

## Qualification Pack



# Fabric Cutter

QP Code: AMH/Q1510

Version: 4.0

NSQF Level: 2.5

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## Qualification Pack

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### AMH/Q1510: Fabric Cutter

#### Brief Job Description

The Fabric Cutter (apparel, made-ups and home furnishing) is responsible for bulk cutting with precision of fabrics manually or with the help of electrically operated fabric cutter keeping the pattern placement on the marker and various markings and specifications like style number, name, notches, etc. in mind.

#### Personal Attributes

He/she should have good eye sight, immune from colour blindness, patient and focused to task. He should be keen looking for details. He/she should have basic mathematical skills, particularly making arithmetical calculations and measurement. He/she should possess good oral communication skills in simple English and vernacular. He/she should have tenacity to work under pressure.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [AMH/N1510: Plan and Prepare for process of cutting fabrics as per the job card received](#)
2. [AMH/N1511: Cut fabrics as per plan received from production planning](#)
3. [AMH/N1512: Maintain health, safety and security in the cutting workplace with Gender and PwD Sensitization](#)
4. [AMH/N0102: Maintain work area, tools and machines](#)
5. [AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Cutting
<b>Country</b>	India
<b>NSQF Level</b>	2.5

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<b>Credits</b>	10
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7532.0700
<b>Minimum Educational Qualification &amp; Experience</b>	5th Class Pass with 4.5 years of experience in relevant field OR Ability to read and write with 6 Years of experience in relevant field OR Previous relevant Qualification of NSQF Level 2 with 6 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>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	18/02/2028
<b>NSQC Approval Date</b>	18/02/2025
<b>Version</b>	4.0
<b>Reference code on NQR</b>	QG-2.5-AP-03573-2025-V2-AMHSSC
<b>NQR Version</b>	4

## Qualification Pack

# AMH/N1510: Plan and Prepare for process of cutting fabrics as per the job card received

## Description

This unit describes process elements ensuring planning for cutting fabrics belonging to the product category of apparel, made-ups or home furnishing manually or with the help of electrically operated fabric cutter.

## Scope

The scope covers the following :

- Preparatory checks to fabrics and Basic calculations related to layering and fabric consumption

## Elements and Performance Criteria

### *Preparatory checks to fabrics and Basic calculations related to layering and fabric consumption*

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

- PC1..** Check the fabrics for defects for severity and quantity like holes, stains, slubs, missing pick, etc.
- PC2.** Calculate the quantity of fabrics and number of components to be cut for a particular style as per job card
- PC3.** Ensure cutting production planning, scheduling, balancing, bottleneck management
- PC4.** Check for marker types as per fabric lay forms
- PC5. .** Lay the fabrics in such a way so as to ensure the wastages is within defined tolerance
- PC6. .** Spread the marker on the lay

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Identify, categorize, arrange and organize fabrics in a defined sequence as per cutting plan and priority to delivery
- KU2.** Basic textile terminology, types of fabrics and their trade names
- KU3.** Fabric characteristics like feel, structure, construction, grain line, etc.
- KU4.** Fabric defects like holes, stains, slubs etc. and layering/spreading defects like faulty prints, wrong method adopted, etc.
- KU5.** Product manufacturing process
- KU6.** Different layering and spreading processes and the related machines used
- KU7.** Different types of cutting machines like scissors, straight knife, band knife, laser cutting machine, etc.
- KU8.** Different types of laying of fabrics like straight lay, stepped lay, etc. in order to minimize wastages

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- KU9.** Patterns, markers and tools and methods required for marking.
- KU10.** Which cutting machine would offer better productivity with lesser wastage of materials and time

## Generic Skills (GS)

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

- GS1.** Document records related to the style that is to be cut
- GS2.** Write letters, memos clearly and legibly
- GS3.** Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS4.** Write the calculated fabric consumption in the given format
- GS5.** Read and comprehend written instructions mentioned in the job card to cut a particular style.
- GS6.** Read in local language
- GS7.** Communicate efficiently with superiors, colleagues and juniors appropriately to convey information clearly and effectively
- GS8.** Listen actively and seek clarification from supervisor whenever in doubt
- GS9.** Make decisions in relation to the planning and preparation of the fabrics to be cut
- GS10.** Take appropriate actions in terms of any deviations from the process
- GS11.** Plan and set targets along with supervisors and co-workers
- GS12.** Organize tools and equipment to be used
- GS13.** Ensure all customer needs are assessed and every effort is made to provide satisfactory service
- GS14.** Identify possible defects with the fabrics received and try fixing them
- GS15.** Report abnormalities and non-conformities detected to superiors
- GS16.** Seek clarification on problems when in doubt
- GS17.** Identify root cause of a problem related to the preparation of fabrics that are to be cut like spreading faults, unavailability of a particular tool, etc.
- GS18.** Analyse each cutting process adopted, its pros and cons and its significance to the company and to the product being developed
- GS19.** Information gathered from observation critically evaluate and apply the 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>Preparatory checks to fabrics and Basic calculations related to layering and fabric consumption</i>	<b>15</b>	<b>60</b>	-	<b>10</b>
<b>PC1..</b> Check the fabrics for defects for severity and quantity like holes, stains, slubs, missing pick, etc.	3	10	-	2
<b>PC2.</b> Calculate the quantity of fabrics and number of components to be cut for a particular style as per job card	2	5	-	2
<b>PC3.</b> Ensure cutting production planning, scheduling, balancing, bottleneck management	3	5	-	2
<b>PC4.</b> Check for marker types as per fabric lay forms	3	10	-	2
<b>PC5.</b> . Lay the fabrics in such a way so as to ensure the wastages is within defined tolerance	2	15	-	1
<b>PC6.</b> . Spread the marker on the lay	2	15	-	1
<b>NOS Total</b>	<b>15</b>	<b>60</b>	-	<b>10</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N1510
<b>NOS Name</b>	Plan and Prepare for process of cutting fabrics as per the job card received
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Cutting
<b>NSQF Level</b>	2.5
<b>Credits</b>	3
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQC Clearance Date</b>	18/02/2025



## Qualification Pack

### AMH/N1511: Cut fabrics as per plan received from production planning

#### Description

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to cut the fabrics manually or with the help of electrically operated fabric cutter after laying.

#### Scope

The scope covers the following :

- Cutting of fabrics belonging to the product category of apparel, made- ups and home furnishing

#### Elements and Performance Criteria

*Cutting of fabrics belonging to the product category of apparel, made-ups and home furnishing*

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

- PC1.** Ensure the fabric lays are clipped at suitable points to restrict sliding of fabric layers during cutting
- PC2.** Cut the fabric layers manually or with electrically operated cutting equipment as per mentioned in the job card; and ensure efficient fabric consumption with minimum wastage
- PC3.** Identify the cut parts, count tickets and then group them well to pass on
- PC4.** Ensure the bundled tickets have all the necessary information like style number, cut piece name, etc.
- PC5.** Ensure production targets and delivery deadlines are met

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizations policies and procedures with respect to cutting
- KU2.** Availability of the different types of cutting machines in the organization
- KU3.** Protocol and format for reporting work/machine related risks/problems
- KU4.** Different specifications mentioned on a pattern and on bundled tickets like style number, pattern name, size, etc.
- KU5.** Rectifying different faults that occur in cutting machines while cutting fabrics

#### Generic Skills (GS)

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

- GS1.** Document records related to tools, equipment and machines used in cutting.
- GS2.** Write letter, memos etc. In clear, understandable and legible fashion.
- GS3.** Write and record the cut components
- GS4.** Read and understand manuals, memos, reports, job cards, etc.

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- GS5.** Read and comprehend written instructions about and working of cutting machines and equipment.
- GS6.** Read in local language
- GS7.** Communicate effectively to superiors, colleagues and juniors and provide/receive detailed information
- GS8.** Listen actively and clarify doubts with supervisors or amongst co-workers
- GS9.** Follow organization rule-based decision-making process with respect to cutting of fabrics
- GS10.** Take appropriate actions in terms of any deviations while cutting fabrics.
- GS11.** Plan and set targets along with the supervisors and co-workers
- GS12.** Plan for placing the different cut parts in an organized manner on a daily basis.
- GS13.** Understand customer requirements and their priority and respond as per their needs
- GS14.** Evaluate and cut product parts as per client specifications
- GS15.** Seek and comprehend machine related inputs for clarification
- GS16.** Clarify instructions given by the supervisor
- GS17.** Review the defects and take appropriate actions to rectify them
- GS18.** Analyze the defects and the procedure for dealing with it
- GS19.** Critically evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently
- GS20.** Evaluate, understand and rectify under supervision the problems that arise while cutting fabric like fabric slipping, errors in the markers, etc.

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Cutting of fabrics belonging to the product category of apparel, made-ups and home furnishing</i>	<b>20</b>	<b>70</b>	-	<b>10</b>
<b>PC1.</b> Ensure the fabric lays are clipped at suitable points to restrict sliding of fabric layers during cutting	5	12	-	2
<b>PC2.</b> Cut the fabric layers manually or with electrically operated cutting equipment as per mentioned in the job card; and ensure efficient fabric consumption with minimum wastage	5	30	-	2
<b>PC3.</b> Identify the cut parts, count tickets and then group them well to pass on	5	12	-	3
<b>PC4.</b> Ensure the bundled tickets have all the necessary information like style number, cut piece name, etc.	3	10	-	2
<b>PC5.</b> Ensure production targets and delivery deadlines are met	2	6	-	1
<b>NOS Total</b>	<b>20</b>	<b>70</b>	-	<b>10</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N1511
<b>NOS Name</b>	Cut fabrics as per plan received from production planning
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Cutting
<b>NSQF Level</b>	2.5
<b>Credits</b>	3
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQC Clearance Date</b>	18/02/2025

## Qualification Pack

# AMH/N1512: Maintain health, safety and security in the cutting workplace with Gender and PwD Sensitization

## Description

This unit provides performance criteria, knowledge & understanding, skills & abilities required to check and ensure the cutting work area is safe and secure.

## Scope

The scope covers the following :

- Potential risks associated with hazardous processes and guidelines for medical emergencies.
- Gender and Pwd Sensitization at workplace.

## Elements and Performance Criteria

### *Potential risks associated with hazardous processes and guidelines for medical emergencies*

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

- PC1.** Comply with health, safety related instructions applicable to the workplace.
- PC2.** Ensure safe and secure handling of cutting tools; and use of safety measure and/or device to cutting of fabric with electrical handheld cutter like mesh gloves, etc.
- PC3.** Undertake first-aid, fire-fighting and emergency response training

### *Gender and Pwd Sensitization at workplace*

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

- PC4.** Monitor the workplace and work processes for potential risks and threats such as physical injuries or disability, etc
- PC5.** Participate in mock-drills/evacuation procedures organized at the workplace; group discussions, training sensitization programs for gender and PwD awareness

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Hazards associated with operation and handling of cutting tool
- KU2.** Compliance requirements related to cutting of fabrics
- KU3.** The cleanliness procedures followed in the organization
- KU4.** Personal protective equipment like nose mask, stainless steel mesh gloves.
- KU5.** Correct usage of 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 records related to health, safety and security related information
- GS2.** Document records in case of any health and safety incident/accident
- GS3.** Read and comprehend written instructions related to safety issues
- GS4.** Read, understand and follow the safety and cleanliness signage put in the organization
- GS5.** Read in local language as well
- GS6.** Seek information appropriately in order to understand the requirements and concerns of health and safety
- GS7.** Use correct technical terms while discussing safety and security with the supervisor
- GS8.** Make appropriate and timely decision in responding to emergencies/accidents in line with organization
- GS9.** Evaluate and use correct PPE and other safety gear while at the workplace
- GS10.** Work with supervisors/team mates to carry out health and safety measures
- GS11.** Plan health and safety drills according to the required schedule
- GS12.** Keep work area free from potential hazards like fire, shot circuit, etc.
- GS13.** Ensure and follow organizational procedures pertaining to health and safety are followed
- GS14.** Take appropriate actions during emergencies, accidents or fire at the workplace
- GS15.** Resolve issues pertaining to malfunctions in machineries and report if required
- GS16.** Identify emergency situations
- GS17.** Identify cause effect relationship for the emergencies
- GS18.** Critically evaluate the root cause of any mishappening and the level of its impact
- 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
- GS22.** Identify and report any harassment or inappropriate behaviour towards any employee
- GS23.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee with disability or special needs
- GS24.** Actively take part in any discussion/workshop organized for disability sensitization training.
- GS25.** Read and comprehend written instructions related to equality issues in the organization related to disabled persons
- GS26.** Identify and report any distinction, exclusion, harassment or inappropriate behaviour towards any employee

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Potential risks associated with hazardous processes and guidelines for medical emergencies</i>	<b>6</b>	<b>18</b>	-	<b>3</b>
<b>PC1.</b> Comply with health, safety related instructions applicable to the workplace.	3	8	-	1
<b>PC2.</b> Ensure safe and secure handling of cutting tools; and use of safety measure and/or device to cutting of fabric with electrical handheld cutter like mesh gloves, etc.	2	8	-	1
<b>PC3.</b> Undertake first-aid, fire-fighting and emergency response training	1	2	-	1
<i>Gender and Pwd Sensitization at workplace</i>	<b>5</b>	<b>21</b>	-	<b>2</b>
<b>PC4.</b> Monitor the workplace and work processes for potential risks and threats such as physical injuries or disability, etc	2	7	-	1
<b>PC5.</b> Participate in mock-drills/evacuation procedures organized at the workplace; group discussions, training sensitization programs for gender and PwD awareness	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/N1512
<b>NOS Name</b>	Maintain health, safety and security in the cutting workplace with Gender and PwD Sensitization
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Cutting
<b>NSQF Level</b>	2.5
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQC Clearance Date</b>	18/02/2025



## Qualification Pack

### AMH/N0102: Maintain work area, tools and machines

#### 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

##### *Maintain the work area, handle tools and machines*

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

- PC1.** Handle materials, machinery, equipment and tools safely and correctly to maintain a clean and hazard free working area
- PC2.** Use correct lifting and handling procedures
- PC3.** Use materials efficiently to minimize wastage and dispose off waste safely at the designated location.
- PC4.** Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules
- PC5.** Report any unsafe or damaged equipment and other dangerous occurrences to the authorized personnel
- PC6.** Ensure that the correct machine guards are in place
- PC7.** Work in a comfortable position and maintain correct posture
- PC8.** Use cleaning equipment and methods appropriate for the work to be carried out

#### 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)
- KU7.** The importance of complying with written instructions

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- 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>Maintain the work area, handle tools and machines</i>	<b>14</b>	<b>49</b>	-	<b>7</b>
<b>PC1.</b> Handle materials, machinery, equipment and tools safely and correctly to maintain a clean and hazard free working area	3	10	-	1
<b>PC2.</b> Use correct lifting and handling procedures	2	7	-	1
<b>PC3.</b> Use materials efficiently to minimize wastage and dispose off waste safely at the designated location.	2	4	-	1
<b>PC4.</b> Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules	2	10	-	1
<b>PC5.</b> Report any unsafe or damaged equipment and other dangerous occurrences to the authorized personnel	1	2	-	0.5
<b>PC6.</b> Ensure that the correct machine guards are in place	2	2	-	0.5
<b>PC7.</b> Work in a comfortable position and maintain correct posture	1	7	-	1
<b>PC8.</b> Use cleaning equipment and methods appropriate for the work to be carried out	1	7	-	1
<b>NOS Total</b>	<b>14</b>	<b>49</b>	-	<b>7</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N0102
<b>NOS Name</b>	Maintain work area, tools and machines
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Sewing, Finishing, Cutting, Ironing, Tailoring, Machine Embroidery Operation, Sewing, Computerized Embroidery, Sampling
<b>NSQF Level</b>	2.5
<b>Credits</b>	1
<b>Version</b>	16.0
<b>Last Reviewed Date</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQC Clearance Date</b>	18/02/2025

## Qualification Pack

### AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles

#### 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

##### *Comply with industry, and organizational requirements and greening of job roles*

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

- PC1.** Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.
- PC2.** Apply and follow organizational policies and procedures and inculcate sustainable consumption practices.
- PC3.** Actively get involved in improving the performance of the organization and support adaptation to environmentally friendly processes.
- PC4.** 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
- PC5.** Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and deal with work interruptions effectively.
- 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 and maintain a backup file when working on various design software
- PC9.** 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.** 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.

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- 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>Comply with industry, and organizational requirements and greening of job roles</i>	20	10	-	10
<b>PC1.</b> Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	2	1	-	1
<b>PC2.</b> Apply and follow organizational policies and procedures and inculcate sustainable consumption practices.	2	1	-	1
<b>PC3.</b> Actively get involved in improving the performance of the organization and support adaptation to environmentally friendly processes.	2	1	-	1
<b>PC4.</b> 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	3	2	-	2
<b>PC5.</b> Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and deal with work interruptions effectively.	3	1	-	1
<b>PC6.</b> Report unsafe equipment and other dangerous occurrences to concerned personnel.	2	1	-	1
<b>PC7.</b> Use cleaning equipment and methods appropriate for the work to be carried out.	2	1	-	1
<b>PC8.</b> Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software	2	1	-	1
<b>PC9.</b> All soft copies of design work to be maintained in files as well for future reference	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/N0104
<b>NOS Name</b>	Comply with industry, regulatory and organizational requirements and Greening of Job roles
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Sewing, Ironing, Export Operations, Designing, Boutique Operations, Quality Control, Sewing, Laying, Inventory Management, Hand Embroidery
<b>NSQF Level</b>	2.5
<b>Credits</b>	1
<b>Version</b>	22.0
<b>Last Reviewed Date</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQC Clearance Date</b>	18/02/2025



## Qualification Pack

### DGT/VSQ/N0101: Employability Skills (30 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
- 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.** understand the significance of employability skills in meeting the job requirements

##### *Constitutional values – Citizenship*

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

**PC2.** identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

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

**PC3.** explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

##### *Basic English Skills*

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

**PC4.** speak with others using some basic English phrases or sentences

##### *Communication Skills*

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

**PC5.** follow good manners while communicating with others

**PC6.** work with others in a team

## Qualification Pack

### *Diversity & Inclusion*

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

**PC7.** communicate and behave appropriately with all genders and PwD

**PC8.** report any issues related to sexual harassment

### *Financial and Legal Literacy*

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

**PC9.** use various financial products and services safely and securely

**PC10.** calculate income, expenses, savings etc.

**PC11.** approach the concerned authorities for any exploitation as per legal rights and laws

### *Essential Digital Skills*

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

**PC12.** operate digital devices and use its features and applications securely and safely

**PC13.** use internet and social media platforms securely and safely

### *Entrepreneurship*

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

**PC14.** identify and assess opportunities for potential business

**PC15.** identify sources for arranging money and associated financial and legal challenges

### *Customer Service*

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

**PC16.** identify different types of customers

**PC17.** identify customer needs and address them appropriately

**PC18.** follow appropriate hygiene and grooming standards

### *Getting ready for apprenticeship & Jobs*

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

**PC19.** create a basic biodata

**PC20.** search for suitable jobs and apply

**PC21.** identify and register apprenticeship opportunities as per requirement

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills

**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 basic spoken English language

**KU6.** Do and dont of effective communication

**KU7.** inclusivity and its importance

**KU8.** different types of disabilities and appropriate communication and behaviour towards PwD

**KU9.** different types of financial products and services

## Qualification Pack

- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

## Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation 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> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC3.</b> explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use various financial products and services safely and securely	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> calculate income, expenses, savings etc.	-	-	-	-
<b>PC11.</b> approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	<b>4</b>	<b>6</b>	-	-
<b>PC12.</b> operate digital devices and use its features and applications securely and safely	-	-	-	-
<b>PC13.</b> use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	<b>3</b>	<b>5</b>	-	-
<b>PC14.</b> identify and assess opportunities for potential business	-	-	-	-
<b>PC15.</b> identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	<b>2</b>	<b>2</b>	-	-
<b>PC16.</b> identify different types of customers	-	-	-	-
<b>PC17.</b> identify customer needs and address them appropriately	-	-	-	-
<b>PC18.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>1</b>	<b>3</b>	-	-
<b>PC19.</b> create a basic biodata	-	-	-	-
<b>PC20.</b> search for suitable jobs and apply	-	-	-	-
<b>PC21.</b> identify and register apprenticeship opportunities as per requirement	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<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>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 : 50**

(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/N1510.Plan and Prepare for process of cutting fabrics as per the job card received	15	60	-	10	85	21
AMH/N1511.Cut fabrics as per plan received from production planning	20	70	-	10	100	25
AMH/N1512.Maintain health, safety and security in the cutting workplace with Gender and PwD Sensitization	11	39	-	5	55	14
AMH/N0102.Maintain work area, tools and machines	14	49	-	7	70	18
AMH/N0104.Comply with industry, regulatory and organizational requirements and Greening of Job roles	20	10	-	10	40	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	12
<b>Total</b>	<b>100</b>	<b>258</b>	<b>-</b>	<b>42</b>	<b>400</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.