

Qualification Pack



Checker - Inline & Measurement

QP Code: AMH/Q0103

Version: 4.0

NSQF Level: 3.5

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AMH/Q0103: Checker - Inline & Measurement

Brief Job Description

A checker is an important job-role associated with Apparel sector. The primary responsibility of a checker is to identify the faults in the fabrics, cut components, garment parts or finished products through visual inspection. As Checker, the individual inspects the accuracy of the dimensions of the stitched parts and the finished apparel. The primary responsibility of a checker is to measure all the dimension of the apparel and ensure they are free from defects.

Personal Attributes

Checker should have good eyesight, eye for detail, basic math skills, knowledge of metric system and vision (including near vision, distance vision, color vision, peripheral vision, depth perception and ability to change focus).

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AMH/N0105: Carry out in-line checking activities](#)
2. [AMH/N0106: Maintain work area and tools](#)
3. [AMH/N0107: Carry out measurement checking activities](#)
4. [AMH/N0309: Ensure the promotion of a safe and secure work environment while integrating Gender and Persons with Disabilities \(PWD\) Sensitization](#)
5. [AMH/N0311: Abide by industry, regulatory, and organizational mandates, while integrating environmentally friendly practices](#)
6. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Quality Assurance
Country	India

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NSQF Level	3.5
Credits	14
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7543.0301
Minimum Educational Qualification & Experience	<p>10th Class with 1.5 years of experience IN RELEVANT FIELD</p> <p>OR</p> <p>8th Class pass with 4.5 years of experience in relevant field</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level (3) with 1.5 years of experience in relevant field</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level 2.5 with 3 Years of experience in relevant field</p>
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Preferably Training on Quality Checker
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	18/02/2028
NSQC Approval Date	18/02/2025
Version	4.0
Reference code on NQR	QG-3.5-AP-03570-2025-V2-AMHSSC
NQR Version	4

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AMH/N0105: Carry out in-line checking activities

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to perform checking activities to ensure the quality of operations and products.

Scope

The scope covers the following :

- Carryout in-line checking activities

Elements and Performance Criteria

Carryout in-line checking activities

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

- PC1.** Check that the work area is free from hazards and ensure cleanliness of the tools (marker, measuring tape, etc) and equipments as per instructions
- PC2.** Follow the instructions on the work ticket/ job card or customer specifications
- PC3.** Assist in carrying out basic foundation inspection safely and at a rate which maintains work flow and meets production targets
- PC4.** Visually inspect the cut components and finished apparel for any dimensional changes or defects as per the inspection standards or customer specifications and properly document if any defects are identified
- PC5.** Bundle and label the cut components
- PC6.** Store the cut components in specified manner, to ensure that the quality is preserved and garment parts are handled in an appropriate manner
- PC7.** Inform the appropriate people in case of any defect identified
- PC8.** Identify problems and resolve issues within limits of your own responsibility
- PC9.** Report problems outside area of responsibility to the appropriate person
- PC10.** Identify the garment parts and finished garments for faults related to fabric or stitching and inform as per the specified procedure

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Types of issues/problems with quality and how to report them to appropriate people
- KU2.** Consequences of not rectifying problems
- KU3.** Importance of keeping accurate quality records
- KU4.** Safe working practices and organizational procedures
- KU5.** The line and importance of communication, authority and reporting procedures
- KU6.** The company's quality standards code of conduct (COC) and Social Accountability standards followed within the industry

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- KU7.** The types of records kept, methods to complete the record and the importance of keeping them accurate
- KU8.** The importance of complying with written instruction and methods to make use of the information detailed in specifications and instructions
- KU9.** Equipment operating procedures / manufacturers instructions
- KU10.** Methods to receive work instructions and specifications and interpret them accurately
- KU11.** Types of faults in fabric and stitching and the corrective action to be taken when they occur
- KU12.** Types of garments and parts of garments
- KU13.** The trims used in the garments
- KU14.** Visual inspection procedures
- KU15.** Material/fabric / yarn types
- KU16.** Process to maintain the flow of production
- KU17.** The importance of achieving quality and its relation to the end user / customer
- KU18.** Basic math skills

Generic Skills (GS)

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

- GS1.** Be adept in English/ local language as applicable
- GS2.** Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS3.** Read and understand manuals, health and safety instructions, memos, reports, job cards etc
- GS4.** Listen actively and communicate effectively with supervisors, managers, etc.
- GS5.** Take appropriate decisions regarding assigned to responsibilities
- GS6.** Analyze the defects in the material or garment and take appropriate decision for rectifications and report to the supervisor if problems cannot be rectified
- GS7.** Plan and organize in-line checking as per the timelines
- GS8.** Ensure all customer needs are assessed and every effort is made to provide satisfactory service
- GS9.** Solve operational role related issues
- GS10.** Diagnose common problems with the machine based on its functioning and visual inspection
- GS11.** Assess and control the quality standards of the product as per customer specifications
- GS12.** 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>Carryout in-line checking activities</i>	30	100	-	10
PC1. Check that the work area is free from hazards and ensure cleanliness of the tools (marker, measuring tape, etc) and equipments as per instructions	2	5	-	1
PC2. Follow the instructions on the work ticket/ job card or customer specifications	2	4	-	1
PC3. Assist in carrying out basic foundation inspection safely and at a rate which maintains work flow and meets production targets	1	4	-	1
PC4. Visually inspect the cut components and finished apparel for any dimensional changes or defects as per the inspection standards or customer specifications and properly document if any defects are identified	8	25	-	1
PC5. Bundle and label the cut components	3	15	-	1
PC6. Store the cut components in specified manner, to ensure that the quality is preserved and garment parts are handled in an appropriate manner	2	8	-	1
PC7. Inform the appropriate people in case of any defect identified	2	2	-	1
PC8. Identify problems and resolve issues within limits of your own responsibility	3	8	-	1
PC9. Report problems outside area of responsibility to the appropriate person	2	3	-	1
PC10. Identify the garment parts and finished garments for faults related to fabric or stitching and inform as per the specified procedure	5	26	-	1
NOS Total	30	100	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0105
NOS Name	Carry out in-line checking activities
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Quality Assurance
NSQF Level	3.5
Credits	5
Version	3.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

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AMH/N0106: Maintain work area and tools

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/maintain work areas and activities to ensure hand embroidery tools 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 and tools

Elements and Performance Criteria

Maintain the work area and tools

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.** Carryout running maintenance and/or cleaning within one's responsibility and agreed schedules
- PC5.** Report any damaged tools & materials to the authorized personnel
- PC6.** Work in a comfortable position and maintain correct posture
- PC7.** Use cleaning equipment and methods appropriate for the work to be carried out
- PC8.** Store cleaning equipment safely after use
- PC9.** Carryout cleaning according to schedules and limits of responsibility

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Importance of good health, personal hygiene and duty of care
- KU2.** Importance of safe working practices and code of conduct (COC) and Social Accountability standards followed by the organization/ industry
- KU3.** Limits of your own responsibility
- KU4.** The production process and the specific work activities that relate to the whole process
- KU5.** The line and importance of effective communication with superiors and colleagues
- KU6.** Knowledge about the organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)

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- KU7.** The importance of complying with written instructions
- KU8.** Knowledge about work instructions and specifications and interpret them accurately
- KU9.** Method to make use of the information detailed in specifications and instructions
- KU10.** The importance of taking action when problems are identified and resolving these within your work area
- KU11.** Different ways of minimizing waste and proper disposal system for waste and by-products
- KU12.** The importance of running maintenance and regular cleaning
- KU13.** Effects of contamination on products i.e. machine oil, dirt
- KU14.** Different types of cleaning substances and their use
- KU15.** 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 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 and tools</i>	10	25	-	5
PC1. Handle materials, machinery, equipment and tools safely and correctly to maintain a clean and hazard free working area	1	4	-	0.5
PC2. Use correct lifting and handling procedures	1	4	-	0.5
PC3. Use materials efficiently to minimize wastage and dispose off waste safely at the designated location.	2	2	-	0.5
PC4. Carryout running maintenance and/or cleaning within one's responsibility and agreed schedules	1	3	-	0.5
PC5. Report any damaged tools & materials to the authorized personnel	1	1	-	0.5
PC6. Work in a comfortable position and maintain correct posture	1	3	-	1
PC7. Use cleaning equipment and methods appropriate for the work to be carried out	1	2	-	0.5
PC8. Store cleaning equipment safely after use	1	3	-	1
PC9. Carryout cleaning according to schedules and limits of responsibility	1	3	-	-
NOS Total	10	25	-	5

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0106
NOS Name	Maintain work area and tools
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Generic
NSQF Level	3.5
Credits	2
Version	7.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

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AMH/N0107: Carry out measurement checking activities

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to perform measurement checking activities to ensure the quality of operations and products.

Scope

The scope covers the following :

- Plan and organize for carrying out the process of measurement checking activities

Elements and Performance Criteria

Carryout measurement checking activities

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

- PC1.** Check that the work area is free from hazards and ensure cleanliness of the tools (marker, measuring tape, etc) and equipments as per instructions
- PC2.** Follow the instructions on the work ticket/ job card or customer specifications
- PC3.** Assist in carrying out basic inspection safely and at a rate which maintains work flow and meets production targets
- PC4.** Visually inspect the apparel parts and finished apparel for any dimensional changes or defects as per the inspection standards or customer specifications and properly document if any defects are identified
- PC5.** Store the cut components in specified manner, to ensure that the quality is preserved and garment parts are handled in an appropriate manner
- PC6.** Isolate defective pieces for rectification/ disposal
- PC7.** Inform the appropriate people in case of any defect identified
- PC8.** Identify problems and resolve issues within limits of your own responsibility
- PC9.** Report problems outside area of responsibility to the appropriate person

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Types of issues with quality and how to report them to appropriate people
- KU2.** Consequences of not identifying and rectifying problems
- KU3.** Importance of keeping accurate quality records
- KU4.** Safe working practices and organizational procedures
- KU5.** The line and importance of communication, authority and reporting procedures
- KU6.** The company's quality standards; code of conduct (COC) and Social Accountability standards followed within the industry
- KU7.** The types of records kept, methods to complete the record and the importance of keeping them accurate

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- KU8.** The importance of complying with written instructions and methods to make use of the information detailed in specifications and instructions
- KU9.** Equipment operating procedures / manufacturers instructions
- KU10.** Methods to receive work instructions and specifications and interpret them accurately
- KU11.** Types of basic fabric and stitches
- KU12.** Types of garment and their parts
- KU13.** The types of common faults and the action to be taken when they occur
- KU14.** Visual inspection procedures
- KU15.** Method of measuring different garments and their parts
- KU16.** Fabric grain line and its significance
- KU17.** The metric system
- KU18.** The process to maintain the flow of production
- KU19.** Understanding customer specifications and reading a size chart
- KU20.** Achieving quality and its relation to the end user/customer
- KU21.** Basic math skills

Generic Skills (GS)

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

- GS1.** Be adept in English/ local language as applicable
- GS2.** Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS3.** Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
- GS4.** Listen actively and communicate effectively with supervisors, managers, etc.
- GS5.** Take appropriate decisions regarding assigned responsibilities
- GS6.** Analyze the errors in measurement and take appropriate decision for rectifications
- GS7.** Plan and organize measurement checking of the stitched component/garment as per the timelines
- GS8.** Organize tools and equipments to be used
- GS9.** Ensure all customer needs are assessed and every effort is made to provide satisfactory service
- GS10.** Solve operational role related issues
- GS11.** Identify and analyze the defects in the component/garment and report to the supervisor if problems cannot be rectified
- GS12.** Diagnose common problems with the machine based on its functioning and visual inspection
- GS13.** Assess and control the quality standards of the product as per customer specifications
- GS14.** 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>Carryout measurement checking activities</i>	30	100	-	10
PC1. Check that the work area is free from hazards and ensure cleanliness of the tools (marker, measuring tape, etc) and equipments as per instructions	2	10	-	1
PC2. Follow the instructions on the work ticket/ job card or customer specifications	2	3	-	1
PC3. Assist in carrying out basic inspection safely and at a rate which maintains work flow and meets production targets	4	13	-	1
PC4. Visually inspect the apparel parts and finished apparel for any dimensional changes or defects as per the inspection standards or customer specifications and properly document if any defects are identified	10	30	-	2
PC5. Store the cut components in specified manner, to ensure that the quality is preserved and garment parts are handled in an appropriate manner	3	8	-	1
PC6. Isolate defective pieces for rectification/ disposal	3	15	-	1
PC7. Inform the appropriate people in case of any defect identified	2	3	-	1
PC8. Identify problems and resolve issues within limits of your own responsibility	2	15	-	1
PC9. Report problems outside area of responsibility to the appropriate person	2	3	-	1
NOS Total	30	100	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0107
NOS Name	Carry out measurement checking activities
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Quality Assurance
NSQF Level	3.5
Credits	3
Version	3.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

AMH/N0309: Ensure the promotion of a safe and secure work environment while integrating Gender and Persons with Disabilities (PwD) Sensitization

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Hazards and potential risks associated with the process, guidelines for medical emergencies and evacuation process; gender & PwD sensitization

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

- PC1.** Implement workplace instructions regarding health, safety, gender, and accommodations for People with Disabilities (PwD)
- PC2.** Engage proactively in simulated drills, evacuation protocols, and group discussions focusing on ensuring a safe and secure work environment
- PC3.** Conduct gender and PwD awareness training and sensitization programs at the workplace.
- PC4.** Utilize and uphold materials and equipment according to established protocols
- PC5.** Demonstrate proficiency in administering first-aid, firefighting, or other emergency response procedures, and follow organizational shutdown and evacuation protocols when necessary.
- PC6.** Monitor the workplace and processes for potential risks or threats, promptly informing supervisors or authorized personnel, while ensuring gender equality and the security of People with Disabilities (PwD).

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** The importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior
- KU2.** How to accommodate employees with disabilities; etiquette to adhere to and proper language and terminology
- KU3.** How to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs.
- KU4.** Promote a safe, accessible and healthy workplace for disabled employees.
- KU5.** Health and safety related practices applicable at the workplace.

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

Generic Skills (GS)

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

- GS1.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee.
- GS2.** Actively take part in any discussion/workshop organized for gender sensitization training
- GS3.** Read and comprehend written instructions related to gender equality and Pwd awareness/issues in the organization
- GS4.** Identify and report any harassment or inappropriate behavior towards any employee
- GS5.** Identify and report any distinction, exclusion, harassment or inappropriate behavior towards any employee
- GS6.** Document and report any health and safety related incidents/ accidents to the authorized personnel.
- GS7.** Read all organizational and equipment related health and safety manuals and documents
- GS8.** Read instructions, guidelines/procedures/rules related to the worksite and machine operations
- GS9.** Keep abreast with the latest developments for innovative safety services and tools by reading brochures, pamphlets, magazines etc
- GS10.** Discuss the latest approach for safety and security with the team
- GS11.** Evaluate and use correct PPE kit and other safety gear while at the workplace
- GS12.** Work with supervisors/ team mates to carry out work related tasks as per schedule
- GS13.** Keep work area free from potential hazards
- GS14.** Follow organizational procedures pertaining to health and safety.
- GS15.** Take appropriate actions during emergencies, accidents or fire at the workplace
- GS16.** Resolve issues pertaining to malfunctions in machineries and report if required
- GS17.** Identify emergency situations; their cause & effect relationship and suggest probable solutions

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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Hazards and potential risks associated with the process, guidelines for medical emergencies and evacuation process; gender & PwD sensitization</i>	22	12	-	6
PC1. Implement workplace instructions regarding health, safety, gender, and accommodations for People with Disabilities (PwD)	4	2	-	1
PC2. Engage proactively in simulated drills, evacuation protocols, and group discussions focusing on ensuring a safe and secure work environment	4	2	-	1
PC3. Conduct gender and PwD awareness training and sensitization programs at the workplace.	4	2	-	1
PC4. Utilize and uphold materials and equipment according to established protocols	3	2	-	1
PC5. Demonstrate proficiency in administering first-aid, firefighting, or other emergency response procedures, and follow organizational shutdown and evacuation protocols when necessary.	4	2	-	1
PC6. Monitor the workplace and processes for potential risks or threats, promptly informing supervisors or authorized personnel, while ensuring gender equality and the security of People with Disabilities (PwD).	3	2	-	1
NOS Total	22	12	-	6

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0309
NOS Name	Ensure the promotion of a safe and secure work environment while integrating Gender and Persons with Disabilities (PwD) Sensitization
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing, Sewing, Specialized Sewing, Sampling, Ironing, Hand Embroidery, Production Supervision, Computerized Embroidery, Laying, Quality Control
NSQF Level	4
Credits	1
Version	1.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

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AMH/N0311: Abide by industry, regulatory, and organizational mandates, while integrating environmentally friendly practices

Description

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

Scope

The scope covers the following :

- Observe organizational norms and follow green procedures at workplace.

Elements and Performance Criteria

Abide by industry, regulatory, and organizational mandates, while integrating environmentally friendly practices

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

- PC1.** Execute job duties in alignment with organizational standards, emphasizing green solutions, and adhering to established procedures, policies, legislation, and regulations.
- PC2.** Implement and adhere to organizational policies and procedures, integrating sustainable consumption practices.
- PC3.** Actively participate in enhancing organizational performance and facilitating the transition to environmentally friendly processes.
- PC4.** Safely and appropriately handle materials, equipment, computers, and software to ensure a clean and hazard-free work environment, supporting the adoption of eco-friendly practices.
- PC5.** Perform ongoing maintenance and cleaning tasks within assigned responsibilities and agreed-upon schedules, managing work interruptions efficiently.
- PC6.** Promptly report unsafe equipment and hazardous incidents to relevant personnel.
- PC7.** Utilize cleaning equipment and techniques suitable for the specific tasks at hand.
- PC8.** Request system or software upgrades as needed to optimize work efficiency, and maintain backup files while using various design software.
- PC9.** Maintain soft copies of design work in files 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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Abide by industry, regulatory, and organizational mandates, while integrating environmentally friendly practices</i>	20	10	-	10
PC1. Execute job duties in alignment with organizational standards, emphasizing green solutions, and adhering to established procedures, policies, legislation, and regulations.	2	1	-	1
PC2. Implement and adhere to organizational policies and procedures, integrating sustainable consumption practices.	2	1	-	1
PC3. Actively participate in enhancing organizational performance and facilitating the transition to environmentally friendly processes.	2	1	-	1
PC4. Safely and appropriately handle materials, equipment, computers, and software to ensure a clean and hazard-free work environment, supporting the adoption of eco-friendly practices.	3	2	-	2
PC5. Perform ongoing maintenance and cleaning tasks within assigned responsibilities and agreed-upon schedules, managing work interruptions efficiently.	3	1	-	1
PC6. Promptly report unsafe equipment and hazardous incidents to relevant personnel.	2	1	-	1
PC7. Utilize cleaning equipment and techniques suitable for the specific tasks at hand.	2	1	-	1
PC8. Request system or software upgrades as needed to optimize work efficiency, and maintain backup files while using various design software.	2	1	-	1
PC9. Maintain soft copies of design work in files for future reference.	2	1	-	1
NOS Total	20	10	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0311
NOS Name	Abide by industry, regulatory, and organizational mandates, while integrating environmentally friendly practices
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Department Supervision, Ironing, Export Operations, Designing, Boutique Operations, Quality Control, Sewing, Laying, Inventory Management, Hand Embroidery
NSQF Level	4
Credits	1
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQF Clearance Date	18/02/2025

Qualification Pack

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values – Citizenship

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

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

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

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- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

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

Qualification Pack

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

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

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

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

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

KU11. how to compute income and expenditure

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

KU13. different legal rights and laws

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

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

KU16. how to identify business opportunities

KU17. types and needs of customers

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

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

Generic Skills (GS)

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

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

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

Qualification Pack

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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

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

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS. examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each.
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
6. To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate in QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

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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/N0105.Carry out in-line checking activities	30	100	-	10	140	31
AMH/N0106.Maintain work area and tools	10	25	-	5	40	9
AMH/N0107.Carry out measurement checking activities	30	100	-	10	140	31
AMH/N0309.Ensure the promotion of a safe and secure work environment while integrating Gender and Persons with Disabilities (PwD) Sensitization	22	12	-	6	40	9
AMH/N0311.Abide by industry, regulatory, and organizational mandates, while integrating environmentally friendly practices	20	10	-	10	40	9
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	11
Total	132	277	-	41	450	100

Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

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