

Qualification Pack



Sampling Coordinator

QP Code: AMH/Q1801

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@sscammh.com

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AMH/Q1801: Sampling Coordinator

Brief Job Description

The role of a sampling coordinator is to plan, handled and monitor new product development, regular follow up with all sampling like proto sample, size sets, fit samples and photo shoot samples. He/She acts as a liaison between vendors, buyers and internal team on the status of samples for the product being developed. And, document and maintain a tracking system of samples.

Personal Attributes

As a sampling coordinator one must be highly motivated, with technical flair good communication skills and a can-do attitude Should have strong knowledge about sourcing (fabrics, trims/embellishments) and general process of sampling which would intern be having knowledge in garment construction as well. He/she should possess high level of attention to detail and be capable to handle multiple deadlines and balance time constraints simultaneously.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AMH/N1801: Preparing for sampling](#)
2. [AMH/N1802: Coordinate the flow of Samples](#)
3. [AMH/N1803: Maintain the records](#)
4. [AMH/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities \(PWD\) Sensitization](#)
5. [AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices](#)
6. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Apparel
Sub-Sector	Apparel
Occupation	Sampling
Country	India

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NSQF Level	5
Credits	17
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8153.9900
Minimum Educational Qualification & Experience	Completed 1st year of UG (UG Certificate) (Completed 1st year of 3-year/ 4-years UG) with 1.5 years of experience IN RELEVANT FIELD OR Previous relevant Qualification of NSQF Level (4) with 3 Years of experience in relevant field
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	20 Years
Last Reviewed On	NA
Next Review Date	18/02/2028
NSQC Approval Date	18/02/2025
Version	4.0
Reference code on NQR	QG-05-AP-03580-2025-V2-AMHSSC
NQR Version	4

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AMH/N1801: Preparing for sampling

Description

This unit is about how a sampling coordinator prepares to get a design sampled according to the buyer's request and as per the requisition provided from the concerned department to do so

Scope

The scope covers the following :

- Sample Plan
- Identified Specification Sheets well received Proper coordination with all concerned depts to get the right sample

Elements and Performance Criteria

Sample Plan

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

- PC1.** Conduct research on target market, materials, trims and identify better or new sources /suppliers for procurement
- PC2.**
- Identify and plan sampling requirements in accordance with the sampling plan and delivery dates
 - Specification sheet

Specification sheet

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

- PC3.** Check the specification sheet prepared, in accordance with standard format and relevant details
- PC4.** Review previous designs & samples developed by the business to assess relevance to current design/samples.
- PC5.** Check the preparation and cutting of patterns and detailed drawings and confirm it in coordination with concerned personnel
- PC6.** Verify sample work order and ensure that all the specifications are incorporated

Coordination with concerned departments

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

- PC7.** Obtain approvals from concerned personnel for print/embroidery, over dye/wash etc
- PC8.** Ensure that all depts. concerned are given all the necessary items to prepare the proto sample

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Your organizations policies, procedures, guidelines and standards for dealing with buyers/clients
- KU2.** Recognizing and adapting to cultural differences in the workplace including modes of behaviour and interactions

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- KU3.** Identifying improvements.
- KU4.** Completing work systematically with attention to detail without damage to goods and equipment
- KU5.** Garment construction techniques and processes
- KU6.** Detailed knowledge of a range of fabrics and trims
- KU7.** An understanding on the cost process involved in making an apparel
- KU8.** Basic sampling principles
- KU9.** Characteristics of materials sampled and common contaminants and related conditions under which contamination is likely to occur
- KU10.** Procedures for preparing samples

Generic Skills (GS)

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

- GS1.** Complete complete accurate well written work with attention to detail
- GS2.** Able to communicate with others in the company and to clients in writing
- GS3.** Follow guidelines/procedures/rules and service level agreements
- GS4.** Read and understand the buyer/clients requirements
- GS5.** Listen effectively and orally communicate information accurately
- GS6.** Ask for clarification and advice from others
- GS7.** To be able to speak in different language and local language (wherever applicable)
- GS8.** Follow rule-based decision-making processes
- GS9.** Make decisions on a suitable course of action or response
- GS10.** Plan and organize your work to achieve targets and deadlines
- GS11.** Plan processes and encourage interchange of ideas/designs
- GS12.** Clarification on the design to be developed with the team members
- GS13.** Assess/evaluate design processes
- GS14.** Analyze the sample making process
- GS15.** Pass on relevant information to others
- GS16.** To be able to advice on sampling requirements
- GS17.** Provide opinions on work in a detailed and constructive way
- GS18.** Clarify and check task related information

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Sample Plan</i>	10	34	-	4
PC1. Conduct research on target market, materials, trims and identify better or new sources /suppliers for procurement	4	10	-	2
PC2. • Identify and plan sampling requirements in accordance with the sampling plan and delivery dates • Specification sheet	6	24	-	2
<i>Specification sheet</i>	10	42	-	5
PC3. Check the specification sheet prepared, in accordance with standard format and relevant details	3	17	-	2
PC4. Review previous designs & samples developed by the business to assess relevance to current design/samples.	2	8	-	1
PC5. Check the preparation and cutting of patterns and detailed drawings and confirm it in coordination with concerned personnel	3	7	-	1
PC6. Verify sample work order and ensure that all the specifications are incorporated	2	10	-	1
<i>Coordination with concerned departments</i>	4	4	-	2
PC7. Obtain approvals from concerned personnel for print/embroidery, over dye/wash etc	2	2	-	1
PC8. Ensure that all depts. concerned are given all the necessary items to prepare the proto sample	2	2	-	1
NOS Total	24	80	-	11

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1801
NOS Name	Preparing for sampling
Sector	Apparel
Sub-Sector	Apparel
Occupation	Sampling
NSQF Level	5
Credits	5
Version	4.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

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AMH/N1802: Coordinate the flow of Samples

Description

This unit is about how the sampling coordinator checks the different samples and ensure that the final approved sample is to be documented, maintained and handed over for production

Scope

The scope covers the following :

- Collect samples.
- Incorporate all the required changes on the sample as per buyer's request.

Elements and Performance Criteria

Collect samples

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

- PC1.** Check the assembled garments in accordance to specification sheet
- PC2.**
 - Communicate assembly issues to appropriate production personnel for necessary adjustments
 - Test fit of samples
- PC3.** Test fit finished proto-type and compare w.r.t specification sheet
- PC4.** Give relevant instructions to concerned personnel to make the necessary alterations in accordance with the revised specification sheet

Incorporate all the required changes on the sample as per buyer's request

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

- PC5.** Incorporate the comments received from buyer and make fit sample with actual trims and fabric
- PC6.** Check the size set samples made accordingly to ensure proper grading done as per the buyer's specifications
- PC7.** Ensure all the corrections and comments from buyer on the final approved sample are incorporated, before handing over to the next department.
- PC8.** Report any quality-related problems encountered during preparing samples to QC

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** The organizations policies and procedures; knowledge base and how to use and update this
- KU2.** Protocol to obtain more information on work related tasks
- KU3.** Who to refer problems to when they are outside the limit of your authority
- KU4.** Your organizations templates and processes for preparing the sampling plan and arranging for the necessary items to make the sample
- KU5.** Details of the job role and responsibilities and limitations
- KU6.** Reporting structure

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- KU7.** Fabrics and garments
- KU8.** Basic sampling principles, including the importance of following the sampling plan to obtain representative sampling reflecting characteristics of source material, the sample characteristics and related preservation, handling and storage requirements, and the labeling system purpose and requirements
- KU9.** Tests to be conducted on samples and related handling and preparation requirements and responsibilities
- KU10.** Procedures and responsibility for reporting and recording sampling information, such as legislative requirements
- KU11.** Quality and workplace practices

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 others in writing (wherever applicable)
- GS3.** Follow guidelines/procedures/rules and service level agreements
- GS4.** Listen effectively and orally communicate information accurately
- GS5.** Ask for clarification and advice from others in the team and heads
- GS6.** Follow rule-based decision-making processes
- GS7.** Make decisions on a suitable course of action or response
- GS8.** Plan and organize your work to achieve targets and deadlines
- GS9.** Apply problem-solving approaches in different situations
- GS10.** Refer anomalies to the design head
- GS11.** Seek clarification on problems from others
- GS12.** Analyze the techpack and sample making process
- GS13.** Analyze needs, requirements and dependencies in order to meet your work requirements
- GS14.** Provide opinions on work in a detailed and constructive way to the merchandiser and if necessary to the sampling tailor and pattern master
- GS15.** Apply balance judgments to different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Collect samples</i>	14	38	-	6
PC1. Check the assembled garments in accordance to specification sheet	5	18	-	2
PC2. • Communicate assembly issues to appropriate production personnel for necessary adjustments • Test fit of samples	2	4	-	1
PC3. Test fit finished proto-type and compare w.r.t specification sheet	5	16	-	2
PC4. Give relevant instructions to concerned personnel to make the necessary alterations in accordance with the revised specification sheet	2	-	-	1
<i>Incorporate all the required changes on the sample as per buyer's request</i>	10	42	-	5
PC5. Incorporate the comments received from buyer and make fit sample with actual trims and fabric	2	12	-	1
PC6. Check the size set samples made accordingly to ensure proper grading done as per the buyer's specifications	3	15	-	2
PC7. Ensure all the corrections and comments from buyer on the final approved sample are incorporated, before handing over to the next department.	3	10	-	1
PC8. Report any quality-related problems encountered during preparing samples to QC	2	5	-	1
NOS Total	24	80	-	11

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1802
NOS Name	Coordinate the flow of Samples
Sector	Apparel
Sub-Sector	Apparel
Occupation	Sampling
NSQF Level	5
Credits	4
Version	3.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

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AMH/N1803: Maintain the records

Description

This unit is about how the sampling coordinator is to ensure that they have all the documents and information before the sample is made and maintenance of all the records for future use, related to the particular counter sample. Manage internal tracking/documenting system for real time status of samples, from order to delivery across departments and through final archiving

Scope

The scope covers the following :

- Identify formats and maintain records.

Elements and Performance Criteria

Identify formats and maintain records

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

- PC1..** Ensure that all the records are well maintained
- PC2.** Ensure that all the given formats are in respect to making the samples like the sample requisition, for creation of sample work order
- PC3.** Ensure detailed techpack is received to prepare for the fabric ,trims and garment to be developed for protocol
- PC4.** Maintain a proper sample plan, as this a plan for all the styles for the month
- PC5..** Ensure smooth management of samples including ordering, receiving, organizing, distributing and tracking (both internal and with the buyer)
- PC6..** Document and maintain a tracking system to have real time status of samples

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Protocol to obtain more information on work related tasks.
- KU2.** The limits of your role and responsibilities in relation to incidents
- KU3.** Who to refer problems to when they are outside the limit of your authority
- KU4.** Your organizations templates and processes for preparing the sampling plan
- KU5.** Reporting structure
- KU6.** Fabrics/garments, trims and embellishments
- KU7.** Concepts of product and pricing life cycle
- KU8.** Pricing and costing procedures
- KU9.** Quality and workplace practices
- KU10.** Able to coordinate well with all the departments
- KU11.** Quality management system procedures related to record keeping

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- KU12.** Classifying and indexing records
- KU13.** Organization procedure of providing unique numbering system to records
- KU14.** Maintaining old records destroying or archiving finished data/records
- KU15.** Keeping the records safe and secure in a proper place with a locking system
- KU16.** Providing access to records and files to the appropriate personnel

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 others in writing (wherever applicable)
- GS3.** Follow guidelines/procedures/rules and service level agreements
- GS4.** Listen effectively and orally communicate information accurately
- GS5.** Ask for clarification and advice from others in the team and heads
- GS6.** Follow rule-based decision-making processes
- GS7.** Make decisions on a suitable course of action or response
- GS8.** Plan and organize your work to achieve targets and deadlines
- GS9.** Apply problem-solving approaches in different situations
- GS10.** Refer anomalies to the design head
- GS11.** Seek clarification on problems from others
- GS12.** Analyze the techpack and sample making process
- GS13.** Analyze needs, requirements and dependencies in order to meet your work requirements
- GS14.** Provide opinions on work in a detailed and constructive way to the merchandiser and if necessary to the sampling tailor and pattern master
- GS15.** Apply balance judgments to different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify formats and maintain records</i>	18	63	-	9
PC1.. Ensure that all the records are well maintained	2	7	-	1
PC2. Ensure that all the given formats are in respect to making the samples like the sample requisition, for creation of sample work order	3	7	-	1
PC3. Ensure detailed techpack is received to prepare for the fabric ,trims and garment to be developed for protocol	3	8	-	2
PC4. Maintain a proper sample plan, as this a plan for all the styles for the month	3	16	-	2
PC5.. Ensure smooth management of samples including ordering, receiving, organizing, distributing and tracking (both internal and with the buyer)	4	15	-	2
PC6.. Document and maintain a tracking system to have real time status of samples	3	10	-	1
NOS Total	18	63	-	9

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1803
NOS Name	Maintain the records
Sector	Apparel
Sub-Sector	Apparel
Occupation	Sampling
NSQF Level	5
Credits	4
Version	3.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

Qualification Pack

AMH/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

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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

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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

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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

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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

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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. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

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

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

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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/N1801.Preparing for sampling	24	80	-	11	115	26
AMH/N1802.Coordinate the flow of Samples	24	80	-	11	115	26
AMH/N1803.Maintain the records	18	63	-	9	90	20
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
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	10
Total	128	275	-	47	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.

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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.