

Qualification Pack



Production Supervisor Sewing

QP Code: AMH/Q2101

Version: 4.0

NSQF Level: 5

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

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AMH/Q2101: Production Supervisor Sewing

Brief Job Description

A Supervisor guides activities of operators and/or other employees engaged in the process of manufacturing, inspection, processing and related activity. Production Supervisor plans and allocates resources and monitors schedules. Their work includes checking output, input material, equipment and ensuring process controls. They communicate, simplify, and interpret specifications, job orders, and procedures for operators and provide solutions to problems that affect the desired output and organizational goals. They also train employees for continual improvement and to achieve the organizational objectives.

Personal Attributes

A Supervisor should have analytical thinking skills to evaluate alternative solutions. He/she needs to coordinate effectively as per situational requirements and should be able to communicate with clarity. Good sense of time management is also essential.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AMH/N2101: Plan and organize sewing processes & Understand production specification and process](#)
2. [AMH/N2102: Supervise sewing operations & Coordinate and Plan production as per specifications and schedule](#)
3. [AMH/N2103: Execute and monitor production as per the plan, schedule and quality norms & maintain tools equipment and machinery](#)
4. [AMH/N2104: Manage performance and relations with people in the group and out of the group](#)
5. [AMH/N0619: Ensure workplace orderliness and efficiently operate tools and machinery.](#)
6. [AMH/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities \(PwD\) Sensitization](#)
7. [AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices](#)
8. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

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Sector	Apparel
Sub-Sector	Apparel
Occupation	Production Supervision
Country	India
NSQF Level	5
Credits	19
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3122.3551
Minimum Educational Qualification & Experience	Completed 1st year of UG (UG Certificate) (3-year/ 4-years UG) with 3 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 Apparel Production/Apparel Manufacturing Technology, preferably
Minimum Job Entry Age	20 Years
Last Reviewed On	NA
Next Review Date	17/12/2027
NSQC Approval Date	17/12/2024
Version	4.0
Reference code on NQR	QG-05-AP-01777-2024-V2-AMHSSC
NQR Version	4.0

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AMH/N2101: Plan and organize sewing processes & Understand production specification and process

Description

This unit is about planning organizing & understanding of production specification & process as per order received for a style.

Scope

The scope covers the following :

- Production specification & processes in a sewing line

Elements and Performance Criteria

Production specification & processes in a sewing line

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

- PC1..** Analyze & interpret the given techpack or specification sheet of the garment sample to be developed
- PC2.** Collect the required details regarding production planning and scheduling. Also review orders received from production planning as per style/product category/class
- PC3.** Ensure conformance of samples pattern & cut pieces as per the given specification sheet & identify broad stitching operation required to sew the product class/category
- PC4.** Analyze schedules and throughput of various styles & split sewing operation for a particular style of product category into discrete stitching processes for component sewing (like, pocket attaching, side joining, collar sewing etc.)
- PC5. .** Evaluate the consumption of material and accessories
- PC6. .** Get update about the bill of material for the job order & ensure availability of materials, resources, tools and equipment as needed for execution of tasks as per assembly line sequence
- PC7. .** Breakdown operations and prepare or interpret operation bulletin organize processes or sub-processes in assembly line sequence to ensure productivity, easy monitoring and quality
- PC8. .** Understand machinery layout requirements for the specific products
- PC9..** Plan quality check points and control limits
- PC10. .** Plan reduction of material and start-up losses
- PC11. .** Conduct or refer findings of pilot run
- PC12. .** Ensure all concerned people are updated of all the changes in buyer's specification
- PC13. .** Identify skill levels of the operators for the production line & allocate manpower (operators, helpers etc.) based on skill-set and suitability for distinct processes or sub-processes
- PC14.** Identify operators and assign them tasks as per their skill and proficiency levels

Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1.** Compliance requirements for specific clients
- KU2.** The organizations policies and procedures. Also, knowledge about customer defined and/or organization norms and tolerance for product conformance
- KU3.** Protocol to obtain more information on work related tasks & organize processes operating to build organizational overall performance
- KU4.** The limits of your job role and responsibilities
- KU5.** Who to refer problems to when they are outside the limit of your authority
- KU6.** The availability and the number of stitching machines on the production floor and related tools required
- KU7.** Common hazards in the work area and workplace procedures for dealing with them
- KU8.** Reporting structure
- KU9.** Importance of team work and harmonious working relationships
- KU10.** The manufacturing processes & knowledge about operation of different sewing machines like SNLS, DNLS, Flat lock etc.
- KU11.** Skill and proficiency level for each operation
- KU12.** Operating machines and basic trouble shooting
- KU13.** Alternative processes with same or similar output & knowledge about different types of production systems and their efficiency according to the order of the style received like assembly line system, make through system, progressive bundle system, etc.
- KU14.** Materials required by each type of product manufactured by the organization and knowledge about the various tools required along with the stitching machines like scissors, thread cutters, measuring tape, etc.
- KU15.** The raw materials defects and handling defects
- KU16.** The organizations standard operating procedures
- KU17.** How to identify the process and product problem
- KU18.** PMTS or knowledge about SAM and basic mathematical calculations required to calculate SAM and other related tasks in context of stitching supervision
- KU19.** Operator rating & use
- KU20.** Incentive system or wage plan

Generic Skills (GS)

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

- GS1.** Knowledge of complete accurate well written work document records related to production and number of orders for each style
- GS2.** Knowledge of compile required information and reports & write letters, memos, mails clearly and legibly for self and other departments references
- GS3.** Knowledge of communicate with others in writing
- GS4.** Knowledge of follow guidelines/procedures/rules & detailed information in a logical sequence to the workers describing the style that has to be stitched

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- GS5.** Knowledge of product specification sheets, read and comprehend the techpack received & note down the SAM for each style after calculation
- GS6.** Knowledge of listen effectively and orally communicate information accurately & provide a detailed information in a logical sequence to the workers describing the style that has to be stitched
- GS7.** Knowledge of confirm that the communication is understood correctly.
- GS8.** Knowledge of ask for clarification and advice from others in the team and heads
- GS9.** Knowledge of evaluate alternatives within permissible time limits
- GS10.** Knowledge of anticipate probable trouble spots
- GS11.** Knowledge of follow rule-based decision-making processes
- GS12.** Knowledge of make decisions on a suitable course of action or response
- GS13.** Knowledge of understand the effect on the wage plan / structure & make decisions for selection and arrangement of machines for line balancing after considering the relative cost
- GS14.** Knowledge of plan and organize your work to achieve targets and deadlines
- GS15.** Knowledge of apply problem-solving approaches in different situations
- GS16.** Knowledge of solve problems without /with minimal losses (including time losses)
- GS17.** Knowledge of seek clarification on problems from others
- GS18.** Knowledge of analyse the stitching process & plan and organize the allocation of working depending on the skill set of workers
- GS19.** Knowledge of root cause of problems or defects
- GS20.** Knowledge about need analysis, requirements and dependencies in order to meet your work requirements & understand customer requirement for product quality, product quantity and delivery priority
- GS21.** Knowledge of provide opinions on work in a detailed and constructive way to the concerned personnel & make appropriate and logical decisions when allocating work to the workers
- GS22.** Knowledge of implement decisions made
- GS23.** Knowledge of observe effectively and rapidly the effect of decisions on the production processes & plan and organize the work to meet targets for productivity and quality
- GS24.** Knowledge of apply quick but balanced judgments to different situations
- GS25.** Knowledge of tally the final product with techpack and sample approved to see if it meets the customer requirements
- GS26.** Knowledge of tally the final product with techpack and sample approved to see if it meets the customer requirements
- GS27.** Knowledge of critically evaluate the requirements of techpack with respect to the availability of man and machines in the organization
- GS28.** Knowledge of critically evaluate information gathered from various sources to arrive at a solution

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Production specification & processes in a sewing line</i>	12	45	-	8
PC1.. Analyze & interpret the given techpack or specification sheet of the garment sample to be developed	0.5	5	-	1
PC2. Collect the required details regarding production planning and scheduling. Also review orders received from production planning as per style/product category/class	0.5	2	-	0.5
PC3. Ensure conformance of samples pattern & cut pieces as per the given specification sheet & identify broad stitching operation required to sew the product class/category	1	5	-	1
PC4. Analyze schedules and throughput of various styles & split sewing operation for a particular style of product category into discrete stitching processes for component sewing (like, pocket attaching, side joining, collar sewing etc.)	1	4	-	0.5
PC5. . Evaluate the consumption of material and accessories	1	4	-	0.5
PC6. . Get update about the bill of material for the job order & ensure availability of materials, resources, tools and equipment as needed for execution of tasks as per assembly line sequence	1	2	-	0.5
PC7. . Breakdown operations and prepare or interpret operation bulletin organize processes or sub-processes in assembly line sequence to ensure productivity, easy monitoring and quality	1	2	-	0.5
PC8. . Understand machinery layout requirements for the specific products	0.5	2	-	0.5
PC9.. Plan quality check points and control limits	1	5	-	0.5
PC10. . Plan reduction of material and start-up losses	1	5	-	0.5
PC11. . Conduct or refer findings of pilot run	0.5	3	-	0.5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. . Ensure all concerned people are updated of all the changes in buyer's specification	1	2	-	0.5
PC13. . Identify skill levels of the operators for the production line & allocate manpower (operators, helpers etc.) based on skill-set and suitability for distinct processes or sub-processes	1	2	-	0.5
PC14. Identify operators and assign them tasks as per their skill and proficiency levels	1	2	-	0.5
NOS Total	12	45	-	8

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N2101
NOS Name	Plan and organize sewing processes & Understand production specification and process
Sector	Apparel
Sub-Sector	Apparel
Occupation	Production Supervision
NSQF Level	5
Credits	4
Version	3.0
Last Reviewed Date	17/12/2024
Next Review Date	17/12/2027
NSQC Clearance Date	17/12/2024

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AMH/N2102: Supervise sewing operations & Coordinate and Plan production as per specifications and schedule

Description

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to supervise the sewing line processes at beginning of production process in sewing

Scope

The scope covers the following :

- Plan and commence production in accordance with the production planning schedule

Elements and Performance Criteria

Plan & commence production as per production planning schedule

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

- PC1..** Participate in pre-production meetings and communicate pro-actively to develop process and product understanding set qualitative and quantitative output target for each operation & ensure no accumulation of material
- PC2.** Set qualitative and quantitative output target for each operation & the workload is equitably distributed as per skill-set, speed and performance
- PC3.** Carryout pilot run or update with the findings of the pilot run and sampling for the particular style
- PC4.** Coordinate with planning /industrial engineering / for machine layout work aids
- PC5. .** Coordinate with corresponding departments for ensuring the right quantity and quality of material is received
- PC6. .** Allocate the operators as per their skill level for various operations
- PC7. .** Coordinate with stores/ cutting dept./ qc lab / manager in charge to ensure preparedness to meet the production target
- PC8. .** Set the process / line assembly/ batch in the sewing operation & Ensure standards, reference sample, templates etc. are available at respective process stages
- PC9..** Coordinate with quality control to check initial output and set quality check points
- PC10. .** Ensure process for accuracy of input and output with regards to interdepartmental movement, vendor movement, incoming material and outgoing material.
- PC11. .** Creating or complying with recording systems being used for monitor production targets

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Supervising processes with in-time supports and creative ideas to enhance productivity and reduce wastages & machinery and work aids used in the process

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- KU2.** The most efficient production system on the basis of past experience on various styles & stitching defects and handling defects
- KU3.** Maintaining healthy relationship amongst workers & importance of team work and harmonious working relationships
- KU4.** Different attachments to machines like special folder, special pressure foot etc. & knowledge of sewing and the various types of stitching required for various products
- KU5.** Different settings and adjustments to sewing machines like needle, stitch per inch, etc.
- KU6.** Trouble shooting of faults
- KU7.** The various stitching defects and how to rectify them, maintaining the quality parameters
- KU8.** Organizations standard operating procedures
- KU9.** Quality and compliance requirement
- KU10.** Buyer specific compliances
- KU11.** The escalation hierarchy
- KU12.** Quality literacy and specific tools
- KU13.** Organization specific ERP and reports to be maintained
- KU14.** Who to refer problems to when they are outside the limit of your authority
- KU15.** Evolve alternatives for trouble shooting
- KU16.** Details of the job role and responsibilities

Generic Skills (GS)

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

- GS1.** Understanding of document records of any changes or repairs done while supervising the production department
- GS2.** Understanding of communicate with other departments in writing in cases of any product requirements or returns.
- GS3.** Understanding of read and comprehend written instructions about working of guidelines, procedures and rules.
- GS4.** Read and comprehend the requirements and their urgency from other departments
- GS5.** Understanding of listen effectively and orally communicate information accurately
- GS6.** Ask for clarification and advice from others in the team and heads
- GS7.** Understanding of follow organization rule-based decision-making process while supervising the production line
- GS8.** Understanding of take sensible and mature decisions related to workers in such a way that the working of the production line remains unaffected
- GS9.** Understanding of plan and organize the working in the production line to meet daily production target
- GS10.** Understanding of plan and organize the layout of the production line to maintain a smooth and disciplined workflow
- GS11.** Understanding of directly supervise and coordinate the activities of production line and operating workers such as machine setters and precision workers
- GS12.** Understanding of plan and organize the work to meet the stitching quality

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- GS13.** Understanding of customer requirements and their priority and respond as per their needs
- GS14.** Understanding of seek and comprehend machine and production related inputs for clarification
- GS15.** Understanding of seek and clarify any ill-feelings amongst workers
- GS16.** Understanding of guide maintenance team in detection of machine problems and correction of faults
- GS17.** Understanding of provide clarifications to workers who are in doubt
- GS18.** Understanding of domain information about maintenance processes and technical knowledge about machines and production line
- GS19.** Understanding of analyze the level of seriousness and efficiency of work performed by each worker
- GS20.** Understanding of critically evaluate inputs in relation to production and maintenance effectiveness
- GS21.** Understanding of be critical while supervising the working at the production floor for a better output

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan & commence production as per production planning schedule</i>	14	49	-	7
PC1.. Participate in pre-production meetings and communicate pro-actively to develop process and product understanding set qualitative and quantitative output target for each operation & ensure no accumulation of material	1	3	-	0.5
PC2. Set qualitative and quantitative output target for each operation & the workload is equitably distributed as per skill-set, speed and performance	2	4	-	0.5
PC3. Carryout pilot run or update with the findings of the pilot run and sampling for the particular style	1	16	-	0.5
PC4. Coordinate with planning /industrial engineering / for machine layout work aids	1	3	-	0.5
PC5. . Coordinate with corresponding departments for ensuring the right quantity and quality of material is received	1	2	-	0.5
PC6. . Allocate the operators as per their skill level for various operations	1	3	-	0.5
PC7. . Coordinate with stores/ cutting dept./ qc lab / manager in charge to ensure preparedness to meet the production target	1	2	-	0.5
PC8. . Set the process / line assembly/ batch in the sewing operation & Ensure standards, reference sample, templates etc. are available at respective process stages	1	2	-	1
PC9.. Coordinate with quality control to check initial output and set quality check points	2	6	-	1
PC10. . Ensure process for accuracy of input and output with regards to interdepartmental movement, vendor movement, incoming material and outgoing material.	2	5	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. . Creating or complying with recording systems being used for monitor production targets	1	3	-	0.5
NOS Total	14	49	-	7

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N2102
NOS Name	Supervise sewing operations & Coordinate and Plan production as per specifications and schedule
Sector	Apparel
Sub-Sector	Apparel
Occupation	Production Supervision
NSQF Level	5
Credits	3
Version	4.0
Last Reviewed Date	17/12/2024
Next Review Date	17/12/2027
NSQC Clearance Date	17/12/2024

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AMH/N2103: Execute and monitor production as per the plan, schedule and quality norms & maintain tools equipment and machinery

Description

This unit is about executing & monitoring the production as a part of the overall plan with the desired/prescribed quality ensuring timeliness

Scope

The scope covers the following :

- Maintain productivity and Quality in output of the line /department/section as desired by customer

Elements and Performance Criteria

Maintain productivity and Quality in output of the line /department /section

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

- PC1..** Layout / set up machines in an arrangement that makes it easier and effective for material handling considering world class manufacturing layouts
- PC2.** Ensure all machinery work aids and handling aids are in proper condition
- PC3.** Ensure all accessories are in the store ready for issue with desired quality
- PC4.** Ensure all quality checkpoints are in place for incoming intermediate and final stages
- PC5. .** Follow up and check the incoming material for the first few pieces and report the same
- PC6. .** Follow up and check first few pieces coming out of every operation
- PC7. .** Approve the pieces from the quality control department
- PC8. .** Verify the product as per the spec sheet provided by Customer
- PC9..** Verify the product through the merchandiser for ensuring all comments from the buyer have been updated
- PC10. .** Minimize losses such as breakdown time, waiting time etc.
- PC11. .** Create a mechanism / arrange for updating output periodically and monitor the same
- PC12. .** Monitor and maintain periodic output as per target.(qualitative and quantitative)
- PC13. .** Motivate and support team members to achieve and improve the desired level of output
- PC14.** Make necessary changes in case of contingencies and highlight the same to production Manager
- PC15. .** Control cost and wastage
- PC16. .** Collaborate in organizational level initiatives on quality & productivity
- PC17. .** Ensure preventive maintenance and Autonomous Maintenance schedules are followed

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Expectations and responsibilities of the job role

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- KU2.** The organization's rules, codes, guidelines and standards as per company norms
- KU3.** Procedures for operating stitching machine
- KU4.** Main types of products manufactured by the company
- KU5.** Statutory responsibilities under health, safety and environmental legislation and regulations
- KU6.** Statutory and buyer compliances
- KU7.** Common hazards in the work area and workplace procedures for dealing with them
- KU8.** Contact person in case of queries on procedure or products
- KU9.** Method to handle tools and equipment safely and the health and safety implications of not doing so
- KU10.** Basic arithmetic and numeric calculations for analysis related to work
- KU11.** Machine settings and elementary repair in case of breakdown
- KU12.** Organizations standard operating procedures
- KU13.** Defects and their root causes
- KU14.** Identification of the process and product problems
- KU15.** The escalation hierarchy relating to technical issues
- KU16.** Statistical quality control systems and their applications
- KU17.** Quality management systems

Generic Skills (GS)

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

- GS1.** Complete accurate well written work in provided reports/Formats
- GS2.** Communicate with others in writing
- GS3.** Writing reports and reporting issues to create a knowledge Bank
- GS4.** Follow guidelines/procedures/specifications/rules as directed by company
- GS5.** Listen effectively and orally communicate information accurately
- GS6.** Ask for clarification and advice from others in the team and heads
- GS7.** Proactively ask questions to minimize issues
- GS8.** Follow system based decision-making processes
- GS9.** Ensure time lost in decision making is minimal
- GS10.** Make decisions on a suitable course of action or response
- GS11.** Plan and organize your work to achieve targets and deadlines
- GS12.** Plan manpower for absenteeism / shift / overtime working
- GS13.** Apply problem-solving approaches in different situations
- GS14.** Refer anomalies to its root cause person , process or whatever required
- GS15.** Seek clarification on problems from others in the system
- GS16.** Analyze the stitching process and plan effectively to avoid bottle neck operations
- GS17.** Specification sheets and operations
- GS18.** Cost implications of overtime and wage plans
- GS19.** Analyze needs, requirements and dependencies in order to meet your work requirements

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GS20. Provide opinions on work in a detailed and constructive way to the concerned personnel

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain productivity and Quality in output of the line /department /section</i>	14	49	-	7
PC1.. Layout / set up machines in an arrangement that makes it easier and effective for material handling considering world class manufacturing layouts	1	7	-	0.5
PC2. Ensure all machinery work aids and handling aids are in proper condition	1	5	-	0.5
PC3. Ensure all accessories are in the store ready for issue with desired quality	1	3	-	0.5
PC4. Ensure all quality checkpoints are in place for incoming intermediate and final stages	1	2	-	0.5
PC5. . Follow up and check the incoming material for the first few pieces and report the same	0.5	2	-	0.5
PC6. . Follow up and check first few pieces coming out of every operation	0.5	5	-	-
PC7. . Approve the pieces from the quality control department	1	3	-	0.5
PC8. . Verify the product as per the spec sheet provided by Customer	1	6	-	0.5
PC9.. Verify the product through the merchandiser for ensuring all comments from the buyer have been updated	1	2	-	0.5
PC10. . Minimize losses such as breakdown time, waiting time etc.	0.5	2	-	0.5
PC11. . Create a mechanism / arrange for updating output periodically and monitor the same	1	2	-	0.5
PC12. . Monitor and maintain periodic output as per target.(qualitative and quantitative)	1	3	-	0.5
PC13. . Motivate and support team members to achieve and improve the desired level of output	0.5	1	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. Make necessary changes in case of contingencies and highlight the same to production Manager	1	2	-	0.5
PC15. . Control cost and wastage	1	2	-	0.5
PC16. . Collaborate in organizational level initiatives on quality & productivity	0.5	1	-	-
PC17. . Ensure preventive maintenance and Autonomous Maintenance schedules are followed	0.5	1	-	0.5
NOS Total	14	49	-	7

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N2103
NOS Name	Execute and monitor production as per the plan, schedule and quality norms & maintain tools equipment and machinery
Sector	Apparel
Sub-Sector	Apparel
Occupation	Production Supervision
NSQF Level	5
Credits	3
Version	3.0
Last Reviewed Date	17/12/2024
Next Review Date	17/12/2027
NSQC Clearance Date	17/12/2024

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AMH/N2104: Manage performance and relations with people in the group and out of the group

Description

This unit is about the supervisor interaction and coordination with people within the department and from other departments to manage performance of Stitching department

Scope

The scope covers the following :

- Maintain a good and healthy relation with team, other colleagues and superiors to manage the performance and productivity

Elements and Performance Criteria

Maintain good and healthy relation with team, other colleagues and superiors to manage the performance and productivity

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

- PC1..** Receive work instructions and feedback from reporting manager or other seniors in a proactive manner to ensure smooth process flow
- PC2.** Communicate targets and get concurrence on targets from team members and ensure the target is been met at end of the day
- PC3.** Communicate to reporting superior about process-flow improvements and smooth process flow
- PC4.** Communicate and sensitize about the defects and anticipated difficulties during production
- PC5. .** Sensitize about the defects received from previous process and the losses on account of the same
- PC6. .** Communicate to reporting superior about the shortages or performance related targets
- PC7. .** Re-work based on feedback provided by superior on product, process and people
- PC8. .** Motivate and organize team members to achieve the desired results
- PC9..** Sensitize group members on the effects of absenteeism and low productivity
- PC10. .** Monitor each individual for his performance and assist him for improvement
- PC11. .** Represent collective concerns to appropriate authorities
- PC12. .** Work with colleagues of other departments to ensure smooth process flow of input and output

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Details of the various job roles and responsibilities
- KU2.** Responsibilities and line of reporting within the work are

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- KU3.** Protocol to obtain more information on work related task
- KU4.** Organizational policies and standard operating procedures
- KU5.** Work target and review mechanism
- KU6.** Method of obtaining/ giving feedback related to performance
- KU7.** Importance of team work and harmonious working relationships
- KU8.** Process for offering/ obtaining work related assistance
- KU9.** Protocol and format for reporting work related risks/ problems
- KU10.** Contact person in case of queries on procedure or products
- KU11.** Quality standards with tolerance
- KU12.** Documentation required as part of the process
- KU13.** Statutory laws and their relevant provision
- KU14.** Wage plans and the method of calculation
- KU15.** Work ethics and non-discrimination values
- KU16.** Use of work aids and handling techniques to enhance productivity
- KU17.** Techniques to foster team building and team productivity
- KU18.** Knowledge on sewing and the various types of stitching required by various products. Also, knowledge about the special sewing machines
- KU19.** Improving motor coordination or handling techniques
- KU20.** Systematic training to improve productivity as per Industrial Engineering tools
- KU21.** Organizations standard operating procedures
- KU22.** Stitching defects, handling defects & correction methods
- KU23.** Knowledge on quality standards provided by customer
- KU24.** The escalation hierarchy

Generic Skills (GS)

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

- GS1.** Understanding of complete accurate well written work like Job card, Memo, Report, Etc.
- GS2.** Understanding of communicate with others in writing without mis-communication.
- GS3.** Understanding of follow guidelines/procedures/rules
- GS4.** Understanding of listen effectively and orally communicate information accurately
- GS5.** Understanding of ask for clarification and advice from others in the team and heads
- GS6.** Understanding of follow rule-based decision-making processes
- GS7.** Understanding of make decisions on a suitable course of action or response
- GS8.** Understanding of plan and organize your work to achieve targets and deadlines
- GS9.** Understanding of apply problem-solving approaches in different situations
- GS10.** Understanding of refer anomalies to the particular personnel
- GS11.** Understanding of seek clarification on problems from others department
- GS12.** Understanding of analyzing the stitching process and correct the shortcomings

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- GS13.** Understanding of analyzing needs, requirements and dependencies in order to meet your work requirements
- GS14.** Understanding of provide opinions on work in a detailed and constructive way to the concerned personnel
- GS15.** Understanding of apply balance judgments to different situations

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain good and healthy relation with team, other colleagues and superiors to manage the performance and productivity</i>	9	32	-	4
PC1.. Receive work instructions and feedback from reporting manager or other seniors in a proactive manner to ensure smooth process flow	1	3	-	0.5
PC2. Communicate targets and get concurrence on targets from team members and ensure the target is been met at end of the day	1	3	-	-
PC3. Communicate to reporting superior about process-flow improvements and smooth process flow	0.5	3	-	0.5
PC4. Communicate and sensitize about the defects and anticipated difficulties during production	0.5	4	-	0.5
PC5. . Sensitize about the defects received from previous process and the losses on account of the same	2	3	-	-
PC6. . Communicate to reporting superior about the shortages or performance related targets	0.5	2	-	0.5
PC7. . Re-work based on feedback provided by superior on product, process and people	0.5	4	-	-
PC8. . Motivate and organize team members to achieve the desired results	0.5	2	-	-
PC9.. Sensitize group members on the effects of absenteeism and low productivity	0.5	2	-	0.5
PC10. . Monitor each individual for his performance and assist him for improvement	0.5	2	-	0.5
PC11. . Represent collective concerns to appropriate authorities	1	2	-	0.5
PC12. . Work with colleagues of other departments to ensure smooth process flow of input and output	0.5	2	-	0.5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	9	32	-	4

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N2104
NOS Name	Manage performance and relations with people in the group and out of the group
Sector	Apparel
Sub-Sector	Apparel
Occupation	Production Supervision
NSQF Level	5
Credits	4
Version	3.0
Last Reviewed Date	17/12/2024
Next Review Date	17/12/2027
NSQC Clearance Date	17/12/2024

Qualification Pack

AMH/N0619: Ensure workplace orderliness and efficiently operate tools and machinery.

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

Ensure workplace orderliness and efficiently operate tools and machinery.

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

- PC1.** Implement safe and precise methods to handle materials, machinery, equipment, and tools, ensuring a workplace environment that is clean and free from hazards.
- PC2.** Follow correct protocols for lifting and handling during operations.
- PC3.** Optimize material usage to minimize waste and ensure safe disposal of any excess material at designated locations.
- PC4.** Carry out routine maintenance and cleaning duties within assigned roles and agreed-upon schedules.
- PC5.** Immediately report any unsafe or damaged equipment, as well as hazardous incidents, to authorized personnel.
- PC6.** Confirm the presence of appropriate machine guards to maintain operational safety.
- PC7.** Maintain a working posture that is both comfortable and ergonomically sound.
- PC8.** Employ appropriate cleaning equipment and techniques tailored to the specific tasks at hand.

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)

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- 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>Ensure workplace orderliness and efficiently operate tools and machinery.</i>	14	49	-	7
PC1. Implement safe and precise methods to handle materials, machinery, equipment, and tools, ensuring a workplace environment that is clean and free from hazards.	3	10	-	1
PC2. Follow correct protocols for lifting and handling during operations.	2	7	-	1
PC3. Optimize material usage to minimize waste and ensure safe disposal of any excess material at designated locations.	2	4	-	1
PC4. Carry out routine maintenance and cleaning duties within assigned roles and agreed-upon schedules.	2	10	-	1
PC5. Immediately report any unsafe or damaged equipment, as well as hazardous incidents, to authorized personnel.	1	2	-	0.5
PC6. Confirm the presence of appropriate machine guards to maintain operational safety.	2	2	-	0.5
PC7. Maintain a working posture that is both comfortable and ergonomically sound.	1	7	-	1
PC8. Employ appropriate cleaning equipment and techniques tailored to the specific tasks at hand.	1	7	-	1
NOS Total	14	49	-	7

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0619
NOS Name	Ensure workplace orderliness and efficiently operate tools and machinery.
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Department Supervision, Finishing, Cutting, Production Supervision, Sampling, Quality Control, Quality Assurance, Ironing, Tailoring, Machine Embroidery Operation
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.

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- 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

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- 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

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:

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- 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

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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

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values – Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

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

Career Development & Goal Setting

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

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

Communication Skills

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

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

Diversity & Inclusion

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

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

Financial and Legal Literacy

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

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

Essential Digital Skills

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

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

Entrepreneurship

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

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

Customer Service

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

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

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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

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- 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	-	-

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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	-	-	-	-

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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/N2101. Plan and organize sewing processes & Understand production specification and process	12	45	-	8	65	14
AMH/N2102. Supervise sewing operations & Coordinate and Plan production as per specifications and schedule	14	49	-	7	70	16
AMH/N2103. Execute and monitor production as per the plan, schedule and quality norms & maintain tools equipment and machinery	14	49	-	7	70	16
AMH/N2104. Manage performance and relations with people in the group and out of the group	9	32	-	4	45	10
AMH/N0619. Ensure workplace orderliness and efficiently operate tools and machinery.	14	49	-	7	70	15
AMH/N0620. Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PWD) Sensitization	22	12	-	6	40	9

Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AMH/N0621.Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices	20	10	-	10	40	9
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	11
Total	125	276	-	49	450	100

Qualification Pack

Acronyms

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

Qualification Pack

Glossary

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

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.