

## Qualification Pack



# Cutting Supervisor

QP Code: AMH/Q0610

Version: 4.0

NSQF Level: 5

Apparel, Madeups & Home Furnishing Sector Skill Council || Flat No. A-312 to A-323, 3rd Floor,  
Somdatt Chamber-1, Bhikaji Cama Place, Africa Avenue  
New Delhi-110066 || email:seop1@sscamh.com

## Qualification Pack

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## Qualification Pack

### AMH/Q0610: Cutting Supervisor

#### Brief Job Description

Supervisor (cutting) is responsible for monitoring cutting operations, quality and smooth running of cutting processes with junior management cadres working as a team. He/she needs to supervise and coordinate activities of workers engaged in cutting fabric as per buyer specifications.

#### Personal Attributes

He/she should have good interpersonal skills, vigilant and good eye sight to detect minute and sophisticated visual defects. He/she should have basic mathematical skills, particularly making arithmetical calculations and measurement. He/she should possess good oral communication skills in vernacular. Supervisor to be able to balance time constraints and a heavy workload while managing other employees and projects

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [AMH/N0610: Plan and organize cutting process](#)
2. [AMH/N0611: Preparatory Processes for cutting](#)
3. [AMH/N0612: Supervise cutting operations](#)
4. [AMH/N0613: Maintain health, safety and security in the cutting department with Gender and PwD Sensitization](#)
5. [AMH/N0619: Ensure workplace orderliness and efficiently operate tools and machinery.](#)
6. [AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices](#)
7. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Cutting

## Qualification Pack

<b>Country</b>	India
<b>NSQF Level</b>	5
<b>Credits</b>	17
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7532.9900
<b>Minimum Educational Qualification &amp; Experience</b>	Certificate-NSQF (Level 4) with 3 Years of experience in relevant field OR 12th Class with 3 Years of experience in relevant field
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	21 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	22/10/2027
<b>NSQC Approval Date</b>	22/10/2024
<b>Version</b>	4.0
<b>Reference code on NQR</b>	QG-05-AP-03278-2024-V2-AMHSSC
<b>NQR Version</b>	4.0

## Qualification Pack

### AMH/N0610: Plan and organize cutting process

#### Description

This unit describes inputs that make one plan and organize for process of cutting of apparels, made-ups and/or home furnishing textile products

#### Scope

The scope covers the following :

- Planning the process for cutting

#### Elements and Performance Criteria

##### *Planning the process for cutting*

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

- PC1..** Review orders received from production planning for cutting as per style/product category/class
- PC2.** Check material availability in suitable form and quantity
- PC3.** Allocate cutting tables as per plan and priority
- PC4. .** Allocate spreaders and cutters as per style, quality and cutting skills availability.
- PC5. .** Set cutting targets and required quality standards as per forecasted weekly cutting schedule
- PC6..** Allocate manpower (operators, helpers, relievers etc.) based on skill-set and suitability for cutting processes or sub-processes.

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Customer defined and/or organization norms and tolerance for quality
- KU2.** Organize processes related to cutting that support building overall organizational performance.
- KU3.** Operation and handling of cutting tools like electrical straight blade cutter, rotary cutter, side cutter etc.
- KU4.** Different types of woven (cambric, georgette, chiffon, satin etc.), knit (Lycra, interlock, etc.), and upholstery (jacquard, polyester, blends, etc.) fabrics and their basic structure, construction and trade names
- KU5.** Basic knowledge about pattern making, markings and the specifications mentioned on it
- KU6.** Symbols, types of markers, marker efficiency and notations on marker
- KU7.** Basic knowledge about the operation and functioning of Auto CAD.
- KU8.** Types of garments, made ups and home furnishing articles and their construction
- KU9.** Various trims and accessories

#### Generic Skills (GS)

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

- GS1.** Document records related to customer requirements/complaints, task lists, etc
- GS2.** Use basic mathematics to arrive at and check required calculations while working on the cutting processes and to calculate the number of lays to be laid for a particular style
- GS3.** Read and comprehend written instructions describing the patterns to be cut and their sequence
- GS4.** Discuss task lists and work/assignment to team working under his/her supervision
- GS5.** Communicate with all relevant information in relation to the task of cutting in a logical sequence
- GS6.** Make appropriate decisions as per cutting requirement.
- GS7.** Plan and organize cutting processes and sub-processes to achieve targets and meet deadlines
- GS8.** Encourage exchange of ideas/inputs during cutting that are beneficial to the process of product making as well as to the organization
- GS9.** Plan and organize the manpower for cutting process
- GS10.** Build customer relationships and use customer centric approach
- GS11.** Provide Clarification on the design to be developed to the team members
- GS12.** Demonstrate sensitivity to customer needs and concerns
- GS13.** Analyse the contemporary progress in knowledge to develop enhance productivity and performance of cutting operation
- GS14.**
  - Critically evaluate the procedures and requirements adopted for building a better process performance of cutting
  -

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Planning the process for cutting</i>	<b>15</b>	<b>52</b>	-	<b>8</b>
<b>PC1..</b> Review orders received from production planning for cutting as per style/product category/class	1	4	-	1
<b>PC2.</b> Check material availability in suitable form and quantity	3	10	-	2
<b>PC3.</b> Allocate cutting tables as per plan and priority	2	10	-	1
<b>PC4. .</b> Allocate spreaders and cutters as per style, quality and cutting skills availability.	2	10	-	2
<b>PC5. .</b> Set cutting targets and required quality standards as per forecasted weekly cutting schedule	4	10	-	1
<b>PC6..</b> Allocate manpower (operators, helpers, relievers etc.) based on skill-set and suitability for cutting processes or sub-processes.	3	8	-	1
<b>NOS Total</b>	<b>15</b>	<b>52</b>	-	<b>8</b>



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N0610
<b>NOS Name</b>	Plan and organize cutting process
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Department Supervision
<b>NSQF Level</b>	5
<b>Credits</b>	5
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	22/10/2024
<b>Next Review Date</b>	22/10/2027
<b>NSQC Clearance Date</b>	22/10/2024



## Qualification Pack

### AMH/N0611: Preparatory Processes for cutting

#### Description

This Unit is about qualification and measurement of skills and competencies enabling one to work satisfactorily in ensuring preparatory processes for cutting are executed satisfactorily.

#### Scope

The scope covers the following :

- Different preparatory process steps for cutting

#### Elements and Performance Criteria

##### *Different preparatory process steps for cutting*

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

- PC1..** Ensure fabric received for cutting is checked for visible faults like stains, slub, etc.
- PC2.** Ensure fabric specific to cutting plan assigned to definite styles/quality is allocated to same quality/style.
- PC3.** Ensure the marker received is complete in all aspects like grain line, notches, part name, clarity of markings, complete for all components etc.
- PC4.** Ensure fabrics, patterns and marker are laid with due consideration to the prints (if present) and defects detected in texture/style
- PC5. .** Ensure availability and appropriate cutting tools and equipment for cutting
- PC6. .** Ensure optimum utilization and minimum wastage during cutting

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Customer defined and/or organization norms and tolerance for quality
- KU2.** Organize processes related to cutting that support building overall organizational performance
- KU3.** Organize the raw materials for different styles as per the organization's rules
- KU4.** Different types of fabric faults like stains, slub, etc.
- KU5.** Different types of fabric layering techniques like face over face, face over back, etc.
- KU6.** Different mechanism of spreading like manual spreading, mechanical spreader, etc.
- KU7.** Pattern marker precautions required for cutting of specialty fabric design/motif like check designs, plaids, prints etc.
- KU8.** Techniques to ensure optimum utilization of fabric and minimum wastage during cutting

#### Generic Skills (GS)

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

## Qualification Pack

- GS1.** Document records for all process steps and specification related to product designs
- GS2.** Read and comprehend written instructions describing design development cutting process details
- GS3.** Tally the customer requirements with the instructions received
- GS4.** Communicate with all relevant information and ask for teams' feedback/input regarding the job
- GS5.** Able to speak in basic English and local languages
- GS6.** Make appropriate decisions to the concerned area of work.
- GS7.** Plan and organize tasks to achieve targets and meet deadlines
- GS8.** Build customer relationships and use customer centric approach
- GS9.** Provide clarification on the design to be developed to the team members
- GS10.** Build inter-departmental relations for a smooth workflow
- GS11.** Analyse the process to enhance productivity and performance of cutting operation
- GS12.** Analyse skill-set of team members and assign them work accordingly for a better and faster output
- GS13.** Critically evaluate the preparatory processes and sub-processes for building strong and appropriate performance of cutting

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Different preparatory process steps for cutting</i>	<b>20</b>	<b>60</b>	-	<b>8</b>
<b>PC1..</b> Ensure fabric received for cutting is checked for visible faults like stains, slub, etc.	5	12	-	2
<b>PC2.</b> Ensure fabric specific to cutting plan assigned to definite styles/quality is allocated to same quality/style.	5	4	-	1
<b>PC3.</b> Ensure the marker received is complete in all aspects like grain line, notches, part name, clarity of markings, complete for all components etc.	3	12	-	2
<b>PC4.</b> Ensure fabrics, patterns and marker are laid with due consideration to the prints (if present) and defects detected in texture/style	2	12	-	1
<b>PC5. .</b> Ensure availability and appropriate cutting tools and equipment for cutting	2	5	-	1
<b>PC6. .</b> Ensure optimum utilization and minimum wastage during cutting	3	15	-	1
<b>NOS Total</b>	<b>20</b>	<b>60</b>	-	<b>8</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N0611
<b>NOS Name</b>	Preparatory Processes for cutting
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Department Supervision
<b>NSQF Level</b>	5
<b>Credits</b>	3
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	22/10/2024
<b>Next Review Date</b>	22/10/2027
<b>NSQC Clearance Date</b>	22/10/2024

## Qualification Pack

### AMH/N0612: Supervise cutting operations

#### Description

This unit is about quantification on and measurement of skills and competencies enabling one to supervise the activities of cutting operations.

#### Scope

The scope covers the following :

- Supervision of the operation of cutting processes.

#### Elements and Performance Criteria

##### *Supervision of the operation of cutting processes*

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

- PC1.** Ensure the workflow of the cutting process is smooth and fast; and as per production planning and delivery schedule
- PC2.** Ensure the workload for cutting is equitably distributed as per operator skill-set and performance
- PC3.** Ensure standards, reference sample, templates, dies etc. are available near cutting
- PC4.** Ensure that the fabric, trims and accessories are cut with precision and as per the requirement
- PC5.** Ensure that the cut fabric is properly ticketed and bundled and delivered to respective departments
- PC6.** Ensure productivity in cutting department, by minimizing cutting wastage and optimum utilization of materials and manpower
- PC7.** Ensure a smooth, uninterrupted, regular supply to the sewing sections
- PC8.** Maintain relevant reports and documentation

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Supervising processes with in-time supports and creative ideas to enhance productivity and reduce wastages
- KU2.** Computer software like MS-office, internet, etc
- KU3.** Production planning
- KU4.** Training subordinates for maximum efficiency and minimum cutting losses.

#### Generic Skills (GS)

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

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- GS1.** Maintaining and recording the cutting document related to workers performance and current working status
- GS2.** Read and comprehend written instructions describing design details and manufacturing processes related to cutting
- GS3.** Discuss task details, process schedules, etc. with cutting team and encourage exchange of ideas/inputs
- GS4.** Communicate with all relevant information in logical sequence
- GS5.** Make appropriate decisions apropos the supervision in the cutting department like change of cutting machines if required, change the type of fabric lay if it gives lesser wastage, etc.
- GS6.** Plan and organize work depending on the workers capability and production schedule
- GS7.** Plan and supervise the cutting process as per the production requirement while maintaining quality
- GS8.** Build customer relationships and use customer centric approach
- GS9.** Clarification on the cutting to be done with the team members
- GS10.** Analyse the supervision strategies adopted for the betterment of the workflow
- GS11.** Critically evaluate the supervisory processes required for cutting

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Supervision of the operation of cutting processes</i>	<b>15</b>	<b>50</b>	-	<b>7</b>
<b>PC1.</b> Ensure the workflow of the cutting process is smooth and fast; and as per production planning and delivery schedule	1	1	-	1
<b>PC2.</b> Ensure the workload for cutting is equitably distributed as per operator skill-set and performance	1	1	-	1
<b>PC3.</b> Ensure standards, reference sample, templates, dies etc. are available near cutting	1	10	-	1
<b>PC4.</b> Ensure that the fabric, trims and accessories are cut with precision and as per the requirement	3	10	-	1
<b>PC5.</b> Ensure that the cut fabric is properly ticketed and bundled and delivered to respective departments	3	10	-	1
<b>PC6.</b> Ensure productivity in cutting department, by minimizing cutting wastage and optimum utilization of materials and manpower	2	10	-	0.5
<b>PC7.</b> Ensure a smooth, uninterrupted, regular supply to the sewing sections	1	3	-	1
<b>PC8.</b> Maintain relevant reports and documentation	3	5	-	0.5
<b>NOS Total</b>	<b>15</b>	<b>50</b>	-	<b>7</b>



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N0612
<b>NOS Name</b>	Supervise cutting operations
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Department Supervision
<b>NSQF Level</b>	5
<b>Credits</b>	4
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	22/10/2024
<b>Next Review Date</b>	22/10/2027
<b>NSQC Clearance Date</b>	22/10/2024

## Qualification Pack

### AMH/N0613: Maintain health, safety and security in the cutting department with Gender and PwD Sensitization

#### Description

This Unit is about quantification and measurement of skills and competencies enabling one to identify health safety and security needs and meeting its compliance.

#### Scope

The scope covers the following :

- Maintain the work area as compliant to health, safety and security needs and requirements, Sensitization of Gender & PwD concerns.

#### Elements and Performance Criteria

*Maintain the work area as compliant to health, safety and security needs and requirements; Sensitization of Gender & PwD concerns*

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

- PC1..** Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, knife, stain removers etc.
- PC2.** Ensure appropriate PPE is used while operating the hand-held electrical cutter with the help of mesh gloves, etc.
- PC3.** Comply with health safety, gender and PwD (People with disability) related instructions applicable to the workplace
- PC4.** Monitor workplace and work processes for potential risks and threats like physical injuries or disabilities, etc.
- PC5. .** Participate in mock-drills/evacuation procedures organized at the workplace; group discussions, training sensitization programs for gender and PwD awareness
- PC6. .** Undertake first-aid, fire-fighting and emergency response training if asked to do so

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Hazards related to damage to organization's assets and records
- KU2.** Fire-fighting drills
- KU3.** Hazards related to cutting equipment like electrical cutter
- KU4.** Safe handling of tools and equipment like scissors, knives, etc.
- KU5.** Correct use of PPE i.e., stainless steel mesh gloves
- KU6.** The importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behaviour
- KU7.** How to accommodate employees with disabilities etiquette to adhere to and proper language and terminology

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- KU8.** How to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs
- KU9.** Promoting a safe, accessible and healthy workplace for disabled employees

## Generic Skills (GS)

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

- GS1.** Document and report any health and safety related incidents/accidents
- GS2.** Read and comprehend written instructions describing safety measures to be adopted while operating the cutting equipment.
- GS3.** Read and comprehend the safety signage for personal and workplace safety and security
- GS4.** Discuss details about safety from equipment to team assigned with the work
- GS5.** Give clear instructions to co-workers about their health, safety and security pre, post and during cutting processes
- GS6.** Make appropriate decisions apropos the concerned area of work
- GS7.** Decisions related to cutting operations should directly and closely involve safety requirements and protocols
- GS8.** Plan processes and encourage exchange of ideas/inputs related to health, safety and security
- GS9.** Keep work area free from potential work hazards by training workers on norms and practices related to health and safety
- GS10.** Keep internal customers (worker/cutter/supervisor) health and safety related concerns and processes paramount to ensure alignment with external customers health and safety related expectations (local/global)
- GS11.** Clarification on the safety tools/processes to be used
- GS12.** Demonstrate the procedure of safely handling the equipment
- GS13.** Identify, record, report and rectify (if able to) the malfunctions of the tools and machines
- GS14.** Analyse, evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently
- GS15.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee
- GS16.** Actively take part in any discussion/workshop organized for gender sensitization training
- GS17.** Read and comprehend written instructions related to gender equality issues in the organization
- GS18.** Identify and report any harassment or inappropriate behaviour towards any employee
- GS19.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee with disability or special needs
- GS20.** Actively take part in any discussion/workshop organized for disability sensitization training.
- GS21.** Read and comprehend written instructions related to equality issues in the organization related to disabled persons
- GS22.** Identify and report any distinction, exclusion, harassment or inappropriate behaviour towards any employee

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain the work area as compliant to health, safety and security needs and requirements; Sensitization of Gender &amp; PwD concerns</i>	<b>11</b>	<b>39</b>	-	<b>5</b>
<b>PC1..</b> Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, knife, stain removers etc.	1	2	-	0.5
<b>PC2.</b> Ensure appropriate PPE is used while operating the hand-held electrical cutter with the help of mesh gloves, etc.	3	8	-	1
<b>PC3.</b> Comply with health safety, gender and PwD (People with disability) related instructions applicable to the workplace	1	2	-	0.5
<b>PC4.</b> Monitor workplace and work processes for potential risks and threats like physical injuries or disabilities, etc.	1	4	-	1
<b>PC5.</b> . Participate in mock-drills/evacuation procedures organized at the workplace; group discussions, training sensitization programs for gender and PwD awareness	2	9	-	1
<b>PC6.</b> . Undertake first-aid, fire-fighting and emergency response training if asked to do so	3	14	-	1
<b>NOS Total</b>	<b>11</b>	<b>39</b>	-	<b>5</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N0613
<b>NOS Name</b>	Maintain health, safety and security in the cutting department with Gender and PwD Sensitization
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Department Supervision
<b>NSQF Level</b>	5
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	22/10/2024
<b>Next Review Date</b>	22/10/2027
<b>NSQC Clearance Date</b>	22/10/2024

## Qualification Pack

### AMH/N0619: Ensure workplace orderliness and efficiently operate tools and machinery.

#### 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 :

- Maintain the work area, handle tools and machines

#### Elements and Performance Criteria

##### *Ensure workplace orderliness and efficiently operate tools and machinery.*

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

- PC1.** Implement safe and precise methods to handle materials, machinery, equipment, and tools, ensuring a workplace environment that is clean and free from hazards.
- PC2.** Follow correct protocols for lifting and handling during operations.
- PC3.** Optimize material usage to minimize waste and ensure safe disposal of any excess material at designated locations.
- PC4.** Carry out routine maintenance and cleaning duties within assigned roles and agreed-upon schedules.
- PC5.** Immediately report any unsafe or damaged equipment, as well as hazardous incidents, to authorized personnel.
- PC6.** Confirm the presence of appropriate machine guards to maintain operational safety.
- PC7.** Maintain a working posture that is both comfortable and ergonomically sound.
- PC8.** Employ appropriate cleaning equipment and techniques tailored to the specific tasks at hand.

#### 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.** The 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
- KU6.** The organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)

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- KU7.** The importance of complying with written instructions
- KU8.** The instructions of equipment operating procedures / manufacturer's
- KU9.** The work instructions and specifications and interpret them accurately
- KU10.** Method to make use of the information detailed in specifications and instructions
- KU11.** Relation between work role and the overall manufacturing process
- KU12.** The importance of taking action when problems are identified
- KU13.** Different ways of minimizing waste and proper disposal system for waste and by-products
- KU14.** The importance of running maintenance and regular cleaning
- KU15.** Effects of contamination on products i.e., Machine oil, dirt
- KU16.** Common faults with equipment and the method to rectify
- KU17.** Maintenance procedures
- KU18.** Hazards likely to be encountered when conducting routine maintenance
- KU19.** Different types of cleaning equipment and substances and their use
- KU20.** Safe working practices for cleaning and the method of carrying them out

## Generic Skills (GS)

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

- GS1.** Write and document appropriate technical forms, job cards, inspection sheets as per the required format of the company
- GS2.** Read and comprehend basic English to interpret indicators in the operating manuals, job cards, visual cards
- GS3.** Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
- GS4.** Speak and communicate effectively with to peers and supervisors
- GS5.** Give clear detailed instructions to co-workers, subordinates and others
- GS6.** Use correct technical terms while interacting with supervisor
- GS7.** Take appropriate decisions regarding your responsibilities
- GS8.** Assess for any damaged faulty component in the concerned machinery and take action accordingly
- GS9.** Evaluate the decision and conduct basic trouble shooting
- GS10.** Plan and manage work routine based on company procedure
- GS11.** Work with supervisors/ team mates to carry out work related tasks
- GS12.** Plan for cleaning and lubricating the concerned machinery, tools, and workplace daily before and after operations
- GS13.** Ensure and follow organizational procedures pertaining to health and safety are followed
- GS14.** Solve operational role related issues
- GS15.** Diagnose common problems in the machine based on visual inspection, sound, temperature etc.
- GS16.** Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently



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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure workplace orderliness and efficiently operate tools and machinery.</i>	<b>14</b>	<b>49</b>	-	<b>7</b>
<b>PC1.</b> Implement safe and precise methods to handle materials, machinery, equipment, and tools, ensuring a workplace environment that is clean and free from hazards.	3	10	-	1
<b>PC2.</b> Follow correct protocols for lifting and handling during operations.	2	7	-	1
<b>PC3.</b> Optimize material usage to minimize waste and ensure safe disposal of any excess material at designated locations.	2	4	-	1
<b>PC4.</b> Carry out routine maintenance and cleaning duties within assigned roles and agreed-upon schedules.	2	10	-	1
<b>PC5.</b> Immediately report any unsafe or damaged equipment, as well as hazardous incidents, to authorized personnel.	1	2	-	0.5
<b>PC6.</b> Confirm the presence of appropriate machine guards to maintain operational safety.	2	2	-	0.5
<b>PC7.</b> Maintain a working posture that is both comfortable and ergonomically sound.	1	7	-	1
<b>PC8.</b> Employ appropriate cleaning equipment and techniques tailored to the specific tasks at hand.	1	7	-	1
<b>NOS Total</b>	<b>14</b>	<b>49</b>	-	<b>7</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N0619
<b>NOS Name</b>	Ensure workplace orderliness and efficiently operate tools and machinery.
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Department Supervision, Finishing, Cutting, Production Supervision, Sampling, Quality Control, Quality Assurance, Ironing, Tailoring, Machine Embroidery Operation
<b>NSQF Level</b>	5
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQF Clearance Date</b>	18/02/2025

## Qualification Pack

### AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices

#### Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory organizational requirements.

#### Scope

The scope covers the following :

- Observe organizational norms and follow green procedures at workplace.

#### Elements and Performance Criteria

*Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices*

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

- 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.
- PC2.** Implement and uphold organizational policies and procedures, integrating sustainable consumption practices into daily operations.
- PC3.** Actively engage in enhancing organizational performance by driving the transition towards environmentally friendly processes and practices.
- 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.
- PC5.** Perform routine maintenance and cleaning tasks within assigned duties and agreed-upon schedules, effectively managing any interruptions to workflow.
- PC6.** Immediately report any instances of unsafe equipment or hazardous incidents to the appropriate personnel to ensure swift resolution and mitigate risks.
- PC7.** Utilize appropriate cleaning equipment and techniques tailored to specific tasks, promoting efficiency and sustainability in workplace maintenance.
- 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.
- PC9.** Maintain digital copies of design work in organized files for future reference, ensuring accessibility and preservation of valuable project assets.

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** Conscious and sustainable decisions/information for achieving an effective and green workplace.
- KU2.** The importance of safe working practices and code of conduct (COC) and Social Accountability standards followed by the organization/ industry
- KU3.** The production procedures and the specific work activities relate to the whole process.
- KU4.** The organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)
- KU5.** The work instructions and specifications and interpret them accurately
- KU6.** To make use of the information detailed in specifications and instructions
- KU7.** The importance of taking action when problems are identified
- KU8.** The importance of running maintenance and regular cleaning and Maintenance procedures
- KU9.** Effects of contamination on products i.e., Machine oil, dirt and different ways of minimizing waste.
- KU10.** The common faults with equipment and the method to rectify.

## Generic Skills (GS)

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

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

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices</i>	20	10	-	10
<b>PC1.</b> 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
<b>PC2.</b> Implement and uphold organizational policies and procedures, integrating sustainable consumption practices into daily operations.	2	1	-	1
<b>PC3.</b> Actively engage in enhancing organizational performance by driving the transition towards environmentally friendly processes and practices.	2	1	-	1
<b>PC4.</b> 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
<b>PC5.</b> Perform routine maintenance and cleaning tasks within assigned duties and agreed-upon schedules, effectively managing any interruptions to workflow.	3	1	-	1
<b>PC6.</b> Immediately report any instances of unsafe equipment or hazardous incidents to the appropriate personnel to ensure swift resolution and mitigate risks.	2	1	-	1
<b>PC7.</b> Utilize appropriate cleaning equipment and techniques tailored to specific tasks, promoting efficiency and sustainability in workplace maintenance.	2	1	-	1
<b>PC8.</b> 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

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC9.</b> Maintain digital copies of design work in organized files for future reference, ensuring accessibility and preservation of valuable project assets.	2	1	-	1
<b>NOS Total</b>	<b>20</b>	<b>10</b>	<b>-</b>	<b>10</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N0621
<b>NOS Name</b>	Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Department Supervision, Ironing, Export Operations, Designing, Boutique Operations, Quality Control, Sewing, Laying, Inventory Management, Hand Embroidery
<b>NSQF Level</b>	5
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQF Clearance Date</b>	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:

## Qualification Pack

- 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.

## Qualification Pack

**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>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> identify employability skills required for jobs in various industries	-	-	-	-
<b>PC2.</b> identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC3.</b> 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.	-	-	-	-
<b>PC4.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>2</b>	<b>4</b>	-	-
<b>PC5.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC6.</b> 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>	<b>2</b>	<b>3</b>	-	-
<b>PC7.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
<b>PC8.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC9.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-

## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> understand the difference between job and career	-	-	-	-
<b>PC11.</b> prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
<b>PC12.</b> follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
<b>PC13.</b> work collaboratively with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>2</b>	-	-
<b>PC14.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC15.</b> escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
<b>PC16.</b> select financial institutions, products and services as per requirement	-	-	-	-
<b>PC17.</b> carry out offline and online financial transactions, safely and securely	-	-	-	-
<b>PC18.</b> identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
<b>PC19.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>4</b>	-	-
<b>PC20.</b> operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
<b>PC21.</b> use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
<b>PC22.</b> 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>	<b>2</b>	<b>3</b>	-	-
<b>PC23.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
<b>PC24.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
<b>PC25.</b> identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	<b>1</b>	<b>2</b>	-	-
<b>PC26.</b> identify different types of customers	-	-	-	-
<b>PC27.</b> identify and respond to customer requests and needs in a professional manner.	-	-	-	-
<b>PC28.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
<b>PC29.</b> create a professional Curriculum vitae (Résumé)	-	-	-	-
<b>PC30.</b> search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
<b>PC31.</b> apply to identified job openings using offline /online methods as per requirement	-	-	-	-
<b>PC32.</b> answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
<b>PC33.</b> identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0102
<b>NOS Name</b>	Employability Skills (60 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	4
<b>Credits</b>	2
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQC Clearance Date</b>	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/N0610.Plan and organize cutting process	15	52	-	8	75	17
AMH/N0611.Preparatory Processes for cutting	20	60	-	8	88	20
AMH/N0612.Supervise cutting operations	15	50	-	7	72	16
AMH/N0613.Maintain health, safety and security in the cutting department with Gender and PwD Sensitization	11	39	-	5	55	12
AMH/N0619.Ensure workplace orderliness and efficiently operate tools and machinery.	14	49	-	7	70	15
AMH/N0621.Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices	20	10	-	10	40	9
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	11
<b>Total</b>	<b>115</b>	<b>290</b>	<b>-</b>	<b>45</b>	<b>450</b>	<b>100</b>

## Qualification Pack

### Acronyms

<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

## Qualification Pack

### 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 organisation.
<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.

## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	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.
<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.