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MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP



Facilitator Guide



Sector
Apparel

Sub-Sector
Apparel

Occupation
Merchandising

Reference ID: AMH/Q0911, Version 4.0
NSQF level: 5

**Merchandiser
–Apparel,
Made-Ups &
Home
Furnishings**

Published by

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Shri Narendra Modi
Prime Minister of India

“

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

”

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

About this Guide

This Facilitator Guide is designed for providing skill training and /or upgrading the knowledge level of the Participants to take up the job of an “Merchandiser-Apparel, Made-Ups & Home Furnishings ” in the Management and Entrepreneurship Sector.

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

1. AMH/N0901: Analyze Product and establish merchandising objectives in accordance with business plans
2. AMH/N0903: Develop and present merchandising plan
3. AMH/N0912: Communicate with client and manage merchandising documents
4. AMH/N0904: Organize and Coordinate for pre-production as per merchandising objectives
5. AMH/N0905: Factory Coordination and managing shipment
6. AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices
7. AMH/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization
8. DGT/VSQ/N0102: Employability Skills (60 Hours)

Symbols Used



Ask



Explain



Elaborate



Notes



Objectives



Do



Demonstrate



Activity



Team Activity



Facilitation Notes



Practical



Say



Resources



Example



Summary



Role Play



Learning Outcomes



Exercise

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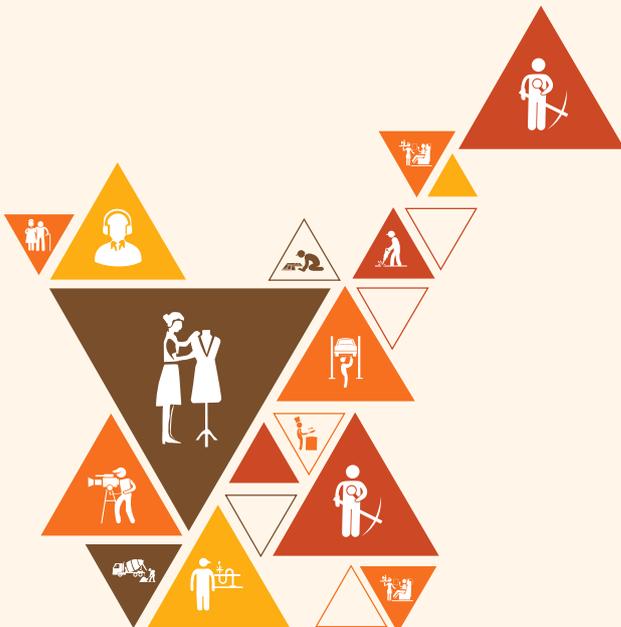


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1. Introduction and Orientation

Unit 1.1 - Introduction to the role of Merchandiser – Made-ups & Home Furnishing



Bridge Module

Key Learning Outcomes



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

1. Describe the outline of the Apparel industry in India
2. Recognise various employment opportunities for a 'Merchandiser' in the apparel industry.
3. Identify the apparel production process and the role that the 'Merchandiser' plays in the process.
4. Illustrate the production process.

Unit 1.1: Introduction to the role of Merchandiser – Made-ups & Home Furnishing

Unit Objectives

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

1. Describe the size and scope of the apparel industry.
2. Explain the roles and responsibilities of a 'Merchandiser – Made-ups & Home Furnishing'.
3. Describe various employment opportunities for a 'Merchandiser – Made-ups & Home Furnishing' in the apparel industry.
4. Describe the apparel production process and the role that the 'Merchandiser – Made-ups & Home Furnishing' plays in the process.

Resources to be Used

Whiteboard, markers, projector, slides on apparel sector and merchandising, chart papers, sample home furnishing products, notepads, pens

Do

- Greet learners warmly and create an engaging atmosphere
- Introduce the session topic and display it clearly on the board or screen
- Ask simple questions to connect the learners' daily life with the session
- Provide a short overview of the apparel sector and merchandising role
- Present real-life examples of merchandiser roles in made-ups and home furnishing
- Explain the roles, responsibilities, and employment opportunities step by step
- Guide learners through the activity and demonstration
- Summarize the key learning points at the end of the session

Say

- Hello everyone, I'm really excited to start today's session with you and explore a key area of the apparel industry.
- Today we will understand the apparel sector, the role of a merchandiser, their responsibilities, and employment opportunities in made-ups and home furnishing.
- Knowing this is important because merchandisers are the link between buyers and production teams, and this knowledge can open up strong career paths for you.

Ask

- Have you noticed how bedsheets, curtains, or cushions are designed, produced, and then reach the stores?
- Do you think someone in a company checks if customer requirements are being met before these products are sold?
- Who do you think ensures that the right materials are used and orders are delivered on time?

Explain

- The apparel sector is one of the largest contributors to India's economy and employment.
- Made-ups and home furnishing are specialized sub-sectors within apparel that include items like bedsheets, curtains, and decorative fabrics.
- A merchandiser acts as the communication bridge between buyers and production teams.
- The main responsibilities include planning, coordinating, sourcing, costing, and ensuring timely deliveries.
- Merchandisers ensure product quality, compliance, and adherence to buyer specifications.
- There are wide employment opportunities in apparel, made-ups, and home furnishing industries for trained merchandisers.

Elaborate

- The apparel sector covers a wide range of products including garments, made-ups, and home furnishings. It is highly labour-intensive and export-driven, providing employment to millions.
- A merchandiser is the professional responsible for managing orders, communicating with buyers, coordinating production, and ensuring timely delivery with quality.
- These include costing, sourcing raw materials, monitoring production schedules, quality control, and documentation to meet buyer requirements.
- Jobs exist in export houses, buying offices, retail brands, manufacturing units, and home furnishing companies. Growth opportunities are strong for skilled merchandisers.
- They act as planners and coordinators, aligning design, sampling, production, and delivery while balancing quality and deadlines.

Demonstrate

Show a sample home furnishing product such as a bedsheet or curtain and explain how a merchandiser would handle its journey from order placement by the buyer to production, quality checks, and final delivery.

Activity

1. **Activity Name:** Merchandising Pathway Mapping (Topics: Roles and Responsibilities of a Merchandiser, Role of the Merchandiser in the Apparel Production Process)
2. **Objective:** To help learners understand the workflow of a merchandiser in product development and delivery
3. **Type of Activity:** Group
4. **Resources:** Chart papers, markers, sample product images
5. **Time Duration:** 25 minutes
6. **Instructions:**
 - Divide the class into small groups.
 - Provide each group with chart papers and sample product images.
 - Ask them to map the journey of a product (e.g., curtain or bedsheet) from buyer order to final delivery, listing the merchandiser's responsibilities at each stage.
 - Each group will present their chart to the class.
7. **Outcome:** Learners will visualize and understand the merchandiser's role in ensuring smooth operations across the apparel production process.

Notes for Facilitation

- Encourage interaction and make learners comfortable with asking questions
- Use visual aids and real-life product samples to simplify concepts
- Explain the difference between apparel, made-ups, and home furnishing clearly
- Emphasize that merchandisers are the backbone of buyer communication and production flow
- Highlight employment opportunities across different types of organizations
- Stress the importance of attention to detail and time management for merchandisers

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Clothing and textiles
2. b. Ensuring timely product delivery to buyers
3. b. Export houses and retail chains
4. b. Manage workflow efficiently
5. b. Acts as a link to ensure buyer requirements are met

Answer the following questions briefly.

1. Unit 1.1 Introduction to the role of Merchandiser – Made-ups & Home Furnishing
Topic: 1.1.1 Apparel Sector | Describe the size and scope of the apparel industry
2. Unit 1.1 Introduction to the role of Merchandiser – Made-ups & Home Furnishing
Topic: 1.1.3 Roles and Responsibilities of a Merchandiser
3. Unit 1.1 Introduction to the role of Merchandiser – Made-ups & Home Furnishing
Topic: 1.1.4 Employment Opportunities in the Apparel, Made-Ups & Home Furnishing Industry
4. Unit 1.1 Introduction to the role of Merchandiser – Made-ups & Home Furnishing
Topic: 1.1.5 Role of the Merchandiser in the Apparel Production Process
5. Unit 1.1 Introduction to the role of Merchandiser – Made-ups & Home Furnishing
Topic: 1.1.5 Role of the Merchandiser in the Apparel Production Process



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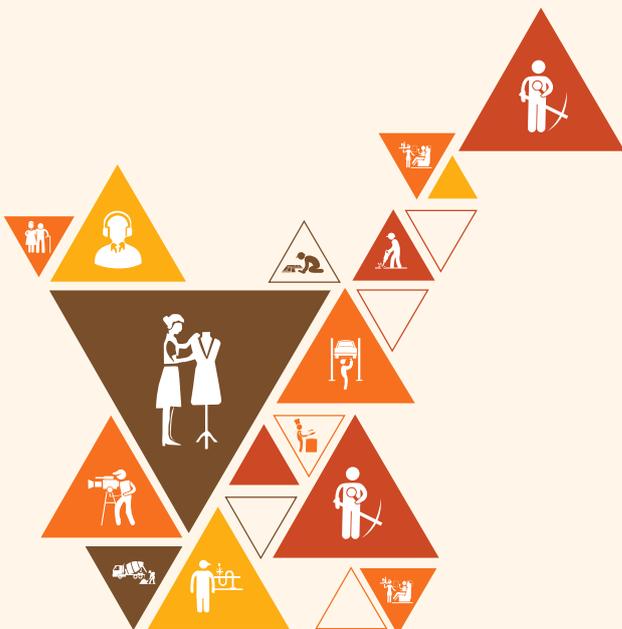
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2. Analyse the Product

Unit 2.1 - Business Understanding and Client Orientation

Unit 2.2 - Product and Market Research Skills



AMH/N0901

Key Learning Outcomes



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

1. Demonstrate understanding of organisational business processes and buyer/client requirements.
2. Conduct product-related research and analysis to support merchandising decisions.
3. Apply workplace communication and cultural sensitivity to product analysis.

Unit 2.1: Business Understanding and Client Orientation

Unit Objectives

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

1. Describe the key merchandising-related business processes and explain the role of a merchandiser in supporting organisational functions.
2. Interpret the organisation's policies, procedures, and guidelines for dealing with buyers and clients.
3. Assess client profiles, previous order history, and brand positioning to better understand buyer expectations and design direction.
4. Identify client goals related to cost, time, quality, and design, and develop a merchandising strategy that aligns organisational capabilities with buyer requirements.
5. Apply best practices for effective cross-cultural collaboration with clients, suppliers, and internal teams by recognising cultural differences in workplace behaviour and communication styles.

Resources to be Used

Whiteboard, markers, projector, slides on merchandising business processes, organisational policy documents, handouts on buyer expectations, sample client communication templates, role-play cards, chart papers, pens

Do

- Welcome learners and create an open and interactive environment
- Introduce the session and explain the importance of client orientation in merchandising
- Ask simple questions to connect learners' daily interactions with business practices
- Provide an overview of merchandising-related business processes and client handling
- Explain buyer expectations and the importance of aligning organisational strengths
- Highlight best practices for cross-cultural collaboration with examples
- Guide learners through the demonstration and activity step by step
- Summarize the main points at the end and answer any learner questions

Say

- Good morning everyone, I'm excited to take you through today's session which is all about understanding business processes and client orientation in merchandising.
- In this session we will explore merchandising processes, buyer expectations, strategies for alignment, and effective cross-cultural practices.
- This is important because a merchandiser's success depends on managing buyer relationships effectively and aligning them with the organisation's capabilities.

Ask

- Have you ever tried to convince a shopkeeper to give you a product in the size, colour, or style you prefer?
- Have you noticed how companies try to adjust their products or services to suit customer preferences?
- Do you think communicating with people from different backgrounds requires different approaches?

Explain

- Merchandising-related business processes involve planning, costing, sourcing, production monitoring, and communication.
- Organisations follow set policies and procedures when dealing with buyers and clients to ensure professionalism and consistency.
- Understanding buyer expectations helps merchandisers provide the right design direction and product outcomes.
- Identifying buyer requirements involves clear communication and documentation to avoid errors.
- Developing merchandising strategies ensures that organisational strengths match buyer needs.
- Cross-cultural collaboration is essential for working effectively with international buyers.

Elaborate

- Merchandising-related business processes includes costing, order management, sourcing, and communication to ensure buyers receive their products as required. The processes help maintain smooth workflow and efficiency.
- Companies have rules and standards for communication, order handling, quality assurance, and conflict resolution to maintain professionalism and buyer trust.
- Merchandisers must clearly interpret buyer specifications, preferred styles, and target market requirements to guide the design and production team.
- Identifying buyer requirements involves analysing buyer orders, documenting specifications, and confirming requirements to ensure clarity in product development.
- Merchandisers balance buyer demands with available resources, timelines, and production strengths to deliver successfully.
- Understanding cultural norms, respecting differences, and adapting communication styles helps in building strong buyer relationships globally.

Demonstrate

Show a sample buyer order sheet and demonstrate how a merchandiser identifies requirements, documents them, and communicates them to the production team for execution.

Activity

1. **Activity Name:** Buyer Requirement Mapping (Topics: Identifying Buyer Requirements, Developing a Merchandising Strategy)
2. **Objective:** To help learners' practice analysing buyer requirements and aligning them with organisational strengths
3. **Type of Activity:** Group
4. **Resources:** Sample buyer order sheets, organisational capability chart, chart papers, markers
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide learners into small groups.
 - Provide each group with a sample buyer order sheet and an organisational capability chart.
 - Ask groups to identify key buyer requirements from the sheet.
 - Guide them to match these requirements with the organisation's capabilities on the chart.
 - Groups should present their strategy on chart paper to the class.
7. **Outcome:** Learners will understand how to interpret buyer needs and align them with organisational resources effectively.

Notes for Facilitation

- Use real-world examples to make the concepts more relatable
- Encourage active participation and sharing of ideas during discussions
- Emphasize the importance of following organisational policies while handling buyers
- Highlight that miscommunication can lead to production delays and loss of trust
- Stress the need to develop strategies that balance buyer satisfaction and company resources
- Remind learners that cultural sensitivity is vital when working with global clients

Unit 2.2: Product and Market Research Skills

Unit Objectives

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

1. Conduct primary research through surveys, interviews, and buyer feedback to gather insights on consumer behaviour and market needs.
2. Analyse secondary research sources such as market reports, fashion forecasts, and online databases to identify emerging trends, consumer preferences, and seasonality.
3. Identify and define the characteristics of a target market, including age, geography, lifestyle, and preferences, to align merchandising strategies accordingly.
4. Review past designs and product samples developed by the organisation and evaluate their relevance to current market trends, buyer demand, and pricing strategies.
5. Explain the concept and importance of Intellectual Property Rights (IPR) in the apparel and home furnishing industry, including types (Copyright, Trademark, Design Registration) and the risks of IPR violations.
6. Research and evaluate new or alternative sources and suppliers for raw materials, trims, and accessories based on quality, cost, and delivery timelines.
7. Assess the organisation's production capacity and coordinate with production teams to determine feasibility, lead times, and workload balancing.

Resources to be Used

Whiteboard, markers, projector, slides on consumer behaviour and market research, handouts of sample research data, internet access for secondary research examples, product samples for evaluation, charts showing target market profiles, sample IPR guidelines, raw material swatches, production capacity charts, notepads, pens

Do

- Welcome learners and introduce the session objectives clearly
- Ask simple daily-life based questions to connect the learners with the concept of research and product analysis
- Provide a clear overview of primary and secondary research and their importance
- Explain the characteristics of a target market and guide learners to relate it with real examples
- Discuss the process of evaluating past designs and samples for product improvement
- Explain intellectual property rights and their relevance to product design and merchandising
- Show learners how to evaluate new raw material sources and assess production capacity
- Conduct a demonstration and guide learners through the activity step by step
- Summarize key points at the end and encourage questions from learners

Say

- Hello everyone, I'm excited to begin today's session with you where we'll dive into product and market research skills.
- Our goal today is to learn how to research consumer behaviour, analyse data, evaluate samples, understand IPR, and align resources for product development.
- This is important because research skills help merchandisers make informed decisions that directly impact product success and buyer satisfaction.

Ask

- Have you ever asked your friends or family what kind of clothes or designs they like before buying something?
- Have you seen advertisements or news articles that influence what products people buy?
- Do you think it is important to check old designs or materials before making new products?

Explain

- Primary research involves direct interaction with consumers through surveys, interviews, or observations.
- Secondary research involves using published data, reports, or online sources to understand markets and trends.
- Identifying the target market is essential to know who will buy the product and what their preferences are.
- Evaluating past designs and samples helps identify strengths and weaknesses for future improvements.
- Intellectual property rights protect original ideas and designs from being copied or misused.
- Merchandisers must also evaluate new sources of raw materials for quality and cost benefits.
- Assessing production capacity ensures that buyer orders can be fulfilled without delay.

Elaborate

- Merchandisers use surveys, focus groups, and direct interactions to collect first-hand data. This helps in understanding consumer choices and current market demands.
- Sources like trade journals, market reports, and online databases provide information on trends and competitors. Merchandisers use these to supplement primary data.
- Defining the target market includes demographics, buying power, preferences, and lifestyle. This ensures products are designed to meet customer expectations.
- Merchandisers review earlier collections, check sales performance, and analyze feedback. This helps avoid repeating mistakes and build on successful elements.
- IPR ensures protection of creative ideas, trademarks, and designs. Merchandisers must follow these guidelines to avoid legal issues and maintain originality.
- New suppliers or material options are assessed for quality, reliability, cost, and sustainability. This expands sourcing flexibility and reduces risks.
- Merchandisers assess whether production units can handle the required volume. Coordination ensures timelines, resources, and buyer needs are met efficiently.

Demonstrate



Show a sample survey form used for primary research and demonstrate how responses are collected and analysed to derive insights on consumer preferences.

Activity



1. **Activity Name:** Target Market and Product Evaluation (Topics: Characteristics of a Target Market, Process of Evaluating Past Designs and Samples)
2. **Objective:** To help learners identify the features of a target market and analyse past product samples for improvements
3. **Type of Activity:** Group
4. **Resources:** Sample product designs or images, target market profile charts, chart papers, markers
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide learners into groups.
 - Provide each group with product samples or design images and a target market profile chart.
 - Ask groups to discuss which features of the designs match or do not match the target market profile.
 - Groups should prepare a short chart showing recommended improvements.
 - Each group presents their findings to the class.
7. **Outcome:** Learners will gain skills in linking target market needs with product evaluation and making improvement suggestions.

Notes for Facilitation



- Encourage learners to share their personal shopping or observation experiences as examples
- Use visual aids and practical examples to simplify research concepts
- Emphasize that both primary and secondary research are equally important in merchandising
- Highlight that overlooking IPR can lead to serious legal and reputational issues
- Stress that evaluating raw materials and production capacity is critical to ensure smooth order execution
- Remind learners that research-based decisions reduce risks and improve buyer satisfaction

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Supporting organisational functions and managing business processes
2. c. Surveys and interviews
3. b. Product designs and brand identity
4. b. Quality, cost, and delivery timelines
5. b. To balance workload and determine feasibility

Answer the following questions briefly.

1. Unit 2.1 Business Understanding and Client Orientation
Topic: 2.1.1 Merchandising-Related Business Processes
2. Unit 2.1 Business Understanding and Client Orientation
Topic: 2.1.3 Understand Buyer Expectations and Design Direction
3. Unit 2.2 Product and Market Research Skills
Topic: 2.2.1 Conducting Primary Research to Gather Insights on Consumer Behaviour and Market Needs and 2.2.2 Analysing Secondary Research Sources
4. Unit 2.2 Product and Market Research Skills
Topic: 2.2.5 Understanding Intellectual Property Rights
5. Unit 2.2 Product and Market Research Skills
Topic: 2.2.6 Evaluating New or Alternative Sources for Raw Materials and 2.2.7 Assessing Production Capacity and Co-ordinating with Production Teams



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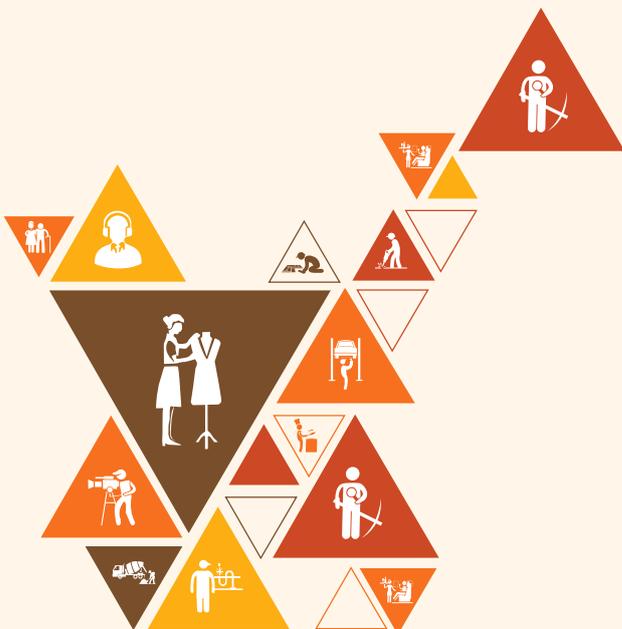
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3. Analyse Product and Establish Merchandising Objectives in Accordance with Business Plans

Unit 3.1 - Pre-Production Planning and Compliance in Garment Manufacturing

Unit 3.2 - Garment Construction Techniques, Costing, and Sample Development



AMH/N0901

Key Learning Outcomes



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

1. Demonstrate systematic working methods in apparel merchandising with attention to detail and compliance.
2. Apply knowledge of garment construction techniques, fabric and trim characteristics to evaluate and support the product development process.
3. Coordinate with design and product development teams to align techpacks, samples, and production timelines with buyer requirements.
4. Evaluate costing and sourcing requirements to ensure timely, cost-effective procurement and production planning.

Unit 3.1: Pre-Production Planning and Compliance in Garment Manufacturing

Unit Objectives

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

1. Describe how to complete work systematically with attention to detail without damage to goods and equipment.
2. List various compliance standards relevant to apparel manufacturing (e.g., safety, labour, quality).
3. Coordinate with the design/product development department regarding market trends, target market, fabrics, trims, and accessories, and new/better sources or suppliers for procurement.
4. Identify and describe characteristics of a range of fabrics and trims, including suitability for different designs and functions.
5. Ensure that the techpack received is accurate and in line with the design brief or designer specifications.
6. Consult appropriate personnel (designers, sampling teams, production leads) to confirm the feasibility and appropriateness of the techpack.
7. Identify various vendors for raw materials, trims, and manufacturing support.

Resources to be Used

Whiteboard, markers, projector, sample tech packs, fabric swatches, trim samples, compliance manual, vendor catalogues, case sheets, notepads, pens

Do

- Welcome participants warmly and introduce the session topics
- Show physical examples of fabric swatches, trims, and tech packs
- Present a short explanation of compliance standards using projector slides
- Facilitate discussion on systematic work habits in merchandising
- Guide participants to observe fabric and trim characteristics closely
- Explain vendor selection criteria with examples from the apparel industry
- Involve participants in a hands-on demonstration of reviewing a tech pack

Say

- Good morning everyone, I am excited to dive into today's session with you all
- Today we'll explore how systematic planning, compliance, and product details play a critical role in garment manufacturing
- Understanding these topics will help you ensure quality, compliance, and efficiency in your work as merchandisers

Ask

- Have you ever noticed how small details in clothing, like a missing button or poor stitching, affect your decision to buy it?
- When you buy clothes, do you check the labels for fabric type or washing instructions?
- Why do you think companies work with certain brands or vendors repeatedly?

Explain

- Systematic work ensures accuracy and efficiency in merchandising tasks
- Compliance standards are mandatory to meet legal, ethical, and safety requirements in apparel manufacturing
- Coordination with the design team helps align production with creative direction
- Understanding fabric and trims ensures product suitability and quality
- Tech packs act as blueprints for product development and communication
- Vendor selection is crucial for timely, cost-effective, and quality supply

Elaborate

- Systematic approaches reduce errors, save time, and improve communication. Attention to detail ensures product specifications are accurate and quality is consistent.
- Compliance covers labour laws, environmental standards, and product safety. Following these standards helps organisations maintain credibility and avoid legal issues.
- Merchandisers act as a bridge between design and production. They ensure creative ideas are practical and feasible for large-scale manufacturing.
- Fabric weight, texture, colourfastness, and trims determine the final product quality. Merchandisers must match design needs with fabric and trims' performance.
- A tech pack includes specifications, measurements, materials, and production guidelines. It helps vendors and manufacturers understand product requirements clearly.
- Reviewing measurements, materials, cost implications, and production timelines is necessary to confirm feasibility. This prevents delays and rework.
- Vendors are selected based on quality, reliability, cost, and compliance with standards. Strong vendor relationships help in smooth supply chain functioning.

Demonstrate

Show participants a sample tech pack and walk them through each section including measurements, material details, and construction notes

Activity

1. **Activity Name:** Tech Pack Review and Vendor Match (Topics: Tech Packs and Identifying and Selecting Vendors)
2. **Objective:** To help participants understand the role of tech packs and evaluate vendor suitability for production needs
3. **Type of activity:** Group
4. **Resources:** Sample tech packs, vendor catalogues, fabric swatches, evaluation sheet, pens
5. **Time Duration:** 25 minutes
6. **Instructions:**
 - Divide participants into small groups
 - Provide each group with a sample tech pack and 2–3 vendor profiles
 - Ask groups to review the tech pack and match the vendor that best fits the requirements in terms of fabric, trims, cost, and compliance
 - Groups prepare a short explanation for their selection
7. **Outcome:** Participants will be able to connect tech pack details with vendor evaluation and understand decision-making in pre-production planning

Notes for Facilitation

- Encourage participants to share observations and connect theory with practice
- Use visual aids and physical samples to make explanations more engaging
- Stress the importance of accuracy while filling or checking a tech pack
- Emphasize that compliance is not optional but a mandatory responsibility in merchandising
- Highlight how ignoring fabric and trim characteristics can lead to major production issues
- Reinforce that vendor selection is about building long-term reliable partnerships, not just short-term cost savings

Unit 3.2: Garment Construction Techniques, Costing, and Sample Development

Unit Objectives

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

1. Explain key garment construction techniques and processes used in apparel production (e.g., stitching, finishing, assembling).
2. Identify quality standards for garment designs and ensure products meet specified benchmarks.
3. Explain the cost process involved in making an apparel product, including direct and indirect costs.
4. Identify budget constraints, target cost points, and timing limitations in product development.
5. Prepare a detailed Bill of Materials (BOM) for each style in the collection, specifying parts, raw materials, and quantities.
6. Meet time constraints for making samples and develop a Time and Action (TNA) calendar outlining key milestones, estimated timelines and delivery date after sample confirmation.
7. Identify and suggest possible improvements in products based on fit, construction, or material feedback.

Resources to be Used

Whiteboard, markers, projector, sample garments, stitching samples, costing sheets, bill of materials templates, TNA calendar templates, measuring tape, fabric swatches, quality checklist, feedback forms

Do

- Greet the participants and introduce the session topics
- Show physical samples of garments to illustrate construction techniques
- Explain quality standards using real garment defects as examples
- Guide participants through a sample costing sheet and budgeting exercise
- Walk participants through the creation of a Bill of Materials (BOM)
- Present a sample Time and Action (TNA) calendar and explain its use
- Discuss how feedback is used to improve garment samples

Say

- Hello everyone, I'm glad to see you all today as we dive deeper into garment construction and costing
- In this session, we'll learn how construction techniques, costing, and effective planning shape product development in apparel manufacturing
- Understanding these topics will help you make garments cost-efficient, high-quality, and delivered on time

Ask

- When you buy clothes, do you ever notice differences in stitching quality between brands?
- Have you seen how product price changes depending on fabric type and detailing?
- Do you think planning timelines is important for making sure clothes reach the market on time?

Explain

- Garment construction techniques influence product quality, durability, and cost
- Quality standards ensure products meet buyer expectations and industry benchmarks
- Costing is essential for deciding target prices and profit margins
- Managing budgets and timelines keeps product development feasible and efficient
- The Bill of Materials lists all raw materials required for a product
- A Time and Action calendar helps track sample development and deadlines
- Feedback-driven improvements ensure samples meet buyer and market needs

Elaborate

- Key garment construction techniques and processes in apparel production includes stitching, seam finishes, hemming, and assembly methods. Each technique impacts garment strength, appearance, and cost.
- Standards define acceptable levels of finishing, measurements, and defects. Following them ensures consistency and customer satisfaction.
- Costing covers material, labour, overheads, and profit margins. Accurate costing helps set competitive yet profitable prices.
- Merchandisers ensure budgets are aligned with buyer targets while maintaining profitability and meeting delivery dates.
- A BOM includes fabric, trims, accessories, and packaging items. It ensures accurate sourcing and cost calculation.
- A TNA calendar outlines key deadlines for sample approvals, fabric sourcing, and production. It helps avoid delays and ensures timely delivery.
- Buyer and internal feedback are used to improve fit, design, and production methods, ensuring the product matches expectations.

Demonstrate

Show a sample garment and highlight different construction techniques, then walk participants through a BOM template explaining each component

Activity

1. **Activity Name:** Costing and BOM Preparation (Topics: Costing Process in Apparel Production and Preparing a Detailed Bill of Materials)
2. **Objective:** To enable participants to calculate garment costs and prepare a Bill of Materials for a sample product
3. **Type of activity:** Group
4. **Resources:** Sample garment, costing sheets, BOM template, fabric swatches, trim samples, calculator, pens
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into groups
 - Provide each group with a sample garment and related material details
 - Ask groups to list all components in a BOM and calculate approximate costs using the template provided
 - Groups present their costing and BOM findings to the class
7. **Outcome:** Participants will understand how to prepare a BOM and perform basic garment costing calculations

Notes for Facilitation

- Engage participants by linking garment quality and costing to real-life shopping experiences
- Use hands-on samples to make technical concepts easier to grasp
- Stress that even small cost miscalculations can lead to major profit losses
- Emphasize that quality standards are as important as pricing in maintaining buyer trust
- Highlight the role of TNA calendars in avoiding delays in the production process
- Reinforce the importance of using feedback to make continuous product improvements

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. To avoid damage to goods and equipment
2. a. Safety, labour, and quality
3. c. To provide detailed design and specification information
4. b. Parts, raw materials, and quantities for each style
5. b. To outline milestones and timelines for sample development

Answer the following questions briefly.

1. Unit 3.1 Pre-Production Planning and Compliance in Garment Manufacturing
Topic: 3.1.1 Importance of Systematic Work and Attention to Detail in Merchandising
2. Unit 3.1 Pre-Production Planning and Compliance in Garment Manufacturing
Topic: 3.1.2 Compliance Standards in Apparel Manufacturing
3. Unit 3.1 Pre-Production Planning and Compliance in Garment Manufacturing
Topic: 3.1.3 Co-ordinating with the Design and Product Development Department
4. Unit 3.2 Garment Construction Techniques, Costing, and Sample Development
Topic: 3.2.3 Costing Process in Apparel Production
5. Unit 3.2 Garment Construction Techniques, Costing, and Sample Development
Topic: 3.2.5 Preparing a Detailed Bill of Materials (BOM) and 3.2.6 Managing Time Constraints for Sample Making and Developing a Time and Action (TNA) Calendar



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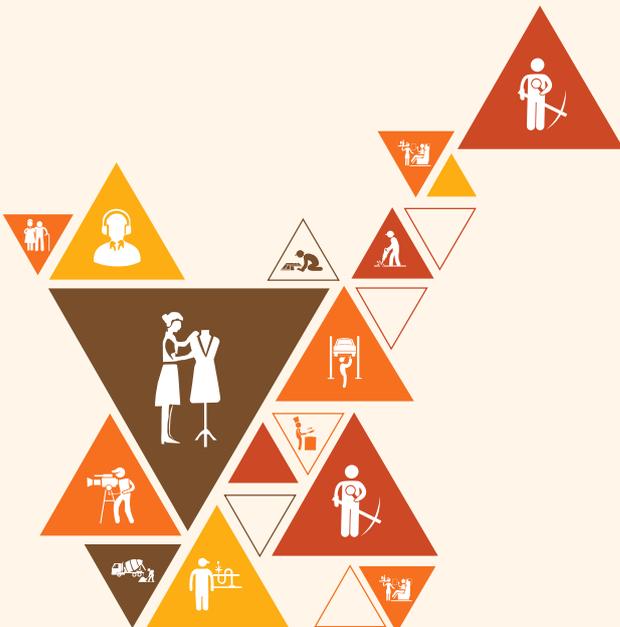
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4. Develop and Present Merchandising Plan

Unit 4.1 - Sample Development, Approvals, and Documentation

Unit 4.2 - Coordinating Production Planning and Costing



AMH/N0903

Key Learning Outcomes



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

1. Interpret and confirm product specifications and technical documents.
2. Coordinate and manage pre-production documentation.
3. Facilitate and manage order placements and cost approvals.
4. Conduct prototype development and testing as per standards.
5. Ensure approvals and quality compliance for production readiness.
6. Maintain records and communicate effectively across functions.

Unit 4.1: Sample Development, Approvals, and Documentation

Unit Objectives

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

1. Seek confirmation on the patterns and drawings from the concerned authority.
2. Interpret the specification sheet/job card prepared in accordance with the standard format.
3. Show how to prepare detailed drawings, mini markers and cut patterns as per the job card.
4. Test the prototype for shrinkage either according to company norms or as per the buyer's standards, if requested.
5. Ensure that the patterns developed are as per the shrinkage report.
6. Discuss how to seek approval of the prototype from the design team.
7. State the importance of seeking the buyer's approval and incorporate changes accordingly, if any.
8. Discuss how to seek approval for size sets from the relevant authority in the organisation.
9. Ensure assembled garments are as per the specification sheet and accepted garment assembly techniques.
10. Discuss how to maintain a complete set of documents with all information, including communications, prototype samples, test reports and compliances.
11. Discuss how to maintain records of past orders received and fulfilled.

Resources to be Used

Specification sheets, job cards, fabric swatches, prototype samples, shrinkage test reports, measuring tapes, pattern papers, mini markers, cutting tools, sample garments, approval forms, documentation registers, stationery, projector, whiteboard

Do

- Begin the session with a discussion on why samples are necessary before production.
- Show the participants a specification sheet and explain how to interpret it.
- Demonstrate a mini marker layout and explain the purpose of cut patterns.
- Discuss shrinkage testing and show how a shrinkage report influences pattern corrections.
- Explain the sample approval process step by step.
- Highlight the role of documentation and record keeping with examples of past order records.

Say

- Good morning everyone, I'm excited to have you all here as we step into an important stage of apparel manufacturing – sample development and approvals.
- Today, our goal is to understand how samples are created, tested, approved, and documented before moving into bulk production.
- This is important because without proper sample development and record keeping, the production process can lead to costly errors, delays, and buyer dissatisfaction.

Ask

- Have you ever bought clothes that did not fit properly even though the size was correct? Why do you think that happens?
- When you cook food at home, do you taste it first before serving others? How is that similar to testing a prototype?
- Why do you think keeping old receipts, bills, or records is useful in daily life?

Explain

- Sample development ensures that design intent and buyer expectations are met before mass production.
- Specification sheets and job cards guide the technical process with clear instructions.
- Shrinkage tests ensure fabric behaviour is considered in final production.
- Tech packs, drawings, and cut patterns provide precise guidance for production teams.
- Approvals confirm that the garment matches buyer requirements before bulk orders.
- Documentation and record keeping provide references for repeat orders and future corrections.

Elaborate

- Seeking confirmation on patterns and drawings helps ensure that the design is accurate and approved before moving to sampling. This reduces the risk of errors later in production.
- Interpreting specification sheets or job cards provides the technical roadmap of materials, measurements, and construction techniques to be followed during sample development.
- Preparing detailed drawings, mini markers, and cut patterns allows efficient fabric use and accurate garment construction. These tools serve as the blueprint for production.
- Testing prototypes for shrinkage ensures that fabric changes after washing or processing are accounted for. Patterns must be aligned with shrinkage reports to avoid size inconsistencies.
- The sample approval process involves checking prototypes against buyer standards, confirming quality and fit before large-scale manufacturing begins.
- Maintaining comprehensive documentation and records of past orders helps track changes, buyer feedback, and serves as a reference for future projects.

Demonstrate



Show a prototype garment and a shrinkage test report, then demonstrate how to adjust a paper pattern to match the shrinkage allowance before confirming it for production.

Activity



1. **Activity Name:** Specification Sheet Interpretation and Sample Verification (Topics: Interpreting a Specification Sheet or Job Card, Verifying Assembled Garments Against Specifications)
2. **Objective:** To enable learners to interpret a specification sheet and verify whether a sample garment matches the given details
3. **Type of activity:** Group
4. **Resources:** specification sheets, sample garments, measuring tapes, pens, recording sheets
5. **Time Duration:** 25 minutes
6. **Instructions:**
 - Divide the participants into small groups.
 - Provide each group with a specification sheet and one sample garment.
 - Ask the groups to measure and check the garment against the specifications.
 - Each group will note down discrepancies if any.
 - Groups will present their findings to the class.
7. **Outcome:** Participants will gain practical skills in reading a specification sheet and checking garment accuracy against technical requirements.

Notes for Facilitation



- Encourage active participation by asking simple, relatable questions.
- Use real-life garment examples to make the session practical.
- Emphasise the importance of shrinkage testing in avoiding rework and buyer complaints.
- Highlight the role of tech packs and documentation in ensuring consistency across orders.
- Clarify the difference between prototype testing and final approvals.

Unit 4.2: Coordinating Production Planning and Costing

Unit Objectives

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

1. Seek approval and update all the worksheets, such as the trims sheet, fabric sheet, consumption sheet (fabric and thread), etc.
2. Show how to raise and receive P.O. (Purchase Order) & P.I (Performa Invoice).
3. Explain how to seek approval for the actual updated TNA from the concerned authority.
4. Seek confirmation for mass production from the relevant authority.
5. Discuss the need to seek confirmation about the costing from the buyer and vendor.

Resources to be Used

sample worksheets, purchase order templates, proforma invoice templates, Time and Action (TNA) calendar, pens, calculators, sample garments, projector, whiteboard, documentation registers

Do

- Introduce the concept of key worksheets and explain their role in tracking production progress.
- Demonstrate how to manage purchase orders (P.O.) and proforma invoices (P.I.).
- Explain the importance of updating and seeking approval for the TNA calendar.
- Show the process of confirming mass production readiness with relevant authorities.
- Highlight the steps for seeking buyer and vendor confirmation regarding costing before production.

Say

- Hello everyone, welcome to today's session where we will explore production planning and costing coordination in garment manufacturing.
- Our goal today is to understand how worksheets, purchase orders, TNA calendars, and costing confirmations are used to ensure smooth production.
- This is important because proper coordination and approvals prevent delays, control costs, and ensure that production meets buyer requirements.

Ask

- Have you ever planned a group project and had to check with everyone before starting? How does that relate to production planning?
- When buying products online, do you check the invoice and delivery details? Why is it important?
- If you start cooking without checking your ingredients or portions, what happens? How is that similar to production costing?

Explain

- Key worksheets help track production activities, timelines, and costs systematically.
- Purchase orders and proforma invoices formalize the procurement of raw materials and production instructions.
- The Time and Action (TNA) calendar ensures all production milestones are planned and monitored.
- Approval from relevant authorities ensures readiness for mass production and avoids production errors.
- Seeking confirmation on costing from buyers and vendors ensures profitability and alignment with agreed budgets.
- Coordination between planning, costing, and approvals reduces delays and ensures product quality.

Elaborate

- Worksheets include production schedules, material requirements, and cost tracking. They provide visibility into progress and resource utilization.
- P.O.s and P.I.s formalize raw material procurement and confirm supplier commitments. Proper management ensures timely availability of materials.
- The TNA calendar sets deadlines for each production step. Approval ensures all teams are aligned with updated timelines.
- Before bulk production, approvals confirm sample compliance, material readiness, and adherence to quality standards.
- Cost confirmation ensures agreed budgets are maintained and avoids disputes, keeping production financially feasible.

Demonstrate

Show a sample TNA calendar and demonstrate updating timelines, then simulate seeking approval from a “buyer” or internal authority.

Activity

1. **Activity Name:** TNA Calendar Update and Cost Confirmation (Topics: Seeking Approval for the Updated Time and Action (TNA) Calendar, Need for Seeking Confirmation about Costing from Buyer and Vendor)
2. **Objective:** To teach participants how to update production timelines and seek costing approvals
3. **Type of activity:** Group
4. **Resources:** sample TNA calendar, worksheets, pens, calculators, sample P.O./P.I. templates
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups.
 - Give each group a sample TNA calendar and production worksheet.
 - Ask groups to update timelines based on given changes and identify cost requirements.
 - Groups simulate seeking approval from a “buyer” or “vendor” and record the confirmation.
 - Groups present their updated TNA and cost confirmation process to the class.
7. **Outcome:** Participants will understand how to update production schedules, coordinate with authorities, and ensure cost approvals.

Notes for Facilitation

- Encourage participants to relate worksheets and TNA calendars to their daily planning experiences.
- Use real templates to make the session practical and engaging.
- Emphasize the importance of approval processes in preventing production delays.
- Highlight the link between cost confirmation and maintaining profitability.
- Clarify the sequence of planning, updating, and seeking approvals to ensure smooth production.
- Reinforce that coordination between multiple teams is key for successful mass production.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. To ensure patterns match after washing
2. b. Information on garment design and assembly requirements
3. b. Prototype samples, test reports, and communications
4. b. To track material purchase and payment terms
5. b. To ensure clarity between buyer and vendor on expenses

Answer the following questions briefly.

1. Unit 4.1: Sample Development, Approvals, and Documentation
Topic: 4.1.1 Seeking Confirmation on Patterns and Drawings
2. Unit 4.1: Sample Development, Approvals, and Documentation
Topic: 4.1.4 Testing Prototype for Shrinkage as per Company or Buyer Standards and 4.1.5 Ensuring Patterns Align with the Shrinkage Report
3. Unit 4.1: Sample Development, Approvals, and Documentation
Topic: 4.1.8 Maintaining Comprehensive Documentation and 4.1.9 Importance of Record Keeping for Past Orders
4. Unit 4.2: Coordinating Production Planning and Costing
Topic: 4.2.2 Managing Purchase Orders (P.O.) and Performa Invoices (P.I.)
5. Unit 4.2: Coordinating Production Planning and Costing
Topic: 4.2.5 Need for Seeking Confirmation about Costing from Buyer and Vendor



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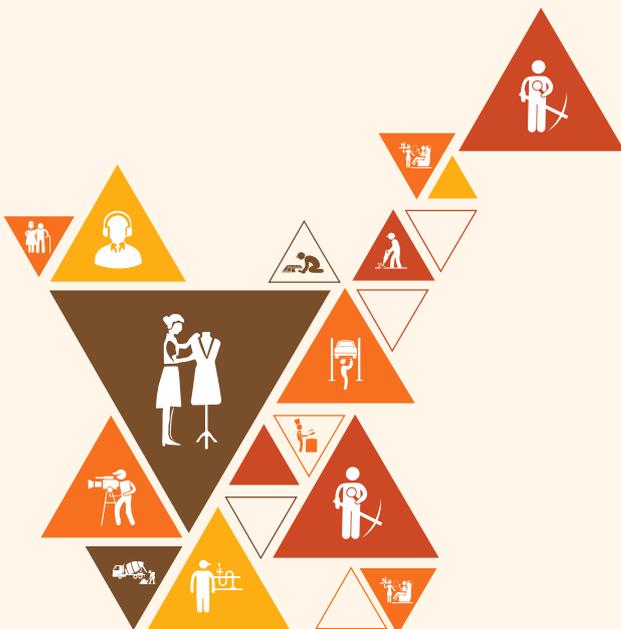
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5. Communicate with Client and Manage Merchandising Documents

Unit 5.1 - Client Communication and Approvals Management

Unit 5.2 - Merchandising Documentation and Record Management



AMH/N0912

Key Learning Outcomes



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

1. Process of communication with the buyer and other departments for the approval of the sample.
2. Describe the design catalogue.
3. Explain the production concept, fabric sheet.
4. Discuss the importance of documentation.
5. Elucidate the importance of communication.

Unit 5.1: Client Communication and Approvals Management

Unit Objectives

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

1. Communicate with the buyer and obtain approvals for samples at different manufacturing stages (prototype sample, pre-production sample, etc.).
2. Collect order information from the buyer, including style, quantity, trims, labels, tags, packaging methods, and design catalogue references.
3. Follow the organisation's communication protocols, reporting structure, and procedure for obtaining work-related information.
4. Manage sensitive product-related information (design, compliance, production capability) while adhering to confidentiality and Intellectual Property Rights (IPR) guidelines.
5. Seek confirmation from the buyer and vendor regarding costing before moving ahead with production.
6. Receive and process order confirmation or Purchase Order (PO) from the client.

Resources to be Used

Sample emails, buyer requirement sheets, sample approval forms, purchase order templates, pens, notebooks, projector, whiteboard, sample sensitive product information, communication flow charts

Do

- Introduce the importance of clear buyer–merchandiser communication and protocols.
- Explain the steps to collect buyer requirements accurately.
- Demonstrate how to seek sample approvals at different production stages.
- Show the process of confirming costing with buyers and vendors.
- Discuss receiving purchase orders (POs) and following organizational communication protocols.
- Highlight the importance of managing sensitive product information confidentially.

Say

- Good morning everyone! Today we will focus on how to communicate effectively with buyers and manage approvals throughout the production process.
- By the end of this session, you will understand how to collect requirements, seek approvals, confirm costing, and handle sensitive product information professionally.
- Understanding these processes is important because smooth communication ensures accuracy, timely production, and good buyer relationships.

Ask

- Have you ever sent a message to someone and later realized it was misunderstood? How can you avoid this at work?
- When ordering food online, how do you confirm the details with the restaurant?
- How do you handle important personal information like bank details or passwords to keep it safe?

Explain

- Effective buyer–merchandise communication ensures clarity and minimizes errors in production.
- Collecting detailed buyer requirements helps in meeting their expectations precisely.
- Seeking sample approvals at each stage prevents quality issues in bulk production.
- Confirming costing avoids discrepancies between the buyer, vendor, and organization.
- Receiving and recording purchase orders formalizes the order and guides production planning.
- Following organizational communication protocols maintains professionalism and accountability.
- Managing sensitive product information protects the company’s intellectual property and maintains buyer trust.

Elaborate

- Good communication keeps buyers informed about production progress and clarifies requirements, helping avoid delays.
- Systematic collection ensures the merchandiser understands the design, quantity, timeline, and quality expectations.
- Samples are reviewed at prototype, pre-production, and final stages to ensure consistency with buyer requirements.
- Cost verification ensures alignment on price, profit margins, and avoids financial disputes.
- A PO confirms buyer commitment and provides a reference for production, materials, and shipment schedules.
- Standardized processes maintain professionalism and accountability within and outside the organization.
- Confidentiality protects designs, technical details, and intellectual property from misuse or leakage.

Demonstrate

Show a sample email requesting buyer approval for a garment sample, highlighting key points such as specifications, costing, and deadlines.

Activity

1. **Activity Name:** Buyer Communication and Sample Approval Exercise (Topics: Buyer–Merchandiser Communication, Collecting Buyer Requirements, Seeking Sample Approvals at Different Stages)
2. **Objective:** To practice drafting professional communication to buyers and recording sample approvals
3. **Type of activity:** Group
4. **Resources:** sample emails, buyer requirement sheets, sample approval forms, pens, notebooks
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups.
 - Provide each group with a sample buyer requirement and a garment sample scenario.
 - Ask groups to draft an email or message seeking approval for the sample, including costing and specifications.
 - Groups share their drafted communications and sample approval process with the class.
7. **Outcome:** Participants will learn to communicate professionally with buyers and document approvals efficiently.

Notes for Facilitation

- Encourage participants to use clear, concise, and professional language.
- Emphasize active listening and verification of requirements to avoid errors.
- Highlight the importance of timely approvals in avoiding production delays.
- Reinforce confidentiality and careful handling of sensitive product information.
- Show examples of good and poor communication for comparison.
- Clarify the sequence of collecting requirements, seeking approvals, and confirming costing for smooth operations.

Unit 5.2: Merchandising Documentation and Record Management

Unit Objectives

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

1. Seek approval for updated worksheets and technical documents as required.
2. Maintain complete records of all communications, samples, test reports, compliance documents, and past fulfilled orders.
3. Explain the concept of product pricing and its lifecycle, and record changes throughout the process.
4. Collect and record statistical data related to orders and production for analysis and future reference.

Resources to be Used

Sample worksheets, technical documents, record logs, pricing sheets, statistical data forms, pens, notebooks, projector, whiteboard, sample client communications, files and folders

Do

- Explain the importance of seeking approval for updated worksheets and technical documents.
- Show how to maintain complete and organized records in merchandising.
- Demonstrate how product pricing and lifecycle are recorded and monitored.
- Illustrate statistical data collection and recording methods for merchandising.
- Highlight best practices for client communication and document handling.

Say

- Good morning everyone! Today we will focus on managing merchandising documents and records efficiently to ensure accuracy and accountability.
- By the end of this session, you will understand how to maintain records, update worksheets, record statistical data, and communicate with clients professionally.
- Understanding proper documentation practices is essential to avoid errors, ensure transparency, and maintain smooth operations in merchandising.

Ask

- Have you ever lost an important file or document? How did it affect your work?
- When you buy a product, do you notice the price and how it may change over time?
- How do you keep track of tasks or notes in your daily life to avoid confusion?

Explain

- Seeking approval for updated worksheets and technical documents ensures all stakeholders are aligned.
- Maintaining complete records helps track progress, decisions, and approvals.
- Recording product pricing and lifecycle allows accurate cost management and market responsiveness.
- Statistical data collection aids in identifying trends, performance, and potential improvements.
- Best practices in client communication and documentation build trust and prevent miscommunication.
- Properly organized records facilitate audits, reporting, and reference for future orders.
- Systematic documentation reduces errors, saves time, and supports decision-making in merchandising.

Elaborate

- Significance of Seeking Approval for Updated Worksheets and Technical Documents ensures changes are reviewed, authorized, and accurately implemented, reducing errors in production and costing.
- Maintaining Complete Records in Merchandising records include worksheets, approvals, communications, and files that provide a complete history of the merchandising process.
- Tracks cost, pricing adjustments, and product performance from development to market launch, enabling informed business decisions.
- Systematic collection of production, sales, and quality data supports analysis, reporting, and continuous improvement.
- Best Practices in Client Communication and Documentation INVOLVES timely, clear, and professional communication, backed by organized documentation to strengthen client relationships.

Demonstrate

Show how to update a worksheet, get approval, and record it systematically in the filing system or digital log.

Activity

1. **Activity Name:** Merchandising Record Update and Approval Exercise (Topics: Significance of Seeking Approval for Updated Worksheets and Technical Documents, Maintaining Complete Records in Merchandising)
2. **Objective:** To practice updating merchandising documents and maintaining proper records
3. **Type of activity:** Group
4. **Resources:** sample worksheets, technical documents, record logs, pens, notebooks, folders
5. **Time Duration:** 30 minutes

6. **Instructions:**

- Divide participants into small groups.
- Provide each group with a sample worksheet and technical document that needs updating.
- Ask participants to update the document, obtain approval, and record the changes in the log.
- Groups present their updated documents and filing process to the class.

7. **Outcome:** Participants will learn to manage, update, and record merchandising documents efficiently.

Notes for Facilitation

- Emphasize clarity, accuracy, and timeliness in documentation.
- Encourage participants to follow a structured filing system for easy retrieval.
- Highlight the importance of approvals before implementing changes.
- Reinforce proper recording of product pricing and lifecycle data.
- Discuss the value of statistical data for decision-making.
- Stress maintaining professionalism in all client communications and documentation.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. To ensure samples meet buyer requirements
2. b. Trim sheet
3. b. To maintain confidentiality and comply with IPR
4. c. Costing details
5. b. Statistical data related to orders and production

Answer the following questions briefly.

1. Unit 5.1: Client Communication and Approvals Management
Topic: 5.1.3 Seeking Sample Approvals at Different Stages
2. Unit 5.1: Client Communication and Approvals Management
Topic: 5.1.2 Collecting Buyer Requirements
3. Unit 5.1: Client Communication and Approvals Management
Topic: 5.1.7 Managing Sensitive Product Information
4. Unit 5.2: Merchandising Documentation and Record Management
Topic: 5.2.2 Maintaining Complete Records in Merchandising
5. Unit 5.2: Merchandising Documentation and Record Management
Topic: 5.2.4 Statistical Data Collection and Recording



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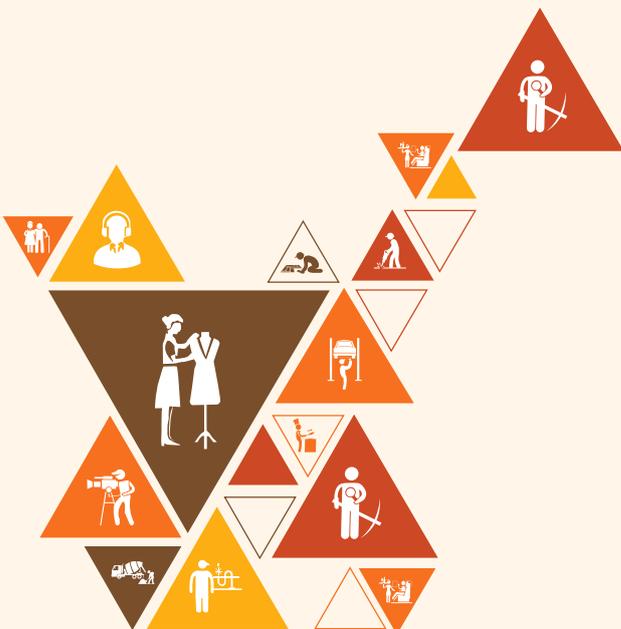
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6. Organise and Coordinate for Pre-production as per Merchandising Objectives

Unit 6.1 - Pre-Production Planning Activities

Unit 6.2 - Coordination and Issue Resolution



AMH/N0904

Key Learning Outcomes



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

1. Describe the coordination within the Organisation, department
2. Elaborate on the process of meeting and prepare the MOM
3. Discuss the process of handover from the product to the production department

Unit 6.1: Pre-Production Planning Activities

Unit Objectives

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

1. Elaborate on how one confirms the details of the Time and Action (TNA) plan before initiating production activities.
2. Describe how one ensures that the product file is complete with all required documents and references.
3. Discuss the process by which one conducts pre-production meetings to hand over product files to relevant personnel.
4. Explain how one tracks the warehouse status to verify the timely receipt of raw materials and trims.
5. Illustrate how one classifies the contents of a product file according to usage and preference.
6. State how one hands over a product file efficiently to the production department for smooth operations.

Resources to be Used

Laptop, projector, sample product files, printed TNA plans, folders, charts, pens, markers, whiteboard, sticky notes, reference documents, checklists, sample raw materials, trims, and accessories.

Do

- Arrange the classroom for optimal viewing of presentation materials and group activities.
- Prepare sample product files and TNA plan examples for demonstration.
- Explain each topic clearly using examples from real production environments.
- Guide participants through hands-on activities with product files and checklists.
- Monitor group interactions and provide support during the activity.
- Encourage questions and discussion throughout the session.

Say

- Hello everyone! I'm excited to guide you through the essential pre-production planning activities that ensure smooth production.
- Today, we will learn how to manage TNA plans, complete product files, and coordinate pre-production effectively.
- Understanding these processes is vital because proper planning reduces errors, ensures timely production, and maintains product quality.

Ask



- Have you ever prepared a checklist before completing a personal project?
- How do you ensure all materials are ready before starting any work at home or in school?
- Can you think of a time when missing documents caused confusion or delay in a task?

Explain



- Pre-production planning ensures all materials, documents, and timelines are ready before starting production.
- The TNA plan outlines key milestones and deadlines for the production process.
- Product files include all design specifications, patterns, trims, and reference documents.
- Pre-production meetings are used to review product files and assign responsibilities.
- Warehouse tracking ensures timely availability of raw materials and trims.
- Classification of product file contents aids easy retrieval and proper usage.
- Proper handover of the product file to production prevents errors and delays.

Elaborate



- **Confirming TNA Plan:** Reviewing milestones and deadlines ensures that production schedules are realistic and achievable.
- **Completing Product Files:** Ensuring that all necessary documents, samples, and references are included prevents confusion during production.
- **Pre-Production Meetings:** Conducting meetings allows teams to discuss responsibilities, resolve issues, and clarify instructions.
- **Warehouse Tracking:** Monitoring raw materials, trims, and accessories ensures timely availability for production.
- **Classifying Product Files:** Organizing documents by usage and priority simplifies retrieval during production.
- **Handover Process:** A systematic handover of the product file to production ensures the team has all required information to start work efficiently.

Demonstrate



Show a sample product file with TNA plan, drawings, trims, and reference documents, explaining how each component is checked and organized before handover.

Activity

1. **Activity Name:** Product File Preparation and Verification
2. **Objective:** To practice creating and verifying a complete product file for production
3. **Type of Activity:** Group
4. **Resources:** Sample product files, TNA plans, trims, reference documents, checklists, folders
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups.
 - Provide each group with sample product information and TNA plan.
 - Ask groups to prepare a complete product file including all necessary documents and components.
 - Groups will classify contents and verify completeness against a checklist.
 - Each group presents their file and explains the verification process.
7. **Outcome:** Participants learn to prepare and verify product files efficiently and understand the importance of organized documentation.

Notes for Facilitation

- Encourage active participation and questions from all participants.
- Monitor group activities and provide guidance when needed.
- Emphasize the importance of following TNA plans for timely production.
- Highlight common errors in product file preparation and how to avoid them.
- Ensure participants understand the handover process and responsibilities.
- Reinforce the value of proper document classification for easy retrieval and production efficiency.

Unit 6.2: Coordination and Issue Resolution

Unit Objectives

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

1. Elaborate on how one coordinates effectively with relevant departments to achieve production goals.
2. Explain how one resolves issues that arise during or after meetings to maintain workflow continuity.
3. Describe how one prepares and circulates meeting minutes accurately to all concerned departments.
4. Discuss how one clarifies production-related concerns by engaging with appropriate personnel.
5. State how one identifies issues across departments and ensures they are addressed promptly.

Resources to be Used

Laptop, projector, whiteboard, markers, sample meeting minutes, printed checklists, sample production reports, pens, notepads, sticky notes, flowcharts, departmental contact lists, sample issue logs.

Do

- Arrange seating for group discussions and collaborative activities.
- Prepare sample meeting minutes and issue logs for demonstration.
- Explain coordination processes and issue resolution techniques step by step.
- Facilitate role-play or group exercises to practice communication and clarification.
- Monitor participant engagement and provide guidance as needed.
- Encourage participants to ask questions and share experiences during coordination exercises.

Say

- Hello everyone! I'm excited to explore how effective coordination and issue resolution help achieve production goals.
- Today, we will learn to coordinate with multiple departments, resolve production issues, and maintain proper records.
- Understanding these processes is crucial because smooth communication and timely resolution prevent delays and improve overall productivity.

Ask

- Can you think of a time when poor communication caused a problem in a group task?
- How do you usually clarify doubts when you don't understand instructions at work or school?
- Have you ever had to follow up with someone to complete a task? How did you handle it?

Explain

- Coordinating with departments ensures all teams work towards common production goals.
- Issues can arise during production or meetings and must be resolved quickly to avoid delays.
- Meeting minutes document discussions, decisions, and action points for all departments.
- Clarifying concerns involves engaging the right personnel for accurate information and resolution.
- Identifying issues across departments helps prevent recurring problems and supports continuous improvement.
- Proper documentation of coordination and resolution activities ensures accountability and traceability.
- Effective communication and structured issue resolution improve overall production efficiency.

Elaborate

- **Department Coordination:** Regular communication and collaboration among design, production, and merchandising teams ensure alignment on production goals.
- **Issue Resolution Process:** Identifying the problem, discussing potential solutions, and implementing corrective actions prevents delays and errors.
- **Meeting Minutes:** Recording and circulating minutes ensures that all stakeholders are informed and accountable for follow-ups.
- **Clarifying Concerns:** Engaging with relevant personnel helps resolve doubts about production schedules, quality standards, or resources efficiently.
- **Identifying Cross-Department Issues:** Spotting recurring problems across teams allows management to implement long-term solutions and improve workflow.

Demonstrate

Show an example of a meeting minute document with action points, responsible persons, and deadlines, explaining how it is prepared, shared, and tracked.

Activity

1. **Activity Name:** Issue Identification and Resolution Drill
2. **Objective:** To practice identifying production issues and resolving them through coordination
3. **Type of Activity:** Group
4. **Resources:** Sample production reports, issue logs, meeting templates, notepads, pens
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into groups representing different departments.
 - Provide each group with a sample issue scenario related to production.
 - Groups discuss and identify the root cause of the issue.

- Prepare a meeting minute with action points and responsible persons.
 - Present solutions and circulate the minutes to other groups for feedback.
7. **Outcome:** Participants learn to coordinate effectively, resolve issues systematically, and document actions clearly.

Notes for Facilitation

- Encourage active participation and collaboration among all groups.
- Emphasize clear, concise communication for coordination and documentation.
- Highlight the importance of timely issue resolution to avoid production delays.
- Reinforce the proper way to prepare and circulate meeting minutes.
- Demonstrate best practices for engaging the right personnel when clarifying concerns.
- Stress the value of identifying cross-department issues to improve workflow and prevent repetition.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. To ensure production timelines are met
2. b. To confirm it contains all required references
3. b. Hand over product files to relevant personnel
4. b. To verify timely receipt of raw materials and trims
5. a. To keep records of discussions for reference

Answer the following questions briefly.

1. Unit 6.1: Pre-Production Planning Activities
Topic: 6.1.1 Confirming the Details of the Time and Action (TNA) Plan before Initiating Production Activities
2. Unit 6.1: Pre-Production Planning Activities
Topic: 6.1.2 Ensuring the Completion of the Product File with all Required Documents and References
3. Unit 6.1: Pre-Production Planning Activities
Topic: 6.1.3 Process for Conducting Pre-Production Meetings for Handing Over Product Files
4. Unit 6.1: Pre-Production Planning Activities
Topic: 6.1.4 Tracking the Warehouse Status for Verifying Timely Receipt of Raw Materials, Trims and Other Items
5. Unit 6.2: Coordination and Issue Resolution
Topic: 6.2.1 Coordinating with Relevant Departments to Achieve Production Goals



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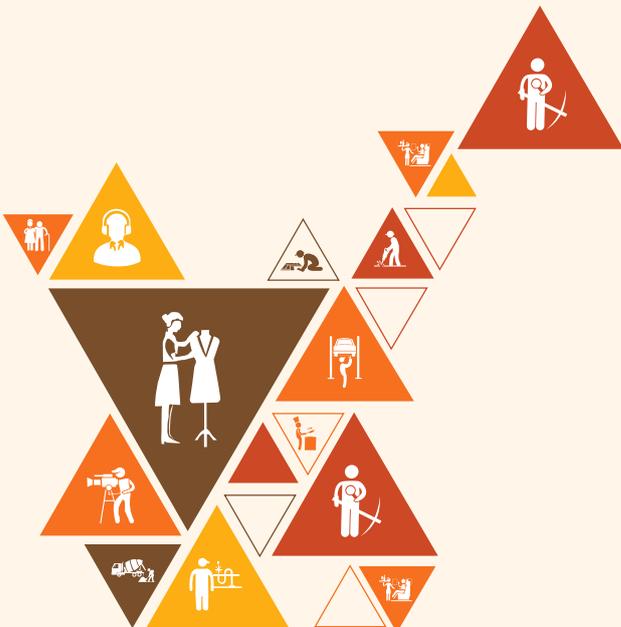


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7. Factory Coordination and Managing Shipment

Unit 7.1 - Order Fulfilment and Shipment Coordination



AMH/N0905

Key Learning Outcomes



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

1. Ensure timely execution of orders.
2. Clarify relevant issues with the buyer or the buyer's house.
3. Inspect final shipment.

Unit 7.1: Order Fulfilment and Shipment Coordination

Unit Objectives

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

1. Elaborate on how one ensures the timely execution of orders in a production environment.
2. State how a professional clarifies relevant issues with the buyer or buying house to avoid delays.
3. Describe the procedures followed while inspecting the final shipment to ensure compliance with specifications.
4. Discuss how an individual coordinates quality inspection with the buying house QA or third-party QA at various stages.
5. Explain how packing report information is managed to facilitate the preparation of accurate shipping documents.
6. Outline the process by which approved shipments are forwarded through coordination with the shipping and documentation departments.

Resources to be Used

Order sheets, shipping documents, quality inspection checklists, packing reports, sample garments, markers, pens, highlighters, calculators, computer with spreadsheet software, projector, flipchart, sticky notes, reference manuals.

Say

- Good morning everyone! Today we are going to learn how to efficiently manage order fulfilment and coordinate shipments in a production environment.
- By the end of this session, you will understand the key processes involved in ensuring timely order execution, inspecting shipments, and preparing accurate documentation for shipping.
- Understanding this topic is crucial because it ensures products reach the buyer on time, with the right quality and documentation, which reflects positively on the organisation.

Do

- Begin the session by introducing the key stages of order fulfilment.
- Use examples from real production settings to explain shipment coordination.
- Walk participants through quality inspection checklists and packing reports.
- Show how to complete and forward approved shipments correctly.
- Encourage participants to ask questions about any unfamiliar terms or processes.

Ask

- Have you ever seen a product delivered late and how did it affect you?
- How do you check your personal items before sending them somewhere to make sure nothing is missing?
- When packing your own things, what steps do you follow to ensure everything is correct and safe?

Explain

- Order fulfilment involves executing production orders accurately and on time.
- Clarifying issues with buyers or buying houses ensures all requirements are understood.
- Inspecting final shipments guarantees products meet quality and specification standards.
- Merchandisers coordinate quality inspections to maintain product standards.
- Packing report information is prepared to create accurate shipping documents.
- Approved shipments are forwarded to the logistics or shipping department efficiently.
- Effective coordination and documentation reduce errors and delays in deliveries.

Elaborate

- Ensuring Timely Execution of Orders in a Production Environment – Monitoring production progress, verifying deadlines, and coordinating with teams to prevent delays.
- Professional Clarification with Buyer or Buying House – Communicating any production or quality concerns, obtaining approvals, and ensuring alignment with buyer requirements.
- Inspecting the Final Shipment – Checking garments for quality, quantity, and packaging compliance before shipment.
- Coordinating Quality Inspections – Planning inspection schedules, assigning responsibilities, and documenting inspection outcomes.
- Packing Report Information – Compiling detailed packing lists and verifying data for accurate shipping documentation.
- Forwarding Approved Shipments – Ensuring shipments are sent according to schedule with all necessary approvals and documents.

Demonstrate

Demonstrate how to complete a packing report for a sample shipment, including item quantity, quality check, and document verification.

Activity

1. **Activity Name:** Packing Report Exercise
2. **Objective:** To practice preparing an accurate packing report for shipment coordination
3. **Type of Activity:** Group
4. **Resources:** Sample garments, packing report templates, pens, checklists
5. **Time Duration:** 25 minutes
6. **Instructions:**
 - Divide participants into small groups.
 - Each group receives sample garments and a blank packing report template.
 - Groups inspect the garments for quality and quantity.
 - Fill in the packing report including all items, quantities, and any defects.
 - Submit the report for review by the facilitator.
7. **Outcome:** Participants learn to accurately prepare packing reports and understand its role in shipment coordination.

Notes for Facilitation

- Encourage active participation and ask questions to maintain engagement.
- Use real examples to connect theory to practice.
- Emphasise the importance of accuracy in inspections and documentation.
- Reinforce communication protocols with buyers and internal teams.
- Highlight common errors in shipment preparation and ways to avoid them.
- Ensure participants understand the workflow from inspection to shipment forwarding.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. To ensure smooth delivery schedules
2. b. Buying a house or a buyer
3. b. To verify compliance with specifications
4. b. Shipping documents
5. c. Production or shipment coordinators

Answer the following questions briefly.

1. Unit 7.1: Order Fulfilment and Shipment Coordination
Topic: 7.1.1 Ensuring Timely Execution of Orders in a Production Environment
2. Unit 7.1: Order Fulfilment and Shipment Coordination
Topic: 7.1.2 Process of Professional Clarifying Relevant Issues with the Buyer or Buying House
3. Unit 7.1: Order Fulfilment and Shipment Coordination
Topic: 7.1.3 Procedures Followed While Inspecting the Final Shipment
4. Unit 7.1: Order Fulfilment and Shipment Coordination
Topic: 7.1.4 Process of Coordinating Quality Inspections by a Merchandiser
5. Unit 7.1: Order Fulfilment and Shipment Coordination
Topic: 7.1.6 Process of Forwarding Approved Shipments



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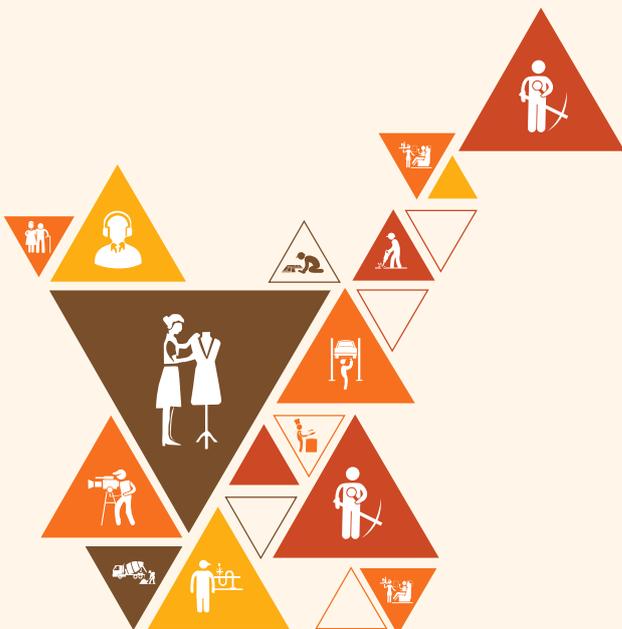
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8. Adhere to Industry, Regulatory, and Organisational Standards and Embrace Environmentally Sustainable Practices

Unit 8.1 - Ethical Practices, Compliance, and Governance

Unit 8.2 - Organisational Procedures, Reporting, and Responsibilities



AMH/N0621

Key Learning Outcomes



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

1. State the importance of ethics, values, punctuality, and attendance in ensuring effective governance and professional conduct.
2. Explain how practising values and ethics benefits both individuals and organisations.
3. Describe customer-specific and country-specific requirements and regulations in the apparel sector and their importance.
4. Outline organisational reporting procedures and the limits of personal responsibility in addressing deviations.
5. Clarify doubts on organisational policies, procedures, and compliance requirements through authorised personnel.
6. Discuss the role of greening solutions, policies, legislation, and regulations in creating a sustainable workplace.
7. Evaluate resource usage and energy conservation practices, including the importance of switching off machines when not in use.
8. Identify procedures to address unmet legal, regulatory, or ethical requirements and correctly interpret industry-specific standards.
9. Mention work functions in accordance with organisational standards, sustainable practices, and compliance obligations.
10. Demonstrate proper methods of handling, storing, and segregating waste materials to ensure safe disposal and recycling.

Unit 8.1: Ethical Practices, Compliance, and Governance

Unit Objectives

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

1. Explain the importance of ethical, legal, and regulatory compliance in the apparel industry, including customer and country-specific requirements.
2. List organizational policies, procedures, and reporting protocols to ensure compliance with legislation and ethical standards.
3. Discuss clarifications from supervisors or authorised personnel on policies, procedures, and responsibilities.
4. Discuss sustainability guidelines, including responsible waste disposal and equipment handling to reduce environmental impact.

Resources to be Used

Whiteboard, markers, projector, presentation slides, printouts of organisational policies, compliance manuals, case study handouts, posters on sustainability practices, waste disposal bins (for demonstration), sample reporting formats, flip charts, sticky notes, pens

Do

- Begin the session with an example of workplace compliance or non-compliance to capture interest.
- Present the objectives clearly and relate them to real-life workplace practices.
- Use posters and visuals to explain ethical practices and sustainability in simple terms.
- Encourage participants to share their own understanding of compliance and governance.
- Involve the class in a small demonstration or group activity on reporting procedures.

Say

- Good morning everyone, I'm really excited to see you all here today as we explore how ethics, compliance, and governance shape our work in the apparel industry.
- Today, our session will focus on understanding the importance of ethical practices, organisational policies, and sustainable daily actions.
- By learning these concepts, you'll not only become more responsible professionals but also contribute to building a safe, fair, and environmentally conscious workplace.

Ask

- Have you ever seen a safety rule or policy being ignored in your daily life? What happened?
- Why do you think organisations insist on punctuality, proper reporting, and compliance with rules?
- What are some simple ways we can reduce waste in our homes or workplaces?

Explain

- Ethical and value-based governance ensures fairness, transparency, and trust in the workplace.
- Compliance with legal, regulatory, and customer requirements helps avoid penalties and protects an organisation's reputation.
- Organisational policies guide employees on roles, responsibilities, and reporting procedures.
- Deviation reporting helps in early identification and correction of issues to maintain quality and standards.
- Seeking clarification from supervisors ensures there is no misunderstanding of policies or responsibilities.
- Sustainable consumption practices involve using resources wisely, conserving energy, and minimising waste.
- The safe handling of equipment and materials ensures workplace safety and minimises risks.
- Adoption of eco-friendly solutions contributes to reducing environmental impact while maintaining efficiency.
- Employees play a role in ensuring compliance and governance by adhering to policies, reporting hazards, and supporting organisational objectives

Elaborate

- The importance of an ethical and value-based approach to governance helps employees act with honesty, fairness, and responsibility, which in turn builds trust within the organisation and with its customers.
- Benefits to the self and the organisation include improved career growth, reduced risk of penalties, increased productivity, and a positive work culture.
- Procedures to follow when legal, regulatory, and ethical requirements are not met include reporting the deviation, documenting the issue, informing supervisors, and participating in corrective actions.
- Organisational policies and procedures within self-authority and reporting deviations teach employees when they can act independently and when they need to escalate to supervisors.
- Reporting deviations from regulatory requirements ensures issues are corrected promptly and prevents larger problems from arising.
- Implementation of sustainable consumption practices in daily work emphasises reducing waste, using energy-efficient practices, safe disposal of materials, and adopting eco-friendly processes

Demonstrate

Show how to fill a basic deviation reporting form by using a sample template, highlighting where to note down the issue, supervisor's acknowledgment, and corrective actions taken

Activity

1. **Name of the Activity:** Policy Compliance Role Play
2. **Objective of the Activity:** To practice identifying non-compliance and reporting it as per organisational procedures
3. **Resources:** Sample organisational policy handouts, sample reporting formats, pens, and role cards
4. **Time Duration:** 25 minutes
5. **Instructions:**
 - Divide the participants into small groups
 - Give each group a policy handout and a role card showing a non-compliance scenario (e.g., improper waste disposal, late attendance, ignoring safety instructions)
 - Ask each group to identify the issue, discuss what should be done, and complete a sample reporting form
 - Each group presents its case and reporting process to the class
6. **Outcome:** Participants will understand how to identify non-compliance and apply organisational procedures to report and correct it

Notes for Facilitation

- Encourage open discussions and make participants feel at ease when sharing their experiences.
- Keep explanations simple and link them to practical workplace scenarios
- Emphasise that ethical practices are not just rules but values that shape professionalism
- Clarify the difference between self-authority and matters that must be reported to supervisors
- Reinforce the idea that sustainability is not an extra effort but a daily habit at work
- Stress that documenting deviations and corrective actions is as significant as following the policies

Unit 8.2: Organisational Procedures, Reporting, and Responsibilities

Unit Objectives

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

1. Discuss punctuality, attendance, and accountability following workplace policies.
2. Discuss reporting procedures for deviations, risks, and regulatory compliance issues.
3. Analyse team coordination, enforce organisational guidelines and maintain accurate documentation.

Resources to be Used

Whiteboard, markers, projector, presentation slides, printouts of workplace policies, sample attendance registers, sample deviation reporting forms, compliance manuals, organisational performance charts, posters on environmentally friendly processes, flip charts, sticky notes, pens

Do

- Begin the session by connecting the importance of punctuality and responsibility to daily work performance.
- Use real workplace forms like attendance registers or reporting templates as teaching aids.
- Encourage participants to discuss how team coordination helps meet organisational standards.
- Emphasise the link between personal responsibility and environmental sustainability practices.
- Engage participants in a practical demonstration of reporting deviations.

Say

- Good morning, everyone. It's wonderful to have you all here today to discuss how responsibility and reporting shape our workplace.
- In this session, we'll explore personal responsibility, proper reporting procedures, and the ways we can support supervisors and teams to keep everything running smoothly.
- Understanding these practices is essential because they not only improve your performance but also ensure compliance, foster teamwork, and contribute to a greener workplace.

Ask

- Why do you think coming to work on time affects your performance and your team's performance?
- What would you do if you notice something unsafe or unusual happening in your workplace?
- How can small actions, such as switching off machines or lights, help both the organisation and the environment?

Explain



- Punctuality and attendance reflect accountability and discipline in the workplace.
- Personal responsibility means being reliable, owning your actions, and meeting deadlines.
- Reporting deviations ensures problems are quickly identified, corrected, and documented.
- Risks and compliance issues must be escalated to supervisors to maintain safety and standards.
- Team coordination is essential to meet organisational goals and maintain smooth operations.
- Supporting supervisors and colleagues helps enforce guidelines and maintain efficiency.
- Accurate documentation of reports, attendance, and performance is crucial for audits and monitoring.
- Organisational standards include policies on safety, quality, sustainability, and ethical practices.
- Greening solutions involve reducing energy use, minimising waste, and adopting eco-friendly practices.
- Continuous support to organisational performance ensures long-term growth and improved workplace culture.

Elaborate



- The importance of personal responsibility in the workplace ensures that employees stay accountable, manage their time effectively, and maintain discipline, which directly improves productivity and teamwork.
- Reporting procedures for deviations, risks and regulatory compliance issues emphasise the need for immediate reporting, using standard formats, and ensuring supervisors are informed to maintain compliance.
- Support to supervisors and team members in enforcing organisational considerations highlights the collective role employees play in upholding standards and ensuring policies are followed.
- Meeting organisational standards, greening solutions policies and regulations teaches employees how to align their work with environmental and regulatory expectations for sustainability and compliance.
- Improving and supporting organisational performance and environmentally friendly processes focuses on small actions like proper machine handling, waste reduction, and energy conservation that will enhance workplace efficiency and protect the environment

Demonstrate



Demonstrate how to complete a sample attendance register and a deviation reporting form, explaining how punctuality and proper reporting are documented, and why accuracy is crucial.

Activity



1. **Name of the Activity:** Reporting and Responsibility Practice
2. **Objective of the activity:** To practice documenting punctuality and reporting a workplace deviation correctly
3. **Resources:** Sample attendance registers, deviation reporting forms, pens, organisational policy handouts
4. **Time Duration:** 30 minutes

5. Instructions:

- Divide participants into pairs or small groups
- Provide each group with a sample attendance register and reporting form
- Ask them to first mark attendance for a week, including cases of late arrival and absence
- Next, please give them a workplace situation, such as improper waste disposal or equipment misuse and ask them to record it in the deviation reporting form.
- Review the entries as a class and discuss the importance of accuracy and timeliness in documentation.

6. Outcome: Participants will understand how to maintain attendance records and complete reporting forms, linking responsibility to workplace compliance

Notes for Facilitation

- Encourage active participation by relating the discussion to daily habits of punctuality and responsibility.
- Use clear and straightforward language to explain reporting formats and organisational standards.
- Stress the importance of accurate documentation as a professional responsibility.
- Highlight how supporting supervisors and colleagues creates a culture of teamwork and efficiency.
- Reinforce that greening solutions and eco-friendly practices are also part of personal responsibility.
- Emphasise that timely reporting prevents minor issues from turning into significant risks

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. Enhanced transparency and accountability
2. c. Conduct an internal investigation and assessment
3. c. Using energy-efficient machines and switching them off during idle times
4. c. Report it to your supervisor or maintenance team
5. c. Reusing treated water and upcycling fabric waste

Answer the following questions briefly.

1. Refer Unit 10.1: Ethical Practices, Compliance, and Governance
Topic: 10.1.1 Importance of an Ethical and Value-Based Approach to Governance Benefits to Self and the Organisation
2. Refer Unit 10.1: Ethical Practices, Compliance, and Governance
Topic: 10.1.2 Procedures to Follow When Legal, Regulatory, and Ethical Requirements Are Not Met
3. Refer Unit 10.1: Ethical Practices, Compliance, and Governance
Topic: 10.1.4 Implementation of Sustainable Consumption Practices in Daily Work
4. Refer Unit 10.2: Organisational Procedures, Reporting, and Responsibilities
Topic: 10.2.2 Reporting Procedures for Deviations, Risks and Regulatory Compliance Issues
5. Refer Unit 10.2: Organisational Procedures, Reporting, and Responsibilities
Topic: 10.2.3 Support to Supervisors and Team Members in Enforcing Organisational Considerations

Key Learning Outcomes



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

1. Describe the process involved in maintaining a safe and secure working environment.
2. Discuss the importance of gender sensitivity and awareness of Persons with Disabilities (PwD) in the workplace.

Unit 9.1: Workplace Health, Safety, and Compliance

Unit Objectives

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

1. Explain workplace health and safety practices, including compliance with safety, gender, and PwD-related instructions.
2. Identify health and safety signage and compliance requirements related to stitching.
3. Discuss hazards of sewing machine operations, such as physical injuries and electric shocks.
4. Identify and correct (if possible) malfunctions in sewing machines and other equipment.
5. Discuss the importance of personal protective equipment (PPE) like nose masks and lock guards.

Resources to be Used

Whiteboard, markers, chart papers, projector, sample safety signage posters, sewing machine for demonstration, sample PPE items like nose mask, gloves, earplugs, lock guard, handouts with hazard examples, first-aid kit, cleaning cloths, defect checklist sheets, flip charts, duster, laptop with safety videos, extension cord with proper guard, tool kit for sewing machine basic checks.

Do

- Start with an energising introduction and connect health and safety to daily workplace life.
- Display visuals of safety signage and explain their meanings.
- Show a real sewing machine and highlight possible hazard areas.
- Pass around PPE items for participants to touch and see.
- Facilitate a short discussion on why compliance improves productivity and safety.

Say

- Hello everyone! I am very excited to welcome you to this vital session where we will focus on health, safety, and compliance in our workplace.
- Today, our session will help us understand health and safety practices, hazards of sewing machine operations, and the importance of personal protective equipment in the apparel industry.
- If we understand these topics well, we can protect ourselves, improve efficiency, and reduce workplace accidents, which are very common in the stitching line.

Ask



- When you see a red triangle or warning sign on the road or in the workplace, what comes to mind?
- Have you or anyone you know ever faced a minor injury while working with a sewing machine or any household tool?
- What items do you usually use at home to protect yourself while cleaning, cooking, or doing minor repairs?

Explain



- Health and safety practices are necessary to protect workers, equipment, and the environment in the apparel sector.
- Workplace compliance includes following organisational safety standards, gender sensitisation, and PwD guidelines.
- Safety signage acts as a visual language to alert workers about possible risks and instructions.
- Hazards in sewing machine operations include finger injuries, needle breakage, cuts, electrical shocks, and entanglement of fabric or hair.
- Machine malfunctions such as broken needles, loose wires, and misaligned parts increase risks and reduce productivity.
- Corrective steps, such as regular maintenance, immediate reporting of faults, and shutting down unsafe machines, are necessary.
- PPE is vital for preventing injuries and includes items such as nose masks, gloves, safety glasses, and lock guards.
- PPE in the apparel industry prevents fabric dust inhalation, needle injuries, thread cuts, and machine-related accidents.
- Every worker has a responsibility to maintain personal hygiene, wear PPE, and follow safety instructions.
- A safe and compliant workplace boosts morale, reduces accidents, and improves the overall quality of production.

Elaborate



- Workplace health and safety practices must be followed at all times to reduce accidents and ensure compliance with organisational standards. They include proper machine handling, safe storage of tools, and correct working posture.
- Health and safety signage are an important communication tool in the workplace. These signs guide workers about restrictions, warnings, or safe practices without needing detailed instructions.
- Hazards associated with sewing machine operations range from minor cuts to serious injuries caused by carelessness or faulty machines. Understanding these hazards helps in prevention.
- Malfunctions in sewing machines and other equipment can stop production and increase safety risks. Simple checks like inspecting power cords, needles, and foot pedals can prevent accidents.
- The importance of personal protective equipment lies in protecting the worker directly from immediate dangers. PPE acts as a barrier between the worker and the hazard.
- Examples of common PPE in the apparel industry include gloves to prevent needle pricks, nose masks to filter fabric dust, earplugs to reduce noise, and lock guards to avoid finger injuries.

Demonstrate

Show how to properly wear and use a nose mask, hand gloves, and a lock guard while working on a sewing machine.

Activity

1. **Name of the Activity:** Safety Signage and PPE Walkthrough
2. **Objective of the activity:** To help participants identify safety signage and PPE relevant to their workplace and understand their importance.
3. **Resources:** Safety signage posters, real PPE items (nose mask, gloves, lock guard, earplugs), sewing machine for demonstration, chart paper, markers.
4. **Time Duration:** 25 minutes
5. **Instructions:**
 - Divide the participants into small groups.
 - Provide each group with 2–3 signage posters and one PPE item.
 - Ask them to discuss what the sign or PPE means and how it protects workers.
 - Each group will present their observations to the class.
 - Conclude by summarising the correct use and importance of each signage and PPE item.
6. **Outcome:** Participants will be able to recognise safety signage, correctly identify PPE, and explain their usage in preventing workplace accidents.

Notes for Facilitation

- Keep the session interactive and encourage participants to share their personal experiences.
- Use simple language and avoid technical jargon while explaining hazards.
- Emphasise that safety is everyone's responsibility, not just the supervisors.
- Relate the use of PPE directly to common injuries in the stitching line to make it more relatable.
- Reinforce the importance of regularly checking sewing machines for malfunctions to reduce risks.
- Highlight gender and PwD sensitivity as part of safety and compliance for an inclusive workplace.

Unit 9.2: Risk Management and Emergency Preparedness

Unit Objectives

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

1. Analyse the workplace and work processes for potential risks and threats (e.g., injuries, fire hazards).
2. Discuss mock drills, evacuation procedures, and emergency response training, including fire-fighting and first aid.
3. Discuss basic first aid and undertake safety-related training programs.
4. Discuss the importance of maintaining hygiene, a healthy lifestyle, and good habits at work.

Resources to be Used

Whiteboard, markers, projector, chart papers, workplace floor plan charts, fire extinguisher (demo piece), first-aid kit with bandages and antiseptic, posters of evacuation routes, whistle, alarm bell sound (audio or physical), handouts of emergency contact numbers, PPE samples, training manual on safety and first aid, dummy doll or mannequin for first aid practice, flip chart for group work, safety signage posters.

Do

- Begin the session with a short story of a workplace accident to capture attention.
- Show evacuation charts and posters to make trainees visualise emergency response.
- Conduct a mini drill practice or at least a walk-through of an evacuation route.
- Demonstrate basic first aid, like tying a bandage or treating a small cut.
- Encourage trainees to share personal experiences of risks they have noticed in daily life.

Say

- Good morning everyone! I am happy to see your energy today, as we are going to discuss something that can literally save lives in the workplace.
- Today, our session will help us understand workplace risks, including mock drills, evacuation procedures, emergency response, and the basics of first aid and safety training.
- If we learn these skills properly, we will not only protect ourselves but also become responsible for the safety of our colleagues and the workplace.

Ask

- Have you ever participated in a fire drill or evacuation exercise at school, college, or any other location?
- What is the first thing you would do if you see someone faint at your workplace?
- Do you know the nearest emergency exit in your current training or workplace area?

Explain

- Risk management begins with identifying hazards such as injuries from machines, electric shocks, slippery floors, or fire risks.
- Analysing work processes helps in understanding where accidents are most likely to occur.
- Every workplace must have mock drills to prepare workers for emergencies and reduce panic during actual incidents.
- Evacuation procedures are designed to safely move people to a safe location without confusion or accidents.
- Emergency response training encompasses steps for effectively handling fires, injuries, and sudden hazards.
- Basic first aid knowledge enables workers to provide immediate help before professional medical aid arrives.
- Training programs teach practical steps, such as treating cuts, burns, or fainting, and using fire extinguishers.
- Hygiene, healthy habits, and fitness play a crucial role in reducing risks and ensuring that workers can respond quickly during emergencies.
- Safety-related training builds confidence among workers and improves workplace preparedness.
- Reporting hazards and following safety protocols helps minimise risks and ensure workplace compliance is maintained.

Elaborate

- Workplace and work processes for potential risks and threats must be observed regularly. Risks such as sharp tools, exposed wires, fire hazards, and improper machine handling can cause accidents and must be addressed promptly.
- Mock drills are practice exercises that simulate real emergencies. They help employees practice staying calm, following instructions, and reaching safety without panic.
- Evacuation processes include knowing the nearest exit routes, not rushing, helping colleagues, and reaching the assembly point safely.
- Emergency response training builds awareness and teaches workers how to use fire extinguishers, raise alarms, and provide immediate help during accidents.
- Basic first aid training programs prepare workers to handle cuts, bleeding, burns, or fainting situations. Even small actions, such as applying pressure to a wound, can save lives.
- Safety-related training programs focus on fire-fighting, machine safety, and hazard prevention. They also build a culture of safety across the workplace.

Demonstrate

Demonstrate how to use a fire extinguisher step by step and show how to apply a simple bandage for a cut using the first-aid kit.

Activity

1. **Name of the Activity:** Safety Drill Simulation
2. **Objective of the activity:** To familiarise participants with emergency response, evacuation, and first aid basics in a practical way.
3. **Resources:** Floor plan chart, whistle, posters of evacuation routes, fire extinguisher (demo), first-aid kit, dummy doll or mannequin.
4. **Time Duration:** 30 minutes
5. **Instructions:**
 - Divide participants into small groups.
 - Assign each group a task: one group practices evacuation route walk-through, another practice raising alarm and fire extinguisher use, and another practices first-aid on a dummy doll.
 - Rotate the groups so that each participant experiences all three tasks.
 - Guide them through the correct steps and correct mistakes immediately.
 - Conclude with a group discussion on what they learned and how to apply it at the workplace.
6. **Outcome:** Participants will gain hands-on experience in evacuation, fire safety, and first aid, building confidence to handle emergencies effectively.

Notes for Facilitation

- Keep the session lively by mixing discussions, demos, and practical activities.
- Allow every participant to try at least one demonstration for better retention.
- Emphasise that risk management is about prevention as much as it is about response.
- Highlight the importance of knowing evacuation routes and assembly points clearly.
- Stress that first aid is about quick, simple, and correct action, not complicated medical treatment.
- Encourage participants to practice hygiene and fitness for better workplace readiness during emergencies.

Unit 9.3: Workplace Inclusion, Awareness, and Best Practices

Unit Objectives

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

1. Discuss the significance of training programs for gender and PwD awareness.
2. List of usage and maintain tools and equipment safely, such as scissors and thread cutters.
3. Discuss how to ensure a safe and inclusive work environment for all employees.

Resources to be Used

Whiteboard, markers, projector, training manual on gender and PwD awareness, posters on workplace inclusion and safety, scissors, thread cutters, maintenance checklist charts, videos or slides on inclusivity practices, handouts on safe tool handling, sample workplace code of conduct, chart papers, sticky notes, flip chart for group work.

Do

- Begin the session with an inclusive message emphasising respect and equality.
- Use posters or slides to explain gender and PwD awareness training.
- Show physical tools like scissors and thread cutters, and demonstrate safe handling.
- Encourage participants to share examples of inclusive practices from their personal lives.
- Conduct an activity where participants brainstorm ways to make the workplace safer and more inclusive.

Say

- Good morning everyone! I am very excited for this session because we will learn how to create a workplace where everyone feels respected, safe, and included.
- Today, we will understand why gender and PwD awareness are essential, how to use and maintain tools safely, and how to ensure that our workplace is safe and inclusive for all.
- If we practice these skills, we will not only improve our work but also make our workplace a happier and more respectful environment for everyone.

Ask

- Have you ever seen or heard about someone facing difficulties at work because of their gender or disability?
- How do you usually take care of simple tools like scissors or cutters at home?
- What does an inclusive environment mean to you when you think about your school, home, or community?

Explain



- Training programs on gender and PwD awareness help employees understand sensitivity, respect, and inclusiveness at the workplace.
- Awareness programs reduce discrimination and ensure equal opportunities for all workers.
- Safe usage and maintenance of tools such as scissors and thread cutters prevent accidents and injuries.
- Regular checking and proper storage of tools maintain efficiency and safety.
- Inclusive work environments allow every employee, regardless of gender or ability, to contribute effectively.
- Providing accessibility features for persons with disabilities ensures they can work safely and productively.
- Respecting diverse perspectives strengthens teamwork and morale.
- Organisational policies support inclusion and protect employees from harassment or unsafe practices.
- Maintaining safety practices benefits both individuals and the organisation as a whole.
- A safe and inclusive workplace improves productivity, reduces turnover, and builds a positive work culture.

Elaborate



- Training programs for gender and PwD awareness are designed to educate employees about diversity, equality, and how to treat all colleagues with dignity and fairness. These sessions often use real examples and role play to create empathy and awareness.
- Using and maintaining tools safely, such as scissors and thread cutters, is a core responsibility in garment production. Proper storage, safe handling, and routine inspection ensure the tools remain effective and prevent injuries.
- Ensuring a safe and inclusive work environment means promoting practices that protect employees from risks and discrimination. This includes proper safety measures, equal opportunities, respect for differences, and creating an environment where everyone feels valued.

Demonstrate



Show the correct way of handling scissors and thread cutters, including how to pass them safely to another person and how to store them properly when not in use.

Activity



1. **Name of the Activity:** Inclusion and Safety Circle
2. **Objective of the activity:** To help participants identify safe tool usage and suggest ideas to create an inclusive workplace.
3. **Resources:** Chart papers, markers, scissors, thread cutters, posters on inclusivity.
4. **Time Duration:** 25 minutes

5. Instructions:

- Divide participants into small groups of 4–5 members.
- Give each group a chart paper and markers.
- Ask them to create two circles – one for “Safe Tool Usage” and one for “Inclusive Practices.”
- In the first circle, groups will list steps to safely use and maintain tools like scissors and cutters.
- In the second circle, they will write down ideas for ensuring inclusivity and equality at the workplace.
- Each group will present their circles to the class.

6. **Outcome:** Participants will learn practical safety tips for tool handling and also contribute their ideas for making the workplace safer and more inclusive.

Notes for Facilitation

- Encourage all participants to share their thoughts equally to ensure inclusivity during the session.
- Use simple examples and demonstrations to make the concepts easy for freshers to understand.
- Stress that gender and PwD awareness is not only about rules but about everyday respect and behaviour.
- Highlight that careless handling of tools can lead to accidents that are easily preventable.
- Emphasise that inclusivity improves teamwork and creates a supportive work culture.
- Remind participants that even small actions like safe tool storage and respectful communication contribute to a safer and more inclusive workplace.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. To prevent repetitive strain injuries and improve posture
2. b. Improper plug use
3. c. Radiation exposure
4. b. Guiding and accounting for team members at the assembly point
5. c. Pass them handle-first

Answer the following questions briefly.

1. Refer Unit 9.3: Workplace Inclusion, Awareness, and Best Practices
Topic: 9.3.1 Significance of training programs for gender and PwD awareness, 9.3.3 Ensuring a safe and inclusive work environment for all employees
2. Refer Unit 9.1: Workplace Health, Safety, and Compliance
Topic: 9.1.3 Importance of Personal Protective Equipment (PPE), 9.1.3 Examples of Common PPE in the Apparel Industry
3. Refer Unit 9.2: Risk Management and Emergency Preparedness
Topic: 9.2.2 Mock drills, evacuation processes and emergency response training
4. Refer Unit 9.2: Risk Management and Emergency Preparedness
Topic: 9.2.3 Basic first aid and safety-related training programs
5. Refer Unit 9.3: Workplace Inclusion, Awareness, and Best Practices
Topic: 9.3.3 Ensuring a safe and inclusive work environment for all employees, 9.3.2 Usage and maintenance of tools and equipment safely

Employability Skills is available at the following location



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

Employability Skills



Skill India
कौशल भारत - कुशल भारत



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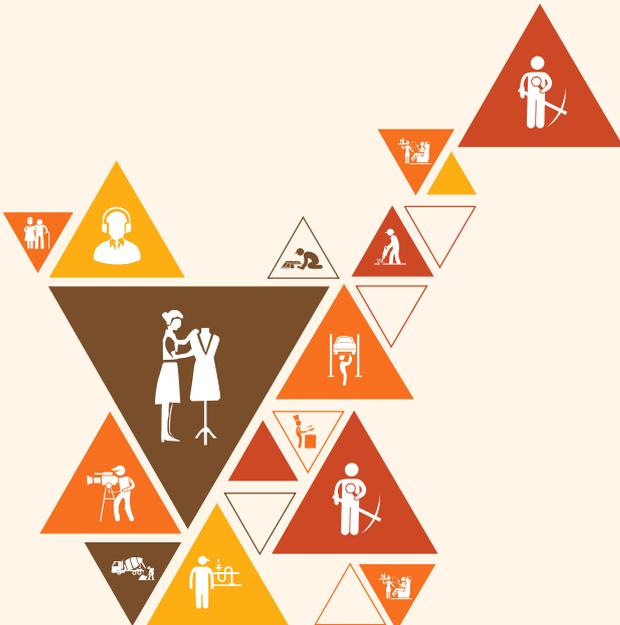


11. Annexures

Annexure I: Training Delivery Plan

Annexure II: Assessment Criteria

Annexure III: List of QR Codes Used in PHB



Annexure I

Training Delivery Plan

Training Delivery Plan			
Program Name:	Merchandiser-Apparel, Made-Ups & Home Furnishings		
Qualification Pack Name & Ref. ID	Merchandiser-Apparel, Made-Ups & Home Furnishings, AMH/Q0911		
Version No.	4.0	Version Update Date	18/02/2028
Pre-requisites to Training (if any)	Not Applicable		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ol style="list-style-type: none"> 1. Assess the market trend. 2. Determine key criteria for the design brief. 3. Identify the vendors/Suppliers 4. Evaluate and prepare the bill of materials. 5. Supervise prototype preparation. 6. Confirm the merchandise plan. 7. Follow the Time and Action calendar (TNA). 8. Prepare pre-production file and address important issues in pre- production meeting. 9. Perform coordination and management of shipment. 10. Maintain health, safety and security in the merchandising department. 11. Develop and present a merchandising plan for business development. 12. Communicate with client and manage merchandising documents. 13. Plan and monitor merchandising objectives. 14. Comply with industry, regulatory and organizational requirements 		

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
1.	Introduction and Orientation- Bridge Module		<ul style="list-style-type: none"> • Describe the size and scope of the apparel industry. • Explain the roles and responsibilities of a 'Merchandiser – Made-ups & Home Furnishing'. • Describe various employment opportunities for a 'Merchandiser – Made-ups & Home Furnishing' in the apparel industry. 	Bridge Mod- ule	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Black/ Smart Board, Marker & Chalk, Duster	3 Theory (3:00) Practical (0:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			<ul style="list-style-type: none"> Describe the apparel production process and the role that the 'Merchandiser – Made-ups & Home Furnishing' plays in the process. Describe the apparel production process and the role that the 'Merchandiser' plays in the process. 				
2.	Analyse the Product	Market Trend and Design Relevance	<ul style="list-style-type: none"> Conduct research to analyse market trends, target market preferences, fabrics, trims, and accessories. Review previous designs and evaluate their relevance to current design requirements. Apply organizational policies, procedures, and guidelines while dealing with clients and buyers. Demonstrate sensitivity to cultural differences in workplace interactions and adapt communication accordingly. Assess production capacity and processes of the business to identify opportunities for improvement. Complete assigned work systematically with precision and attention to detail. Recognize and apply awareness of intellectual property rights in design development. Differentiate garment construction techniques, processes, and range of fabrics and trims. Explain the concept of product life cycle, pricing, and costing procedures for better design alignment. 	AMH/N0901 PC1, PC2, KU1, KU2, KU3, KU4, KU5, KU6, KU16	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster, Computer with Computer Table And Chairs and peripherals, Projector/ LCD, Printer, Dexterity Test Kit, Display Board, Garment sample (various types), lab dips, pit loom and strike off samples, Tags, Tag pins, Tagging Gun, Dress Form (size medium, male or female), Fabric Cutting Shears, Paper Cutting Scissors, Pinking Shears (The quantity may vary as per requirement),	8 Theory (5:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Defining Design Brief Criteria	<ul style="list-style-type: none"> Identify client goals and business processes for accurate alignment of the design brief. Define quality standards, budget, cost points, and time constraints for designs. Check the received techpack against the design brief and clarify discrepancies with stakeholders. Explain the cost processes involved in making an apparel product. Apply knowledge of organizational compliance standards while preparing design briefs. Use protocols effectively to obtain additional information related to work tasks. Describe job roles, responsibilities, and limitations in relation to IT service requests or incidents. Consult appropriate personnel when problems are beyond authority limits. Apply organizational equipment, templates, and processes for preparing techpacks. 	AMH/N0901 PC3, PC4, PC5, KU7, KU9, KU10, KU11, KU12, KU13		Trims with Accessories (assortment) swatch file, Packing material (The quantity may vary as per requirement), First Aid Box, Dustbin, Student's Chair With Table Arm, Teacher's Table & Chair , Student Notes, Fire Safety Equipment, Checking Table, White/Black Board, Basic stationary, Labels And Stickers (The quantity may vary as per requirement), Highlighter, Paper (printable sheets), Stapler (small and big size), Staple Pins (Small and big size. The quantity may vary), Punching Machine, Files and folders	8 Theory (5:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Vendor and Supplier Identification	<ul style="list-style-type: none"> Identify and select appropriate vendors for both initial development and bulk orders. Coordinate with the design team to collect and finalize swatches to meet design briefs. Consult with relevant personnel to confirm feasibility and appropriateness of the techpack. Recognize associated vendors and stakeholders essential for procurement and production. Update and maintain vendor/supplier information and ensure swatches are collected accurately. Evaluate vendors on parameters such as capability, cost, and delivery timelines. 	AMH/N0901 PC6, PC7, PC8, KU8, KU18, KU20		(The quantity may vary as per requirement), Push Pins, Glue Stick/ Fevicol/Adhesive (The quantity may vary as per requirement), Cello- tape/ Double Sided Tape (The quantity may vary as per requirement), White Board with Marker, White Board Eraser, Documents set(Tech Pack, Specification Sheet, Buyer Requirement /comment Sheet, Production Order Sheet, purchase order, invoices ,Cost Quotations etc.), fabric swatch file, Theme/ mood boards, Types of book (e.g. Fashion Forecasting Books/Journals/	8 Theory (5:00) Practical (3:00)
		BOM Preparation and Initial Costing	<ul style="list-style-type: none"> Prepare a detailed Bill of Materials (BOM) with accuracy for each style in a collection. Perform initial costing for the development of samples. Ensure the preparation of BOM with accuracy and correctness in specifying raw materials and quantities. Utilize organizational templates and processes for BOM and techpack preparation. Access and update the organization's knowledge base for accurate documentation and reporting. 	AMH/N0901 PC9, PC10, KU19, KU13, KU14			7 Theory (5:00) Practical (2:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Construction and Monitoring	<ul style="list-style-type: none"> Identify appropriate personnel such as pattern makers and tailors for sample construction. Determine monitoring procedures and quality checking points for effective production. Apply detailed knowledge of fabrics, apparel, sewing, and pattern-making techniques in coordinating with tailor masters. Demonstrate workplace quality practices while supervising construction processes. 	AMH/N0901 PC11, PC12, KU15, KU17		Magazines, Company Quality Standards, Product Manufacturing related, Color matching light box, Pantone Shade Cards, grey scale.	6 Theory (4:00) Practical (2:00)
		Time and Action Planning	<ul style="list-style-type: none"> Send the finalized techpack to the Industrial Engineering department for calculation of the Standard Allowed Minute (SAM). Plan and adhere to time constraints for sample making and delivery. Develop a Time and Action (TNA) calendar to estimate delivery timelines post-sample confirmation. Apply knowledge of compliance standards to ensure timelines align with organizational protocols. Integrate product life cycle, pricing, and costing concepts into planning processes. Evaluate cost, delivery, and capability parameters to create realistic time and action plans. 	AMH/N0901 PC13, PC14, KU9, KU16, KU20			5 Theory (3:00) Practical (2:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
3.	Analyse the garment construction technique	Understanding Market and Organizational Context	<ul style="list-style-type: none"> Conduct research to track evolving market trends, target customers, fabrics, trims, and accessories. Apply organizational policies, procedures, and standards while dealing with buyers and clients. Recognize and adapt behaviour to cultural differences for effective workplace communication. Analyse business production capacity and processes to identify areas for improvement. Perform work systematically with attention to detail while avoiding damage to goods and equipment. Demonstrate awareness of intellectual property rights in the context of product and design development. 	AMH/N0901 PC1, KU1, KU2, KU3, KU4, KU5	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster, Computer with Computer Table And Chairs and peripherals, Projector/ LCD, Printer, Dexterity Test Kit, Display Board, Garment sample (various types), lab dips, pit loom and strike off samples, Tags, Tag pins, Tagging Gun, Dress Form (size medium, male or female), Fabric Cutting Shears, Paper Cutting Scissors, Pinking Shears (The quantity may vary as per requirement), Trims with Accessories (assortment) swatch file,	8 Theory (5:00) Practical (3:00)
		Evaluating Designs and Cost Parameters	<ul style="list-style-type: none"> Review previous designs and samples to evaluate their relevance for current requirements. Identify business processes and client goals to guide the design brief effectively. Differentiate garment construction techniques, processes, and use of fabrics and trims for product suitability. Explain the costing processes involved in apparel production. Apply knowledge of product life cycle, pricing, and costing to assess design feasibility. 	AMH/N0901 PC2, PC3, KU6, KU7, KU16			8 Theory (5:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Defining Briefs and Compliance	<ul style="list-style-type: none"> Establish quality standards, budgets, cost points, and timing constraints for a design project. Compare the received techpack with the design brief and clarify discrepancies with relevant personnel. Apply industrial and organizational compliance standards to ensure alignment with project requirements. Use protocols to obtain additional information on work-related tasks efficiently. Explain job roles, responsibilities, and limits in handling IT-related service requests. Refer issues to appropriate personnel when problems exceed authority limits. Utilize organizational equipment, templates, and processes for preparing accurate techpacks. 	AMH/N0901 PC4, PC5, KU9, KU10, KU11, KU12, KU13		Packing material (The quantity may vary as per requirement), First Aid Box, Dustbin, Student's Chair With Table Arm, Teacher's Table & Chair, Student Notes, Fire Safety Equipment, Checking Table, White/Black Board, Basic stationary, Labels And Stickers (The quantity may vary as per requirement), Highlighter, Paper (printable sheets), Stapler (small and big size), Staple Pins (Small and big size. The quantity may vary), Punching Machine, Files and folders (The quantity may vary as per requirement), Push Pins, Glue Stick/	8 Theory (3:00) Practical (5:00)
		Vendor Identification and Collaboration	<ul style="list-style-type: none"> Identify vendors for development and bulk orders, updating the vendor database accurately. Collaborate with the design team to collect swatches that meet the design brief and confirm selections. Consult with appropriate personnel to validate feasibility and appropriateness of the techpack. Recognize associated vendors and stakeholders in the sourcing and production chain. 	AMH/N0901 PC6, PC7, PC8, KU8, KU18, KU20			7 Theory (5:00) Practical (2:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			<ul style="list-style-type: none"> Collect and update swatches and vendor information systematically. Evaluate vendor capability, cost, and delivery to select reliable suppliers. 			Fevicol/Adhesive (The quantity may vary as per requirement), Cello- tape/ Double Sided Tape (The quantity may vary as per requirement), White Board with Marker, White Board Eraser, Documents set(Tech Pack, Specification Sheet, Buyer Requirement /comment Sheet, Production Order Sheet, purchase order, invoices ,Cost Quotations etc.), fabric swatch file, Theme/ mood boards, Types of book (e.g. Fashion Forecasting Books/ Journals/ Magazines, Company Quality Standards,	
		BOM and Knowledge Management	<ul style="list-style-type: none"> Prepare a detailed Bill of Materials (BOM) for each style in the collection with accuracy. Derive the initial costing for samples using available data. Apply organizational templates and processes for preparing the BOM and techpack. Access and update the organization's knowledge base to ensure accurate reporting and documentation. Ensure preparation of the BOM with precision in specifying raw materials and quantities. 	AMH/N0901 PC9, PC10, KU13, KU14, KU19			7 Theory (5:00) Practical (2:00)
		Construction, Monitoring and Time Planning	<ul style="list-style-type: none"> Identify appropriate personnel such as pattern makers and tailors for constructing the sample. Determine monitoring procedures and quality checkpoints during the sample-making process. Send the techpack to the Industrial Engineering department for SAM calculation. Develop and follow a Time and Action (TNA) calendar to ensure timely delivery of samples. 	AMH/N0901 PC11, PC12, PC13, PC14, KU15, KU17			7 Theory (5:00) Practical (2:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			<ul style="list-style-type: none"> Apply knowledge of fabrics, sewing, and pattern-making techniques to communicate requirements effectively to the tailor master. Demonstrate adherence to workplace quality practices in monitoring and planning processes. 			Product Manufacturing related, Color matching light box, Pantone Shade Cards, grey scale.	
4.	Develop and present Merchandising plan	Specification Sheet Analysis	<ul style="list-style-type: none"> Check and verify specification sheets prepared in accordance with organizational standards. Apply organizational policies, procedures, and protocols to gather additional information on work-related tasks. Use organizational equipment, templates, and processes effectively for preparing technical documents. 	AMH/N0903 PC1, KU1, KU4	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster Tech pack / spec sheet/ trim card/ size chart ,reference garment, made-ups and home furnishing samples, historic data on previous styles, bobbin, bobbin case, sewing needles, pins etc, defect marking materials, (stickers / colour coded stickers / tags), aql checklist and quality standards, basic stationary (pen, pencil, paper), record maintenance sheet &	8 Theory (7:00) Practical (1:00)
		Pattern and Marker Validation	<ul style="list-style-type: none"> Confirm preparation and cutting of patterns, detailed drawings, and mini markers with concerned personnel. Check shrinkage reports, conduct tests, and verify the accuracy of received patterns. Differentiate fabrics/ apparels requiring hand stitching versus machine stitching. Apply sewing and pattern-making techniques to effectively communicate construction requirements to the tailor master. 	AMH/N0903 PC2, KU8, KU9		8 Theory (7:00) Practical (1:00)	

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Material and Label Information	<ul style="list-style-type: none"> Collect details regarding style, material quantities, labels, tags, and packaging methods from buyers. Explain the concept of product life cycle in relation to materials and labelling decisions. Apply pricing and costing procedures to assess material and packaging requirements. 	AMH/N0903 PC3, KU10		reporting format, dress form(pref-erably woman, size m),machine tool kit (screw driver, screw etc.),operation bulletin ,garment templates,	8 Theory (7:00) Practical (1:00)
		Prototype Assembly and Testing	<ul style="list-style-type: none"> Check assembled prototypes against the specification sheet and accepted assembly techniques. Send prototypes for testing as per company norms or buyer standards. Apply knowledge of quality practices and workplace standards in verifying prototype assembly. 	AMH/N0903 PC4, PC5, KU11		lab dips/ strike off/ pit loom samples, checking table, boxes for storage of assessed pieces, industrial snls sewing machine and stools, industrial dnls sewing machine,5	8 Theory (7:00) Practical (1:00)
		Prototype Approval Process	<ul style="list-style-type: none"> Review prototypes with the design team and send them to buyers for approval. Incorporate buyer feedback to finalize prototypes and confirm for production. Apply awareness of intellectual property rights while handling design approvals. Coordinate effectively with multiple departments to achieve prototype confirmation. 	AMH/N0903 PC6, KU7, KU12		thread over-lock sewing machine and stools, flatlock machine or other specialized sewing machines and stools, teacher's chair & table, train-ees stools, students chairs with table arms ,dust bin,	8 Theory (6:00) Practical (2:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Purchase Order and Invoice Confirmation	<ul style="list-style-type: none"> Raise and receive purchase orders and Performa invoices after buyer confirmation on costing. Apply knowledge of job roles, responsibilities, and reporting structure while handling procurement processes. 	AMH/N0903 PC7, KU5		first aid & fire extinguisher, sewing kit(measuring tape, trimmer, projector / lcd, scissors stationary set (note book, eraser, pencil etc) ,scale, variety (eg: straight etc, depending on type of garments etc), hanger (wood or plastic),previous inspection reports, washing samples, grey scale defect list, shrinkage test marker, dexterity test kit, sewing thread(surplus, eg: cotton as per req),fabric(surplus, muslin compulsory, other types as per req) trims and accessories, color check light box	8 Theory (5:00) Practical (3:00)
		Work Sheet Management	<ul style="list-style-type: none"> Approve and update worksheets including trims sheet, fabric sheet, and consumption sheets. Access, use, and update the organization's knowledge base for accurate documentation. 	AMH/N0903 PC8, KU6			8 Theory (4:00) Practical (4:00)
		TNA Updating	<ul style="list-style-type: none"> Update the actual Time and Action (TNA) calendar and send it for approval. Apply product life cycle, pricing, and costing concepts to align TNA with production requirements. Demonstrate workplace quality practices while updating and communicating TNA details. 	AMH/N0903 PC9, KU10, KU11			7 Theory (4:00) Practical (3:00)
		Documentation and Record Keeping	<ul style="list-style-type: none"> Maintain a complete set of documents including communications, proto samples, test reports, and compliances. Keep accurate records of past orders received and fulfilled for reference and compliance. Apply organizational knowledge base systems to maintain structured documentation. Follow workplace practices in record management to ensure traceability and reliability. 	AMH/N0903 PC10, KU6, KU11			7 Theory (4:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Role and Authority Limits	<ul style="list-style-type: none"> Identify limits of authority in relation to IT service requests and incidents. Refer issues beyond authority to appropriate personnel. Apply understanding of job roles and reporting structure in escalating problems effectively. 	AMH/N0903 KU2, KU3, KU5		(color matching cabinet), pan-tone shade card, students notes/ manuals.	7 Theory (6:00) Practical (1:00)
		Tech Pack Preparation	<ul style="list-style-type: none"> Use organizational equipment and templates for preparing tech packs accurately. Update the organization's knowledge base with finalized tech pack information for future use. 	AMH/N0903 KU4, KU6			7 Theory (5:00) Practical (2:00)
		Workplace Collaboration	<ul style="list-style-type: none"> Apply awareness of intellectual property rights during collaborative processes. Share fabric, apparel, and stitching knowledge with relevant departments for accurate execution. Coordinate with all departments effectively to ensure smooth workflow and timely approvals. 	AMH/N0903 KU7, KU8, KU12			6 Theory (4:00) Practical (2:00)
5.	Communicate with client and manage merchandising documents	Order Collection and Confirmation	<ul style="list-style-type: none"> Collect sample orders from clients as per the design catalogue. Receive and verify order confirmation or purchase orders from clients. Apply organizational protocols for effective and accurate exchange of information. 	AMH/N0912 PC1, KU1	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster, and accessories First Aid, White/ Black Board + Marker, Duster.	8 Theory (6:00) Practical (2:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Buyer Requirements Analysis	<ul style="list-style-type: none"> Collect details of style, material quantities, labels, tags, and packaging methods from buyers. Apply organizational reporting structures and protocols to obtain more information about buyer requirements. 	AMH/N0912 PC2, KU3			8 Theory (5:00) Practical (3:00)
		Work Sheet Preparation and Updating	<ul style="list-style-type: none"> Approve and update worksheets such as trims sheet, fabric sheet, and consumption sheet. Integrate worksheet information into the techpack as required. Record and analyse statistical data to support decision-making in work sheet preparation. 	AMH/N0912 PC3, KU5			8 Theory (6:00) Practical (2:00)
		Buyer Communication and Approvals	<ul style="list-style-type: none"> Communicate effectively with buyers at different manufacturing stages for sample approvals. Ensure clarity in presenting proto samples, pre-production samples, and other stages to clients. Manage sensitive information related to product design, compliance, and production capability. 	AMH/N0912 PC4, KU1, KU2			8 Theory (5:00) Practical (3:00)
		Documentation and Record Maintenance	<ul style="list-style-type: none"> Maintain complete merchandising documents including communications, samples, reports, and compliances. Keep accurate records of past orders received and fulfilled for future reference. Collect and organize statistical data to track order progress systematically. 	AMH/N0912 PC5, KU5			8 Theory (4:00) Practical (4:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Protocols and Information Exchange	<ul style="list-style-type: none"> Demonstrate knowledge of organizational protocols for secure exchange of information. Follow reporting structures to ensure accurate flow of communication across teams. Apply organizational methods to access more information on work-related tasks. 	AMH/N0912 KU1, KU3			8 Theory (7:00) Practical (1:00)
		Managing Sensitive Information	<ul style="list-style-type: none"> Manage and protect sensitive information related to product design and compliance. Apply awareness of intellectual property rights when sharing product and order information. Evaluate scenarios to ensure confidentiality and compliance with organizational policies. 	AMH/N0912 KU2, KU4			8 Theory (7:00) Practical (1:00)
		Intellectual Property and Order Management	<ul style="list-style-type: none"> Recognize the importance of intellectual property rights in handling client designs. Apply IPR knowledge while confirming client purchase orders and sample approvals. Demonstrate accountability in safeguarding product-related intellectual property. 	AMH/N0912 KU4, PC1			8 Theory (7:00) Practical (1:00)
		Statistical Data Application	<ul style="list-style-type: none"> Record statistical data accurately while preparing and updating worksheets. Analyse collections of data to ensure correct consumption calculations. Apply data management skills to track progress across multiple orders. 	AMH/N0912 KU5, PC3			7 Theory (5:00) Practical (2:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Product Life Cycle and Pricing Concepts	<ul style="list-style-type: none"> Apply the concept of product life cycle in determining buyer requirements for materials and packaging. Use pricing knowledge to assess material requirements and order viability. Explain the relationship between product life cycle stages and costing for buyer communication. 	AMH/N0912 KU6, PC2			7 Theory (3:00) Practical (4:00)
		Quality and Workplace Practices	<ul style="list-style-type: none"> Apply workplace quality practices while communicating with buyers at approval stages. Ensure quality benchmarks are met in proto samples and pre-production samples. Evaluate approval processes in alignment with organizational workplace practices. 	AMH/N0912 KU7, PC4			6 Theory (4:00) Practical (2:00)
		Comprehensive Merchandising Documentation	<ul style="list-style-type: none"> Document all merchandising-related records comprehensively for organizational reference. Apply product life cycle and pricing knowledge to prepare accurate documentation. Maintain quality and workplace practice standards in record-keeping and document updates. 	AMH/N0912 PC5, KU6, KU7			6 Theory (1:00) Practical (5:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
6	Organize and coordinate for pre-production as per merchandising objectives	Understanding and Updating TNA	<ul style="list-style-type: none"> Describe the purpose of the Time and Action Calendar (TNA) in apparel production. Explain the importance of regularly updating the TNA for effective scheduling. Apply shipment scheduling knowledge to ensure alignment with the TNA. Evaluate the accuracy and completeness of an updated TNA 	AMH/N0904 PC1, KU1	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ SmartBoard, Marker, Duster, Basic Stationery	8 Theory (7:00) Practical (1:00)
		Preparing Bill of Materials	<ul style="list-style-type: none"> Define the components of a Bill of Materials (BOM). Differentiate between essential and optional elements in a BOM for various styles. Construct a well-formed BOM for a given apparel collection. Justify the role of a BOM in facilitating production readiness. 	AMH/N0904 PC2			8 Theory (7:00) Practical (1:00)
		Inter-Departmental Coordination	<ul style="list-style-type: none"> Identify the key departments involved in raw material and trim management. Explain the organization's protocol for involving supervisors and workers in meetings. Coordinate with warehouse and related departments to track material inflow. Assess the timeliness of raw material arrivals against production requirements. 	AMH/N0904 PC3, KU2			8 Theory (7:00) Practical (1:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Cost Estimation	<ul style="list-style-type: none"> Define the concept of initial sample costing in apparel production. Calculate sample costing using material and process inputs. Compare estimated costs with production budgets for feasibility. Analyse the implications of costing on pricing and profitability. 	AMH/N0904 PC4			8 Theory (7:00) Practical (1:00)
		Assembling Pre-Production File	<ul style="list-style-type: none"> Recall the essential documents required in a pre-production file. Organize approved samples, tech packs, trim cards, and reports into a structured file. Verify the completeness of pre-production documentation. Evaluate the role of pre-production files in ensuring production accuracy. 	AMH/N0904 PC5			8 Theory (7:00) Practical (1:00)
		Issue Identification and Clarification	<ul style="list-style-type: none"> Recognize common issues raised during pre-production meetings. Explain strategies for clarifying concerns from different departments. Demonstrate effective communication to resolve interdepartmental issues. Judge the impact of unresolved issues on production flow. 	AMH/N0904 PC6			8 Theory (7:00) Practical (1:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Documenting and Communicating Meeting Outcomes	<ul style="list-style-type: none"> Explain the importance of documenting handovers and meeting outcomes. Record key discussion points and decisions in meeting minutes. Disseminate meeting minutes to all relevant stakeholders. Update organizational knowledge bases with relevant meeting information. 	AMH/N0904 PC7, KU3			7 Theory (6:00) Practical (1:00)
		Monitoring Order Progress	<ul style="list-style-type: none"> Track the progress of orders across production stages. Identify situations requiring buyer communication. Compose professional clarifications to buyers regarding order queries. Critique the effectiveness of communication strategies with buyers. 	AMH/N0904 PC8			7 Theory (6:00) Practical (1:00)
		Applying Project Tools and Techniques	<ul style="list-style-type: none"> Define project tools such as work study and Gantt charts. Interpret Gantt charts to track apparel production tasks. Apply work study principles to optimize production processes. Evaluate the effectiveness of project tools in achieving deadlines. 	AMH/N0904 KU4			7 Theory (6:00) Practical (1:00)
		Ensuring TNA-BOM Integration	<ul style="list-style-type: none"> Relate the BOM preparation process to the TNA schedule. Develop a timeline that integrates BOM requirements into the TNA. Implement strategies to ensure BOM completion before TNA deadlines. Critically assess how BOM accuracy impacts TNA adherence. 	AMH/N0904 PC1, PC2			7 Theory (5:00) Practical (2:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Coordinating Pre-Production Meetings	<ul style="list-style-type: none"> Describe the protocol for scheduling and conducting pre-production meetings. Identify roles and responsibilities of supervisors and workers during discussions. Facilitate issue resolution through structured meeting dialogue. Evaluate the effectiveness of meetings in aligning cross-department objectives. 	AMH/N0904 PC6, KU2			7 Theory (5:00) Practical (2:00)
		Knowledge Management in Merchandising	<ul style="list-style-type: none"> Describe the purpose of maintaining an organizational knowledge base. Update the knowledge base with project tools, templates, and meeting data. Apply knowledge management practices to streamline production activities. Critique the role of organizational knowledge systems in continuous improvement. 	AMH/N0904 KU3, KU4			7 Theory (5:00) Practical (2:00)
7.	Factory Coordination and managing shipment	Shipment Monitoring and Execution	<ul style="list-style-type: none"> Describe the organization's policies, procedures, and reporting structure in shipment management. Check order execution to ensure production is running on schedule. Coordinate with buyers or buying houses to resolve issues not identified internally. Organize initial, mid, and final inspections with QA teams in a timely manner. 	AMH/N0905 PC1, PC2, PC3, PC4, KU1, KU2, KU4, KU6	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster.	8 Theory (4:00) Practical (4:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			<ul style="list-style-type: none"> Explain the limits of roles and responsibilities in handling production and shipment tasks. Refer problems beyond authority to appropriate personnel in the reporting structure. Evaluate the effectiveness of inspection and coordination in meeting shipment timelines. 				
		Logistics and Documentation Coordination	<ul style="list-style-type: none"> Demonstrate coordination with logistics and shipping departments for smooth order forwarding. Disseminate packing report information to support preparation of shipping documents. Apply organizational equipment, templates, and processes for preparing accurate documents. Update and utilize organizational knowledge bases for logistics and shipping references. Recognize the importance of intellectual property rights in shipping documentation. Coordinate effectively across departments to ensure seamless shipment dispatch. Assess the role of accurate documentation in timely shipment execution. 	AMH/N0905 PC5, PC6, KU3, KU5, KU7, KU12			8 Theory (3:00) Practical (5:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Product and Technical Knowledge	<ul style="list-style-type: none"> Identify different types of fabrics and garments requiring hand or machine stitching. Apply sewing and pattern-making techniques to communicate design requirements to tailors. Explain the concept of the product life cycle in apparel production. Calculate pricing and costing procedures relevant to garment production. Analyse the influence of fabric and pattern-making techniques on cost and production. 	AMH/N0905 KU8, KU9, KU10			7 Theory (3:00) Practical (4:00)
		Quality and Workplace Practices	<ul style="list-style-type: none"> Define quality standards and workplace practices in apparel production. Apply quality management practices to monitor production and shipment processes. Coordinate with departments to implement workplace practices consistently. Judge the effectiveness of quality practices in ensuring defect-free shipments. 	AMH/N0905 KU11, KU12			7 Theory (5:00) Practical (2:00)
8.	Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices	Organizational Standards and Sustainable Practices	<ul style="list-style-type: none"> Describe the importance of following organizational standards, policies, and legal regulations. Demonstrate execution of tasks in compliance with eco-friendly solutions and workplace guidelines. Apply sustainable consumption practices in routine operations. 	AMH/N0621 PC1, PC2	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster Basic Stationery	8 Theory (4:00) Practical (4:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			<ul style="list-style-type: none"> Analyse how adherence to regulations contributes to quality and environmental sustainability. Evaluate the effectiveness of policies in promoting eco-friendly workplace culture. 				
		Driving Eco-Friendly Performance	<ul style="list-style-type: none"> Explain the role of environmentally friendly processes in enhancing organizational performance. Demonstrate active participation in initiatives that drive eco-friendly practices. Analyse barriers to adopting sustainable methods within production environments. Recommend improvements that support transition to green practices. Evaluate the impact of eco-friendly initiatives on organizational reputation and efficiency. 	AMH/N0621 PC3			7 Theory (4:00) Practical (3:00)
		Safe Handling and Hazard Management	<ul style="list-style-type: none"> Demonstrate safe handling of materials, equipment, and digital tools in line with workplace norms. Perform cleaning and maintenance tasks effectively within agreed schedules. Identify unsafe equipment or hazardous situations and report promptly. 	AMH/N0621 PC4, PC5, PC6			6 Theory (3:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			<ul style="list-style-type: none"> Analyse causes of workplace hazards related to unsafe handling. Evaluate the importance of proactive maintenance and reporting in ensuring a hazard-free workplace. 				
		Sustainable Cleaning and Maintenance	<ul style="list-style-type: none"> Identify appropriate cleaning equipment and techniques for specific tasks. Demonstrate the use of cleaning methods that promote efficiency and sustainability. Apply eco-friendly maintenance practices to minimize waste and energy use. Analyse how sustainable cleaning practices contribute to workplace safety. Evaluate the benefits of integrating sustainability in maintenance operations. 	AMH/N0621 PC7			5 Theory (2:00) Practical (3:00)
		Digital Asset Management and System Efficiency	<ul style="list-style-type: none"> Demonstrate the process of requesting system or software upgrades to optimise performance. Apply backup and security measures to ensure data integrity when using design software. Maintain digital records of design work in an organized manner for future accessibility. Analyse the significance of data management in supporting workplace efficiency. Evaluate strategies for improving digital sustainability through efficient storage and secure handling. 	AMH/N0621 PC8, PC9			4 Theory (2:00) Practical (2:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
9.	Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PWD) Sensitization	Adherence to Workplace Guidelines	<ul style="list-style-type: none"> Describe the importance of following organizational health, safety, gender, and PwD guidelines. Demonstrate compliance with workplace safety and inclusivity norms. Analyze the role of strict adherence to policies in preventing risks and ensuring equality. Evaluate the impact of workplace sensitization on overall organizational culture. Apply workplace policies to maintain safety and inclusivity on a daily basis. 	AMH/N0620 PC1	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster Training kit (trainer guide, presentations) Guide, presentations, Personal Protective Equipment, First Aid Kit, various kinds of fire extinguishers.	8 Theory (4:00) Practical (4:00)
		Safety Drills and Security Protocols	<ul style="list-style-type: none"> Identify the objectives of participating in mock drills and evacuation exercises. Demonstrate active participation in safety drills and group discussions on protocols. Analyse the importance of preparedness in ensuring workplace security. Apply knowledge of drills and exercises to respond effectively in emergencies. Evaluate the outcomes of mock drills in improving workplace safety standards. 	AMH/N0620 PC2			7 Theory (4:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Gender Equality and PwD Sensitization	<ul style="list-style-type: none"> Describe the significance of gender equality and PwD awareness in the workplace. Participate in sensitization and training programs to foster inclusivity. Analyse barriers faced by women and PwDs in production environments. Recommend strategies to promote gender equality and PwD integration. Evaluate how sensitization programs improve workplace harmony and inclusivity. 	AMH/N0620 PC3			6 Theory (3:00) Practical (3:00)
		Equipment Handling and Emergency Response	<ul style="list-style-type: none"> Demonstrate safe handling and maintenance of workplace materials and equipment. Perform first-aid and firefighting procedures as per organizational protocols. Apply shutdown and evacuation protocols effectively in emergency situations. Analyse causes of common workplace accidents related to equipment handling. Evaluate the role of proper material handling and emergency response in reducing risks. 	AMH/N0620 PC4, PC5			5 Theory (2:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Monitoring and Risk Management	<ul style="list-style-type: none"> Identify risks and hazards in the workplace environment. Monitor conditions to ensure safety standards for all, including PwDs. Report hazards promptly using proper communication channels. Analyse the importance of integrating gender equality principles in workplace safety. Evaluate the effectiveness of risk management practices in ensuring sustainable safety. 	AMH/N0620 PC6			4 Theory (2:00) Practical (2:00)
Total Duration							Theory: 306:00 Practical: 144:00
Employability Skills (DGT/VSQ/N0102) https://www.skillindiadigital.gov.in/content/list							60:00
OJT Duration (Mandatory)							60:00
Total							Theory + Practical + ES 570:00

Annexure II

Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Assessment Criteria for Merchandiser-Apparel, Made-Ups & Home Furnishings	
Job Role	Merchandiser-Apparel, Made-Ups & Home Furnishings
Qualification Pack	AMH/Q0911 , V4.0
Sector Skill Council	Apparel

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

Assessment Outcomes	Assessment Criteria for Outcomes	Marks Allocation		
		Theory	Practical	Viva
AMH/N0901: Analyze Product and establish merchandising objectives in accordance with business plans	Market trend assessment	3	9	2
	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	6	1
	PC2. Review previous designs & samples developed by the business to assess relevance to current design/samples.	1	3	1
	Determine key criteria for design brief	5	9	3
	PC3. Identify business processes and client goals	2	1	1
	PC4. Identify quality standards for designs, budget, cost points and timing constraints	1	3	1
	PC5. 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
	Identification of Vendor/Supplier	3	9	-

	PC6. 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	-
	PC7. 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	-
	PC8. Consult appropriate personnel and confirm feasibility and appropriateness of techpack	1	1	-
	Preparation of the BOM& evaluation	9	23	5
	PC9. 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
	PC10. Initial costing of the sampling derived	2	8	1
	PC11. Appropriate personnel identified for the construction along with the involvement of pattern maker and tailor are identified	1	2	-
	PC12. Monitoring procedures and checking points are determined	1	1	1
	PC13. Techpack sent to appropriate personnel (I.E. department) to calculate the SAM (standard allowed minute) of the sample	1	1	1
	PC14. 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	Oversee Prototype Preparation	10	15	5
	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 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
	Confirmation of merchandise plan	10	25	5
	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	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	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	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 on time	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	Coordination and management of shipment	25	30	10
	PC1.. Check execution of orders, whether it is running on time	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/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices	Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices	20	10	10
	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/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization	Identify process hazards, follow medical emergency and evacuation guidelines, and promote gender and PwD sensitivity.	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)	Introduction to Employability Skills	1	1	-
	PC1. identify employability skills required for jobs in various industries	-	-	-
	PC2. identify and explore learning and employability portals	-	-	-
	Constitutional values – Citizenship	1	1	-
	PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-
	PC4. follow environmentally sustainable practices	-	-	-
	Becoming a Professional in the 21st Century	2	4	-
	PC5. recognize the significance of 21st Century Skills for employment	-	-	-
	PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-
	Basic English Skills	2	3	-
	PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-
	PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-
	PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-
	Career Development & Goal Setting	1	2	-
	PC10. understand the difference between job and career	-	-	-
	PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-
	Communication Skills	2	2	-
	PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-
	PC13. work collaboratively with others in a team	-	-	-
	Diversity & Inclusion	1	2	-
	PC14. communicate and behave appropriately with all genders and PwD	-	-	-
	PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-
	Financial and Legal Literacy	2	3	-
	PC16. select financial institutions, products and services as per requirement	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	
Essential Digital Skills	3	4	-	

PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-
Entrepreneurship	2	3	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-
Customer Service	1	2	-
PC26. identify different types of customers	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-
Getting ready for apprenticeship & Jobs	2	3	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-
NOS Total	20	30	-

Annexure III

List of QR Codes Used in PHB

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 1: Introduction and Orientation (Bridge Module)	Unit 1.1: Introduction to the role of Merchandiser – Made-ups & Home Furnishing	1.1.1 Apparel Sector	11	https://youtu.be/ddisteV3tOo?si=uFDW4QKnI-toOKknY	 Textile Sector in India
		1.1.2 Merchandiser	11	https://youtu.be/uSw4hS979ZA?si=1KoTbKKD-0QHrwFa0	 Retail Management
		1.1.3 Roles and Responsibilities of a Merchandiser	11	https://youtu.be/idESC9l8g-bA?si=2e9QYDmrfxsxaUAi	 What is merchandising?
		1.1.5 Role of the Merchandiser in the Apparel Production Process	11	https://youtu.be/IDO-q4c-K4tY?si=My642kj8G-8jFf1Qe	 Role of a merchandiser in garment manufacturing business
Module 2: Analyse the Product	Unit 2.1: Business Understanding and Client Orientation	2.1.1 Merchandising-Related Business Processes	37	https://youtu.be/Vk6Xgq-MAMPw?si=zCfmiLa-TQ-Jr6g3me	 Full Concept of Merchandising

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
	Unit 2.2 Product and Market Research Skills	2.2.5 Understanding Intellectual Property Rights	37	https://youtu.be/7AE5vftS-jFk?si=eLDvOrqIJZCuN6PF	 Textile Dyeing and Printing
Module 3: Analyse Product and establish merchandising objectives in accordance with business plans (AMH/N0901)	Unit 3.1: Pre-Production Planning and Compliance in Garment Manufacturing	3.1.4 Understanding Fabric and Trim Characteristics for Design Suitability	77	https://youtu.be/lbZA-4mo-08g?si=crC6obBZrko96UGO	 Types Of Fabric Names and Pictures
		3.1.5 Tech Packs and Their Role in Product Development	77	https://youtu.be/gYPH7Odi-jn8?si=RLqFAFSaG4XJr1Vf	 What Is Clothing Manufacturing Tech Pack?
	Unit 3.2: Garment Construction Techniques, Costing, and Sample Development	3.2.1 Key Garment Construction Techniques and Processes in Apparel Production	77	https://youtu.be/QaS4sI0n-5Qg?si=wY4PLJFdi-LNVR9ML	 Garments Full Production Process
		3.2.5 Preparing a Detailed Bill of Materials (BOM)	77	https://youtu.be/WrDu5rHAcIM?si=asZD4pI4M-kWZqnXc	 Bill of materials

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 4: Develop and Present Merchandising Plan (AMH/N0903)	Unit 4.1: Sample Development, Approvals, and Documentation	4.1.1 Seeking Confirmation on Patterns and Drawings	112	https://youtu.be/ub_WXoT-6boA?si=r8yeDmJLc-puBwLPB	 Pattern Making class
	Unit 4.2: Coordinating Production Planning and Costing	4.2.2 Managing Purchase Orders (P.O.) and Performance Invoices (P.I.)	112	https://youtu.be/5376OWDy-0aA?si=6L5KUSrjvJgrCv8a	 What is difference between Purchase Order and Proforma Invoice in Export import Business.?
Module 5: Communicate with Client and Manage Merchandising Documents (AMH/N0912)	Unit 5.2: Merchandising Documentation and Record Management	5.2.3 Product Pricing and Lifecycle	130	https://youtu.be/eijE5H2Vat-M?si=OpL47b-teNaqmueE	 Product Life Cycle, Product life cycle in hindi, Product Life Cycle in marketing management, PLC,
Module 6: Organise and Coordinate for Pre-production as per Merchandising Objectives (AMH/N0904)	Unit 6.2: Coordination and Issue Resolution	6.2.4 Clarifying Production-Related Concerns by Engaging with Appropriate Personnel	147	https://youtu.be/9H3dQM-87V2c?si=FfWLcCsiMn4LSFOp	 PP meeting in apparel industry

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 7: Factory Coordination and Managing Shipment (AMH/N0905)	Unit 7.1: Order Fulfilment and Shipment Coordination	7.1.5 Process of Packing Report Information for Facilitating the Preparation of Accurate Shipping Documents	162	https://youtu.be/Z8OXMmQ4Mo?si=r9VIV33g--OHrzYeX_	 <p>How to Export Garment Step by Step Process, Profitable Export Explained by Paresh Solanki.</p>
Module 8: Adhere to Industry, Regulatory, and Organisational Standards and Embrace Environmentally Sustainable Practices	Unit 8.1: Workplace Ethics and Compliance	8.1.1 Importance of Having an Ethical Approach to Governance in Organisational Settings	194	https://youtu.be/ltW7KVY-J1go?si=wzE1VK2cFgALdNY_	 <p>Business Ethics, Nature of Business ethics, Elements of business ethics, ethics in business, ethics</p>
Module 9: Promote and Sustain Safety, Health, and Security in the Workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitisation (AMH/N0620)	Unit 9.1: Workplace Safety and Risk Control	9.1.7 Correct Usage of Personal Protective Equipment in Different Work Situations	230	https://youtu.be/p_9hOqdw75o?si=2f5UZjfSqr6A8Jy	 <p>Personal Protective Equipment (PPE)</p>



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सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP



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