



## Model Curriculum

**QP Name: Production Supervisor- Sewing**

**QP Code: AMH/Q2101**

**QP Version: V 4.0**

**NSQF Level: 5**

**Model Curriculum Version: 4.0**

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## Training Parameters

<b>Sector</b>	<b>Apparel</b>		
<b>Sub-Sector</b>	Apparel		
<b>Occupation</b>	Departmental Supervision		
<b>Country</b>	India		
<b>NSQF Level</b>	5		
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/3122.3551		
<b>Minimum Qualification and Educational Experience</b>	<ul style="list-style-type: none"> <li>• UG Diploma or equivalent with 1-year relevant experience</li> <li>• UG Certificate with 3-year relevant experience</li> <li>• 12th or Equivalent with 4-year relevant experience</li> <li>• Previous relevant Qualification of NSQF Level 4 with 3-year relevant experience</li> </ul>		
<b>Pre-Requisite License or Training</b>	Training in Apparel Production/Apparel Manufacturing Technology/Machine Maintenance Procedures preferably		
<b>Minimum Job Entry Age</b>	20 Years		
<b>Last Reviewed On</b>	17-12-2024		
<b>Next Review Date</b>	17-12-2027		
<b>NSQC Approval Date</b>	17-12-2024		
<b>QP Version</b>	4.0		
<b>Model Curriculum Creation Date</b>	09/09/2024		
<b>Model Curriculum Valid Up to Date</b>	17-12-2027		
<b>Model Curriculum Version</b>	4.0		
<b>Minimum Duration of the Course</b>	570		
<b>Maximum Duration of the Course</b>	570		

## 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.

- Interpret production specification and process.
- Plan production as per specifications and schedule.
- Coordinate with various departments for facilitating the production process
- Execute production parameters as per the plan, schedule and quality norms.
- Monitor the production process as per the plan, schedule and quality norms.
- Manage performance and relations with people in the group and out of the group.
- Maintain tools, equipments and machinery.
- Maintain health, safety and security at work place.
- Comply with industry, regulatory and organizational essentials.

### Compulsory Modules

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

NOS and Module Details	Theor y Durati on	Practic al Durati on	On-the- Job Training Duratio n (Manda tory)	On- the- Job Trainin g Durati on (Reco mme nded)	Total Duratio n
<b>AMH/N2101: Plan and organize sewing processes &amp; Understand the production specification and process</b> NOS Version- 3.0 NSQF Level- 5	45.00	75.00	0.00	0.00	120.00
Module 1:Introduction (Bridge Module)	3.00	0.00	0.00	0.00	3.00
Module 2: Interpret Production Specification and Process	21.00	30.00	0.00	0.00	51.00
Module 3:The Production Process	21.00	45.00	0.00	0.00	66.00
<b>AMH/N2102: Supervise sewing operations &amp; Coordinate and Plan production as per specifications and schedule</b> NOS Version- 4.0 NSQF Level- 5	30.00	60.00	0.00	0.00	90.00
Module 4: Plan production as per specifications and schedule Theory Duration	15.00	30.00	0.00	0.00	45.00
Module 5: Coordinate and Monitor production as per specifications and schedule	15.00	30.00	0.00	0.00	45.00
<b>AMH/N2103: Execute and monitor production as per the plan, schedule and quality norms &amp; maintain tools equipment and machinery</b> NOS Version- 3.0 NSQF Level- 5	21.00	69.00	0.00	0.00	90.00

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Module 6: Execute production as per the plan, schedule and quality norms	10.00	30.00	0.00	0.00	40.00
Module 7: Monitor production as per the plan, schedule and quality norms	11.00	39.00	0.00	0.00	50.00
<b>AMH/N2104: Manage performance and relations with people in the group and out of the group</b> <b>NOS Version- 3.0</b> <b>NSQF Level- 5</b>	<b>15.00</b>	<b>45.00</b>	<b>60.00</b>	<b>0.00</b>	<b>120.00</b>
Module 8: Manage performance and relations with people in the group and out of the group	15.00	45.00	60.00	0.00	120.00
<b>AMH/N0619: Ensure workplace orderliness and efficiently operate tools and machinery.</b> <b>NOS Version- 1.0</b> <b>NSQF Level- 5</b>	<b>30.00</b>	<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60.00</b>
Module 9: Ensure workplace orderliness and efficiently operate tools and machinery.	30.00	30.00	0.00	0.00	60.00
<b>AMH/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization</b> <b>NOS Version- 1.0</b> <b>NSQF Level- 5</b>	<b>15.00</b>	<b>15.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30.00</b>
Module 10: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization	15.00	15.00	0.00	0.00	30.00
<b>AMH/N0620: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices</b> <b>NOS Version- 1.0</b> <b>NSQF Level- 5</b>	<b>15.00</b>	<b>15.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30.00</b>
Module 11: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices	15.00	15.00	0.00	0.00	30.00
<b>DGT/VSQ/N0102:Employability Skills</b> <b>NOS Version- 1.0</b> <b>NSQF Level- 5</b>	<b>24.00</b>	<b>36.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60.00</b>
Module 12 <b>Employability Skills</b>	24.00	36.00	0.00	0.00	60.00
<b>Total Duration</b>	<b>180.00</b>	<b>330.00</b>	<b>60.00</b>	<b>0.00</b>	<b>570.00</b>

## Module Details

### Module Name 1: Introduction and Orientation

#### Mapped to Bridge Module

- Describe the size and scope of the apparel industry.
- Explain roles and responsibilities of a 'Production Supervisor- Sewing'.
- Describe various employment opportunities for a 'Production Supervisor- Sewing' in the apparel industry.

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

## Module Name 2 : Interpret Production Specification and Process

*Mapped to AMH/ N2101 (version 3.0)*

### Terminal Outcomes:

- Describe to understanding compliance requirements for specific clients
- Describe the responsibilities of originations
- Understand the skill proficiency
- Describe the understanding reporting structure

<b>Duration:</b> 21:00	<b>Duration:</b> 30:00
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>State the organization's policies and procedures.</li> <li>State the organization's standard operating procedures related to production.</li> <li>State compliance requirements for specific clients.</li> <li>Describe the basic operation of machines used in the manufacturing operations.</li> <li>Interpret the given techpack or specification sheet of the garment sample to be developed.</li> <li>State protocol to obtain more information on work related tasks.</li> <li>Describe skill and proficiency level for each manufacturing operation.</li> </ul>	<ul style="list-style-type: none"> <li>Identify the manufacturing processes of the organization</li> <li>Identify alternative processes with same or similar output.</li> <li>Identify skill levels of the operators for the production line.</li> <li>Identify operators and assign them tasks as per their skill and proficiency levels.</li> <li>Identify the limits of own role and responsibilities.</li> <li>Identify who to refer problems to when they are outside the limit of own authority.</li> <li>Identify reporting structure of the organisation.</li> <li>Analyze schedules and throughput of various styles.</li> <li>Collate the required details regarding production planning and scheduling.</li> <li>Describe common hazards in the work area and workplace procedures for dealing with them.</li> <li>Describe the importance of team work and harmonious working relationships.</li> </ul>



<b>Classroom Aids:</b>
Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster
<b>Tools, Equipment and Other Requirements</b>
Job Card, White/Black Board+Marker/chalk+Duster, Tailor'S Chalk (quantity may vary as per requirement), Students Chairs With Table Arms, Teacher'S Table & Chair , Industrial Single Needle Lock-Stitch sewing Machine with needle guard+stool, Personal Protective Equipment ( thimble etc), Overlock Machine( 5 Thread)+stool, Flat lock machine +stool, Button Tack Machine+stool, Feed of the Arm Machine+stool, Bar Tack machine+stool, Bottom Hemming Machine, Straight Knife Cutting Machine, Pressing Unit, Machine for Front Placket, Continuous Fusing Press Machine, Dress Form(size medium,one male & woman), Pattern making kit (eg,pattern paper,normal straight big ruler,hip curve,leg curve, L Scale, frenchcurve,pattern master as per req), Tracing Wheel, Storage Boxes/poches, Techpack Sample, Fabric/Accessories/trimsSwatch File, Hourly & Daily Production Report, Quality Control Check-List/AQL, Production & Ready Pattern, Record Maintenance Register, Basic Stationary Items(Pens, Pencils,Eraser, notebook), Quality Tag, Stopwatch, Defect List and samples, Dustbin, Machine Oil, First Aid Box, Students Notes, Fire Extinguisher, Dexterity Test Kit, Garment , Made ups and Home Furnishing Samples (qnt may vary), Pattern/cutting table, Sewing Machine attachments, Sewing Kit(eg: bobbin and bobbin case, trimmer, measuring tape , fabric cutting , seam ripper, scissors etc), Sewing Machine needles, Sewing thread (surplus needed, qnt may vary), Fabric(surplus, muslin compulsory, other types as per requirement), qnt may vary, trims and accessories, Sewing Machine Tool Kit, Projector /LCD, color matching light box.

## Module Name 3: The Production Process

*Mapped to AMH/ N2101 (version 3.0)*

### Terminal Outcomes:

- Describe th understanding about different settings and adjustments to sewing machines like needle, stitch per inch, etc.
- Understand the machine layout process
- Describe defects in raw material
- Understand the breakdown operations

<i>Duration: 21:00</i>	<i>Duration:45:00</i>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe machinery layout requirements for the specific products.</li> <li>• Describe how to refer to findings of the pilot run as and when required.</li> <li>• Describe common defects present in the raw materials and their handling.</li> <li>• Describe how to identify the process and product problem.</li> <li>• Describe basic elements of PMTS.</li> <li>• Explain the principles of basic trouble shooting of the manufacturing machines.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify materials required by each type of product manufactured by the organization.</li> <li>• Ensure conformance of samples pattern &amp; cut pieces as per the given specification sheet.</li> <li>• Ensure all concerned people are updated of all the changes in buyer's specification.</li> <li>• Identify breakdown operations.</li> <li>• Identify operator rating.</li> <li>• Evaluate the consumption of material and accessories.</li> <li>• Plan reduction of material and start-up losses.</li> <li>• Conduct a pilot run.</li> <li>• Identify incentive system or wage plan of the organisation.</li> <li>• Plan quality check points and control limits.</li> </ul>

- Interpret operation bulletin.

#### Classroom Aids:

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

#### Tools, Equipment, and Other Requirements

Job Card, White/Black Board+Marker/chalk+Duster, Tailor'S Chalk (quantity may vary as per requirement), Students Chairs With Table Arms, Teacher's Table & Chair , Industrial Single Needle Lock-Stitch sewing Machine with needle guard+stool, Personal Protective Equipment ( thimble etc), Overlock Machine( 5 Thread)+stool, Flat lock machine +stool, Button Tack Machine+stool, Feed of the Arm Machine+stool, Bar Tack machine+stool, Bottom Hemming Machine, Straight Knife Cutting Machine, Pressing Unit, Machine for Front Placket, Continuous Fusing Press Machine, Dress Form(size medium,one male & woman), Pattern making kit (eg,pattern paper,normal straight big ruler,hip curve,leg curve, L Scale, frenchcurve,pattern master as per req), Tracing Wheel, Storage Boxes/poches, Techpack Sample, Fabric/Accessories/trimsSwatch File, Hourly & Daily Production Report, Quality Control Check-List/AQL, Production & Ready Pattern, Record Maintenance Register, Basic Stationary Items(Pens, Pencils,Eraser, notebook), Quality Tag, Stopwatch, Defect List and samples, Dustbin, Machine Oil, First Aid Box, Students Notes, Fire Extinguisher, Dexterity Test Kit, Garment , Made ups and Home Furnishing Samples (qnt may vary), Pattern/cutting table, Sewing Machine attachments, Sewing Kit(eg: bobbin and bobbin case, trimmer, measuring tape , fabric cutting , seam ripper, scissors etc), Sewing Machine needles, Sewing thread (surplus needed, qnt may vary), Fabric(surplus, muslin compulsory, other types as per requirement), qnt may vary, trims and accessories, Sewing Machine Tool Kit, Projector /LCD, color matching light box.

## Module Name 4: Plan production as per specifications and schedule

*Mapped to AMH/ N2102 (version 4.0)*

#### Terminal Outcomes:

- Understand the most efficient production system
- Identify various fabric for the garment
- Understand various types of stitching in various product
- Describe compliance requirement for organisation

<b>Duration: 30:00</b>	<b>Duration: 45:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe the stitching process.</li> <li>• Describe quality and compliance requirement of the organisation.</li> <li>• Describe machinery and work aids used in the process.</li> <li>• Explain basics of sewing and the various types of stitching required for various products.</li> </ul>	<ul style="list-style-type: none"> <li>• Set qualitative and quantitative output target for each operation.</li> <li>• Carry out pilot run or update the findings of the pilot run and sampling for the particular style.</li> <li>• Identify buyer specific compliances.</li> <li>• Explain various types of fabrics and garments.</li> <li>• Coordinate with planning /industrial engineering department for machine layout work aids.</li> <li>• Participate in pre-production meetings and communicate pro-actively to develop process and product understanding.</li> </ul>
<b>Classroom Aids:</b>	
Charts, Flip Chart, White-Board/SmartBoard, Marker, Duster	
<b>Tools, Equipment, and Other Requirements</b>	



Job Card, White/Black Board+Marker/chalk+Duster, Tailor'S Chalk (quantity may vary as per requirement), Students Chairs With Table Arms, Teacher's Table & Chair , Industrial Single Needle Lock-Stitch sewing Machine with needle guard+stool, Personal Protective Equipment ( thimble etc), Overlock Machine( 5 Thread)+stool, Flat lock machine +stool, Button Tack Machine+stool, Feed of the Arm Machine+stool, Bar Tack machine+stool, Bottom Hemming Machine, Straight Knife Cutting Machine, Pressing Unit, Machine for Front Placket, Continuous Fusing Press Machine, Dress Form(size medium,one male & woman), Pattern making kit (eg,pattern paper,normal straight big ruler,hip curve,leg curve, L Scale, frenchcurve,pattern master as per req), Tracing Wheel, Storage Boxes/poches, Techpack Sample, Fabric/Accessories/trimsSwatch File, Hourly & Daily Production Report, Quality Control Check-List/AQL, Production & Ready Pattern, Record Maintenance Register, Basic Stationary Items(Pens, Pencils,Eraser, notebook), Quality Tag, Stopwatch, Defect List and samples, Dustbin, Machine Oil, First Aid Box, Students Notes, Fire Extinguisher, Dexterity Test Kit, Garment , Made ups and Home Furnishing Samples (qnt may vary), Pattern/cutting table, Sewing Machine attachments, Sewing Kit(eg: bobbin and bobbin case, trimmer, measuring tape , fabric cutting , seam ripper, scissors etc), Sewing Machine needles, Sewing thread (surplus needed, qnt may vary), Fabric(surplus, muslin compulsory, other types as per requirement), qnt may vary, trims and accessories, Sewing Machine Tool Kit, Projector /LCD, color matching light box.

## Module Name 5 : Coordinate and Monitor production as per specifications and schedule

*Mapped to AMH/N2102 (version 4.0)*

### Terminal Outcomes:

- Describe various types of attachment for stitching process
- Describe process of work
- Understand maintain Report system

<b>Duration: 30:00</b>	<b>Duration: 45:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe various kinds of stitching and handling defects.</li> <li>• Explain elements of IT literacy and specific tools.</li> <li>• Ensure process for accuracy of input and output with regard to inter departmental movement, vendor movement, incoming material and outgoing material.</li> <li>• Monitor production targets using the recording systems used in the organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify alternatives for trouble shooting.</li> <li>• Identify the escalation hierarchy.</li> <li>• Set the process/ line assembly/ batch in the sewing operation.</li> <li>• Coordinate with stores/ cutting dept./ QC lab/manager in charge to ensure preparedness to meet the production target.</li> <li>• Allocate the operators as per their skill level for various operations.</li> <li>• Ensure availability of the right quantity and quality of material by coordinating with relevant departments.</li> <li>• Coordinate with quality control to check initial output and set quality check points.</li> <li>• Maintain organization specific ERP and reports.</li> </ul>
<b>Classroom Aids:</b>	
Charts, Flip Chart, White-Board/SmartBoard, Marker, Duster	
<b>Tools, Equipment, and Other Requirements</b>	
Job Card, White/Black Board+Marker/chalk+Duster, Tailor'S Chalk (quantity may vary as per requirement), Students Chairs	

With Table Arms, Teacher's Table & Chair , Industrial Single Needle Lock-Stitch sewing Machine with needle guard+stool, Personal Protective Equipment ( thimble etc), Overlock Machine( 5 Thread)+stool, Flat lock machine +stool, Button Tack Machine+stool, Feed of the Arm Machine+stool, Bar Tack machine+stool, Bottom Hemming Machine, Straight Knife Cutting Machine, Pressing Unit, Machine for Front Placket, Continuous Fusing Press Machine, Dress Form(size medium,one male & woman), Pattern making kit (eg,pattern paper,normal straight big ruler,hip curve,leg curve, L Scale, frenchcurve,pattern master as per req), Tracing Wheel, Storage Boxes/poches, Techpack Sample, Fabric/Accessories/trimsSwatch File, Hourly & Daily Production Report, Quality Control Check-List/AQL, Production & Ready Pattern, Record Maintenance Register, Basic Stationary Items(Pens, Pencils,Eraser, notebook), Quality Tag, Stopwatch, Defect List and samples, Dustbin, Machine Oil, First Aid Box, Students Notes, Fire Extinguisher, Dexterity Test Kit, Garment , Made ups and Home Furnishing Samples (qnt may vary), Pattern/cutting table, Sewing Machine attachments, Sewing Kit(eg: bobbin and bobbin case, trimmer, measuring tape , fabric cutting , seam ripper, scissors etc), Sewing Machine needles, Sewing thread (surplus needed, qnt may vary), Fabric(surplus, muslin compulsory, other types as per requirement), qnt may vary, trims and accessories, Sewing Machine Tool Kit, Projector /LCD, color matching light box.

## Module Name 6 : Execute production as per the plan, schedule and quality norms Mapped to AMH/N2103 (version 3.0)

### Terminal Outcomes:

- Describe the rules and guideline of organisation
- Describe responsibilities of the job role
- Identify contact person in case of queries on procedure or product

<b>Duration: 10:00</b>	<b>Duration: 30:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• State the organization's rules, codes, guidelines and standards.</li> <li>• List main types of products manufactured by the company.</li> <li>• Describe how to setup machines in such an arrangement which makes it easier and effective for material handling.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify the procedures for operating stitching machine.</li> <li>• Identify the contact person in case of queries on procedure or products.</li> <li>• State statutory responsibilities of a 'Production Supervisor' under health, safety and environmental legislation and regulations.</li> <li>• Ensure all machinery work aids and handling aids are in proper condition.</li> <li>• Ensure all accessories are in the store ready for issue.</li> </ul>
<b>Classroom Aids:</b> Charts, Flip Chart, White-Board/Smart Board, Marker, Duster	

### Tools, Equipment, and Other Requirements

Job Card, White/Black Board Marker/chalk Duster, Tailor's Chalk (quantity may vary as per requirement), Students Chairs With Table Arms, Teacher's Table & Chair, Industrial Single Needle Lock-Stitch sewing Machine with needle guard stool, Personal Protective Equipment (thimble etc.), Overlock Machine( 5 Thread)+stool, Flat lock machine +stool, Button Tack Machine+stool, Feed of the Arm Machine+stool, Bar Tack machine+stool, Bottom Hemming Machine, Straight Knife Cutting Machine, Pressing Unit, Machine for Front Placket, Continuous Fusing Press Machine, Dress Form(size medium,one male & woman), Pattern making kit (eg,pattern paper,normal straight big ruler,hip curve,leg curve, L Scale, frenchcurve,pattern master as per req), Tracing Wheel, Storage Boxes/poches, Techpack Sample, Fabric/Accessories/trimsSwatch File, Hourly & Daily Production Report, Quality Control Check-List/AQL, Production & Ready Pattern, Record Maintenance Register, Basic Stationary Items(Pens, Pencils,Eraser, notebook), Quality Tag, Stopwatch, Defect List and samples, Dustbin, Machine Oil, First Aid Box, Students Notes, Fire Extinguisher, Dexterity Test Kit, Garment, Made ups and Home Furnishing Samples (qnt may vary), Pattern/cutting table, Sewing Machine attachments, Sewing Kit(eg: bobbin and bobbin case, trimmer, measuring tape, fabric cutting, seam ripper, scissors etc), Sewing Machine needles, Sewing thread (surplus needed, qnt may vary), Fabric(surplus, muslin compulsory, other types as per requirement), qnt may vary, trims and accessories, Sewing Machine Tool Kit, Projector /LCD, color matching light box.

## **Module Name 7 : Monitor production as per the plan, schedule and quality norms** *Mapped to AMH/N2103 (version 3.0)*

### **Terminal Outcomes:**

- Describe common hazards in the work area and workplace procedures for dealing with them
- Understand machine settings and elementary repair in case of breakdown
- Identify defects and their root causes
- Identify the process and product problems

<b>Duration: 11:00</b>	<b>Duration: 39:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• Describe method to handle tools and equipment safely and the health and safety implications of not doing so.</li> <li>• State statistical quality control systems and their applications.</li> <li>• Describe the elements of quality management systems.</li> <li>• Describe basic arithmetic and numeric calculations for analysis related to work.</li> <li>• Explain machine settings and elementary repair in case of breakdown.</li> <li>• Explain types of defects in the product and their root causes</li> </ul>	<ul style="list-style-type: none"> <li>• Identify the escalation hierarchy relating to technical issues.</li> <li>• Ensure all quality checkpoints are in place for incoming intermediate and final stages.</li> <li>• Follow up and check the incoming material for the first few pieces for every operation.</li> <li>• Seek approval of the initial pieces from the quality control department.</li> <li>• Create a mechanism / arrange for updating output periodically.</li> <li>• Monitor periodic output in order to maintain it as per target (qualitative and quantitative).</li> <li>• Ensure that the cost and wastage is minimum.</li> <li>• Ensure that losses such as breakdown time, waiting time etc. are minimum.</li> <li>• Ensure that specified organisational procedures are followed in case of contingencies.</li> <li>• Participate in organizational level initiatives on quality and productivity.</li> <li>• Ensure that preventive maintenance schedules are followed.</li> <li>• Ensure that the product is as per the spec sheet.</li> <li>• Ensure that all comments from the buyer have been updated in the product by the merchandiser.</li> </ul>
<b>Classroom Aids:</b>	

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

### **Tools, Equipment, and Other Requirements**

Monitoring and recording tools and equipment.

## **Module Name 8 : Manage performance and relations with people in the group and out of the group**

*Mapped to AMH/N2104 (version 3.0)*

### **Terminal Outcomes:**

- Identify various job roles and responsibilities
- Identify responsibilities and line of reporting within the work area
- Describe the process for offering/ obtaining work related assistance
- Describe the documentation required as part of the process

<i>Duration: 30:00</i>	<i>Duration: 60:00</i>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>• State various responsibilities and line of reporting within the work area.</li> <li>• Describe elements of work ethics and non-discrimination values.</li> <li>• Describe how to use work aids and handling techniques to enhance productivity.</li> <li>• Describe elements of systematic training to improve productivity.</li> <li>• Describe how to improve motor coordination or handling techniques.</li> <li>• Describe wage plans and the method of calculation.</li> <li>• Describe the process for offering/ obtaining work related assistance.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify work target and review mechanism.</li> <li>• Identify techniques to foster team building and team productivity.</li> <li>• Communicate to reporting superior about process-flow improvements.</li> <li>• State the protocol and format for reporting work related risks/ problems.</li> <li>• Receive work instructions and feedback from reporting manager or other seniors in a proactive manner.</li> <li>• Receive the feedback from other departments, given if any, and rework in order to complete work on time.</li> <li>• Represent collective concerns to appropriate authorities.</li> <li>• Identify documentation required as part of the process.</li> <li>• State statutory laws and their relevant provisions.</li> <li>• Communicate targets and get concurrence on targets from team members.</li> <li>• Communicate and sensitize about the defects and anticipated difficulties.</li> <li>• Sensitize about the defects received from previous process and the losses on account of the same.</li> <li>• Communicate to reporting superior about the shortages or performance related targets.</li> <li>• Re-work based on feedback provided by superior on product, process and people. Work with colleagues of other departments to ensure smooth process flow of input and output.</li> <li>• Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement.</li> <li>• Monitor each individual's performance and provide feedback for improvement.</li> <li>• Ensure that the group members are aware of the effects of absenteeism and low productivity.</li> </ul>

	<ul style="list-style-type: none"> <li>Identify method of obtaining/ giving feedback related to performance.</li> <li>Organise team members in order to motivate them to achieve the desired results.</li> </ul>
<b>Classroom Aids:</b>	
Charts, Flip Chart, White-Board/Smart Board, Marker, Duster	
<b><u>Tools, Equipment, and Other Requirements</u></b>	
Monitoring and recording tools and equipment.	
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster	
<b><u>Tools, Equipment, and Other Requirements</u></b>	
Training kit (Trainer guide, Presentations), appropriate personal protective equipment (PPE), First aid box with all contents.	

## Module Name 9: Ensure workplace orderliness and efficiently operate tools and machinery.

*Mapped to AMH/N0619 (version 1.0)*

### Terminal Outcomes:

- Importance of tools and machine
- Process of cleaning, equipment
- Handling of machine and equipment
- Comfortable position with during working

<i>Duration: 30:00</i>	<i>Duration: 30:00</i>
<b>Theory – Key Learning Outcomes</b>	
<ul style="list-style-type: none"> <li>Describe safe working practices for the cleaning and maintenance of equipment.</li> <li>Describe the effects of contamination on products i.e. Machine oil, dirt etc.</li> <li>Describe various machines used for layering and spreading processes</li> <li>Describe various markers and tools that are required for marking.</li> <li>Describe different types of cutting machines like scissors, straight knife, band knife, laser cutting machine, etc.</li> <li>Dispose off waste safely in the designated location.</li> <li>Describe the lines of communication, authority and reporting procedures.</li> <li>Describe the company's quality standards.</li> <li>Describe the types of records kept and the methods to complete the records.</li> <li>Describe the importance of keeping</li> </ul>	<ul style="list-style-type: none"> <li>Identify different types of cleaning equipment and substances and their use.</li> <li>Identify common faults with equipment and the method to rectify. Use correct lifting and handling procedures.</li> <li>Identify different ways of minimizing wastage.</li> <li>Maintain a comfortable position with correct posture while working.</li> <li>Report quality issues to appropriate people.</li> <li>Use cleaning equipment and methods appropriate for the work to be carried out.</li> <li>List procedures to conduct maintenance of tools and equipment.</li> <li>Handle materials and tools safely and correctly.</li> <li>Store cleaning equipment safely at the designated place after use.</li> <li>State the importance of keeping accurate records concerning quality.</li> <li>Carry out safe working practices for the cleaning and maintenance of equipment.</li> <li>Carry out regular running maintenance of tools and equipment within agreed schedules and limits</li> </ul>

<ul style="list-style-type: none"> <li>accurate quality records.</li> <li>Describe the importance of complying with written instructions.</li> <li>Describe limits of self-responsibility.</li> <li>Describe ways of resolving problems within the work area.</li> <li>Explain the importance of effective communication with colleagues and supervisors.</li> <li>State safe working practices and organizational procedures.</li> </ul>	<ul style="list-style-type: none"> <li>of responsibility.</li> <li>Carry out cleaning according to schedules and limits of responsibility.</li> </ul>
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#### Classroom Aids:

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

#### Tools, Equipment, and Other Requirements

White/Black Board+Marker/ chalk+Duster, Tailor's Chalk (quantity may vary as per requirement), Students Chairs With Table Arms, Teacher's Table & Chair , Industrial Single Needle Lock- Stitch sewing Machine with needle guard+stool, Personal Protective Equipment ( thimble etc), Overlock Machine( 5 Thread)+stool, Flat lock machine +stool, Button Tack Machine+stool, Feed of the Arm Machine+stool, BarTack machine+stool, Bottom Hemming Machine, Straight Knife Cutting Machine, Pressing Unit, Machine for Front Placket, Continuous Fusing Press Machine, Dress Form (size medium, one male & woman), Pattern making kit (e.g. pattern paper, normal straight big ruler ,hip curve, leg curve, L Scale, French curve, pattern master as per req), Tracing Wheel, Storage Boxes/pouches, Tec pack Sample, Fabric/Accessories/trims watch File, Hourly & Daily Production Report, Quality Control Check- List/AQL, Production & Ready Pattern, Record Maintenance Register, Basic Stationary Items(Pens, Pencils, Eraser, notebook), Quality Tag, Stopwatch, Defect List and samples, Dustbin, Machine Oil, First Aid Box, Students Notes, Fire Extinguisher, Dexterity Test Kit, Garment , Made ups and Home Furnishing Samples (quantity may vary), Pattern/cutting table, Sewing Machine attachments, Sewing Kit(eg: bobbin and bobbin case, trimmer, measuring tape , fabric cutting , seam ripper, scissors etc), Sewing Machine needles, Sewing thread(surplus needed, quantity may vary), Fabric(surplus, muslin compulsory, other types as per requirement), quantity may vary, trims and accessories, Sewing Machine Tool Kit, Projector /LCD, colour matching light box,

## Module Name 10 : Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization

Mapped to AMH/N0620 (version 1.0)

#### Terminal Outcomes:

- Demonstrate the process involved to keep up the Safety and secure working environment
- Discussed the importants of PWD & Gender Sensitivity

<b>Duration: 15:00</b>	<b>Duration: 15:00</b>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>Explain health and safety related practices applicable at the workplace.</li> <li>Explain importance of complying with health, safety, gender and PwD related instructions applicable to workplace</li> <li>Explain gender equality in apparel industry and</li> </ul>	<ul style="list-style-type: none"> <li>Identify signage related to health and safety measures.</li> <li>Maintain a healthy lifestyle.</li> <li>Demonstrate basic first aid.</li> <li>Identify and correct (if possible) malfunctions in sewing machines and other</li> </ul>



<p>methods.</p> <ul style="list-style-type: none"> <li>Describe hazards like physical injuries, electric shock, etc. associated with operation and handling of sewing machines.</li> <li>State compliance requirements related to stitching.</li> <li>State organizational procedures for safe handling of equipment and machine operations.</li> <li>Describe various personal protective equipment like nose mask, lock guard, etc.</li> <li>Discuss importance of training sensitization programs for gender, and PwD awareness organized at workplace.</li> <li>Explain the importance of sound health, Hygiene and good habits.</li> </ul>	<p>related equipment like a loose stitch, missing parts, etc.</p> <ul style="list-style-type: none"> <li>Participate in mock drills/evacuation procedures organized at the workplace.</li> <li>Undertake first aid, fire-fighting and emergency response training Use and maintain personal protective equipment as per protocol like nose masks, lock guard, etc.</li> <li>Identify how to use different tools and equipment related to stitching like scissors, thread cutters, etc. safely and securely.</li> <li>Check the workplace and work processes for potential risks and threats like physical injuries from the machine and tools, fire, etc.</li> </ul>
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster	
<b>Tools, Equipment, and Other Requirements</b>	
Personal protective equipment, various types of fire extinguishers.	

## Module Name 11: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices

*Mapped to AMH/N0621 (version 1.0)*

### Terminal Outcomes:

- Importance of Green jobs in organisation
- Optimize usage of material and resources at workplace.
- Importance of punctuality
- Understand the organisational requirement
- Importance of Green jobs in organisation
- Optimize usage of material and resources at workplace.

<i>Duration: 15:00</i>	<i>Duration: 15:00</i>
<b>Theory – Key Learning Outcomes</b>	<b>Practical – Key Learning Outcomes</b>
<ul style="list-style-type: none"> <li>Discuss the significance of specified usage of resources at work area</li> <li>State the importance of having an ethical and value based approach to governance.</li> <li>Discuss the importance of energy</li> <li>Discuss how to save energy</li> <li>State benefits to self and the organisation due to the practice of values and ethics.</li> <li>State the importance of punctuality and</li> </ul>	<ul style="list-style-type: none"> <li>Identify different ways of minimizing wastage.</li> <li>Switch of the machine when not in use.</li> <li>Carrying out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.</li> <li>Evaluate the different ways to conserve energy in Apparel sector</li> <li>Demonstrate the method of handling and storage of waste materials such as paper, sketches, colouring</li> </ul>

<p>attendance.</p> <ul style="list-style-type: none"> <li>• Interpret correctly legal, regulatory and ethical requirements specific to the apparel industry.</li> <li>• State customer specific requirements mandated as a part of the work process.</li> <li>• State country/customer specific regulations for the apparel sector and their importance.</li> <li>• State reporting procedure of the organisation in case of deviations.</li> <li>• State limits of personal responsibility.</li> <li>• Describe how to follow the organisational policies and procedures within limits of own responsibility.</li> <li>• Describe how to provide support to the supervisor and team members in enforcing the organisational considerations</li> <li>• Describe how to monitor the workplace and work processes for potential risks and threats.</li> </ul>	<p>tools, electronic waste, etc</p> <ul style="list-style-type: none"> <li>• Identify procedures to follow if legal, regulatory and ethical requirements of the organisation are not met.</li> <li>• Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures.</li> <li>• Identify and report any possible deviation to regulatory requirements.</li> <li>• Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel.</li> <li>• Explain identification, handling and storage of hazardous substances.</li> <li>• Maintain a healthy lifestyle and guard against dependency on intoxicants.</li> <li>• Demonstrate basic first aid.</li> <li>• Demonstrate basic CPR</li> <li>• Seek clarifications, from supervisors or other authorized personnel in case of perceived risks.</li> <li>• State reporting protocol and documentation required.</li> <li>• State organizational procedures for safe handling of equipment and machine operations.</li> <li>• Use appropriate personal protective equipment as per protocol.</li> <li>• Explain identification, handling and storage of hazardous</li> <li>• Ensure the work area is free from potential hazards.</li> <li>• Report hazards and potential risks/ threats to supervisors or other authorized personnel.</li> </ul>
<b>Classroom Aids:</b>	
Charts, Flip Chart, White-Board/SmartBoard, Marker, Duster	
<b>Tools, Equipment, and Other Requirements</b>	
(Training kit (trainer guide, presentations).	

## Module Name 12: Employability Skills

*Mapped to DGT/VSQ/N0102: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: 60:00( Theory 24 Hrs + Practical 36 Hrs)*

### Key Learning Outcomes

Introduction to Employability Skills Duration: 1.5 Hours

After completing this programme, participants will be able to:

1. Discuss the Employability Skills required for jobs in various industries
2. List different learning and employability related GOI and private portals and their usage

Constitutional values - Citizenship Duration: 1.5 Hours

3. 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
4. Show how to practice different environmentally sustainable practices.

Becoming a Professional in the 21st Century Duration: 2.5 Hours

5. Discuss importance of relevant 21st century skills.
6. Exhibit 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.
7. Describe the benefits of continuous learning.

Basic English Skills Duration: 10 Hours

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

Career Development & Goal Setting Duration: 2 Hours

11. Create a career development plan with well-defined short- and long-term goals

Communication Skills Duration: 5 Hours

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12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion Duration: 2.5 Hours

15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy Duration: 5 Hours

17. Outline the importance of selecting the right financial institution, product, and service
18. Demonstrate how to carry out offline and online financial transactions, safely and securely

19. List the common components of salary and compute income, expenditure, taxes, investments etc.
20. Discuss the legal rights, laws, and aids

Essential Digital Skills Duration: 10 Hours

21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to work effectively

Entrepreneurship Duration: 7 Hours

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

Customer Service Duration: 5 Hours

30. Describe the significance of analyzing different types and needs of customers
31. Explain the significance of identifying customer needs and responding to them in a professional manner.
32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs Duration: 8 Hours

33. Create a professional Curriculum Vitae (CV)
34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
35. Discuss the significance of maintaining hygiene and confidence during an interview
36. Perform a mock interview
37. List the steps for searching and registering for apprenticeship opportunities

#### Classroom Aids:

Charts, Models, Flip Chart, White-Board/SmartBoard, 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)

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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

## Module Name 7: On-the-Job Training

*Mapped to Production Supervisor Sewing (Version 4.0)*

*Duration: 60:00*

**Location: Onsite**

- Recall and describe the key roles and responsibilities of a production supervisor in the sewing department, including team management and production targets.
- Demonstrate the ability to organize and allocate tasks to sewing operators based on production requirements, skill levels, and machine types.
- Apply lean manufacturing principles and time management techniques to improve the efficiency and output of the sewing line while minimizing waste.
- Analyze production reports, workflow data, and team performance to identify bottlenecks or quality issues and propose corrective actions.
- Evaluate the effectiveness of sewing line layouts, machine maintenance schedules, and staffing strategies to ensure optimal production performance.
- Interpret garment specifications, production schedules, and client orders to set clear goals and timelines for the sewing team, ensuring quality and timely delivery.
- Compare various sewing techniques, tools, and machinery to identify the most efficient methods for different types of garment production.
- Monitor production processes in real-time, ensuring that operators adhere to safety, quality, and operational standards on the sewing floor.
- Synthesize team feedback, production data, and customer requirements to adjust the sewing line's workflow, improving both productivity and product quality.
- Design and implement a training and development plan for sewing operators, focusing on skill enhancement, quality improvement, and safety compliance.

## Annexure

### Trainer Requirements

Trainer Prerequisites								
Minimum Educational Qualification	Specialization	Relevant Experience		Industry		Training Experience		Remarks
		Years	Specialization	Years	Specialization			
Diploma/ITI		4 Year	Production Supervision	0	Production Supervision	The candidate should possess good knowledge and experience of using sewing machines (eg: industrial single needle lock stitch machine etc ) needles and their operations, stitching garments etc. The candidate should be able to communicate in English and local language. He /she should have knowledge of equipment, tools, material, Safety, Health & hygiene.		
Graduation		3 Year	Production Supervision	0	Production Supervision			
Post graduate diploma		2 Year	Production Supervision	0	Production Supervision			
Post Graduate Degree in relevant trade or sector		1 Year	Production Supervision	0	Production Supervision			
Trainer Certification								
Domain Certification				Platform Certification				
Certificate for Job Role: “ <b>Production Supervisor-Sewing</b> ” mapped to QP: “AMH/Q2101, v2.0”.  <b>Minimum accepted score is 80%.</b>				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%.				



Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Experience		Industry		Remarks
		Years	Specialization	Years	Specialization	
Graduate/CITS	Any discipline			2	Teaching experience	Prospective ES trainer should: <ul style="list-style-type: none"> <li>• have good communication skills</li> <li>• be well versed in English</li> <li>• have digital skills</li> <li>• have attention to detail</li> <li>• be adaptable</li> <li>• have willingness to learn</li> </ul>
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	
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						
Minimum Educational Qualification	Specialization	Relevant Experience	Industry	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: • have good communication skills • be well versed in English
Certified Master Trainer	Qualification Pack: Master Trainer (MEP/Q2602)			3	EEE training of Management SSC (MEPSC) (155 hours)	• 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

Master Trainer Certification	
Domain Certification	Platform Certification
Certified in 60-hour Employability NOS (2022), with a minimum score of 90%. OR Certified in 120-, 90-hour Employability NOS (2022), with a minimum score of 90%	NA

## Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI		4 Year	Production Supervision	0	Production Supervision	The candidate should possess good knowledge of designing , pattern making, stitching, finishing of products like garments. The candidate should have good knowledge about product and sampling procedure.The candidate should be able to communicate in English and local language.
Diploma		4 Year	Production Supervision	0	Production Supervision	
Graduation		3 Year	Production Supervision	0	Production Supervision	
Post graduate diploma		2 Year	Production Supervision	0	Production Supervision	
Post Graduate Degree in relevant trade or sector		1 Year	Production Supervision	0	Production Supervision	
Assessor Certification						
Domain Certification		Platform Certification				
Certificate for Job Role: “ <b>Production Supervisor-Sewing</b> ” mapped to QP: “AMH/Q2101” <b>Minimum accepted score is 80%.</b>		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%.				

## 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

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

## Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.

<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
<b>Scope</b>	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
<b>Knowledge and Understanding (KU)</b>	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.
<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.

<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.