
- Highlight the ethical and professional responsibility of accurate record-keeping.
- Emphasise that a systematic approach to workplace procedures improves safety, quality, and efficiency.
- Conclude by reinforcing that teamwork and support are keys to successful project execution.

Unit 5.4: Safety, Responsibility, and Problem-Solving

Unit Objectives

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

1. Describe safe working practices and organisational procedures to ensure a hazard-free environment.
2. Discuss equipment operating procedures and the manufacturer's instructions correctly before use.
3. Explain the limits of self-responsibility in relation to assigned tasks and workplace conduct.
4. Mention effective ways of identifying and resolving problems within the work area.
5. State the importance of taking timely and appropriate corrective actions when issues arise.
6. Apply basic mathematical skills to perform simple arithmetic and algebraic calculations relevant to garment operations.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection, examples of safety guidelines, equipment operating manuals, a sample problem-solving chart, and simple math worksheets.

Do

- Greet participants warmly and begin with a brief discussion on a common workplace safety scenario or a problem they have recently solved.
- State the unit objectives clearly, emphasising that safety, responsibility, and problem-solving are crucial for a productive and secure work environment.
- Ensure all participants have their handbook, notepad, and pen ready.
- Check the setup of the projector, slides, and whiteboard before starting.
- Prepare visual aids such as safety signs, a flow chart for problem-solving, and a simple math problem relevant to garment production (e.g., calculating fabric consumption).
- Encourage participants to share personal experiences related to safety issues or problem-solving.
- Set an interactive tone with group discussions and Q&A sessions.
- Arrange seating to facilitate clear viewing and open engagement.
- Balance theoretical explanations with practical, hands-on activities.
- End with a recap on how a proactive approach to safety and problem-solving, combined with personal responsibility, leads to better outcomes.

Say

- Welcome to this session on Safety, Responsibility, and Problem-Solving, the three pillars of a professional work ethic.
- By the end of this unit, you will be able to work safely, understand your responsibilities, and effectively solve common workplace problems.
- Safety is everyone’s responsibility, and it starts with understanding and following the rules and procedures in place.
- Knowing how to use equipment correctly, as per the manufacturer’s instructions, is essential to prevent accidents.
- Being responsible for your work and actions, and knowing how to solve problems, makes you a valuable member of any team.

Ask

- What are some of the most important safety rules in your current or a previous workplace?
- Why is reading the manufacturer’s manual important before using a new piece of equipment?
- What does it mean to be “self-responsible” for your work?
- Can you describe a small problem you’ve had at work and how you solved it?
- How does a simple math calculation, like counting stitches, relate to quality in garment production?

Elaborate

- Safe working practices and organisational procedures are designed to protect workers from hazards and ensure a secure environment.
- Equipment operating procedures and manufacturer’s instructions provide critical information on how to use machinery correctly and safely.
- Self-responsibility means owning your tasks, meeting deadlines, and maintaining a high standard of work without constant supervision.
- Effective problem-solving involves identifying the root cause, brainstorming solutions, implementing the best one, and checking if it worked.
- Corrective actions are timely steps taken to fix an issue and prevent it from recurring, which is crucial for maintaining quality and efficiency.
- Basic mathematical skills, such as addition, subtraction, multiplication, and division, are used daily for tasks like calculating measurements, fabric consumption, and production targets.
- Hazard-free environment is a shared goal, and every worker plays a part by reporting unsafe conditions and following protocols.
- Workplace conduct goes beyond tasks and includes being punctual, respectful, and a good team player.
- Identifying and resolving problems contributes to a smooth workflow and prevents minor issues from becoming major obstacles.
- The combination of these skills makes a person a reliable, safe, and productive employee.

Explain

- Safe working practices include proper use of personal protective equipment (PPE), following machine-specific safety guards, and maintaining a clean work area.
- Operating procedures ensure equipment is used as intended, which extends the machine's life and, most importantly, protects the operator from injury.
- Self-responsibility is about being accountable for your assigned tasks, from start to finish, and ensuring your work meets the required standards.
- Problem-solving is a systematic process of thinking through a challenge to find an effective solution, rather than just reacting to the problem.
- Timely corrective actions prevent defects from being passed down the production line, saving the company time, money, and resources.
- Basic math skills are fundamental to the job, enabling a worker to measure accurately, count items, and calculate simple production metrics.
- A hazard-free environment is achieved through proactive identification of risks and adherence to all safety rules.
- Correct workplace conduct builds trust and professionalism, which is the foundation of a healthy work culture.
- Problem-solving skills are critical for continuous improvement and for adapting to unexpected challenges.
- Overall, this unit emphasises that being a responsible and proactive worker who values safety and can solve problems is essential for both individual and team success.

Demonstrate

The facilitator will use a prop, such as a sample piece of a machine, to demonstrate a safe operating procedure. They will then present a simple problem scenario (e.g., a sewing machine tension issue) and walk the participants through a step-by-step problem-solving process. The facilitator will also demonstrate a simple math calculation relevant to the work area.

Activity

1. **Name of the Activity:** Problem-Solving and Math Challenge
2. **Objective of the Activity:** To apply problem-solving skills and simple mathematical calculations to a real-world scenario.
3. **Resources:** Participant handbook, a sample problem card with a scenario (e.g., "A customer wants a garment 2 inches shorter, and you have to recalculate the pattern piece length"), simple calculators, and pens.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Divide participants into small groups.
 - Give each group a problem card.

- Instruct them to identify the problem, discuss a solution, and perform the necessary calculations.
 - Ask each group to present their problem-solving process and the final answer.
 - Facilitate a discussion on the different approaches and the importance of accuracy.
6. **Outcome:** Participants will be able to apply problem-solving and mathematical skills to practical work challenges.

Notes for Facilitation

- Relate safety concepts to personal well-being and the well-being of co-workers.
- Use visual aids like flowcharts and diagrams to make problem-solving and safety procedures easy to follow.
- Encourage all participants to contribute to discussions and activities.
- Emphasise that taking responsibility for one's actions is a sign of professionalism.
- Make the math problems simple and directly related to the work, so they are not intimidating.
- Highlight that a proactive approach to identifying and solving problems is highly valued in the workplace.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Metric system
2. b. Fabric grain line
3. b. To ensure quality and consistency
4. b. Wearing safety gear
5. b. Tracking quality and operations

Answer the following questions briefly.

1. Refer to Unit 5.1: Measurement and Garment Fundamentals
Topic 5.1.1 Metric System of Measurement used in Garment Construction
2. Refer to Unit 5.1: Measurement and Garment Fundamentals
Topic 5.1.2 Significance of the Fabric Grain Line in Cutting and Sewing
3. Refer to Unit 5.3: Workplace Procedures and Communication
Topic 5.3.3 Lines of Communication, Authority, and Reporting Procedures
4. Refer to Unit 5.4: Safety, Responsibility, and Problem-Solving
Topic 5.4.1 Safe Working Practices and Organisational Procedures
5. Refer to Unit 5.1: Measurement and Garment Fundamentals
Topic 5.1.5 Common Stitching Faults and Their Impact on Garment Quality



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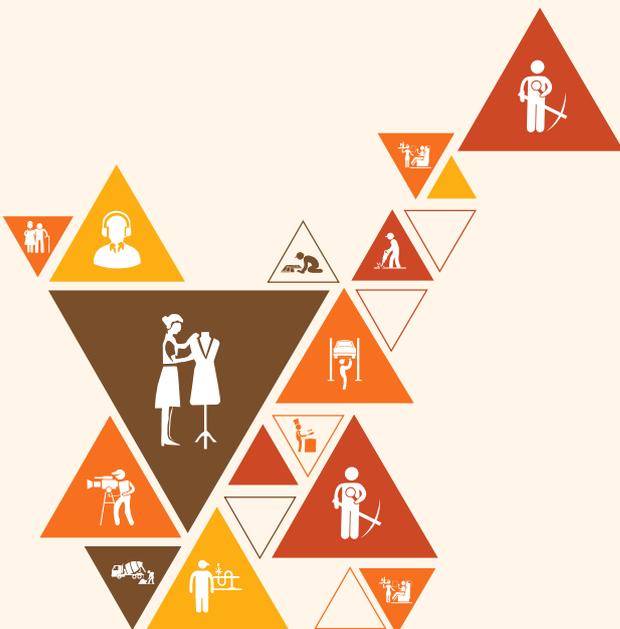


6. Measurement Checking Activities

Unit 6.1 - Garment Inspection and Quality Control

Unit 6.2 - Operational Procedures and Garment Handling

Unit 6.3 - Problem Solving and Responsibility Management



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Key Learning Outcomes



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

1. Illustrate how to measure various types of garments accurately using appropriate tools.
2. Explain the correct procedure for storing cut components to preserve their quality.
3. Outline the steps to verify dimensions and grain lines of garment parts and finished products against specification charts.
4. Describe the process of visually inspecting garment parts and finished apparel for defects based on standard inspection criteria.
5. Discuss how to carry out basic inspections efficiently while maintaining safety, workflow, and production targets.
6. Explain the method for isolating defective pieces for rectification or disposal as per quality procedures.
7. Elaborate on documenting and reporting identified defects to the appropriate personnel accurately and promptly.
8. Describe the importance of ensuring garments are free from stitching and other visible defects before final delivery.
9. Explain how to identify, resolve, or escalate quality-related problems within and beyond one's area of responsibility.
10. Describe the importance of handling garment parts properly and maintaining the cleanliness of tools and equipment according to work instructions.

Unit 6.1: Garment Inspection and Quality Control

Unit Objectives

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

1. Explain how to accurately measure different types of garments using standard tools.
2. Elaborate on checking garment dimensions and grain lines as per specification charts.
3. Describe the process of visually inspecting apparel for defects according to quality standards.
4. Discuss how to carry out basic garment inspection safely while maintaining productivity.
5. Identify common defects in garment pieces during the inspection process.
6. Explain how to isolate and dispose of defective garment parts according to organisational procedures.
7. Mention the correct method to document any defects identified during inspection.
8. Outline the steps for reporting garment defects to appropriate supervisors or quality personnel.
9. State how to inspect finished garments for stitching defects as per inspection guidelines.
10. Discuss the use of standard inspection procedures to ensure consistent garment quality.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection, sample garments (both correctly made and with common defects), measuring tools (tape measure, ruler, square), defect tags or forms, and PPE (gloves, if required for handling materials).

Do

- Greet participants and begin with a brief discussion on why quality is so important in the apparel industry.
- State the unit objectives clearly, emphasising that accurate inspection is the key to maintaining quality and preventing waste.
- Ensure all participants have their handbook, notepad, and pen ready.
- Check the setup of the projector, slides, and whiteboard before beginning.
- Prepare visual aids such as defect charts, a step-by-step diagram of the inspection process, and examples of correctly and incorrectly stitched garments.
- Encourage participants to share any experiences they have with garment defects or inspection.
- Set an interactive tone with group discussions and Q&A sessions.
- Arrange seating to allow for hands-on activities with the sample garments.
- Balance theoretical explanations with practical, hands-on inspection exercises.
- End with a recap on how a thorough inspection process contributes to a strong reputation and customer satisfaction.

Say

- Welcome to this session on Garment Inspection and Quality Control, a critical part of the production process.
- By the end of this unit, you will be able to accurately inspect garments, identify defects, and report them correctly.
- Our job as inspectors is to be the final gatekeepers of quality, ensuring every garment meets the required standards.
- A small defect, if missed, can lead to a lot of wasted time and money, so our attention to detail is crucial.
- Following a standardised inspection procedure ensures that we are consistent and reliable in our work.

Ask

- What kind of tools do you use to measure a garment?
- Why is checking the grain line of a fabric important?
- Can you name a common stitching defect you've seen?
- What do you think you should do if you find a defect in a garment piece?
- Why is documenting and reporting a defect so important?

Elaborate

- Measuring garments involves using standard tools like a tape measure or ruler to check dimensions against a specification chart.
- Checking dimensions and grain lines ensures the garment will fit correctly and hang properly, as per design specifications.
- Visual inspection is the process of carefully examining the garment for any surface-level defects like stains, holes, or fabric flaws.
- Basic garment inspection must be carried out safely and efficiently, without sacrificing productivity.
- Common defects can include skipped stitches, puckering, improper seam allowances, or incorrect measurements.
- Isolating and disposing of defective parts prevents them from being used in the final product and is done according to organisational procedures.
- Documenting defects involves filling out a specific form or log with details about the type of defect, its location, and the garment it was found on.
- Reporting garment defects to supervisors or quality personnel ensures the issue is tracked and addressed at the source.
- Inspecting for stitching defects requires a trained eye to look for inconsistencies in stitch length, tension, and seam quality.
- Standard inspection procedures are put in place to ensure consistency in the quality checks, regardless of who performs the inspection.

Explain

- Accurate measurement is the first step in quality control, verifying that a garment's size and shape conform to the design.
- Dimension and grain line checks are vital because they directly impact the garment's fit and appearance. An incorrect grain line can cause twisting and a poor drape.
- Visual inspection is a critical skill that involves systematically scanning for any non-conforming features on the garment's surface.
- Safe inspection includes working in a well-lit area and handling sharp tools, like scissors or seam rippers, with care.
- Identifying defects requires knowledge of what constitutes a quality standard and what is a flaw.
- Isolating defective parts is a key step in preventing them from entering the final product stream, thus protecting the company's reputation.
- Proper documentation creates a clear record for traceability and for analysis of defect trends.
- Reporting defects ensures that the problem can be addressed at its origin, whether it's a machine issue or a training gap.
- Inspecting for stitching defects ensures the durability and strength of the garment, as well as its professional finish.
- Using standard procedures creates a consistent quality benchmark for all products, which is essential for maintaining brand consistency.

Demonstrate

The facilitator will use a sample garment to demonstrate the proper way to measure different parts of it. They will then show examples of garments with common defects (e.g., a skipped stitch, a loose thread, or a stain), explaining how to spot and document each one. A step-by-step role-play of reporting a defect will also be conducted.

Activity

1. **Name of the Activity:** Defect Identification and Document
2. **Objective of the Activity:** To practice identifying and documenting common garment defects.
3. **Resources:** Participant handbook, sample garments with pre-marked defects, defect tags or forms, pens, and measuring tapes.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Divide participants into small groups.
 - Give each group a set of sample garments, some with intentional defects.
 - Instruct them to inspect each garment, identify the defects, and document them on the provided forms.

- Ask each group to present their findings, explaining what defect they found and how they documented it.
 - Facilitate a discussion on the importance of accuracy and detail in documentation.
6. **Outcome:** Participants will be able to accurately identify and document garment defects as per industry standards.

Notes for Facilitation

- Use real-world examples of defective garments to make the training practical and tangible.
- Use visual aids like photos of different types of defects to help participants recognise them easily.
- Encourage all participants to contribute, especially during the hands-on inspection activity.
- Emphasise that quality control is a shared responsibility, not just the job of the inspector.
- Highlight how accurate inspection protects both the company and the customer.

Unit 6.2: Operational Procedures and Garment Handling

Unit Objectives

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

1. Describe the correct method for storing cut components to preserve their quality.
2. Explain how to handle garments as per the specified procedures to avoid damage.
3. Discuss ways to maintain workflow rate in order to meet daily production targets.
4. Illustrate the proper cleaning techniques for tools and equipment as per work instructions.
5. Elaborate on the importance of precisely following work instructions to ensure quality and consistency.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection, sample cut fabric pieces, finished garments, and cleaning supplies for tools (cloths, brushes).

Do

- Greet participants and begin with a brief discussion on a time when an item was damaged due to poor handling or storage.
- State the unit objectives clearly, emphasizing that proper handling and maintaining workflow are critical for quality and productivity.
- Ensure all participants have their handbook, notepad, and pen ready.
- Check the setup of the projector, slides, and whiteboard before beginning.
- Prepare visual aids such as a flowchart of a typical workflow, a diagram showing correct handling techniques, and examples of correctly and incorrectly stored fabric pieces.
- Encourage participants to share experiences related to material handling or meeting production targets.
- Set an interactive tone with group discussions and Q&A sessions.
- Arrange seating to allow for hands-on activities with the fabric and garment samples.
- Balance theoretical explanations with practical, hands-on activities.
- End with a recap on how proper operational procedures and garment handling lead to reduced waste and increased efficiency.

Say

- Welcome to this session on Operational Procedures and Garment Handling, where we'll learn to work smarter and more carefully.
- By the end of this unit, you will be able to store, handle, and maintain equipment correctly while keeping your work rate steady.

- The way we handle and store our materials directly impacts the final product's quality.
- Keeping a consistent workflow is key to meeting daily production targets without rushing and causing errors.
- Following work instructions isn't just a rule; it's a way to ensure every product is perfect and consistent.

Ask

- What do you think is the best way to store cut fabric pieces to prevent wrinkles or damage?
- Can you give an example of a time when a garment was damaged because it wasn't handled correctly?
- How do you measure your own workflow rate to know if you're on track to meet a target?
- Why is it important to clean your tools and equipment every day?
- How can carefully following instructions help you avoid mistakes?

Elaborate

- Storing cut components correctly involves using designated racks, bins, or trolleys to keep them flat, organised, and free from dirt and moisture.
- Handling garments as per specified procedures means using clean hands, avoiding dragging items on the floor, and folding or hanging them properly to prevent damage.
- Maintaining the workflow rate involves pacing oneself, organising tasks in a logical sequence, and minimising idle time to meet daily production targets efficiently.
- Proper cleaning techniques for tools and equipment, as per work instructions, extend their lifespan and ensure they function correctly for precise work.
- Precisely following work instructions is crucial because it ensures quality and consistency from one garment to the next, reducing the need for rework and corrections.
- Operational procedures are the backbone of a smooth production line, ensuring every step is executed in a standardised and efficient manner.
- Garment handling is a skill that, when mastered, prevents common defects like snags, stains, and wrinkles.
- Workflow maintenance is a form of self-management that helps individuals and teams stay on track with production goals.
- Clean tools lead to clean and accurate work, which is a fundamental aspect of quality control.
- The discipline of following every instruction, no matter how small, adds up to a high-quality final product.

Explain

- Correct storage of cut components is a preventive measure that protects the materials from becoming unusable before they reach the sewing stage.
- Proper garment handling is a non-negotiable part of the job that safeguards the product from damage at every stage of production.

- Maintaining a steady workflow is a key performance indicator. It means working at a consistent, productive pace without rushing or slowing down excessively.
- Cleaning tools and equipment is a basic maintenance task that ensures the longevity of machinery and the quality of the work they produce. For example, a dirty sewing machine can cause skipped stitches or soiled fabric.
- Adhering to work instructions ensures that every garment produced matches the specified design and quality standards, which is vital for brand reputation and customer satisfaction.

Demonstrate

The facilitator will use sample cut pieces of fabric to demonstrate proper stacking and storage. They will then demonstrate correct handling techniques with a finished garment, showing how to pick it up, move it, and fold it without causing damage. The facilitator will also show how to clean a simple tool, such as a sewing machine foot or a pair of shears, according to instructions.

Activity

1. **Name of the activity:** Handling and Storage Practice
2. **Objective of the activity:** To practice the correct handling and storage of cut garment components.
3. **Resources:** Participant handbook, various cut fabric pieces, and storage bins or trays.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Divide participants into small groups.
 - Give each group a stack of cut fabric pieces.
 - Instruct them to practice organising and storing the pieces in a way that prevents them from wrinkling or getting damaged.
 - Ask each group to demonstrate their storage method and explain why it's effective.
 - Facilitate a discussion on the pros and cons of different handling and storage techniques.
6. **Outcome:** Participants will be able to apply correct handling and storage techniques to maintain the quality of materials.

Notes for Facilitation

- Use real-world examples of damaged goods to highlight the importance of proper handling.
- Emphasise that a steady pace is more valuable than a fast one that results in mistakes.
- Encourage all participants to contribute to the discussion and hands-on activities.
- Highlight that these procedures are not just rules but are in place to make the work easier and more efficient.
- Conclude by reinforcing the link between these procedures and overall productivity and quality.

Unit 6.3: Problem Solving and Responsibility Management

Unit Objectives

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

1. Identify common quality-related issues that may arise during garment production or inspection.
2. Explain how to resolve problems within one's area of responsibility using appropriate actions.
3. Outline the procedure for reporting issues that fall outside one's scope of responsibility to the concerned personnel.
4. Discuss the consequences of failing to identify and address quality-related problems in a timely manner.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection, examples of common garment defects, a problem-solving flowchart, and sample reporting forms.

Do

- Greet participants and start with a brief discussion on a time when they faced a problem at work and how they handled it.
- State the unit objectives clearly, emphasizing that proactive problem-solving and responsibility management are vital for quality and professionalism.
- Ensure all participants have their handbook, notepad, and pen ready.
- Check the setup of the projector, slides, and whiteboard before beginning.
- Prepare visual aids such as images of garment defects, a simple cause-and-effect diagram, and a clear reporting hierarchy chart.
- Encourage participants to share personal experiences of dealing with quality issues.
- Set an interactive tone with group discussions and Q&A sessions.
- Arrange seating to facilitate clear viewing and open engagement.
- Balance theoretical explanations with practical, scenario-based activities.
- End with a recap on how taking ownership of problems, no matter how small, contributes to overall quality and team success.

Say

- Welcome to this session on Problem Solving and Responsibility Management, skills that make a good worker great.
- By the end of this unit, you will be able to identify and resolve quality issues and know when and how to report problems beyond your control.

- Every job has its challenges, but it's how we identify and respond to them that truly matters.
- Understanding your own area of responsibility is the first step in effective problem-solving.
- Ignoring a quality issue, no matter how small, can have serious consequences for the entire team and the final product.

Ask

- Can you name a common quality issue you might find in a finished garment?
- What should be your immediate action if you notice a problem that you can fix yourself?
- What information should you include when reporting a problem to your supervisor?
- What do you think might happen if a defective garment is sent to a customer?
- Why is it important to know the limits of your responsibility?

Elaborate

- Identifying quality-related issues involves a keen eye for detail to spot common defects like skipped stitches, stains, or incorrect measurements during production or inspection.
- Resolving problems within one's area of responsibility means taking immediate corrective action without needing to escalate the issue, such as re-stitching a loose seam or trimming a loose thread.
- Reporting issues that fall outside one's scope involves outlining the problem clearly, providing relevant details, and identifying the next person in the chain of command to take action.
- The consequences of failing to address problems in a timely manner can include increased costs due to rework, production delays, customer complaints, and damage to the company's reputation.
- Effective problem-solving is a skill that saves time and resources by preventing minor issues from becoming major, complex problems.
- Responsibility management is about knowing your role and acting on it, whether that means fixing an issue yourself or knowing when to ask for help.
- Proactive identification of issues is more efficient than reactive problem-solving after a defect has already been created.
- Clear reporting procedures ensure that critical information reaches the right people quickly and accurately.
- Timely action is crucial; the sooner a problem is fixed, the less it will impact the rest of the production line.
- Taking ownership of problems and seeking solutions demonstrates professionalism and a commitment to quality.

Explain

- Common quality-related issues can range from minor flaws like a broken stitch to significant defects like a misaligned pattern piece or a hole in the fabric.
- Solving problems within your responsibility empowers you to be efficient and self-sufficient. For example, an operator might be responsible for adjusting their machine's tension if they notice puckering.

- The procedure for reporting issues is a formal process to ensure accountability and to get the right person involved. It typically involves filling out a form or speaking directly to a supervisor.
- Failing to address quality issues can result in a domino effect, where one small defect leads to a large batch of rejected garments. This can be costly and can damage customer trust.
- Consequences can include financial loss for the company, and in severe cases, job-related disciplinary action.
- Problem-solving skills are a key indicator of a worker's value, showing they can think critically and find solutions instead of just identifying problems.
- Responsibility management is not just about doing what you're told but also about taking initiative within the boundaries of your role.
- Documentation is a critical part of the reporting process, as it provides a paper trail for tracking the issue and its resolution.
- Timeliness is a core component of effective problem-solving; a problem found and fixed early is a problem solved well.
- Ultimately, mastering these skills turns you into a reliable and trusted member of the production team.

Demonstrate

The facilitator will use a prop, such as a sewing machine or a sample garment with a pre-made defect, to demonstrate a common quality issue. They will then act out a scenario showing how to resolve the issue within their area of responsibility and another scenario where the issue needs to be reported. A sample reporting form will be used to show the proper documentation process.

Activity

1. **Name of the activity:** Defect Identification and Reporting Drill
2. **Objective of the activity:** To practice identifying and reporting quality issues based on a given scenario.
3. **Resources:** Participant handbook, defect cards with different quality issues, and sample problem-reporting forms.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Divide participants into small groups.
 - Give each group a set of "defect cards," each describing a different quality issue.
 - Instruct them to discuss each card and decide whether the issue falls within their responsibility to fix or if it needs to be reported.
 - For issues that need to be reported, have them fill out a sample reporting form with the correct information.
 - Ask each group to present their decisions and their filled-out forms.
6. **Outcome:** Participants will be able to correctly identify their level of responsibility for a given problem and practice the proper reporting procedure.

Notes for Facilitation

- Use real tools, tackles, and materials to demonstrate proper handling and storage techniques for cut components and finished garments.
- Encourage participants to share examples of challenges they've faced with damaged materials or inefficient workflows.
- Maintain a balance between theoretical explanations, practical demonstrations, and hands-on activities to keep the session engaging.
- Reinforce learning with clear summaries and feedback after each section and activity.
- Highlight how careful handling, maintaining workflow, and following work instructions improve quality, reduce waste, and increase overall productivity.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Measuring tape
2. b. To ensure consistent garment quality
3. c. Isolated and disposed of as per procedure
4. c. Store them properly to preserve quality
5. c. Report it to concerned personnel

Answer the following questions briefly.

1. Refer to Unit 6.1: Garment Inspection and Quality Control
Topic 6.1.1 Accurately Measuring Different Types of Garments using Standard Tools
2. Refer to Unit 6.1: Garment Inspection and Quality Control
Topic 6.1.3 Process of Visually Inspecting Apparel
3. Refer to Unit 6.2: Operational Procedures and Garment Handling
Topic 6.2.2 Handling Garments as per the Specified Procedures
4. Refer to Unit 6.1: Garment Inspection and Quality Control
Topic 6.1.8 Steps for Reporting Garment Defects
5. Refer to Unit 6.3: Problem Solving and Responsibility Management
Topic 6.3.1 Common Quality-related Issues during Garment Production or Inspection



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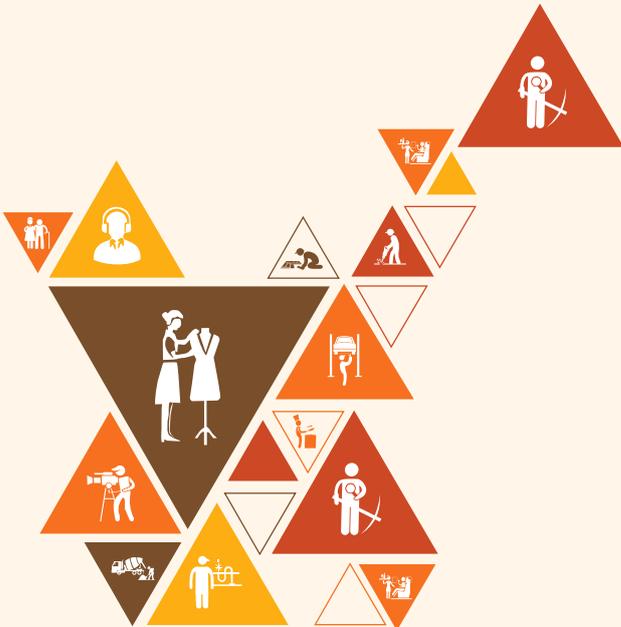


7. Ensure the Promotion of a Safe and Secure Work Environment while Integrating Gender and Persons with Disabilities (PwD) Sensitisation

Unit 7.1 - Workplace Safety and Emergency Preparedness

Unit 7.2 - Task Preparation and Operational Safety

Unit 7.3 - Work Efficiency and Sustainability Measures



AMH/N0309

Key Learning Outcomes



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

1. Explain health and safety practices applicable at the workplace and list potential hazards, risks, and threats based on operational activities.
2. Describe potential workplace accidents and emergencies, and outline appropriate responses to such scenarios.
3. List the types of clarifications to seek from supervisors or authorised personnel when faced with perceived risks.
4. Explain organisational procedures for the safe handling of equipment and machine operations.
5. Describe the proper waste disposal system and actions to take during mock drills, evacuations, or actual emergencies.
6. Demonstrate how to follow the Environmental Management System procedures relevant to the work area.
7. Demonstrate how to obtain and interpret data from work tickets or job cards and align tasks with job role responsibilities.
8. Illustrate how to ask for clarifications when instructions are unclear and how to review agreed work targets with supervisors.
9. Explain how to check tools and equipment for safety, and demonstrate how to select, sort, and use them correctly.
10. Demonstrate how to prepare a hazard-free work area, operate equipment (e.g., fabric checking machine), maintain workflow, minimise wastage, and dispose of materials responsibly.

Unit 7.1: Workplace Safety and Emergency Preparedness

Unit Objectives

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

1. Describe general health and safety practices applicable in the workplace.
2. Identify common hazards, risks, and threats based on the nature of operations.
3. Explain the types of accidents and emergencies that may occur and the appropriate responses.
4. Discuss how to seek clarifications from supervisors or authorised personnel in case of perceived safety risks.
5. Elaborate on the actions to be taken during mock drills, evacuations, and actual emergencies.
6. Illustrate how to follow procedures related to the environmental management system in the workplace.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection, sample PPE (helmet, gloves, safety shoes, goggles, reflective jacket), first-aid kit, mock fire extinguisher, emergency evacuation chart, hazard signboards, sample accident report forms, emergency contact lists, and evaluation checklists.

Do

- Greet participants and introduce the unit by linking workplace safety with productivity, well-being, and compliance.
- State the objectives clearly so participants know the scope of safety practices and emergency response.
- Ensure participants have their handbook, notepad, and pen ready for active note-taking.
- Check the projector, laptop, whiteboard, and markers before beginning.
- Arrange seating to allow group activities, roleplay, and quick movement during mock drills.
- Explain that the session will be interactive, involving discussions, demonstrations, and safety simulations.
- Use real-world safety and emergency cases for illustration.
- Invite participants to share personal experiences with hazards or emergencies.
- Summarise and repeat key points after each major section.
- Conclude with a recap of safety practices and stress the importance of preparedness in real emergencies.

Say

- Welcome to this session on Workplace Safety and Emergency Preparedness.
- In this unit, we will learn how to identify hazards, respond to emergencies, and follow proper safety protocols.
- Workplace safety reduces accidents, ensures efficiency, and protects workers' lives.

- We will also cover how to respond to emergencies such as fire, electrical faults, and medical incidents.
- By the end of this session, you will be confident in applying health and safety practices, reporting hazards, and participating in emergency drills...
- By the end of this session, you will be confident in supervising teams, monitoring performance, and evaluating work output effectively.

Ask

- What kinds of accidents or hazards have you seen in your workplace?
- Why is it important to wear PPE during operations?
- How should you respond if you notice a safety risk or unsafe condition?
- What steps would you take during a fire drill or evacuation?
- Why is it necessary to report hazards and accidents to supervisors?
- How can proper posture and safe lifting techniques prevent injury?
- What role does teamwork play during an emergency response?

Elaborate

- General health and safety practices include proper use of PPE, maintaining cleanliness, and following safe work procedures.
- Hazards can be physical, chemical, biological, or ergonomic, and must be identified early.
- Emergencies like fire, electrocution, and accidents require quick and appropriate responses.
- Seeking clarification from supervisors ensures risks are addressed immediately.
- Mock drills and evacuation exercises prepare workers for real emergencies.
- Environmental management involves safe disposal of waste and preventing pollution at the workplace.

Explain

- Following workplace safety practices reduces risks and creates a secure environment.
- Identifying hazards and reporting them helps prevent accidents.
- Emergency preparedness ensures workers know how to react in critical situations.
- Clarifying doubts with authorised personnel promotes safety and accountability.
- Mock drills are essential for testing readiness and response.
- Environmental management systems support sustainable and safe operations.

Demonstrate

The facilitator will demonstrate how to wear PPE correctly, use a fire extinguisher (mock demonstration), and show evacuation routes on a chart. Participants will also observe how to fill an accident report form and follow hazard communication signboards.

Activity

1. **Name of the Activity:** Emergency Drill and Hazard Identification
2. **Objective of the Activity:** To train participants in recognising hazards, responding to emergencies, and following safety procedures.
3. **Resources:** Participant handbook, PPE, hazard signboards, emergency chart, mock fire extinguisher, and accident report forms.
4. **Time Duration:** 25 minutes
5. **Instructions:**
 - Divide participants into groups for a mock drill.
 - Assign each group a situation (fire, electrical fault, workplace injury, or evacuation).
 - Participants perform the response steps (e.g., using extinguisher, giving first aid, reporting incident).
 - Groups also identify hazards in the training area using provided signboards.
 - Facilitator observes and provides feedback on response speed, teamwork, and accuracy.
6. **Outcome:** Participants will be able to identify hazards, respond to emergencies, use PPE correctly, and follow workplace safety and environmental procedures.

Notes for Facilitation

- Use practical examples of hazards and emergency cases for better understanding.
- Encourage participants to share experiences of workplace accidents or near misses.
- Keep the session interactive with demonstrations and roleplay.
- Reinforce key concepts with summaries after each activity.
- Emphasise the importance of regular safety practice, reporting hazards, and participating in mock drills.

Unit 7.2: Task Preparation and Operational Safety

Unit Objectives

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

1. Explain organisational procedures for the safe handling of equipment and machine operations.
2. Demonstrate how to obtain and interpret information from work tickets or job cards accurately.
3. Illustrate how to ask relevant questions to clarify unclear task instructions from supervisors.
4. Discuss how to review and confirm agreed-upon work targets and special instructions with supervisors.
5. Describe how to select, inspect, and use tools and equipment safely and correctly.
6. Explain how to ensure the work area is hazard-free and set up equipment as per job requirements.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection, sample job cards/work tickets, PPE (helmet, gloves, safety shoes, reflective jacket, goggles), sample tools and equipment (measuring tape, scissors, sewing machine, inspection kits), maintenance checklist, hazard identification charts, and evaluation checklists.

Do

- Greet participants and introduce the unit by linking task preparation with safe and efficient workplace practices.
- State the objectives clearly so participants understand the scope of operational safety and preparation.
- Ensure participants have their handbook, notepad, and pen ready for active note-taking.
- Check the setup of the projector, laptop, whiteboard, and markers before beginning.
- Organise seating so participants can see demonstrations and engage in group discussions.
- Explain the interactive learning method, including demonstrations, discussions, and roleplays.
- Balance theory with practical workplace safety examples.
- Invite participants to share past experiences of preparing for tasks or handling unclear instructions.
- Summarise key points after each section to keep learners engaged.
- End with a recap of all safety practices and encourage adherence to preparation protocols.

Say

- Welcome to this session on Task Preparation and Operational Safety.
- Safe preparation ensures tasks are carried out smoothly, without delays or risks.
- In this unit, we will learn how to read and interpret job cards, clarify unclear instructions, and prepare the work area safely.

- We will also discuss the safe use of tools, PPE, and equipment handling procedures.
- By the end of this session, you will be confident in preparing for tasks safely and efficiently.

Ask

- Have you ever received unclear task instructions? How did you handle the situation?
- Why is it important to check and confirm job cards before starting work?
- What risks can occur if tools or equipment are not inspected before use?
- How do you ensure the workplace is hazard-free before beginning a task?
- Why should work targets and special instructions be confirmed with supervisors?
- Which PPE is most important in your daily work and why?

Elaborate

- Organisational procedures for handling machines and equipment ensure safety and compliance.
- Job cards/work tickets contain critical information such as tasks, targets, and special instructions.
- Asking supervisors relevant questions reduces errors and prevents confusion.
- Confirming work targets ensures alignment with organisational requirements.
- Tools and equipment must be inspected for defects before use to avoid accidents.
- A hazard-free work area prevents injuries and ensures smooth task execution.

Explain

- Organisational procedures for handling machines and equipment ensure safety and compliance.
- Job cards/work tickets contain critical information such as tasks, targets, and special instructions.
- Asking supervisors relevant questions reduces errors and prevents confusion.
- Confirming work targets ensures alignment with organisational requirements.
- Tools and equipment must be inspected for defects before use to avoid accidents.
- A hazard-free work area prevents injuries and ensures smooth task execution.

Demonstrate

The facilitator will demonstrate how to read a job card, identify key details (task type, deadline, and special notes), and clarify instructions with a supervisor. Participants will observe how to inspect tools for defects, use PPE properly, and set up equipment safely. A video or live demo will show workplace hazard checks and safe equipment preparation.

Activity

1. **Name of the Activity:** ask Prep and Safety Drill
2. **Objective of the Activity:** To practice safe preparation before beginning workplace tasks.
3. **Resources:** Sample job cards, PPE, tools, hazard identification charts, and checklists.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Divide participants into small groups.
 - Provide each group with a job card and a set of tools/PPE.
 - Ask them to review the card, confirm instructions, inspect tools, and prepare the work area.
 - Each group will present their preparation process and highlight potential hazards identified.
 - Facilitator provides feedback on clarity, safety, and correctness of preparation.
6. **Outcome:** Participants will be able to interpret job cards, clarify instructions, inspect tools, and set up a safe work environment.

Notes for Facilitation

- Use real job cards or realistic examples for clarity.
- Reinforce the importance of confirming unclear instructions with supervisors.
- Encourage participants to roleplay asking questions and clarifying instructions.
- Balance explanation, demonstration, and practical exercises.
- Summarise and provide feedback at the end of each activity to reinforce learning.

Unit 7.3: Work Efficiency and Sustainability Measures

Unit Objectives

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

1. Discuss how to carry out operations at a pace that maintains workflow and meets production targets.
2. Explain how to minimise material wastage and reuse available resources effectively.
3. Describe appropriate methods for the disposal of waste and by-products in accordance with organisational procedures.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection, sample production materials, scrap/rejected material samples, waste disposal bins, charts showing material usage and recycling methods, and evaluation checklists.

Do

- Greet participants and introduce the unit by linking efficiency and sustainability with productivity, cost savings, and workplace safety.
- State the objectives clearly so participants understand the importance of workflow management and waste minimisation.
- Ensure participants have their handbook, notepad, and pen ready for active note-taking.
- Check the setup of projector, laptop, whiteboard, and markers before beginning.
- Organise seating to facilitate discussions and group activities.
- Explain the interactive learning method, including demonstrations, group discussions, and practical exercises.
- Balance theoretical explanations with real-world examples from garment or production workflows.
- Invite participants to share experiences related to workflow challenges, resource wastage, or sustainability practices.
- Summarise key points after each section to reinforce learning.
- End with a recap of efficiency strategies and sustainable practices to encourage their consistent application.

Say

- Welcome to this session on Work Efficiency and Sustainability Measures.
- In this unit, we will learn how to maintain workflow, minimise material wastage, and follow proper waste disposal procedures.
- Efficient operations ensure production targets are met without unnecessary delays or errors.

- Sustainable practices save resources, reduce costs, and protect the environment.
- By the end of this session, you will be confident in applying workflow strategies and sustainability measures in your daily tasks.

Ask

- What challenges have you faced in meeting production targets at your workplace?
- How can material wastage be reduced during operations?
- Why is proper disposal of waste and by-products important?
- Can you share examples of reusing materials effectively in your work area?
- How does maintaining a steady workflow improve productivity and quality?
- What sustainability practices are currently followed in your workplace?

Elaborate

- Carrying out operations at a steady and planned pace ensures workflow is maintained and targets are achieved.
- Material wastage can be minimised by careful handling, proper storage, and reusing scraps wherever possible.
- Waste and by-products must be segregated and disposed of according to organisational and environmental guidelines.
- Using reusable resources reduces production costs and promotes sustainability.
- Efficient work practices include planning tasks, using checklists, and avoiding unnecessary delays.
- Sustainability measures contribute to environmental protection and comply with regulatory standards.

Explain

- Maintaining workflow prevents bottlenecks and ensures timely completion of production schedules.
- Reusing available resources efficiently conserves materials and reduces costs.
- Proper disposal methods prevent workplace hazards and environmental contamination.
- Recording material usage and waste helps identify areas for improvement in efficiency.
- Efficient and sustainable practices are integral to organisational goals and corporate responsibility.

Demonstrate

The facilitator will demonstrate examples of efficient workflow in a production setup, showing task sequencing, material handling, and time management. Participants will also observe proper segregation and disposal of waste materials and by-products. Charts or videos may illustrate sustainable practices and resource reuse in a real production environment.

Activity

1. **Name of the Activity:** Workflow and Waste Management Drill
2. **Objective of the Activity:** To train participants in maintaining production efficiency while applying sustainability measures.
3. **Resources:** Sample materials, scrap/rejected items, waste bins, checklists, charts, and participant handbook.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Divide participants into small groups.
 - Assign each group a task workflow with material handling and production steps.
 - Groups plan the task execution to meet targets efficiently while minimising waste.
 - Participants demonstrate proper handling, reuse of scraps, and disposal of waste in designated bins.
 - Facilitator provides feedback on efficiency, sustainability practices, and safety adherence.
6. **Outcome:** Participants will be able to maintain workflow, reduce material wastage, reuse resources effectively, and dispose of waste properly.

Notes for Facilitation

- Use real examples of production tasks and materials for clarity.
- Encourage participants to share workplace practices related to efficiency and sustainability.
- Maintain a balance between explanation, demonstration, and practical activities.
- Reinforce key concepts through summaries and feedback after each section and activity.
- Emphasise the importance of combining efficiency with sustainability for long-term workplace and environmental benefits.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Wearing protective gear
2. c. Ask relevant questions to supervisors
3. b. Mock drills and evacuations
4. b. Use resources effectively and reuse materials
5. d. Follow organisational disposal procedures

Answer the following questions briefly.

1. Refer to Unit 7.1: Workplace Safety and Emergency Preparedness
Topic 7.1.1 General Health and Safety Practices Applicable in the Workplace
2. Refer to Unit 7.1: Workplace Safety and Emergency Preparedness
Topic 7.1.5 Actions to be Taken during Mock Drills, Evacuations, and Actual Emergencies
3. Refer to Unit 7.2: Task Preparation and Operational Safety
Topic 7.2.1 Organisational Procedures for the Safe Handling of Equipment and Machine Operations
4. Refer to Unit 7.3: Work Efficiency and Sustainability Measures
Topic 7.3.2 Minimising Material Wastage and Reusing Available Resources
5. Refer to Unit 7.2: Task Preparation and Operational Safety
Topic 7.2.6 Process of Ensuring Hazard-free Work Area and Setting Up Equipment as per Job Requirements



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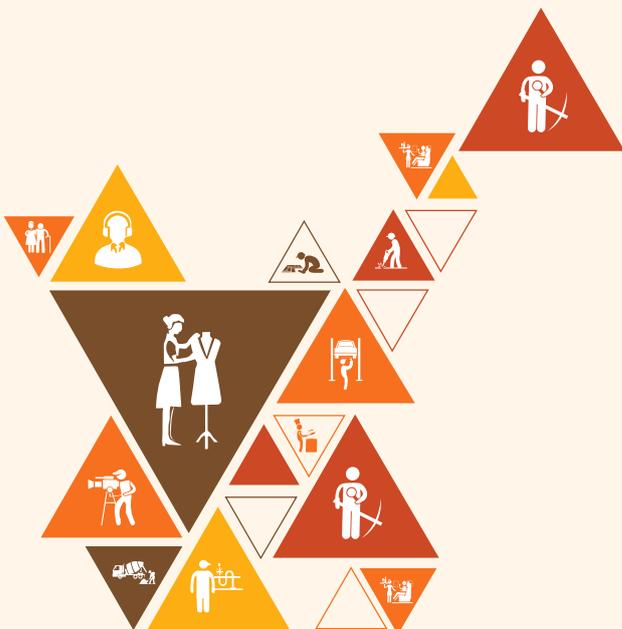


8. Abide by Industry, Regulatory, and Organisational Mandates, while Integrating Environmentally Friendly Practices

Unit 8.1 - Ethical and Regulatory Compliance

Unit 8.2 - Operational Responsibility and Workflow

Unit 8.3 - Environmental and Technical Practices



AMH/N0311

Key Learning Outcomes



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

1. Elucidate the importance of adopting an ethical and value-based approach to workplace governance and its benefits to both individuals and the organisation.
2. Explain the significance of punctuality, attendance, and adherence to customer-specific requirements in the apparel sector.
3. Describe country-specific and customer-specific regulatory requirements for the apparel industry and discuss their importance in maintaining compliance.
4. Outline the procedures to report deviations from organisational or regulatory standards and the limits of one's personal responsibility in such situations.
5. List possible doubts on policies and procedures and describe how to seek clarification from supervisors or authorised personnel.
6. Describe the organisational policies and procedures that fall within one's own authority and explain how to act in accordance with them.
7. Illustrate how to handle materials, tools, computers, and software safely and correctly to ensure a clean, hazard-free, and environmentally friendly workspace.
8. Discuss how to support supervisors and team members in upholding organisational policies, and identify procedures to follow when ethical or regulatory requirements are not met.
9. Interpret legal, regulatory, and ethical requirements specific to the apparel industry and explain how to integrate these into daily work practices, including sustainable consumption.
10. Demonstrate how to carry out routine maintenance and cleaning tasks, manage work interruptions effectively, use appropriate cleaning methods, and maintain backups or request software upgrades when needed.

Unit 8.1: Ethical and Regulatory Compliance

Unit Objectives

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

1. Elaborate on ethical workplace governance principles to promote integrity, transparency, and accountability in professional conduct.
2. Explain the benefits of workplace ethics for personal growth and organisational effectiveness.
3. Outline key country- or customer-specific apparel sector regulations and their importance in ensuring compliance and quality standards.
4. Describe the procedure for reporting organisational deviations according to standard company protocols.
5. Discuss the limits of personal responsibility in the workplace and the importance of operating within defined boundaries.
6. Explain how to report possible regulatory deviations properly to the appropriate authorities or supervisors.
7. List common doubts regarding organisational policies and procedures that should be clarified with supervisors or authorised personnel.
8. Describe the scope of organisational policies and procedures within the limits of one's job role and authority.
9. Illustrate the correct response to non-compliance situations to ensure appropriate and timely action.
10. State legal, regulatory, and ethical requirements applicable to the apparel industry accurately and responsibly.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection, sample organisational policies, ethical code manuals, regulatory guidelines for apparel sector, case study handouts, roleplay scenarios, and evaluation checklists.

Do

- Greet participants and introduce the unit by linking ethics and regulatory compliance to workplace integrity, accountability, and organisational effectiveness.
- State the objectives clearly so participants understand the importance of ethical behaviour and adherence to rules.
- Ensure participants have their handbook, notepad, and pen ready for note-taking.
- Check the setup of projector, laptop, whiteboard, and markers before starting.
- Organise seating to facilitate group discussions and roleplay activities.
- Explain the interactive learning method, including discussions, case studies, and roleplays.
- Balance theoretical explanations with real-life workplace examples of ethical dilemmas and compliance issues.

- Invite participants to share personal experiences related to ethical challenges or regulatory deviations.
- Summarise key points after each section to reinforce learning.
- End with a recap of compliance practices and encourage consistent application of ethics and regulations in daily tasks.

Say

- Welcome to this session on Ethical and Regulatory Compliance in the Apparel Industry.
- In this unit, we will learn how ethical principles and regulatory standards guide professional conduct and workplace behaviour.
- Understanding and following regulations ensures quality, safety, and organisational credibility.
- We will discuss procedures for reporting deviations and handling non-compliance appropriately.
- By the end of this session, you will be confident in applying ethical practices and regulatory compliance in your role.

Ask

- What does ethical behaviour in the workplace mean to you?
- How can following regulations benefit both employees and the organisation?
- Can you give examples of regulatory requirements in the apparel industry?
- What should you do if you notice a colleague violating company policies?
- How do you ensure that your responsibilities remain within your defined job role?
- Why is reporting deviations or non-compliance important for organisational integrity?
- What doubts about policies or procedures would you clarify with supervisors?

Elaborate

- Ethical workplace governance ensures integrity, transparency, and accountability in professional conduct.
- Workplace ethics improve personal growth, trust, teamwork, and overall organisational effectiveness.
- Regulatory compliance in the apparel sector includes local labour laws, quality standards, and customer-specific rules.
- Reporting deviations as per company protocol ensures timely corrective action and maintains compliance.
- Employees must understand the limits of personal responsibility and act within defined boundaries.
- Supervisors and authorised personnel are key points of contact for clarifying doubts or reporting issues.
- Ethical and legal adherence builds credibility and prevents reputational, financial, or legal risks for the organisation.

Explain

- Following organisational policies ensures consistent decision-making and workplace fairness.
- Awareness of legal and regulatory requirements prevents violations and penalties.
- Reporting non-compliance promptly protects the organisation and supports corrective measures.
- Understanding job scope and authority limits prevents actions that could breach compliance.
- Ethical behaviour contributes to a safe, professional, and transparent work environment.
- Proper documentation and reporting support accountability and traceability in the workplace.
- Knowledge of apparel-specific regulations helps employees meet quality and safety standards effectively.

Demonstrate

The facilitator will present case studies of workplace ethical dilemmas or regulatory deviations. Participants will observe how to identify the issue, assess responsibility, and follow proper reporting channels. Slides or videos may show examples of correct and incorrect responses to non-compliance situations.

Activity

1. **Name of the Activity:** Ethical Decision-Making Roleplay
2. **Objective of the Activity:** To train participants in identifying ethical dilemmas, understanding regulatory compliance, and responding appropriately.
3. **Resources:** Roleplay scenario handouts, participant handbook, evaluation checklists, and sample organisational policies.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Divide participants into small groups.
 - Provide each group with a workplace scenario involving an ethical or compliance issue.
 - Groups discuss the scenario and decide the appropriate course of action.
 - Each group presents their response and rationale to the class.
 - Facilitator provides feedback on ethical reasoning, adherence to policies, and reporting procedures.
6. **Outcome:** Participants will be able to recognise ethical and compliance issues, determine correct responses, and report deviations appropriately.

Notes for Facilitation

- Use real-life examples and scenarios to illustrate ethical and regulatory challenges.
- Encourage discussion and sharing of participant experiences related to workplace ethics.
- Maintain a balance between explanation, demonstration, and practical exercises.
- Reinforce learning through summaries and feedback after each section and activity.
- Emphasise the importance of integrity, transparency, and accountability for long-term professional and organisational success.

Unit 8.2: Operational Responsibility and Workflow

Unit Objectives

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

1. Explain the importance of punctuality and attendance in maintaining discipline and productivity in the workplace.
2. Describe customer-specific requirements in workflow and their role in meeting service quality and satisfaction benchmarks.
3. Elaborate on how to comply with organisational work standards and procedures effectively.
4. Discuss strategies to enhance organisational performance through active contribution in one's role.
5. Illustrate how to support team members and supervisors in achieving collective goals and maintaining workflow.
6. Explain how to carry out scheduled maintenance and housekeeping tasks to ensure a safe and efficient working environment.
7. Describe the procedure for reporting unsafe work conditions to concerned personnel for timely corrective action.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection, sample workflow charts, job cards, maintenance checklists, housekeeping tools, safety posters, and evaluation checklists.

Do

- Greet participants and introduce the unit by linking operational responsibility, punctuality, and workflow efficiency with organisational productivity and quality.
- State the objectives clearly so participants understand the importance of discipline, standards, and teamwork.
- Ensure participants have their handbook, notepad, and pen ready for active note-taking.
- Check the setup of projector, laptop, whiteboard, and markers before starting.
- Organise seating to facilitate discussions and group activities.
- Explain the interactive learning method, including discussions, demonstrations, and practical exercises.
- Balance theoretical explanations with real-world examples from production or service workflows.
- Invite participants to share personal experiences related to attendance, workflow challenges, or team support.
- Summarise key points after each section to reinforce learning.
- End with a recap of operational responsibilities and encourage consistent application of workflow and safety practices.

Say

- Welcome to this session on Operational Responsibility and Workflow.
- In this unit, we will learn how punctuality, adherence to standards, and teamwork contribute to productivity and quality outcomes.
- Understanding customer-specific requirements ensures service quality and satisfaction.
- We will discuss maintenance, housekeeping, and reporting procedures to maintain a safe and efficient workplace.
- By the end of this session, you will be confident in performing your role responsibly while supporting team and organisational goals.

Ask

- Why is punctuality and attendance important in the workplace?
- How do customer-specific requirements influence workflow?
- Can you give examples of organisational standards that must be followed during operations?
- How can you contribute actively to improve overall organisational performance?
- What steps would you take to support team members and supervisors in achieving workflow targets?
- How do scheduled maintenance and housekeeping tasks impact workplace safety and efficiency?
- What should be done if you notice unsafe work conditions on-site?

Elaborate

- Punctuality and regular attendance maintain discipline, ensure workflow continuity, and enhance productivity.
- Customer-specific requirements guide operations to meet quality benchmarks and service expectations.
- Following organisational procedures ensures consistency, safety, and compliance with standards.
- Active contribution in one's role improves overall organisational performance and operational efficiency.
- Supporting team members and supervisors fosters collaboration and collective achievement of goals.
- Scheduled maintenance and housekeeping reduce hazards and enhance a safe, efficient work environment.
- Reporting unsafe conditions promptly allows corrective actions to be taken before accidents occur.

Explain

- Discipline and punctuality build trust, reliability, and smooth workflow across teams.
- Understanding customer expectations ensures tasks are performed to meet required quality standards.
- Compliance with organisational procedures prevents errors, delays, and safety risks.
- Proactive participation in workflow promotes efficiency and resource optimisation.
- Team support strengthens coordination, reduces bottlenecks, and maintains productivity.

- Maintenance and housekeeping preserve equipment longevity, minimise accidents, and improve workplace hygiene.
- Timely reporting of hazards safeguards employees, equipment, and organisational operations.

Demonstrate

The facilitator will show examples of workflow charts, job cards, and housekeeping schedules. Participants will observe how punctuality and adherence to procedures maintain smooth operations. A live or video demonstration may include proper maintenance practices, safe tool handling, and reporting unsafe conditions.

Activity

1. **Name of the activity:** Workflow and Responsibility Drill
2. **Objective of the activity:** To train participants in maintaining operational discipline, supporting team members, and performing scheduled tasks safely.
3. **Resources:** Participant handbook, sample job cards, workflow charts, maintenance tools, safety posters, and evaluation checklists.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Divide participants into small groups representing operational teams.
 - Assign each group a set of tasks with specific customer requirements and workflow targets.
 - Participants demonstrate punctual task execution, adherence to procedures, and team support.
 - Groups perform scheduled housekeeping or maintenance tasks as part of the workflow exercise.
 - Facilitator observes and provides feedback on efficiency, compliance, teamwork, and safety.
6. **Outcome:** Participants will be able to manage operational responsibilities, maintain workflow efficiency, support teams, and ensure workplace safety and housekeeping.

Notes for Facilitation

- Use real examples of production or service workflows for clarity.
- Encourage participants to share challenges faced in maintaining workflow or operational discipline.
- Maintain a balance between explanation, demonstration, and practical exercises.
- Reinforce key concepts through summaries and feedback after each section and activity.
- Emphasise that punctuality, adherence to procedures, teamwork, and safety practices are critical for efficient and responsible operations.

Unit 8.3: Environmental and Technical Practices

Unit Objectives

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

1. Describe how to handle materials and equipment safely to ensure operational efficiency and prevent workplace hazards.
2. Explain how to maintain a clean and hazard-free work area in accordance with safety protocols and work instructions.
3. Discuss the best practices for sustainability and how to integrate them into daily work activities to reduce environmental impact.
4. Outline the procedure for requesting software upgrades and maintaining backup files to ensure smooth and secure operations.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection, sample materials and equipment, housekeeping tools, software manuals, backup storage devices, safety posters, and evaluation checklists.

Do

- Greet participants and introduce the unit by linking safe material handling, workplace hygiene, and sustainability with operational efficiency.
- State the objectives clearly so participants understand the importance of technical practices and environmental responsibility.
- Ensure participants have their handbook, notepad, and pen ready for note-taking.
- Check the setup of projector, laptop, whiteboard, and markers before starting.
- Organise seating to facilitate discussions, demonstrations, and group exercises.
- Explain the interactive learning method, including discussions, demonstrations, and practical activities.
- Balance theoretical explanations with real-world examples of environmental and technical practices.
- Invite participants to share personal experiences related to workplace safety, material handling, or sustainability practices.
- Summarise key points after each section to reinforce learning.
- End with a recap of environmental and technical practices, encouraging consistent application in daily work.

Say

- Welcome to this session on Environmental and Technical Practices in the Workplace.
- In this unit, we will learn how safe handling, clean work areas, and sustainability practices contribute to operational efficiency.
- Maintaining hazard-free workplaces ensures employee safety and smooth operations.
- We will also discuss best practices for sustainability and proper management of software and backups.
- By the end of this session, you will be confident in applying environmental and technical practices responsibly in your role.

Ask

- Why is it important to handle materials and equipment safely in the workplace?
- How does maintaining a clean and hazard-free work area improve efficiency?
- Can you give examples of sustainability practices that can be integrated into daily work?
- What are the risks of not following proper technical and safety protocols?
- How do software upgrades and backups contribute to smooth and secure operations?
- Have you ever observed unsafe practices or environmental hazards at your workplace? How were they addressed?

Elaborate

- Safe handling of materials and equipment prevents accidents, injuries, and operational delays.
- Maintaining a clean and organised workspace reduces hazards and ensures workflow efficiency.
- Sustainability practices, such as reducing waste and reusing resources, minimise environmental impact.
- Integrating environmental best practices into daily tasks promotes long-term organisational responsibility.
- Requesting software upgrades and maintaining backups ensures data security and uninterrupted operations.
- Proper housekeeping and equipment care prevent hazards and maintain a professional work environment.
- Employees' adherence to environmental and technical protocols supports operational continuity and organisational reputation.

Explain

- Handling tools and materials correctly protects workers and prevents equipment damage.
- Clean and hazard-free work areas prevent accidents and improve productivity.
- Sustainability practices help conserve resources and reduce environmental harm.
- Following safety protocols ensures compliance with organisational and regulatory standards.
- Maintaining backups and updating software protects against data loss and operational disruptions.

- Awareness of technical and environmental responsibilities supports a safe, efficient, and eco-friendly workplace.
- Consistent application of these practices enhances overall workplace discipline and operational effectiveness.

Demonstrate

The facilitator will demonstrate safe handling of materials and equipment, proper housekeeping techniques, and sustainable practices such as waste segregation and reuse. A live or video demonstration may include checking a workstation for hazards, safely storing materials, and performing a software backup or upgrade process.

Activity

1. **Name of the activity:** Safe and Sustainable Workstation Drill
2. **Objective of the activity:** To train participants in maintaining safe, clean, and sustainable workplaces while managing technical operations.
3. **Resources:** Participant handbook, sample materials and equipment, housekeeping tools, software manuals, backup storage devices, safety posters, and evaluation checklists.
4. **Time Duration:** 20 minutes
5. **Instructions:**
 - Divide participants into small groups representing workstations.
 - Assign each group tasks to safely handle materials, organise the workspace, and apply sustainability practices.
 - Include a technical task such as requesting a software upgrade or performing a backup.
 - Groups present their actions and reasoning for safe, clean, and sustainable practices.
 - Facilitator provides feedback on safety, efficiency, sustainability, and technical accuracy.
6. **Outcome:** Participants will be able to handle materials safely, maintain a hazard-free workspace, implement sustainability practices, and manage technical operations like software backups responsibly.

Notes for Facilitation

- Use real examples of workstations, tools, and software systems to demonstrate safe and sustainable practices.
- Encourage participants to share experiences related to workplace hazards and environmental responsibility.
- Maintain a balance between explanation, demonstration, and practical exercises.
- Reinforce learning through summaries and feedback after each section and activity.
- Emphasise the importance of combining safety, efficiency, and sustainability for long-term operational excellence.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Transparency
2. c. To maintain discipline and productivity
3. c. Report it to concerned personnel
4. c. Implementing sustainable practices
5. c. To ensure secure and smooth operations

Answer the following questions briefly.

1. Refer to Unit 8.1: Ethical and Regulatory Compliance
Topic 8.1.1 Ethical Workplace Governance Principles
2. Refer to Unit 8.2: Operational Responsibility and Workflow
Topic 8.2.5 Supporting Team Members and Supervisors
3. Refer to Unit 8.3: Environmental and Technical Practices
Topic 8.3.3 Best Practices for Sustainability
4. Refer to Unit 8.2: Operational Responsibility and Workflow
8.2.7 Procedure for Reporting Unsafe Work Conditions
5. Refer to Unit 8.3: Environmental and Technical Practices
Topic 8.3.4 Procedure for Requesting Software Upgrades

Employability Skills is available at the following location



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

Employability Skills



Skill India
कौशल भारत - कुशल भारत



सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

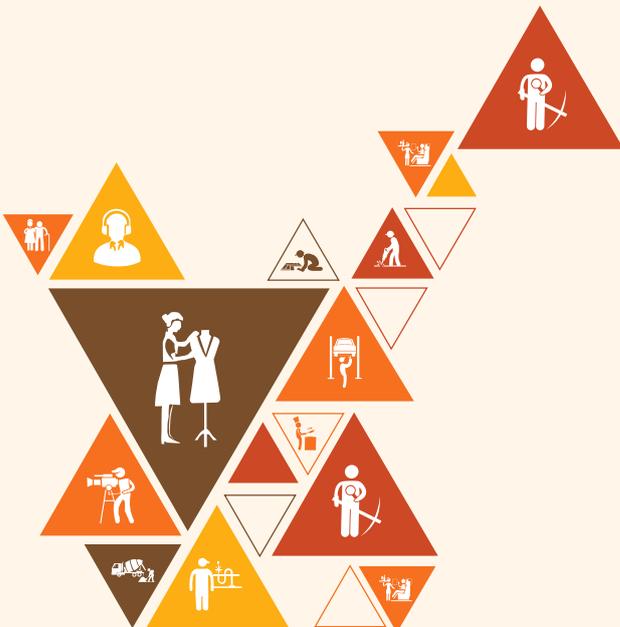


10. Annexures

Annexure I: Training Delivery Plan

Annexure II: Assessment Criteria

Annexure III: List of QR Codes Used in PHB



Annexure I

Training Delivery Plan

Training Delivery Plan			
Program Name:	Inline Checker Sewing		
Qualification Pack Name & Ref. ID	Inline Checker Sewing , AMH/Q0103		
Version No.	4.0	Version Update Date	18/02/2028
Pre-requisites to Training (if any)	Preferably Training on Quality Checker		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ol style="list-style-type: none"> 1. Describe the process of inline checker sewing and its significance in quality control. 2. Elaborate on the methods for carrying out accurate measurement checking activities. 3. Explain how to maintain work area, tools, and equipment efficiently. 4. Discuss the importance of health, safety, and security practices at the workplace. 5. Elucidate the need to comply with industry, regulatory, and organisational requirements. 		

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
1.	Intro-duction to Inline Checker Sewing	Intro-duction to Inline Checker Sewing	<ul style="list-style-type: none"> • Describe the outline of the Apparel industry in India. • Elaborate on various employment opportunities for an 'Inline Checker Sewing' in the apparel industry. • Elucidate the apparel production process and the role that the 'Inline Checker Sewing' plays in the process. 	Bridge Mod-ule	Classroom lecture/ Power-Point Presenta-tion/Question & Answer and Group Discus-sion	Whiteboard and mark-ers, Chart paper and sketch pens, an LCD Projector and Laptop for presen-tations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedi-cated).	3 Theory (03:00) Practical (00:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
2	Prepare for in-line checking activities	Work Area and Tool Preparation	<ul style="list-style-type: none"> Describe how to check that the work area is free from hazards and ensure cleanliness of the tools and equipment. Elaborate on following safe working practices and organisational procedures while preparing the workplace. Elucidate the importance of keeping accurate quality records. 	AMH/N0105, PC1, KU1; KU3, KU4	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	8 Theory (03:00) Practical (05:00)
		Following Work Instructions	<ul style="list-style-type: none"> Describe how to follow instructions on the work ticket, job card, or customer specifications accurately. Elaborate on the importance of complying with written instructions and methods to make use of the information detailed in specifications. Elucidate methods to receive work instructions and interpret them accurately. 	AMH/N0105, PC2, KU8, KU10			7 Theory (02:00) Practical (05:00)
		Assisting Foundation Inspection	<ul style="list-style-type: none"> Describe how to assist in carrying out basic foundation inspection safely. Elaborate on maintaining workflow to meet production targets. Elucidate the process to maintain the flow of production. 	AMH/N0105, PC3, KU16			7 Theory (02:00) Practical (05:00)
		Visual Inspection of Components	<ul style="list-style-type: none"> Describe how to visually inspect cut components and finished apparel for dimensional changes or defects. Elaborate on properly documenting identified defects. Elucidate visual inspection procedures to maintain quality standards. 	AMH/N0105, PC4, KU14, KU17			6 Theory (01:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Bundling and Labeling	<ul style="list-style-type: none"> Describe how to bundle and label cut components accurately. Elaborate on storing cut components in the specified manner to preserve quality. Elucidate the handling of garment parts appropriately. 	AMH/N0105, PC5, PC6, KU6			6 Theory (01:00) Practical (05:00)
		Reporting Defects	<ul style="list-style-type: none"> Describe how to inform the appropriate people in case of any defect identified. Elaborate on identifying problems and resolving issues within the limits of your responsibility. Elucidate reporting problems outside the area of responsibility to the appropriate person. 	AMH/N0105, PC7, PC8, PC9, KU5			6 Theory (01:00) Practical (05:00)
		Identifying Garment Faults	<ul style="list-style-type: none"> Describe how to identify garment parts and finished garments for faults related to fabric or stitching. Elaborate on informing appropriate personnel as per specified procedures. Elucidate types of faults in fabric and stitching and corrective actions to be taken. 	AMH/N0105, PC10, KU11			6 Theory (01:00) Practical (05:00)
		Understanding Garments and Materials	<ul style="list-style-type: none"> Describe types of garments and parts of garments. Elaborate on the trims used in garments. Elucidate material, fabric, and yarn types. 	AMH/N0105, KU12, KU13, KU15			6 Theory (01:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Quality Awareness and Basic Skills	<ul style="list-style-type: none"> Describe types of quality issues and how to report them to appropriate people. Elaborate on consequences of not rectifying problems. Elucidate the importance of achieving quality and its relation to the end user/customer. 	AMH/N0105, KU1, KU2, KU17, KU18			5 Theory (03:00) Practical (02:00)
3	Carryout in-line checking activities Construction Machineries	Work Area and Tool Preparation	<ul style="list-style-type: none"> Describe how to check that the work area is free from hazards and ensure cleanliness of the tools and equipment. Elaborate on following safe working practices and organisational procedures while preparing the workplace. Elucidate the importance of keeping accurate quality records. 	AMH/N0105, PC1, KU1; KU3, KU4	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	8 Theory (03:00) Practical (05:00)
		Following Work Instructions	<ul style="list-style-type: none"> Describe how to follow instructions on the work ticket, job card, or customer specifications accurately. Elaborate on the importance of complying with written instructions and methods to make use of the information detailed in specifications. Elucidate methods to receive work instructions and interpret them accurately. 	AMH/N0105, PC2, KU8, KU10			8 Theory (03:00) Practical (05:00)
		Assisting Foundation Inspection	<ul style="list-style-type: none"> Describe how to assist in carrying out basic foundation inspection safely. Elaborate on maintaining workflow to meet production targets. Elucidate the process to maintain the flow of production. 	AMH/N0105, PC3, KU16			8 Theory (03:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Visual Inspection of Components	<ul style="list-style-type: none"> Describe how to visually inspect cut components and finished apparel for dimensional changes or defects. Elaborate on properly documenting identified defects. Elucidate visual inspection procedures to maintain quality standards. 	AMH/N0105, PC4, KU14, KU17			7 Theory (02:00) Practical (05:00)
		Bundling and Labeling	<ul style="list-style-type: none"> Describe how to bundle and label cut components accurately. Elaborate on storing cut components in the specified manner to preserve quality. Elucidate the handling of garment parts appropriately. 	AMH/N0105, PC5, PC6, KU6			6 Theory (01:00) Practical (05:00)
		Reporting Defects	<ul style="list-style-type: none"> Describe how to inform the appropriate people in case of any defect identified. Elaborate on identifying problems and resolving issues within the limits of your responsibility. Elucidate reporting problems outside the area of responsibility to the appropriate person. 	AMH/N0105, PC7, PC8, PC9, KU5			6 Theory (01:00) Practical (05:00)
		Identifying Garment Faults	<ul style="list-style-type: none"> Describe how to identify garment parts and finished garments for faults related to fabric or stitching. Elaborate on informing appropriate personnel as per specified procedures. Elucidate types of faults in fabric and stitching and corrective actions to be taken. 	AMH/N0105, PC10, KU11			6 Theory (01:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Understanding Garments and Materials	<ul style="list-style-type: none"> Describe types of garments and parts of garments. Elaborate on the trims used in garments. Elucidate material, fabric, and yarn types. 	AMH/N0105, KU12, KU13, KU15			6 Theory (01:00) Practical (05:00)
		Quality Awareness and Basic Skills	<ul style="list-style-type: none"> Describe types of quality issues and how to report them to appropriate people. Elaborate on consequences of not rectifying problems. Elucidate the importance of achieving quality and its relation to the end user/customer. 	AMH/N0105, KU1, KU2, KU17, KU18			5 Theory (03:00) Practical (02:00)
4	Maintain work area and tools	Safe Handling of Materials and Tools	<ul style="list-style-type: none"> Describe how to handle materials, machinery, equipment, and tools safely and correctly to maintain a clean and hazard-free working area. Elaborate on using correct lifting and handling procedures. Elucidate the importance of using materials efficiently to minimise wastage and disposing of waste safely at designated locations. 	AMH/N0106, PC1, KU1, KU2, KU3; PC2, KU2; PC3, KU11	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	6 Theory (03:00) Practical (03:00)
		Running Maintenance	<ul style="list-style-type: none"> Describe how to carry out running maintenance and cleaning within one's responsibility and agreed schedules. Elaborate on the importance of complying with written instructions and organisational procedures while performing maintenance. Elucidate how regular maintenance helps prevent contamination and ensures quality. 	AMH/N0106, PC4, KU12, KU13, KU15			6 Theory (03:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Reporting Damaged Tools	<ul style="list-style-type: none"> Describe how to report any damaged tools and materials to authorised personnel promptly. Elaborate on the importance of effective communication with superiors and colleagues while reporting issues. Elucidate the impact of timely reporting on maintaining workflow and production standards. 	AMH/N0106, PC5, KU5, KU10			6 Theory (03:00) Practical (03:00)
		Ergonomics and Work Posture	<ul style="list-style-type: none"> Describe how to work in a comfortable position and maintain correct posture. Elaborate on the importance of safe working practices to avoid fatigue or injury. Elucidate methods to adjust workstation and tools to maintain productivity. 	AMH/N0106, PC6, KU1, KU4			6 Theory (03:00) Practical (03:00)
		Proper Use of Cleaning Equipment	<ul style="list-style-type: none"> Describe how to use cleaning equipment and methods appropriate for the work to be carried out. Elaborate on selecting suitable cleaning substances for different surfaces and equipment. Elucidate the safe working practices for cleaning activities. 	AMH/N0106, PC7, KU14, KU15			6 Theory (03:00) Practical (03:00)
		Safe Storage of Cleaning Equipment	<ul style="list-style-type: none"> Describe how to store cleaning equipment safely after use. Elaborate on organisational guidelines and procedures for storage. Elucidate the impact of proper storage on safety and equipment longevity. 	AMH/N0106, PC8, KU6, KU15			6 Theory (03:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Cleaning According to Schedule	<ul style="list-style-type: none"> Describe how to carry out cleaning according to schedules and within the limits of responsibility. Elaborate on planning cleaning activities to minimise disruption to production. Elucidate the importance of maintaining a clean and hazard-free work environment consistently. 	AMH/N0106, PC9, KU12, KU15			6 Theory (03:00) Practical (03:00)
		Health and Hygiene Awareness	<ul style="list-style-type: none"> Describe the importance of good health, personal hygiene, and duty of care in the workplace. Elaborate on practices to maintain hygiene and prevent contamination. Elucidate the effect of hygiene on product quality and team safety. 	AMH/N0106, KU1, KU13			6 Theory (03:00) Practical (03:00)
		Organisational Standards and Compliance	<ul style="list-style-type: none"> Describe the organisation's rules, codes, quality standards, and reporting procedures. Elaborate on the importance of complying with written instructions and guidelines. Elucidate the role of social accountability standards and code of conduct in workplace safety and quality. 	AMH/N0106, KU2, KU6, KU7			6 Theory (03:00) Practical (03:00)
		Waste Minimisation and Environmental Practices	<ul style="list-style-type: none"> Describe different ways of minimising waste and proper disposal systems for waste and by-products. Elaborate on the importance of efficient use of resources to reduce environmental impact. Elucidate methods to monitor and improve waste management processes. 	AMH/N0106, KU11, KU15			6 Theory (03:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
5	Fundamental Concepts and Preparation	Work Area and Tool Safety	<ul style="list-style-type: none"> Describe how to check that the work area is free from hazards and ensure cleanliness of tools and equipment. Elaborate on following instructions on the work ticket, job card, or customer specifications accurately. Elucidate how to assist in carrying out basic inspection safely while maintaining workflow and meeting production targets. 	AMH/N0107, PC1, KU4; PC2, KU8, KU10; PC3, KU18	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	8 Theory (03:00) Practical (05:00)
		Visual Inspection	<ul style="list-style-type: none"> Describe how to visually inspect apparel parts and finished apparel for any dimensional changes or defects. Elaborate on properly documenting identified defects according to inspection standards or customer specifications. Elucidate how to store cut components in a specified manner to preserve quality and handle garment parts appropriately. 	AMH/N0107, PC4, KU14, KU17; PC5, KU15; PC6, KU13			8 Theory (03:00) Practical (05:00)
		Defect Management	<ul style="list-style-type: none"> Describe how to isolate defective pieces for rectification or disposal. Elaborate on informing the appropriate people in case of any defect identified. Elucidate identifying problems and resolving issues within the limits of your responsibility. 	AMH/N0107, PC6, KU13; PC7, KU1, KU10; PC8, KU1, KU2			8 Theory (03:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Reporting Issues	<ul style="list-style-type: none"> Describe how to report problems outside the area of responsibility to the appropriate person. Elaborate on the line and importance of communication, authority, and reporting procedures. Elucidate the importance of complying with organisational quality standards, code of conduct, and social accountability standards. 	AMH/N0107, PC9, KU5, KU6			8 Theory (03:00) Practical (05:00)
		Understanding Garments and Measurements	<ul style="list-style-type: none"> Describe types of garments and their parts. Elaborate on types of basic fabric and stitches. Elucidate the method of measuring different garments and their parts, including understanding fabric grain lines and the metric system. 	AMH/N0107, KU11, KU12, KU15, KU16, KU17			7 Theory (02:00) Practical (05:00)
		Customer Specifications and Quality	<ul style="list-style-type: none"> Describe how to understand customer specifications and read a size chart. Elaborate on the process to maintain the flow of production. Elucidate the importance of achieving quality and its relation to the end user/customer. 	AMH/N0107, KU19, KU18, KU20, KU21			6 Theory (01:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
6	Measurement checking activities	Work Area and Tool Preparation	<ul style="list-style-type: none"> Describe how to check that the work area is free from hazards and ensure cleanliness of tools and equipment. Elaborate on following instructions on the work ticket, job card, or customer specifications accurately. Elucidate how to assist in carrying out basic inspection safely while maintaining workflow and meeting production targets. 	AMH/N0107, PC1, KU4; PC2, KU8, KU10; PC3, KU18	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	8 Theory (03:00) Practical (05:00)
		Visual Inspection of Apparel	<ul style="list-style-type: none"> Describe how to visually inspect apparel parts and finished apparel for any dimensional changes or defects. Elaborate on properly documenting identified defects according to inspection standards or customer specifications. Elucidate how to store cut components in a specified manner to preserve quality and handle garment parts appropriately. 	AMH/N0107, PC4, KU14, KU17; PC5, KU15; PC6, KU13			8 Theory (03:00) Practical (05:00)
		Defective Piece Management	<ul style="list-style-type: none"> Describe how to isolate defective pieces for rectification or disposal. Elaborate on informing the appropriate people in case of any defect identified. Elucidate identifying problems and resolving issues within the limits of your responsibility. 	AMH/N0107, PC6, KU13; PC7, KU1, KU10; PC8, KU1, KU2			8 Theory (03:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Reporting Issues	<ul style="list-style-type: none"> Describe how to report problems outside the area of responsibility to the appropriate person. Elaborate on the line and importance of communication, authority, and reporting procedures. Elucidate the importance of complying with organisational quality standards, code of conduct, and social accountability standards. 	AMH/N0107, PC9, KU5, KU6			8 Theory (03:00) Practical (05:00)
		Understanding Garments and Fabrics	<ul style="list-style-type: none"> Describe types of basic fabric and stitches. Elaborate on types of garments and their parts. Elucidate the method of measuring different garments and their parts, including understanding fabric grain lines and the metric system. 	AMH/N0107, KU11, KU12, KU15, KU16, KU17			7 Theory (02:00) Practical (05:00)
		Customer Specifications and Quality	<ul style="list-style-type: none"> Describe how to understand customer specifications and read a size chart. Elaborate on the process to maintain the flow of production. Elucidate the importance of achieving quality and its relation to the end user/customer. 	AMH/N0107, KU19, KU18, KU20, KU21			6 Theory (01:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
7	Ensure the promotion of a safe and secure work environment while integrating Gender and Persons with Disabilities (PwD) Sensitisation	Health, Safety, and Gender Inclusion	<ul style="list-style-type: none"> Describe how to implement workplace instructions regarding health, safety, gender, and accommodations for People with Disabilities (PwD). Elaborate on engaging proactively in drills, evacuation protocols, and group discussions to ensure a safe and secure work environment. Elucidate how to conduct gender and PwD awareness training and sensitisation programs at the workplace. 	AMH/N0309, PC1, KU1, KU2; PC2, KU5, KU6; PC3, KU3, KU4	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	6 Theory (03:00) Practical (00:00)
		Equipment and Protocol Compliance	<ul style="list-style-type: none"> Describe how to utilise and uphold materials and equipment according to established protocols. Elaborate on demonstrating proficiency in administering first-aid, firefighting, or other emergency response procedures. Elucidate how to follow organisational shutdown and evacuation protocols when necessary. 	AMH/N0309, PC4, KU5, KU8; KU10; PC5, KU8			6 Theory (03:00) Practical (00:00)
		Workplace Monitoring and Risk Reporting	<ul style="list-style-type: none"> Describe how to monitor the workplace and processes for potential risks or threats. Elaborate on promptly informing supervisors or authorised personnel about hazards. Elucidate how to ensure gender equality and the security of People with Disabilities (PwD) during all monitoring activities. 	AMH/N0309, PC6, KU6, KU9, KU10			6 Theory (03:00) Practical (00:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Awareness of Hazards and Safety Practices	<ul style="list-style-type: none"> Describe potential hazards, risks, and threats based on the nature of operations and ways to minimise them. Elaborate on health and safety-related practices applicable at the workplace. Elucidate the importance of personal protective equipment and methods for its correct use. 	AMH/N0309, KU5, KU6, KU10, KU11			6 Theory (03:00) Practical (00:00)
		Organisational Conduct and Hygiene	<ul style="list-style-type: none"> Describe the organisation's code of conduct (COC) and social accountability standards. Elaborate on the importance of personal health, hygiene, and avoiding intoxicants such as alcohol, tobacco, and drugs. Elucidate how to promote a safe, accessible, and healthy workplace for employees with disabilities. 	AMH/N0309, KU7, KU14, KU4			6 Theory (03:00) Practical (00:00)
8	Abide by industry, regulatory, and organisational mandates, while integrating environmentally friendly practices	Green and Compliant Work Execution	<ul style="list-style-type: none"> Describe how to execute job duties in alignment with organisational standards, emphasising green solutions and adhering to established procedures, policies, legislation, and regulations. Elaborate on implementing and adhering to organisational policies and procedures while integrating sustainable consumption practices. Elucidate how to actively participate in enhancing organisational performance and facilitating the transition to environmentally friendly processes. 	AMH/N0311, PC1, KU1, KU2, KU3; PC2, KU4, KU5, KU6; PC3, KU7	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	6 Theory (03:00) Practical (00:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Safe Handling and Eco-Friendly Practices	<ul style="list-style-type: none"> Describe how to safely and appropriately handle materials, equipment, computers, and software to ensure a clean and hazard-free work environment. Elaborate on supporting the adoption of eco-friendly practices during handling tasks. Elucidate methods for performing ongoing maintenance and cleaning within assigned responsibilities and agreed-upon schedules while managing work interruptions efficiently. 	AMH/N0311, PC4, KU2, KU8, KU9			6 Theory (03:00) Practical (00:00)
		Reporting and Issue Resolution	<ul style="list-style-type: none"> Describe how to promptly report unsafe equipment and hazardous incidents to relevant personnel. Elaborate on identifying common faults with equipment and the methods to rectify them. Elucidate the importance of taking action when problems are identified to maintain safety and compliance. 	AMH/N0311, PC6, KU7, KU10			6 Theory (03:00) Practical (00:00)
		Sustainable Use of Tools and Equipment	<ul style="list-style-type: none"> Describe how to utilise cleaning equipment and techniques suitable for specific tasks to promote sustainability. Elaborate on requesting system or software upgrades as needed to optimise work efficiency. Elucidate methods for maintaining soft copies of design work for future reference, ensuring minimal waste and proper documentation. 	AMH/N0311, PC7, PC8, PC9, KU6			6 Theory (03:00) Practical (00:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Organisational Standards and Green Awareness	<ul style="list-style-type: none"> Describe the importance of conscious and sustainable decisions for achieving an effective and green workplace. Elaborate on safe working practices and the code of conduct (COC) and social accountability standards followed by the organisation/industry. Elucidate how to integrate production procedures with eco-friendly practices to minimise contamination and waste. 	AMH/N0311, KU1, KU2, KU3, KU9			6 Theory (03:00) Practical (00:00)
9	Employability Skills	Introduction to Employability Skills	<ul style="list-style-type: none"> Describe the employability skills required for jobs in various industries. Elaborate on different learning and employability related GOI and private portals and their usage. Elucidate the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring, and respecting others that are required to become a responsible citizen. 	DGT/VSQ/N0102, PC1, KU1, KU2, KU3, KU4	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	6 Theory (06:00) Practical (00:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Becoming a Professional in the 21st Century	<ul style="list-style-type: none"> Describe the importance of relevant 21st century skills. Elaborate on exhibiting 21st century skills like self-awareness, behavioural skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, and emotional awareness in personal or professional life. Elucidate the benefits of continuous learning for personal and career growth. 	DGT/VSQ/ N0102, PC2, KU5, KU6, KU7			6 Theory (06:00) Practical (00:00)
		Basic English Skills	<ul style="list-style-type: none"> Describe how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone. Elaborate on reading and interpreting text written in basic English. Elucidate how to write short notes, paragraphs, letters, or emails using basic English. 	DGT/VSQ/ N0102, PC3, KU8, KU9, KU10			6 Theory (06:00) Practical (00:00)
		Career Development & Goal Setting	<ul style="list-style-type: none"> Describe the process to create a career development plan with well-defined short- and long-term goals. Elaborate on identifying personal strengths and areas for improvement. Elucidate methods to monitor and adjust career goals as per opportunities and progress. 	DGT/VSQ/ N0102, PC4, KU11, KU12, KU13			6 Theory (06:00) Practical (00:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Communication Skills	<ul style="list-style-type: none"> Describe how to communicate effectively using verbal and nonverbal communication etiquette. Elaborate on the importance of active listening for effective communication. Elucidate the significance of working collaboratively with others in a team. 	DGT/VSQ/ N0102, PC5, KU14, KU15, KU16			6 Theory (06:00) Practical (00:00)
		Diversity & Inclusion	<ul style="list-style-type: none"> Describe how to behave, communicate, and conduct oneself appropriately with all genders and Persons with Disabilities (PwD). Elaborate on the significance of escalating sexual harassment issues as per the POSH Act. Elucidate methods to promote an inclusive and respectful workplace. 	DGT/VSQ/ N0102, PC6, KU17, KU18, KU19			6 Theory (06:00) Practical (00:00)
		Financial and Legal Literacy	<ul style="list-style-type: none"> Describe the importance of selecting the right financial institution, product, and service. Elaborate on how to carry out offline and online financial transactions safely and securely. Elucidate the components of salary, computation of income, expenditure, taxes, investments, and understanding legal rights. 	DGT/VSQ/ N0102, PC7, KU20, KU21, KU22			6 Theory (06:00) Practical (00:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Essential Digital Skills	<ul style="list-style-type: none"> Describe the role of digital technology in today's life. Elaborate on operating digital devices and using the associated applications safely and securely. Elucidate responsible online behaviour while browsing, using social media platforms, emails, and creating basic Word, Excel, and PowerPoint documents. 	DGT/VSQ/ N0102, PC8, KU23, KU24, KU25			6 Theory (06:00) Practical (00:00)
		Entrepreneurship	<ul style="list-style-type: none"> Describe the types of entrepreneurship and enterprises. Elaborate on identifying business opportunities, sources of funding, and mitigating financial and legal risks. Elucidate the application of the 4Ps of Marketing (Product, Price, Place, Promotion) and how to create a sample business plan. 	DGT/VSQ/ N0102, PC9, KU26, KU27, KU28			6 Theory (06:00) Practical (00:00)
		Customer Service & Apprenticeship Readiness	<ul style="list-style-type: none"> Describe the significance of analysing different types and needs of customers. Elaborate on identifying customer needs and responding professionally. Elucidate the steps for creating a professional CV, searching for apprenticeship opportunities, and performing confidently in interviews. 	DGT/VSQ/ N0102, PC10, KU29, KU30, KU31			6 Theory (06:00) Practical (00:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
Total Duration							Theory: 126:00 Practical: 204:00
Employability Skills (DGT/VSQ/N0102) https://www.skillindiadigital.gov.in/content/list							60:00
OJT Duration (Mandatory)							30:00
Total							Theory + Practical + ES 420:00

Annexure II

Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Assessment Criteria for Inline Checker Sewing	
Job Role	Inline Checker Sewing
Qualification Pack	AMH/Q0103, V4.0
Sector Skill Council	Apparel

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

Assessment Outcomes	Assessment Criteria for Outcomes	Marks Allocation		
		Theory	Practical	Viva
AMH/N0105: Carry out in-line checking activities	Carryout in-line checking activities	30	100	10
	PC1. Check that the work area is free from hazards and ensure cleanliness of the tools (marker, measuring tape, etc) and equipments as per instructions	2	5	1
	PC2. Follow the instructions on the work ticket/ job card or customer specifications	2	4	1
	PC3. Assist in carrying out basic foundation inspection safely and at a rate which maintains work flow and meets production targets	1	4	1
	PC4. Visually inspect the cut components and finished apparel for any dimensional changes or defects as per the inspection standards or customer specifications and properly document if any defects are identified	8	25	1
	PC5. Bundle and label the cut components	3	15	1
	PC6. Store the cut components in specified manner, to ensure that the quality is preserved and garment parts are handled in an appropriate manner	2	8	1
	PC7. Inform the appropriate people in case of any defect identified	2	2	1

	PC8. Identify problems and resolve issues within limits of your own responsibility	3	8	1
	PC9. Report problems outside area of responsibility to the appropriate person	2	3	1
	PC10. Identify the garment parts and finished garments for faults related to fabric or stitching and inform as per the specified procedure	5	26	1
	NOS Total	30	100	10
AMH/N0106: Maintain work area and tools	Maintain the work area and tools	10	25	5
	PC1. Handle materials, machinery, equipment and tools safely and correctly to maintain a clean and hazard free working area	1	4	0.5
	PC2. Use correct lifting and handling procedures	1	4	0.5
	PC3. Use materials efficiently to minimize wastage and dispose off waste safely at the designated location.	2	2	0.5
	PC4. Carryout running maintenance and/or cleaning within one's responsibility and agreed schedules	1	3	0.5
	PC5. Report any damaged tools & materials to the authorized personnel	1	1	0.5
	PC6. Work in a comfortable position and maintain correct posture	1	3	1
	PC7. Use cleaning equipment and methods appropriate for the work to be carried out	1	2	0.5
	PC8. Store cleaning equipment safely after use	1	3	1
	PC9. Carryout cleaning according to schedules and limits of responsibility	1	3	-
	NOS Total	10	25	5
AMH/N0107: Carry out measurement checking activities	Carryout measurement checking activities	30	100	10
	PC1. Check that the work area is free from hazards and ensure cleanliness of the tools (marker, measuring tape, etc) and equipments as per instructions	2	10	1
	PC2. Follow the instructions on the work ticket/ job card or customer specifications	2	3	1
	PC3. Assist in carrying out basic inspection safely and at a rate which maintains work flow and meets production targets	4	13	1
	PC4. Visually inspect the apparel parts and finished apparel for any dimensional changes or defects as per the inspection standards or customer specifications and properly document if any defects are identified	10	30	2
	PC5. Store the cut components in specified manner, to ensure that the quality is preserved and garment parts are handled in an appropriate manner	3	8	1
	PC6. Isolate defective pieces for rectification/ disposal	3	15	1
	PC7. Inform the appropriate people in case of any defect identified	2	3	1
	PC8. Identify problems and resolve issues within limits of your own responsibility	2	15	1
	PC9. Report problems outside area of responsibility to the appropriate person	2	3	1
	NOS Total	30	100	10

AMH/N0309: Ensure the promotion of a safe and secure work environment while integrating Gender and Persons with Disabilities (PwD) Sensitization	Hazards and potential risks associated with the process, guidelines for medical emergencies and evacuation process; gender & PwD sensitization	22	12	6
	PC1. Implement workplace instructions regarding health, safety, gender, and accommodations for People with Disabilities (PwD)	4	2	1
	PC2. Engage proactively in simulated drills, evacuation protocols, and group discussions focusing on ensuring a safe and secure work environment	4	2	1
	PC3. Conduct gender and PwD awareness training and sensitization programs at the workplace.	4	2	1
	PC4. Utilize and uphold materials and equipment according to established protocols	3	2	1
	PC5. Demonstrate proficiency in administering first-aid, firefighting, or other emergency response procedures, and follow organizational shutdown and evacuation protocols when necessary.	4	2	1
	PC6. Monitor the workplace and processes for potential risks or threats, promptly informing supervisors or authorized personnel, while ensuring gender equality and the security of People with Disabilities (PwD).	3	2	1
NOS Total	22	12	6	
AMH/N0311: Abide by industry, regulatory, and organizational mandates, while integrating environmentally friendly practices	Abide by industry, regulatory, and organizational mandates, while integrating environmentally friendly practices	20	10	10
	PC1. Execute job duties in alignment with organizational standards, emphasizing green solutions, and adhering to established procedures, policies, legislation, and regulations.	2	1	1
	PC2. Implement and adhere to organizational policies and procedures, integrating sustainable consumption practices.	2	1	1
	PC3. Actively participate in enhancing organizational performance and facilitating the transition to environmentally friendly processes.	2	1	1
	PC4. Safely and appropriately handle materials, equipment, computers, and software to ensure a clean and hazard-free work environment, supporting the adoption of eco-friendly practices.	3	2	2
	PC5. Perform ongoing maintenance and cleaning tasks within assigned responsibilities and agreed-upon schedules, managing work interruptions efficiently.	3	1	1
	PC6. Promptly report unsafe equipment and hazardous incidents to relevant personnel.	2	1	1
	PC7. Utilize cleaning equipment and techniques suitable for the specific tasks at hand.	2	1	1
	PC8. Request system or software upgrades as needed to optimize work efficiency, and maintain backup files while using various design software.	2	1	1
	PC9. Maintain soft copies of design work in files for future reference.	2	1	1
NOS Total	20	10	10	
DGT/VSQ/N0102: Employability Skills (60 Hours)	Introduction to Employability Skills	1	1	-
	PC1. identify employability skills required for jobs in various industries	-	-	-
	PC2. identify and explore learning and employability portals	-	-	-
	Constitutional values – Citizenship	1	1	-
	PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-

PC4. follow environmentally sustainable practices	-	-	-
Becoming a Professional in the 21st Century	2	4	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-
Basic English Skills	2	3	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-
Career Development & Goal Setting	1	2	-
PC10. understand the difference between job and career	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-
Communication Skills	2	2	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-
PC13. work collaboratively with others in a team	-	-	-
Diversity & Inclusion	1	2	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-
Financial and Legal Literacy	2	3	-
PC16. select financial institutions, products and services as per requirement	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-
Essential Digital Skills	3	4	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-
Entrepreneurship	2	3	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-

PC25. identify sources of funding, anticipate, and mitigate any financial/legal hurdles for the potential business opportunity	-	-	-
Customer Service	1	2	-
PC26. identify different types of customers	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-
Getting ready for apprenticeship & Jobs	2	3	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-
PC31. apply to identified job openings using offline/online methods as per requirement	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-
NOS Total	20	30	-

Annexure III

List of QR Codes Used in PHB

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 1: Introduction (Bridge Module) to Inline Checker Sewing	Unit 1.1: Introduction to the Role of the Inline Checker Sewing	1.1.3 Main Duties and Tasks Done by an Inline and Measurement Checker in a Garment Fac- tory	16	https://www.youtube.com/ watch?v=KRKIWY1vv6k	 Checker Job In Garments Com- pany Checker Job In Sewing Company
		2.1.3 Different Types of Fibres, Yarns, and Fabrics	35	https://www.youtube.com/ watch?v=hNC1fK6GjF4	 Classification Of Textile Fibers - Sources Of Textile Fibre
		2.1.4 Common Tools and Ma- chines Used to Check the Qual- ity of Garments	35	https://www.youtube.com/ watch?v=lbZA4mo-08g	 Types Of Fabric Names and Pictures
Module 2: Prepare for Inline Check- ing Activities	Unit 2.1: Ap- parel Inspec- tion Basics and Work- place Safety	2.1.5 Process of Finding Mistakes in the Cloth, Stitche- es, or Seams during Checking	35	https://www.youtube.com/ watch?v=hH_AHPkBsN8	 Basic tools for every clothing brand owner

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
			35	https://www.youtube.com/watch?v=WKSd7Vr84eQ	 Sewing Machine Troubleshooting - Skipped Stitches
Module 3: Carry out In-line Checking Activities	Unit 3.2: Production and Workflow Management	3.2.4 Steps to Identify and Resolve Problems Found in Garment Components during Inspection	56	https://www.youtube.com/watch?v=_yXkoDkvtMw	 Inspection Process in Garment Industry: Pre - Production Inspection
Module 4: Maintain Work Area and Tools	Unit 4.1: Equipment Care and Cleaning Operations	4.1.1 Safe Practices to Follow During the Cleaning and Maintenance of Equipment	80	https://www.youtube.com/watch?v=jet6rpfDhoU	 Safety Precautions While Handling the Tools
		4.1.2 Different Types of Cleaning Equipment and Their Specific Uses	80	https://www.youtube.com/watch?v=d3MANyjOocc	 Housekeeping Equipment: Manual & Mechanical Equipment

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
	Unit 4.2: Workplace Safety and Efficiency	4.2.5 Different Ways to Minimise Material and Resource Wastage during Operations	80	https://www.youtube.com/watch?v=60vtQJ4EGrM	 <p>How to Reduce Wastes and Improve Productivity in Garment Industry?</p>
Module 5: Fundamental Concepts and Preparation	Unit 5.1: Measurement and Garment Fundamentals	5.1.1 Metric System of Measurement used in Garment Construction	110	https://www.youtube.com/watch?v=Ki8T_Keg81Q	 <p>Garments measurement system (How to measure a knit garments)</p>
		5.1.5 Common Stitching Faults and Their Impact on Garment Quality	110	https://www.youtube.com/watch?v=2cS8c2Y2MC8	 <p>MOST COMMON DEFECTS IN GARMENTS</p>
	Unit 5.3: Workplace Procedures and Communication	5.3.7 Process of Reporting Quality Issues	110	https://www.youtube.com/watch?v=Ddg14k2adD0	 <p>Inspection Process in Garment Industry: Bulk-Production Inspection</p>

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 6: Measurement Checking Activities	Unit 6.2: Operational Procedures and Garment Handling	6.2.1 Correct Method for Storing Cut Components	142	https://www.youtube.com/watch?v=xFwJH6B8BII	 How to Garments cutting parts bundling
			142	https://www.youtube.com/watch?v=DdtfyENJ6dY	 Modern Cutting Tools
Module 7: Ensure the Promotion of a Safe and Secure Work Environment while Integrating Gender and Persons with Disabilities (PwD) Sensitisation	Unit 7.1: Workplace Safety and Emergency Preparedness	7.1.2 Common Hazards, Risks, and Threats based on the Nature of Operations	166	https://www.youtube.com/watch?v=C3uei9RYJcU	 Safety Toolbox Talk No 228 Health Hazards in Textile Industry



Skill India
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सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP



N.S.D.C.
REIMAGINE FUTURE



**APPAREL MADE-UPS HOME FURNISHING
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