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**APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL**

Facilitator Guide



Sector
Apparel

Sub-Sector
Apparel, Made-Ups & Home Furnishing

Occupation
Laying

Reference ID: AMH/Q0201, Version 4.0
NSQF level: 2

**Layerman
(Fabric)**

Apparel, Made-Ups & Home Furnishing Sector Skill Council

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Shri Narendra Modi
Prime Minister of India

“

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

”



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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 “Layerman (Fabric)” 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/N0201: Carry out fabric laying operation
2. AMH/N0103: Maintain health, safety and secure work place with Gender and PWD Sensitization
3. AMH/N0104: Comply with industry, regulatory, organizational requirements and Greening of Job NOS
4. AMH/N0106: Maintain work area and tools
5. DGT/VSQ/N0101: Employability Skills (30 hrs.)

Symbols Used



Ask



Explain



Elaborate



Notes



Objectives



Do



Demonstrate



Activity



Team Activity



Facilitation Notes



Practical



Say



Resources



Example



Summary



Role Play



Learning Outcomes



Exercise

Table of Contents

S. No	Modules and Units	Page No
1.	Introduction (Bridge Module)	1
	Unit 1.1 - Indian Apparel Industry and Fabric Layering	3
2.	Carry Out Fabric Laying Operation (AMH/N0201)	7
	Unit 2.1 - Fabric Handling and Inspection	9
	Unit 2.2 - Work Planning and Waste Management	12
	Unit 2.3 - Equipment Handling and Maintenance	15
	Unit 2.4 - Workplace Safety and Organisation	18
3.	Maintain Health, Safety and Secure Work Place with Gender and PWD Sensitisation (AMH/N0103)	23
	Unit 3.1 - Workplace Safety and Emergency Preparedness	25
	Unit 3.2 - Equipment Handling and Workplace Efficiency	28
	Unit 3.3 - Waste Management, Hygiene and Health Awareness	30
	Unit 3.4 - Inclusion and Accessibility for Persons with Disabilities (PwD)	33
4.	Comply with Industry, Regulatory, Organisational Requirements and Greening of Job Roles (AMH/N0104)	37
	Unit 4.1 - Governance, Compliance, and Ethical Practices	39
	Unit 4.2 - Operational Efficiency, Safety, and Maintenance	42
5.	Maintain Work Area and Tools (AMH/N0106)	45
	Unit 5.1 - Workplace Compliance and Efficiency	47
	Unit 5.2 - Workplace Maintenance and Safety	49
	Unit 5.3 - Workplace Problem-Solving and Responsibility	51



S. No	Modules and Units	Page No
6.	Employability Skills (DGT/VSQ/N0101) (30 hrs.)	55
	Employability Skills is available at the following location: https://www.skillindiadigital.gov.in/content/list Scan the QR code below to access the ebook	
		
7.	Annexures	57
	Annexure I: Training Delivery Plan	58
	Annexure II: Assessment Criteria	68
	Annexure III: List of QR Codes Used in PHB	72





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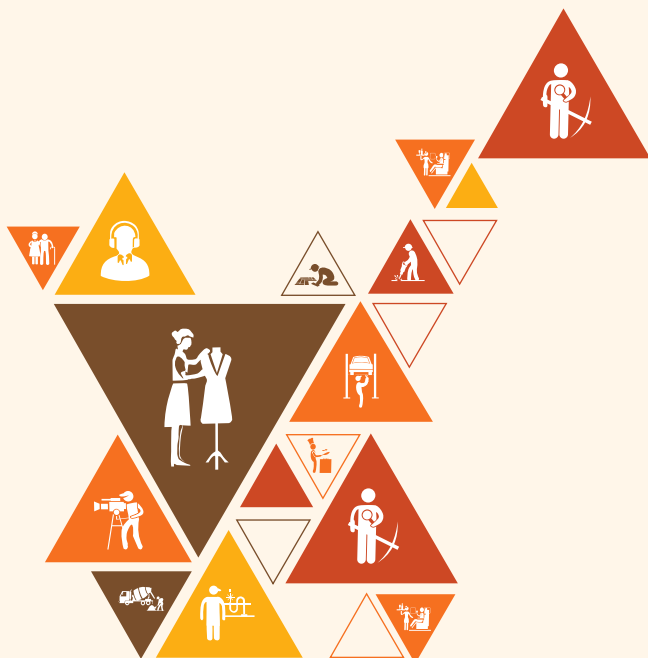


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& ENTREPRENEURSHIP



1. Introduction

Unit 1.1 - Indian Apparel Industry and Fabric Layering



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 a 'Layerman (Fabric)' in the apparel industry.
3. Describe the apparel production process and the role that the 'Layerman (Fabric)' plays in the process.
4. Explain roles and responsibilities of a 'Layerman (Fabric)'.

Unit 1.1: Indian Apparel Industry and Fabric Layering

Unit Objectives

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

1. Recall the key features of the apparel industry in India.
2. List the key statistics that define the size of the Indian apparel industry.
3. Explain the factors that drive the growth of the apparel industry in India.
4. Compare the various laws, schemes, and government initiatives related to the Apparel Industry in India.
5. Describe the sequence of steps involved in the apparel production process.
6. Outline the specific tasks and duties of a Layerman (fabric) in the apparel production process.
7. Identify the various employment opportunities available to a Layerman (fabric) in the apparel industry.

Resources to be Used

Chart paper, sketch pens, printed infographics on Indian apparel statistics, textile samples, fabric layering charts, government scheme pamphlets, projector, apparel production flowchart, videos on fabric laying process, Layerman job role video, job placement data printouts

Say

- Good morning everyone! I'm really excited to explore today's topic with you—it's something we see, wear, and touch every single day.
- Today, we'll dive into how India's massive apparel industry works and understand the unique job of a Layerman in this field.
- This session is important because not only does it show how your skills can fit into this growing industry, but it also helps you connect daily wear with big career opportunities.

Ask

- Have you ever thought about how the clothes we wear every day are made and where they come from?
- Can you name any Indian brands or places famous for textiles or garments?
- Do you or anyone in your family work in tailoring, textile shops, or anything related to clothes?

Do

- Show infographics and videos introducing the Indian apparel industry and its scale.
- Discuss the growth drivers and key statistics with reference to government data and schemes.

- Present step-by-step flow of apparel production using visuals, then highlight the Layerman's tasks using videos or charts.
- Guide trainees to read and compare government schemes using pamphlets or handouts.
- Share real job postings and growth opportunities for Layermen to inspire engagement.

Elaborate

- Recall key features of India's apparel industry including regional diversity, domestic demand, and exports
- List major statistics such as employment numbers, export value, and size of the market
- Explain drivers like fashion trends, e-commerce growth, government push, and skilled labour
- Compare laws and schemes like PM-MITRA, ATUFS, and PLI Scheme supporting the apparel sector
- Describe production steps from fabric sourcing to final garment finishing
- Outline duties of a Layerman such as checking fabric, spreading layers evenly, and marking defects
- Identify employment avenues in export houses, local manufacturers, and industrial apparel units

Demonstrate

Show how to align and lay multiple layers of fabric on a cutting table while maintaining consistency and accuracy.

Activity

1. **Activity Name:** Fabric Layering Relay
2. **Objective:** To understand the tasks of a Layerman and apply them in a simplified mock-up format (Topic: Duties of a Layerman, Apparel Production Process)
3. **Type of Activity:** Group
4. **Resources:** Folded fabric pieces, scissors, marking chalk, measuring tape, cardboard table top, checklist sheets
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into teams of 4
 - Each team will select a 'Layerman', 'Inspector', 'Cutter', and 'Assistant'
 - Provide them with fabric and instructions to layer 3-4 folds as per mock cutting layout
 - Inspect for accuracy in alignment, wrinkles, and marking
 - One team member explains what they did and learned at the end
7. **Outcome:** Participants will understand the practical challenges and importance of precision in layering work

Notes for Facilitation

- Engage learners through local language connections and real-world examples
- Use visual aids wherever possible to make complex processes easier to grasp
- Emphasise how India's traditional textile strength has grown into a global apparel presence
- Highlight how the role of a Layerman, though behind-the-scenes, is crucial for quality output
- Encourage trainees to explore job listings in their own region and relate it to session learning
- Clarify scheme benefits using simple language and visual comparisons between them

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Designing, producing, and selling clothing
2. b. Laying and aligning fabric layers for cutting
3. a. Increase in garment exports
4. c. Textile mills and garment factories
5. a. It helps in reducing fabric wastage

Answer the following questions briefly.

1. Refer Unit 1.1: Indian Apparel Industry and Fabric Layering
Topic 1.1.1 Overview of the Apparel Industry in India
2. Refer Unit 1.1: Indian Apparel Industry and Fabric Layering
Topic 1.1.5 Apparel Production Process
3. Refer Unit 1.1: Indian Apparel Industry and Fabric Layering
Topic 1.1.6 Roles and Responsibilities of a Layerman (Fabric)
4. Refer Unit 1.1: Indian Apparel Industry and Fabric Layering
Topic 1.1.4 Laws, Schemes, and Government Initiatives Related to the Apparel Industry
5. Refer Unit 1.1: Indian Apparel Industry and Fabric Layering
Topic 1.1.7 Employment Opportunities for a Layerman (Fabric)



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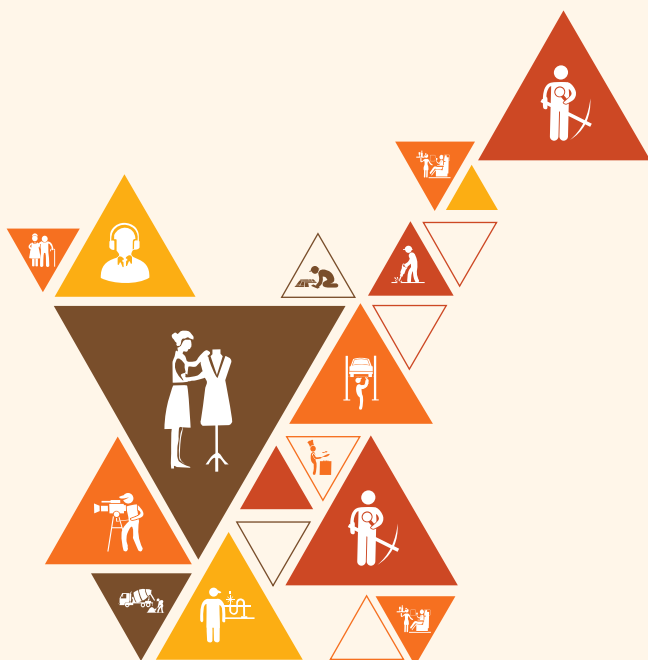
2. Carry Out Fabric Laying Operation

Unit 2.1 - Fabric Handling and Inspection

Unit 2.2 - Work Planning and Waste Management

Unit 2.3 - Equipment Handling and Maintenance

Unit 2.4 - Workplace Safety and Organisation



AMH/N0201

Key Learning Outcomes



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

1. Explain the organisation's policies, procedures, and standards for maintaining a clean and hazard-free work area.
2. Interpret the manufacturer's guidelines for setting up, operating, and maintaining equipment safely and efficiently.
3. Analyse various types of fabrics, their laying procedures, and the significance of fabric laying in the production process.
4. Illustrate the procedures for fabric issuance, return, grouping, and storage while ensuring minimal waste.
5. Identify basic fabric faults (e.g., holes, slubs, knots) and apply quality inspection procedures to maintain product standards.
6. Examine the process of marker placement, splicing, end bits, off-cuts, and fabric folding to ensure accuracy in production.
7. Demonstrate the correct setup and operation of a fabric laying-up machine, ensuring proper levelling and handling to prevent damage.
8. Apply work instructions to select, sort, and maintain tools and equipment, ensuring operational efficiency and cleanliness.
9. Evaluate agreed-upon work targets, workflow management, and adherence to production timelines while maintaining quality standards.
10. Assess reporting protocols for work-related risks, defective tools, and procedural queries while ensuring compliance with company policies.

Unit 2.1: Fabric Handling and Inspection

Unit Objectives

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

1. Describe the types of fabric laying.
2. Discuss various types of fabrics and their respective laying procedures.
3. Illustrate the procedures for issuing and returning fabric to the store.
4. Explain the significance of the fabric laying process.
5. Analyse the procedure for fabric laying and its impact on quality.
6. Identify basic fabric faults such as holes, slubs, and knots.
7. Follow quality procedures to identify basic fabric faults.
8. Examine different types of markers and their uses.
9. Illustrate various fabric grouping procedures.
10. Explain the process of filling in a lay sheet.
11. Discuss the process of splicing, handling end bits, off-cuts, and bowing.
12. Examine fabric folding procedures and their significance.
13. Illustrate basic visual inspection procedures for identifying defects.
14. Explain the concept of laying up allowance and its significance.

Resources to be Used

Fabric rolls, scissors, measuring tape, marker papers, lay sheet samples, splicing tape, inspection table with light source, defect cards, various fabric types (cotton, polyester, silk), fabric swatches with faults like holes, slubs, knots, folding boards, sample markers, fabric return register, chalk, notepads, pens

Say

- Good morning everyone! I'm excited to welcome you all to today's session on fabric handling and inspection.
- In this session, we'll learn how to properly handle fabric, identify faults, and understand why fabric laying is such a vital step in the garment-making process.
- When you know how to handle and inspect fabric properly, you're not only improving the quality of your work but also saving time, material, and effort in the long run.

Ask

- Have you ever seen a defect on a t-shirt or fabric before buying it? What did it look like?
- When you fold clothes at home, do you notice how the edges or prints sometimes don't align? Why do you think that happens?
- What do you think might happen if the wrong fabric is cut or laid improperly before stitching?

Do

- Greet learners and create a relaxed, interactive environment to begin the session.
- Introduce each topic gradually and relate it to real-world garment industry settings.
- Show physical fabric samples and highlight basic faults and good laying techniques.
- Walk around to ensure every learner gets a chance to touch, feel, and visually inspect the fabrics.
- Use live examples and tools to show marker papers, lay sheets, and actual folding methods.

Elaborate

- Describe the types of fabric laying with reference to end-to-end and face-to-face techniques
- Discuss various types of fabrics and their respective laying procedures according to fabric characteristics
- Illustrate the procedures for issuing and returning fabric to the store with appropriate documentation
- Explain the significance of the fabric laying process for minimising wastage and maintaining alignment
- Analyse the procedure for fabric laying and its impact on overall garment quality
- Identify basic fabric faults such as holes, slubs, and knots through visual and tactile checks
- Follow quality procedures to identify basic fabric faults using defect classification charts
- Examine different types of markers and their uses for various pattern layouts
- Illustrate various fabric grouping procedures based on shade, width, and lot number
- Explain the process of filling in a lay sheet to ensure traceability and inventory control
- Discuss the process of splicing, handling end bits, off-cuts, and bowing for clean cuts and accuracy
- Examine fabric folding procedures and their significance in storage and usage
- Illustrate basic visual inspection procedures for identifying defects on an inspection table
- Explain the concept of laying up allowance and its significance in accounting fabric stretch or relaxation

Demonstrate

Demonstrate how to visually inspect a roll of fabric for faults such as holes, slubs, and knots using a backlit inspection table.

Activity

1. **Activity Name:** Fabric Fault Identification Relay
2. **Objective:** To identify basic fabric faults and understand fault categories
3. **Type of Activity:** Group
4. **Resources:** Fabric swatches with pre-marked faults, fault identification cards, pens, clipboard, stopwatch
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide the trainees into small groups
 - Give each group a set of fabric swatches and fault identification cards
 - Each trainee in the group will inspect a swatch and mark the type of fault they identify

- Once all members finish, the group will submit their marked cards
 - Trainer will review and discuss answers with the entire class
7. **Outcome:** Trainees will develop observation skills and learn how to classify and record fabric faults correctly

Notes for Facilitation

- Encourage learners to ask questions and relate fabric faults to real-life garments they have seen.
- Maintain a balance between instruction and demonstration to keep trainees engaged.
- Ensure proper lighting and space are available for fabric inspection activities.
- Emphasise that inaccurate laying can lead to costly production errors.
- Highlight that recognising faults early can improve quality control downstream.
- Reinforce the value of using lay sheets and fabric registers for traceability and accountability.

Unit 2.2: Work Planning and Waste Management

Unit Objectives

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

1. Review and discuss agreed-upon work targets with the supervisor, including any special instructions.
2. Analyse the importance of carrying out operations at a rate that maintains workflow and meets production targets.
3. Illustrate the process of straightening the fabric edge as per procedures.
4. Examine the metric system and its applications in fabric handling.
5. Explain procedures for minimising waste and their significance.
6. Discuss guidelines for proper storage and disposal of waste materials.
7. Conform to company quality standards in all fabric handling processes.

Resources to be Used

Whiteboard, markers, sample fabric pieces, metre scale, fabric straightening tools, waste bins, company quality manual, chart papers, coloured pens, printed guidelines for fabric waste disposal, measuring tapes, sample labels for waste segregation

Say

- Good morning everyone! I'm so glad to see all of you here and I'm really excited for today's session.
- Today, we'll explore how to plan your work properly and manage waste efficiently during your tasks.
- This is something that impacts your daily work quality and also helps you contribute to a cleaner, more organised workplace.

Ask

- Have you ever worked on something at home and had a lot of leftover waste? What did you do with it?
- When you're cooking or doing household chores, how do you plan your tasks so nothing is missed or wasted?
- Have you ever noticed how shops store and dispose of their unused or scrap materials?

Do

- Begin the session by recapping the importance of daily work planning in a production environment.
- Use actual fabric samples and tools to explain the workflow process and waste handling practices.
- Refer to the quality manual to connect standard practices with daily responsibilities of the trainees.

Elaborate

- Review agreed-upon work targets with the supervisor by discussing expectations, production timelines and any additional instructions.
- Analyse workflow rate by understanding how steady pace supports team productivity and reduces idle time.
- Illustrate fabric edge straightening by demonstrating alignment techniques using tools and visual checks.
- Examine metric system by reviewing basic measurements in centimetres and metres used in textile handling.
- Explain waste minimisation by identifying areas of material loss and promoting careful cutting and storage.
- Discuss waste disposal by presenting best practices for sorting, labelling, storing and discarding waste.
- Conform to quality standards by integrating accuracy and cleanliness in each step of fabric handling.

Demonstrate

Show how to align a fabric edge using a straightening tool and a measuring tape, ensuring clean lines before cutting.

Activity

1. **Activity Name:** Fabric Waste Mapping (Topics: Explain procedures for minimising waste and their significance; Discuss guidelines for proper storage and disposal of waste materials)
2. **Objective:** To help participants identify points of waste generation and methods to reduce and store them efficiently.
3. **Type of activity:** Group
4. **Resources:** Sample fabrics, scissors, chart paper, markers, waste bins, printed fabric layouts
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide trainees into small groups and provide each group with a piece of fabric and layout chart.
 - Ask each group to identify where and how waste is generated when cutting or handling fabric.
 - Have them note their observations on chart paper and suggest ways to minimise the waste.
 - Each group should then demonstrate how they would label and store the waste in an organised manner.
7. **Outcome:** Participants will understand practical strategies to reduce waste and store it according to workplace guidelines.

Notes for Facilitation



- Encourage questions and give real-life examples to make the session interactive.
- Ensure each trainee gets a chance to observe, discuss, and practice the procedures.
- Explain how improper work planning can delay production and increase errors.
- Emphasise how waste management supports cost-saving and environmental responsibility.
- Clarify how company quality standards ensure uniformity and professionalism in product output.
- Highlight how the metric system is used for precise and standardised measurements in fabric work.

Unit 2.3: Equipment Handling and Maintenance

Unit Objectives

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

1. List the equipments used in fabric laying.
2. Explain the manufacturer's instructions for setting up, adjusting, and operating equipment.
3. Illustrate the process of setting up a fabric laying-up machine as per operating procedures.
4. Discuss the importance of ensuring that the fabric roll is loaded onto the laying table as per standard procedures.
5. Analyse the significance of levelling fabric according to process requirements.
6. Identify methods to prevent fabric damage during movement and handling.
7. Examine the procedures for placing markers on the laying table correctly.

Resources to be Used

Fabric laying-up machine, manual fabric roll laying tools, marker sheets, measuring tape, levelling tools, safety gloves, fabric rolls, laying table, sample manufacturer's instruction manual, whiteboard, marker pens, projector, visual aids for equipment setup steps, maintenance checklists, maintenance log sheets

Say

- Good morning everyone! I'm really excited to see all of you here, ready to dive into something super practical and hands-on today.
- Today, we're going to understand how to handle and maintain equipment used in fabric laying – a vital part of ensuring quality in garment manufacturing.
- Trust me, knowing how to manage this equipment properly will help you avoid costly errors, reduce fabric wastage, and make you more confident and efficient at work.

Ask

- Have you ever seen fabric rolls being placed and spread on a table in a tailoring shop or factory?
- Do you think incorrect equipment handling can lead to wastage or safety issues?
- Have you used any machine at home or elsewhere that needed regular cleaning or setup before use?

Do

- Start with a brief introduction on why equipment handling and maintenance is a critical skill in garment production.
- Show visuals of different fabric laying equipment and explain their basic functions.

- Hand out a sample manufacturer's instruction manual and go over it together, highlighting key areas like setup, operation, and maintenance.
- Demonstrate setting up a laying-up machine and allow volunteers to assist while guiding them.
- Explain with diagrams how the fabric roll should be placed and aligned correctly.
- Discuss techniques to prevent damage to fabric during handling using real fabric samples.
- Walk through the correct method of placing markers on the laying table.
- Review safety guidelines and best practices for equipment maintenance and storage.

Elaborate

- List the equipments used in fabric laying with examples of each tool or machine
- Explain the manufacturer's instructions for setting up, adjusting, and operating equipment clearly with reference to a sample guide
- Illustrate the process of setting up a fabric laying-up machine as per operating procedures using a real or mock machine
- Discuss the importance of ensuring that the fabric roll is loaded onto the laying table as per standard procedures and how misalignment can affect production
- Analyse the significance of levelling fabric according to process requirements and ensuring consistency across layers
- Identify methods to prevent fabric damage during movement and handling using correct lifting, rolling, and support techniques
- Examine the procedures for placing markers on the laying table correctly for accurate cutting and minimised wastage

Demonstrate

Show the step-by-step process of setting up a fabric laying-up machine and levelling the fabric layer by layer before placing markers.

Activity

1. **Activity Name:** Marker Placement Relay
Objective: To examine the procedures for placing markers on the laying table correctly
2. **Type of Activity:** Group
3. **Resources:** Marker sheets, laying table, fabric pieces, masking tape, measuring tape, scissors
4. **Time Duration:** 25 minutes
5. **Instructions:**
 - Divide the class into small groups
 - Provide each group with a section of fabric laid out on a table
 - Ask them to align and tape a marker sheet correctly on the fabric using standard procedures

- They must ensure proper edge alignment, minimum wastage, and correct marker orientation
 - Each group presents their alignment, explaining the decisions they made
6. **Outcome:** Learners will understand the practical steps and reasoning behind accurate marker placement and its role in quality production

Notes for Facilitation



- Keep the session interactive with regular prompts and questions to the learners
- Use visual aids and physical demonstrations rather than just theoretical explanations
- Reinforce safety protocols while demonstrating or discussing equipment use
- Emphasise the need to read and understand manufacturer's instructions for each machine
- Highlight common mistakes in fabric laying and how they can be avoided with correct handling
- Clarify the importance of levelling and tension control in fabric layers for consistency and precision

Unit 2.4: Workplace Safety and Organisation

Unit Objectives

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

1. Examine the types of workplace hazards that a layerman may encounter.
2. Discuss the organisation's policies and procedures for maintaining a clean and safe work area.
3. Illustrate the process of selecting and sorting tools and materials as per work instructions.
4. Examine the importance of maintaining the cleanliness of tools and equipment (Scissors, End Cutter, Marker, Measuring Tape, Ruler, etc.).
5. Analyse the protocol and format for reporting work-related risks and problems.
6. Identify the designated contact person for addressing procedural or product-related queries and resolving equipment issues.

Resources to be Used

Chart papers, markers, coloured stickers, sample tools like scissors, end cutter, marker, measuring tape, ruler, labelled boxes or trays for sorting activity, a dummy incident report form, hand gloves, safety goggles, printed organisation safety policy copies, flip chart, whiteboard, and workplace cleanliness checklist.

Say

- Good morning everyone! I'm really excited to be here with you all today—hope you're feeling energetic and ready to dive into something really important.
- Today, we're going to talk about workplace safety and how to keep our workstations organised and hazard-free—especially in the role of a layerman.
- Understanding this topic helps you stay safe, work efficiently, and show employers that you are responsible and reliable.

Ask

- Have you ever slipped or tripped over something left on the floor at home or outside?
- Do you clean and keep your tools or belongings in the right place after using them?
- Whom do you talk to when you see something wrong or unsafe happening in your area?

Do

- Start the session with a short group discussion on any safety incidents they've heard of or experienced.
- Display various tools and ask participants to identify them and discuss their use and maintenance.
- Show the dummy report form and explain how and why we report hazards or incidents.

Elaborate

- Examine types of workplace hazards that a layerman may encounter such as sharp tools, cluttered workstations, slippery floors, or fire hazards.
- Discuss the organisation's policies and procedures for maintaining a clean and safe work area including proper disposal of waste and safe tool storage.
- Illustrate the process of selecting and sorting tools and materials as per work instructions using trays, boxes, and labelling.
- Examine the importance of maintaining the cleanliness of tools and equipment like scissors, end cutter, marker, measuring tape, ruler to prevent rust, ensure accuracy, and maintain hygiene.
- Analyse the protocol and format for reporting work-related risks and problems using the incident form, who to submit it to, and what details must be included.
- Identify the designated contact person for addressing procedural or product-related queries and resolving equipment issues, such as supervisors or safety officers.

Demonstrate

Show how to clean and safely store different tools (like scissors, markers, measuring tape) after use and explain why each step is necessary.

Activity

1. **Activity Name:** Clean and Sort Race
2. **Objective:** To reinforce sorting and cleanliness practices for tools and materials (Related Topics: Illustrate the process of selecting and sorting tools and materials, Examine the importance of maintaining the cleanliness of tools and equipment)
3. **Type of Activity:** Group
4. **Resources:** Used or mock tools, labelled boxes, clean cloths, gloves, spray bottles with water, sorting table
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide the class into small groups of 3–4 members.
 - Give each group a mixed batch of unclean or disorganised tools.
 - Ask them to clean the tools and place each tool in the correctly labelled box.
 - The team that finishes first with correctly cleaned and sorted tools wins.
7. **Outcome:** Trainees will learn the importance of tool hygiene and the correct method to organise a workstation.

Notes for Facilitation



- Encourage interaction and engagement by asking for real-life examples and relating the content to the trainee's prior experience.
- Use visual aids and practical demonstrations to make the session more engaging and memorable.
- Emphasise how unclean and unsorted tools can lead to serious injuries and delays in work.
- Stress that reporting problems or hazards is not complaining but a responsibility.
- Reinforce that safety and organisation are everyone's job—not just the supervisor's.
- Clarify the role and contact points for reporting workplace issues in the organisation.

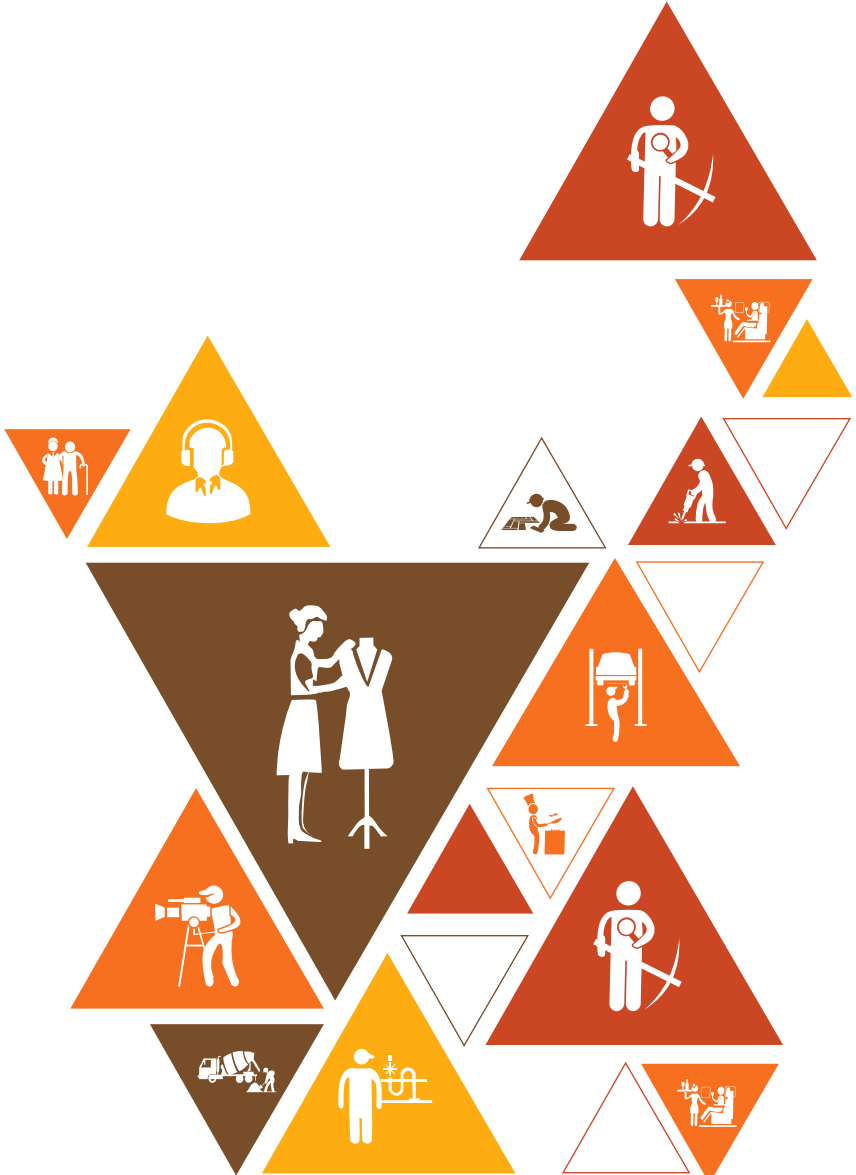
Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. To ensure safety and efficiency
2. a. Slubs
3. a. To reduce fabric wastage
4. a. It prevents damage and ensures efficiency
5. b. It improves productivity and quality

Answer the following questions briefly.

1. Refer Unit 2.4: Workplace Safety and Organisation
Topic 2.4.2 Procedures for Maintaining a Clean and Safe Work Area
2. Refer Unit 2.3: Equipment Handling and Maintenance
Topic 2.3.2 Maintenance of Equipment According to Manufacturer's Instructions
3. Refer Unit 2.1: Fabric Handling and Inspection
Topic 2.1.4 Significance of the Fabric Laying Process
4. Refer Unit 2.1: Fabric Handling and Inspection
Topic 2.1.3 Procedures for Issuance and Return of Fabric
5. Refer Unit 2.1: Fabric Handling and Inspection
Topic 2.1.6 Types of Fabric Faults





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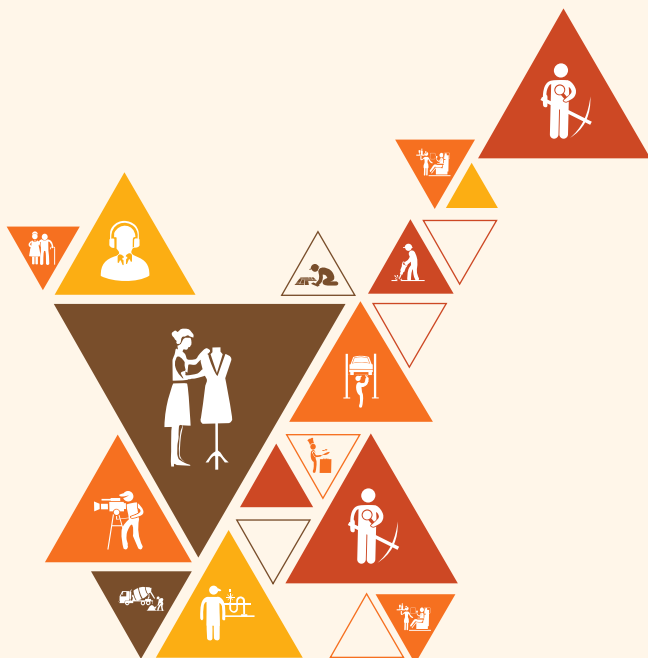
3. Maintain Health, Safety and Secure Work Place with Gender and PWD Sensitisation

Unit 3.1 - Workplace Safety and Emergency Preparedness

Unit 3.2 - Equipment Handling and Workplace Efficiency

Unit 3.3 - Waste Management, Hygiene and Health Awareness

Unit 3.4 - Inclusion and Accessibility for Persons with Disabilities (PwD)



AMH/N0103

Key Learning Outcomes



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

1. Elaborate on safe working practices for cleaning and maintaining equipment.
2. Describe the effects of contamination on products, such as machine oil and dirt.
3. Identify different ways to minimise wastage in the workplace.
4. Explain health and safety practices applicable at the workplace.
5. Follow environment management system-related procedures effectively.
6. List potential hazards, risks, and threats based on operational nature.
7. Describe potential accidents, emergencies, and responses to these scenarios.
8. Demonstrate periodic walk-throughs to keep the work area hazard-free.
9. Seek clarifications from supervisors when facing perceived risks.
10. State organisational procedures for safe handling of equipment and machines.
11. Describe proper disposal methods for waste and by-products.
12. Explain actions required during mock drills, evacuations, or actual emergencies.
13. Ensure work areas are hazard-free and set up equipment as per job requirements.
14. Carry out visual inspections to ensure product quality and defect-free output.
15. Work in conformance with company quality standards and legal requirements.
16. Store materials and equipment following manufacturer and organisational guidelines.

Unit 3.1: Workplace Safety and Emergency Preparedness

Unit Objectives

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

1. Elaborate on safe equipment cleaning and maintenance.
2. Elucidate healthy and safe workplace practices.
3. Outline workplace hazards, risks, and threats.
4. Describe accident handling and emergency response.
5. Explain shutdown and evacuation procedures.
6. Illustrate emergency response and mock drills.
7. Demonstrate ways to minimise workplace risks.

Resources to be Used

Charts on workplace hazards, videos on mock drills, first-aid kit, PPE kits like gloves and helmets, images of accident zones, whistle, fire extinguisher model, evacuation map printouts, flipcharts, marker pens, projector, safety signage samples, and cones for demonstration

Say

- Good morning, everyone! I'm really glad to see you all here, ready to take charge of your safety and the safety of your coworkers.
- Today, we'll explore how to maintain a safe work environment and how to respond smartly when emergencies strike.
- This session matters because being prepared and alert can prevent injuries, save lives, and help everyone feel more confident and secure at work.

Ask

- Have you ever seen anyone use a fire extinguisher or take part in a safety drill?
- What do you usually do if you see water spilt on the floor in your workplace or home?
- Have you or someone you know ever faced a minor injury at work? What happened next?

Do

- Begin with an open discussion on why safety is important, using local examples.
- Display workplace hazard signs and explain their meanings.
- Show videos and images related to emergency preparedness and engage trainees in interpreting them.

- Walk the trainees through evacuation routes using floor maps.
- Invite volunteers to use PPE and explain its purpose and correct usage.
- Guide a discussion on common emergency equipment like fire extinguishers and alarms.
- Conduct a live demonstration of safe equipment shutdown.
- Wrap up with a quick recap of the key practices and answer questions.

Elaborate

- Describe safe equipment cleaning and maintenance to prevent breakdowns and injuries
- Explain healthy and safe workplace practices to encourage hygiene and reduce health risks
- Identify workplace hazards, risks, and threats to create awareness of dangers
- Discuss accident handling and emergency response to act quickly and correctly
- Explain shutdown and evacuation procedures to minimise chaos during emergencies
- Describe emergency response and mock drills to ensure preparedness
- Demonstrate ways to minimise workplace risks to build a culture of safety

Demonstrate

Show how to wear PPE properly and demonstrate how to use a basic fire extinguisher by using a dummy setup

Activity

1. **Activity Name:** Safety Signs and Response Mapping
2. **Objective:** To identify hazards and apply correct emergency responses (Topics: Workplace hazards, risks, and threats; Emergency response and mock drills)
3. **Type of activity:** Group
4. **Resources:** Safety signage chart, flipcharts, markers, cones, floor map
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide the class into 4–5 small groups
 - Provide each group with a blank floor layout and a set of safety signs
 - Ask them to identify potential hazards in different zones of the layout
 - Once marked, each group should decide what the correct emergency response would be
 - Groups will present their map and reasoning
7. **Outcome:** Trainees will be able to identify key hazard areas and suggest correct emergency responses, building hazard recognition and response planning skills

Notes for Facilitation

- Encourage questions and allow open sharing of personal experiences.
- Maintain a positive, alert, and engaging environment throughout.
- Reinforce the difference between risk and hazard with practical examples.
- Emphasise the importance of mock drills through local incidents or workplace policies.
- Clarify how shutdown procedures vary with equipment or department.
- Repeat safety terms and signage meanings to improve retention.

Unit 3.2: Equipment Handling and Workplace Efficiency

Unit Objectives

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

1. Describe safe equipment and machine handling practices to prevent workplace injuries.
2. Illustrate the process of checking and using proper tools for specific apparel industry tasks.

Resources to be Used

Protective gloves, safety goggles, instruction chart for tool handling, sewing machine, industrial scissors, marking chalks, tool checklist sheet, demonstration apron, needle guards, basic tool kit, flipchart, whiteboard, markers, attendance sheet, evaluation sheet

Say

- Good morning everyone! I'm really excited to see you all here today.
- Today we're going to learn how to safely handle equipment and use the right tools to stay efficient and injury-free at the workplace.
- Knowing this not only keeps you safe but also makes you confident and productive in your daily work.

Ask

- Have you ever seen someone use a tool the wrong way and hurt themselves?
- When you help with small fixes at home, do you choose specific tools for each task or just use anything available?
- Why do you think some machines at the workplace have warning stickers or signs on them?

Do

- Start with a brief introduction about the importance of safety in equipment handling
- Show actual tools and machines and discuss their correct usage
- Guide the learners through visual safety signs and symbols often seen in the workplace
- Demonstrate how to inspect tools before and after use
- Conduct a hands-on session where participants identify proper tools for sample apparel tasks
- Emphasise on matching tools with tasks to prevent damage or inefficiency
- Encourage questions and repeat demonstrations if required

Elaborate

- Describe safe equipment and machine handling practices to prevent workplace injuries
- Focus on protective gear, hazard awareness, and controlled handling of sharp and electrical tools
- Illustrate the process of checking and using proper tools for specific apparel industry tasks
- Explain how to choose tools like cutters, shears, measuring devices and their impact on work quality

Demonstrate

Show how to inspect a sewing machine before use, including checking for loose wires, oil level, and needle condition

Activity

1. **Activity Name:** Tool Match-Up Relay
2. **Objective:** To enable participants to identify and use appropriate tools for given apparel tasks
3. **Type of Activity:** Group
4. **Resources:** Task cards with apparel-related jobs, a variety of tools laid out on a table, stopwatch, tool checklist sheet
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups
 - Each group picks a task card which mentions an apparel job (e.g., marking a pattern, cutting fabric, thread trimming)
 - Within a set time (2 minutes per round), the group must select the correct tools from the table and match them to their task
 - After selection, each group explains their choice
 - Facilitator provides feedback and demonstrates if needed
7. **Outcome:** Participants will be able to confidently select and justify proper tools for basic apparel tasks

Notes for Facilitation

- Ensure that all participants can see and handle the tools during the demonstration
- Encourage interaction and clear any doubts before moving to the activity
- Reinforce the importance of wearing protective gear while handling equipment
- Emphasise the difference between general-purpose and task-specific tools in the apparel industry
- Discuss common injuries and how proper handling practices reduce risks
- Highlight the value of tool maintenance and daily checks to improve workplace efficiency

Unit 3.3: Waste Management, Hygiene and Health Awareness

Unit Objectives

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

1. Describe the effects of contamination on product quality in the apparel industry.
2. Outline effective ways to minimise wastage during the garment manufacturing process.
3. Elucidate the importance of following environmental management procedures in the workplace.
4. Illustrate the key elements of a proper waste disposal system.
5. Discuss methods for minimising and safely disposing of waste materials.
6. Describe the importance of maintaining health and hygiene in the work environment.
7. Elaborate on the ill effects of harmful substances on workers and the environment.
8. Discuss the importance of maintaining a healthy lifestyle for occupational well-being.

Resources to be Used

Posters of waste segregation symbols, images showing contaminated garments, fabric waste samples, dustbins for demonstration, hand sanitisers, PPE items like gloves and masks, chart papers, coloured markers, flip chart, whiteboard and markers, printed health and hygiene guidelines, visuals of healthy vs unhealthy workplace environments

Say

- Good morning everyone! I hope you're ready for another insightful session—let's make this fun and meaningful together.
- Today, we're going to explore how waste, hygiene, and our daily habits affect not just our workplace but also our own health and well-being.
- It's important to understand this because a clean and responsible workplace improves both product quality and personal safety—it affects your productivity and your future.

Ask

- Have you ever seen fabric being wasted during cutting or stitching and thought, "Why don't we reuse this?"
- When was the last time you saw someone in your area get sick because of poor hygiene or a dirty environment?
- Do you throw all kinds of garbage in one bin at home or do you separate it?

Do

- Start with a visual discussion on how contamination affects garment quality using posters and fabric samples
- Use real examples from the garment manufacturing unit to explain how waste occurs and how it can be minimised
- Walk around the room showing PPE items and sanitisation tools, explaining their role in health and hygiene
- Involve participants in creating a waste segregation chart as a small group task
- Conclude with a discussion on how lifestyle choices impact workers' energy, mood, and efficiency

Elaborate

- Describe the effects of contamination on product quality in the apparel industry: Explain how dust, dirt, and improper handling can ruin garments.
- Outline effective ways to minimise wastage during the garment manufacturing process: Show methods like efficient cutting, reuse of scraps, and quality checks.
- Elucidate the importance of following environmental management procedures in the workplace: Stress on sustainability, legal compliance, and corporate responsibility.
- Illustrate the key elements of a proper waste disposal system: Describe segregation, labelling, collection, and safe disposal.
- Discuss methods for minimising and safely disposing of waste materials: Present practical examples like recycling and use of eco-friendly materials.
- Describe the importance of maintaining health and hygiene in the work environment: Link personal hygiene to fewer sick leaves and better performance.
- Elaborate on the ill effects of harmful substances on workers and the environment: Explain how chemicals, dust, and poor ventilation can cause long-term harm.
- Discuss the importance of maintaining a healthy lifestyle for occupational well-being: Highlight the impact of nutrition, hydration, and sleep on job performance.

Demonstrate

Use three coloured bins to show correct segregation of dry waste, wet waste, and hazardous waste and ask learners to dispose of sample items into the correct bins.

Activity

1. **Activity Name:** Waste Watch & Sort
2. **Objective:** To apply knowledge of waste segregation and understand proper disposal methods
3. **Type of activity:** Group
4. **Resources:** Mixed sample waste items (paper, fabric scraps, plastic wrappers, empty thread reels), coloured bins, chart paper, markers
5. **Time Duration:** 25 minutes

6. Instructions:

- Divide participants into small groups and give each group a set of mixed sample waste items
- Ask each group to segregate the items into the correct coloured bins placed in the room
- After sorting, groups will make a short poster on chart paper explaining why they placed each item in a particular bin
- Groups will then present their poster to the class

7. Outcome: Participants will be able to identify types of waste and demonstrate proper disposal procedures in a garment unit setting

Notes for Facilitation

- Encourage active participation and respect all responses during discussions
- Keep the session interactive and avoid long monologues
- Reinforce the link between cleanliness and product rejection due to contamination
- Emphasise the cost-saving benefits of waste minimisation in production
- Remind learners of the health risks linked to long-term exposure to harmful substances
- Discuss how small habits like hand washing and wearing PPE can prevent disease in the workplace

Unit 3.4: Inclusion and Accessibility for Persons with Disabilities (PwD)

Unit Objectives

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

1. Demonstrate accessibility walk-through procedures.
2. Outline how to seek clarity on workplace hazards.
3. Illustrate accessible workspace design.
4. Describe workplace inclusion policy adherence.
5. Explain how to report safety barriers.
6. Demonstrate emergency evacuation assistance.
7. Discuss workplace inclusivity promotion.

Resources to be Used

Printed workplace layout maps, wheelchair or mobility aid, blindfolds, tactile floor plan sheet, emergency evacuation map, markers, chart paper, projector, inclusion policy handouts, feedback forms, whistle, coloured tape, visual signage placards

Say

- Good morning, everyone! I'm really glad to see all of you here and excited to explore a topic that's not just important but also very close to real change.
- Today, we're going to understand how we can ensure inclusion and accessibility for persons with disabilities in our workplace and immediate environments.
- It's essential for us to learn this because an inclusive workplace is safer, more productive, and more humane—for everyone involved.

Ask

- Have you ever seen a person with a disability face difficulty while entering a building or using public transport?
- Do you think emergency exits in most places are usable by everyone during a crisis?
- Have you come across any signboards or designs that made it easier for someone with low vision or hearing?

Do

- Start by welcoming the group and setting a positive tone using the “Say” section
- Distribute printed layout maps and show a sample workspace design
- Use a blindfold or wheelchair to simulate real-life accessibility barriers
- Show examples of inclusive signage and communication systems
- Guide learners through each of the 7 topics in the elaborate section
- Facilitate a walkthrough of the emergency evacuation area
- Conduct the planned activity and encourage discussion during reflection
- Summarise the session by revisiting the objectives and asking for quick feedback

Elaborate

- Demonstrate accessibility walk-through procedures by inspecting workplace entrances, washrooms, and passageways for usability by PwDs
- Outline how to seek clarity on workplace hazards by encouraging open dialogue with supervisors and using accessible complaint mechanisms
- Illustrate accessible workspace design by showing adjustable desks, ramp entries, signage in braille, and auditory alerts
- Describe workplace inclusion policy adherence by explaining equal opportunity hiring, reasonable accommodations, and inclusive work culture
- Explain how to report safety barriers by identifying proper reporting lines and tools available to notify management
- Demonstrate emergency evacuation assistance by using whistles, visual signals, guiding methods, and inclusive drills
- Discuss workplace inclusivity promotion by initiating sensitisation sessions, feedback collection, and inclusive teamwork practices

Demonstrate

Simulate guiding a blindfolded person safely through a section of the classroom while using verbal instructions and tactile signals

Activity

1. **Activity Name:** Accessibility Challenge Walk (Topics: Demonstrate accessibility walk-through procedures, Illustrate accessible workspace design)
2. **Objective:** To help trainees experience and identify physical accessibility challenges in a mock environment
3. **Type of activity:** Group
4. **Resources:** Blindfolds, wheelchairs or crutches, printed floor plans, markers, chart paper, safety cones, tactile stickers

5. **Time Duration:** 30 minutes

6. **Instructions:**

- Divide the class into small groups
- Assign roles: one member will use a mobility aid or blindfold, another will guide, and the rest will observe and note down challenges
- Set up a basic obstacle course mimicking a workplace entrance or hallway using desks, cones, and chart paper for walls
- Allow each group to experience navigating the path
- After the round, groups will mark barriers on the printed floor plans and suggest improvements

7. **Outcome:** Trainees will recognise physical barriers and suggest solutions based on their experience, promoting empathy and practical understanding

Notes for Facilitation

- Maintain a respectful and open environment, ensuring all opinions are heard
- Use simple language and repeat key points to ensure clarity for all learning levels
- Encourage learners to use inclusive language and be aware of unconscious biases
- Ensure the demonstration and activity prioritise safety and comfort for all participants
- Highlight how small design changes can have a big impact on accessibility
- Remind participants that promoting inclusivity is a shared responsibility, not a delegated one

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. To prevent workplace accidents and ensure efficiency
2. b. It causes defects and reduces quality
3. b. Using materials efficiently and reducing defects
4. c. To prevent illness and ensure a safe environment
5. c. Follow emergency response procedures and evacuate safely

Answer the following questions briefly.

1. Refer Unit 3.1: Workplace Safety and Emergency Preparedness
Topic 3.1.1 Safe Equipment Cleaning and Maintenance
2. Refer Unit 3.3: Waste Management, Hygiene and Health Awareness
Topic 3.3.1 Effects of Contamination on Products
3. Refer Unit 3.3: Waste Management, Hygiene and Health Awareness
Topic 3.3.2 Ways to Minimise Wastage
4. Refer Unit 3.3: Waste Management, Hygiene and Health Awareness
Topic 3.3.4 Proper Waste Disposal System Elements
5. Refer Unit 3.3: Waste Management, Hygiene and Health Awareness
Topic 3.3.3 Following Environmental Management Procedures



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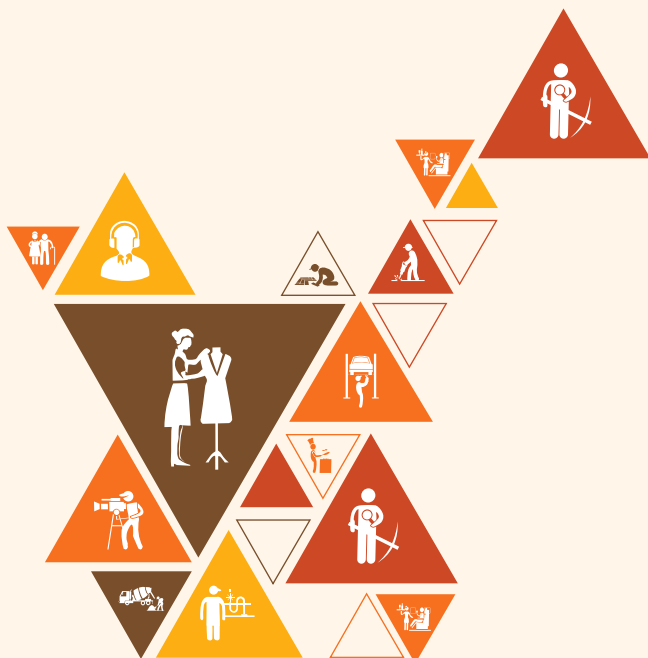
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MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP



4. Comply with Industry, Regulatory, Organisational Requirements and Greening of Job Roles

Unit 4.1 - Governance, Compliance, and Ethical Practices

Unit 4.2 - Operational Efficiency, Safety, and Maintenance



AMH/N0104

Key Learning Outcomes



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

1. Elaborate on the importance of ethical, value-based governance.
2. Elucidate the benefits to self and organisation from practicing values and ethics.
3. Describe the significance of punctuality and attendance for workplace efficiency.
4. Discuss customer-specific requirements mandated in work processes.
5. Explain the importance of complying with country- and customer-specific regulations in the apparel sector.
6. Illustrate the organisation's reporting procedures for addressing deviations.
7. Demonstrate understanding of personal responsibility limits within the organisation.
8. Explain the process for promptly reporting regulatory deviations.
9. Clarify how to address doubts regarding policies by consulting supervisors.
10. Describe the necessity of following organisational policies and supporting sustainable practices.

Unit 4.1: Governance, Compliance, and Ethical Practices

Unit Objectives

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

1. Elaborate on the fundamental ethical principles guiding professional conduct.
2. Outline the essential workplace standards and regulatory requirements.
3. Discuss the established procedures for reporting incidents and ensuring accountability.
4. Demonstrate effective communication and support strategies in professional interactions.
5. Explain the processes involved in interpreting and applying organisational procedures.

Resources to be Used

Whiteboard, markers, flip charts, printed organisational policies, role cards, code of conduct samples, videos on workplace ethics, handouts on reporting procedures, notepads, pens

Say

- Good morning everyone! I hope you're all feeling great and ready to dive into an important and practical session today.
- Today we'll be focusing on understanding governance, compliance, and the ethical practices that guide how we work and interact at the workplace.
- This topic matters because knowing and applying these principles not only protects the organisation but also helps you grow professionally and make responsible decisions.

Ask

- Have you ever been in a situation where you had to decide between doing something quickly or doing it the right way?
- Can you think of any rules or instructions at your home or school that everyone is expected to follow?
- Have you ever helped a friend understand a rule they didn't know about or corrected someone when they were doing something wrong?

Do

- Begin the session by briefly introducing the terms governance, compliance, and ethics using simple, relatable language.
- Use a short video clip or role-play to show an example of ethical and unethical behaviour at work.
- Distribute printed material on organisational code of conduct and workplace policies for reference throughout the session.

- Encourage open discussion about what participants feel is 'ethical' or 'unethical' based on their own life experiences.
- Guide learners through regulatory workplace standards and show examples where procedures must be followed.
- Discuss how and why certain behaviours must be reported and how organisations hold people accountable.
- Provide examples of respectful communication and give trainees a chance to practise it in pairs.
- Walk through a sample organisational procedure and break it down into simple steps for easier understanding.

Elaborate

- Describe fundamental ethical principles guiding workplace behaviour
- Identify essential workplace standards and their importance in compliance
- Explain how to report issues and why accountability matters
- Demonstrate appropriate support and communication strategies in teams
- Interpret written procedures to carry out tasks responsibly

Demonstrate

Show how to fill out a basic incident report form with relevant details and appropriate language

Activity

1. **Activity Name:** Ethics in Action
2. **Objective:** To help participants identify and apply ethical principles and communication strategies in simulated workplace scenarios
3. **Type of Activity:** Group
4. **Resources:** Role cards, printed ethical principles, workplace scenario cards, pens, notepads
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups
 - Provide each group with one ethical principle and one workplace situation (e.g., dealing with a complaint, reporting misconduct, supporting a colleague)
 - Ask them to discuss and write down how they would apply the principle to the situation using effective communication
 - Each group will present their discussion to the class
7. **Outcome:** Participants will be able to link ethical conduct and communication to real-life workplace practices and explain their approach confidently

Notes for Facilitation

- Maintain a safe, inclusive environment where everyone feels free to share
- Encourage questions and ensure all participants are engaged throughout the session
- Reinforce that ethics are not just rules but a mindset that guides actions
- Remind learners that knowing reporting procedures is crucial for everyone's safety and dignity
- Emphasise that compliance is not about punishment but about building a reliable and transparent workplace
- Clarify that following procedures protects both employees and the organisation from risks and misunderstandings

Unit 4.2: Operational Efficiency, Safety, and Maintenance

Unit Objectives

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

1. Outline sustainable policy and maintenance safety.
2. Discuss reporting and demonstrate safe maintenance.

Resources to be Used

Whiteboard, marker pens, safety checklist samples, maintenance schedule charts, short video clips on safety practices, projector, sample maintenance report format, PPE kits (helmet, gloves, goggles), posters on sustainable maintenance practices, printouts of organisational safety policy

Say

- Good morning everyone! I hope you're all energised and ready for today's session.
- Today we're going to learn how operational efficiency, safety, and maintenance are interconnected, and why it's essential to follow the right practices.
- This topic matters because the safety and longevity of any workplace—especially technical environments—depends on how well we maintain equipment and ensure safety.

Ask

- Have you ever seen someone repairing a fan or electrical switch without turning off the power? What happened?
- Can you think of one machine at your home or locality that stopped working due to poor upkeep?
- Do you know why some workers wear gloves and helmets while doing their job even if they look uncomfortable?

Do

- Start by discussing the importance of operational safety and link it with sustainable practices in maintenance.
- Use the video clip to show an example of poor maintenance and its consequences.
- Display a sample safety policy and allow participants to read key points aloud and reflect.
- Walk participants through how to fill out a basic maintenance report and point out common mistakes.
- Discuss the importance of timely reporting and who to report to in an organisation.

Elaborate

- Define sustainable policy and explain how it supports long-term workplace safety
- Identify common hazards in maintenance tasks and ways to avoid them
- Demonstrate how to follow a standard maintenance safety checklist
- Explain how to report maintenance issues and unsafe conditions properly
- Describe the consequences of ignoring safety and upkeep procedures
- Differentiate between preventive and corrective maintenance practices

Demonstrate

Show how to wear and check basic PPE before performing a minor maintenance task like checking a fan or light fixture safely using a checklist

Activity

1. **Activity Name:** Safety Check and Reporting Drill (Topics: sustainable policy and maintenance safety, reporting and demonstrating safe maintenance)
2. **Objective:** To practise identifying maintenance hazards and reporting them using standard procedures
3. **Type of Activity:** Group
4. **Resources:** Sample maintenance areas (classroom props), printed checklists, report templates, PPE kits
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups of 4-5
 - Assign each group a “maintenance zone” within the classroom (can be a corner with items like fans, plug points, chairs)
 - Each group uses the safety checklist to inspect their zone and note observations
 - Groups fill out a maintenance report based on the checklist findings
 - Groups present their findings and reports briefly
7. **Outcome:** Participants understand how to assess safety, use checklists, and report hazards correctly

Notes for Facilitation

- Encourage all participants to share examples from their daily surroundings
- Maintain an open and respectful environment for sharing thoughts
- Emphasise that safety policies are not just rules—they are protective mechanisms
- Highlight how consistent maintenance helps save costs and avoid accidents
- Clarify the role of each person in maintaining operational efficiency, not just technical staff
- Reinforce the importance of reporting without delay, even for minor faults

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. It ensures trust, fairness, and professionalism
2. b. It improves reputation and employee satisfaction
3. b. To ensure compliance and product quality
4. b. Report it immediately as per company procedures
5. b. Consult their supervisors for guidance

Answer the following questions briefly.

1. Refer Unit 4.1: Governance, Compliance, and Ethical Practices
Topic 4.1.1 Ethical Foundations and Principles
2. Refer Unit 4.1: Governance, Compliance, and Ethical Practices
Topic 4.1.1 Ethical Foundations and Principles
3. Refer Unit 4.2: Operational Efficiency, Safety, and Maintenance
Topic 4.2.1 Sustainable and Policy Practices
4. Refer Unit 4.1: Governance, Compliance, and Ethical Practices
Topic 4.1.3 Reporting and Accountability
5. Refer Unit 4.1: Governance, Compliance, and Ethical Practices
Topic 4.1.2 Workplace Standards & Regulations



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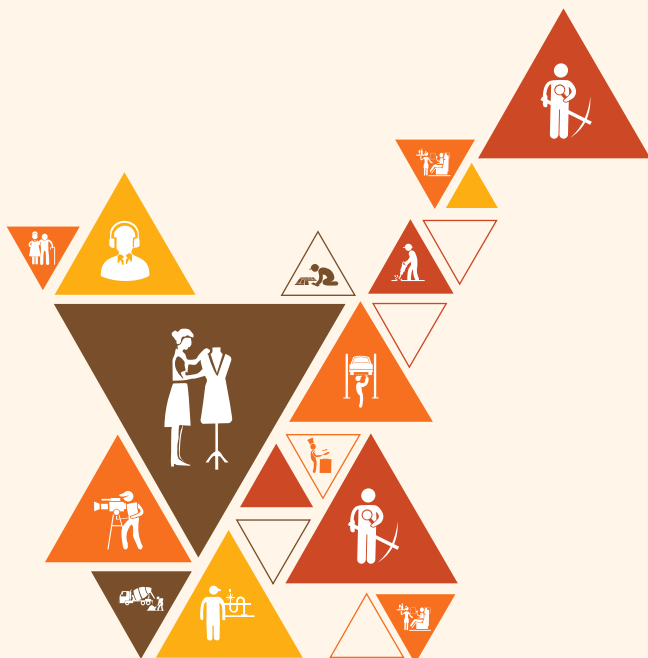


5. Maintain Work Area and Tools

Unit 5.1 - Workplace Compliance and Efficiency

Unit 5.2 - Workplace Maintenance and Safety

Unit 5.3 - Workplace Problem-Solving and Responsibility



AMH/N0106

Key Learning Outcomes



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

1. Elaborate on safe working practices and organisational procedures to ensure a secure work environment.
2. Describe the entire production process and the specific work activities that contribute to it.
3. Explain the lines of communication, authority, and reporting procedures within the organisation.
4. State the limits of personal responsibility in the workplace.
5. Explain the importance of taking prompt action when problems are identified.
6. Describe effective methods for resolving problems within the work area.
7. Illustrate the company's quality standards and their relevance to daily operations.
8. Demonstrate the proper maintenance and handling of tools and equipment.
9. Describe work instructions and specifications and interpret them accurately.
10. Explain how to utilise the detailed information in specifications and instructions effectively.
11. Describe the relationship between individual work roles and the overall manufacturing process.
12. Explain the significance of regular maintenance and cleaning for operational efficiency.
13. Illustrate standard maintenance procedures and ways to minimise waste during operations.
14. Discuss hazards likely to be encountered during routine maintenance and how to address them.
15. Demonstrate the correct use of cleaning equipment and substances appropriate for the task.
16. Explain the importance of maintaining a clean and hazard-free working area.
17. Describe the organisation's rules, codes, and guidelines, including timekeeping and proper posture.
18. Discuss the procedures for reporting unsafe equipment, dangerous occurrences, and common equipment faults along with their rectification methods.

Unit 5.1: Workplace Compliance and Efficiency

Unit Objectives

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

1. Elaborate on workplace safety, rules, and adherence to instructions for a secure work environment.
2. Outline production processes, work activities, and manufacturing roles for better efficiency.
3. Explain quality standards, work instructions, and specification used for consistency.
4. Describe equipment handling and manufacturer instructions for safe operation.

Resources to be Used

Training manual, whiteboard, markers, safety signs, printed work instructions, PPE samples like gloves or goggles, dummy equipment tools, quality checklists, printed standard operating procedures, manufacturer instruction manuals, projector, laptop, case tags or labels

Say

- Hello everyone! I hope you're ready for another great session together – it's going to be hands-on and practical.
- Today, we'll learn how following workplace rules, processes, and equipment instructions keeps us safe and efficient.
- When you understand these principles, not only do you work more confidently but you also become a reliable and productive team member in any job role.

Ask

- Have you ever noticed safety signs or instructions at a workplace or on the road?
- Do you follow a specific order of steps while preparing food or doing household chores?
- Have you ever checked a manual or guide before using a new mobile app or device?

Do

- Begin the session by briefly introducing the importance of safety and following rules at the workplace.
- Use real-life comparisons and visual aids like safety signs or instructions to create familiarity.
- Display sample work instructions and quality standards to explain how they ensure uniformity.
- Demonstrate equipment handling using dummy tools or safety equipment.
- Explain how every role in the production line affects the final output and efficiency.
- Highlight the consequences of not following workplace compliance – both on safety and quality.

Elaborate

- Describe workplace safety procedures to emphasise risk reduction and secure environments
- Explain rules and instruction adherence to highlight structured and hazard-free functioning
- Identify roles in production and manufacturing to improve understanding of workflow and individual tasks
- Clarify work activities and their order to showcase importance of operational flow
- Discuss quality standards and instructions to maintain consistency and product integrity
- Highlight specification checks to ensure the output matches customer or company expectations
- Demonstrate correct equipment handling to reduce damage and increase longevity
- Refer to manufacturer's instructions to ensure safe and efficient equipment usage

Demonstrate

Show how to wear basic PPE correctly, then read out manufacturer instructions for a dummy tool and operate it step-by-step according to the guidelines

Activity

1. **Activity Name:** Efficient Workstation Setup
2. **Objective:** To understand the importance of following instructions and workplace organisation (Topics: equipment handling, manufacturer instructions, work activities, safety rules)
3. **Type of activity:** Group
4. **Resources:** Dummy tools, safety signs, manufacturer instructions, work layout sheet, task card, gloves
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups of 3–4
 - Provide each group a task card that includes a simple setup task involving dummy tools
 - Include manufacturer's instructions and safety gear for use
 - Ask them to first read all instructions, use the right PPE, and follow steps to complete the task
 - Ask each group to note any step skipped and correct it together
7. **Outcome:** Trainees will learn how preparation, safety, and instruction-following improve efficiency and reduce errors

Notes for Facilitation

- Encourage participants to share everyday experiences that relate to compliance and safety
- Use visuals, examples, and hands-on tools to keep the session engaging and practical
- Emphasise that even a minor ignored instruction can lead to major workplace accidents
- Point out that quality checks are as important as the task itself
- Highlight that manufacturer's guidelines are meant for both performance and safety
- Reinforce that individual compliance contributes to overall team efficiency

Unit 5.2: Workplace Maintenance and Safety

Unit Objectives

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

1. Elaborate on effective equipment maintenance practices that enhance reliability.
2. Outline standardised cleaning procedures to ensure optimal workplace hygiene.
3. Describe key measures for ensuring workplace safety and ergonomics and preventing hazards.

Resources to be Used

Whiteboard, markers, dusters, projector, workplace cleaning tools, PPE kits like gloves and masks, sample maintenance checklist, ergonomic workstation setup samples, handouts on safety measures, cleaning schedule chart

Say

- Good morning everyone! I'm excited to begin today's session with you all.
- Today, we're going to learn how proper workplace maintenance and safety can make your work smoother, safer, and much more productive.
- This topic matters because when your tools and workspace are well-maintained and safe, you avoid injuries and delays, and you also feel more confident at work.

Ask

- Have you ever used a tool that didn't work properly or broke down while using it?
- What do you usually do to keep your personal space clean at home?
- Have you or someone you know ever got hurt at work because something wasn't properly maintained or cleaned?

Do

- Begin the session by asking the participants what "maintenance" and "safety" mean to them
- Write the responses on the whiteboard to connect their ideas to the upcoming content
- Show real equipment or photos and ask participants to identify potential maintenance or safety issues
- Explain key terms clearly before diving into practices and procedures
- Encourage note-taking and highlight practical tips they can apply in daily work
- Reinforce learning by repeating important points using examples from real workplaces

Elaborate

- Identify effective equipment maintenance techniques that extend tool lifespan and reduce downtime
- Apply standardised cleaning procedures that promote hygiene and reduce cross-contamination
- List ergonomic practices that help reduce strain, fatigue, and workplace injuries
- Explain proper storage and labelling of hazardous substances to prevent accidents
- Monitor environmental and physical conditions to ensure overall workplace safety
- Follow workplace inspection routines to detect faults and address them early
- Interpret safety signage and symbols to navigate risks and use safety tools correctly
- Comply with basic personal protective measures for different job settings

Demonstrate

Show how to perform a basic daily maintenance check using a mock equipment checklist and PPE kit, including checking for wear and tear, cleaning, and proper storage

Activity

1. **Activity Name:** Clean and Check Challenge
2. **Objective:** To reinforce effective equipment maintenance and standardised cleaning procedures
3. **Type of activity:** Group
4. **Resources:** Cleaning supplies, maintenance checklist, sample equipment (real or mock), gloves, wipes, labelled containers
5. **Time Duration:** 25 minutes
6. **Instructions:**
 - Divide the class into small groups
 - Assign each group a different piece of equipment or work area setup
 - Provide them with a checklist and cleaning materials
 - Instruct each group to identify parts that require cleaning or minor maintenance
 - Ask them to perform a cleaning routine and complete the checklist
 - One person from each group will explain what steps they took and why
7. **Outcome:** Participants will understand how to practically apply cleaning and maintenance routines, identify risks, and maintain hygiene and safety protocols effectively

Notes for Facilitation

- Keep the session interactive and break content into short, manageable chunks
- Always connect theory with workplace relevance to improve retention
- Emphasise the role of consistent daily maintenance in preventing costly breakdowns
- Highlight how poor hygiene can lead to infections and work disruptions
- Use real examples of how ergonomic practices reduce long-term injuries
- Reinforce that safety is a shared responsibility, not just an individual task

Unit 5.3: Workplace Problem-Solving and Responsibility

Unit Objectives

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

1. Elaborate on communication authority and reporting lines within the organisation.
2. Describe the importance of taking prompt action when problems are identified.
3. Explain effective methods for resolving workplace problems.
4. Demonstrate effective communication techniques with colleagues.

Resources to be Used

Flip chart, marker pens, role-play cue cards, sticky notes, printed communication flowcharts, whiteboard, sample organisational hierarchy charts, pens, A4 sheets, stopwatch or timer, projector

Say

- Good morning everyone! I'm excited to be here with you today—let's get started with something really important for your daily work life.
- Today we'll focus on solving problems at work, knowing who to talk to, and how to take charge when something goes wrong.
- These skills are super useful because problems are a part of any job, and how we respond to them shows our responsibility and professionalism.

Ask

- Have you ever been confused about whom to report to when something went wrong at your previous job or during training?
- If something breaks at your home, what do you usually do to fix it quickly?
- Have you ever solved a small argument between your friends or siblings? How did you handle it?

Do

- Begin the session by drawing a simple organisation structure on the board and asking participants to identify reporting lines.
- Use printed communication flowcharts to explain authority and escalation procedures.
- Conduct a short discussion on why delays in addressing problems may cause larger issues.
- Explain the steps of workplace problem-solving using a whiteboard.
- Demonstrate examples of positive and negative communication behaviours.
- Ask participants to role-play effective communication with a colleague during a problem.

Elaborate

- Describe communication authority and reporting lines to help learners identify whom to approach
- Emphasise the importance of taking prompt action to explain how quick responses prevent further issues
- Illustrate methods of workplace problem-solving to show structured steps for resolving concerns
- Demonstrate effective communication techniques to improve collaboration and reduce conflicts

Demonstrate

Display how to escalate a machine malfunction through the proper reporting line using a sample hierarchy chart and verbal report example

Activity

1. **Activity Name:** Who's the Right Person?
2. **Objective:** To understand communication authority and reporting lines in a workplace
3. **Type of activity:** Group
4. **Resources:** Printed organisational charts, cue cards with different workplace problems, markers, chart paper
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide the class into groups of 4-5 participants
 - Distribute different workplace scenarios (written on cue cards) to each group
 - Ask each group to use the organisational chart to identify whom the issue should be reported to
 - On chart paper, they must draw a reporting path and explain the reason for each step
 - One group member will present their answer to the class
7. **Outcome:** Participants will be able to correctly identify communication lines and understand the hierarchy of problem reporting

Notes for Facilitation

- Maintain a positive tone and engage everyone by encouraging participation
- Be mindful of time and keep the session active with questions and small tasks
- Emphasise the importance of clarity in communication and reporting lines
- Explain that quick and responsible actions build trust at the workplace
- Reinforce that effective problem-solving helps avoid conflict and improves efficiency
- Encourage teamwork during activities to simulate real workplace collaboration

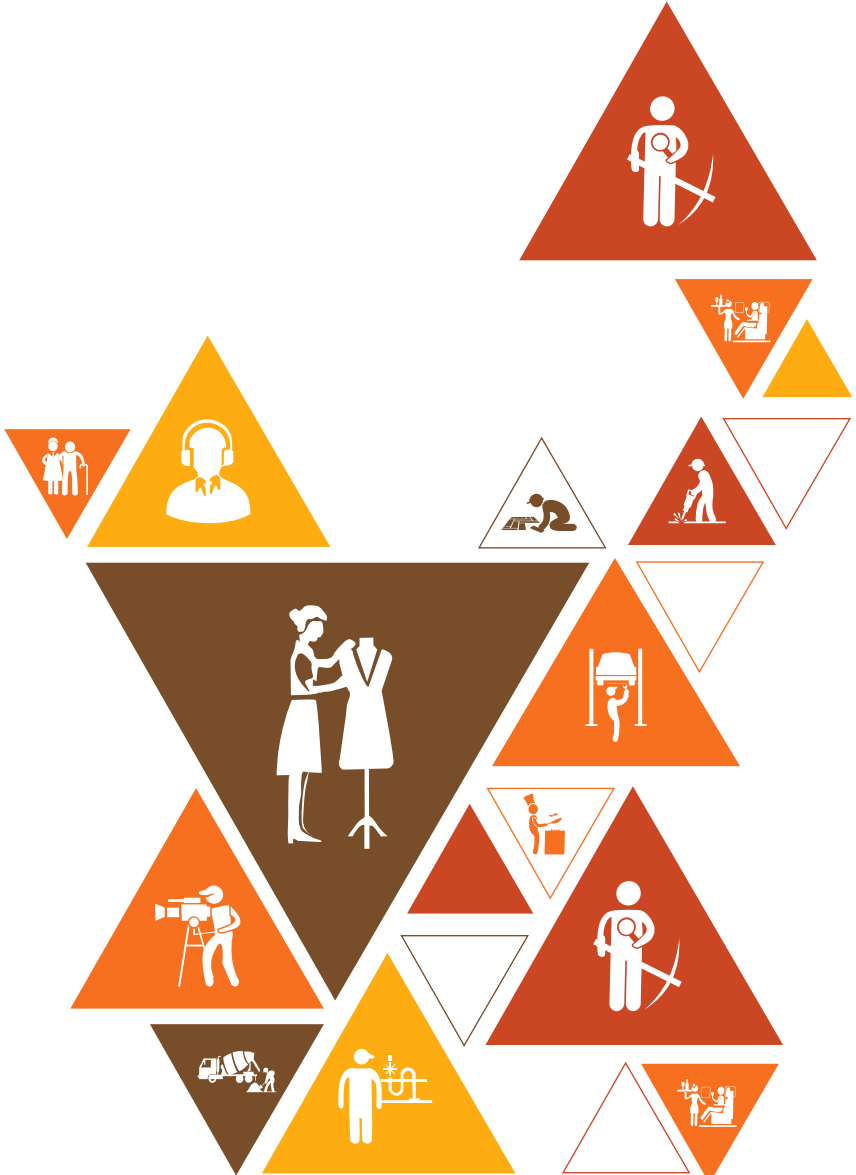
Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. To reduce workplace hazards and ensure compliance
2. b. To ensure safe and correct operation
3. b. Report it to the relevant authority immediately
4. a. They ensure consistency and product reliability
5. b. Identify the cause, analyse solutions, and take action

Answer the following questions briefly.

1. Refer Unit 5.1: Workplace Compliance and Efficiency
Topic 5.1.1 Workplace Safety and Procedures
2. Refer Unit 5.1: Workplace Compliance and Efficiency
Topic 5.1.2 Production Process and Responsibilities
3. Refer Unit 5.3: Workplace Problem-Solving and Responsibility
Topic 5.3.2 Taking Action on Identified Problems
4. Refer Unit 5.1: Workplace Compliance and Efficiency
Topic 5.1.3 Quality Standards and Compliance
5. Refer Unit 5.2: Workplace Maintenance and Safety
Topic 5.2.1 Equipment Maintenance & Reliability





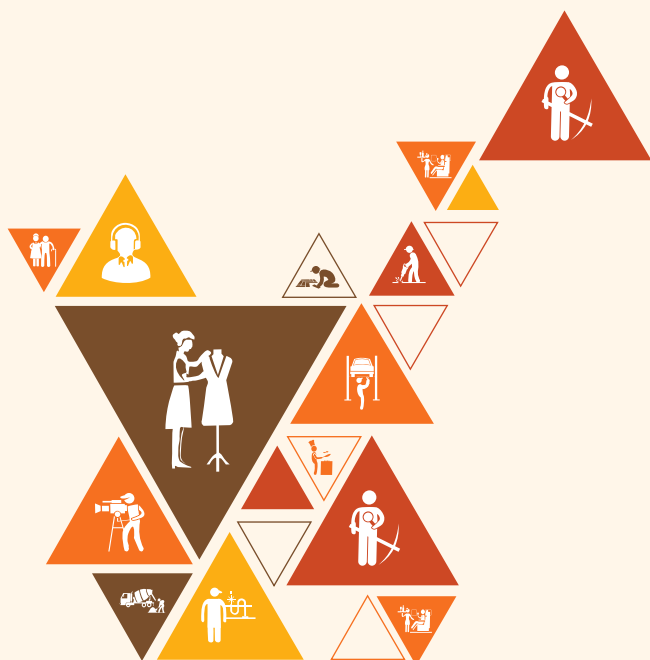
Skill India
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सत्यमेव जयते
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MINISTRY OF SKILL DEVELOPMENT
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6. Employability Skills



DGT/VSQ/N0101

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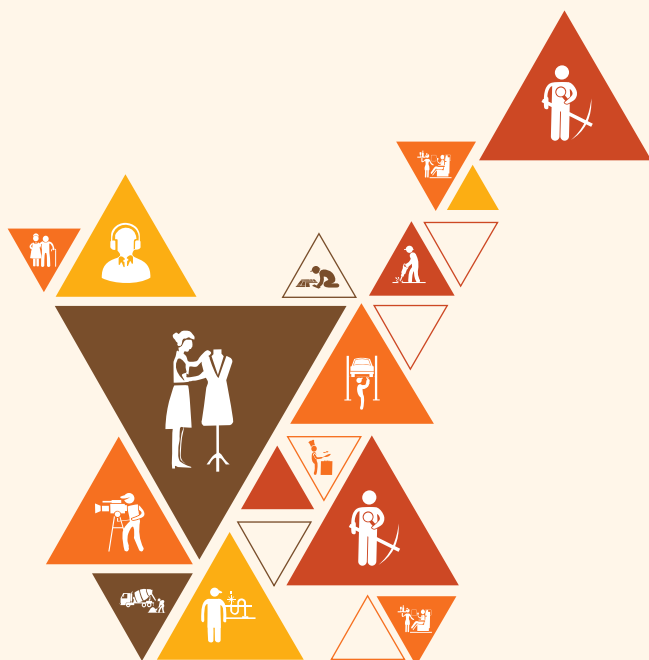


7. Annexures

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:	Layerman (Fabric)		
Qualification Pack Name & Ref. ID	Layerman (Fabric), AMH/Q0201		
Version No.	4.0	Version Update Date	22-10-2024
Pre-requisites to Training (if any)	Preferably Training on Fabric Laying & Garment Cutting		
Training Outcomes	After completing this programme, participants will be able to: 1. Explain the fundamentals of fabric layering, lay planning, and marker efficiency to optimise fabric usage in cutting operations. 2. Identify and differentiate between types of fabric lays (flat lay, face-to-face lay, stepped lay, etc.) and select appropriate laying methods based on fabric type, texture, and production volume. 3. Operate and maintain fabric spreading equipment, both manual and automatic, ensuring tension-free lays and alignment accuracy as per production specifications. 4. Inspect fabric rolls for defects, shading, and directional properties before spreading, and record fabric consumption and wastage with proper documentation. 5. Follow standard safety practices and quality protocols during the laying process, ensuring minimal material damage and alignment with production and quality benchmarks. 6. Collaborate effectively with cutting room personnel to interpret lay orders, manage fabric stock, and contribute to overall cutting room efficiency and productivity.		

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
1.	Introduction	Apparel Industry and Role that the Layerman (Fabric)	- Describe the size and scope of the apparel industry. - Describe various employment opportunities for a 'Layerman(Fabric)' in the apparel industry. - Describe the apparel production process and the role that the 'Layerman(Fabric)' plays in the process. - Explain roles and responsibilities of a 'Layerman(Fabric)'.	Bridge Module	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster, Training kit (Trainer guide, Presentations)	3 Theory (2:00) Practical (1:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
2.	Carry Out Fabric Laying Operation	Preparing Safe and Hazard-Free Workstations	- Inspect and ensure the cleanliness and safety of tools and equipment to eliminate potential hazards. - Evaluate the work area for risks and apply organizational standards to maintain a safe workspace.	AMH/N0201 PC1	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster, Training kit (Trainer guide, Presentations)	8 Theory (3:00) Practical (5:00)
		Understanding Work Instructions and Job Responsibility	- Retrieve and interpret information from the work ticket or job card to align with job responsibilities. - Examine assigned tasks and determine the sequence of operations based on job role.	AMH/N0201 PC2			8 Theory (3:00) Practical (5:00)
		Aligning with Supervision and Work Targets	- Discuss and confirm work targets with the supervisor for clarity and mutual agreement. - Review and adhere to special instructions to ensure task alignment with production goals.	AMH/N0201 PC3			8 Theory (3:00) Practical (5:00)
		Setting Up Tools and Machines	- Organize and prepare fabric laying machines and tools according to operational protocols. - Arrange materials systematically to ensure readiness for fabric laying procedures.	AMH/N0201 PC4			8 Theory (3:00) Practical (5:00)
		Minimizing Waste and Managing Reusables	- Apply standard operating procedures to minimize material wastage and dispose of waste responsibly. - Sort and return reusable materials according to company guidelines.	AMH/N0201 PC5,PC7			8 Theory (3:00) Practical (5:00)
		Maintaining Production Flow	- Perform tasks at a consistent pace to support uninterrupted workflow and achieve production targets. - Assess individual productivity to ensure contribution to team output standards.	AMH/N0201 PC6			8 Theory (3:00) Practical (5:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Adhering to Quality, Legal and Organizational Standards	- Follow company-specific quality standards and legal regulations during task execution. - Comply with organizational procedures to maintain consistency in output.	AMH/N0201 PC8			8 Theory (3:00) Practical (5:00)
		Reporting Defects and Workplace Risks	- Identify and report defective tools impacting work performance using company reporting procedures. - Communicate potential risks or issues promptly to relevant authorities for timely resolution.	AMH/N0201 PC9			8 Theory (3:00) Practical (5:00)
		Handling Ambiguity in Task Instructions	- Seek clarification from supervisors when task instructions are unclear to avoid errors. - Evaluate different task options in collaboration with the supervisor to ensure accuracy in execution.	AMH/N0201 PC10			8 Theory (2:00) Practical (6:00)
		Executing Fabric Loading and Marker Placement	- Load fabric rolls onto the laying table following standard procedures to avoid damage. - Position markers accurately on the table to align with operational requirements.	AMH/N0201 PC11,PC12			8 Theory (2:00) Practical (6:00)
		Performing Fabric Laying and Quality Checks	- Cut, level and fold fabric precisely in accordance with the given work instructions. - Apply quality procedures to detect and respond to basic fabric faults during the laying process.	AMH/N0201 PC13,PC14			7 Theory (2:00) Practical (5:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
3.	Maintain health, safety and secure work place with Gender and PWD Sensitization	Workplace Compliance and Awareness	- Comply with health, safety, gender, and disability-related instructions applicable to the workplace. - Participate in and reflect on sensitisation training programmes focused on gender equality and disability inclusion.	AMH/N0103 PC1,PC3	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster, Training kit (trainer guide, presentations), Unique Equipment Required: Job Card and other documents like lay plan, fabric defect list etc., Laying Table, Table length-(eg: 8 to 10 m), Spreading height – 90-120 cm, Working width- 150 to 160 cm, Fire Extinguisher, Spreading Machine, Reference Light(to be mounted on crossbar of machine etc), Trainer's Table & Chair ,Black/ White Board+ Duster+ Chalk/Marker,	8 Theory (4:00) Practical (4:00)
		Emergency Preparedness and Response	- Engage actively in mock drills, evacuation procedures, and group discussions to enhance emergency preparedness. - Perform first-aid, firefighting, and other emergency procedures as per workplace protocol and respond effectively to shutdown and evacuation situations.	AMH/N0103 PC2,PC5			8 Theory (4:00) Practical (4:00)
		Equipment Handling and Maintenance	Use and maintain workplace materials and equipment according to established protocols and safety standards.	AMH/N0103 PC4			8 Theory (4:00) Practical (4:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Risk Monitoring and Inclusive Practices	- Monitor the workplace to identify and report potential risks or threats to supervisors or designated personnel. - Promote gender equality and ensure safety and inclusion of persons with disabilities in all workplace practices.	AMH/N0103 PC6		Tailor's Chalk, Stools , Ruler, Metallic Rod, End Cutter, Marker(eg:4 way, 6 way), Patterns, Fabric Stapler, Push Pins, Measuring Tape , Basic Stationary Items(Pens, Pencils, Erasers), Absorbent Pad, Dry Cleaning Solvent, Plastic Tag, String Tag, Metallic Stickers, Clamp, Anti-fusion Paper, Interleaving Paper (any good quality. Variety and qty may vary as per requirement), Tweezer, Metallic Combs, Stopwatch, Fabric Inspection Sheet(4 point system,10 point system etc), Dustbin, First Aid,	6 Theory (3:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						Boxes for storing Items, Scissors(fabric and paper cutting), Weights, Dexterity Test Kit, Students' chairs with table arms, Fabric (variety, the qty may vary), Basic Stationary Items (Pens, Pencils, Erasers), Students Notes, Projector / LCD.	
4.	Comply with industry, regulatory, organizational requirements and Greening of Job Roles	Workplace Compliance and Organisational Sustainability	- Demonstrate adherence to organisational standards, policies, procedures, and applicable legislation during routine work tasks. - Apply organisational procedures to promote sustainable consumption within daily work practices. - Participate actively in enhancing organisational performance by aligning personal responsibilities with eco-friendly practices.	AMH/N0104 PC1,PC2,PC3	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster	8 Theory (4:00) Practical (4:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Safe and Green Work Environment	- Operate tools, equipment, and software safely to maintain a clean and hazard-free work area while supporting eco-friendly transitions. - Carry out maintenance and cleaning tasks as per assigned schedules and manage work interruptions effectively. - Identify and report unsafe conditions or faulty equipment to designated personnel promptly.	AMH/N0104 PC4,PC5,PC6			8 Theory (4:00) Practical (4:00)
		Appropriate Use of Cleaning Tools and Techniques	Select and use suitable cleaning equipment and techniques relevant to the nature of the work being performed.	AMH/N0104 PC7			8 Theory (4:00) Practical (4:00)
		Efficient Digital Practices and Data Management	- Request system or software upgrades when needed and maintain backup files to ensure continuity of design tasks. - Organise and store all digital design outputs systematically for future reference and retrieval.	AMH/N0104 PC8,PC9			6 Theory (3:00) Practical (3:00)
5.	Maintain work area and tools	Safe Handling and Material Management	- Demonstrate safe handling of materials and tools to ensure a clean and hazard-free working area. - Apply correct lifting and manual handling procedures to prevent workplace injuries. - Utilise materials efficiently to reduce wastage and dispose of waste appropriately at designated locations.	AMH/N0106 PC1,PC2,PC3	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster, Training kit (trainer guide, presentations), Unique Equipment Required:	8 Theory (4:00) Practical (4:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Equipment Use and Maintenance	- Perform routine maintenance and cleaning tasks in alignment with defined responsibilities and schedules. - Select appropriate cleaning equipment and methods based on the nature of the work. - Store cleaning tools and materials safely after use to prevent hazards and maintain organisation.	AMH/N0106 PC4,PC7,PC8		Job Card and other documents like lay plan, fabric defect list etc., Laying Table, Table length-(eg: 8 to 10 m), Spreading height – 90-120 cm, Working width- 150 to 160 cm, Fire Extinguisher, Spreading Machine, Reference Light(to be mounted on crossbar of machine etc), Train-er's Table & Chair ,Black/ White Board+ Duster+ Chalk/Mark-er, Tailor's Chalk, Stools , Ruler, Me-tallic Rod, End Cutter, Marker(eg:4 way, 6 way), Patterns, Fabric Stapler, Push Pins, Measuring Tape , Basic Stationary Items(Pens, Pencils,	8 Theory (4:00) Practical (4:00)
		Workplace Safety Re- porting	Report unsafe equipment conditions and any dangerous occurrences promptly to the authorised personnel to ensure workplace safety.	AMH/N0106 PC5			8 Theory (4:00) Practical (4:00)
		Ergonomic Working Practices	Maintain a comfortable working position and adopt correct posture to support long-term physical well-being during tasks.	AMH/N0106 PC6			6 Theory (3:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						Erasers), Absorbent Pad, Dry Cleaning Solvent, Plastic Tag, String Tag, Metallic Stickers, Clamp, Anti-fusion Paper, Interleaving Paper (any good quality. Variety and qty may vary as per requirement), Tweezer, Metallic Combs, Stopwatch, Fabric Inspection Sheet(4 point system,10 point system etc), Dustbin, First Aid, Boxes for storing Items, Scissors(fabric and paper cutting), Weights, Dexterity Test Kit, Students' chairs with table arms, Fabric (variety, the qty may vary), Basic Stationary Items (Pens, Pencils, Erasers), Students Notes, Projector / LCD.	

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
Total Duration							Theory: 78:00 Practical: 102:00
Employability Skills (DGT/VSQ/N0101) https://www.skillindiadigital.gov.in/content/list							30:00
OJT Duration (Mandatory)							30:00
Total							Theory + Practical + ES 240:00

Annexure II

Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Assessment Criteria for Layerman (Fabric)	
Job Role	Layerman (Fabric)
Qualification Pack	AMH/Q0201, 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/N0103: Maintain health, safety and secure work place with Gender and PwD Sensitization	PC1 Comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.	4	2	1
	PC2 Actively participate in mock drills/evacuation procedures and group discussions related to a safe and secure work place.	4	2	1
	PC3 Training sensitization programs for gender and PwD awareness organized at the workplace.	4	2	1
	PC4 Use and maintain materials and equipment as per protocol.	3	2	1
	PC5 Capable to perform first-aid, firefighting or any other emergency response procedures and follow organization procedures for shutdown and evacuation when required	4	2	1
	PC6 Monitor the work place and processes for potential risks/ threats to supervisors or other authorized personnel and ensure gender equality and PwD (People with disability) security.	3	2	1
	NOS Total	22	12	6

AMH/N0104: Comply with industry, regulatory, organizational requirements and Greening of Job Roles	PC1 Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	2	1	1
	PC2 Apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices	2	1	1
	PC3 Actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes.	2	1	1
	PC4 Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes	3	2	2
	PC5 Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and Deal with work interruptions effectively.	3	1	1
	PC6 Report unsafe equipment and other dangerous occurrences to concerned personnel	2	1	1
	PC7 Use cleaning equipment and methods appropriate for the work to be carried out	2	1	1
	PC8 Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software	2	1	1
	PC9 All soft copies of design work to be maintained in files as well for future reference	2	1	1
	NOS Total	20	10	10
AMH/N0106: Maintain work area and tools	PC1 Handle materials and tools (safely and correctly to maintain a clean and hazard free working area	1	3	0.5
	PC2 Use correct lifting and handling procedures	1	3	-
	PC3 Use materials efficiently to minimize wastage and dispose of waste safely at the designated location.	2	2	0.5
	PC4 Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules	2	5	0.5
	PC5 Report any unsafe or damaged equipment and other dangerous occurrences to the authorized personnel	1	2	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	3	1
	PC8 Store cleaning equipment safely after use	1	4	1
	NOS Total	10	25	5
AMH/N0201: Carry out fabric laying operation	PC1 Make sure the work area, tools (scissor, end cutter, marker, measuring tape, ruler, etc.) And equipment is clean, safe to use and free from hazards as per the specified organizational standards	3	10	2
	PC2 Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role	5	10	2
	PC3 Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any	-	3	1
	PC4 Set up the fabric laying up machine, tools and materials as per the operating procedures	5	20	2
	PC5 Minimize wastage and dispose of waste materials safely by adhering to the standard operating procedures	5	3	1

	PC6 Carry out operations at a rate which maintains work flow and meets production targets	3	6	1
	PC7 Return re-useable materials as per the standard operating procedures	-	5	1
	PC8 Work in conformance to company quality standards; legal requirements, organizational policies and procedures	3	10	1
	PC9 Follow company reporting procedures about defective tools which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately	3	5	1
	Carry out fabric laying	13	98	8
	PC10 Follow organizational protocol for asking questions to obtain more information on tasks when the instructions are unclear and finalize the options with the supervisor, in case of queries	3	5	1
	PC 11 Ensure the fabric roll is loaded on to the laying table as per the standard procedures and the fabric is not damaged during movement and handling	2	15	1
	PC 12 Ensure that the markers are placed appropriately on the laying table as per the operating procedures	2	30	1
	PC 13 Level, cut and fold the fabric as per the work instruction	2	30	1
	PC 14 Follow the quality procedures to identify basic fabric fault	1	5	1
	PC 15 Minimize and dispose the waste materials in the approved manner	1	3	1
	PC 16 Follow the organizational procedures to keep the work area clean and safe	1	5	1
	PC 17 Report risks/ problems likely to affect services to the relevant person promptly and accurately	1	5	1
	NOS Total	40	170	20
DGT/VSQ/N0101: Employability Skills (30 Hours)	Introduction to Employability Skills	1	1	-
	PC1. understand the significance of employability skills in meeting the job requirements	-	-	-
	Constitutional values – Citizenship	1	1	-
	PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-
	Becoming a Professional in the 21st Century	1	3	-
	PC3. explain 21st Century Skills such as Self- Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-
	Basic English Skills	2	3	-
	PC4. speak with others using some basic English phrases or sentences	-	-	-
	Communication Skills	1	1	-
	PC5. follow good manners while communicating with others	-	-	-
	PC6. work with others in a team	-	-	-
	Diversity & Inclusion	1	1	-
	PC7. communicate and behave appropriately with all genders and PwD	-	-	-
	PC8. report any issues related to sexual harassment	-	-	-
	Financial and Legal Literacy	3	4	-
	PC9. use various financial products and services safely and securely	-	-	-

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

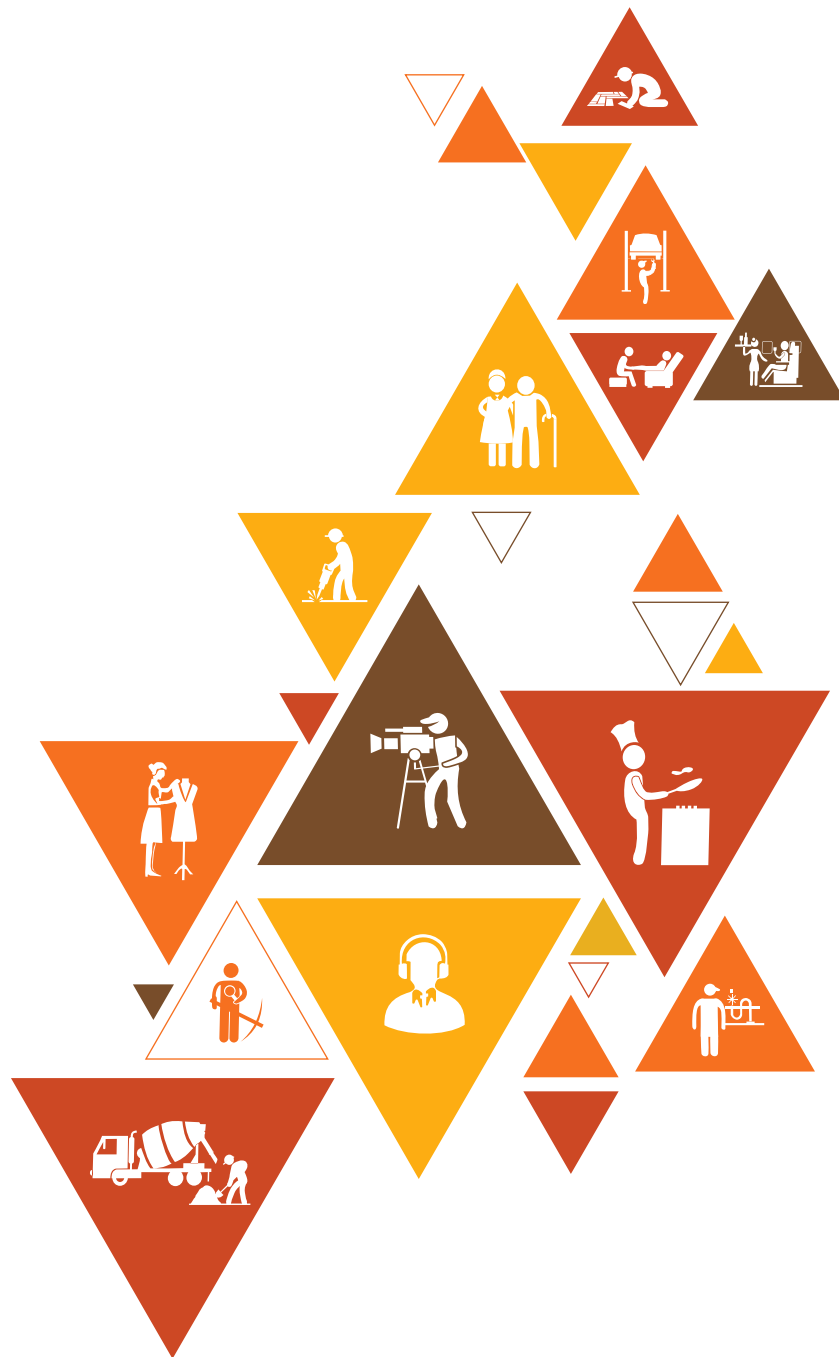
Annexure III

List of QR Codes Used in PHB

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 1: Introduction	Unit 1.1: Indian Apparel Industry and Fabric Layering	1.1.1 Overview of the Apparel Industry in India	29	https://youtu.be/5dLX8m-RAE88	 Apparel Industry in India
	Unit 2.1 Fabric Handling and Inspection	2.1.5 Procedure of Fabric Laying	119	https://youtu.be/U1w1GRc-qr38	 Understanding Fabric Layering Process
Module 2: Carry Out Fabric Laying Operation	Unit 2.2 Work Planning and Waste Management	2.2.4 Metric System and its Applications in Fabric Handling	119	https://youtu.be/MwR23XkX-QTM	 Metric Concepts in the Apparel Industry
	Unit 2.3: Equipment Handling and maintenance	2.3.6 Importance of Proper Fabric Handling	119	https://youtu.be/YtFjZwzAM-Lw	 Fabric Handling
	Unit 2.4: Workplace Safety and Organisation	2.4.1 Common Workplace Hazards Facing Layerman (Fabric)	119	https://youtu.be/POIQ27GQ-Zp0	 Textile Apparel Hazard Management

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 3: Maintain health, safety and secure work place with Gender and PWD Sensitisation	Unit 3.1: Workplace Safety and Emergency Preparedness	3.1.3 Identifying Workplace Hazards, Risks, and Threats	172	https://youtu.be/-6BhWN7Zx4g	 Workplace Hazards, Risks, and Threats
	Unit 3.2: Equipment Handling and Workplace Efficiency	3.2.4 Ensuring Workflow and Production Targets	172	https://youtu.be/ZAB1Qf_Ef5M	 Understanding Task Management
	Unit 3.3: Waste Management, Hygiene and Health Awareness	3.3.2 Ways to Minimise Waste	172	https://youtu.be/Apq2WN3_Jng	 Waste Reduction Principles
	Unit 3.4: Inclusion and Accessibility for Persons with Disabilities (PwD)	3.4.7 Promoting Awareness of Workplace Inclusivity	172	https://youtu.be/ge5k0Zp-0P7U	 Workplace Inclusivity
Module 4: Comply with industry, regulatory, organisational requirements and Greening of Job Roles	Unit 4.1: Governance, Compliance, and Ethical Practices	4.1.1 Ethical Foundations and Principles	185	https://youtu.be/IThZh8Hv5KI	 Ethical Foundations and Principles

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
	Unit 4.2: Operational Efficiency, Safety, and Maintenance	4.2.2 Maintenance, Safety, and Reporting	185	https://youtu.be/DOWj43g-DZwE	 Workplace Incident Reporting
Module 5: Maintain work area and tools	Unit 5.1: Workplace Compliance and Efficiency	5.1.1 Workplace Safety and Procedures	203	https://youtu.be/YgwWTDex-CoU	 Safe Working Procedure (SWP)
	Unit 5.2: Workplace Maintenance and Safety	5.2.3 Workplace Safety & Hazard Prevention	203	https://youtu.be/8EeuHhXX-ndk	 Workplace Hazard and Accident Prevention
	Unit 5.3: Production Planning and Process Optimization	5.3.4 Effective Communication with Colleagues	203	https://youtu.be/I3LcSMYPGsA	 Understanding Effective Communication





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GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP



**APPAREL MADE-UPS HOME FURNISHING
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