

Qualification Pack



Merchandiser-Apparel, Made-Ups & Home Furnishings

QP Code: AMH/Q0911

Version: 4.0

NSQF Level: 5

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AMH/Q0911: Merchandiser-Apparel, Made-Ups & Home Furnishings

Brief Job Description

Merchandiser-Apparel, Made-Ups & Home Furnishings plays major role right from the process beginning with strategic planning to execution of plan from order booking to final shipment. The span of tasks for merchandiser involves getting the right merchandise, in the right place, at the right time, in the right quantities at the right price.

Personal Attributes

Merchandiser-Apparel, Made-Ups & Home Furnishings performs in a fast pace environment full of challenges and unpredictability. He is thus expected to adapt to changes quickly and respond rationally. He is expected to think critically and work well under pressure. He/she needs to have excellent communication skills, be a good team player and have interest and predilection analyzing data

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AMH/N0901: Analyze Product and establish merchandising objectives in accordance with business plans](#)
2. [AMH/N0903: Develop and present merchandising plan](#)
3. [AMH/N0912: Communicate with client and manage merchandising documents](#)
4. [AMH/N0904: Organize and Coordinate for pre-production as per merchandising objectives](#)
5. [AMH/N0905: Factory Coordination and managing shipment](#)
6. [AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices](#)
7. [AMH/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities \(PwD\) Sensitization](#)
8. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing

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Occupation	Merchandising
Country	India
NSQF Level	5
Credits	19
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3323.0102
Minimum Educational Qualification & Experience	Completed 1st year of UG (UG Certificate) (Completed 1st year of 3-year/ 4-years UG) with 1.5 years of experience in relevant field OR Previous relevant Qualification of NSQF Level (4) with 3 Years of experience in relevant field
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Training in HR/Operations/Marketing Management, Communication Skills in Foreign Languages, preferably
Minimum Job Entry Age	20 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-05-AP-03576-2025-V2-AMHSSC
NQR Version	4

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AMH/N0901: Analyze Product and establish merchandising objectives in accordance with business plans

Description

This unit is about how a merchandiser needs to be aware of the business plans, market target and design brief / techpack well captured from the design team and sets objectives to develop the product selected, with respect to work flow and norms followed

Scope

The scope covers the following :

- Market trend assessment
- Determine key criteria for design brief and analyze the design brief received from design team,
- Identification of Vendor /Supplier
- Preparation of the BOM
- Evaluation of different Parameters

Elements and Performance Criteria

Market trend assessment

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

- PC1.** Conduct research and keep track along with design/product development department regarding market trends, target market, fabrics, trims and accessories; better or new sources /suppliers for procurement.
- PC2.** Review previous designs & samples developed by the business to assess relevance to current design/samples.

Determine key criteria for design brief

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

- PC3.** Identify business processes and client goals
- PC4.** Identify quality standards for designs, budget, cost points and timing constraints
- PC5.** Check the techpack received and identify it with the design brief given by the designer and also check for any discrepancy in the techpack and clarify the same

Identification of Vendor/Supplier

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

- PC6.** Identify the vendors for initial development and also be able to confirm on for bulk if approved; and update the vendor database accordingly
- PC7.** Co-ordinate with design team and collect relevant swatches to meet the design brief from fabrics and trims and get confirmation on the same
- PC8.** Consult appropriate personnel and confirm feasibility and appropriateness of techpack

Preparation of the BOM& evaluation

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

- PC9.** Prepare a detailed BOM (bill of material) for each of the styles in the collection with all data about raw material, parts, quantities required for manufacture

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- PC10.** Initial costing of the sampling derived
- PC11.** Appropriate personnel identified for the construction along with the involvement of pattern maker and tailor are identified
- PC12.** Monitoring procedures and checking points are determined
- PC13.** Techpack sent to appropriate personnel (I.E. department) to calculate the SAM (standard allowed minute) of the sample
- PC14.** Time constraints met to make the sample and also develop a TNA (time and action) calendar with the estimated details on the delivery date after confirmation on the sample

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizational policies, procedures, guidelines and standards for dealing with buyers/clients
- KU2.** Recognizing and adapting to cultural differences in the workplace, including modes of behavior and interactions
- KU3.** Production capacity and processes of business and identify scope of improvements
- KU4.** Completing work systematically with attention to detail without causing any damage to goods and equipment
- KU5.** Awareness of intellectual property rights
- KU6.** Garment construction techniques and processes, range of fabrics and trims
- KU7.** An understanding on the cost process involved in making an apparel
- KU8.** Associated vendors and stakeholders
- KU9.** Industrial and organizational compliance standards
- KU10.** Protocol to obtain more information on work related tasks.
- KU11.** Details of the job role and responsibilities and the limits in relation to IT service requests/incidents
- KU12.** Appropriate personnel to consult to refer problems to when they are outside the limit of your authority
- KU13.** Organizational equipment, templates and processes for preparing the techpack and how to use these
- KU14.** Your organizations knowledge base - how to use and update this and reporting structure
- KU15.** Detailed knowledge of fabrics/apparels and garments and knowledge on sewing and pattern making techniques to put across the ideology to the tailor master for making the product
- KU16.** Concept of product life cycle, pricing and costing procedures
- KU17.** Quality and workplace practices
- KU18.** Vendor /supplier identification and updation and collecting different swatches from vendors
- KU19.** Preparation of the BOM with accuracy in making the right BOM for each styles
- KU20.** Different parameters evaluated: capability, cost and delivery

Generic Skills (GS)

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

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- GS1.** Accurately complete written work with attention to detail.
- GS2.** Able to communicate with others in the company and to clients in writing, as this is crucial for a merchandiser.
- GS3.** Follow guidelines/procedures/rules and service level agreements.
- GS4.** Read and understand the buyer/clients requirements.
- GS5.** Listen effectively and orally communicate information accurately.
- GS6.** Ask for clarification and advice from relevant personnel.
- GS7.** To be able to speak in different languages and also if possible the local language wherever applicable.
- GS8.** Follow rule-based decision-making processes and make decisions on a suitable course of action or response
- GS9.** Plan and organize your work to achieve targets and deadlines.
- GS10.** Plan processes and encourage interchange of ideas/designs
- GS11.** Work independently in a team environment and contribute to the quality of team working
- GS12.** Assess/evaluate design processes and clarify the same with team members
- GS13.** Communicate effectively within the workplace and pass on relevant information to concerned personnel.
- GS14.** Analyze the market trends and targets for the season and understand production and shipment plans
- GS15.** Analyze the design and techpack making process
- GS16.** Analyze needs, requirements and dependencies in order to meet your work requirements
- GS17.** Provide opinions on work in a detailed and constructive way to relevant personnel
- GS18.** Apply balance judgments to different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Market trend assessment</i>	3	9	-	2
PC1. Conduct research and keep track along with design/product development department regarding market trends, target market, fabrics, trims and accessories; better or new sources /suppliers for procurement.	2	6	-	1
PC2. Review previous designs & samples developed by the business to assess relevance to current design/samples.	1	3	-	1
<i>Determine key criteria for design brief</i>	5	9	-	3
PC3. Identify business processes and client goals	2	1	-	1
PC4. Identify quality standards for designs, budget, cost points and timing constraints	1	3	-	1
PC5. Check the techpack received and identify it with the design brief given by the designer and also check for any discrepancy in the techpack and clarify the same	2	5	-	1
<i>Identification of Vendor/Supplier</i>	3	9	-	-
PC6. Identify the vendors for initial development and also be able to confirm on for bulk if approved; and update the vendor database accordingly	1	3	-	-
PC7. Co-ordinate with design team and collect relevant swatches to meet the design brief from fabrics and trims and get confirmation on the same	1	5	-	-
PC8. Consult appropriate personnel and confirm feasibility and appropriateness of techpack	1	1	-	-
<i>Preparation of the BOM& evaluation</i>	9	23	-	5
PC9. Prepare a detailed BOM (bill of material) for each of the styles in the collection with all data about raw material, parts, quantities required for manufacture	3	10	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. Initial costing of the sampling derived	2	8	-	1
PC11. Appropriate personnel identified for the construction along with the involvement of pattern maker and tailor are identified	1	2	-	-
PC12. Monitoring procedures and checking points are determined	1	1	-	1
PC13. Techpack sent to appropriate personnel (I.E. department) to calculate the SAM (standard allowed minute) of the sample	1	1	-	1
PC14. Time constraints met to make the sample and also develop a TNA (time and action) calendar with the estimated details on the delivery date after confirmation on the sample	1	1	-	1
NOS Total	20	50	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0901
NOS Name	Analyze Product and establish merchandising objectives in accordance with business plans
Sector	Apparel
Sub-Sector	Apparel
Occupation	Merchandising
NSQF Level	5
Credits	4
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/N0903: Develop and present merchandising plan

Description

This unit is about how the merchandiser plans and prepares for product development, starting with sample development as per design brief, analyzing it and getting it confirmed for bulk production. Furthermore, preparing the plan and process for production and getting it confirmed with authorized personnel.

Scope

The scope covers the following :

- Oversee Prototype Preparation
- Confirmation of merchandise plan

Elements and Performance Criteria

Oversee Prototype Preparation

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

- PC1.** Check the specification sheet prepared in accordance with standard format
- PC2.** Preparation and cutting of patterns and detailed drawings, mini markers are checked/ confirmed with concerned personnel; patterns checked for shrinkage report, tested and received
- PC3.** Collect information of style and quantity of materials and information about labels, tags, packaging methods, etc. from the buyer
- PC4.** Assembled products are checked according to specification sheet, accepted assembly techniques
- PC5.** Prototype sent for testing either according to company norms or as per the buyers standards requested

Confirmation of merchandise plan

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

- PC6.** Prototype checked with design team and sent to buyer for approval and accordingly changes done if any and confirmed for production. Size sets approved internally.
- PC7.** Raise and receive P.O. (purchase order) & P.I (Performa invoice) after confirmation on the costing to buyer and vendor
- PC8.** Approval and updation of all the work sheets, like the trims sheet, fabric sheet, consumption sheet (fabric and thread) etc.
- PC9.** Actual TNA updated and sent for approval
- PC10.** Maintain complete set of documents with all information including communications, proto samples, test reports and compliances and maintain records of past orders received and fulfilled

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** The organizations policies and procedures and the protocol to obtain more information on work related tasks
- KU2.** The limits of your role and responsibilities in relation to IT service requests/incidents
- KU3.** Who to refer problems to when they are outside the limit of your authority
- KU4.** Organizational equipment, templates and processes for preparing the tech pack and how to use these
- KU5.** Details of the job role and responsibilities and reporting structure
- KU6.** Organization's knowledge base and how to use and update this
- KU7.** Knowledge / awareness of intellectual property rights
- KU8.** Knowledge of fabrics/apparels and garments and types of fabrics/apparels that require stitching by hand or machine stitching
- KU9.** Knowledge on sewing and pattern making techniques to put across ideology the tailor master to make the same
- KU10.** Concept of product life cycle; pricing and costing procedures
- KU11.** Knowledge on quality and workplace practices
- KU12.** Able to coordinate well with all the departments

Generic Skills (GS)

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

- GS1.** Document records related to vendors, clients or any other relevant personnel
- GS2.** Keep a track of all the documents related to samples developed, client's comments, approvals, etc.
- GS3.** Write official letters, memos, mails in clear, comprehensible and unequivocal English
- GS4.** Read and comprehend written instructions describing product features, specifications, logistics and all relevant design details related to procurement.
- GS5.** Keep abreast with latest trend in market for design and availability of fabrics & trims by reading magazine, journals etc.
- GS6.** Discuss task details, process schedules, etc. with relevant personnel and communicate with all relevant information in logical sequence
- GS7.** Able to speak in vernacular with the workers and in English with clients/buyers
- GS8.** Take decision with business acumen to optimize cost, quality and availability in procurement of fabric and trims
- GS9.** Plan and organize the tasks as per recorded in the merchandising documents to achieve targets and meet deadline and make relevant decisions in suitable course of actions
- GS10.** Plan processes and encourage exchange of ideas/inputs
- GS11.** Effective and detailed communication with buyers and vendors to avoid confusion
- GS12.** Clarification on product features for design to be developed with the team member
- GS13.** Assess /evaluate the client requirements as per the organizations ability to fulfill these
- GS14.** Communicate effectively with team and provide clarification to unclear workers
- GS15.** Analyze the vendor details and act accordingly
- GS16.** Analyze the sample developed with the techpack received

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- GS17.** Define in advance production and shipment plan and provide opinions on work in a detailed and constructive way
- GS18.** Follow guidelines/procedures/rules and service level agreements
- GS19.** Listen effectively and orally communicate (wherever required) information accurately
- GS20.** Ask for clarification and advice from others in the team and heads
- GS21.** Follow rule-based decision-making processes and make decisions on a suitable course of action or response
- GS22.** Apply problem-solving approaches in different situations
- GS23.** Refer anomalies to the superiors and seek clarification on problems
- GS24.** Analyze needs, requirements and dependencies in order to meet your work requirements

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Oversee Prototype Preparation</i>	10	15	-	5
PC1. Check the specification sheet prepared in accordance with standard format	2	7	-	1
PC2. Preparation and cutting of patterns and detailed drawings, mini markers are checked/ confirmed with concerned personnel; patterns checked for shrinkage report, tested and received	2	2	-	1
PC3. Collect information of style and quantity of materials and information about labels, tags, packaging methods, etc. from the buyer	2	2	-	1
PC4. Assembled products are checked according to specification sheet, accepted assembly techniques	2	2	-	1
PC5. Prototype sent for testing either according to company norms or as per the buyers standards requested	2	2	-	1
<i>Confirmation of merchandise plan</i>	10	25	-	5
PC6. Prototype checked with design team and sent to buyer for approval and accordingly changes done if any and confirmed for production. Size sets approved internally.	2	4	-	1
PC7. Raise and receive P.O. (purchase order) & P.I (Performa invoice) after confirmation on the costing to buyer and vendor	3	7	-	1
PC8. Approval and updation of all the work sheets, like the trims sheet, fabric sheet, consumption sheet (fabric and thread) etc.	2	3	-	1
PC9. Actual TNA updated and sent for approval	1	10	-	1
PC10. Maintain complete set of documents with all information including communications, proto samples, test reports and compliances and maintain records of past orders received and fulfilled	2	1	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	20	40	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0903
NOS Name	Develop and present merchandising plan
Sector	Apparel
Sub-Sector	Apparel
Occupation	Merchandising
NSQF Level	5
Credits	3
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/N0912: Communicate with client and manage merchandising documents

Description

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to communicate effectively with client and managing all correspondence for records, follow up and reference.

Scope

The scope covers the following :

- Communication related to product features, price, quantity as enquiry asked by client, order booking and progress, ordered material procurement and managing records of correspondence and order progress.

Elements and Performance Criteria

Communication related to product features, price, quantity as enquiry asked by client, order booking and progress, ordered material procurement and managing records of correspondence and order progress

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

- PC1.** Collect sample order as per design catalogue and receive order confirmation or PO from the client
- PC2.** Collect information of style and quantity of materials and information about labels, tags, packaging methods, etc. from the buyer
- PC3.** Approval and updation of all work sheets like the trims sheet, fabric sheet, consumption sheet (fabric and thread) this also includes in techpack, if any, required
- PC4.** Communicate with the buyer and get approval of samples at different stages of manufacturing like proto sample, pre- production sample, etc.
- PC5.** Maintain complete set of merchandising documents with all information including communications, proto samples, test reports and compliances and maintain records of past orders received and fulfilled.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Knowledge about organizations protocol for exchange of information
- KU2.** Knowledge about managing sensitive information related to product design, compliance and capability
- KU3.** Knowledge about the organizations reporting structure and the protocol to obtain more information on work related tasks.
- KU4.** Knowledge/awareness of the intellectual property rights
- KU5.** Knowledge about statistical data, collections and recording
- KU6.** Knowledge about concepts of product life cycle and pricing

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KU7. Knowledge on quality and workplace practices

Generic Skills (GS)

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

- GS1.** Document records related to vendors and stakeholders
- GS2.** Keep a track of all the documents related to samples developed, client's comments, approvals, etc.
- GS3.** Write letters, memos, mails in clear, comprehensible and unequivocal English
- GS4.** Read and comprehend written instructions describing product features, specifications, logistics and all relevant design details related to procurement.
- GS5.** Keep abreast with latest trend in market for design and availability of fabrics & trims by reading magazine, journals etc.
- GS6.** Discuss task details, process schedules, etc. with sampling team
- GS7.** Communicate with all relevant information in logical sequence
- GS8.** Able to speak in vernacular with the workers and in English with clients or wherever required
- GS9.** Take decision with business acumen to optimize cost, quality and availability in procurement of fabric and trims
- GS10.** Plan and organize the tasks as per recorded in the merchandising documents to achieve targets and meet deadline
- GS11.** Plan processes and encourage exchange of ideas/inputs
- GS12.** Effective and detailed communication with buyers to avoid confusion and build understanding of trust and loyalty
- GS13.** Clarification on product features for design to be developed with the team member
- GS14.** Assess /evaluate the client requirements as per the organizations ability to fulfil them
- GS15.** Communicate effectively with team and provide clarification to unclear workers in a detailed and constructive way
- GS16.** Analyze the vendor details and act accordingly
- GS17.** Analyze the sample developed with the techpack received
- GS18.** Define in advance production and shipment plan
- GS19.** Clarify and check task related information

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communication related to product features, price, quantity as enquiry asked by client, order booking and progress, ordered material procurement and managing records of correspondence and order progress</i>	20	25	-	10
PC1. Collect sample order as per design catalogue and receive order confirmation or PO from the client	3	2	-	2
PC2. Collect information of style and quantity of materials and information about labels, tags, packaging methods, etc. from the buyer	3	5	-	2
PC3. Approval and updation of all work sheets like the trims sheet, fabric sheet, consumption sheet (fabric and thread) this also includes in techpack, if any, required	3	6	-	2
PC4. Communicate with the buyer and get approval of samples at different stages of manufacturing like proto sample, pre- production sample, etc.	3	2	-	2
PC5. Maintain complete set of merchandising documents with all information including communications, proto samples, test reports and compliances and maintain records of past orders received and fulfilled.	8	10	-	2
NOS Total	20	25	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0912
NOS Name	Communicate with client and manage merchandising documents
Sector	Apparel
Sub-Sector	Made-Ups & Home Furnishing
Occupation	Merchandising
NSQF Level	5
Credits	3
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/N0904: Organize and Coordinate for pre-production as per merchandising objectives

Description

This unit is about how the merchandiser organizes and coordinates for the pre-production meeting and handover of file.

Scope

The scope covers the following :

- Follow the Time & Action Calendar (TNA)
- Prepare pre-production file and address important issues in pre-production meeting

Elements and Performance Criteria

Follow the Time & Action Calendar (TNA)

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

- PC1.** Be updated on the TNA prepared and ensure TNA prepared is updated regularly and duly checked
- PC2.** Prepare a well-formed BOM (bill of material) for each of the styles in the collection
- PC3.** Coordinate with all depts. check on mainly with status on the warehouse to know if the raw materials, trims and all necessary ordered are getting in-house on time
- PC4.** Calculate initial costing of the sample derived

Prepare pre-production file and address important issues in pre-production meeting

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

- PC5.** Ensure production file is complete for all information like approved sample, techpack, comments, trim cards, test reports production order sheet with size break up, cut plan and mini marker, packaging specification, washing instruction (if any), all the approved swatches and samples with strike offs if any, TNA chart and important mail conversations.
- PC6.** Identify and clarify issues raised by any of the concerned department personnel attending the meeting
- PC7.** Hand over to be done and minutes of the meeting sent to all involved
- PC8.** Monitor order progress and communicate with buyer if any clarification is required

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Knowledge about shipment scheduling
- KU2.** Knowledge about the organizations protocol for the presence of various supervisors and workers during the client comments discussion meeting
- KU3.** Knowledge about the organizations knowledge base and how to use and update this
- KU4.** Knowledge about project tools and techniques like work study, gantt chart, etc.

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- KU5.** Knowledge about the software used for updating TNA like ERP, etc.
- KU6.** Knowledge of making accurate BOM for each styles
- KU7.** The organizations policies and procedures and the protocol to obtain more information on work related tasks.
- KU8.** The limits of your role and responsibilities in relation to IT service requests/incidents
- KU9.** Who to refer problems to when they are outside the limit of your authority
- KU10.** Your organizations equipment, templates and processes for preparing the techpack and how to use these
- KU11.** Details of the job role and responsibilities and reporting structure
- KU12.** Your organizations knowledge base and how to use and update this
- KU13.** Knowledge / awareness of intellectual property rights
- KU14.** Knowledge of fabrics/apparels and garments and types of fabrics/apparel that require any special stitching/equipment
- KU15.** Knowledge on sewing and pattern making techniques to put across ideology the tailor master to make the same
- KU16.** Concept of product life cycle, pricing and costing procedures
- KU17.** Knowledge on quality and workplace practices
- KU18.** Able to coordinate well with all the departments

Generic Skills (GS)

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

- GS1.** Document records for all process steps of product manufacturing with targets and person responsible
- GS2.** Maintain records related to the work assigned to each team member
- GS3.** Read and comprehend written instructions related to task progress and target achievement as per defined calendar/TNA.
- GS4.** Seek information from in-house team members to understand progress and take updates in a proper way
- GS5.** Communicate effectively at workplace with all relevant information in logical sequence
- GS6.** Able to speak in foreign and local languages as per need
- GS7.** Follow rule-based decision making process and make decision in suitable course of actions
- GS8.** Plan and organize tasks to achieve targets and meet deadline
- GS9.** Plan processes and encourage exchange of ideas/inputs
- GS10.** Developing products, the look, feel and fit of which are customer friendly and acceptable
- GS11.** Understand customer requirements and priorities and responding as per their needs
- GS12.** Clarification on the design to be developed with the team members
- GS13.** Provide clarification to ambiguous workers regarding their tasks
- GS14.** Analyze the working of the team members as per their skill set
- GS15.** Define in advance production and shipment plan and analyze the work targets accordingly

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- GS16.** Provide opinions on work in a detailed and constructive way and clarify and check task related information
- GS17.** Complete written work accurately with attention to detail
- GS18.** Follow guidelines/procedures/rules and service level agreements
- GS19.** Apply problem-solving approaches in different situations
- GS20.** Refer anomalies to the design head
- GS21.** Seek clarification on problems from authorized personnel
- GS22.** Analyze needs, requirements and dependencies in order to meet your work requirements

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow the Time & Action Calendar (TNA)</i>	26	24	-	7
PC1. Be updated on the TNA prepared and ensure TNA prepared is updated regularly and duly checked	5	4	-	2
PC2. Prepare a well-formed BOM (bill of material) for each of the styles in the collection	8	8	-	2
PC3. Coordinate with all depts. check on mainly with status on the warehouse to know if the raw materials, trims and all necessary ordered are getting in-house on time	5	4	-	1
PC4. Calculate initial costing of the sample derived	8	8	-	2
<i>Prepare pre-production file and address important issues in pre-production meeting</i>	19	16	-	8
PC5. Ensure production file is complete for all information like approved sample, techpack, comments, trim cards, test reports production order sheet with size break up, cut plan and mini marker, packaging specification, washing instruction (if any), all the approved swatches and samples with strike offs if any, TNA chart and important mail conversations.	5	4	-	2
PC6. Identify and clarify issues raised by any of the concerned department personnel attending the meeting	5	4	-	2
PC7. Hand over to be done and minutes of the meeting sent to all involved	4	4	-	2
PC8. Monitor order progress and communicate with buyer if any clarification is required	5	4	-	2
NOS Total	45	40	-	15

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0904
NOS Name	Organize and Coordinate for pre-production as per merchandising objectives
Sector	Apparel
Sub-Sector	Apparel
Occupation	Merchandising
NSQF Level	5
Credits	4
Version	3.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

AMH/N0905: Factory Coordination and managing shipment

Description

This unit is about how the merchandiser coordinates with the factory to ensure smooth production of the bulk order to meet the deadline. The merchandiser needs to be present during shipment while the quality check is done and all approved.

Scope

The scope covers the following :

- Coordination and management of shipment.

Elements and Performance Criteria

Coordination and management of shipment

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

- PC1..** Check execution of orders, whether it is running on time
- PC2.** Coordinate with buyer or buying house if any clarification is required, in case any issue is raised during production is and not well identified internally
- PC3.** Coordinate with buying house QA or 3rd party QA for initial/mid and final inspection of shipment
- PC4. .** Ensuring all inspections are done in a timely manner
- PC5. .** Work closely with logistics and help shipping department with timely dissemination of information about packing reports for preparation of shipping documents
- PC6..** Coordinate with shipping and documentation department for forwarding the approved shipment

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** The organizations policies and procedures and the protocol to obtain more information on work related tasks.
- KU2.** The limits of your role and responsibilities in relation to IT service requests/incidents
- KU3.** Your organizations equipment, templates and processes for preparing the techpack and how to use these
- KU4.** Details of the job role and responsibilities and who to refer problems to when they are outside the limit of your authority
- KU5.** Your organizations knowledge base and how to use and update this
- KU6.** Reporting structure
- KU7.** Knowledge / awareness of intellectual property rights
- KU8.** Knowledge of fabrics/apparels and garments and types of fabrics/apparel that require stitching by hand or machine stitching

Qualification Pack

- KU9.** Knowledge on sewing and pattern making techniques to put across ideology the tailor master to make the same
- KU10.** Concept of product life cycle; pricing and costing procedures
- KU11.** Knowledge on quality and workplace practices
- KU12.** Able to coordinate well with all the departments

Generic Skills (GS)

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

- GS1.** Complete written work accurately with attention to detail
- GS2.** Communicate with others in writing (wherever applicable)
- GS3.** Follow guidelines/procedures/rules and service level agreements
- GS4.** Listen effectively and orally communicate information accurately
- GS5.** Ask for clarification and advice from others in the team and respective heads and refer anomalies to authorized personnel
- GS6.** Follow rule-based decision-making processes and make decisions on a suitable course of action or response
- GS7.** Maintain records related to the work assigned to each team member
- GS8.** Plan and organize your work to achieve targets and deadlines
- GS9.** Apply problem-solving approaches in different situations
- GS10.** Analyze needs, requirements and dependencies in order to meet your work requirements
- GS11.** Apply balanced judgments to different situations

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Coordination and management of shipment</i>	25	30	-	10
PC1.. Check execution of orders, whether it is running on time	5	5	-	1
PC2. Coordinate with buyer or buying house if any clarification is required, in case any issue is raised during production is and not well identified internally	3	5	-	2
PC3. Coordinate with buying house QA or 3rd party QA for initial/mid and final inspection of shipment	4	5	-	2
PC4. . Ensuring all inspections are done in a timely manner	5	4	-	1
PC5. . Work closely with logistics and help shipping department with timely dissemination of information about packing reports for preparation of shipping documents	5	8	-	2
PC6.. Coordinate with shipping and documentation department for forwarding the approved shipment	3	3	-	2
NOS Total	25	30	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0905
NOS Name	Factory Coordination and managing shipment
Sector	Apparel
Sub-Sector	Apparel
Occupation	Merchandising
NSQF Level	5
Credits	1
Version	3.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

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

Description

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

Scope

The scope covers the following :

- Observe organizational norms and follow green procedures at workplace.

Elements and Performance Criteria

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

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

- PC1.** Execute job responsibilities according to organizational standards, with a strong emphasis on eco-friendly solutions, while strictly adhering to established procedures, policies, and legal regulations.
- PC2.** Implement and uphold organizational policies and procedures, integrating sustainable consumption practices into daily operations.
- PC3.** Actively engage in enhancing organizational performance by driving the transition towards environmentally friendly processes and practices.
- PC4.** Safely handle materials, equipment, computers, and software to maintain a clean and hazard-free work environment, actively supporting the adoption of eco-friendly practices throughout the workplace.
- PC5.** Perform routine maintenance and cleaning tasks within assigned duties and agreed-upon schedules, effectively managing any interruptions to workflow.
- PC6.** Immediately report any instances of unsafe equipment or hazardous incidents to the appropriate personnel to ensure swift resolution and mitigate risks.
- PC7.** Utilize appropriate cleaning equipment and techniques tailored to specific tasks, promoting efficiency and sustainability in workplace maintenance.
- PC8.** Proactively request system or software upgrades as necessary to optimize work efficiency, while also maintaining backup files to ensure data integrity and security when using various design software.
- PC9.** Maintain digital copies of design work in organized files for future reference, ensuring accessibility and preservation of valuable project assets.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

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

Generic Skills (GS)

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

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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices</i>	20	10	-	10
PC1. Execute job responsibilities according to organizational standards, with a strong emphasis on eco-friendly solutions, while strictly adhering to established procedures, policies, and legal regulations.	2	1	-	1
PC2. Implement and uphold organizational policies and procedures, integrating sustainable consumption practices into daily operations.	2	1	-	1
PC3. Actively engage in enhancing organizational performance by driving the transition towards environmentally friendly processes and practices.	2	1	-	1
PC4. Safely handle materials, equipment, computers, and software to maintain a clean and hazard-free work environment, actively supporting the adoption of eco-friendly practices throughout the workplace.	3	2	-	2
PC5. Perform routine maintenance and cleaning tasks within assigned duties and agreed-upon schedules, effectively managing any interruptions to workflow.	3	1	-	1
PC6. Immediately report any instances of unsafe equipment or hazardous incidents to the appropriate personnel to ensure swift resolution and mitigate risks.	2	1	-	1
PC7. Utilize appropriate cleaning equipment and techniques tailored to specific tasks, promoting efficiency and sustainability in workplace maintenance.	2	1	-	1
PC8. Proactively request system or software upgrades as necessary to optimize work efficiency, while also maintaining backup files to ensure data integrity and security when using various design software.	2	1	-	1

Qualification Pack

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0621
NOS Name	Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable 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	5
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

AMH/N0620: Promote and sustain safety, health, and security in workplace, while fostering 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

Identify process hazards, follow medical emergency and evacuation guidelines, and promote gender and PwD sensitivity.

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

- PC1.** Demonstrate strict adherence to health, safety, gender, and PwD (People with Disability) guidelines governing the workplace environment.
- PC2.** Engage actively in mock drills, evacuation exercises, and group discussions pertaining to workplace safety and security protocols.
- PC3.** Participate in advanced training and sensitization programs focused on gender equality and PwD awareness, facilitating a more inclusive workplace environment.
- PC4.** Execute proper handling and maintenance of materials and equipment in accordance with established protocols and standards.
- PC5.** Exhibit proficiency in performing first-aid, firefighting, and other emergency response procedures, promptly adhering to organizational shutdown and evacuation protocols when necessary.
- PC6.** Monitor workplace conditions, identify risks, report promptly, ensure safety, including for individuals with disabilities, and uphold gender equality principles.

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.

Qualification Pack

- 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.
- 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

Qualification Pack

- 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
- 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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify process hazards, follow medical emergency and evacuation guidelines, and promote gender and PwD sensitivity.</i>	22	12	-	6
PC1. Demonstrate strict adherence to health, safety, gender, and PwD (People with Disability) guidelines governing the workplace environment.	4	2	-	1
PC2. Engage actively in mock drills, evacuation exercises, and group discussions pertaining to workplace safety and security protocols.	4	2	-	1
PC3. Participate in advanced training and sensitization programs focused on gender equality and PwD awareness, facilitating a more inclusive workplace environment.	4	2	-	1
PC4. Execute proper handling and maintenance of materials and equipment in accordance with established protocols and standards.	3	2	-	1
PC5. Exhibit proficiency in performing first-aid, firefighting, and other emergency response procedures, promptly adhering to organizational shutdown and evacuation protocols when necessary.	4	2	-	1
PC6. Monitor workplace conditions, identify risks, report promptly, ensure safety, including for individuals with disabilities, and uphold gender equality principles.	3	2	-	1
NOS Total	22	12	-	6

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0620
NOS Name	Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Department Supervision, Sewing, Specialized Sewing, Sampling, Ironing, Hand Embroidery, Production Supervision, Computerized Embroidery, Laying, Quality Control
NSQF Level	5
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:

Qualification Pack

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

Career Development & Goal Setting

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

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

Communication Skills

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

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

Diversity & Inclusion

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

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

Financial and Legal Literacy

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

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

Essential Digital Skills

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

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

Entrepreneurship

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

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

Customer Service

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

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

Qualification Pack

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

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

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

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

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

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

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

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

KU11. how to compute income and expenditure

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

KU13. different legal rights and laws

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

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

KU16. how to identify business opportunities

KU17. types and needs of customers

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

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

Generic Skills (GS)

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

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

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

Qualification Pack

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

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	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 70% aggregate in QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AMH/N0901.Analyze Product and establish merchandising objectives in accordance with business plans	20	50	-	10	80	16
AMH/N0903.Develop and present merchandising plan	20	40	-	10	70	14
AMH/N0912.Communicate with client and manage merchandising documents	20	25	-	10	55	11
AMH/N0904.Organize and Coordinate for pre-production as per merchandising objectives	45	40	-	15	100	20
AMH/N0905.Factory Coordination and managing shipment	25	30	-	10	65	13
AMH/N0621.Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices	20	10	-	10	40	8
AMH/N0620.Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PWD) Sensitization	22	12	-	6	40	8
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	10

Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
Total	192	237	-	71	500	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.

Qualification Pack

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.