



QUALIFICATION FILE

Layerman(Fabric)

☒ **Short Term Training (STT)** ☐ **Long Term Training (LTT)** ☐ **Apprenticeship**

☐ **Upskilling** ☐ **Dual/Flexi Qualification** ☐ **For ToT** ☐ **For ToA**

☒ **General** ☐ **Multi-skill (MS)** ☐ **Cross Sectoral (CS)** ☐ **Future Skills** ☐ **OEM**

NCrF/NSQF Level: 2

Submitted By:

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Table of Contents

Section 1: Basic Details 3

Section 2: Module Summary 5

 NOS/s of Qualifications..... 5

 Mandatory NOS/s: 5

 Assessment - Minimum Qualifying Percentage..... 5

Section 3: Training Related..... 6

Section 4: Assessment Related..... 7

Section 5: Evidence of the need for the Qualification..... 8

Section 6: Annexure & Supporting Documents Check List..... 8

 Annexure: Evidence of Level 9

 Annexure: Tools and Equipment (Lab Set-Up) 11

 Annexure: Industry Validations Summary 12

 Annexure: Training & Employment Details 14

 Annexure: Detailed Assessment Criteria 15

 Annexure: Assessment Strategy 20

 Annexure: Acronym and Glossary 21

Section 1: Basic Details

1.	Qualification Name	Layerman(Fabric)							
2.	Sector/s	Apparel							
3.	Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: QG-02-AP-01760-2024-V1.1-AMHSSC, Version 3.0	Qualification Name of existing/previous version: Layerman						
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA							
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-02-AP-03279-2024-V2-AMHSSC , Version 4.0	6. NCrf/NSQF Level: 2						
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate							
8.	Brief Description of the Qualification	A Layerman (Fabric) is employed in the pre-production side of manufacturing. The key responsibility of a Layerman (Fabric) is to inspect the fabric to identify the presence of any basic fabric faults: and carry out laying and cutting of the fabric as per specified length for garment production.							
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: b. <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Ability to read and write</td> <td></td> </tr> </tbody> </table> c. Age: 18 years		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	Ability to read and write	
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)							
1	Ability to read and write								
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrf))	8	11. Common Cost Norm Category (I/II/III) (wherever applicable): Category I						
12.	Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)	NA							

13.	Training Duration by Modes of Training Delivery (<i>Specify Total Duration as per selected training delivery modes and as per requirement of the qualification</i>)	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended					
		Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)
		Classroom (offline)	90	120	30	0	240
		Online					
		(Refer Blended Learning Annexure for details)					
14.	Aligned to NCO/ISCO Code/s (<i>if no code is available mention the same</i>)	NCO-2015/7532.0903					
15.	Progression path after attaining the qualification (<i>Please show Professional and Academic progression</i>)	Fabric Checker					
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi					
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:					
18.	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability: NA					
19.	How Participation of Women will be Encouraged	Skilled women workforce will find jobs with organised apparel exporters, manufacturers.					
20.	Are Greening/ Environment Sustainability Aspects Covered (<i>Specify the NOS/Module which covers it</i>)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
22.	Name and Contact Details of Submitting / Awarding Body SPOC (<i>In case of CS or MS, provide details of both Lead AB & Supporting ABs</i>)	Name: Amit Singh Email: jdgs@sscammh.com , Contact No.: 011 - 40160610 Website: www.sscammh.com					
23.	Final Approval Date by NSQC: 22/10/2024	24. Validity Duration: 36 Months				25. Next Review Date 22/10/2027	

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory Training **Rec.**-Recommended **Proj.**-Project

S. No	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT- Man.	OJT- Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) (if applicable)
1	Carry out fabric laying operation	AMH/N0201 V 4.0	Core	2	4	33	57	30	0	120	40	170	0	20	230	58%
2	Maintain health, safety and secure work place with Gender and PwD Sensitization	AMH/N0103 V 21.0	Non-Core	2.5	1	15	15	0	0	30	22	12	0	6	40	10%
3	Comply with industry, regulatory, organizational requirements and Greening of Job Roles	AMH/N0104 V 22.0	Non-Core	2.5	1	15	15	0	0	30	20	10	0	10	40	10%
4	Maintain work area and tools	AMH/N0106 V 6.0	Non-Core	2.5	1	15	15	0	0	30	10	25	0	5	40	10%
5	Employability Skills	DGT/VSQ/N0101 V 1.0	Non-Core	2	1	12	18	0	0	30	20	30	0	0	50	12%
Duration (in Hours) / Total Marks					8	90	120	30	0	240	112	247	0	41	400	100%

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 50 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: NA % (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	High School with 6 Year relevant industry experience in Laying OR Senior Secondary with 5 Year of relevant industry experience in Laying OR Diploma with 4 Year of relevant industry experience in Laying OR Graduation with 3 Year of relevant industry experience in Laying OR Post graduate diploma with 2 Year of relevant industry experience in Laying OR Post Graduate with 1 Year of relevant industry experience in Laying
2.	Master Trainer's Qualification and experience in the relevant sector (in years) <i>(as per NCVET guidelines)</i>	Diploma with 4 Year of relevant industry experience in Laying OR Graduation with 3 Year of relevant industry experience in Laying OR Post graduate diploma with 2 Year of relevant industry experience in Laying OR Post Graduate with 1 Year of relevant industry experience in Laying
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(If "Yes", details to be provided in Annexure) Refer Annexure</i>
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	ITI with 4 Year of relevant industry experience in Laying OR Diploma with 4 Year of relevant industry experience in Laying OR Graduation with 3 Year of relevant industry experience in Laying OR Post graduate diploma with 2 Year of relevant industry experience in Laying OR Post Graduate with 1 Year of relevant industry experience in Laying
2.	Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	ITI with 4 Year of relevant industry experience in Laying OR Diploma with 4 Year of relevant industry experience in Laying OR Graduation with 3 Year of relevant industry experience in Laying OR Post graduate diploma with 2 Year of relevant industry experience in Laying OR Post Graduate with 1 Year of relevant industry experience in Laying
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i>	ITI with 4 Year of relevant industry experience in Laying OR Diploma with 4 Year of relevant industry experience in Laying OR Graduation with 3 Year of relevant industry experience in Laying OR Post graduate diploma with 2 Year of relevant industry experience in Laying OR Post Graduate with 1 Year of relevant industry experience in Laying
4.	Assessment Mode <i>(Specify the assessment mode)</i>	Offline
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(details to be provided in Annexure-if it is different for Assessment)</i>

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 21
5.	Estimated nos. of persons to be trained and employed: 1000
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: <i>Ministry Of Textiles is Line Ministry of AMHSSC.</i> If "No", why: NA

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	NCrf/NSQF level justification based on NCrf level/NSQF descriptors
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	List of tools and equipment relevant for qualification
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Detailed Assessment Criteria
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Assessment Strategy
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is "Blended Learning")</i>	Offline Learning Mode
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	NA
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	Acronym and Glossary
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Model Curriculum
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	Career Progression
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	Occupational Map
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	Assessment SOP
12.	Any other document you wish to submit:	NA

Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	<ul style="list-style-type: none"> He is required to know the various basic fabric defects while laying the fabric for cutting of the products like pants, plackets, curtains etc. He is required to sort out the tools and set up the fabric laying machine. He is required to know how to measure the fabric, methods of laying the various fabrics by hand or machines depending on the texture, width of the fabric, length of the table keeping in mind the required tension while layering and cut the fabric and folding as per the work instruction. 	<p>Basic working/ operational knowledge in the area of work with understanding of basic materials, tools, applications in a limited context.</p> <p>A Layerman(Fabric)'s job is in the pre-production stage which is a routine job with laid down procedures and activities.</p>	2
Professional and Technical Skills/ Expertise/ Professional Knowledge	<ul style="list-style-type: none"> He should have the knowledge of markers and be able to identify, Identify and understand the significance of the shading. He should know basic Fabric faults (Holes, Slubs, Knots, etc), and aware of fabric grouping procedures. He must know the procedure to fill in a lay sheet and have knowledge of splicing, end-bits, off-cuts, bowing etc fabric folding procedures and significance. He should be able to measure the fabric using measuring tape and laying up allowance knowledge and its significance. 	<p>Performs structured tasks in a limited range of functional roles. Uses known solutions to familiar problems.</p> <p>A Layerman(Fabric) should know fabric laying procedure, significance of fabric laying process various types of fabrics and respective laying procedures.</p>	2
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<ul style="list-style-type: none"> He carries out a routine job with set procedures for laying different types of fabrics after properly measuring the fabric. He should raise alarm and use safe and correct procedure of handling equipment and machinery. He must identify, report malfunctions in machinery and equipment and correct them if possible. 	<p>Receive and transmit written and oral messages/ communication clearly. Have broader but basic Employability Skills including basic self-employment/ entrepreneurial Mind-set for mini businesses</p> <p>A Layerman(Fabric) takes appropriate decisions regarding his responsibilities.</p>	2

	<ul style="list-style-type: none"> • He should identify and report service malfunctions and chemical leaks and keep work area free from potential hazards. • He should report to supervisors and other authorized personnel for assistance and practice a customer service-oriented approach. 		
Broad Learning Outcomes/Core Skill	<ul style="list-style-type: none"> • He should be able to read the instructions and write the report of daily work • He should communicate well with his superiors and read and understand basic English and local language and have knowledge of numerals, basic math. • He must plan and manage work routine based on company procedure and respond to emergencies, accidents or fire at the workplace and evacuate the premises and help others in need while doing so . • He must value of physical fitness, personal hygiene and good habits. • He should positively influence your team members into following procedures and participate and influence your organization's response towards these procedures 	<p>The candidate may carry out a job requiring limited range of routine and predictable activities. Understands basic safety and quality norms.</p> <p>The job holder must have Core Skills which will include: Writing Skills, Reading Skills, Oral and Communication (Listening and Speaking).</p>	2
Responsibility	The key responsibility of a Layer Man is to inspect the fabric to identify the presence of any basic fabric faults, laying and cutting the fabric as per specified length before the fabric is passed on to the parts cutting stage under the supervision of seniors	<p>Works mostly under instruction and supervision.</p> <ul style="list-style-type: none"> • Limited responsibility for delivery and quality of work. <p>The key responsibility of a Layerman(Fabric) is to inspect the fabric to identify the presence of any basic fabric faults: and carry out laying and cutting of the fabric as per specified length for garment production</p>	2

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Job Card and other documents like lay plan, fabric defect list etc..		30
2	Laying Table	with fabric roll stand (optional)	3
3	Table length-(eg: 8 to 10 m)		1
4	Spreading height – 90-120 cm, Working width- 150 to 160 cm,		1
5	Fire Extinguisher		1
6	Reference Light(to be mounted on crossbar of machine etc)	Depends on the type of laying equipment	1
7	Trainer's Table & Chair		1
8	Black/White Board+ Duster+ Chalk/Marker		1
9	Tailor's Chalk		2
10	Stools		15
11	Ruler		2
12	Metallic Rod		2
13	Marker(eg:4 way, 6 way)		1
14	Patterns		3
15	Fabric Stapler		1
16	Push Pins		1
17	Measuring Tape		30
18	Basic Stationary Items(Pens, Pencils, Erasers)		30
19	Absorbent Pad		3
20	Dry Cleaning Solvent		2
21	Plastic Tag		1
22	String Tag		1
23	Metallic Stickers		1
24	Clamp		1
25	Anti-fusion Paper, Interleaving Paper (any good quality. Variety and qty may vary as per requirement)		2
26	Tweezer		1
27	Metallic Combs		1
28	Stopwatch		1
29	Fabric Inspection Sheet(4 point system,10 point system etc)		1
30	DustBin		1

31	First Aid		1
32	Boxes for storing Items		30
33	Scissors(fabric and paper cutting)		6
34	Weights		9
35	Students' chairs with table arms		30
36	Fabric (variety, the qnt may vary)		50
37	Basic Stationary Items(Pens, Pencils, Erasers)		30
38	Students Notes		30

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed)
2. (all software should either be latest version or one/two version below) As required
3. UPS As required
4. Scanner cum Printer As required
5. Computer Tables As required
6. Computer Chairs As required
7. LCD Projector As required
8. White Board 1200mm x 900mm As required

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

<u>S.No</u>	Organization	Name of Representative	Designation	State	Email Id	Contact number
1	Esstee Corp	MK Velu	Senior Manager	Maharashtra	sr.mgr.hradmin@essteeexports.com	9843259971
2	SVAS Global	Vasavi S.	CEO	TamilNadu	vasavi@svasglobalsourcing.com	9003918705
3	Warmzone	Saakshar Jain	Marketing Head	Punjab	Saakshar.jain@warmline.co.in	8146591155

4	Newline Exports	R Poornachandren	Manager HR	Tamilnadu	hr@newlineexports.com	9842443413
5	Fashion knits	Nushrath R.	HR Manager	Tamilnadu	nusrathr@fashionknits.net	7708074742
6	KBS Garments	B Sateesh	Director	Tamilnadu	Kbs.garments.888@gmail.com	9943457766
7	BEST Corporation	Siva Sarvanan	Sr. HR Manager	Tamilnadu	siva@bestcorp.in	7502242242
8	Indian Textile Company	Yogesh Nimish	HR Manager	Maharashtra	NA	9168453836
9	Trident	Nasreen Ahmed	Head Product Development	Punjab	nasreenshmed@tridentindia.com	9878999237
10	5 Star Garment	Dinesh Dongre	Manager	Maharashtra	ddongre100@gmail.com	8806405410
11	High Heads Pvt Ltd	Zunaid	Manager	Tamilnadu	workshop@thehighheads.com	6283270076
12	RUSTA	Amitoj Bal	Sourcing Manager	Delhi	Amitoj.bal@rusta.com	9873000263
13	Women Era	Nutan A Shaw	Owner	Maharashtra	NA	NA
14	Iris Corp	Sudarshan Jain	Director	Punjab	Irisknitwear86@gmail.com	9876326111
15	Warmline Jackets	Vishal S	Manager	Punjab	info@warmlinejacket.com	9815495806
16	Alok Ent	Ankush Waman	Owner	Maharashtra	NA	NA
17	Bayport	Amit Sharma	Category Head	Ahmedabad	amitsharma@bayport.com	9582038033
18	Dhareshwar Multiservices	Yogesh Misal	Partner	Maharashtra	NA	NA
19	Shubham Enterprises	Pradip Kumar	Owner	Maharashtra	jshubham@yahoo.co.in	NA
20	Aathava Garments pvt ltd.	Ganesh Kumar J	Manager	Tamilnadu	info@aathavagarments.com	0422-2565716
21	LUX Industries	Buvana M	HR Manager	Tamilnadu	info@luxinnerwear.com	+913340402121

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2025	310	169	196	62	NA	NA
2026	332	173	201	65	NA	NA
2027	348	176	206	69	NA	NA

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
Version 2.0	2023	102	100	97	66	97	95	92	63	NA	NA	NA	NA
Version 1.0	2022	97	95	93	63	92	90	88	60	NA	NA	NA	NA
Version 1.0	2021	92	90	88	60	87	86	84	57	NA	NA	NA	NA

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

1. PMKVY
2. DDUGKY
3. NULM
4. JSS

Content availability for previous versions of qualifications:

☒ Participant Handbook ☒ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content are available:

Hindi

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

AMH/N0103: Maintain health, safety and secure work place with Gender and PwD Sensitization					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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)					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	Introduction to Employability Skills	1	1	0	0
PC1	Understand the significance of employability skills in meeting the job requirements				
	Constitutional values – Citizenship	1	1	0	0
PC2	Identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices.				
	Becoming a Professional in the 21st Century	1	3	0	0
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	0	0
PC4	Speak with others using some basic English phrases or sentences				
	Communication Skills	1	1	0	0
PC5	Follow good manners while communicating with others				
PC6	Work with others in a team				
	Diversity & Inclusion	1	1	0	0
PC7	Communicate and behave appropriately with all genders and PwD				
PC8	Report any issues related to sexual harassment				
	Financial and Legal Literacy	3	4	0	0
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	0	0
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	0	0
PC14	Identify and assess opportunities for potential business				
PC15	Identify sources for arranging money and associated financial and legal challenges				
	Customer Service	2	2	0	0
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	0	0
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	0	0
	GRAND TOTAL	112	247	0	41

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

<1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module (which covers the job profile of Automotive Service Assistant Technician) will be assessed separately.
2. The candidate must score 60% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
 -
4. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment
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Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf