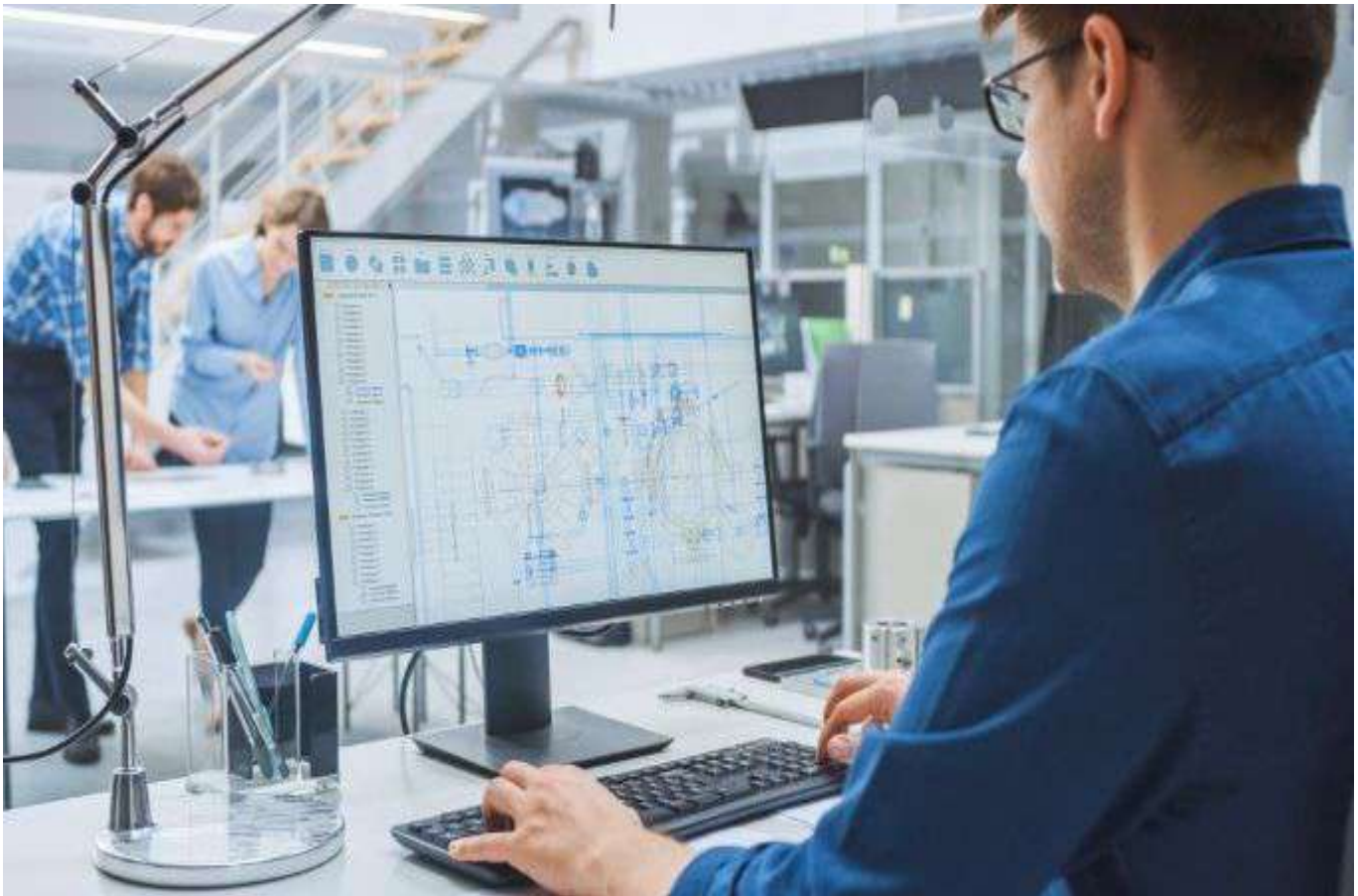


Qualification Pack



Advance Pattern Maker(CAD/CAM)

QP Code: AMH/Q1101

Version: 4.0

NSQF Level: 5

Apparel, Madeups & Home Furnishing Sector Skill Council || Flat No. A-312 to A-323, 3rd Floor,
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Qualification Pack

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Qualification Pack

AMH/Q1101: Advance Pattern Maker(CAD/CAM)

Brief Job Description

The advance pattern maker uses the CAD system to recreate the pattern design techniques by transferring ideas to the computer, digitizing and modifying patterns and also using the CAM to get the patterns and lays cut out in the actual sizes

Personal Attributes

An Advance Pattern Maker needs to have the knowledge to interpret instructions, specs or sample clothing designs and working of the particular software/system to produce a pattern. He/she should also have basic mathematical skills, particularly making calculations and measuring. Also, he/she should have good written and oral communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AMH/N1101: Pattern development through CAD/CAM](#)
2. [AMH/N1102: Maintenance of work area, machinery, tools and equipment.](#)
3. [AMH/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities \(PWD\) Sensitization](#)
4. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Apparel
Sub-Sector	Apparel
Occupation	Pattern Making
Country	India
NSQF Level	5
Credits	17
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7532.0902

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Minimum Educational Qualification & Experience	Completed 1st year of UG (UG Certificate) with 1.5 years of experience in relevant field OR Previous relevant Qualification of NSQF Level (level 4) with 3 Years of experience in relevant field
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Certification Course in CAD/CAM , preferably
Minimum Job Entry Age	21 Years
Last Reviewed On	NA
Next Review Date	18/02/2028
NSQC Approval Date	18/02/2025
Version	4.0
Reference code on NQR	QG-05-AP-03568-2025-V2-AMHSSC
NQR Version	4

Qualification Pack

AMH/N1101: Pattern development through CAD/CAM

Description

This unit is about how the advance pattern maker manages to develop the patterns using CAD/CAM software

Scope

The scope covers the following :

- Prepare the prerequisites for CAD/CAM operation
- Operate the CAD/CAM

Elements and Performance Criteria

Prepare the prerequisites for CAD/CAM operation

To be competent, the user/individual on the job must be able to:

- PC1.** Download and organize information obtained by designer/buyer
- PC2.** Analyze specific information and translating according to company procedure
- PC3.** Coordinate with merchandiser to ensure clarity of information and resolve any possible misinterpretations

Operate the CAD/CAM

To be competent, the user/individual on the job must be able to:

- PC4.** Draft the pattern or digitize the manual pattern on the CAD software as per specification given
- PC5.** Adjust the pattern specifications as per the standard and allowances required
- PC6.** Incorporate shrinkage and perform size wise grading of patterns as provided in the BOM (bill of material)
- PC7.** Determine the cut ratio plan
- PC8.** Perform the most efficient marker (lay planning) according to the configuration intended
- PC9.** Set parameters on CAM as per required output
- PC10.** Ensure the design output is cut and hand over to the next department
- PC11.** Ensure the work is saved as a back-up before shutting down the CAD machine
- PC12.** Take printout of mini marker to be handed over to the merchandiser, for reference
- PC13.** Shut down, after every use, the CAD/CAM system carefully and in accordance with company instructions

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organization's policies, procedures, guidelines and standards for dealing with buyers/clients

Qualification Pack

- KU2.** Recognizing and adapting to cultural differences in the workplace, including modes of behavior and interactions
- KU3.** Set the machine parameters as per manufacturer's instructions
- KU4.** Completing work systematically with attention to detail without damage to goods and equipment
- KU5.** Garment construction techniques and processes
- KU6.** CAD/CAM operating system and its principles
- KU7.** Process of modeling, testing and grading using CAD
- KU8.** Lay planning with accuracy

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Complete accurate well written work with attention to detail
- GS2.** Communicate effectively with supervisors, managers etc
- GS3.** Follow guidelines/procedures/rules and service level agreements
- GS4.** Read and understand the buyer/client's requirements
- GS5.** Listen effectively and orally communicate information accurately
- GS6.** Ask for clarification and advice from relevant personnel others
- GS7.** Follow rule-based decision-making processes
- GS8.** Make decisions on a suitable course of action or response
- GS9.** Plan and organize your work to achieve targets and deadlines
- GS10.** Plan processes and encourage in the change of ideas/designs
- GS11.** Clarification on the design to be developed with the team members
- GS12.** Assess/evaluate design processes
- GS13.** Analyse the marker lay and specification sheet
- GS14.** Provide opinions on work in a detailed and constructive way

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare the prerequisites for CAD/CAM operation</i>	3	12	-	3
PC1. Download and organize information obtained by designer/buyer	1	5	-	1
PC2. Analyze specific information and translating according to company procedure	1	6	-	1
PC3. Coordinate with merchandiser to ensure clarity of information and resolve any possible misinterpretations	1	1	-	1
<i>Operate the CAD/CAM</i>	33	114	-	15
PC4. Draft the pattern or digitize the manual pattern on the CAD software as per specification given	6	30	-	3
PC5. Adjust the pattern specifications as per the standard and allowances required	4	9	-	1
PC6. Incorporate shrinkage and perform size wise grading of patterns as provided in the BOM (bill of material)	8	23	-	3
PC7. Determine the cut ratio plan	4	9	-	2
PC8. Perform the most efficient marker (lay planning) according to the configuration intended	3	12	-	1
PC9. Set parameters on CAM as per required output	1	10	-	1
PC10. Ensure the design output is cut and hand over to the next department	1	5	-	1
PC11. Ensure the work is saved as a back-up before shutting down the CAD machine	2	4	-	1
PC12. Take printout of mini marker to be handed over to the merchandiser, for reference	2	6	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. Shut down, after every use, the CAD/CAM system carefully and in accordance with company instructions	2	6	-	1
NOS Total	36	126	-	18

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1101
NOS Name	Pattern development through CAD/CAM
Sector	Apparel
Sub-Sector	Apparel
Occupation	Pattern Making
NSQF Level	5
Credits	12
Version	3.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

AMH/N1102: Maintenance of work area, machinery, tools and equipment.

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms. It also covers procedures and compliance standards to identify, prevent, control, minimize and eliminate hazards and potential risks to self and others at the workplace

Scope

The scope covers the following :

- To maintain the work area, tools and machines and observe greening of job functions.

Elements and Performance Criteria

To maintain the work area, tools and machines and observe greening of job functions.

To be competent, the user/individual on the job must be able to:

- PC1.** Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes
- PC2.** Use correct handling procedures and maintain tools and equipment; and inculcate sustainable consumption practices and offer relevant greening solutions
- PC3.** Work in comfortable position and maintain correct posture
- PC4.** Deal with work interruptions effectively
- PC5.** Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules
- PC6.** Report unsafe equipment and other dangerous occurrences to concerned personnel
- PC7.** Use cleaning equipment and methods appropriate for the work to be carried out
- PC8.** Request for upgrading of system or software when required for effective working
- PC9.** Always maintain a backup file when working on various design software
- PC10.** All soft copies of design work to be maintained in files as well for future reference

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Importance of good health, Personal hygiene and duty of care
- KU2.** Importance of safe working practices and code of conduct (COC) and Social Accountability standards followed by the organization/ industry
- KU3.** Limits of your own responsibility
- KU4.** The production process and the specific work activities that relate to the whole process
- KU5.** The line and importance of effective communication with superiors and colleagues

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- KU6.** The organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)
- KU7.** Work instructions and specifications and interpret them accurately
- KU8.** Method to make use of the information detailed in specifications and instructions
- KU9.** Relation between work role and the overall manufacturing process
- KU10.** The importance of taking action when problems are identified
- KU11.** Different ways of minimizing waste
- KU12.** The importance of running maintenance and regular cleaning
- KU13.** Effects of contamination on products i.e., Machine oil, dirt
- KU14.** Common faults with equipment and the method to rectify
- KU15.** Maintenance procedures
- KU16.** Safe working practices for cleaning and the method of carrying them out
- KU17.** Making conscious and sustainable decisions for achieving effective and green workplace.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Fill in the information required to communicate the level of quality
- GS2.** Communicate with others in writing (wherever applicable)
- GS3.** Use the accurate terminology
- GS4.** Follow manuals/procedures/and compliance policies
- GS5.** Listen effectively and orally communicate information accurately Update actively with m
- GS6.** Listen effectively and orally communicate information accurately
- GS7.** Communicate proactively on critical issues
- GS8.** Follow rule-based decision-making processes
- GS9.** Make decisions on a suitable course of action or response
- GS10.** Identify situation that need escalation on quality issues and seek intervention
- GS11.** Plan and organize your work to achieve targets and deadlines
- GS12.** Consult and coordinate for effective delivery
- GS13.** Apply problem-solving approaches in different situations
- GS14.** Refer anomalies to the particular personnel
- GS15.** Seek clarification on problems from others
- GS16.** Analyze needs, requirements and dependencies in order to meet your work requirements
- GS17.** Seek participation of members from Quality, Production, Audit or any other team for effective solutions
- GS18.** Provide opinions on work in a detailed and constructive way to the concerned personnel
- GS19.** Apply balance judgments to different situations
- GS20.** Make conscious and sustainable decisions that help reduce, rescue, and recycle the company resources
- GS21.** Identify and replace processes that create unnecessary waste

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>To maintain the work area, tools and machines and observe greening of job functions.</i>	16	56	-	8
PC1. Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes	1	5	-	0.5
PC2. Use correct handling procedures and maintain tools and equipment; and inculcate sustainable consumption practices and offer relevant greening solutions	2	10	-	1
PC3. Work in comfortable position and maintain correct posture	2	10	-	1
PC4. Deal with work interruptions effectively	1	1	-	0.5
PC5. Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules	3	15	-	0.5
PC6. Report unsafe equipment and other dangerous occurrences to concerned personnel	1	-	-	1
PC7. Use cleaning equipment and methods appropriate for the work to be carried out	2	5	-	1
PC8. Request for upgrading of system or software when required for effective working	1	-	-	0.5
PC9. Always maintain a backup file when working on various design software	2	5	-	1
PC10. All soft copies of design work to be maintained in files as well for future reference	1	5	-	1
NOS Total	16	56	-	8

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1102
NOS Name	Maintenance of work area, machinery, tools and equipment.
Sector	Apparel
Sub-Sector	Apparel
Occupation	Pattern Making
NSQF Level	5
Credits	2
Version	3.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

AMH/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization

Description

This unit provides performance criteria, knowledge & understanding, and skills & abilities required to comply with health, safety, and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others

Scope

The scope covers the following :

- Potential risks associated with hazardous processes and guidelines for medical emergencies.

Elements and Performance Criteria

Identify process hazards, follow medical emergency and evacuation guidelines, and promote gender and PwD sensitivity.

To be competent, the user/individual on the job must be able to:

- PC1.** Demonstrate strict adherence to health, safety, gender, and PwD (People with Disability) guidelines governing the workplace environment.
- PC2.** Engage actively in mock drills, evacuation exercises, and group discussions pertaining to workplace safety and security protocols.
- PC3.** Participate in advanced training and sensitization programs focused on gender equality and PwD awareness, facilitating a more inclusive workplace environment.
- PC4.** Execute proper handling and maintenance of materials and equipment in accordance with established protocols and standards.
- PC5.** Exhibit proficiency in performing first-aid, firefighting, and other emergency response procedures, promptly adhering to organizational shutdown and evacuation protocols when necessary.
- PC6.** Monitor workplace conditions, identify risks, report promptly, ensure safety, including for individuals with disabilities, and uphold gender equality principles.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** The importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior
- KU2.** How to accommodate employees with disabilities; etiquette to adhere to and proper language and terminology
- KU3.** How to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs.

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- KU4.** Promote a safe, accessible and healthy workplace for disabled employees.
- KU5.** Health and safety related practices applicable at the workplace.
- KU6.** Potential hazards, risks and threats based on nature of operations; the ways to minimize these and response to these scenarios.
- KU7.** The code of conduct (COC) and Social Accountability standards followed by the organization/ industry
- KU8.** Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points.
- KU9.** Reporting protocol and documentation required.
- KU10.** The occupational health and safety risks and methods; importance of personal protective equipment and method of use.
- KU11.** Identification, handling and storage of hazardous substances.
- KU12.** Proper disposal system for waste and by-products.
- KU13.** Signage related to health and safety and their meaning.
- KU14.** The importance of personal health and hygiene and the ill effects of usage of intoxicants such as alcohol, tobacco and drugs.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee.
- GS2.** Actively take part in any discussion/workshop organized for gender sensitization training
- GS3.** Read and comprehend written instructions related to gender equality and Pwd awareness/issues in the organization
- GS4.** Identify and report any harassment or inappropriate behavior towards any employee
- GS5.** Identify and report any distinction, exclusion, harassment or inappropriate behavior towards any employee
- GS6.** Document and report any health and safety related incidents/ accidents to the authorized personnel.
- GS7.** Read all organizational and equipment related health and safety manuals and documents
- GS8.** Read instructions, guidelines/procedures/rules related to the worksite and machine operations
- GS9.** Keep abreast with the latest developments for innovative safety services and tools by reading brochures, pamphlets, magazines etc
- GS10.** Discuss the latest approach for safety and security with the team
- GS11.** Evaluate and use correct PPE kit and other safety gear while at the workplace
- GS12.** Work with supervisors/ team mates to carry out work related tasks as per schedule
- GS13.** Keep work area free from potential hazards
- GS14.** Follow organizational procedures pertaining to health and safety.
- GS15.** Take appropriate actions during emergencies, accidents or fire at the workplace
- GS16.** Resolve issues pertaining to malfunctions in machineries and report if required

Qualification Pack

- GS17.** Identify emergency situations; their cause & effect relationship and suggest probable solutions
- GS18.** Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently
- GS19.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee
- GS20.** Actively take part in any discussion/workshop organized for gender sensitization training
- GS21.** Read and comprehend written instructions related to gender equality issues in the organization

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify process hazards, follow medical emergency and evacuation guidelines, and promote gender and PwD sensitivity.</i>	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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0620
NOS Name	Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Department Supervision, Sewing, Specialized Sewing, Sampling, Ironing, Hand Embroidery, Production Supervision, Computerized Embroidery, Laying, Quality Control
NSQF Level	5
Credits	1
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQF Clearance Date	18/02/2025

Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- 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

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values – Citizenship

To be competent, the user/individual on the job must be able to:

- 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

To be competent, the user/individual on the job must be able to:

- 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

To be competent, the user/individual on the job must be able to:

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- 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

To be competent, the user/individual on the job must be able to:

- 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

To be competent, the user/individual on the job must be able to:

- 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

To be competent, the user/individual on the job must be able to:

- 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

To be competent, the user/individual on the job must be able to:

- 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

To be competent, the user/individual on the job must be able to:

- 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

To be competent, the user/individual on the job must be able to:

- 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

To be competent, the user/individual on the job must be able to:

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

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PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings

Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	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	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	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	-	-	-	-
<i>Basic English Skills</i>	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	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	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	-	-	-	-
<i>Diversity & Inclusion</i>	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	-	-	-	-
<i>Financial and Legal Literacy</i>	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	-	-	-	-
<i>Essential Digital Skills</i>	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	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	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	-	-	-	-
<i>Customer Service</i>	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	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	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	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AMH/N1101.Pattern development through CAD/CAM	36	126	-	18	180	52
AMH/N1102.Maintenance of work area, machinery, tools and equipment.	16	56	-	8	80	23
AMH/N0620.Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization	22	12	-	6	40	11
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	14
Total	94	224	-	32	350	100

Qualification Pack

Acronyms

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

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Qualification Pack

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.