



Model Curriculum

QP Name: Sourcing Manager - Stitched Items

QP Code: AMH/Q0920

QP Version: 4.0

NSQF Level: 6

Model Curriculum Version: 4.0

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Training Parameters

Sector	Apparels
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sourcing
Country	India
NSQF Level	6
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL
Minimum Educational Qualification and Experience	<ul style="list-style-type: none"> Completed 3-Year UG Degree with 1.5 year relevant experience required OR Previous relevant Qualification of NSQF Level 5.5 with 1.5 year relevant experience
Pre-Requisite License or Training	Preferably Having Certificates/Diploma in Management/ Accounting/Science
Minimum Job Entry Age	23 Years
Last Reviewed On	22-10-2024
Next Review Date	22-10-2027
NSQC Approval Date	22-10-2024
QP Version	4.0
Model Curriculum Creation Date	04-08-2024
Model Curriculum Valid Up to Date	22-10-2027
Model Curriculum Version	4.0
Minimum Duration of the Course	600
Maximum Duration of the Course	600

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills.

- *Introduction to Sourcing Manager - Stitched Items*
- *Plan for the procurement of materials as per garment design requirements.*
- *Procure materials from national and international suppliers related to fabrics, trims and accessories.*
- *Supervise and evaluate performance of subordinates.*
- *Maintain records about procurement of materials.*
- *Maintain health, safety and security in the sourcing department with Gender and PwD Sensitization in the sourcing department.*
- *Comply with industry, regulatory, organizational requirements and Greening of Job Roles*
- *Employability Skills*

Compulsory Modules

The table lists the modules, their duration and mode of delivery.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
AMH/N0920. Plan for the procurement of materials as per garment design requirements NOS Version- 3.0 NSQF Level- 6	45.00	45.00	60.00	0.00	150.00
Module 1: Introduction (Bridge Module)	3.00	0.00	0.00	0.00	3.00
Module 2: Plan for the procurement of materials as per garment design requirements	21.00	21.00	0.00	0.00	44.00
Module Name 3: Procurement of materials as per garment design requirements	21.00	24.00	60.00	0.00	105.00
AMH/N0921. Procure materials from national and international suppliers related to fabrics, trims and accessories NOS Version- 3.0 NSQF Level- 6	42.00	78.00	0.00	0.00	120.00
Module Name 4: Plan to procure materials from national and	21.00	39.00	0.00	0.00	60.00

international suppliers related to fabrics, trims and accessories	00	00			00
Module Name 5: Procure materials from national and international suppliers related to fabrics, trims and accessories	21.00	39.00	0.00	0.00	60.00
AMH/N0922. Supervise and evaluate performance of subordinates NOS Version- 3.0 NSQF Level- 6	30.00	60.00	0.00	0.00	90.00
Module Name 6: Prepare to supervise and evaluate performance of subordinates	15.00	30.00	0.00	0.00	45.00
Module Name 7: Supervise and evaluate the performance of subordinates	15.00	30.00	0.00	0.00	45.00
AMH/N0923. Maintain records about procurement of materials NOS Version- 3.0 NSQF Level- 6	30.00	60.00	0.00	0.00	90.00
Module Name 8: Preparation for maintenance of records about procurement of materials	15.00	30.00	0.00	0.00	45.00
Module Name 9: Maintain records about procurement of materials	15.00	30.00	0.00	0.00	45.00
AMH/N0924. Maintain health, safety and security in the sourcing department with Gender and PwD Sensitization NOS Version- 3.0 NSQF Level- 6	12.00	18.00	0.00	0.00	30.00
Module Name 10: Maintain health, safety and security in the sourcing department with Gender and PwD Sensitization	12.00	18.00	0.00	0.00	30.00
AMH/N0622. Ensure adherence to industry, regulatory, and organizational standards, while incorporating the principles of environmental sustainability NOS Version- 1.0 NSQF Level- 6	15.00	15.00	0.00	0.00	30.00
Module Name 11: Comply with industry, regulatory, organizational requirements and Greening of Job Roles	15.00	15.00	0.00	0.00	30.00
Employability Skills NOS Version- 1.0 NSQF Level- 5	36.00	54.00	0.00	0.00	90.00
Module 12: Employability Skills	36.00	54.00	0.00	0.00	90.00
	210.00	390.00	60.00	0.00	600.00

Module Details

Module Name 1: Introduction and Orientation to Sourcing Manager - Stitched Items

Mapped to Bridge Module

Terminal Outcomes:

- Describe the outline of the Apparel industry in India
- Recognize various employment opportunities for a 'Sourcing Manager - Stitched Items' in the apparel industry.
- Identify apparel production process and the role that the 'Sourcing Manager - Stitched Items' plays in the process.

Duration: <03:00>	Duration: <00:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the size and scope of the apparel industry. • Describe various employment opportunities for a 'Sourcing Manager - Stitched Items' in the apparel industry. • Explain roles and responsibilities of a 'Sourcing Manager - Stitched Items'. • Describe the apparel production process and the role that the 'Sourcing Manager - Stitched Items' plays in the process. 	<ul style="list-style-type: none"> •
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Training kit (Trainer guide, Presentations)	

Module Name 2: Plan for the procurement of materials as per garment design requirements

Mapped to AMH/N0920, Version 3.0

Terminal Outcomes:

- Describe the different types of woven and knit fabrics and their trade names like georgette, chiffon, silk, cotton Lycra, cotton knit jersey, etc.
- Describe the different types of trims and accessories.
- Describe the garment manufacturing process.
- Explain various types of made-ups and home furnishing products and their construction process.
- Describe the basic mathematical knowledge required to calculate the average requirement of fabrics, trims and accessories according to the style order received.

<i>Duration: 21:00</i>	<i>Duration: 21:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Describe the different types of woven and knit fabrics and their trade names like georgette, chiffon, silk, cotton Lycra, cotton knit jersey, etc. Describe the different types of trims and accessories. Describe the garment manufacturing process. Explain various types of made-ups and home furnishing products and their construction process. Describe the basic mathematical knowledge required to calculate the average requirement of fabrics, trims and accessories according to the style order received. State the organization's policies related to procurement. 	<ul style="list-style-type: none"> Analyse the national and international market requirement and trends, prevailing prices, documents etc. Collect information about sourcing needs for materials like fabrics, trims and accessories from designing and merchandising department. Conduct general market research in various categories of garments, madeups and home furnishing by collaborating with team members. Interpret the changes of balance in buyer-supplier power by analysing the forecasting and the trend. Monitor and forecast upcoming levels of demand. Plan the procurement strategy.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Training kit (trainer guide, presentations) Unique Equipment Required: Computer And Computer Peripherals, Computer softwares (as per requirement), printer, Students notes/manuals, basic stationery, First aid box, fabrics/trims and accessories swatch file, Dustbin, Calculator, Garments, Made ups and Home furnishing articles (The quantity and variety may vary), Books on Garments , Made ups and Home furnishing articles and there Manufacturing, Types of Books (e.g.: Supply chain management,, business management and marketing, interaural property rights and compliance, different type of fabric/trims/accessories), Types Of Format (e.g.: Cost sheet format, Invoice format, Bill book, KRA and appraisal format, bill of material format, purchase order format), Inventory/stock register, Documents set (suppliers sheet, Ledger sheet, etc.), Pantone shade card, Fashion Forecast , magazines and journals, National and International manufacturers &suppliers list, National & International trade documents & terminologies, Books on international payment terms & currencies, Student's Chair With Table Arm, Teacher's Table & Chair , Fire Safety Equipment,	

Module Name 3: Procurement of materials as per garment design requirements

Mapped to AMH/N0920 (version 3.0)

Terminal Outcomes:

- Explain the process of supply chain management.
- Explain how to negotiate.
- Negotiate with the supplier to ensure the deal at a competitive price.
- Estimate lead time and the quantity with respect to material procurement.

<i>Duration: 21:00</i>	<i>Duration: 24:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Explain how to negotiate. Negotiate with the supplier to ensure the deal 	<ul style="list-style-type: none"> Identify the regular material suppliers of the

<ul style="list-style-type: none"> at a competitive price. Estimate lead time and the quantity with respect to material procurement. 	<ul style="list-style-type: none"> organisation. Identify suppliers for materials like fabrics, trims and accessories. Evaluate suppliers for the capability of supplying materials with respect to price, quality, quantity, etc. Assess, manage and mitigate risks associated with the procurement. Perform cost analysis and its benchmark. Explain the process of supply chain management.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster	
Tools, Equipment, and Other Requirements	
Training kit (trainer guide, presentations) Unique Equipment Required: Unique Equipment Required: Computer And Computer Peripherals, Computer softwares (as per requirement), printer, Students notes/manuals, basic stationery, First aid box, fabrics/trims and accessories swatch file, Dustbin, Calculator, Garments, Made ups and Home furnishing articles (The quantity and variety may vary), Books on Garments , Made ups and Home furnishing articles and there Manufacturing, Types of Books (e.g.: Supply chain management,, business management and marketing, interaural property rights and compliance, different type of fabric/trims/accessories), Types Of Format (e.g.: Cost sheet format, Invoice format, Bill book, KRA and appraisal format, bill of material format, purchase order format), Inventory/stock register, Documents set (suppliers sheet, Ledger sheet, etc.), Pantone shade card, Fashion Forecast , magazines and journals, National and International manufacturers &suppliers list, National & International trade documents & terminologies, Books on international payment terms & currencies, Student's Chair With Table Arm, Teacher's Table & Chair , Fire Safety Equipment, Projector/LCD.	

Module Name 4: Plan to procure materials from national and international suppliers related to fabrics, trims and accessories

Mapped to AMH/N0921, (version 3.0)

Terminal Outcomes:

- Explain various types, relative value and exchange rates of international currencies.
- Analyse the organization's preference for market-related to procurement.
- Analyse supply chain management, logistics and business administration.
- Identify the standard lead time of the organisation.

<i>Duration: 21:00</i>	<i>Duration:39:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> Explain various types, relative value and exchange rates of international currencies. Explain various procurement tools and techniques like Tally, MS-Office, etc. 	<ul style="list-style-type: none"> Analyse the organization's preference for market-related to procurement. Analyse supply chain management, logistics and business administration. Analyse the cost and budget requirements. Identify the standard lead time of the organisation.

Classroom Aids:
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster
Tools, Equipment, and Other Requirements
Training kit (trainer guide, presentations) Unique Equipment Required: Unique Equipment Required: Computer And Computer Peripherals, Computer softwares (as per requirement), printer, Students notes/manuals, basic stationery, First aid box, fabrics/trims and accessories swatch file, Dustbin, Calculator, Garments, Made ups and Home furnishing articles (The quantity and variety may vary), Books on Garments , Made ups and Home furnishing articles and there Manufacturing, Types of Books (e.g.: Supply chain management,, business management and marketing, interaural property rights and compliance, different type of fabric/trims/accessories), Types Of Format (e.g.: Cost sheet format, Invoice format, Bill book, KRA and appraisal format, bill of material format, purchase order format), Inventory/stock register, Documents set (suppliers sheet, Ledger sheet, etc.), Pantone shade card, Fashion Forecast , magazines and journals, National and International manufacturers &suppliers list, National & International trade documents & terminologies, Books on international payment terms & currencies, Student's Chair With Table Arm, Teacher's Table & Chair , Fire Safety Equipment.

Module Name 5: Procure materials from national and international suppliers related to fabrics, trims and accessories

Mapped to AMH/N0921 (version 3.0)

Terminal Outcomes:

- Compare suppliers on various index defined in a matrix like supplier capability, lead time, cost, quality, potential to future needs etc. to seek a reliable supplier-buyer partnership.
- Follow-up with the supplier for delivery.
- Ensure that the materials are delivered on time as per the supplier contract in the right quantity, quality etc.

<i>Duration: 21:00</i>	<i>Duration:39:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Evaluate the logistic constraints related to procurement. • Ensure that a proper supplier contract is prepared to cover important aspects such as returns, payment terms etc. 	<ul style="list-style-type: none"> • Compare suppliers on various index defined in a matrix like supplier capability, lead time, cost, quality, potential to future needs etc. to seek a reliable supplier-buyer partnership. • Follow-up with the supplier for delivery. • Ensure that the materials are delivered on time as per the supplier contract in the right quantity, quality etc.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster	
Tools, Equipment, and Other Requirements	

Training kit (trainer guide, presentations)

Unique Equipment Required:

Unique Equipment Required:

Computer And Computer Peripherals, Computer softwares (as per requirement), printer, Students notes/manuals, basic stationery, First aid box, fabrics/trims and accessories swatch file, Dustbin, Calculator, Garments, Made ups and Home furnishing articles (The quantity and variety may vary), Books on Garments , Made ups and Home furnishing articles and there Manufacturing, Types of Books (e.g.: Supply chain management,, business management and marketing, interaural property rights and compliance, different type of fabric/trims/accessories), Types Of Format (e.g.: Cost sheet format, Invoice format, Bill book, KRA and appraisal format, bill of material format, purchase order format), Inventory/stock register, Documents set (suppliers sheet, Ledger sheet, etc.), Pantone shade card, Fashion Forecast , magazines and journals, National and International manufacturers &suppliers list, National & International trade documents & terminologies, Books on international payment terms & currencies, Student's Chair With Table Arm, Teacher's Table & Chair , Fire Safety Equipment, Projector/LCD.

Module Name 6: Prepare to supervise and evaluate performance of subordinates

Mapped to AMH/N0922 (version 3.0)

Terminal Outcomes:

- Evaluate work targets for subordinates.
- Analyse different appraisal systems like qualitative, quantitative, teamwork, problem-solving, etc.

Duration: 15:00

Theory – Key Learning Outcomes

- Evaluate work targets for subordinates.
- Analyse different appraisal systems like qualitative, quantitative, teamwork, problem-solving, etc.

Duration:30:00

Practical – Key Learning Outcomes

- Interpret the organisation's laid down the procedure for performance appraisal system.
- Interpret the organisation's laid down norms regarding the work distribution/classification amongst subordinates.

Classroom Aids:

Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster

Tools, Equipment, and Other Requirements

Training kit (trainer guide, presentations)

Unique Equipment Required:

Unique Equipment Required:

Computer And Computer Peripherals, Computer softwares (as per requirement), printer, Students notes/manuals, basic stationery, First aid box, fabrics/trims and accessories swatch file, Dustbin, Calculator, Garments, Made ups and Home furnishing articles (The quantity and variety may vary), Books on Garments , Made ups and Home furnishing articles and there Manufacturing, Types of Books (e.g.: Supply chain management,, business management and marketing, interaural property rights and compliance, different type of fabric/trims/accessories), Types Of Format (e.g.: Cost sheet format, Invoice format, Bill book, KRA and appraisal format, bill of material format, purchase order format), Inventory/stock register, Documents set (suppliers sheet, Ledger sheet, etc.), Pantone shade card, Fashion Forecast , magazines and journals, National and International manufacturers &suppliers list, National & International trade documents & terminologies, Books on international payment terms & currencies, Student's Chair With Table Arm, Teacher's Table & Chair , Fire Safety Equipment, Projector/LCD.

Module Name 7: Supervise and evaluate the performance of subordinates

Mapped to AMH/N0922 (version 3.0)

Terminal Outcomes:

- Set goals and targets for the subordinates as per organizational directives.
- Create quantified measures and metrics to analyse the performance delivered by subordinates.
- Interpret different tools to measure performance like KRA, etc.

<i>Duration: 15:00</i>	<i>Duration:30:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Ensure and implement strict adherence of all activities performed by subordinates to organizational guidelines. • Conduct appraisal as per respective performance documents. 	<ul style="list-style-type: none"> • Set goals and targets for the subordinates as per organizational directives. • Create quantified measures and metrics to analyse the performance delivered by subordinates. • Interpret different tools to measure performance like KRA, etc.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster	
Tools, Equipment, and Other Requirements	
Training kit (trainer guide, presentations) Unique Equipment Required: Unique Equipment Required: Computer And Computer Peripherals, Computer softwares (as per requirement), printer, Students notes/manuals, basic stationery, First aid box, fabrics/trims and accessories swatch file, Dustbin, Calculator, Garments, Made ups and Home furnishing articles (The quantity and variety may vary), Books on Garments , Made ups and Home furnishing articles and there Manufacturing, Types of Books (e.g.: Supply chain management,, business management and marketing, interaural property rights and compliance, different type of fabric/trims/accessories), Types Of Format (e.g.: Cost sheet format, Invoice format, Bill book, KRA and appraisal format, bill of material format, purchase order format), Inventory/stock register, Documents set (suppliers sheet, Ledger sheet, etc.), Pantone shade card, Fashion Forecast , magazines and journals, National and International manufacturers &suppliers list, National & International trade documents & terminologies, Books on international payment terms & currencies, Student's Chair With Table Arm, Teacher's Table & Chair , Fire Safety Equipment, Projector/LCD.	

Module Name 8: Preparation for maintenance of records about procurement of materials

Mapped to AMH/N0923 (version 3.0)

Terminal Outcomes:

- Interpret the organisation's procedures related to record keeping.
- Adhere to work instructions defined for maintaining records of internal and external communications.

<i>Duration: 15:00</i>	<i>Duration:30:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Explain the basics of Computer operation and its applications such as spreadsheets etc. • Explain how to maintain old records. 	<ul style="list-style-type: none"> • Interpret the organisation's procedures related to record keeping. • Adhere to work instructions defined for maintaining records of internal and external communications.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster	
Tools, Equipment, and Other Requirements	
Training kit (trainer guide, presentations) Unique Equipment Required: Unique Equipment Required: Maintenance and recording software.	

Module Name 9: Maintain records about procurement of materials

Mapped to AMH/N0923 (version 3.0)

Terminal Outcomes:

- Describe the organization's procedures for disposal of old records.
- Maintain updated records of approved vendors.
- Maintain records related to communications with suppliers.

<i>Duration: 15:00</i>	<i>Duration:30:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the organization's procedures for disposal of old records. 	<ul style="list-style-type: none"> • Maintain updated records of approved vendors. • Maintain records related to communications with suppliers. • Maintain records related to interdepartmental communications for material requirements. Maintain records related to complaints about purchased items and follow up for compensation/resolving issues.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Unique Equipment Required: Maintenance and recording software.	

Module Name 10: Maintain health, safety and security in the sourcing department with Gender and PwD Sensitization

Mapped to AMH/N0924, Version 3.0

Terminal Outcomes:

- Monitor the workplace and work processes for potential risks and threats like fire, physical injuries from sharp objects, etc.
- Interpret how to avoid potential hazards at the work area like fire, etc.
- Handle tools and equipment safely and securely.

<i>Duration: 12:00</i>	<i>Duration: 18:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe various personal protective equipment to be used like nose mask, etc. • Ensure that the workers undertake first-aid, fire-fighting and emergency response training. • Ensure self and workers' participation in mock-drills/evacuation procedures organized at the workplace. 	<ul style="list-style-type: none"> • Demonstrate basic first aid. • Demonstrate basic CPR. • Interpret hazards related to damage to organization's assets and records like fire, short circuit, etc. • Interpret the health and safety signage put in the organization. • Interpret potential risks and threats associated with workplace equipment like cutters, shears, adhesives, etc. • Monitor the workplace and work processes for potential risks and threats like fire, physical injuries from sharp objects, etc. • Interpret how to avoid potential hazards at the work area like fire, etc. • Handle tools and equipment safely and securely.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
Unique Equipment Required: Training kit (Trainer guide, Presentations), appropriate personal protective equipment (PPE), First aid box with all contents.	

Module Name 11: Ensure adherence to industry, regulatory, and organizational standards, while incorporating the principles of environmental sustainability

Mapped to AMH/N0622 (version 1.0)

Terminal Outcomes:

- Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures.
- Provide support to the supervisor and team members in enforcing the organisational considerations.
- Identify procedures to follow if legal, regulatory and ethical requirements of the organisation are not met.
- Interpret correctly legal, regulatory and ethical requirements specific to the apparel industry.

- Follow the organisational policies and procedures within limits of self-authority.

<i>Duration: 15:00</i>	<i>Duration: 15:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • State the importance of having an ethical and value-based approach to governance. • State benefits to self and the organisation due to practice of values and ethics. • State the importance of punctuality and attendance. • State customer specific requirements mandated as a part of the work process. • State country/customer specific regulations for the apparel sector and their importance. • State reporting procedure of the organisation in case of deviations. • State limits of personal responsibility. • Report any possible deviation to regulatory requirements. • Clarify doubts on policies and procedures, from the supervisor or other authorized personnel. • Follow the organisational policies and procedures within limits of self-authority. 	<ul style="list-style-type: none"> • Provide support to the supervisor and team members in enforcing the organisational considerations. • Identify procedures to follow if legal, regulatory and ethical requirements of the organisation are not met. • Interpret correctly legal, regulatory and ethical requirements specific to the apparel industry. • Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations. • Apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices • Actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes. • Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes • Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and Deal with work interruptions effectively. • Report unsafe equipment and other dangerous occurrences to concerned personnel • Use cleaning equipment and methods appropriate for the work to be carried out • Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software • All soft copies of design work to be maintained in files as well for future reference
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster	
Tools, Equipment, and Other Requirements	
Record Maintenance Sheet, Boxes/baskets For Storage, Teacher's Table & chair, Big Table, Display Board ,Computer Peripherals with chairs, Printer , Photocopier, Black Board /White Board, Marker/Chalk, File Cabinet, Dustbin, Basic Stationary Items, Calculator, Company Quality Standards Handbook, Students Manual/notes, Defected fabric, trims , accessories Swatch File, Buyer Requirement, Comment Sheet , Measurement Sheet, spec sheet other , size chart, invoices, purchase order, BOM & documents required in store, Size Chart , Measuring Tape, Fabric ,Accessories &Trims file, Packaging materials related to fabric packaging, First Aid Box, Fire Safety Equipment, Students Chairs With Table Arms, trainees' stools, Fabrics (qnt may vary), Projector /LCD.	

Module Name 12: Employability Skills

Mapped to DGT/VSQ/N0103 NOS Version- 1.0

Terminal Outcomes:

- 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
-

Duration: 90:00 (Theory Duration: 36:00, Practical 54:00 Hours)

Key Learning Outcomes

Introduction to Employability Skills Duration: 3 Hours

After completing this programme, participants will be able to:

1. Outline the importance of Employability Skills for the current job market and future of work
2. List different learning and employability related GOI and private portals and their usage
3. Research and prepare a note on different industries, trends, required skills and the available opportunities

Constitutional values - Citizenship Duration: 1.5 Hours

4. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen
5. Demonstrate how to practice different environmentally sustainable practices

Becoming a Professional in the 21st Century Duration: 5 Hours

6. Discuss relevant 21st century skills required for employment
7. Highlight the importance of practicing 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life
8. Create a pathway for adopting a continuous learning mindset for personal and professional development

Basic English Skills Duration: 10 Hours

9. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone
10. Read and understand text written in basic English
11. Write a short note/paragraph / letter/e -mail using correct basic English

Career Development & Goal Setting Duration: 4 Hours

12. Create a career development plan
13. Identify well-defined short- and long-term goals

Communication Skills Duration: 10 Hours

14. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette
15. Write a brief note/paragraph on a familiar topic

16. Explain the importance of communication etiquette including active listening for effective communication
17. Role play a situation on how to work collaboratively with others in a team

Diversity and Inclusion Duration: 2.5 Hours

18. Demonstrate how to behave, communicate, and conduct appropriately with all genders and PwD
 19. Discuss the significance of escalating sexual harassment issues as per POSH act
- Financial and Legal Literacy Duration: 10 Hours
20. Discuss various financial institutions, products, and services
 21. Demonstrate how to conduct offline and online financial transactions, safely and securely and check passbook/statement
 22. Explain the common components of salary such as Basic, PF, Allowances (HRA, TA, DA, etc.), tax deductions
 23. Calculate income and expenditure for budgeting
 24. Discuss the legal rights, laws, and aids

Essential Digital Skills Duration: 20 Hours

25. Describe the role of digital technology in day-to-day life and the workplace
26. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
27. Demonstrate how to connect devices securely to internet using different means
28. Follow the dos and don'ts of cyber security to protect against cyber crimes
29. Discuss the significance of displaying responsible online behavior while using various social media platforms
30. Create an e-mail id and follow e- mail etiquette to exchange e -mails
31. Show how to create documents, spread sheets and presentations using appropriate applications
32. utilize virtual collaboration tools to work effectively

Entrepreneurship Duration: 7 Hours

33. Explain the types of entrepreneurship and enterprises
34. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
35. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
36. Create a sample business plan, for the selected business opportunity

Customer Service Duration: 9 Hours

37. Classify different types of customers
38. Demonstrate how to identify customer needs and respond to them in a professional manner
39. Discuss various tools used to collect customer feedback
40. Discuss the significance of maintaining hygiene and dressing appropriately

Getting ready for apprenticeship & Jobs Duration: 8 Hours

41. Draft a professional Curriculum Vitae (CV)
42. Use various offline and online job search sources to find and apply for jobs
43. Discuss the significance of maintaining hygiene and dressing appropriately for an interview
44. Role play a mock interview
45. List the steps for searching and registering for apprenticeship opportunities

Classroom Aids:

Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster

Tools, Equipment, and Other Requirements

- 1.Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed)
(all software should either be latest version or one/two version below)
As required
- 2.UPS As required 3. Scanner cum Printer As required 4. Computer Tables As required 5. Computer Chairs As required
6. LCD Projector As required 7. White Board 1200mm x 900mm As required

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Diploma		4 Year	Sourcing	0	Sourcing	The candidate should possess good knowledge of types of fabrics, their procurement, garments, made ups and home furnishing products, sourcing techniques ,equipment, tools, material, Safety .
Graduation		2 Year	Sourcing	0	Sourcing	
Post graduate diploma		2 Year	Sourcing	0	Sourcing	
Post Graduate Degree in relevant trade or sector		1 Year	Sourcing	0	Sourcing	
Trainer Certification						
Domain Certification		Platform Certification				
Certificate for Job Role: “Sourcing Manager - Stitched Items” to QP: “AMH/Q0920” Minimum accepted score is 80%		Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “Master Trainer (VET and Skills) MEP/Q2601 v2.0”. Minimum accepted score is 80%.				

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI		4 Year	Sourcing	0	Sourcing	The candidate should possess good knowledge of types of fabrics, their procurement, garments, made ups and home furnishing products, sourcing techniques ,equipment, tools, material, Safety .
Diploma		3 Year	Sourcing	0	Sourcing	
Graduation		2 Year	Sourcing	0	Sourcing	
Post graduate diploma		2 Year	Sourcing	0	Sourcing	
Post Graduate Degree in relevant trade or sector		1 Year	Sourcing	0	Sourcing	
Assessor Certification						
Domain Certification		Platform Certification				
Certificate for Job Role: “Sourcing Manager - Stitched Items” to QP: “AMH/Q0920” Minimum accepted score is 80%		Recommended that the Assessor is certified for the Job Role: “Assessor”, mapped to the Qualification Pack: “Assessor (VET and Skills) MEP/Q2701 v2.0”. Minimum accepted % as per respective SSC guidelines is 80%.				

Trainer Prerequisites Employability Skills						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate/CITS	Any discipline			2	Teaching experience	Prospective ES trainer should: <ul style="list-style-type: none">• have good communication skills• be well versed in English• have digital skills• have attention to detail• be adaptable• have willingness to learn
Current ITI trainers	Employability Skills Training (3 days full-time course done between 2019-2022)					
Certified current EEE trainers (155 hours)	from Management SSC (MEPSC)					
Certified Trainer	Qualification Pack: Trainer (MEP/Q0102)					
Trainer Certification Employability Skills						
Domain Certification			Platform Certification			
Certified in 90-hour Employability NOS (2022), with a minimum score of 80% OR Certified in 120-hour Employability NOS (2022), with a minimum score of 80%			NA			

Master Trainer Prerequisites Employability Skills						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate/CITS	Any discipline			3	Employability Skills curriculum training experience with an interest to train as well as orient other	Prospective ES Master trainer should: <ul style="list-style-type: none"> • have good communication skills • be well versed in English • have basic digital skills • have attention to detail • be adaptable • have willingness to learn • be able to grasp concepts fast and is creative with teaching practices and likes sharing back their learning with others
Certified Master Trainer	Qualification Pack: Master Trainer (MEP/Q2602)			3	EEE training of Management SSC (MEPSC) (155 hours)	
Master Trainer Certification Employability Skills						
Domain Certification				Platform Certification		
Certified in 90-hour Employability NOS (2022), with a minimum score of 90%. OR Certified in 120-, hour Employability NOS (2022), with a minimum score of 90%				NA		

Assessment Strategy

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 these 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.

Acronyms and Abbreviations

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

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 organization.
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.
Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organizational 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.