



QUALIFICATION FILE

Merchandiser –Apparel, Made-Ups & Home Furnishings

☒ 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: 5

Submitted By:

Apparel, Made-ups & Home Furnishing Sector Skill Council

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Section 1: Basic Details

1.	Qualification Name	Merchandiser –Apparel, Made-Ups & Home Furnishings										
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-05-AP-01771-2024-V1.1-AMHSSC, Version 3.0	Qualification Name of existing/previous version: Merchandiser –Fashion, Made-Ups & Home Furnishings									
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA										
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-05-AP-03576-2025-V2-AMHSSC, Version 4.0	6. NCrf/NSQF Level: 5									
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	The Merchandiser plays a major role right from the process beginning with strategic planning to execution of plan from order booking to final shipment. The critical role of merchandising department can be divided into three major heads: Order Booking Process, Product Development Process and Pre-Production Process. The span of tasks for merchandiser involves getting the right merchandise, in the right place, at the right time, in the right quantities at the right price.										
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	<p>a. Entry Qualification & Relevant Experience:</p> <p>b.</p> <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>Completed 1st year of 3-year/ 4-years UG</td> <td>1.5-year relevant experience</td> </tr> <tr> <td>2</td> <td>Previous relevant Qualification of NSQF Level 4</td> <td>3-year relevant experience</td> </tr> </tbody> </table> <p>c. Age: 20 years</p>		S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	Completed 1st year of 3-year/ 4-years UG	1.5-year relevant experience	2	Previous relevant Qualification of NSQF Level 4	3-year relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)										
1	Completed 1st year of 3-year/ 4-years UG	1.5-year relevant experience										
2	Previous relevant Qualification of NSQF Level 4	3-year relevant experience										
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrf))	19	11. Common Cost Norm Category (I/II/III) (wherever applicable): Category I									

12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	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 <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>330</td> <td>180</td> <td>60</td> <td>0</td> <td>570</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i>					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	330	180	60	0	570	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	330	180	60	0	570																			
Online																								
14.	Aligned to NCO/ISCO Code/s <i>(if no code is available mention the same)</i>	NCO-2015/3323.0102																						
15.	Progression path after attaining the qualification <i>(Please show Professional and Academic progression)</i>	Sr. Merchandiser																						
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.: 09599929121, Website: www.sscammh.com																						
23.	Final Approval Date by NSQC: 18/02/2025	24. Validity Duration: 36 Months			25. Next Review Date 18/02/2028																			

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	Analyze Product and establish merchandising objectives in accordance with business plans.	AMH/N0901 V 3.0	Core	5	4	60	30	30	0	120	20	50	0	10	80	16%
2	Develop and present merchandising plan	AMH/N0903 V 3.0	Core	5	3	66	24	0	0	90	20	40	0	10	70	14%
3	Communicate with client and manage merchandising documents	AMH/N0912 V 3.0	Core	5	3	60	30	0	0	90	20	25	0	10	55	11%
4	Organize and Coordinate for pre-production as per merchandising objectives	AMH/N0904 V 3.0	Core	5	4	75	15	30	0	120	45	40	0	15	100	20%
5	Factory Coordination and managing shipment	AMH/N0905 V 3.0	Core	5	1	15	15	0	0	30	25	30	0	10	65	13%
6	Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices	AMH/N0621 V 1.0	Non-Core	5	1	15	15	0	0	30	20	10	0	10	40	8%
7	Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PWD) Sensitization	AMH/N0620 V 1.0	Non-Core	5	1	15	15	0	0	30	22	12	0	6	40	8%

8	Employability Skills	DGT/VSQ/NO 102 V 1.0	Non- Core	4	2	24	36	0	0	60	20	30	0	0	50	10%
Duration (in Hours) / Total Marks					19	330	180	60	0	570	192	237	0	71	500	100%

Assessment - Minimum Qualifying Percentage

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

Minimum Pass Percentage – Aggregate at qualification level: 70 % (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) (as per NCVET guidelines)	Diploma with 4 Year of relevant industry experience in Merchandising OR Graduation with 3 Year of relevant industry experience in Merchandising OR Post graduate diploma with 2 Year of relevant industry experience in Merchandising OR Post Graduate with 1 Year of relevant industry experience in Merchandising
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Diploma with 4 Year of relevant industry experience in Merchandising OR Graduation with 3 Year of relevant industry experience in Merchandising OR Post graduate diploma with 2 Year of relevant industry experience in Merchandising OR Post Graduate with 1 Year of relevant industry experience in Merchandising
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure) Refer Annexure
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 Merchandising OR Diploma with 4 Year of relevant industry experience in Merchandising OR Graduation with 3 Year of relevant industry experience in Merchandising OR Post graduate diploma with 2 Year of relevant industry experience in Merchandising OR Post Graduate with 1 Year of relevant industry experience in Merchandising
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 Merchandising OR Diploma with 4 Year of relevant industry experience in Merchandising OR Graduation with 3 Year of relevant industry experience in Merchandising OR Post graduate diploma with 2 Year of relevant industry experience in Merchandising OR Post Graduate with 1 Year of relevant industry experience in Merchandising
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 Merchandising OR Diploma with 4 Year of relevant industry experience in Merchandising OR Graduation with 3 Year of relevant industry experience in Merchandising OR Post graduate diploma with 2 Year of relevant industry experience in Merchandising OR Post Graduate with 1 Year of relevant industry experience in Merchandising
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: 2520
6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: Ministry Of Textiles is Line Ministry of AMHSSC. 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 (Mandatory)	NCrf/NSQF level justification based on NCrf level/NSQF descriptors
2.	Annexure: List of tools and equipment relevant for qualification (Mandatory, except in case of online course)	List of tools and equipment relevant for qualification
3.	Annexure: Detailed Assessment Criteria (Mandatory)	Detailed Assessment Criteria
4.	Annexure: Assessment Strategy (Mandatory)	Assessment Strategy
5.	Annexure: Blended Learning (Mandatory, in case selected Mode of delivery is "Blended Learning")	Offline Learning Mode
6.	Annexure: Multiple Entry-Exit Details (Mandatory, in case qualification has multiple Entry-Exit)	NA
7.	Annexure: Acronym and Glossary (Optional)	Acronym and Glossary
8.	Supporting Document: Model Curriculum (Mandatory – Public view)	Model Curriculum
9.	Supporting Document: Career Progression (Mandatory - Public view)	Career Progression
10.	Supporting Document: Occupational Map (Mandatory)	Occupational Map
11.	Supporting Document: Assessment SOP (Mandatory)	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"> • A Merchandiser in the apparel industry is involved in processes such as analysis of product, creating a merchandising plan, organizing and coordinating for pre-production, factory coordination and managing shipment. • Merchandiser (Made-ups & Home Furnishing) is skilled to communicate with buyers by mail (mostly) for new queries as well as updates, meeting with vendors and explaining new development requirement to vendor team. • Merchandiser Communicates with buyers by mail (mostly) for new queries as well as updates. • Merchandiser meets with vendors, explaining new development requirement to vendor team. • Merchandiser also does the planning for new season sampling and production orders. • Merchandiser collects garment samples, trims and different types of swatches from the vendors. • Merchandiser submits samples to buyer. He also does the follow up with buyers for approvals and feedback. • Merchandiser is required to plan for new season sampling and production orders, collect garment samples, trims and different types of swatches from the vendors, submits samples to buyer through courier. • Merchandiser prepares Purchase order, costs and negotiates with trim & accessory suppliers, product buyers, handles quality issues for sampling as well as production, prepares inspection schedule for shipment and notifying to quality department in the buying house or third-party QA. • Merchandiser is also required to maintain files and accounts, Update Time and Action calendar and executes running orders (production) 	<p>Possesses broad and deep knowledge and skills to solve problems in specialized fields.</p> <ul style="list-style-type: none"> • Merchandisers are professionals responsible for managing the buying and selling of products in a retail or wholesale setting. They play a critical role in ensuring that the right products are available at the right time and place to meet consumer demand. • A Merchandiser in the apparel industry is involved in processes such as analysis of product, creating a merchandising plan, organizing and coordinating for pre-production, factory coordination and managing shipment. • Merchandiser (Made-ups & Home Furnishing) is skilled to communicate with buyers by mail (mostly) for new queries as well as updates, meeting with vendors and explaining new development requirement to vendor team. 	5

Professional and Technical Skills/ Expertise/ Professional Knowledge	<ul style="list-style-type: none"> • Merchandiser has the knowledge of product (garment) development cycle. Merchandiser is aware of the costing of the garment. • Retail Knowledge: Understanding the retail industry, including the market trends, customer behavior, and the competitive landscape is essential. • Product Knowledge: Having a deep understanding of the products being sold, including their features, benefits, and specifications. • Analytical Skills: Being able to analyze data related to sales, inventory, and market trends to make informed decisions about product assortments and pricing. • Forecasting: Predicting consumer demand and sales trends to optimize inventory levels and stock turnover. • Buying and Negotiation: Negotiating with suppliers to obtain favorable terms, prices, and delivery schedules while also making smart purchasing decisions. 	Excellent cognitive skills and technical prowess utilized to perform complex tasks with ease, project management expertise, and adept at data analysis for informed decision making. <ul style="list-style-type: none"> • Merchandiser also has the knowledge of product details such as trims, fabrics, and other materials used in production. • Merchandiser has in-depth understanding of product styles, specification sheets, and their production method. • Merchandiser has knowledge of sampling and production in a garment factory. • Merchandiser has the knowledge and understanding of building and maintaining database of buyers, vendors and suppliers. 	5
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<ul style="list-style-type: none"> • Merchandiser needs to complete accurate and well written work with attention to detail. • Merchandiser is able to communicate with others in the company and to clients in writing, as this is very important for a merchandiser. • Merchandiser is able to follow guidelines/procedures/rules and service level agreements. • Merchandiser reads and understands the buyer/client's requirements. • Merchandiser explains sampling master about the design and buyer's requirement mentioned in spec sheet. • Merchandiser listens effectively and orally communicates information accurately. • Merchandiser asks for clarification and advice from others in the team and heads. • Merchandiser understands the value of physical fitness, personal hygiene and good habits. 	A versatile professional with excellent communication, digital and financial literacy, ethical values, self-management and may have entrepreneurial mindset. <ul style="list-style-type: none"> • The Merchandiser in the product development role coordinates with buyers and collects latest product designs, color scheme and fabric qualities of those that are going to be used in coming seasons. • The Merchandiser prepares material requirement sheet and gets sourcing done of required trims and accessories from local and imported suppliers. • The Merchandiser communicates with others in the company and to clients in writing. • The Merchandiser possesses excellent oral and written communication and collaboration skills for clearly taking the vision of the leaders to the shop floor level workforce. • The Merchandiser possesses very good Digital, Financial and Legal Literacy to use them effectively • The Merchandiser has a good understanding the constitutional, humanistic, ethical, and moral values. 	5

		<ul style="list-style-type: none"> The Merchandiser has well informed practical understanding of the social, political and work environment. The Merchandiser exercises self- management within the work contexts. The Merchandiser may have an entrepreneurial Mind-set for creating a startup/ small business and its end-to-end management. 	
Broad Learning Outcomes/Core Skill	<ul style="list-style-type: none"> The Merchandiser updates the buyers with the order status at all stages. The Merchandiser plans and organizes work to achieve targets and deadlines. The Merchandiser demonstrates a wide range of specialized professional and technical skill in broad range of activity involving standard and non-standard practices. The Merchandiser applies the acquired specialized knowledge and a range of cognitive and practical skills to accomplish tasks like basic design, prototyping, testing so as to solve problems by selecting appropriate information, methods, tools, and materials. The Merchandiser communicates and collaborate skills to act as a layer between the senior management and workforce/ shop floor. The Merchandiser should be able to listen and understand properly and present complex information in a clear and concise manner. The Merchandiser makes judgment and take decision, based on the analysis and evaluation of information, for determining solutions to a variety of unpredictable problems associated with the chosen fields of learning, The Merchandiser takes responsibility for the nature and quality of outputs. The Merchandiser is able to work on processes to improve the quality of outputs. 	A skilled professional with technical expertise, adept at solving complex problems and improving output. <ul style="list-style-type: none"> Updates the buyers with the order status at all stages. Plans and organizes work to achieve targets and deadlines. Demonstrates a wide range of specialized professional and technical skill in broad range of activity involving standard and non-standard practices. Applies the acquired specialized knowledge and a range of cognitive and practical skills to accomplish tasks like basic design, prototyping, testing so as to solve problems by selecting appropriate information, methods, tools, and materials. Communicates and collaborate skills to act as a layer between the senior management and workforce/ shop floor. Listen and understand properly and present complex information in a clear and concise manner. The Merchandiser makes judgment and take decision, based on the analysis and evaluation of information, for determining solutions to a variety of unpredictable problems associated with the chosen fields of learning, The Merchandiser takes responsibility for the nature and quality of outputs. The Merchandiser is able to work on processes to improve the quality of outputs. 	5
Responsibility	<ul style="list-style-type: none"> The Merchandiser plays a major role right from order booking process to Shipment. The critical role of merchandising department can be divided into 	Highly skilled Technical Supervisor responsible for achieving tangible outcomes, managing change, building teams, and mentoring the workforce.	5

	<p>three major heads: Order Booking Process, Product Development Process and Pre – Production Process. Merchandiser's responsibilities also include sourcing of materials for new development, preparation of material requirement, selection and finalizing of vendors for the upcoming orders based on vendor's experience of making similar products and preparing purchase order.</p> <ul style="list-style-type: none"> • The Merchandiser handles quality issues for sampling as well as production, prepares inspection schedule for shipment and notifies to quality department in the buying house or third-party QA. • The Merchandiser updates the Time and Action calendar and is responsible for quality standards of sourced material. • The Merchandiser is responsible for his own work and learning and also has some responsibility of other's work and learning. 	<ul style="list-style-type: none"> • The Merchandiser is accountable for determining and achieving personal and /or group tangible outcomes • The Merchandiser handles/ adapts/ accommodates change requirements and change management at the ground/ shop floor level. • The Merchandiser manages processes and procedures within broad parameters for defined activities. • The Merchandiser supervises the routine work of others, takes the required responsibility for the evaluation and improvement of work or study activities. • The Merchandiser is responsible for his work and learning and has some responsibility of other's work and learning. • The Merchandiser is responsible for managing an independent work unit/ shop floor/ section/ business activity/ assignment 	
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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	Computer With Computer Table And Chairs and peripherals		15
2	Projector /LCD		1
3	Printer		1
4	Dexterity Test Kit		1
5	Display Board		1
6	Garment sample (various types), lab dips, pit loom and strike off samples	assortment and as per requirement	4
7	Tags		3
8	Tag pins		3
9	Tagging Gun		2
10	Dress Form (size medium, male or female)		1
11	Fabric Cutting Shears		1
12	Paper Cutting Scissors		2
13	Pinking Shears (The quantity may vary as per requirement)		1

14	Trims with Accessories (assortment) swatch file	e.g.: zippers, buttons etc.	1
15	Packing material (The quantity may vary as per requirement)	boxes, polybags etc.	3
16	First Aid Box		1
17	Dustbin		1
18	Student's Chair with Table Arm		30
19	Teacher's Table & Chair		1
20	Student Notes		30
21	Fire Safety Equipment		1
22	Checking Table		2
23	White/Black Board		1
24	Basic stationary		30
25	Labels And Stickers (The quantity may vary as per requirement)		2
26	Highlighter		1
27	Paper (printable sheets)		2
28	Stapler (small and big size)		5
29	Staple Pins (Small and big size. The quantity may vary)		10
30	Punching Machine		1
31	Files and folders (The quantity may vary as per requirement)		2
32	Push Pins		1
33	Glue Stick/ Fevicol /Adhesive (The quantity may vary as per requirement)		1
34	Cello-tape/ Double Sided Tape (The quantity may vary as per requirement)		5
35	White Board with Marker		1
36	White Board Eraser		1
37	Documents set (Tech Pack, Specification Sheet, Buyer Requirement /comment Sheet, Production Order Sheet, purchase order, Invoices, Cost Quotations etc.)		1
38	fabric swatch file		1
39	Theme/mood boards		1
40	Types of books (e.g., Fashion Forecasting Books/Journals/Magazines, Company Quality Standards, Product Manufacturing related		1
41	Color matching light box		1
42	Pantone Shade Cards, grey scale		1
43	Printer, Projector/LCD		1

44	Made-ups & Home Furnishing Sample (various types), lab dips, strike off and pit loom samples	assortment and as per requirement	5
45	Hanger (The quantity may vary as per requirement)		5
46	Tagging Gun		2
47	Packing Trims with Accessories (assortment)		5
48	Packing Boxes (The quantity may vary as per requirement)		3
49	Table checking		2
50	White/ Black Board		1
51	White Board Marker & eraser		1
52	Magnetic White Board Eraser		1
53	Trims & Accessories/fabric swatch file		1
54	Color matching light box		1

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.

S.No	Organization	Name of Representative	Designation	State	Email Id	Contact number
1	Esstee Corp	MK Velu	Senior Manager	Maharashtra	sr.mgr.hradmin@essteexports.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	Fashionknits	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
2023	800	520	720	470	NA	NA
2024	840	545	750	500	NA	NA
2025	880	570	800	515	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	2022	760	740	720	500	930	910	880	600	NA	NA	NA	NA
Version 1.0	2021	720	700	680	470	880	860	840	570	NA	NA	NA	NA
Version 1.0	2020	680	660	640	440	840	820	800	550	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

Content availability for previous versions of qualifications:

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

Languages in which Content are available:

Hindi

Annexure: Detailed Assessment Criteria

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

AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Execute job responsibilities according to organizational standards, with a strong emphasis on eco-friendly solutions, while strictly adhering to established procedures, policies, and legal regulations.	2	1	-	1
PC2	Implement and uphold organizational policies and procedures, integrating sustainable consumption practices into daily operations.	2	1	-	1
PC3	Actively engage in enhancing organizational performance by driving the transition towards environmentally friendly processes and practices.	2	1	-	1
PC4	Safely handle materials, equipment, computers, and software to maintain a clean and hazard free work environment, actively supporting the adoption of eco-friendly practices throughout the workplace.	3	2	-	2
PC5	Perform routine maintenance and cleaning tasks within assigned duties and agreed-upon schedules, effectively managing any interruptions to workflow.	3	1	-	1
PC6	Immediately report any instances of unsafe equipment or hazardous incidents to the appropriate personnel to ensure swift resolution and mitigate risks.	2	1	-	1
PC7	Utilize appropriate cleaning equipment and techniques tailored to specific tasks, promoting efficiency and sustainability in workplace maintenance.	2	1	-	1
PC8	Proactively request system or software upgrades as necessary to optimize work efficiency, while also maintaining backup files to ensure data integrity and security when using various design software.	2	1	-	1
PC9	Maintain digital copies of design work in organized files for future reference, ensuring accessibility and preservation of valuable project assets.	2	1	-	1
	NOS Total	20	10		10

AMH/N0901: Analyze Product and establish merchandising objectives in accordance with business plans					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Conduct research and keep track along with design/product development department regarding market trends, target market, fabrics, trims and accessories; better or new sources /suppliers for procurement.	2	3	3	1
PC2	Review previous designs & samples developed by the business to assess relevance to current design/samples	1	3	-	1
PC3	Determine key criteria for design brief	5	9	-	3
PC4	Identify business processes and client goals	2	1	-	1
PC5	Identify quality standards for designs, budget, cost points and timing constraints	1	3	-	1
PC6	Check the techpack received and identify it with the design brief given by the designer and also check for any discrepancy in the techpack and clarify the same	2	5		1
PC7	Identify the vendors for initial development and also be able to confirm on for bulk if approved; and update the vendor database accordingly	1	3		-
PC8	Co-ordinate with design team and collect relevant swatches to meet the design brief from fabrics and trims and get confirmation on the same	1	5		-
PC9	Consult appropriate personnel and confirm feasibility and appropriateness of techpack	1	1		-
PC10	Prepare a detailed BOM (bill of material) for each of the styles in the collection with all data about raw material, parts, quantities required for manufacture	3	10		1
PC11	Initial costing of the sampling derived	2	8		1
PC12	Appropriate personnel identified for the construction along with the involvement of pattern maker and tailor are identified	1	2		-
PC13	Monitoring procedures and checking points are determined	1	1		1
PC14	Techpack sent to appropriate personnel (I.E. department) to calculate the SAM (standard allowed minute) of the sample	1	1		1
PC15	Time constraints met to make the sample and also develop a TNA (time and action) calendar with the estimated details on the delivery date after confirmation on the sample	1	1		1
	NOS TOTAL	20	50		10
AMH/N0903: Develop and present merchandising plan					

PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Check the specification sheet prepared in accordance with standard format	2	7		1
PC2	Preparation and cutting of patterns and detailed drawings, mini markers are checked/ confirmed in coordination with concerned personnel; patterns checked for shrinkage report, tested and received	2	2		1
PC3	Collect information of style and quantity of materials and information about labels, tags, packaging methods, etc. from the buyer	2	2		1
PC4	Assembled products are checked according to specification sheet, accepted assembly techniques	2	2	-	1
PC5	Prototype sent for testing either according to company norms or as per the buyers standards requested	2	2	-	1
PC6	Prototype checked with design team and sent to buyer for approval and accordingly changes done if any and confirmed for production. Size sets approved internally	2	4	-	1
PC7	Raise and receive P.O. (purchase order) & P.I (Performa invoice) after confirmation on the costing to buyer and vendor	3	7		1
PC8	Approval and updation of all the work sheets, like the trims sheet, fabric sheet, consumption sheet (fabric and thread) etc.	2	3	-	1
PC9	Actual TNA updated and sent for approval	1	10		1
PC10	Maintain complete set of documents with all information including communications, proto samples, test reports and compliances and maintain records of past orders received and fulfilled	2	1		1
	NOS Total	20	40		10
AMH/N0912: Communicate with client and manage merchandising documents					
	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	<i>Communication related to product features, price, quantity as enquiry asked by client, order booking and progress, ordered material procurement and managing records of correspondence and order progress</i>	20	25	-	10
PC1	Collect sample order as per design catalogue and receive order confirmation or PO from the client	3	2	-	2
PC2	Collect information of style and quantity of materials and information about labels, tags, packaging methods, etc. from the buyer	3	5	-	2
PC3	Approval and updation of all work sheets like the trims sheet, fabric sheet, consumption sheet (fabric and thread) this also includes in techpack, if any, required	3	6	-	2
PC4	Communicate with the buyer and get approval of samples at different stages of manufacturing like proto sample, pre-production sample, etc.	3	2	-	2

PC5	Maintain complete set of merchandising documents with all information including communications, proto samples, test reports and compliances and maintain records of past orders received and fulfilled	8	10	-	2
	NOS Total	20	25	-	10
AMH/N0904: Organize and Coordinate for pre-production as per merchandising objectives					
	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	Follow the Time & Action Calendar (TNA)	26	24	-	7
Pc1.	Be updated on the TNA prepared and ensure TNA prepared is updated regularly and duly checked	5	4	-	2
PC2	Prepare a well formed BOM (bill of material) for each of the styles in the collection	8	8		2
PC3.	Coordinate with all depts. check on mainly with status on the warehouse to know if the raw materials, trims and all necessary ordered are getting in-house ontime	5	4	-	1
PC4.	Calculate initial costing of the sample derived	8	8		2
	Prepare pre-production file and address important issues in pre-production meeting	19	16	-	8
PC5	Ensure production file is complete for all information like approved sample, techpack, comments, trim cards, test reports production order sheet with size break up, cut plan and mini marker, packaging specification, washing instruction (if any), all the approved swatches and samples with strike offs if any, TNA chart and important mail conversations.	5	4		2
PC6	Identify and clarify issues raised by any of the concerned department personnel attending the meeting	5	4	-	2
PC7	Hand over to be done and minutes of the meeting sent to all involved	4	4	-	2
PC8	Monitor order progress and communicate with buyer if any clarification is required	5	4		2
	NOS Total	45	40	-	15
AMH/N0905: Factory Coordination and managing shipment					
	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	Coordination and management of shipment	25	30	-	10
PC1	Check execution of orders, whether it is running ontime	5	5	-	1

PC2	Coordinate with buyer or buying house if any clarification is required, in case any issue is raised during production is and not well identified internally	3	5	-	2
PC3.	Coordinate with buying house QA or 3rd party QA for initial/mid and final inspection of shipment	4	5	-	2
PC4	Ensuring all inspections are done in a timely manner	5	4	-	1
PC5	Work closely with logistics and help shipping department with timely dissemination of information about packing reports for preparation of shipping documents	5	8	-	2
PC6	Coordinate with shipping and documentation department for forwarding the approved shipment	3	3	-	2
	NOS Total	25	30	-	10
AMH/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization					
	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
		22	12	-	6
PC1	Demonstrate strict adherence to health, safety, gender, and PwD (People with Disability) guidelines governing the workplace environment.	4	2	-	1
PC2	Engage actively in mock drills, evacuation exercises, and group discussions pertaining to workplace safety and security protocols.	4	2	-	1
PC3	Participate in advanced training and sensitization programs focused on gender equality and PwD awareness, facilitating a more inclusive workplace environment.	4	2	-	1
PC4	Execute proper handling and maintenance of materials and equipment in accordance with established protocols and standards.	3	2	-	1
PC5	Exhibit proficiency in performing first-aid, firefighting, and other emergency response procedures, promptly adhering to organizational shutdown and evacuation protocols when necessary.	4	2	-	1
PC6	Monitor workplace conditions, identify risks, report promptly, ensure safety, including for individuals with disabilities, and uphold gender equality principles.	3	2	-	1
	NOS Total	22	12	-	6

DGT/VSQ/N0102 EMPLOYABILITY SKILLS (60 Hours)					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	Introduction to Employability Skills	1	1	0	0
PC1	Identify employability skills required for jobs in various industries				
PC2	Identify and explore learning and employability portals				
	Constitutional values – Citizenship	1	1	0	0

PC3	Recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.				
PC4	Follow environmentally sustainable practices				
	Becoming a Professional in the 21st Century	2	4	0	0
PC5	Recognize the significance of 21st Century Skills for employment				
PC6	Practice the 21st Century Skills such as Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life				
	Basic English Skills	2	3	0	0
PC7	Use basic English for everyday conversation in different contexts, in person and over the telephone				
PC8	Read and understand routine information, notes, instructions, mails, letters etc. written in English				
PC9	Write short messages, notes, letters, e-mails etc. in English				
	Career Development & Goal Setting	1	2	0	0
PC10	Understand the difference between job and career				
PC11	Prepare a career development plan with short- and long-term goals, based on aptitude				
	Communication Skills	2	2	0	0
PC12	Follow verbal and non-verbal communication etiquette and active listening techniques in various settings				
PC13	Work collaboratively with others in a team				
	Diversity & Inclusion	1	2	0	0
PC14	Communicate and behave appropriately with all genders and PwD				
PC15	Escalate any issues related to sexual harassment at workplace according to POSH Act				
	Financial and Legal Literacy	2	3	0	0
PC16	Select financial institutions, products and services as per requirement				
PC17	Carry out offline and online financial transactions, safely and securely				
PC18	Identify common components of salary and compute income, expenses, taxes, investments etc				
PC19	Identify relevant rights and laws and use legal aids to fight against legal exploitation				
	Essential Digital Skills	3	4	0	0
PC20	Operate digital devices and carry out basic internet operations securely and safely				
PC21	Use e- mail and social media platforms and virtual collaboration tools to work effectively				
PC22	Use basic features of word processor, spreadsheets, and presentations				

	Entrepreneurship	2	3	0	0
PC23	Identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research				
PC24	Develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion				
PC25	Identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity				
	Customer Service	1	2	0	0
PC26	Identify different types of customers				
PC27	Identify and respond to customer requests and needs in a professional manner.				
PC28	Follow appropriate hygiene and grooming standards				
	Getting ready for apprenticeship & Jobs	2	3	0	0
PC29	Create a professional Curriculum vitae (Résumé)				
PC30	Search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively				
PC31	Apply to identified job openings using offline /online methods as per requirement				
PC32	Answer questions politely, with clarity and confidence, during recruitment and selection				
PC33	Identify apprenticeship opportunities and register for it as per guidelines and requirements				
	NOS Total	20	30	0	0
	GRAND Total	192	237	0	71

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
 ->

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