

## Qualification Pack



# Pattern Master - Apparel

QP Code: AMH/Q1105

Version: 4.0

NSQF Level: 4

Apparel, Madeups & Home Furnishing Sector Skill Council || Flat No. A-312 to A-323, 3rd Floor,  
Somdatt Chamber-1, Bhikaji Cama Place, Africa Avenue  
New Delhi-110066 || email:seop1@sscamh.com

## Qualification Pack

### Contents

AMH/Q1105: Pattern Master - Apparel .....	3
<i>Brief Job Description</i> .....	3
Applicable National Occupational Standards (NOS) .....	3
<i>Compulsory NOS</i> .....	3
<i>Qualification Pack (QP) Parameters</i> .....	3
AMH/N1105: Plan and Prepare for process of pattern making as per techpack received .....	5
AMH/N1106: Inspect and validate pattern .....	9
AMH/N1107: Maintain health, safety and security in the pattern making workplace with Gender & PwD Sensitization .....	13
AMH/N0310: Manage the workspace, operate tools, and handle machinery efficiently. ....	17
AMH/N0311: Abide by industry, regulatory, and organizational mandates, while integrating environmentally friendly practices .....	21
DGT/VSQ/N0102: Employability Skills (60 Hours) .....	25
Assessment Guidelines and Weightage .....	32
<i>Assessment Guidelines</i> .....	32
<i>Assessment Weightage</i> .....	33
Acronyms .....	34
Glossary .....	35

## Qualification Pack

### AMH/Q1105: Pattern Master - Apparel

#### Brief Job Description

Pattern Master uses ordinary and basic hand operated equipment and tools for measuring, marking and cutting to create patterns on non- textile cheaper substrate (usually hard paper board) for each size within given range of apparel and/or garment design , made ups and home furnishing articles. A complete pattern consists of various components cut to size and thus a full pattern for a particular garment , made ups and home furnishing article comprises various shapes and sizes of paper boards cut and preserved as set. The pattern master must be able to read and interpret design details and create pattern as per final product requirements.

#### Personal Attributes

He/she should have flair for art and drawings and should have basic mathematical skills particularly making calculations and measuring. He/she should possess good written and oral communication skills He/she should be patient and tenacious for long hours of standing work in a calm atmosphere. He should be detail oriented imaginative, creative and analytic. He/she must have fine motor skills and the ability to read and interpret design details to convert them into actual patterns.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [AMH/N1105: Plan and Prepare for process of pattern making as per techpack received](#)
2. [AMH/N1106: Inspect and validate pattern](#)
3. [AMH/N1107: Maintain health, safety and security in the pattern making workplace with Gender & PwD Sensitization](#)
4. [AMH/N0310: Manage the workspace, operate tools, and handle machinery efficiently.](#)
5. [AMH/N0311: Abide by industry, regulatory, and organizational mandates, while integrating environmentally friendly practices](#)
6. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel

## Qualification Pack

<b>Occupation</b>	Pattern Making
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Credits</b>	14
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/7523.9900
<b>Minimum Educational Qualification &amp; Experience</b>	12th Class with 0-6 Months of experience OR 11th Class with 1.5 years of experience in relevant field OR 10th Class with 3 Years of experience in relevant field OR Previous relevant Qualification of NSQF Level (3.5) with 1.5 years of experience in relevant field OR Previous relevant Qualification of NSQF Level (3) with 3 Years of experience in relevant field
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	Preferably, Having Certificates/Diploma in Garmenting or Textile
<b>Minimum Job Entry Age</b>	21 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	22/10/2027
<b>NSQF Approval Date</b>	22/10/2024
<b>Version</b>	4.0
<b>Reference code on NQR</b>	QG-04-AP-03282-2024-V2-AMHSSC
<b>NQR Version</b>	4.0

## Qualification Pack

### AMH/N1105: Plan and Prepare for process of pattern making as per techpack received

#### Description

This unit is about quantification and measurement of skills and competencies for planning for process of pattern making.

#### Scope

The scope covers the following :

- Preparation of pattern with simple hand-operated tools and equipment and navigation and measurement of competencies related to pattern making

#### Elements and Performance Criteria

*Preparation of pattern with simple hand-operated tools and equipment and navigation and measurement of competencies related to pattern making*

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

- PC1.** Collect, comprehend and compile information from various sources viz. designer/buyer/merchandiser
- PC2.** Analyze information and translate inputs as per company procedure
- PC3.** Coordinate with concerned designer and merchandiser for clarity of information against techpack received and suggest modifications (if any)
- PC4.** Incorporate and accommodate review inputs alongside the techpack
- PC5.** Create paper patterns with all details like notches, parts marking (pockets, button holes, pleats, etc.), pattern marking for bulk production
- PC6.** Calculate the average fabric consumption as per pattern developed

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Customer requirements in context of organization capability
- KU2.** Interpreting information contained in techpack
- KU3.** Notations and symbols used in techpack
- KU4.** Operation handling of cutting and marking tools and equipments
- KU5.** Basic computer softwares like ms-excel, ms-word, cad etc.
- .
- KU6.** Grading devices as per standard size chart
- KU7.** Different types of garments (tops, skirts, shirts, etc.) made ups and home furnishing articles and fabrics (wovens, knits, denim, etc.)
- KU8.** Sewing operations and techniques

## Qualification Pack

- KU9.** Different methods of pattern making (flat pattern method, draping method and drafting method) and other methods such as reverse engineering.
- KU10.** Size charts for garments, made ups and home furnishing.
- KU11.** Different types of fabrics and textiles and the trade names of basic fabrics.
- KU12.** Measurement techniques and tools used for it.
- KU13.** The types of grain-line

## Generic Skills (GS)

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

- GS1.** Document records related to customer enquiries, product designs, pattern size etc.
- GS2.** Write letters, memos, etc. in clear, comprehensible and unequivocal English
- GS3.** Read and comprehend written instructions describing pattern details
- GS4.** Keep abreast with latest trend by reading brochures, pamphlets, magazines and product information sheets
- GS5.** Seek information from customers and other sources in order to understand trend and customer requirements
- GS6.** Communicate with all relevant information in logical sequence
- GS7.** Follow organization rule-based decision making process when making patterns as per customer requirements
- GS8.** Take decision with systematic course of actions and/or response
- GS9.** Planning and organization of work to meet deadlines
- GS10.** Plan and organize the tools and equipment for pattern making to have a smooth workflow
- GS11.** Build customer relationships and win confidence with customer centric approach
- GS12.** Seek and comprehend design related inputs as relevant to pattern development for clarification from superior
- GS13.** Assess/evaluate pattern making processes
- GS14.** Apply domain information about product, processes and technical specifications
- GS15.** Critically evaluate design inputs in relation to the pattern intended
- GS16.** Develop holistic and comprehensive profile of products based on segregated discrete information available



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparation of pattern with simple hand-operated tools and equipment and navigation and measurement of competencies related to pattern making</i>	21	80	-	11
<b>PC1.</b> Collect, comprehend and compile information from various sources viz. designer/buyer/merchandiser	3	5	-	2
<b>PC2.</b> Analyze information and translate inputs as per company procedure	3	10	-	2
<b>PC3.</b> Coordinate with concerned designer and merchandiser for clarity of information against techpack received and suggest modifications (if any)	2	5	-	1
<b>PC4.</b> Incorporate and accommodate review inputs alongside the techpack	3	15	-	2
<b>PC5.</b> Create paper patterns with all details like notches, parts marking (pockets, button holes, pleats, etc.), pattern marking for bulk production	7	40	-	3
<b>PC6.</b> Calculate the average fabric consumption as per pattern developed	3	5	-	1
<b>NOS Total</b>	<b>21</b>	<b>80</b>	<b>-</b>	<b>11</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N1105
<b>NOS Name</b>	Plan and Prepare for process of pattern making as per techpack received
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Pattern Making
<b>NSQF Level</b>	4
<b>Credits</b>	6
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	22/10/2024
<b>Next Review Date</b>	22/10/2027
<b>NSQC Clearance Date</b>	22/10/2024



## Qualification Pack

### AMH/N1106: Inspect and validate pattern

#### Description

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to inspect and validate the pattern for information contained in.

#### Scope

The scope covers the following :

- Checking the pattern for information contents, review and update

#### Elements and Performance Criteria

##### *Checking the pattern for information contents, review and update*

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

- PC1.** Check sketches, design specifications to meet quantities, shapes and sizes of pattern parts
- PC2.** Test pattern by making garment sample to check fit, fall, and other aesthetic attributes
- PC3.** Review pattern against test performance
- PC4.** Accommodate and incorporate changes in the pattern as per buyer comments and performance review and create final pattern with all changes accommodated
- PC5.** Create master pattern for different sizes of garments made ups and home furnishing articles within a style for mass production.
- PC6.** Calculate fabric consumption as per the master pattern developed
- PC7.** Maintain record of patterns developed for future reference

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizations capability of incorporating changes as per the result of inspection
- KU2.** Design sketches, sewing and sample specifications
- KU3.** Calculating the consumption of fabric per garment

#### Generic Skills (GS)

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

- GS1.** Document records related to tools and equipment used in the premises for calibration, precision and usability.
- GS2.** Document records for the pattern developed for various styles, the amendments done and final approved pattern
- GS3.** Document the fabric consumption after calculation

## Qualification Pack

- GS4.** Read and comprehend written instructions describing equipment specification and working principle.
- GS5.** Keep abreast with the latest equipment by reading brochures, pamphlets, magazines and product information sheets
- GS6.** Discuss details about handling of equipment to team assigned with the work
- GS7.** Seek information from user appropriately in order to understand the equipment suitability
- GS8.** Communicate with all relevant information in logical sequence
- GS9.** Follow organization rule-based decision making process when inspecting and validating the pattern made
- GS10.** Take decision with systematic course of actions and/or response
- GS11.** Plan and organize the post pattern making processes so as to meet the target dates and deadlines and report to superiors
- GS12.** Tally the pattern with the customer requirements
- GS13.** Assess/evaluate significance of the process to upkeep of work area, tools and equipment
- GS14.** Provide clarification to unclear worker when making corrections in the pattern
- GS15.** Analyze the amendments done in the pattern after inspection
- GS16.** Critically analyze the pattern made as per customer requirements and specifications mentioned in the techpack
- GS17.** Develop holistic and comprehensive profile of process performances based on segregated discrete information available

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Checking the pattern for information contents, review and update</i>	19	70	-	9
<b>PC1.</b> Check sketches, design specifications to meet quantities, shapes and sizes of pattern parts	2	7	-	1
<b>PC2.</b> Test pattern by making garment sample to check fit, fall, and other aesthetic attributes	3	15	-	2
<b>PC3.</b> Review pattern against test performance	2	6	-	1
<b>PC4.</b> Accommodate and incorporate changes in the pattern as per buyer comments and performance review and create final pattern with all changes accommodated	5	15	-	2
<b>PC5.</b> Create master pattern for different sizes of garments made ups and home furnishing articles within a style for mass production.	3	20	-	2
<b>PC6.</b> Calculate fabric consumption as per the master pattern developed	2	5	-	0.5
<b>PC7.</b> Maintain record of patterns developed for future reference	2	2	-	0.5
<b>NOS Total</b>	<b>19</b>	<b>70</b>	<b>-</b>	<b>9</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N1106
<b>NOS Name</b>	Inspect and validate pattern
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Pattern Making
<b>NSQF Level</b>	4
<b>Credits</b>	3
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	22/10/2024
<b>Next Review Date</b>	22/10/2027
<b>NSQC Clearance Date</b>	22/10/2024

## Qualification Pack

# AMH/N1107: Maintain health, safety and security in the pattern making workplace with Gender & PwD Sensitization

## Description

This unit is about quantification and measurement of skills and competencies enabling one to ensure workarea conform to requirements of environmentally in compliance, safe, secure with no threats to health.

## Scope

The scope covers the following :

- Involves identifying environmental needs and requirement to the workplace, health and safety with Gender & PwD Sensitization hazards and ensuring mechanism to safeguard against hazards

## Elements and Performance Criteria

*Involves identifying environmental needs and requirement to the workplace, health and safety hazards and ensuring mechanism to safeguard against hazards*

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

- PC1..** Keep vigilance for potential risks and threats associated with workplace and equipment like cuts from cutters, scissors, shears, etc.
- PC2.** Handle tools and equipments like cutters, scissors, etc. safely and securely
- PC3.** Comply with health safety, gender and PwD (People with disability) related instructions applicable to the workplace
- PC4. .** Participate in mock-drills/evacuation procedures; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace
- PC5. .** Undertake first-aid, fire-fighting and emergency response training

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Hazards related to damage to organizations assets and records
- KU2.** Health and safety signage
- KU3.** Different hazards at workplace like fire, etc.
- KU4.** Safe handling of tools and equipments related to pattern making.
- KU5.** The importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior
- KU6.** How to accommodate employees with disabilities, etiquette to adhere to and proper language and terminology
- KU7.** How to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs
- KU8.** Promoting a safe, accessible and healthy workplace for disabled employees

## Qualification Pack

### Generic Skills (GS)

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

- GS1.** Document records related to health, safety and security related information
- GS2.** Write letter, memos, mails etc. in clear, comprehensible unequivocal english
- GS3.** Read and comprehend written instructions related to safety issues from concerned stakeholders and service providers
- GS4.** Keep abreast with the latest developments for innovative safety services and tools by reading brochures, pamphlets, magazines etc.
- GS5.** Discuss task lists, task details, and schedules with team working to assess safety and security needs and sensitivity at workplace
- GS6.** Seek information appropriately in order to understand the requirements and concerns of personal protective equipments
- GS7.** Able to speak in vernacular with the workers when explaining them the importance of personal health and safety at workplace
- GS8.** Make appropriate decisions apropos the concerned area of work
- GS9.** Decisions related to pattern making operations should directly and closely involve safety requirements and protocols
- GS10.** Plan processes and encourage exchange of ideas/inputs related to health, safety and security
- GS11.** Keep work area free from potential work hazards by training workers on norms and practices related to health and safety
- GS12.** Keep internal customers (worker/pattern maker/supervisor) health and safety related concerns and processes paramount to ensure alignment with external customers health and safety related expectations (local/global)
- GS13.** Clarification on the safety tools/processes to be used
- GS14.** Demonstrate the procedure of safely handling the equipment
- GS15.** Identify, record, report and rectify (if able to) the malfunctions of the tools and machines
- GS16.** Analyze, evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently
- GS17.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee
- GS18.** Actively take part in any discussion/workshop organized for gender sensitization training
- GS19.** Read and comprehend written instructions related to gender equality issues in the organization
- GS20.** Identify and report any harassment or inappropriate behavior towards any employee
- GS21.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee with disability or special needs
- GS22.** Actively take part in any discussion/workshop organized for disability sensitization training
- GS23.** Read and comprehend written instructions related to equality issues in the organization related to disabled persons
- GS24.** Identify and report any distinction, exclusion, harassment or inappropriate behavior towards any employee

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Involves identifying environmental needs and requirement to the workplace, health and safety hazards and ensuring mechanism to safeguard against hazards</i>	6	21	-	3
<b>PC1..</b> Keep vigilance for potential risks and threats associated with workplace and equipment like cuts from cutters, scissors, shears, etc.	0.5	1	-	0.5
<b>PC2.</b> Handle tools and equipments like cutters, scissors, etc. safely and securely	2	7	-	0.5
<b>PC3.</b> Comply with health safety, gender and PwD (People with disability) related instructions applicable to the workplace	0.5	1	-	1
<b>PC4.</b> . Participate in mock-drills/evacuation procedures; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace	1	5	-	0.5
<b>PC5.</b> . Undertake first-aid, fire-fighting and emergency response training	2	7	-	0.5
<b>NOS Total</b>	<b>6</b>	<b>21</b>	<b>-</b>	<b>3</b>



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N1107
<b>NOS Name</b>	Maintain health, safety and security in the pattern making workplace with Gender & PwD Sensitization
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Pattern Making
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	22/10/2024
<b>Next Review Date</b>	22/10/2027
<b>NSQC Clearance Date</b>	22/10/2024

## Qualification Pack

### AMH/N0310: Manage the workspace, operate tools, and handle machinery efficiently.

#### Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms. It also covers procedures and compliance standards to identify, prevent, control, minimize and eliminate hazards and potential risks to self and others at the workplace.

#### Scope

The scope covers the following :

- Maintain the work area, handle tools and machines

#### Elements and Performance Criteria

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

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

- PC1.** Employ safe and precise techniques in managing materials, machinery, equipment, and tools to uphold a clean and hazard-free workplace environment.
- PC2.** Adhere to proper lifting and handling procedures during operations.
- PC3.** Optimize material usage to reduce waste and safely dispose of any waste material at designated locations.
- PC4.** Perform routine maintenance and cleaning tasks within assigned responsibilities and agreed-upon schedules.
- PC5.** Promptly notify authorized personnel of any unsafe or damaged equipment or hazardous incidents.
- PC6.** Verify the presence of appropriate machine guards for operational safety.
- PC7.** Maintain a comfortable and ergonomically sound working posture.
- PC8.** Utilize suitable cleaning equipment and methods relevant to the assigned tasks.

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

## Qualification Pack

- KU7.** The importance of complying with written instructions
- KU8.** The instructions of equipment operating procedures / manufacturer's
- KU9.** The work instructions and specifications and interpret them accurately
- KU10.** Method to make use of the information detailed in specifications and instructions
- KU11.** Relation between work role and the overall manufacturing process
- KU12.** The importance of taking action when problems are identified
- KU13.** Different ways of minimizing waste and proper disposal system for waste and by-products
- KU14.** The importance of running maintenance and regular cleaning
- KU15.** Effects of contamination on products i.e., Machine oil, dirt
- KU16.** Common faults with equipment and the method to rectify
- KU17.** Maintenance procedures
- KU18.** Hazards likely to be encountered when conducting routine maintenance
- KU19.** Different types of cleaning equipment and substances and their use
- KU20.** Safe working practices for cleaning and the method of carrying them out

## Generic Skills (GS)

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

- GS1.** Write and document appropriate technical forms, job cards, inspection sheets as per the required format of the company
- GS2.** Read and comprehend basic English to interpret indicators in the operating manuals, job cards, visual cards
- GS3.** Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
- GS4.** Speak and communicate effectively with to peers and supervisors
- GS5.** Give clear detailed instructions to co-workers, subordinates and others
- GS6.** Use correct technical terms while interacting with supervisor
- GS7.** Take appropriate decisions regarding your responsibilities
- GS8.** Assess for any damaged faulty component in the concerned machinery and take action accordingly
- GS9.** Evaluate the decision and conduct basic trouble shooting
- GS10.** Plan and manage work routine based on company procedure
- GS11.** Work with supervisors/ team mates to carry out work related tasks
- GS12.** Plan for cleaning and lubricating the concerned machinery, tools, and workplace daily before and after operations
- GS13.** Ensure and follow organizational procedures pertaining to health and safety are followed
- GS14.** Solve operational role related issues
- GS15.** Diagnose common problems in the machine based on visual inspection, sound, temperature etc.
- GS16.** Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain the work area, handle tools and machines</i>	<b>14</b>	<b>49</b>	-	<b>7</b>
<b>PC1.</b> Employ safe and precise techniques in managing materials, machinery, equipment, and tools to uphold a clean and hazard-free workplace environment.	3	10	-	1
<b>PC2.</b> Adhere to proper lifting and handling procedures during operations.	2	7	-	1
<b>PC3.</b> Optimize material usage to reduce waste and safely dispose of any waste material at designated locations.	2	4	-	1
<b>PC4.</b> Perform routine maintenance and cleaning tasks within assigned responsibilities and agreed-upon schedules.	2	10	-	1
<b>PC5.</b> Promptly notify authorized personnel of any unsafe or damaged equipment or hazardous incidents.	1	2	-	0.5
<b>PC6.</b> Verify the presence of appropriate machine guards for operational safety.	2	2	-	0.5
<b>PC7.</b> Maintain a comfortable and ergonomically sound working posture.	1	7	-	1
<b>PC8.</b> Utilize suitable cleaning equipment and methods relevant to the assigned tasks.	1	7	-	1
<b>NOS Total</b>	<b>14</b>	<b>49</b>	-	<b>7</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N0310
<b>NOS Name</b>	Manage the workspace, operate tools, and handle machinery efficiently.
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Sewing, Finishing, Cutting, Production Supervision, Sampling, Quality Control, Quality Assurance, Ironing, Tailoring, Machine Embroidery Operation
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/11/2023
<b>Next Review Date</b>	30/11/2026
<b>NSQC Clearance Date</b>	30/11/2023

## Qualification Pack

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

#### Description

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

#### Scope

The scope covers the following :

- Observe organizational norms and follow green procedures at workplace.

#### Elements and Performance Criteria

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

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

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

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

## Qualification Pack

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N0311
<b>NOS Name</b>	Abide by industry, regulatory, and organizational mandates, while integrating environmentally friendly practices
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Department Supervision, Ironing, Export Operations, Designing, Boutique Operations, Quality Control, Sewing, Laying, Inventory Management, Hand Embroidery
<b>NSQF Level</b>	4
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	18/02/2025
<b>Next Review Date</b>	18/02/2028
<b>NSQF Clearance Date</b>	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>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> identify employability skills required for jobs in various industries	-	-	-	-
<b>PC2.</b> identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC3.</b> 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.	-	-	-	-
<b>PC4.</b> follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>2</b>	<b>4</b>	-	-
<b>PC5.</b> recognize the significance of 21st Century Skills for employment	-	-	-	-
<b>PC6.</b> 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>	<b>2</b>	<b>3</b>	-	-
<b>PC7.</b> use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
<b>PC8.</b> read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
<b>PC9.</b> write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development &amp; Goal Setting</i>	<b>1</b>	<b>2</b>	-	-



## Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> understand the difference between job and career	-	-	-	-
<b>PC11.</b> prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	<b>2</b>	<b>2</b>	-	-
<b>PC12.</b> follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
<b>PC13.</b> work collaboratively with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>2</b>	-	-
<b>PC14.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC15.</b> escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>2</b>	<b>3</b>	-	-
<b>PC16.</b> select financial institutions, products and services as per requirement	-	-	-	-
<b>PC17.</b> carry out offline and online financial transactions, safely and securely	-	-	-	-
<b>PC18.</b> identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
<b>PC19.</b> identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	<b>3</b>	<b>4</b>	-	-
<b>PC20.</b> operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
<b>PC21.</b> use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
<b>PC22.</b> 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>	<b>2</b>	<b>3</b>	-	-
<b>PC23.</b> identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
<b>PC24.</b> develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
<b>PC25.</b> identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	<b>1</b>	<b>2</b>	-	-
<b>PC26.</b> identify different types of customers	-	-	-	-
<b>PC27.</b> identify and respond to customer requests and needs in a professional manner.	-	-	-	-
<b>PC28.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>2</b>	<b>3</b>	-	-
<b>PC29.</b> create a professional Curriculum vitae (Résumé)	-	-	-	-
<b>PC30.</b> search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
<b>PC31.</b> apply to identified job openings using offline /online methods as per requirement	-	-	-	-
<b>PC32.</b> answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
<b>PC33.</b> identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

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

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS. examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each.
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

## Qualification Pack

**Minimum Aggregate Passing % at QP Level : 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/N1105.Plan and Prepare for process of pattern making as per techpack received	21	80	-	11	112	28
AMH/N1106.Inspect and validate pattern	19	70	-	9	98	24
AMH/N1107.Maintain health, safety and security in the pattern making workplace with Gender & PwD Sensitization	6	21	-	3	30	8
AMH/N0310.Manage the workspace, operate tools, and handle machinery efficiently.	14	49	-	7	70	18
AMH/N0311.Abide by industry, regulatory, and organizational mandates, while integrating environmentally friendly practices	20	10	-	10	40	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	12
<b>Total</b>	<b>100</b>	<b>260</b>	<b>-</b>	<b>40</b>	<b>400</b>	<b>100</b>

## Qualification Pack

### Acronyms

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

## Qualification Pack

### Glossary

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

## Qualification Pack

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