Model Curriculum

QP Name: Apparel Operations Data Specialist

QP Code: AMH/Q2102

QP Version: 1.0

NSQF Level: 4

Model Curriculum Version: 1.0

Apparel, Made-ups & Home furnishing Sector Skill Council |Flat No. A312 To A323, Third Floor Somdatt Chamber –I Bikhaji Cama Place, Africa Avenue New Delhi-110066,

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Training Parameters

Sector	**Apparels**
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Production Supervision
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL
Minimum Educational Qualification and Experience	• 12th Grade Pass or equivalent with no experience required OR • 11th Grade Pass with 1.5 years of relevant experience in operation management OR • 10th Grade Pass with 03 years of relevant experience in operation management OR • Previous relevant qualification of NSQF Level 3.5 with 1.5 year relevant experience in operation management OR • Previous relevant qualification of NSQF Level 3 with 03 years relevant experience in operation management
Pre-Requisite License or Training	N/A
Minimum Job Entry Age	20 Years
Last Reviewed On	13-02-2026
Next Review Date	13-02-2029
NSQC Approval Date	13-02-2026
QP Version	1.0
Model Curriculum Creation Date	01-02-2026
Model Curriculum Valid Up to Date	13-02-2029
Model Curriculum Version	1.0
Minimum Duration of the Course	480
Maximum Duration of the Course	480

Program Overview

This section summarises the program's end objectives, along with its duration.

Training Outcomes

Upon completing the program, learners should have acquired the listed knowledge and skills.

- Understand apparel production processes, workflow, and departmental coordination from order to dispatch.
- Apply production planning and scheduling techniques to ensure timely and efficient operations.
- Analyze workflow data to identify bottlenecks and recommend corrective actions.
- Evaluate quality checkpoints and ensure adherence to buyer and industry standards.
- Implement lean manufacturing and 5S practices to optimize floor efficiency.
- Use digital or AI-enabled tools to monitor production progress and generate reports.
- Coordinate effectively with sourcing, merchandising, and quality teams for smooth operations.
- Prepare operational reports highlighting performance metrics and improvement areas.
- Follow greening and energy conservation activities as per the guidelines

Compulsory Modules

The table lists the modules, their duration and mode of delivery.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
AMH/N2106: Coordinate Apparel Production and Workforce Operations **NOS Version- 1.0** **NSQF Level- 4**	**30.00**	**30.00**	**30.00**	**0.00**	**90.00**
Module 1: Introduction and Orientation- Bridge Module	3.00	0.00	0.00	0.00	3.00
Module 2: Coordinate Apparel Production and Workforce Operations	27.00	30.00	30.00	0.00	87.00
AMH/N2107: Design Efficient Line Layouts and Manage WIP Flow **NOS Version- 1.0** **NSQF Level- 4**	**30.00**	**30.00**	**30.00**	**0.00**	**90.00**
Module 3: Design Efficient Line Layouts and Manage WIP Flow	30.00	30.00	30.00	0.00	90.00

AMH/N2108: Evaluate Production Performance and Implement Root Cause Solutions NOS Version- 2.0 NSQF Level- 5	**36.00**	**54.00**	**30.00**	**0.00**	**120.00**
Module 4: Evaluate Production Performance and Implement Root Cause Solutions.	36.00	54.00	30.00	0.00	120.00
AMH/N2109: Communicate and Collaborate Across Departments NOS Version- 1.0 NSQF Level- 4	**30.00**	**30.00**	**0.00**	**0.00**	**60.00**
Module 5: Communicate and Collaborate Across Departments	30.00	30.00	0.00	0.00	60.00
AMH/N2110: Ensure Safety and Compliance Standards on Production Floor NOS Version- 1.0 NSQF Level- 4	**15.00**	**15.00**	**0.00**	**0.00**	**30.00**
Module 6: Ensure Safety and Compliance Standards on Production Floor	15.00	15.00	0.00	0.00	30.00
AMH/N0310: Manage the workspace, operate tools, and handle machinery efficiently NOS Version- 1.0 NSQF Level- 4	**15.00**	**15.00**	**0.00**	**0.00**	**30.00**
Module 7: Manage the workspace, operate tools, and handle machinery efficiently	15.00	15.00	0.00	0.00	30.00
DGT/VSQ/N0102: Employability Skills NOS Version- 1.0 NSQF Level- 4	**24.00**	**36.00**	**0.00**	**0.00**	**60.00**
Module 8: Employability Skills	24.00	36.00	0.00	0.00	60.00
Total Duration	**180.00**	**210.00**	**90.00**	**0.00**	**480.00**

Module Details

Module Name 1: Introduction and Orientation to Apparel Operations Data Specialist

Mapped to Bridge Module

Terminal Outcomes:

- Describe the outline of the Apparel industry in India

- Recognize various employment opportunities for an 'Apparel Operations Data Specialist' in the apparel industry.
- Identify the apparel production process and the role that the 'Apparel Operations Data Specialist' plays in the process.
- Understand the production floor process

Duration: *<03:00>*	**Duration**: *<00:00>*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Describe various employment opportunities for an 'Apparel Operations Data Specialist' in the apparel industry. • Describe the relationship between the work role of an 'Apparel Operations Data Specialist' and the overall production process. • Describe the production process and the specific work activities that relate to the whole process. • Explain the roles and responsibilities of an 'Apparel Operations Data Specialist'.	
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
training kit (trainer guide, presentations)	

Module Name 2: Coordinate Apparel Production and Workforce Operations

Mapped to AMH/N2106 (version 1.0)

Terminal Outcomes:

- Explain the sequence of apparel production processes and the interrelationship between departments for smooth workflow coordination.
- Implement production schedules, allocate manpower and resources, and monitor daily targets to ensure timely order completion.
- Examine production data to identify bottlenecks, delays, or workforce inefficiencies and propose corrective actions.
- Assess floor performance and quality outcomes against production standards and recommend improvements.
- Develop and maintain communication dashboards or reports to track progress and support management decision-making.

Duration: 27:00	*Duration: 30:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Describe the end-to-end apparel production workflow and departmental coordination involved in order execution. • Explain the principles of production planning, scheduling, and resource allocation for apparel manufacturing.	• Apply production planning tools to allocate manpower, machines, and materials effectively. • Execute daily production schedules to ensure target achievement within defined timelines.

• Interpret production control charts, line balancing concepts, and performance metrics (e.g., efficiency, productivity). • Differentiate between types of production systems (e.g., progressive bundle, modular) and their operational implications. • Discuss lean manufacturing and quality assurance principles for improving production efficiency and minimizing rework.	• Monitor workflow and machine utilization to identify idle time and process delays. • Coordinate between departments (cutting, sewing, finishing, and quality) for smooth production flow. • Inspect workstations and production lines to ensure adherence to safety and quality standards. • Analyze production data using Excel or ERP systems to evaluate performance and efficiency metrics. • Apply in production meetings to align manpower resources with line performance and production goals • Implement corrective actions for operational bottlenecks and production deviations. • Report daily production status, workforce performance, and resource utilization to supervisors.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment, and Other Requirements	
Training kit (trainer guide, presentations) Computer with peripherals and stools and computer software (eg Microsoft office), garments, made ups and home furnishing samples, calculators, sewing kit (measurement tape, scissors, trimmers etc.), industrial single needle lockstitch machine with needle guard with stools, pouches / baskets for storing items and cleaning cloth, machine toolkit, basic stationery ,white/black board+ marker+ duster/chalk, students notes, stopwatches ,photocopier, films – work study, rating, sewing operations – methods and time study quantity may vary as per requirement, playing cards (quantity may vary as per requirement),a4 graph book (quantity may vary as per requirement),1 big table and stools for labs, fire extinguisher and first aid and dustbin, student's chair with table arm, teacher's table and chair, sewing needle, bobbin, bobbin case, tailor's chalk, types of pins like safety pin etc., sewing thread(surplus), trims and accessories (variety, the quantity may vary), fabric (surplus, qnt and variety may vary), Projector /LCD **Unique Equipment Required:** Computer with peripherals and stools and computer software (e.g. Microsoft office), garments, made ups and home furnishing samples, calculators, sewing kit (measurement tape, scissors, trimmers etc.), industrial single needle lockstitch machine with needle guard with stools, pouches / baskets for storing items and cleaning cloth, machine toolkit, basic stationary ,white/black board+ marker+ duster/chalk, students notes, stopwatches, photocopier, films – work study, rating, sewing operations – methods and time study quantity may vary as per requirement, playing cards (quantity may vary as per requirement), a4 graph book (quantity may vary as per requirement), 1 big table and stools for labs, fire extinguisher and first aid and dustbin, student's chair with table arm, teacher's table and chair, sewing needle, bobbin, bobbin case, tailor's chalk, types of pins like safety pin etc., sewing thread(surplus), trims and accessories (variety, the quantity may vary), fabric(surplus, qnt and variety may vary), Projector/LCD	

Module Name 3: Design Efficient Line Layouts and Manage WIP Flow

Mapped to AMH/N2107 (version 1.0)

Terminal Outcomes:

- Analyze production line requirements to determine optimal layout for machines, manpower, and workflow.
- Design efficient line layouts that minimize material handling time and enhance productivity.
- Monitor and control Work-In-Progress (WIP) levels to maintain balanced workflow across operations.

- Apply lean principles and motion study techniques to eliminate bottlenecks and non–value-added activities.
- Evaluate line performance using data-driven metrics (e.g., efficiency, throughput, WIP levels) for continuous improvement.

Duration: 30:00	*Duration: 30:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain principles of line layout design and workflow organization in apparel production. • Differentiate between various types of production line layouts (straight, U-shaped, modular) and their applications. • Interpret WIP management concepts and workflow balancing techniques. • Analyze data and efficiency reports to identify bottlenecks and production delays. • Describe lean manufacturing and motion economy principles relevant to apparel operations.	• Map the existing production line flow to identify bottlenecks and idle stations. • Design optimized line layouts ensuring minimal material handling and smooth WIP movement. • Allocate machines and operators efficiently based on skill level and operation cycle time. • Measure and record operation cycle times using standard time study methods. • Balance production lines by redistributing tasks to achieve uniform workflow and output. • Monitor and control WIP levels using visual tracking and kanban systems. • Conduct workflow simulations and analyze output variations to validate layout efficiency. • Coordinate with production and quality teams to maintain seamless operations and minimize defects. • Prepare and present layout optimization reports supported by time study data and visual charts.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment, and Other Requirements	
Computer with peripherals and stools and computer software (e.g. Microsoft office), garments, made ups and home furnishing samples, calculators, sewing kit (measurement tape, scissors, trimmers etc.), industrial single needle lockstitch machine with needle guard with stools, pouches / baskets for storing items and cleaning cloth, machine toolkit, basic stationery ,white/black board+ marker+ duster/chalk, students notes, stopwatches, photocopier, films – work study, rating, sewing operations – methods and time study quantity may vary as per requirement ,playing cards (quantity may vary as per requirement),a4 graph book (quantity may vary as per requirement),1 big table and stools for labs, fire extinguisher and first aid and dustbin, student's chair with table arm, teacher's table and chair, sewing needle, bobbin, bobbin case, tailor's chalk, types of pins like safety pin etc., sewing thread(surplus), trims and accessories (variety, the quantity may vary), fabric (surplus, qnt and variety may vary), Projector /LCD **<u>Unique Equipment Required:</u>** Computer with peripherals and stools and computer software (e.g. Microsoft office), garments, made ups and home furnishing samples, calculators, sewing kit (measurement tape, scissors, trimmers etc.), industrial single needle lockstitch machine with needle guard with stools, pouches / baskets for storing items and cleaning cloth, machine toolkit, basic stationary ,white/black board +marker+ duster/chalk, students notes, stopwatches, photocopier, films – work study, rating, sewing operations – methods and time study quantity may vary as per requirement, playing cards (quantity may vary as per requirement), a4 graph book (quantity may vary as per requirement), 1 big table and stools for labs, fire extinguisher and first aid and dustbin, student's chair with table arm, teacher's table and chair, sewing needle, bobbin, bobbin case, tailor's chalk, types of pins like safety pin etc., sewing thread(surplus), trims and accessories (variety, the quantity may vary), fabric(surplus, qnt and variety may vary), Projector/LCD	

Module Name 4: Evaluate Production Performance and Implement Root Cause Solutions

Mapped to AMH/N2108 (version 1.0)

Terminal Outcomes:

- Analyze production data to evaluate efficiency, productivity, and defect rates across operations.
- Identify key performance deviations and determine their root causes using tools such as Pareto, Fishbone (Ishikawa), and 5 Whys.
- Develop corrective and preventive action (CAPA) plans to address production bottlenecks and quality issues.
- Implement continuous improvement initiatives using lean and Six Sigma principles to enhance overall performance.
- Evaluate the effectiveness of improvement measures through performance benchmarking and periodic reviews.

Duration: 36:00	*Duration: 54:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain the concept of production performance metrics such as efficiency, productivity, and defect rate. • Describe key performance indicators (KPIs) used in apparel production monitoring. • Explain the relationship between line efficiency, capacity utilization, and target achievement. • Identify common causes of production losses including downtime, rework, and imbalance. • Interpret production reports, operator performance charts, and daily efficiency summaries. • Describe the principles of root cause analysis and its importance in problem-solving. • Explain quality and process improvement tools such as Pareto Chart, Fishbone Diagram, and 5 Whys. • Describe the DMAIC (Define–Measure–Analyze–Improve–Control) methodology for continuous improvement. • Discuss lean concepts like Kaizen, Poka-Yoke, and Value Stream Mapping relevant to performance improvement. • Explain the use of AI-enabled tools and digital dashboards for real-time production monitoring. • Evaluate the role of teamwork and communication in implementing corrective actions.	• Collect and record production data from sewing lines, including output, defect, and downtime figures. • Analyze production reports to identify underperforming sections or processes. • Prepare Pareto charts to visualize major causes of production losses. • Construct Fishbone (Ishikawa) diagrams to map root causes of critical defects or delays. • Apply the "5 Whys" technique to trace root causes of recurring production issues. • Conduct real-time performance analysis using digital dashboards or Excel-based tools. • Develop corrective and preventive action (CAPA) plans to address identified inefficiencies. • Implement trial improvements (e.g., workstation reallocation or training) and monitor results. • Document improvements using DMAIC templates and track before–and–after performance data. • Evaluate the effectiveness of implemented solutions through post-action analysis. • Collaborate with quality, maintenance, and production teams to resolve operational bottlenecks. • Demonstrate the use of checklists and audit formats for performance evaluation. • Present production performance findings and recommendations through visual reports. • Apply lean principles (Kaizen, 5S) to sustain performance improvements. • Benchmark team performance against internal and industry best practices for continuous enhancement.

• Describe methods to benchmark internal production performance against industry standards.	
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment, and Other Requirements Data management and recording software, Sewing Data Analysis software.	
Unique Equipment Required: Computer with peripherals and stools and computer software (e.g. Microsoft office), garments, made ups and home furnishing samples, calculators, sewing kit (measurement tape, scissors, trimmers etc.), industrial single needle lockstitch machine with needle guard with stools, pouches / baskets for storing items and cleaning cloth, machine toolkit, basic stationary ,white/black board+ marker+ duster/chalk, students notes, stopwatches, photocopier, films – work study, rating, sewing operations – methods and time study quantity may vary as per requirement, playing cards (quantity may vary as per requirement), a4 graph book (quantity may vary as per requirement), 1 big table and stools for labs, fire extinguisher and first aid and dustbin, student's chair with table arm, teacher's table and chair, sewing needle, bobbin, bobbin case, tailor's chalk, types of pins like safety pin etc., sewing thread(surplus), trims and accessories (variety, the quantity may vary), fabric(surplus, qnt and variety may vary), Projector/LCD	

Module Name 5: Communicate and Collaborate Across Departments

Mapped to AMH/N2109 (version 1.0)

Terminal Outcomes:

- Explain the importance of effective inter-departmental communication in apparel production operations.
- Use formal and informal communication channels to convey production requirements and updates accurately.
- Identify communication gaps and workflow bottlenecks that affect coordination between departments.
- Assess the effectiveness of collaborative efforts and provide feedback to improve teamwork.
- Develop structured reporting formats, dashboards, or SOPs to facilitate clear, consistent, and timely cross-department communication.

Duration: 30:00	*Duration: 30:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain professional communication protocols used with QA, IE, Maintenance, and Stores departments. • Analyze causes of operational delays and interdepartmental misalignment in apparel production. • Describe escalation processes to maintain operational flow during breakdowns or delays. • Discuss the importance of production huddles and cross-functional participation for workflow coordination. • Evaluate performance metrics and communication strategies to improve team alignment and productivity.	• Apply professional communication protocols while coordinating with QA, IE, Maintenance, and Stores. • Conduct daily production huddles, communicating targets, resource availability, and critical issues. • Capture team concerns and suggestions through active two-way communication during huddles. • Apply daily team performance metrics to track alignment with shift production goals. • Analyze daily performance gaps and communicate realignment strategies with team members. • Implement cross-functional escalation processes to resolve operational delays efficiently. • Evaluate and document outcomes of weekly alignment meetings, highlighting key gaps and action plans.

• Interpret meeting outcomes to identify performance gaps and improvement opportunities. • Explain reporting formats and documentation practices for cross-department coordination.	• Prepare concise reports on operational dependencies, delays, and corrective actions for management review. • Facilitate cross-department collaboration to maintain continuous production flow.

Classroom Aids:

Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster

Tools, Equipment, and Other Requirements

Training kit (trainer guide, presentations)

Unique Equipment Required:

Fabric checking(inspection) machine /equipment setup (manual or automatic), measurement tape, tailor's chalk, check sheet and job card, basic stationary items(pens, pencils, erasers),stool, stain removal solvent (the quantity may vary as per requirement),sticker tickets (qnt. may vary),fabric cutting shears, lab dip/pit loom/strike off samples, spray gun, metallic comb, tweezer, fabric inspection bulletin (eg.4-point system),fabric defect list, record maintenance sheet, white/black board+ marker+ duster/chalk, board pen, trainees chairs ,with table arms, defect samples, colour matching cabinet(light box),continuity chart, pantone shade card, crock meters, fire safety equipment, teacher's chair and table, dexterity test kit, students notes/manuals, trainer's table and chair, first aid & dustbin, basic stationary items(pens, pencils, erasers),fabric, samples(garments, made ups and home furnishing)

Module Name 6: Ensure Safety and Compliance Standards on Production Floor

Mapped to AMH/N2110 (version 1.0)

Terminal Outcomes:

- Explain workplace safety regulations, compliance standards, and legal requirements in apparel manufacturing.
- Implement safety protocols, personal protective equipment (PPE) usage, and hazard prevention measures on the shop floor.
- Identify potential risks, non-compliance issues, and unsafe practices in production operations.
- Assess the effectiveness of safety measures, compliance audits, and corrective actions to maintain a safe work environment.
- Develop and communicate standard operating procedures (SOPs), safety checklists, and compliance documentation to sustain workplace safety and regulatory adherence.

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain workplace safety regulations and apparel industry compliance standards. • Describe systematic safety inspection procedures and standardized checklists aligned with regulatory requirements. • Analyze workplace hazards and risk assessment methodologies to identify potential safety issues. • Evaluate preventive safety measures and compliance procedures to maintain a safe work environment. • Interpret employee feedback and survey data to assess safety perception and identify areas for improvement.	• Apply workplace safety regulations and compliance standards in daily operations. • Conduct systematic safety inspections using standardized checklists across departments. • Perform risk assessments and root cause analysis for identified workplace hazards. • Implement preventive safety measures to mitigate risks. • Conduct and deliver safety training sessions for staff members.

	• Execute internal safety audits across departments and document findings. • Facilitate safety meetings, workshops, or campaigns involving cross-functional teams. • Create and maintain a feedback mechanism for workers to report safety concerns or suggest improvements. • Apply corrective actions based on employee feedback and audit findings. • Evaluate the effectiveness of safety initiatives through surveys or observation of compliance.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster	
Tools, Equipment, and Other Requirements Documents related to the subject, Computer with peripherals	
Basic Stationery	

Module Name 7: Manage the workspace, operate tools, and handle machinery efficiently.
Mapped to AMH/N0310(Version 1.0)

Terminal Outcomes:

- Importance of Green jobs in organisation.
- Optimize usage of material and resources at workplace.
- Describe how to accommodate employees with disabilities; etiquette to adhere to and proper language and terminology
- Describe how to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs.

Duration: 15:00	*Duration: 15:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Describe safe working practices for the cleaning and maintenance of equipment. • Describe the effects of contamination on products i.e. Machine oil, dirt etc. • Identify different types of cleaning equipment and substances and their use. • Identify different ways of minimizing wastage.	• Handle materials and tools safely and correctly. • Use cleaning equipment and methods appropriate for the work to be carried out. • Use correct lifting and handling procedures. • Carry out regular running maintenance of tools and equipment within agreed schedules and limits of responsibility. • Carry out safe working practices for the cleaning and maintenance of equipment. • Maintain a comfortable position with correct posture while working. • Dispose off waste safely in the designated location. • Carry out cleaning according to schedules and limits of responsibility. • Store cleaning equipment safely at the designated place after use.
Classroom Aids:	

Charts, Flip Chart, White-Board/Smart Board, Marker, Duster
Tools, Equipment, and Other Requirements
First Aid kit, Fire Extinguisher, machinery and equipment

Module Name 8: Employability Skills
DGT/VSQ/N0102: NOS (Version- 1.0)

Terminal Outcomes:

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

Duration: 60:00(Theory 24 Hrs + Practical 36 Hrs)
Key Learning Outcomes
Introduction to Employability Skills Duration: 1.5 Hours After completing this programme, participants will be able to: 1. Discuss the Employability Skills required for jobs in various industries 2. List different learning and employability related GOI and private portals and their usage Constitutional values - Citizenship Duration: 1.5 Hours 3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen 4. Show how to practice different environmentally sustainable practices. Becoming a Professional in the 21st Century Duration: 2.5 Hours 5. Discuss importance of relevant 21st century skills. 6. Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life. 7. Describe the benefits of continuous learning. Basic English Skills Duration: 10 Hours 8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone 9. Read and interpret text written in basic English 10. Write a short note/paragraph / letter/e -mail using basic English

Career Development & Goal Setting Duration: 2 Hours
11. Create a career development plan with well-defined short- and long-term goals

Communication Skills Duration: 5 Hours
12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion Duration: 2.5 Hours
15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy Duration:5 Hours
17. Outline the importance of selecting the right financial institution, product, and service
18. Demonstrate how to carry out offline and online financial transactions, safely and securely

19. List the common components of salary and compute income, expenditure, taxes, investments etc.
20. Discuss the legal rights, laws, and aids
Essential Digital Skills Duration: 10 Hours
21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to work effectively

Entrepreneurship Duration: 7 Hours
26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
29. Create a sample business plan, for the selected business opportunity

Customer Service Duration: 5 Hours
30. Describe the significance of analyzing different types and needs of customers
31. Explain the significance of identifying customer needs and responding to them in a professional manner.
32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs Duration: 8 Hours
33. Create a professional Curriculum Vitae (CV)
34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
35. Discuss the significance of maintaining hygiene and confidence during an interview
36. Perform a mock interview
37. List the steps for searching and registering for apprenticeship opportunities

Classroom Aids:
Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster
Tools, Equipment, and Other Requirements
1.Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed)

(all software should either be latest version or one/two version below) As required 2.UPS As required 3. Scanner cum Printer As required 4. Computer Tables As required 5. Computer Chairs As required 6. LCD Projector As required 7. White Board 1200mm x 900mm As required

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training Experience**		**Remarks**
		Years	***Specialization***	***Years***	***Specialization***	
High School		6 Years	Production Operations	0	Production Operations	The candidate should be able to communicate in English and local language. The candidate should have knowledge of equipment, tools, material, Safety, Health & hygiene.
Senior Secondary		5 Years	Production Operations	0	Production Operations	
Diploma		4 Years	Production Operations	0	Production Operations	
Graduation		3 Year	Production Operations	0	Production Operations	
Post graduate diploma		2 Year	Production Operations	0	Production Operations	
Post Graduate Degree in relevant trade or sector		1 Year	Production Operations	0	Production Operations	

Trainer Certification	
Domain Certification	**Platform Certification**
Certificate for Job Role: **"Apparel Operations Data Specialist" mapped to QP "AMH/Q2102". Minimum accepted score is 80%.**	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "Master Trainer (VET and Skills) MEP/Q2601 v2.0". Minimum accepted score is 80%.

Assessor Requirements

Assessor Prerequisites

Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	*Specialization*	*Years*	*Specialization*	
ITI		4 Year	Production Operations	0	Production Operations	The candidate should be able to communicate in English and local language. The candidate should have knowledge of equipment, tools, material, Safety, Health & hygiene.
Diploma		4 Year	Production Operations	0	Production Operations	
Graduation		3 Year	Production Operations	0	Production Operations	
Post graduate diploma		2 Year	Production Operations	0	Production Operations	
Post Graduate Degree in relevant trade or sector		1 Year	Production Operations	0	Production Operations	

Assessor Certification

Domain Certification	Platform Certification
Certificate for Job Role: **"Apparel Operations Coordinator" mapped to QP "AMH/Q2102". Minimum accepted score is 80%.**	Recommended that the Assessor is certified for the Job Role: "Assessor", mapped to the Qualification Pack: "Assessor (VET and Skills) MEP/Q2701 v2.0". Minimum accepted % as per respective SSC guidelines is 80%.

Trainer Prerequisites Employability Skills

Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	*Specialization*	*Years*	*Specialization*	

Graduate/CITS	Any discipline			2	Teaching experience	Prospective ES trainer should: • have good communication skills • be well versed in English • have digital skills • have attention to detail • be adaptable • have willingness to learn
Current ITI trainers	Employability Skills Training (3 days full-time course done between 2019-2022)					
Certified current EEE trainers (155 hours)	from Management SSC (MEPSC)					
Certified Trainer	Qualification Pack: Trainer (MEP/Q0102)					

Trainer Certification Employability Skills	
Domain Certification	**Platform Certification**
Certified in 60-hour Employability NOS (2022), with a minimum score of 80% OR **Certified in 120-, 90-hour Employability NOS (2022), with a minimum score of** 80%	NA

Master Trainer Prerequisites Employability Skills						
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training/Assessment Experience**		**Remarks**
		Years	***Specialization***	***Years***	***Specialization***	
Graduate/CITS	Any discipline			3	Employability Skills curriculum training experience with an interest to train as well as orient other	Prospective ES Master trainer should: • have good communication skills • be well versed in English • have basic digital skills • have attention to detail • be adaptable • have willingness to learn

Certified Master Trainer	Qualification Pack: Master Trainer (MEP/Q2602			3	EEE training of Management SSC (MEPSC) (155 hours)	• be able to grasp concepts fast and is creative with teaching practices and likes sharing back their learning with others

Master Trainer Certification Employability Skills	
Domain Certification	**Platform Certification**
Certified in 60-hour Employability NOS (2022), with a minimum score of 90%. OR **Certified in 120-, 90-hour Employability NOS (2022), with a minimum score of** 90%	NA

Assessment Strategy

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS. examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each.
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on these criteria.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Acronyms and Abbreviations

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

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.

Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.

Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.