



## Model Curriculum

QP Name: Export Manager – Stitched Items

QP Code: AMH/Q1602

QP Version: V 4.0

NSQF Level: 6

Model Curriculum Version: 4.0

Apparel, Made-ups & Home furnishing Sector Skill Council | Flat No. A312 To A323, Third Floor  
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## Training Parameters

<b>Sector</b>	<b>Apparels</b>
<b>Sub-Sector</b>	Apparel
<b>Occupation</b>	Export Manager – Stitched Items Operations
<b>Country</b>	India
<b>NSQF Level</b>	6
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/1219.0101
<b>Minimum Educational Qualification and Experience</b>	<ul style="list-style-type: none"> <li>Completed 3-Year UG Degree with 1.5-year relevant experience</li> <li>Previous relevant Qualification of NSQF Level 5.5 with 1.5-year relevant experience</li> </ul>
<b>Pre-Requisite License or Training</b>	Training in Export Manager – Stitched Items Marketing Procedures and Documentation
<b>Minimum Job Entry Age</b>	23 Years
<b>Last Reviewed On</b>	22-10-2024
<b>Next Review Date</b>	22-10-2027
<b>NSQC Approval Date</b>	22-10-2024
<b>QP Version</b>	4.0
<b>Model Curriculum Creation Date</b>	04-08-2024
<b>Model Curriculum Valid Up to Date</b>	22-10-2027
<b>Model Curriculum Version</b>	4.0
<b>Minimum Duration of the Course</b>	600
<b>Maximum Duration of the Course</b>	600

## Program Overview

This section summarizes the end objectives of the program along with its duration.

### Training Outcomes

After completing this program, participants will be able to:

- Plan for Export Manager – Stitched Items.
- Carry out process for Export Manager – Stitched Items a product.
- Evaluate the performance of the group at the end of the task.
- Follow the shipping compliance for shipping the product.
- Carry out Export Manager – Stitched Items marketing operations.
- Follow industry, regulatory and organizational procedures in work.
- Carry out the process of foreign trade logistics.
- Maintain a healthy, safe and secure working environment in the organization

### Compulsory Modules

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

NOS and Module Details	Theory Duration	Practical Duration	OJT Duration	OJT Duration	Total Duration
<b>AMH/N1601: Manage Export Manager – Stitched Items marketing operations</b> NOS Version- 4.0 NSQF Level- 6	15.00	45.00	60.00	0.00	120.00
Module 1: Introduction (Bridge Module)	3.00	0.00	0.00	0.00	3.00
Module 2: Manage Export Manager – Stitched Items marketing operations	12.00	45.00	60.00	0.00	117.00
<b>AMH/N1604: Analyze foreign trade logistics</b> NOS Version- 4.0 NSQF Level- 6	24.00	36.00	0.00	0.00	60.00
Module 3: Analyze foreign trade logistics	24.00	36.00	0.00	0.00	60.00
<b>AMH/N1605: Maintaining a healthy, safe and secure working environment in the organization with Gender and PwD Sensitization</b> NOS Version- 4.0 NSQF Level- 6	15.00	15.00	0.00	0.00	30.00
Module 4: Maintaining a healthy, safe and secure working environment in the organization with Gender and PwD Sensitization	15.00	15.00	0.00	0.00	30.00
<b>AMH/N1606: Planning for Export Manager – Stitched Items</b> NOS Version- 4.0 NSQF Level- 6	30.00	30.00	0.00	0.00	60.00
Module 5: Planning for Export Manager – Stitched Items	30.00	30.00	0.00	0.00	60.00
<b>AMH/N1607: Ensure Shipping Compliance</b> NOS Version- 4.0 NSQF Level- 6	30.00	30.00	0.00	0.00	60.00
Module 6: Ensure Shipping Compliance	30.00	30.00	0.00	0.00	60.00
<b>AMH/N1608: Manage Export Manager – Stitched Items processes and check documentation</b>	30.00	60.00	0.00	0.00	90.00

<b>NOS Version- 4.0</b> <b>NSQF Level- 6</b>					
Module 7: Manage Export Manager – Stitched Items processes and check documentation	30.00	60.00	0.00	0.00	90.00
<b>AMH/N1609: Supervise and evaluate performance</b> <b>NOS Version- 4.0</b> <b>NSQF Level- 6</b>	<b>15.00</b>	<b>75.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90.00</b>
Module 8: Supervise and evaluate performance	15.00	75.00	0.00	0.00	90.00
<b>AMH/N0622: Ensure adherence to industry, regulatory, and organizational standards, while incorporating the principles of environmental sustainability</b> <b>NOS Version- 1.0</b> <b>NSQF Level- 6</b>	<b>15.00</b>	<b>15.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30.00</b>
Module 9: Ensure adherence to industry, regulatory, and organizational standards, while incorporating the principles of environmental sustainability	15.00	15.00	0.00	0.00	30.00
<b>Employability Skills</b> <b>NOS Version- 1.0</b> <b>NSQF Level- 5</b>	<b>36.00</b>	<b>54.00</b>	<b>0.00</b>	<b>0.00</b>	<b>90.00</b>
Module 10: Employability Skills	36.00	54.00	0.00	0.00	90.00
<b>Duration (in Hours)</b>	<b>210.00</b>	<b>330.00</b>	<b>60.00</b>	<b>0.00</b>	<b>600.00</b>

## Module Name 1: Introduction and Orientation to Export Manager – Stitched Items Manager – Stitched Items

*Mapped to Bridge Module*

### Terminal Outcomes:

- Identify the Export Manager – Stitched Items market of apparel sector in India.
- Recognize various employment opportunities for a 'Export Manager – Stitched Items Manager – Stitched Items' in the apparel industry.
- Identify apparel production process and the role that the 'Export Manager – Stitched Items Manager – Stitched Items' plays in the process.

<b>Duration:</b> <03:00>	<b>Duration:</b> <00:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the job responsibilities of an Export Manager – Stitched Items Manager – Stitched Items.</li> <li>• Describe the role of Export Manager – Stitched Items department in an organization.</li> </ul>	
<b>Classroom Aids:</b>	
white / black board, marker, duster, computer	
<b>Tools, Equipment and Other Requirements</b>	

## Module Name 2: Export Manager – Stitched Items marketing operations

*Mapped to AMH/N1601*

### Terminal Outcomes:

- Describe Functions of the Export Manager – Stitched Items department
- Describe Foreign exchange risk management
- Knowledge of foreign currencies & conversion

<b>Duration:</b> <12:00>	<b>Duration:</b> <75:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>

- Describe the framework of Export Manager – Stitched Items marketing management.
- Describe the impact of internet marketing on Export Manager – Stitched Items.
- Explain the process of coordination with EPC (Export Manager – Stitched Items Promotional Council)/ Ministry of Commerce and Industry for formalities related to affiliation and documentation.
- Describe the select most suitable Export Manager – Stitched Items scheme to be used for Export Manager – Stitched Items marketing the product.
- Describe the international commercial terms of payment for Export Manager – Stitched Items marketing the product.
- Describe the process of Export Manager – Stitched Items marketing.

- Select product for Export Manager – Stitched Items.
- Select the market for the product.
- Identify the strategies like pricing decision, distribution factors to enter the selected Export Manager – Stitched Items market.
- Apply Export Manager – Stitched Items promotion strategies best suited for the product.
- Calculate the currency rate for the Export Manager – Stitched Items transaction.
- Analyze the factors that affect cost in Export Manager – Stitched Items marketing.
- Explain the various methods of Export Manager – Stitched Items financing like Export Manager – Stitched Items credit. Explain the Institutional Framework of EPC (Export Manager – Stitched Items Promotional Council) and WTO (World Trade Organization).

#### Classroom Aids:

white / black board, marker, duster, computer

#### Tools, Equipment and Other Requirements

Computer with computer table and chairs and peripherals, printer, photocopier, projector / lcd, garment sample, made-ups and home furnishing articles, measuring tape, basic stationery, calculator, fabric/ accessories/ trims swatch file, buyer requirement/ comment sheet (for documentation) ,books related to foreign trade policies/international marketing etc, students manual, teacher's table, teacher's chair, white board/ blackboard, dustbin, students' chairs with table arms, board duster /with marker/chalk, industrial single needle lock stitch machine set, Export Manager – Stitched Items documents



## Module Name 3: Analyse foreign trade logistics

*Mapped to AMH/N1604*

### Terminal Outcomes:

- Identify the Export Manager – Stitched Items market of apparel sector in India.

<i>Duration: &lt;24:00&gt;</i>	<i>Duration: &lt;36:00&gt;</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>Describe maritime transportation.</li> <li>Describe how to select the final mode of shipment.</li> <li>Explain the method of tracking the shipment and follow-up for payment.</li> </ul>	<ul style="list-style-type: none"> <li>Check documents related to shipment.</li> <li>Identify the process of containerization for shipping.</li> <li>Select the ICDs (Inland Container Depots)/CFS (Container Freight Station) to be used for transportation.</li> <li>Calculate the cost of logistics according to different types of shipment mode.</li> <li>Select the multimodal transportation, required for shipping.</li> <li>Identify the suitable method of communication with logistics agency, buying offices and buyers</li> </ul>
<b>Classroom Aids:</b>	
white / black board, marker, duster, computer	
<b>Tools, Equipment and Other Requirements</b>	
training kit (trainer guide, presentations)	
<b>Unique Equipment Required:</b> <p>computer with computer table and chairs and peripherals, printer, photocopier, projector /lcd, garment sample, made-ups and home furnishing articles, measuring tape, basic stationary, calculator, fabric/accessories/trims, swatch file, buyer requirement/ comment sheet for documentation, books related to foreign trade policies / international marketing etc, students manual, teacher's table teacher's chair, white board/ black board, dustbin, first aid kit, students' chairs with table arms, board duster/with marker/chalk machine set, Export Manager – Stitched Items documents</p>	



## Module Name 4: Maintaining a healthy, safe and secure working environment in the organization with Gender and PwD Sensitization

*Mapped to (AMH/N1605)*

- Demonstrate the process involved to keep up the Safety and secure working environment
- Discussed the important of PWD & Gender Sensitive

Duration: 15:00 Theory – Key Learning Outcomes	Duration: 15:00 Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Explain health and safety related practices applicable at the workplace.</li> <li>• Explain importance of complying with health, safety, gender and PwD related instructions applicable to workplace</li> <li>• Explain gender equality in apparel industry and methods.</li> <li>• Describe hazards like physical injuries, electric shock, etc. associated with operation and handling of sewing machines.</li> <li>• State compliance requirements related to stitching.</li> <li>• State organizational procedures for safe handling of equipment and machine operations.</li> <li>• Describe various personal protective equipment like nose mask, lock guard, etc.</li> <li>• Describe the organizational standards, greening solutions, procedures, policies, legislation and regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss importance of training sensitization programs for gender, and PwD awareness organized at workplace.</li> <li>• Identify signage related to health and safety measures.</li> <li>• Identify the best use of materials to minimize waste.</li> <li>• Carryout running maintenance within agreed schedules.</li> <li>• Carry out maintenance and cleaning of tools and equipment within ones responsibility.</li> <li>• Make sure that the correct machine guards are in place.</li> <li>• Choose the correct posture of working in a comfortable position.</li> <li>• Select cleaning equipment and methods appropriate for the work.</li> <li>• Dispose waste safely in the designated location.</li> <li>• Store cleaning equipment safely after use.</li> <li>• Identify how to use different tools and equipment related to stitching like scissors, thread cutters, etc. safely and securely.</li> <li>• Check the workplace and work processes for potential risks and threats like physical injuries from the machine and tools, fire, etc.</li> </ul>
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster	
<b>Tools, Equipment, and Other Requirements</b>	
Sewing Machines and related equipment	

## Module Name 5: Plan for Export Manager – Stitched Items

*Mapped to AMH/N1606*

### Terminal Outcomes:

- Describe the logistic options
- Identify the shipment process
- Describe the company policy

Duration: <30:00>	Duration: <30:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Explain the current trade policies and guidelines related to shipment.</li> <li>• Describe the best strategy suitable for shipping the product.</li> <li>• Describe the best logistics option for the shipment keeping in mind the trade policies and the implications</li> <li>• Describe the logistics options for shipment</li> <li>• Describe the shipment strategy</li> <li>• Describe the working practices, compliance procedures, guidelines and standards for quality.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify the type of the shipment.</li> <li>• Identify the type of the product to be shipped.</li> <li>• Identify the buyer and the delivery date of the shipment.</li> <li>• Analyze nature of logistics &amp; supply chains factors in logistics decision making.</li> <li>• Identify the logistics options available for that shipment.</li> <li>• Carry out risk assessment for shipment plan..</li> <li>• Identify the strategies for shipping the goods.</li> <li>• Carry out SWOT (strengths, weaknesses, opportunities and threats) analysis for shipment vertical.</li> </ul>
<b>Classroom Aids:</b>	
<b>white / black board, marker, duster, computer</b>	
<b>Tools, Equipment and Other Requirements</b>	
<p>Computer with computer table and chairs and peripherals, printer, photocopier, projector /lcd, garment sample, made-ups and home furnishing articles, measuring tape, basic stationary, calculator, fabric/accessories/trims, swatch file, buyer requirement/ comment sheet (for documentation),books related to foreign trade policies/international marketing etc, students manual, teacher's table, teacher's chair, white board/ black board, dustbin, students' chairs with table arms, board duster /with marker/chalk, industrial single needle lock stitch machine set, Export Manager – Stitched Items documents</p>	

## Module Name 6: Shipping compliance for Export Manager – Stitched Items industry Mapped to AMH/N1607

### Terminal Outcomes:

- Describe the Routine guidelines
- Describe the garment specifications
- Identify the packing standards & procedures
- Describe the sequence of operations for shipping
- Describe the Invoicing instructions & process Identify the Export Manager – Stitched Items market of apparel sector in India.

<b>Duration:</b> <30:00>	<b>Duration:</b> <30:00>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the shipping compliance as per the guidelines provided for shipping the goods.</li> <li>• Explain the sequence of operations to be followed for sending the shipment.</li> <li>• Describe the sequence of the shipping the shipment.</li> <li>• Analyze the general invoicing instructions.</li> <li>• Describe the process of tendering of freight to consolidator.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify packing instructions to be followed like carton specifications, packing standards, flat pack cargo, pre-packs packing standards, garments on hangers (GOH), shipping marks &amp; labels, bar code labels.</li> <li>• Identify the shipping routing guidelines.</li> <li>• Identify the specifications of the garments to be shipped.</li> </ul>
<b>Classroom Aids:</b>	
<b>white / black board, marker, duster, computer</b>	
<b>Tools, Equipment and Other Requirements</b>	
<p>Computer with computer table and chairs and peripherals, printer, photocopier, projector /lcd, garment sample, made-ups and home furnishing articles, measuring tape, basic stationary, calculator, fabric/accessories/trims swatch file, buyer requirement/comment sheet (for documentation), books related to foreign trade policies/international marketing etc, students manual, teacher's table, teacher's chair, white board/ black board, dustbin, students' chairs with table arms, board duster</p>	

## Module Name 7: Carry out process for Export Manager – Stitched Items a product Mapped to AMH/N1608

### Terminal Outcomes:

- Describe guidelines for storage and disposal of waste materials
- Describe the protocol to obtain more information on work related tasks
- Identify contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment
- Identify details of the job role and responsibilities
- Describe documentations and reporting formats

<i>Duration: &lt;30:00&gt;</i>	<i>Duration: &lt;60:00&gt;</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Document formalities relating to Export Manager – Stitched Items transactions</li> <li>• Explain Export Manager – Stitched Items Credit.</li> <li>• Evaluate Foreign Exchange Risk Management.</li> <li>• Explain International Commercial Terms.</li> <li>• Explain the Central Excise/Customs Clearance: Regulations, Procedures and Documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify Export Manager – Stitched Items Financing Methods.</li> <li>• Identify Terms of Payment</li> <li>• Identify Export Manager – Stitched Items Sales Contract.</li> <li>• Develop Export Manager – Stitched Items Sales Contract.</li> <li>• Identify the components of an Export Manager – Stitched Items Order.</li> <li>• Create Export Manager – Stitched Items related documents like</li> <li>• Proforma Invoice, Purchase Order, Commercial Invoice, Packing List, Shipping Bill Bill of Lading, Master Airway Bill , Airway Bill Export Manager – Stitched Items Certificate, Certificate of Origin, Bill Of Exchange, Bank Realization Certificate Letter of Credit, Documents Against Acceptance</li> <li>• Check Export Manager – Stitched Items related documents like</li> <li>• Proforma Invoice, Purchase Order, Commercial Invoice, Packing List, Shipping Bill Bill of Lading.</li> </ul>
<b>Classroom Aids:</b>	
white / black board, marker, duster, computer	
<b>Tools, Equipment and Other Requirements</b>	
<ul style="list-style-type: none"> <li>• Computer with computer table and chairs and peripherals, printer, photocopier, projector /lcd, garment sample, made-ups and home furnishing articles, measuring tape, basic stationary, calculator, fabric/accessories/trims, swatch file, buyer requirement/comment sheet (for documentation), books related to foreign trade policies/international marketing etc, students manual, teacher's table, teacher's chair, white board/ black board, dustbin, first aid box, students' chairs with table arms, board duster /with marker/chalk, industrial single needle lock stitch machine set, Export Manager – Stitched Items documents, fire extinguisher</li> </ul>	

## Module Name 8: Supervise and evaluate performance

**Mapped to AMH/N1609**

### Terminal Outcomes:

- Documentations requirements for each procedure carried out as part of roles and responsibilities
- Institutional and professional code of ethics and standards of practice
- Safety and health policies and regulations for the work place
- Describe process flow for performance evaluation, documentation and appraisals related with them
- Describe the process how to coordinate with subordinate.
- Describe the process of documenting it in the organizations prescribed format

Duration: <15:00>	Duration: <75:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>• Describe the process of Creation of documents using various software.</li> <li>• Explain the process of handing over the documents to human resource department.</li> <li>• Explain the method of implementing proper process flow for feedbacks and queries</li> </ul>	<ul style="list-style-type: none"> <li>• Create the documents using Information System (MIS)</li> <li>• Identify the documentations mechanisms available in the organization.</li> <li>• Evaluate performance of subordinates.</li> <li>• Perform appraisal related process flow for the subordinates.</li> <li>• Set the targets for all the organizational activities for all the executives.</li> <li>• Create quantified measures and metrics to analyse performance of subordinates.</li> <li>• Set tangibles incentives for the subordinates.</li> <li>• Supervise the activities of the group for appraisals and other performance.</li> </ul>
<b>Classroom Aids:</b>	
white / black board, marker, duster, computer	
<b>Tools, Equipment and Other Requirements</b>	
<b>training kit (trainer guide, presentations)</b>	
<b>Unique Equipment Required:</b>	
<p>Computer with computer table and chairs and peripherals, printer, photocopier projector /lcd, garment sample, made-ups and home furnishing articles, measuring tape, basic stationary, calculator, fabric/ accessories/ trims, swatch file, buyer requirement/comment sheet (for documentation) ,books related to foreign trade policies/international marketing etc, student's manual, teacher's table, teacher's chair, white board/ black ,board, dustbin, first aid box, students' chairs with table arms, board duster /with marker/chalk, industrial single needle lock stitch machine set, Export Manager – Stitched Items documents, fire extinguisher</p>	

## Module Name 9: Ensure adherence to industry, regulatory, and organizational standards, while incorporating the principles of environmental sustainability Mapped to AMH/N0622

### Terminal Outcomes:

- Identify the Export Manager – Stitched Items market of apparel sector in India.
- Importance of Green jobs organisation
- Optimize usage of material and resources at workplace.

Duration: <15:00>	Duration: <15:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> <li>Discuss the significance of specified usage of resources at work area</li> <li>Evaluate the different ways to conserve energy in Apparel sector</li> <li>State the importance of having an ethical and value based approach to governance.</li> <li>State benefits to self and the organisation due to the practice of values and ethics.</li> <li>State the importance of punctuality and attendance.</li> <li>Interpret correctly legal, regulatory and ethical requirements specific to the apparel industry.</li> <li>State customer specific requirements mandated as a part of the work process.</li> <li>State country/customer specific regulations for the apparel sector and their importance.</li> <li>State reporting procedure of the organisation in case of deviations.</li> <li>State limits of personal responsibility.</li> <li>Follow the organisational policies and procedures within limits of own responsibility.</li> <li>Provide support to the supervisor and team members in enforcing the organizational considerations</li> </ul>	<ul style="list-style-type: none"> <li>Identify different ways of minimizing wastage.</li> <li>Discussed the importance of energy</li> <li>Discussed how to save energy</li> <li>Switch off the machine when not in use.</li> <li>Carrying out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.</li> <li>Demonstrate the method of handling and storage of waste materials such as paper, sketches, coloring tools, electronic waste, etc</li> <li>Identify procedures to follow if legal, regulatory and ethical requirements of the organisation are not met.</li> <li>Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures.</li> <li>Identify and report any possible deviation to regulatory requirements.</li> <li>Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel.</li> </ul>
<b>Classroom Aids:</b>	
white / black board, marker, duster, computer	
<b>Tools, Equipment and Other Requirements</b>	
training kit (trainer guide, presentations)	
<b>Unique Equipment Required:</b>	
computer, computer peripherals, documents related to compliance	

## Module Name 10: Employability Skills

### Mapped to (Bridge Module)

#### Terminal Outcomes:

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

*Duration: 90:00 (Theory Duration: 36:00, Practical 54:00 Hours)*

#### Key Learning Outcomes

##### **Introduction to Employability Skills Duration: 3 Hours**

After completing this programme, participants will be able to:

1. Outline the importance of Employability Skills for the current job market and future of work
2. identify and explore learning and employability relevant portals
3. Research and prepare a note on different industries, trends, required skills and the available opportunities

##### **Constitutional values - Citizenship Duration: 1.5 Hours**

4. 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.
5. follow environmentally sustainable practices

##### **Becoming a Professional in the 21st Century Duration: 5 Hours**

6. recognize the significance of 21st century skills required for employment
7. Practice 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life
8. Adopt a continuous learning mindset for personal and professional development

##### **Basic English Skills Duration: 10 Hours**

9. use basic English for everyday conversation in different contexts, in person and over the telephone
10. read and understand routine information, notes, instructions, mails, letters etc. written in English
11. write short messages, notes, letters, e-mails etc. in English

##### **Career Development & Goal Setting Duration: 4 Hours**

12. identify career goals based on the skills, interests, knowledge, and personal attributes
13. prepare a career development plan with short- and long-term goals

##### **Communication Skills Duration: 10 Hours**

14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings
15. use active listening techniques for effective communication
16. communicate in writing using appropriate style and format based on formal or informal requirements



17. work collaboratively with others in a team

### **Diversity and Inclusion Duration: 2.5 Hours**

18. communicate and behave appropriately with all genders and PwD
19. escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy Duration: 10 Hours

20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.
21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook
22. identify common components of salary and compute income, expenses, taxes, investments etc
23. identify relevant rights and laws and use legal aids to fight against legal exploitation

### **Essential Digital Skills Duration: 20 Hours**

24. operate digital devices and use their features and applications securely and safely
25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.
26. display responsible online behaviour while using various social media platforms
27. create a personal email account, send and process received messages as per requirement
28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications
29. utilize virtual collaboration tools to work effectively

### **Entrepreneurship Duration: 7 Hours**

30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

### **Customer Service Duration: 9 Hours**

33. identify different types of customers and ways to communicate with them
34. identify and respond to customer requests and needs in a professional manner
35. use appropriate tools to collect customer feedback
36. follow appropriate hygiene and grooming standards

### **Getting ready for apprenticeship & Jobs Duration: 8 Hours**

37. create a professional Curriculum vitae (Résumé)
38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
39. apply to identified job openings using offline /online methods as per requirement
40. answer questions politely, with clarity and confidence, during recruitment and selection
41. identify apprenticeship opportunities and register for it as per guidelines and requirements

### **Classroom Aids:**

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

### **Tools, Equipment, and Other Requirements**

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

## Annexure

### Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Diploma		4 Year	Export Manager – Stitched Items Operations	0	Export Manager – Stitched Items Operations	The candidate should possess good knowledge and Manufacturing experience of machine operations and products like garment , made ups and home furnishing The candidate should be able to communicate in English and local language.
Graduation		3 Year	Export Manager – Stitched Items Operations	0	Export Manager – Stitched Items Operations	
Post graduate diploma		2 Year	Export Manager – Stitched Items Operations	0	Export Manager – Stitched Items Operations	
Post Graduate Degree in relevant trade or sector		1 Year	Export Manager – Stitched Items Operations	0	Export Manager – Stitched Items Operations	
Trainer Certification						
Domain Certification				Platform Certification		
Certificate for Job Role: “Export Manager – Stitched Items Manager – Stitched Items” mapped to QP: “AMH/Q1603”, version 1.0.  Minimum accepted % as per respective SSC guidelines is 80%.				Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “Master Trainer (VET and Skills) MEP/Q2601 v2.0”. Minimum accepted score is 80%.		

## Assessor Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
<b>Graduate/CITS</b>	Any discipline			2	Teaching experience	Prospective ES trainer should: <ul style="list-style-type: none"> <li>• have good communication skills</li> <li>• be well versed in English</li> <li>• have digital skills</li> <li>• have attention to detail</li> <li>• be adaptable</li> <li>• have willingness to learn</li> </ul>
<b>Current trainers</b>	ITI					
	Employability Skills Training (3 days full-time course done between 2019-2022)					
<b>Certified current trainers</b>	EEE (155 hours)					
	from Management SSC (MEPSC)					
<b>Certified Trainer</b>	Qualification Pack: Trainer (MEP/Q0102)					

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

Master Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate/CITS	Any discipline			3	Employability Skills curriculum training experience with an interest to train as well as orient other	Prospective ES Master trainer should: • have good communication skills • be well versed in English • have basic digital skills
Certified Master Trainer	Qualification Pack: Master Trainer (MEP/Q2602			3	EEE training of Management SSC (MEPSC) (155 hours)	• have attention to detail • be adaptable • have willingness to learn • be able to grasp concepts fast and is creative with teaching practices and likes sharing back their learning with others

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

## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI		4 Year	Export Manager – Stitched Items Operations	0	Export Manager – Stitched Items Operations	The candidate should possess good knowledge and Manufacturing experience of machines, operations and products like garment , made ups and home furnishing The candidate should be able to communicate in English and local language.
Diploma		4 Year	Export Manager – Stitched Items Operations	0	Export Manager – Stitched Items Operations	
Graduation		3 Year	Export Manager – Stitched Items Operations	0	Export Manager – Stitched Items Operations	
Post graduate diploma		2 Year	Export Manager – Stitched Items Operations	0	Export Manager – Stitched Items Operations	
Post Graduate Degree in relevant trade or sector		1 Year	Export Manager – Stitched Items Operations	0	Export Manager – Stitched Items Operations	
Assessor Certification						
Domain Certification		Platform Certification				
Certificate for Job Role: “Export Manager – Stitched Items Manager – Stitched Items” mapped to Qualification Pack: “AMH/Q1603, version 1.0”		Recommended that the Assessor is certified for the Job Role: “Assessor”, mapped to the Qualification Pack: “Assessor (VET and Skills) MEP/Q2701 v2.0”. Minimum accepted % as per respective SSC guidelines is 80%.				
Minimum accepted % as per respective SSC guidelines is 80%.						

## Assessment Strategy

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

## Acronyms and Abbreviations

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

## Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.

<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
<b>Scope</b>	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.

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