

Qualification Pack



Sourcing Manager-Stitched Items

QP Code: AMH/Q0920

Version: 4.0

NSQF Level: 6

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AMH/Q0920: Sourcing Manager-Stitched Items

Brief Job Description

Sourcing Manager in an apparel, made-ups and home furnishing industry is primarily concerned with procurement of fabrics, trims & accessories as per design needs and/or as per sample requirements received from merchandiser. The role is supervising the functionary of purchase departments. He/she is concerned with identifying suitable suppliers for materials assessed on the basis of price, quality, reliability, time and long-term business relations. He/ She must supervise all negotiations and prepare appropriate documents for same.

Personal Attributes

He/she should be well versed with business scenario, well- informed about various manufacturers and suppliers, systematic and abreast of business environment changes affecting product availability, price and quality. He/she should have sound understanding of market dynamics and business judgement. He/she should be extrovert and highly communicative. He should be able to work under pressure.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AMH/N0920: Plan for the procurement of materials as per garment design requirements](#)
2. [AMH/N0921: Procure materials from national and international suppliers related to fabrics, trims and accessories](#)
3. [AMH/N0922: Supervise and evaluate performance of subordinates](#)
4. [AMH/N0923: Maintain records about procurement of materials](#)
5. [AMH/N0924: Maintain health, safety and security in the sourcing department with Gender and PwD Sensitization](#)
6. [AMH/N0622: Ensure adherence to industry, regulatory, and organizational standards, while incorporating the principles of environmental sustainability](#)
7. [DGT/VSQ/N0103: Employability Skills \(90 Hours\)](#)

Qualification Pack (QP) Parameters

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

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Occupation	Export Operations
Country	India
NSQF Level	6
Credits	20
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL
Minimum Educational Qualification & Experience	Completed 3 year UG degree with 1.5 years of experience in relevant field OR Previous relevant Qualification of NSQF Level (5.5) with 1.5 years of experience in relevant field
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Preferably Having Certificates/Diploma in Management/Accounting/Science
Minimum Job Entry Age	23 Years
Last Reviewed On	NA
Next Review Date	22/10/2027
NSQC Approval Date	22/10/2024
Version	4.0
Reference code on NQR	QG-06-AP-03284-2024-V2-AMHSSC
NQR Version	4.0

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AMH/N0920: Plan for the procurement of materials as per garment design requirements

Description

This unit is about quantification and measurement of skills and competencies of a person working for sourcing of materials.

Scope

The scope covers the following :

- Planning for procurement of materials

Elements and Performance Criteria

Planning for procurement of materials

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

- PC1..** Work with team members and conduct general market research in various categories of garments, made ups and home furnishing
- PC2.** Collect information about sourcing needs for materials like fabrics, trims and accessories from designing and merchandising department
- PC3.** Plan an efficient and flexible procurement strategy
- PC4. .** Identify trustworthy and competent suppliers for materials like fabrics, trims and accessories
- PC5. .** Evaluate suppliers for the capability of supplying materials with respect to price, quality, quantity, lead time etc.
- PC6..** Estimate lead time and the quantity with respect to material procurement
- PC7. .** Negotiate with supplier to ensure the deal at a competitive price
- PC8. .** Assess, manage and mitigate risks associated with the procurement
- PC9. .** Identify the changes of balance in buyer supplier power by analyzing the forecasting and the trend
- PC10. .** Monitor and forecast upcoming levels of demand
- PC11. .** Perform cost analysis and its benchmark

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizations policies related to procurement
- KU2.** The standard lead time taken by the organization
- KU3.** The regular material suppliers of the organization
- KU4.** The different types of woven and knit fabrics and their trade names like georgette, chiffon, silk, cotton lycra, cotton knit jersey, etc.

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- KU5.** Different types of trims and accessories
- KU6.** The garment manufacturing process
- KU7.** Made ups and home furnishing products and their construction process
- KU8.** Negotiation skills
- KU9.** Basic mathematical knowledge of calculating the average requirement of fabrics, trims and accessories according to the style order received
- KU10.** Supply chain management
- KU11.** National and international markets, prevailing prices, documents etc.

Generic Skills (GS)

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

- GS1.** Document records of previous suppliers for reference and future business dealings
- GS2.** Document the requirements of each style simultaneously to avoid confusion
- GS3.** Read and understand thoroughly the materials required for each style in detail like fabric weight, ligne for buttons, zip sizes, etc.
- GS4.** Read and comprehend written instructions related to the rules and regulations to procurement documents
- GS5.** Read, comprehend national and international laws & regulations etc. and act accordingly
- GS6.** Excellent communication skills when interacting with the supplier, superiors, colleagues and juniors appropriately
- GS7.** Appropriate communication skills while clarifying doubts from various departments
- GS8.** Decide the suppliers on the basis of the organizations capacity and materials that have to be procured
- GS9.** Decide the material procurement strategy for an efficient workflow
- GS10.** Plan and organize the swatches of the materials as per the style to be procured
- GS11.** Plan and organize the material procurement strategy for a smooth, fast and efficient workflow
- GS12.** Plan the materials procurement as per the customer requirements
- GS13.** Build customer understanding of trust and cooperativeness
- GS14.** Seek and comprehend material procurement related inputs for clarification
- GS15.** Assess/evaluate steps and processes for material storage, inspection, issue and inventory
- GS16.** Analyze which supplier will be most suitable for a particular material
- GS17.** Analyze and evaluate the garment design requirements and plan for material procurement accordingly
- GS18.** Critically evaluate design inputs in relation to product intended
- GS19.** Critically evaluate the plan made for procurement of materials with respect to the quantity, quality and lead time offered by the suppliers.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Planning for procurement of materials</i>	25	80	-	15
PC1.. Work with team members and conduct general market research in various categories of garments, made ups and home furnishing	1	2	-	1
PC2. Collect information about sourcing needs for materials like fabrics, trims and accessories from designing and merchandising department	2	5	-	2
PC3. Plan an efficient and flexible procurement strategy	5	10	-	2
PC4. . Identify trustworthy and competent suppliers for materials like fabrics, trims and accessories	1	5	-	1
PC5. . Evaluate suppliers for the capability of supplying materials with respect to price, quality, quantity, lead time etc.	2	10	-	2
PC6.. Estimate lead time and the quantity with respect to material procurement	5	15	-	2
PC7. . Negotiate with supplier to ensure the deal at a competitive price	1	3	-	1
PC8. . Assess, manage and mitigate risks associated with the procurement	1	5	-	1
PC9. . Identify the changes of balance in buyer supplier power by analyzing the forecasting and the trend	2	5	-	1
PC10. . Monitor and forecast upcoming levels of demand	2	5	-	1
PC11. . Perform cost analysis and its benchmark	3	15	-	1
NOS Total	25	80	-	15

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0920
NOS Name	Plan for the procurement of materials as per garment design requirements
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sampling
NSQF Level	6
Credits	5
Version	3.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQC Clearance Date	22/10/2024

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AMH/N0921: Procure materials from national and international suppliers related to fabrics, trims and accessories

Description

This unit is about quantification and measurement of skills and competencies required for procurement of materials from suppliers of national and international origins.

Scope

The scope covers the following :

- Procure materials from national and international suppliers related to fabrics, trims and accessories

Elements and Performance Criteria

Procure materials from national and international suppliers related to fabrics, trims and accessories

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

- PC1..** Compare suppliers on various index like supplier capability, credibility, lead time, cost, quality, order minimum, certification (if any), potential to future needs etc.to seek a reliable supplier buyer partnership
- PC2.** Identify and evaluate the logistic constraints and possible risks related to procurement
- PC3.** Negotiate with supplier for best price to secure profitable deal
- PC4. .** Ensuring a proper supplier contract is prepared covering important aspects such as order minimum, returns, delivery and payment terms etc.
- PC5. .** Follow-up with the supplier to supervise and ensure timely delivery as per the supplier contract in the right quantity, quality etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizations preference for market related to procurement
- KU2.** The standard lead time of the organization
- KU3.** Currencies, foreign trade, business processes, industry dynamics
- KU4.** Procurement tools and techniques like tally, MS-office, etc.
- KU5.** Cost and budget
- KU6.** Supply chain management, logistics and business administration
- KU7.** Ability to work with various levels of supplier from both local and international market.

Generic Skills (GS)

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

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- GS1.** Document records related to materials received and issued; suppliers dealt with and their performance
- GS2.** Read and comprehend written instructions related to the process of material procurement
- GS3.** Read and comprehend the different deals offered by various suppliers and decide the best of them
- GS4.** Communicate with vendors, superiors, colleagues and juniors appropriately
- GS5.** Excellent negotiation strategies to secure the best deal
- GS6.** Follow organization rule-based decision-making process while finalizing a supplier for a particular material
- GS7.** Make quick and logical decisions in case of any uncertainty from the supplier
- GS8.** Plan and organize the material procurement to meet the target dates and deadlines
- GS9.** Plan and set alternative options in case of any last-minute uncertainty from the finalized suppliers
- GS10.** Ensure that the materials are procured as per the client specifications mentioned in the techpack
- GS11.** Build customer understanding of trust and cooperativeness by fulfilling their requirements
- GS12.** Seek and comprehend clarifications while facing difficulties in material procurement
- GS13.** Seek clarifications in case of any doubt from the concerned managers
- GS14.** Analyze the problems faced during material procurement and provide a well-backed solution
- GS15.** Analyze the materials procured with respect to the particulars stated by the supplier
- GS16.** Critically evaluate the performance of each supplier
- GS17.** Critically evaluate the materials received with respect to the customer requirements

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Procure materials from national and international suppliers related to fabrics, trims and accessories</i>	25	60	-	10
PC1.. Compare suppliers on various index like supplier capability, credibility, lead time, cost, quality, order minimum, certification (if any), potential to future needs etc.to seek a reliable supplier buyer partnership	7	20	-	2
PC2. Identify and evaluate the logistic constraints and possible risks related to procurement	7	15	-	2
PC3. Negotiate with supplier for best price to secure profitable deal	5	5	-	2
PC4. . Ensuring a proper supplier contract is prepared covering important aspects such as order minimum, returns, delivery and payment terms etc.	3	15	-	2
PC5. . Follow-up with the supplier to supervise and ensure timely delivery as per the supplier contract in the right quantity, quality etc.	3	5	-	2
NOS Total	25	60	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0921
NOS Name	Procure materials from national and international suppliers related to fabrics, trims and accessories
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sampling
NSQF Level	6
Credits	4
Version	3.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQC Clearance Date	22/10/2024

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AMH/N0922: Supervise and evaluate performance of subordinates

Description

This NOS unit is about supervising and evaluating the performance of subordinates to ensure sustained and spirited performance by the team.

Scope

The scope covers the following :

- Supervise and evaluate performance of subordinates

Elements and Performance Criteria

Supervise and evaluate performance of subordinates

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

- PC1..** Set goals and targets for subordinates as per organizational directives, job role and assigned duties
- PC2.** Create quantified measures and metrics to analyze the performance delivered by subordinates
- PC3.** Ensure and implement strict adherence of all activities performed by subordinates to organizational guidelines
- PC4. .** Conduct appraisal as per respective performance documents

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizations laid down procedure for performance appraisal system
- KU2.** The organizations laid down norms regarding the work distribution/classification amongst subordinates
- KU3.** Different appraisal systems like qualitative, quantitative, teamwork, problem solving, etc.
- KU4.** Work targets for subordinates
- KU5.** Different tools to measure performance like KRA, etc.

Generic Skills (GS)

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

- GS1.** Complete accurate well written work with attention to detail
- GS2.** Communicate with subordinates in writing when distributing work
- GS3.** Keep a record of all the work distributed among the subordinates and their achievements with respect to the work assigned
- GS4.** Read instructions, guidelines, procedures and rules

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- GS5.** Read reviews from subordinates in terms of their requirements, queries and feedbacks
- GS6.** Read appraisal documents related with subordinate position
- GS7.** Read policies and regulations pertinent to the job
- GS8.** Interact with all subordinates to understand their requirements, queries and feedbacks on various aspects within the organization
- GS9.** Interact with organizations internal stakeholders to ensure efficient performance evaluation of the subordinates leading to higher levels of satisfaction and motivation
- GS10.** Follow organization rule-based decision-making process while distributing work among subordinates take decision with systematic course of actions and/or response during appraisals
- GS11.** Take decision with systematic course of actions and/or response during appraisals
- GS12.** Plan and organize work distribution with respect to the target dates and guidelines, skill set of subordinates and customer requirements
- GS13.** Plan the appraisal of the subordinates once their target work is completed
- GS14.** Build customer understanding of trust and cooperativeness
- GS15.** Provide a detailed clarification to unclear workers
- GS16.** Resolve conflicts among workers and build a healthy relationship among workers
- GS17.** Analyze the work done by each worker and their final contribution to the organization during appraisals
- GS18.** Analyze the workers behavior amongst each other
- GS19.** Critically evaluate working strategy adopted by the workers to complete their task

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Supervise and evaluate performance of subordinates</i>	25	50	-	10
PC1.. Set goals and targets for subordinates as per organizational directives, job role and assigned duties	5	8	-	2
PC2. Create quantified measures and metrics to analyze the performance delivered by subordinates	10	20	-	3
PC3. Ensure and implement strict adherence of all activities performed by subordinates to organizational guidelines	4	7	-	2
PC4. . Conduct appraisal as per respective performance documents	6	15	-	3
NOS Total	25	50	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0922
NOS Name	Supervise and evaluate performance of subordinates
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sampling
NSQF Level	6
Credits	3
Version	3.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQC Clearance Date	22/10/2024

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AMH/N0923: Maintain records about procurement of materials

Description

This unit is about identification, maintenance and managing of records related to procurement of materials (fabrics and accessories).

Scope

The scope covers the following :

- Procedure for maintaining records and identifying and maintaining records for processes related to procurement

Elements and Performance Criteria

Procedure for maintaining records and identifying and maintaining records for processes related to procurement

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

- PC1..** Maintain records of internal and external communications as per organization standards
- PC2.** Maintain updated records of approved vendors
- PC3.** Maintain records related to interdepartmental communications for material requirements
- PC4. .** Maintain records related to complaints for purchased items and follow up for compensation/resolving issues
- PC5. .** Maintain letter of credit documents and coordinate with finance department to ensure timely financial obligations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizations procedures related to record keeping
- KU2.** Organizations procedures for disposal of old records
- KU3.** Computer and MS office (word, excel, PowerPoint) etc.
- KU4.** Maintaining old records about maintaining appropriate filing system
- KU5.** Internal software used (if any) pertaining to record keeping

Generic Skills (GS)

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

- GS1.** Write letters, memos, applications regarding team needs and performance in simple language
- GS2.** Update report for material movements
- GS3.** Write grievance/complaint application

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- GS4.** Comprehend written instructions
- GS5.** Read and comprehend any application sent by other colleagues and team members
- GS6.** Read and record all the information provided by the suppliers
- GS7.** Read and check the records maintained at regular intervals for future reference
- GS8.** Communicate with superior, colleagues and juniors appropriately
- GS9.** Communicate appropriately with the subordinates while confirming the particulars that are to be mentioned in the record-keeping document
- GS10.** Write letters, memos, applications regarding various recording needs of recording and communication of data/information related to records.
- GS11.** Update records for material transaction, communication, purchasing & procurement, material claims etc.
- GS12.** Plan and organize the work to achieve shared objectives of the team
- GS13.** Plan and organize the storage of the records for future reference
- GS14.** Plan and organize the particulars that have to be entered in the record keeping document
- GS15.** Manage the records with the client's information as well for future reference
- GS16.** Build with customer a relationship of trust and cooperation in achieving team goal
- GS17.** Apply problem-solving approaches when facing problems in maintaining records
- GS18.** Seek clarification to problems from the concerned managers when in doubt
- GS19.** Identify root cause of problem split to utmost level of circumstances, personality etc.
- GS20.** Analyze the inputs being put in the records and amendments being done
- GS21.** Critically evaluate the changes if being done
- GS22.** Be critical while recording a new entry

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Procedure for maintaining records and identifying and maintaining records for processes related to procurement</i>	25	50	-	10
PC1.. Maintain records of internal and external communications as per organization standards	3	4	-	2
PC2. Maintain updated records of approved vendors	5	13	-	2
PC3. Maintain records related to interdepartmental communications for material requirements	5	13	-	2
PC4. . Maintain records related to complaints for purchased items and follow up for compensation/resolving issues	5	13	-	2
PC5. . Maintain letter of credit documents and coordinate with finance department to ensure timely financial obligations	7	7	-	2
NOS Total	25	50	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0923
NOS Name	Maintain records about procurement of materials
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sampling
NSQF Level	6
Credits	3
Version	3.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQC Clearance Date	22/10/2024

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AMH/N0924: Maintain health, safety and security in the sourcing department with Gender and PwD Sensitization

Description

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to maintain health, safety and security in the sourcing department and compliance standards to identify to prevent, control and minimize and eliminate hazards and potential risk to self and others.

Scope

The scope covers the following :

- Involves identifying environmental needs and requirement to the workplace, health and safety 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 with gender and PwD sensitization

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 cutters, shears, adhesives, etc.
- PC2.** Handle tools and equipment safely and securely
- PC3.** Monitor the workplace and work processes for potential risks and threats like fire, physical injuries from sharp objects, etc.
- PC4.** Ensure self and workers participation in mock-drills/evacuation procedures organized at the workplace
- PC5.** Ensure the workers undertake first-aid, fire-fighting and emergency response training
- PC6.** Follow organization procedures for shutdown and evacuation when required

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Hazards related to damage to organizations assets and records like fire, short circuit, etc.
- KU2.** The code of conduct (COC) and social accountability standards followed by the organization/ industry
- KU3.** Different hazards at workplace like fire, etc.; the ways to minimize these and response to these scenarios
- KU4.** Usage about the various safety equipment by self and subordinates like nose mask, etc.
- KU5.** The importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior

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- 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

Generic Skills (GS)

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

- GS1.** Write letters, memos, applications regarding various requirements of health and safety equipment
- GS2.** Maintain records for any incident/accident that takes place
- GS3.** Comprehend written instructions related to health and safety
- GS4.** Read, comprehend and follow the health and safety signage installed in the company
- GS5.** Communicate the importance of health and safety equipment and signage to subordinates
- GS6.** Make appropriate and timely decision in responding to emergencies/ accidents in line with organization
- GS7.** Evaluate and use correct PPE and other safety gear while at the workplace
- GS8.** Plan health and safety drills according to the required schedule
- GS9.** Work with managers/workers to carry out health and safety measures
- GS10.** Keep work area free from potential hazards like fire, short shot circuit, etc.
- GS11.** Ensure and follow organizational procedures pertaining to health and safety are followed
- GS12.** Resolve issues pertaining to malfunctions in machineries and report if required
- GS13.** Identify emergency situations and take appropriate actions during emergencies, accidents or fire at the workplace
- GS14.** Identify cause effect relationship for the emergencies
- GS15.** Critically evaluate the root cause of any mishappening and the level of its impact
- GS16.** Keep abreast with the latest developments for innovative safety services and tools by reading brochures, pamphlets, magazines etc.
- GS17.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee with disability or special needs
- GS18.** Actively take part in any discussion/workshop organized for disability sensitization training
- GS19.** Read and comprehend written instructions related to equality issues in the organization related to disabled persons
- GS20.** Identify and report any distinction, exclusion, harassment or inappropriate behavior towards any employee

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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 with gender and PwD sensitization</i>	5	15	-	5
PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like cutters, shears, adhesives, etc.	1	2	-	0.5
PC2. Handle tools and equipment safely and securely	1	5	-	1
PC3. Monitor the workplace and work processes for potential risks and threats like fire, physical injuries from sharp objects, etc.	1	2	-	1
PC4. Ensure self and workers participation in mock-drills/evacuation procedures organized at the workplace	0.5	2	-	1
PC5. Ensure the workers undertake first-aid, fire-fighting and emergency response training	1	2	-	0.5
PC6. Follow organization procedures for shutdown and evacuation when required	0.5	2	-	1
NOS Total	5	15	-	5

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0924
NOS Name	Maintain health, safety and security in the sourcing department with Gender and PwD Sensitization
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sampling
NSQF Level	6
Credits	1
Version	3.0
Last Reviewed Date	22/10/2024
Next Review Date	22/10/2027
NSQC Clearance Date	22/10/2024

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AMH/N0622: Ensure adherence to industry, regulatory, and organizational standards, while incorporating the principles of environmental sustainability

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

Ensure adherence to industry, regulatory, and organizational standards, while incorporating the principles of environmental sustainability

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

- PC1.** Ensure adherence to organizational standards, emphasizing eco-friendly solutions, while strictly following procedures, policies, and regulations.
- PC2.** Integrate sustainable consumption practices into daily operations in line with organizational policies.
- PC3.** Drive the transition to environmentally friendly processes to enhance organizational performance actively.
- PC4.** Guide team to safely handle materials, equipment, and software to maintain a hazard-free, eco-conscious workplace.
- PC5.** Guide team to perform routine maintenance and cleaning tasks efficiently, managing workflow interruptions.
- PC6.** Mentor to report unsafe equipment promptly to mitigate risks and ensure a safe environment.
- PC7.** Ensure use suitable cleaning techniques for efficient and sustainable workplace upkeep.
- PC8.** Request system upgrades for optimal efficiency and maintain backup files for data security.
- PC9.** Organize digital design work for future reference, ensuring accessibility and preservation.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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

Generic Skills (GS)

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

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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure adherence to industry, regulatory, and organizational standards, while incorporating the principles of environmental sustainability</i>	20	10	-	10
PC1. Ensure adherence to organizational standards, emphasizing eco-friendly solutions, while strictly following procedures, policies, and regulations.	2	1	-	1
PC2. Integrate sustainable consumption practices into daily operations in line with organizational policies.	2	1	-	1
PC3. Drive the transition to environmentally friendly processes to enhance organizational performance actively.	2	1	-	1
PC4. Guide team to safely handle materials, equipment, and software to maintain a hazard-free, eco-conscious workplace.	3	2	-	2
PC5. Guide team to perform routine maintenance and cleaning tasks efficiently, managing workflow interruptions.	3	1	-	1
PC6. Mentor to report unsafe equipment promptly to mitigate risks and ensure a safe environment.	2	1	-	1
PC7. Ensure use suitable cleaning techniques for efficient and sustainable workplace upkeep.	2	1	-	1
PC8. Request system upgrades for optimal efficiency and maintain backup files for data security.	2	1	-	1
PC9. Organize digital design work for future reference, ensuring accessibility and preservation.	2	1	-	1
NOS Total	20	10	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0622
NOS Name	Ensure adherence to industry, regulatory, and organizational standards, while incorporating the principles of environmental sustainability
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	6
Credits	1
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

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DGT/VSQ/N0103: Employability Skills (90 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.** understand the significance of employability skills in meeting the current job market requirement and future of work
- PC2.** identify and explore learning and employability relevant portals
- PC3.** research about the different industries, job market trends, latest skills required and the available opportunities

Constitutional values – Citizenship

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

- PC4.** 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.
- PC5.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

- PC6.** recognize the significance of 21st Century Skills for employment

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- PC7.** 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
- PC8.** adopt a continuous learning mindset for personal and professional development

Basic English Skills

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

- PC9.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC10.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC11.** 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:

- PC12.** identify career goals based on the skills, interests, knowledge, and personal attributes
- PC13.** prepare a career development plan with short- and long-term goals

Communication Skills

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

- PC14.** follow verbal and non-verbal communication etiquette while communicating in professional and public settings
- PC15.** use active listening techniques for effective communication
- PC16.** communicate in writing using appropriate style and format based on formal or informal requirements
- PC17.** work collaboratively with others in a team

Diversity & Inclusion

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

- PC18.** communicate and behave appropriately with all genders and PwD
- PC19.** 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:

- PC20.** identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.
- PC21.** carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook
- PC22.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC23.** 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:

- PC24.** operate digital devices and use their features and applications securely and safely
- PC25.** carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.
- PC26.** display responsible online behaviour while using various social media platforms

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- PC27.** create a personal email account, send and process received messages as per requirement
- PC28.** carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications
- PC29.** utilize virtual collaboration tools to work effectively

Entrepreneurship

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

- PC30.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC31.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC32.** 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:

- PC33.** identify different types of customers and ways to communicate with them
- PC34.** identify and respond to customer requests and needs in a professional manner
- PC35.** use appropriate tools to collect customer feedback
- PC36.** follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

- PC37.** create a professional Curriculum vitae (Résumé)
- PC38.** search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively
- PC39.** apply to identified job openings using offline /online methods as per requirement
- PC40.** answer questions politely, with clarity and confidence, during recruitment and selection
- PC41.** 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

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- KU11.** components of salary and 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
- KU16.** use applications such as word processors, spreadsheets etc.
- KU17.** how to identify business opportunities
- KU18.** types and needs of customers
- KU19.** how to apply for a job and prepare for an interview
- KU20.** 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 in English and other languages
- GS2.** communicate effectively using appropriate language in formal and informal settings
- GS3.** behave politely and appropriately with all to maintain effective work relationship
- GS4.** how to work in a virtual mode, using various technological platforms
- 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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the current job market requirement and future of work	-	-	-	-
PC2. identify and explore learning and employability relevant portals	-	-	-	-
PC3. research about the different industries, job market trends, latest skills required and the available opportunities	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC4. 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.	-	-	-	-
PC5. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC6. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC7. 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	-	-	-	-
PC8. adopt a continuous learning mindset for personal and professional development	-	-	-	-
<i>Basic English Skills</i>	3	4	-	-
PC9. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC11. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-
PC12. identify career goals based on the skills, interests, knowledge, and personal attributes	-	-	-	-
PC13. prepare a career development plan with short- and long-term goals	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC14. follow verbal and non-verbal communication etiquette while communicating in professional and public settings	-	-	-	-
PC15. use active listening techniques for effective communication	-	-	-	-
PC16. communicate in writing using appropriate style and format based on formal or informal requirements	-	-	-	-
PC17. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC18. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC19. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC20. identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.	-	-	-	-
PC21. carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC23. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	5	-	-
PC24. operate digital devices and use their features and applications securely and safely	-	-	-	-
PC25. carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.	-	-	-	-
PC26. display responsible online behaviour while using various social media platforms	-	-	-	-
PC27. create a personal email account, send and process received messages as per requirement	-	-	-	-
PC28. carry out basic procedures in documents, spreadsheets and presentations using respective and appropriate applications	-	-	-	-
PC29. utilize virtual collaboration tools to work effectively	-	-	-	-
<i>Entrepreneurship</i>	2	3	-	-
PC30. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC31. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC32. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC33. identify different types of customers and ways to communicate with them	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC34. identify and respond to customer requests and needs in a professional manner	-	-	-	-
PC35. use appropriate tools to collect customer feedback	-	-	-	-
PC36. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC37. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC38. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC39. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC40. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC41. 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/N0103
NOS Name	Employability Skills (90 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	5
Credits	3
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.

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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/N0920. Plan for the procurement of materials as per garment design requirements	25	80	-	15	120	24
AMH/N0921. Procure materials from national and international suppliers related to fabrics, trims and accessories	25	60	-	10	95	19
AMH/N0922. Supervise and evaluate performance of subordinates	25	50	-	10	85	17
AMH/N0923. Maintain records about procurement of materials	25	50	-	10	85	17
AMH/N0924. Maintain health, safety and security in the sourcing department with Gender and PwD Sensitization	5	15	-	5	25	5
AMH/N0622. Ensure adherence to industry, regulatory, and organizational standards, while incorporating the principles of environmental sustainability	20	10	-	10	40	8
DGT/VSQ/N0103. Employability Skills (90 Hours)	20	30	-	-	50	10
Total	145	295	-	60	500	100

Qualification Pack

Acronyms

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

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Glossary

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

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