Model Curriculum

QP Name: QC Executive – Stitched Items

QP Code: AMH/Q1401

QP Version: 4.0

NSQF Level: 5

Model Curriculum Version: 4.0

Table of Contents

Training Parameters

Sector	Apparels
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Quality Control
Country	India
NSQF Level	5
Aligned to NCO/ISCO/ISIC Code	NC0-2015/7543.0201
Minimum Educational Qualification and Experience	• Completed 1st year of 3-year/ 4-years UG with 1.5 year relevant experience required • Completed 3 year of Diploma after 10th with 1.5 year relevant experience required • Previous relevant Qualification of NSQF Level 4 with 3 year relevant experience
Pre-Requisite License or Training	NA
Minimum Job Entry Age	20 Years
Last Reviewed On	18-02-2025
Next Review Date	18-02-2028
NSQC Approval Date	18/02/2025
QP Version	4.0
Model Curriculum Creation Date	08/01/2025
Model Curriculum Valid Up to Date	18/02/2028
Model Curriculum Version	4.0
Minimum Duration of the Course	570
Maximum Duration of the Course	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.

- Introduction to QC Executive – Sewing Line
- Identify the quality of raw material.
- Inspect the quality of raw material.
- Inspect the quality of product during stitching.
- Correction of stitching defects.
- Identify the finishing process for stitched garment.
- Inspect the finished garment.
- Coordinate with different departments.
- Maintain health, safety and security at workplace.
- Comply with industry, regulatory and organizational requirements.
- Soft Skills: Bridge Module

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/N1401.Identify and assess the quality of raw material **NOS Version- 3.0** **NSQF Level- 5**	**39.00**	**51.00**	**60.00**	**0.00**	**150.00**
Module Name 1: Introduction (Bridge Module)	3.00	0.00	0.00	0.00	3.00
Module Name 2: Identify the quality of raw material	18.00	19.00	0.00	0.00	37.00
Module Name 3: Inspect the quality of raw material	18.00	32.00	60.00	0.00	110.00
AMH/N1402.Identify and assess the quality in sewing room **NOS Version- 3.0** **NSQF Level- 5**	**36.00**	**84.00**	**0.00**	**0.00**	**120.00**
Module Name 4: Inspect the quality of product during stitching	18.00	42.00	0.00	0.00	60.00
Module Name 5 : Correction of stitching defects	18.00	42.00	0.00	0.00	60.00
AMH/N1403.Identify and assess the quality after finishing of garment	**36.00**	**84.00**	**0.00**	**0.00**	**120.00**

Module Name 6: Identify the finishing process for stitched garment	18.00	42.00	0.00	0.00	60.00
Module Name 7 : Inspect the finished garment	18.00	42.00	0.00	0.00	60.00
AMH/N1404.Coordination with different Departments **NOS Version- 3.0** **NSQF Level- 5**	**15.00**	**45.00**	**0.00**	**0.00**	**60.00**
Module Name 8 : Coordinate with different departments	15.00	45.00	0.00	0.00	60.00
AMH/N0620. Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PWD) Sensitization **NOS Version- 1.0** **NSQF Level- 5**	**15.00**	**15.00**	**0.00**	**0.00**	**30.00**
Module Name 9 : 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
AMH/N0621. Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices **NOS Version- 1.0** **NSQF Level- 5**	**15.00**	**15.00**	**0.00**	**0.00**	**30.00**
Module Name 10 : Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices	15.00	15.00	0.00	0.00	30.00
DGT/VSQ/N0102: Employability Skills **NOS Version- 1.0** **NSQF Level- 4**	**24.00**	**36.00**	**0.00**	**0.00**	**60.00**
Module 11: Employability Skills	24.00	36.00	0.00	0.00	60.00
Total Duration	**180.00**	**330.00**	**60.00**	**0.00**	**570.00**

Module Details

Module Name 1: Introduction and Orientation to QC Executive – Sewing Line
Mapped to Bridge Module

Terminal Outcomes:

- Describe the size and scope of the apparel industry.
- Explain the roles and responsibilities of a 'QC Executive – Sewing Line'.
- Describe various employment opportunities for a 'QC Executive – Sewing Line' in the apparel industry.
- Describe the apparel production process and the role that the 'Sampling Coordinator' plays in the process.

Duration: *<03:00>*	**Duration**: *<00:00>*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Describe the size and scope of the apparel industry. - Describe various employment opportunities for a 'QC Executive – Sewing Line' in the apparel industry. - Explain the roles and responsibilities of a 'QC Executive – Sewing Line'. - Describe the apparel production process and the role that the 'QC Executive – Sewing Line' plays in the process.	
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
White /black Board with Marker & Chalk, Duster	

Module Name 2: Identify the quality of raw material
Mapped to AMH/N1401 (version 3.0)

Terminal Outcomes:

- Explain the quality standard required for raw material and the product construction.
- Explain the methods of handling the defects.
- Identify the types of tools and equipment used for garment construction such as sewing machines, attachments for sewing machines, cutting equipment.
- Identify the various types of patterns.
- Explain the process involved in the production of products like garments.

Duration: 18:00	Duration: 19:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain the quality standard required for raw material and the product construction. • Explain the methods of handling the defects. • Identify the types of tools and equipment used for garment construction such as sewing machines, attachments for sewing machines, cutting equipment. • Identify the various types of patterns. • Explain the process involved in the production of products like garments.	• Inspect the work area for any type of hazardous material. • Check that the work area is clean. • Identify the various types of garments and the components. • Identify main types of raw materials like fabric, trims, accessories required for product construction of garment. • Identify the types of defects in the raw material. • Analyse the types of samples like proto type sample.

Classroom Aids:

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

Tools, Equipment, and Other Requirements

Tech pack /spec sheet/trim card/size chart ,reference garment, made-ups and home furnishing samples, historic data on previous styles, bobbin, bobbin case, sewing needles, pins etc, defect marking materials, (stickers / colour coded stickers / tags), aql checklist and quality standards, basic stationary (pen, pencil, paper),record maintenance sheet & reporting format, dress form(preferably woman, size m),machine tool kit (screw driver, screw etc.),operation bulletin ,garment templates, lab dips/strike off/pit loom samples, checking table, boxes for storage of assessed pieces, industrial snls sewing machine and stools, industrial dnls sewing machine,5 thread overlock sewing machine and stools, flatlock machine or other specialized sewing machines and stools, teacher's chair & table, trainees stools, students chairs with table arms ,dust bin, first aid & fire extinguisher, sewing kit(measuring tape, trimmer, projector / lcd, scissors stationary set (note book, eraser, pencil etc) ,scale, variety (eg: straight etc, depending on type of garments etc), hanger (wood or plastic),previous inspection reports, washing samples, grey scale defect list, shrinkage test marker, dexterity test kit, sewing thread(surplus, eg: cotton as per req),fabric(surplus, muslin compulsory, other types as per req) trims and accessories, color check light box(color matching cabinet),pantone shade card, students notes/ manuals.

Module Name 3: Inspect the quality of raw material
Mapped to AMH/N1401 (version 3.0)

Terminal Outcomes:

Duration: 18:00	Duration: 32:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Maintain the documents of production and • inspection. • Explain the hierarchy followed in an industry. • Explain the steps involved in monitoring the quality during various stages of production.	• Inspect various types of raw materials for any defect. • Check that the fabric and other raw material meet the specified quality standard. • Inspect the accuracy of pattern and template before cutting of fabric. • Check the accuracy of the template before cutting the fabric. • Check the setting of the machines and the attachments as per the required production standard • Prepare he control chart. • Analyse the details in documents related to production and inspection like trim card, measurement chart, types of samples.

	• Complete the required documents related to production and inspection.

Classroom Aids:

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

Tools, Equipment, and Other Requirements

Tech pack /spec sheet/trim card/size chart ,reference garment, made-ups and home furnishing samples, historic data on previous styles, bobbin, bobbin case, sewing needles, pins etc, defect marking materials, (stickers / colour coded stickers / tags), aql checklist and quality standards, basic stationary (pen, pencil, paper),record maintenance sheet & reporting format, dress form(preferably woman, size m),machine tool kit (screw driver, screw etc.),operation bulletin ,garment templates, lab dips/strike off/pit loom samples, checking table, boxes for storage of assessed pieces, industrial snls sewing machine and stools, industrial dnls sewing machine,5 thread overlock sewing machine and stools, flatlock machine or other specialized sewing machines and stools, teacher's chair & table, trainees stools, students chairs with table arms ,dust bin, first aid & fire extinguisher, sewing kit(measuring tape, trimmer, projector / lcd, scissors stationary set (note book, eraser, pencil etc) ,scale, variety (eg: straight etc, depending on type of garments etc), hanger (wood or plastic),previous inspection reports, washing samples, grey scale defect list, shrinkage test marker, dexterity test kit, sewing thread(surplus, eg: cotton as per req),fabric(surplus, muslin compulsory, other types as per req) trims and accessories, color check light box(color matching cabinet),pantone shade card, students notes/ manuals.

Module Name 4: Inspect the quality of product during stitching
Mapped to AMH/N1402 (version 3.0)

Terminal Outcomes:

- Identify the process of stitching the garment.
- Identify stitching defects in construction of the garment like uneven stitch length thread incompatibility, curling, shading, uneven panels, pulling or puckering, stretching and needle damage.
- Identify the methods of handling the stitching defects.

Duration: 18:00	Duration: 42:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Identify the process of stitching the garment. • Identify stitching defects in construction of the garment like uneven stitch length, thread incompatibility, curling, shading, uneven panels, pulling or puckering, stretching and needle damage.	• Inspect the stitching area for any type of hazardous material. • Check that the stitching area is clean. • Inspect the quality during the stitching process. • Inspect the sewing machine controls like thread tension, needle, attachments, bobbin foot pressure before and during stitching. • Identify the methods of handling the stitching defects.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment, and Other Requirements	

Tech pack /spec sheet/trim card/size chart ,reference garment, made-ups and home furnishing samples, historic data on previous styles, bobbin, bobbin case, sewing needles, pins etc, defect marking materials, (stickers / colour coded stickers / tags), aql checklist and quality standards, basic stationary (pen, pencil, paper),record maintenance sheet & reporting format, dress form(preferably woman, size m),machine tool kit (screw driver, screw etc.),operation bulletin ,garment templates, lab dips/strike off/pit loom samples, checking table, boxes for storage of assessed pieces, industrial snls sewing machine and stools, industrial dnls sewing machine,5 thread overlock sewing machine and stools, flatlock machine or other specialized sewing machines and stools, teacher's chair & table, trainees stools, students chairs with table arms ,dust bin, first aid & fire extinguisher, sewing kit(measuring tape, trimmer, projector / lcd, scissors stationary

set (note book, eraser, pencil etc) ,scale, variety (eg: straight etc, depending on type of garments etc), hanger (wood or plastic),previous inspection reports, washing samples, grey scale defect list, shrinkage test marker, dexterity test kit, sewing thread(surplus, eg: cotton as per req),fabric(surplus, muslin compulsory, other types as per req) trims and accessories, color check light box(color matching cabinet),pantone shade card, students notes/ manuals.

Module Name 5: Correction of stitching defects
Mapped to AMH/N1402 (version 3.0)

Terminal Outcomes:

- Maintain the required quality during stitching.
- Analyse product specification, the data and results of quality monitoring.
- Record product specification, the data and results of quality monitoring in the required format.

Duration: 18:00	Duration: 42:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Maintain the required quality during stitching. - Analyse product specification, the data and results of quality monitoring. - Record product specification, the data and results of quality monitoring in the required format.	- Prepare control charts to monitor quality during production according to workplace procedures. - Correct the stitching defects like uneven stitch length, thread incompatibility, curling, shading, uneven panels, pulling or puckering, stretching and needle damage. - Reject the parts or garment which do not meet the quality specifications. - Check the stitched garment meet the parameters of the quality standard.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment, and Other Requirements	

Tech pack /spec sheet/trim card/size chart ,reference garment, made-ups and home furnishing samples, historic data on previous styles, bobbin, bobbin case, sewing needles, pins etc, defect marking materials, (stickers / colour coded stickers / tags), aql checklist and quality standards, basic stationary (pen, pencil, paper),record maintenance sheet & reporting format, dress form(preferably woman, size m),machine tool kit (screw driver, screw etc.),operation bulletin ,garment templates, lab dips/strike off/pit loom samples, checking table, boxes for storage of assessed pieces, industrial snls sewing machine and stools, industrial dnls sewing machine,5 thread overlock sewing machine and stools, flatlock machine or other specialized sewing machines and stools, teacher's chair & table, trainees stools, students chairs with table arms ,dust bin, first aid & fire extinguisher, sewing kit(measuring tape, trimmer, projector / lcd, scissors stationary set (note book, eraser, pencil etc) ,scale, variety (eg: straight etc, depending on type of garments etc), hanger (wood or plastic),previous inspection reports, washing samples, grey scale defect list, shrinkage test marker, dexterity test kit, sewing thread(surplus, eg: cotton as per req),fabric(surplus, muslin compulsory, other types as per req) trims and accessories, color check light box(color matching cabinet),pantone shade card, students notes/ manuals.

Module Name 6: Identify the finishing process for stitched garment
Mapped to AMH/N1403 (version 3.0)

Terminal Outcomes:

- Explain the corrective measures taken at various stages of production like thread cutting, cleaning, pressing (ironing), packaging.

Duration: 18:00	Duration: 42:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain the corrective measures taken at various stages of production like thread cutting, cleaning, pressing (ironing), packaging.	• Inspect the stitching area for any type of hazardous material. • Check that the stitching area is clean. • Identify the quality parameters to inspect the finished garment. • Identify the stages of finishing like cutting the threads, cleaning the garment, ironing and packaging • Identify the pressing operations. • Identify packing operations.

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

Tools, Equipment, and Other Requirements
Tech pack /spec sheet/trim card/size chart ,reference garment, made-ups and home furnishing samples, historic data on previous styles, bobbin, bobbin case, sewing needles, pins etc, defect marking materials, (stickers / colour coded stickers / tags), aql checklist and quality standards, basic stationary (pen, pencil, paper),record maintenance sheet & reporting format, dress form(preferably woman, size m),machine tool kit (screw driver, screw etc.),operation bulletin ,garment templates, lab dips/strike off/pit loom samples, checking table, boxes for storage of assessed pieces, industrial snls sewing machine and stools, industrial dnls sewing machine,5 thread overlock sewing machine and stools, flatlock machine or other specialized sewing machines and stools, teacher's chair & table, trainees stools, students chairs with table arms ,dust bin, first aid & fire extinguisher, sewing kit(measuring tape, trimmer, projector / lcd, scissors stationary set (note book, eraser, pencil etc) ,scale, variety (eg: straight etc, depending on type of garments etc), hanger (wood or plastic),previous inspection reports, washing samples, grey scale defect list, shrinkage test marker, dexterity test kit, sewing thread(surplus, eg: cotton as per req),fabric(surplus, muslin compulsory, other types as per req) trims and accessories, color check light box(color matching cabinet),pantone shade card, students notes/ manuals.

Module Name 7: Inspect the finished garment
Mapped to AMH/N1403 (version 3.0)

Terminal Outcomes:

- Demonstrate ironing of the garment.
- Demonstrate the packaging of the garments.

Duration: 31:00	Duration: 39:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Demonstrate ironing of the garment. • Demonstrate the packaging of the garments.	• Prepare control charts to monitor quality during production.

	• Perform finishing process on the stitched garment like trimming the threads, cleaning.
	• Check the finished garment after it has been cleaned and ironed.
	• Take corrective action in case of any mendable defect.
	• Reject the pieces which do not meet the quality.
	• Record the observations in a desired format.

Classroom Aids:

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

Tools, Equipment, and Other Requirements

Tech pack /spec sheet/trim card/size chart ,reference garment, made-ups and home furnishing samples, historic data on previous styles, bobbin, bobbin case, sewing needles, pins etc, defect marking materials, (stickers / colour coded stickers / tags), aql checklist and quality standards, basic stationary (pen, pencil, paper),record maintenance sheet & reporting format, dress form(preferably woman, size m),machine tool kit (screw driver, screw etc.),operation bulletin ,garment templates, lab dips/strike off/pit loom samples, checking table, boxes for storage of assessed pieces, industrial snls sewing machine and stools, industrial dnls sewing machine,5 thread overlock sewing machine and stools, flatlock machine or other specialized sewing machines and stools, teacher's chair & table, trainees stools, students chairs with table arms ,dust bin, first aid & fire extinguisher, sewing kit(measuring tape, trimmer, projector / lcd, scissors stationary set (note book, eraser, pencil etc) ,scale, variety (eg: straight etc, depending on type of garments etc), hanger (wood or plastic),previous inspection reports, washing samples, grey scale defect list, shrinkage test marker, dexterity test kit, sewing thread(surplus, eg: cotton as per req),fabric(surplus, muslin compulsory, other types as per req) trims and accessories, color check light box(color matching cabinet),pantone shade card, students notes/ manuals.

Module Name 8: Coordinate with different departments
Mapped to AMH/N1404 (version 3.0)

Terminal Outcomes:

- Explain the process of handing over the work to superior.
- Explain the importance of team work.

Duration: 15:00	Duration: 45:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain the process of handing over the work to superior. • Explain the importance of team work.	• Follow the work instructions given by the seniors. • Identify the methods to increase the efficiency in production. • Explain the reporting process to superior about process-flow, improvement in the product. • Identify defects received from previous process. • Select the process to communicate to reporting superior about employee management, i.e. shortages or performance related, work hazards and rework on feedback provided by superior on product, process and people.

Classroom Aids:

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

Tools, Equipment, and Other Requirements

Tech pack /spec sheet/trim card/size chart ,reference garment, made-ups and home furnishing samples, historic data on previous styles, bobbin, bobbin case, sewing needles, pins etc, defect marking materials, (stickers / colour coded stickers / tags), aql checklist and quality standards, basic stationary (pen, pencil, paper),record maintenance sheet & reporting format, dress form(preferably

APPAREL MADE-UPS & HOME FURNISHING SECTOR SKILL COUNCIL

GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

Skill India
कौशल भारत - कुशल भारत

NCVET
कौशल गुणवत्ता प्रगति

woman, size m),machine tool kit (screw driver, screw etc.),operation bulletin ,garment templates, lab dips/strike off/pit loom samples, checking table, boxes for storage of assessed pieces, industrial snls sewing machine and stools, industrial dnls sewing machine,5 thread overlock sewing machine and stools, flatlock machine or other specialized sewing machines and stools, teacher's chair & table, trainees stools, students chairs with table arms ,dust bin, first aid & fire extinguisher, sewing kit(measuring tape, trimmer, projector / lcd, scissors stationary set (note book, eraser, pencil etc) ,scale, variety (e.g.: straight etc, depending on type of garments etc), hanger (wood or plastic),previous inspection reports, washing samples, grey scale defect list, shrinkage test marker, dexterity test kit, sewing thread(surplus, e.g.: cotton as per req),fabric(surplus, muslin compulsory, other types as per req) trims and accessories, color check light box(color matching cabinet),pantone shade card, students notes/ manuals.

Module Name 9: 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:

- Describe safe working practices for cleaning and maintenance of equipment.
- Describe effects of contamination on products i.e., Machine oil, dirt etc.
- Identify different ways of minimizing wastage.

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
- Explain health and safety related practices applicable at the workplace. - Follow environment management system related procedures. - List potential hazards, risks and threats based on nature of operations. - Describe potential accidents, emergencies and response to these scenarios. - Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned. - Seek clarifications, from supervisors or other authorized personnel in case of perceived risks. - State organizational procedures for safe handling of equipment and machine operations. - Describe elements of proper disposal system for waste and by-products. - Describe actions to take in the event of a mock drill/ evacuation procedures or actual accident, emergency or fire. - Follow organization procedures for shutdown and evacuation when required. - Minimize health and safety risks to self and others due owning actions. - Report any service malfunctions that cannot be rectified. - Store materials and equipment in line with manufacturers and organizational requirements. - State importance of sound health, hygiene and good habits. - Describe ill-effects of alcohol, tobacco and drugs. - Maintain a healthy lifestyle and guard against dependency on intoxicants.	- Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role - Ask questions to obtain more information on tasks when the instructions are unclear. - Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any - Check that tools and equipment are safe to use; select, sort and use the correct tools and equipment - Ensure that the work area is free from any hazard and setup the equipment & machineries (e.g.: fabric checking machine) for fabric checking as per the job requirement - Carry out operations at a rate which maintains work flow and meets production targets - Minimize wastage and dispose of waste materials safely and return re-useable materials - Work in conformance to company quality standards; legal requirements, organizational policies and procedures - Carry out visual inspection to ensure the products are free from any defects and non-conformance quality parameters - Follow company reporting procedures about defective tools and machines which affect work and report any risks/ problems relevant person promptly and accurately. - Leave work area safe and secure when work is complete

	• Complete forms, records and other documentation

Classroom Aids:
Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster
Tools, Equipment and Other Requirements
Training kit (trainer guide, presentations)
Guide, presentations, Personal Protective Equipment, First Aid Kit, various kinds of fire extinguishers.

Module Name 10: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices
Mapped to AMH/N0621 (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.

Duration: 15:00	*Duration: 15:00*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• 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.	• 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/Smart Board, Marker, Duster	
Tools, Equipment, and Other Requirements	
Basic Stationery	

Module Name 11: 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, Behaviour 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
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 behaviour 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 analysing 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/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 Experience**	**Industry**	**Training Experience**		**Remarks**
		Years	*Specialization*	*Years*	*Specialization*	
Diploma		4 Year	Quality Control	0	Quality Control	The candidate should possess good knowledge of equipment, tools, material, inspection techniques of products like garments, made ups and home furnishing articles, quality
Graduation		3 Year	Quality Control	0	Quality Control	
Post graduate diploma		2 Year	Quality Control	0	Quality Control	

Post Graduate Degree in relevant trade or sector		1 Year	Quality Control	0	Quality Control	parameters, AQL, all kind of defects, Safety, Health & hygiene and other requirements of relevant job role. The candidate should be able to communicate in English and local language.

Trainer Certification

Domain Certification	Platform Certification
Certificate for Job Role: 'QC Executive – Sewing Line' mapped to QP: "AMH/Q1401" **Minimum accepted % as per respective SSC guidelines 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 Experience**	**Industry**	**Training Experience**		**Remarks**
		Years	*Specialization*	*Years*	*Specialization*	
ITI		4 Year	Quality Control	0	Quality Control	The candidate should possess good knowledge of equipment, tools, material, inspection techniques of products like garments , made ups and home furnishing articles, quality
Diploma		4 Year	Quality Control	0	Quality Control	
Graduation		3 Year	Quality Control	0	Quality Control	

Post graduate diploma		2 Year	Quality Control	0	Quality Control	parameters, AQL ,all kind of defects, Safety, Health & hygiene and other requirements of relevant job role. The candidate should be able to communicate in English and local language.
Post Graduate Degree in relevant trade or sector		1 Year	Quality Control	0	Quality Control	

Assessor Certification

Domain Certification	Platform Certification
Certificate for Job Role: 'QC Executive – Sewing Line' mapped to QP: "AMH/Q1401" **Minimum accepted % as per respective SSC guidelines 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: • 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 30-hour Employability NOS (2022), with a minimum score of 80% OR **Certified in 120-, 90-, 60- 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: • 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

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Certified in 30-hour Employability NOS (2022), with a minimum score of 90%. OR Certified in 120-, 90-, 60- 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 centre (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 centre 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.