

Qualification Pack



Layerman (Fabric)

QP Code: AMH/Q0201

Version: 4.0

NSQF Level: 2

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AMH/Q0201: Layerman (Fabric)

Brief Job Description

A Layerman (Fabric) is employed in the pre-production side of manufacturing. The key responsibility of a Layerman (Fabric) is to inspect the fabric to identify the presence of any basic fabric faults: and carry out laying and cutting of the fabric as per specified length for garment production

Personal Attributes

A Layerman (Fabric) must possess good eyesight, and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus). He must be able to handle different types of fabric and analyze them as per quality specifications.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AMH/N0201: Carry out fabric laying operation](#)
2. [AMH/N0103: Maintain health, safety and security requirement at work place with Gender and PwD Sensitization](#)
3. [AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles](#)
4. [AMH/N0106: Maintain work area and tools](#)
5. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Laying
Country	India
NSQF Level	2
Credits	8

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Aligned to NCO/ISCO/ISIC Code	NCO-2015/7532.0903
Minimum Educational Qualification & Experience	Ability to read and write
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	Preferably Training on Fabric Laying & Garment Cutting
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	22/10/2027
NSQC Approval Date	22/10/2024
Version	4.0
Reference code on NQR	QG-02-AP-03279-2024-V2-AMHSSC
NQR Version	4.0

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AMH/N0201: Carry out fabric laying operation

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to identify basic fabric faults, laying and cutting the fabric as per the specification.

Scope

The scope covers the following :

- Prepare for fabric laying operation, Carry out fabric laying operation

Elements and Performance Criteria

Prepare for fabric laying operation

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

- PC1.** Make sure the work area, tools (scissor, end cutter, marker, measuring tape, ruler, etc.) And equipment is clean, safe to use and free from hazards as per the specified organizational standards
- PC2.** Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role
- PC3.** Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any
- PC4.** Set up the fabric laying up machine, tools and materials as per the operating procedures
- PC5.** Minimize wastage and dispose off waste materials safely by adhering to the standard operating procedures
- PC6.** Carry out operations at a rate which maintains work flow and meets production targets
- PC7.** Return re-useable materials as per the standard operating procedures
- PC8.** Work in conformance to company quality standards; legal requirements, organizational policies and procedures
- PC9.** Follow company reporting procedures about defective tools which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately

Carry out fabric laying

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

- PC10.** Follow organizational protocol for asking questions to obtain more information on tasks when the instructions are unclear and finalize the options with the supervisor, in case of queries
- PC11.** Ensure the fabric roll is loaded on to the laying table as per the standard procedures and the fabric is not damaged during movement and handling
- PC12.** Ensure that the markers are placed appropriately on the laying table as per the operating procedures
- PC13.** Level, cut and fold the fabric as per the work instruction
- PC14.** Follow the quality procedures to identify basic fabric fault
- PC15.** Minimize and dispose the waste materials in the approved manner

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PC16. Follow the organizational procedures to keep the work area clean and safe

PC17. Report risks/ problems likely to affect services to the relevant person promptly and accurately

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** The organizations policies and procedures
- KU2.** Responsibilities under health, safety and environmental legislation
- KU3.** Guidelines for storage and disposal of waste materials
- KU4.** Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment
- KU5.** Details of the various job roles and responsibilities
- KU6.** Work target and review mechanism with your supervisor
- KU7.** Protocol and format for reporting work related risks/ problems
- KU8.** Method of obtaining/ giving feedback related to performance
- KU9.** Importance of team work and harmonious working relationships
- KU10.** Process for offering/ obtaining work related assistance
- KU11.** Fabric laying procedure and its significance
- KU12.** Various types of fabrics and respective laying procedures
- KU13.** The markers
- KU14.** Identify and understand the significance of the shading
- KU15.** Basic fabric faults (holes, slubs, knots, etc)
- KU16.** Fabric grouping procedures
- KU17.** Procedure to fill in a lay sheet
- KU18.** Splicing, end-bits, off-cuts, bowing etc
- KU19.** Fabric folding procedures and significance
- KU20.** Basic visual inspection procedures
- KU21.** Measuring the fabric using measuring tape
- KU22.** Laying up allowance knowledge and its significance
- KU23.** Metric system
- KU24.** Waste minimizing procedures and significance
- KU25.** The manufacturer's instructions for setting up, adjusting and operating the equipment
- KU26.** The manufacturers specifications and instructions for maintenance of equipment
- KU27.** Procedures to issue and return the fabric to the store

Generic Skills (GS)

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

- GS1.** Read and write in English/ local language as applicable

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- 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 to responsibilities
- GS6.** Analyze the defects and take appropriate decision for approval/ disapproval of the fabric being laid
- GS7.** Plan and organize fabric laying and cutting operations as per the timelines and standard procedures
- GS8.** Organize tools and equipment 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.** Report to the supervisor if problems cannot be rectified
- GS12.** Identify and analyse the defects in the materials
- GS13.** Diagnose common problems with the machine based on its functioning and visual inspection
- GS14.** Assess and control the quality standards of the product as per customer standards
- GS15.** 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>Prepare for fabric laying operation</i>	27	72	-	12
PC1. Make sure the work area, tools (scissor, end cutter, marker, measuring tape, ruler, etc.) And equipment is clean, safe to use and free from hazards as per the specified organizational standards	3	10	-	2
PC2. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role	5	10	-	2
PC3. Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any	-	3	-	1
PC4. Set up the fabric laying up machine, tools and materials as per the operating procedures	5	20	-	2
PC5. Minimize wastage and dispose off waste materials safely by adhering to the standard operating procedures	5	3	-	1
PC6. Carry out operations at a rate which maintains work flow and meets production targets	3	6	-	1
PC7. Return re-useable materials as per the standard operating procedures	-	5	-	1
PC8. Work in conformance to company quality standards; legal requirements, organizational policies and procedures	3	10	-	1
PC9. Follow company reporting procedures about defective tools which affect work and report risks/problems likely to affect services to the relevant person promptly and accurately	3	5	-	1
<i>Carry out fabric laying</i>	13	98	-	8
PC10. Follow organizational protocol for asking questions to obtain more information on tasks when the instructions are unclear and finalize the options with the supervisor, in case of queries	3	5	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. Ensure the fabric roll is loaded on to the laying table as per the standard procedures and the fabric is not damaged during movement and handling	2	15	-	1
PC12. Ensure that the markers are placed appropriately on the laying table as per the operating procedures	2	30	-	1
PC13. Level, cut and fold the fabric as per the work instruction	2	30	-	1
PC14. Follow the quality procedures to identify basic fabric fault	1	5	-	1
PC15. Minimize and dispose the waste materials in the approved manner	1	3	-	1
PC16. Follow the organizational procedures to keep the work area clean and safe	1	5	-	1
PC17. Report risks/ problems likely to affect services to the relevant person promptly and accurately	1	5	-	1
NOS Total	40	170	-	20

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0201
NOS Name	Carry out fabric laying operation
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Laying
NSQF Level	2
Credits	4
Version	4.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQC Clearance Date	22/10/2024

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AMH/N0103: Maintain health, safety and security requirement at work place with Gender and 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.** Comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.
- PC2.** Actively participate in mock drills/evacuation procedures and group discussions related to a safe and secure work place.
- PC3.** Training sensitization programs for gender and PwD awareness organized at the workplace.
- PC4.** Use and maintain materials and equipment as per protocol.
- PC5.** Capable to perform first-aid, firefighting or any other emergency response procedures and follow organization procedures for shutdown and evacuation when required
- PC6.** Monitor the work place and processes for potential risks/ threats to supervisors or other authorized personnel and ensure gender equality and PwD (People with disability) security.

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.
- KU6.** Potential hazards, risks and threats based on nature of operations; the ways to minimize these and response to these scenarios.

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- 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
- GS18.** Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

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- 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. Comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.	4	2	-	1
PC2. Actively participate in mock drills/evacuation procedures and group discussions related to a safe and secure work place.	4	2	-	1
PC3. Training sensitization programs for gender and PwD awareness organized at the workplace.	4	2	-	1
PC4. Use and maintain materials and equipment as per protocol.	3	2	-	1
PC5. Capable to perform first-aid, firefighting or any other emergency response procedures and follow organization procedures for shutdown and evacuation when required	4	2	-	1
PC6. Monitor the work place and processes for potential risks/ threats to supervisors or other authorized personnel and ensure gender equality and PwD (People with disability) security.	3	2	-	1
NOS Total	22	12	-	6

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0103
NOS Name	Maintain health, safety and security requirement at work place with Gender and PwD Sensitization
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Quality Assurance, Sewing, Specialized Sewing, Sampling, Ironing, Hand Embroidery, Production Supervision, Computerized Embroidery, Laying
NSQF Level	2.5
Credits	1
Version	21.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

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

Description

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

Scope

The scope covers the following :

- Observe organizational norms and follow green procedures at workplace.

Elements and Performance Criteria

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

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

- PC1.** Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.
- PC2.** Apply and follow organizational policies and procedures and inculcate sustainable consumption practices.
- PC3.** Actively get involved in improving the performance of the organization and support adaptation to environmentally friendly processes.
- PC4.** Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes
- PC5.** Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and deal with work interruptions effectively.
- PC6.** Report unsafe equipment and other dangerous occurrences to concerned personnel.
- PC7.** Use cleaning equipment and methods appropriate for the work to be carried out.
- PC8.** Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software
- PC9.** All soft copies of design work to be maintained in files as well for future reference

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Conscious and sustainable decisions/information for achieving an effective and green workplace.
- KU2.** The importance of safe working practices and code of conduct (COC) and Social Accountability standards followed by the organization/ industry
- KU3.** The production procedures and the specific work activities relate to the whole process.

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- KU4.** The organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)
- KU5.** The work instructions and specifications and interpret them accurately
- KU6.** To make use of the information detailed in specifications and instructions
- KU7.** The importance of taking action when problems are identified
- KU8.** The importance of running maintenance and regular cleaning and Maintenance procedures
- KU9.** Effects of contamination on products i.e., Machine oil, dirt and different ways of minimizing waste.
- KU10.** The common faults with equipment and the method to rectify.

Generic Skills (GS)

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

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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with industry, and organizational requirements and greening of job roles</i>	20	10	-	10
PC1. Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	2	1	-	1
PC2. Apply and follow organizational policies and procedures and inculcate sustainable consumption practices.	2	1	-	1
PC3. Actively get involved in improving the performance of the organization and support adaptation to environmentally friendly processes.	2	1	-	1
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	3	2	-	2
PC5. Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and deal with work interruptions effectively.	3	1	-	1
PC6. Report unsafe equipment and other dangerous occurrences to concerned personnel.	2	1	-	1
PC7. Use cleaning equipment and methods appropriate for the work to be carried out.	2	1	-	1
PC8. 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
PC9. All soft copies of design work to be maintained in files as well for future reference	2	1	-	1
NOS Total	20	10	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0104
NOS Name	Comply with industry, regulatory and organizational requirements and Greening of Job roles
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing, Ironing, Export Operations, Designing, Boutique Operations, Quality Control, Sewing, Laying, Inventory Management, Hand Embroidery
NSQF Level	2.5
Credits	1
Version	22.0
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 :

- Guidelines to maintain the work area and tools and machines

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 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 waste 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.** 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

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.** 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.** Work instructions and specifications and interpret them accurately
- KU9.** Method to make use of the information detailed in specifications and instructions
- KU10.** Relation between work role and the overall manufacturing process
- KU11.** The importance of taking action when problems are identified
- KU12.** Different ways of minimizing waste and proper disposal system for waste and by-products
- KU13.** The importance of running maintenance and regular cleaning
- KU14.** Effects of contamination on products i.e., Machine oil, dirt
- KU15.** Different types of cleaning equipment and substances and their use
- KU16.** 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 and tools (safely and correctly to maintain a clean and hazard free working area	1	3	-	0.5
PC2. Use correct lifting and handling procedures	1	3	-	-
PC3. Use materials efficiently to minimize wastage waste and dispose off waste safely at the designated location.	2	2	-	0.5
PC4. Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules	2	5	-	0.5
PC5. Report any unsafe or damaged equipment and other dangerous occurrences to the authorized personnel	1	2	-	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	3	-	1
PC8. Store cleaning equipment safely after use	1	4	-	1
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	Laying
NSQF Level	2.5
Credits	1
Version	6.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQC Clearance Date	22/10/2024

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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

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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

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- 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>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
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.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
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.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each
6. To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate in QP examination/training center based on this criteria
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/N0201.Carry out fabric laying operation	40	170	0	20	230	58
AMH/N0103.Maintain health, safety and security requirement at work place with Gender and PwD Sensitization	22	12	0	6	40	10
AMH/N0104.Comply with industry, regulatory and organizational requirements and Greening of Job roles	20	10	0	10	40	10
AMH/N0106.Maintain work area and tools	10	25	0	5	40	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	12
Total	112	247	-	41	400	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.