

## Qualification Pack



# Finisher & Packer

QP Code: AMH/Q2255

Version: 4.0

NSQF Level: 2.5

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## Qualification Pack

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### AMH/Q2255: Finisher & Packer

#### Brief Job Description

Finisher & Packer is responsible for monitoring production, quality and delivery of Packed products ready to dispatch while maintaining the quality parameters as per priority and specifications. The operation consists of finishing & packaging process activities from Checking, Ironing, folding, inner packing, outer packing, labeling, marking, inner layer etc. to finally packed in carton or as special instruction defined by buyer.

#### 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 calculations and measuring. He/she should be agile and impatient moving all along the shop floor. He should be resilient yet tenacious in maintaining schedules. He should be able to work under pressure.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [AMH/N2255: Plan and organize Finishing & Packing processes](#)
2. [AMH/N2256: Perform Finishing & Packing operations](#)
3. [AMH/N2257: Maintain health, safety and security in the Finishing & packing department 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>	Finishing
<b>Country</b>	India

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<b>NSQF Level</b>	2.5
<b>Credits</b>	10
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/NIL
<b>Minimum Educational Qualification &amp; Experience</b>	<p>9th Class with NA of experience OR 8th Class ( pursuing continuous schooling in regular school with vocational subject) with NA of experience OR 5th Class with 4 Years of experience in relevant field OR Ability to read and write with 5 Years of experience OR Previous relevant Qualification of NSQF Level 2 with 6 Months of experience in relevant field OR Previous relevant Qualification of NSQF Level (1) with 1.5 years of experience in relevant field OR 8th Class with 1 Year of experience in relevant field</p>
<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>	30/11/2026
<b>NSQC Approval Date</b>	30/11/2023
<b>Version</b>	4.0
<b>Reference code on NQR</b>	QG-2.5-AP-01869-2024-V1.1-AMHSSC
<b>NQR Version</b>	4

## Qualification Pack

### AMH/N2255: Plan and organize Finishing & Packing processes

#### Description

This unit is about defining activities related for planning and organizing of processes related to finishing operations

#### Scope

The scope covers the following :

- Identifying process steps in finishing and Packing and defining sequence of processes for productivity and quality.

#### Elements and Performance Criteria

##### *Identifying process steps in finishing and defining sequence of processes for productivity and quality*

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

- PC1..** Review orders received from the supervisor as per style/product category/class & read job card to understand packing mode and styles as per product category/class/customer instructions
- PC2.** Identify broad finishing operation required to the product class/category & identify components of tasks required to do the packing
- PC3.** Split finishing & packing operations for a particular style of product category into discrete processes or sub-processes (thread cutting, spotting, ironing, washing, dry cleaning, Folding , Polybag , Sticking etc.)
- PC4.** Identify and organize processes or sub-processes of finishing & packing like thread cutting, spotting, folding , Polybag , Sticking etc. in a defined sequence to ensure productivity and quality & organize the components and materials required for finishing & packing
- PC5. .** Develop checklist for different tasks within specified area of Finishing & packing, also ensure availability of materials, resources, tools and equipments as needed for execution of his own task as per process sequence
- PC6. .** Report to the supervisor in case of any doubt or shortage of materials

#### 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 and tolerance for packing standards and its conformance
- KU2.** Organize processes related to finishing that support building organizational overall performance
- KU3.** Operating and handling of finishing machines and equipment like washing machine, tagging, packing , like sealing equipment, polybag packing, labelling, specialty packing modes etc
- KU4.** Solvents and chemicals, their shelf-life, etc.

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- KU5.** Effect of different chemicals on product types, color fastness, etc. with respect to stain removing and Also knowledge of about different types of packing like poly packing, hanger packing, etc
- KU6.** Measurement of garments and its tolerance & knowledge about different types and sizes of cartons & its assortments related to packing

## Generic Skills (GS)

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

- GS1.** Document records related to finishing & packing and the processes adopted for each style
- GS2.** Write letters, memos clearly and legibly with respect to planning the finishing & Packing process to be carried out
- GS3.** Read and comprehend written instructions in the job card related to finishing of different product categories also written instructions mentioned in the job card to pack a particular style in local language as well.
- GS4.** Communicate with superiors and colleagues appropriately
- GS5.** Communicate with all relevant information in relation to the task of finishing & Packing in a logical sequence without errors
- GS6.** Make appropriate decisions in relation to deciding the processes and sub-processes of finishing and Packing
- GS7.** Take decisions keeping the company's capability and capacity in mind
- GS8.** Plan and organize the finishing & Packing work to meet the target and deadlines
- GS9.** Plan the finishing & Packing process keeping customer requirements in mind
- GS10.** Build customer understanding of trust and cooperativeness by following the finishing & packing process as per their requirements
- GS11.** Apply problem-solving approach in different situations
- GS12.** Report abnormalities and non-conformities detected to superiors
- GS13.** Seek clarification on problems when in doubt
- GS14.** .Analyze and accordingly identify which finishing process serves a better output
- GS15.** Identify root cause of a problem related to man, machine and material
- GS16.** Critically evaluate information gathered from various sources to arrive at a solution

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identifying process steps in finishing and defining sequence of processes for productivity and quality</i>	20	60	-	10
<b>PC1..</b> Review orders received from the supervisor as per style/product category/class & read job card to understand packing mode and styles as per product category/class/customer instructions	2	2	-	2
<b>PC2.</b> Identify broad finishing operation required to the product class/category & identify components of tasks required to do the packing	3	15	-	2
<b>PC3.</b> Split finishing & packing operations for a particular style of product category into discrete processes or sub-processes (thread cutting, spotting, ironing, washing, dry cleaning, Folding , Polybag , Sticking etc.)	5	16	-	2
<b>PC4.</b> Identify and organize processes or sub-processes of finishing & packing like thread cutting, spotting, folding , Polybag , Sticking etc. in a defined sequence to ensure productivity and quality & organize the components and materials required for finishing & packing	5	16	-	2
<b>PC5. .</b> Develop checklist for different tasks within specified area of Finishing & packing, also ensure availability of materials, resources, tools and equipments as needed for execution of his own task as per process sequence	4	10	-	1
<b>PC6. .</b> Report to the supervisor in case of any doubt or shortage of materials	1	1	-	1
<b>NOS Total</b>	<b>20</b>	<b>60</b>	<b>-</b>	<b>10</b>



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N2255
<b>NOS Name</b>	Plan and organize Finishing & Packing processes
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Finishing
<b>NSQF Level</b>	2.5
<b>Credits</b>	3
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	30/11/2023
<b>Next Review Date</b>	30/11/2026
<b>NSQC Clearance Date</b>	30/11/2023



## Qualification Pack

### AMH/N2256: Perform Finishing & Packing operations

#### Description

This unit provides performance criteria, knowledge & understanding, skills & abilities required to perform the processes and/or sub-processes of finishing & Packing operation with optimum of productivity and quality

#### Scope

The scope covers the following :

- Performing different processes of finishing & Packing like thread cutting, spotting, Executing tasks related to packing, etc

#### Elements and Performance Criteria

*Performing different processes of finishing like thread cutting, spotting, etc.*

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

- PC1..** Ensure there is no accumulation of materials at any process stage and packing the material as per job card details and requirement
- PC2.** Check the products at predefined stages as per customer/company norms check the products at predefined stages as per customer/company norms and standards & follow supervisors instructions for finishing and packing process
- PC3.** Identify and rectify (if possible) the defects found like repairable faults like crease removal, stain removals etc
- PC4.** Coordinate with supervisor who further coordinates with the planning and packing department to ensure materials are processed and delivered as per priority for delivery schedule & segregate and quarantine damage/defective goods/pieces
- PC5. .** Ensure standards, reference sample, templates etc. are available at respective process stages

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Finishing & packing processes with innovative advices to enhance productivity and reduce wastages along with knowledge about the final shipment dates & meeting the date on time
- KU2.** Correction of different types of stains with the help of stain removing chemicals product wise
- KU3.** Different types of customer labels, washing labels, size labels, tags etc.
- KU4.** Mathematical calculations with respect to the material consumption, wastage, etc. done in the finishing department
- KU5.** Do packing as per invoice
- KU6.** Weighing of packed goods
- KU7.** Marking basic packing details on cartons

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**KU8.** Operation and handling of different packing & finishing tools and equipment

### Generic Skills (GS)

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

- GS1.** Write & Read document records related to tools, and equipments used in finishing and packing
- GS2.** Read, write and understand manuals, memos, reports, job cards, etc. in local language also
- GS3.** Maintain a record of the material consumption
- GS4.** Read and comprehend written instructions about working of machines and equipment used in finishing and packing.
- GS5.** Communicate effectively with superiors and colleagues provide/receive detailed information
- GS6.** Speaking in vernacular would serve as an advantage
- GS7.** Follow organization rule-based decision making that is suitable and serves as an advantage while finishing and packing
- GS8.** Take decision with systematic course of actions and/or response
- GS9.** Plan and organize the finishing process assigned to meet deadlines of shipment date
- GS10.** Understand customer requirements and their priority and respond as per their needs
- GS11.** Seek and comprehend machine/process related inputs for clarification
- GS12.** Communicate effectively with aids of soft skill tools and techniques
- GS13.** Report and clarify doubts from the supervisor
- GS14.** Analyze the strategy to be adopted while working on the finishing & packing process for a better output
- GS15.** Develop holistic and comprehensive profile of process performances based on segregated discrete information available

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Performing different processes of finishing like thread cutting, spotting, etc.</i>	18	63	-	9
<b>PC1..</b> Ensure there is no accumulation of materials at any process stage and packing the material as per job card details and requirement	3	6	-	2
<b>PC2.</b> Check the products at predefined stages as per customer/company norms check the products at predefined stages as per customer/company norms and standards & follow supervisors instructions for finishing and packing process	4	18	-	2
<b>PC3.</b> Identify and rectify (if possible) the defects found like repairable faults like crease removal, stain removals etc	4	25	-	2
<b>PC4.</b> Coordinate with supervisor who further coordinates with the planning and packing department to ensure materials are processed and delivered as per priority for delivery schedule & segregate and quarantine damage/defective goods/pieces	2	2	-	1
<b>PC5.</b> . Ensure standards, reference sample, templates etc. are available at respective process stages	5	12	-	2
<b>NOS Total</b>	<b>18</b>	<b>63</b>	<b>-</b>	<b>9</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N2256
<b>NOS Name</b>	Perform Finishing & Packing operations
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Finishing
<b>NSQF Level</b>	2.5
<b>Credits</b>	3
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	30/11/2023
<b>Next Review Date</b>	30/11/2026
<b>NSQC Clearance Date</b>	30/11/2023

## Qualification Pack

### AMH/N2257: Maintain health, safety and security in the Finishing & packing department with Gender and PwD Sensitization

#### Description

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to organize/maintain finishing work areas in line with health, safety and security concerns

#### Scope

The scope covers the following :

- Hazards and Risks associated with the finishing process & packing (es), medical emergencies and evacuation process & Gender Sensitivity requirements

#### Elements and Performance Criteria

*Hazards and risks associated with the finishing process(es), medical emergencies and evacuation process*

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 handling of tools and equipment's safely and securely with the help of gloves, nose masks, etc. & establish and ensure process compliance to its requirements
- PC3.** Ability to reflect on own gender identity and gender role & Practice, acceptance & internalization of gender & Its concepts
- PC4.** Check the workplace and work processes for potential risks and threats like physical injuries/disability if in direct contact with the chemicals, fire, etc.
- PC5. .** Participate in mock-drills/evacuation procedures organized at the workplace
- PC6. .** Undertake first-aid, fire-fighting, and emergency response training Also engage & participate to end gender discrimination & communicate in gender inclusive terms

#### 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.** Product compliance requirements like standards for shade, color types, chemical permissible tolerance, etc.
- KU3.** Hazards related to equipments like electric iron for electrical shock and heat burn
- KU4.** Chemical hazards for chemicals used in spotting (stain removing) like solvents for touch, smell, eye contact etc.
- KU5.** Fire hazards related to volatile solvents used in spotting like white petrol, acetone etc.
- KU6.** MSDS and first aids related to chemicals coming accidentally in contact
- KU7.** Safe handling of tools and equipments like scissors, knives, etc.

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- KU8.** Practice, acceptance and internalization of gender and its concepts Communicate in gender inclusive terms
- KU9.** Deep Understanding of actions, consequences of gendered behavior and knowledge of gender concepts

## 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.** Read and comprehend written instructions related to safety issues
- GS3.** Read, understand and follow the health and safety signage put in the organization
- GS4.** Seek information appropriately in order to understand the health and safety requirements and concerns
- GS5.** Able to speak in technical terms while discussing health and safety with the supervisors and/or co-workers
- GS6.** Make appropriate and timely decision in responding to emergencies/ accidents in line with organization
- GS7.** Take decision with systematic course of actions and/or response in case of any emergency
- GS8.** Plan and organize the evacuation procedures without any hassle
- GS9.** Ensure and follow organizational procedures pertaining to health and safety are followed
- GS10.** Seek and comprehend health and security related inputs for clarification
- GS11.** Communicate effectively with aids of soft skill tools and techniques
- GS12.** Seek information from supervisors in case of any doubt with respect to health and safety
- GS13.** Identify emergency situations and act as per direction
- GS14.** Basic knowledge of gender and its concepts
- GS15.** Critically evaluate technical inputs in relation to safety and security intended
- GS16.** Develop holistic and comprehensive profile of products based on segregated discrete information available

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Hazards and risks associated with the finishing process(es), medical emergencies and evacuation process</i>	12	42	-	6
<b>PC1..</b> Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, knife, stain removers etc.	1	2	-	1
<b>PC2.</b> Ensure handling of tools and equipment's safely and securely with the help of gloves, nose masks, etc. & establish and ensure process compliance to its requirements	2	9	-	1
<b>PC3.</b> Ability to reflect on own gender identity and gender role & Practice, acceptance & internalization of gender & Its concepts	3	6	-	1
<b>PC4.</b> Check the workplace and work processes for potential risks and threats like physical injuries/disability if in direct contact with the chemicals, fire, etc.	2	4	-	1
<b>PC5. .</b> Participate in mock-drills/evacuation procedures organized at the workplace	1	9	-	1
<b>PC6. .</b> Undertake first-aid, fire-fighting, and emergency response training Also engage & participate to end gender discrimination & communicate in gender inclusive terms	3	12	-	1
<b>NOS Total</b>	<b>12</b>	<b>42</b>	<b>-</b>	<b>6</b>



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N2257
<b>NOS Name</b>	Maintain health, safety and security in the Finishing & packing department with Gender and PwD Sensitization
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Finishing
<b>NSQF Level</b>	2.5
<b>Credits</b>	1
<b>Version</b>	4.0
<b>Last Reviewed Date</b>	30/11/2023
<b>Next Review Date</b>	30/11/2026
<b>NSQC Clearance Date</b>	30/11/2023

## 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, Production Supervision, Sampling, Quality Control, Quality Assurance, Ironing, Tailoring, Machine Embroidery Operation
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	14.0
<b>Last Reviewed Date</b>	30/11/2023
<b>Next Review Date</b>	30/11/2026
<b>NSQC Clearance Date</b>	30/11/2023

## 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>	<b>20</b>	<b>10</b>	-	<b>10</b>
<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>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>	4
<b>Credits</b>	1
<b>Version</b>	21.0
<b>Last Reviewed Date</b>	30/11/2023
<b>Next Review Date</b>	30/11/2026
<b>NSQF Clearance Date</b>	30/11/2023

## 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/N2255.Plan and organize Finishing & Packing processes	20	60	-	10	90	22
AMH/N2256.Perform Finishing & Packing operations	18	63	-	9	90	23
AMH/N2257.Maintain health, safety and security in the Finishing & packing department with Gender and PwD Sensitization	12	42	-	6	60	15
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>104</b>	<b>254</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.