



Model Curriculum

QP Name: Sampling Coordinator

QP Code: AMH/Q1801

QP Version: 4.0

NSQF Level: 5

Model Curriculum Version: 4.0

Apparel, Made-ups & Home Furnishing Sector Skill Council | Flat No. A312 To A323, Third Floor Somdatt Chamber – I Bikhaji Cama Place, Africa Avenue New Delhi-110066,

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Training Parameters

Sector	Apparels		
Sub-Sector	Apparel, Made-Ups & Home Furnishing		
Occupation	Sampling		
Country	India		
NSQF	Level	5	
Aligned to	NCO/ISCO/ISIC	Code	NCO-2015/7543.5001
Minimum Educational Qualification and Experience	<ul style="list-style-type: none"> Completed 1st year of 3-year/ 4-years UG with 1.5 year relevant experience required Previous relevant Qualification of NSQF Level 4 with 3 year relevant experience 		
Pre-Requisite	License	or	Training
Minimum	Job	Entry	Age
Last	Reviewed	On	
Next	Review	Date	
NSQC	Approval	Date	
QP	Version		4.0
Model	Curriculum	Creation	Date
Model Curriculum Valid Up to			Date
Model	Curriculum	Version	
Minimum	Duration	of the	Course
Maximum	Duration	of the	Course

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 Sampling Coordinator
- Prepare a sample plan.
- Conform to the product specifications as mentioned in the spec sheet.
- Coordinate with concerned departments.
- Collect samples as per requirement.
- Perform a test fit of samples.
- Incorporate all the required changes in the sample as per buyer's specifications.
- Identify various documentation formats present in the organisation.
- Maintain the records as per standards.
- Maintain health, safety and security at the workplace.
- 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/N1801: Preparing for sampling NOS Version- 4.0 NSQF Level- 5	15.00	75.00	60.00	0.00	150.00
Module 1: Introduction (Bridge Module)	3.00	0.00	0.00	0.00	3.00
Module 2: Preparing for Sampling	12.00	75.00	60.00	0.00	147.00
AMH/N1802: Coordinate the flow of samples NOS Version- 3.0 NSQF Level- 5	30.00	90.00	0.00	0.00	120.00
Module 3: Coordinate the flow of samples	30.00	90.00	0.00	0.00	120.00
AMH/N1803: Maintain the records NOS Version- 3.0 NSQF Level- 5	21.00	99.00	0.00	0.00	120.00
Module 4: Maintain the records	21.00	99.00	0.00	0.00	120.00
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 5 : 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 6 : 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 7: Employability Skills	24.00	36.00	0.00	0.00	60.00
Total Duration	120.00	330.00	60.00	0.00	510.00

Module Details

Module Name 1: Introduction and Orientation to Sampling Coordinator

Mapped to Bridge Module QP

Terminal Outcomes:

- Describe the size and scope of the apparel industry.
- Explain the roles and responsibilities of a 'Sampling Coordinator'.
- Describe various employment opportunities for a 'Sampling Coordinator' 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
<ul style="list-style-type: none"> • Describe the size and scope of the apparel industry. • Describe various employment opportunities for a 'Sampling Coordinator' in the apparel industry. • Explain the roles and responsibilities of a 'Sampling Coordinator'. • Describe the apparel production process and the role that the 'Sampling Coordinator' 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: Preparing for Sampling

Mapped to AMH/N1801 (Version 4.0)

Terminal Outcomes:

- Explain the basic principles of sampling.
- Explain the procedure for preparing samples.
- Describe the cost process involved in making apparel.
- Explain garment construction techniques and processes.

<i>Duration: 12:00</i>	<i>Duration: 75:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Describe the organization's policies, procedures, guidelines and standards for dealing with buyers/clients. • Explain the basic principles of sampling. • Explain the procedure for preparing samples. • Describe the cost process involved in making apparel. • Explain garment construction techniques and processes. • Describe how to complete work systematically with attention to detail without damage to goods and equipment. • Describe the characteristics of materials sampled, their common contaminants and related conditions under which contamination is likely to occur. 	<ul style="list-style-type: none"> • Conduct research on the target market, materials, trims. • Identify better or new sources /suppliers for procurement. • Identify a range of fabrics and trims. • Plan according to sample delivery dates. • Identify sampling requirements in accordance with the sampling plan. • Check the specification sheet prepared, in accordance with a standard format. • Review previous designs & samples developed by the business to assess relevance to current design/samples. • Identify improvements. • Check that the preparation and cutting of patterns and detailed drawings are as per standards in coordination with concerned personnel. • Verify sample work order and ensure that all the specifications are incorporated. • Ensure that the approvals are got from concerned personnel for print/embroidery, over dye/wash etc. • Ensure that all departments concerned are given all the necessary items to prepare the prototype sample. • Describe how to recognise and adapt to cultural differences in the workplace, including modes of behavior and interactions.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster	
Tools, Equipment, and Other Requirements	

Computer And Computer Peripherals, computer software's, Printer, Pattern blocks, Dexterity Test Kit, Industrial Single Needle Lock Stitch Sewing Machine With Needle Guard with stools , 5 thread Over Lock Machine with stools, Specialized Industrial Sewing Machines with stools beside (e.g. overlock, chain stitch etc.), Ironing Workstation with stools, Color matching light box, Made-ups and home furnishing samples Sample, Dress Form(size medium, male or female), Display Board , Greyscale (for shade matching), pattern making kit Scales, normal straight big ruler, hip curve, leg curve, L Scale, French curve , patter master, Flexible rule (for measuring armhole), designer scale etc., Hand Needle(all gauges. The quantity may vary), Machine Needle, various sizes(quantity may vary), Fire Extinguisher & First Aid & Dustbin, Sewing Kit, Includes thread clipper/ thumb trimmer ,measuring tape, thimble, Tracing wheel and needle threader if required, fabric cutting scissor, seam ripper etc), Thread(surplus, qty and quality may vary), Notcher (1/4 X 1/6 " opening), Awl markers, Tailor's Square (twin arm metal ruler), Hanger (wooden and plastic material), Tags, Tag Pins & Tag guns, stools, Fabric Yardages, surplus fabric, good quality muslin mandatory , other optional, quantity may vary), Trims And Accessories like laces, buttons, zippers,(assortment, quantity may vary) , Pin Cushion, Garment samples, Personal Protective Equipment (One each type (Nose mask & Goggles)), Boxes/baskets/pouches For Storing Items, Pattern Table , Student's Chair With Table Arm, Teacher's Table & Chair , White Board Eraser & Marker/Chalk, Push Pins, Dress Maker's Pin, Fabric Pins, Highlighter, Basic stationary, Carbon Paper, Design Transferring Paper, Paper Cutter , Pattern Drafting Paper, Paper (Various quality and sizes), Labels / Stickers (The quantity and variety may vary), Shears /Pinking Shears, Scissors Paper Cutting, Marking Chalk (in different color, quantity may vary as per requirement), Tailor's Chalk (quantity may vary as per requirement), Colour (Poster color, Water color, Acrylics, Pastels etc quantity may vary), Paint Brushes (quantity may vary as per requirement), Stapler (small and big size), Staple Pins (Small and big size. The quantity may vary), Glue Stick/Fevicol/Adhesive, Fabric Glue, Cello-Tape (Transparent and Foam Double sided tapes, Single sided tapes), Bobbin, bobbin case, sewing needles,Files and folders, Punching Machine, White Board/Black Board, Company Quality Standards Handbook/ Guidelines, Pantone Shade Cards, Students Notes, Fashion Books/Journals/Magazines, Fabric/Accessories/trims/embroidery Swatch File , Buyer Requirement/ comment Sheet, Measurement Sheet/ Size Chart , Trims/Accessory Fabric and swatches, Tech Pack & Specification Sheet, Garments manufacturing books, Projector /LCD.

Module Name 3: Coordinate the flow of samples

Mapped to AMH/N1802 (version 3.0)

Terminal Outcomes:

- Test fit finished proto-type and compare with the specification sheet.
- Check the assembled garments in accordance with the specification sheet.
- Ensure compliance of proper grading done as per the buyer's specifications by checking the size set samples.
- Incorporate the comments received from the buyer and make a fit sample with actual trims and fabric.
- Instruct the concerned personnel to make the necessary alterations in accordance with the revised specification sheet.

<i>Duration: 30:00</i>	<i>Duration: 90:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes

- Describe the organization's templates and processes for preparing the sampling plan.
- Describe how to arrange for the necessary items to make the sample.
- Identify the organization's knowledge base and how to use and update this.
- State the protocol to obtain more information on work-related tasks.
- Describe quality practices followed in the workplace.

- Test fit finished proto-type and compare with the specification sheet.
- Check the assembled garments in accordance with the specification sheet.
- Ensure compliance of proper grading done as per the buyer's specifications by checking the size set samples.
- Incorporate the comments received from the buyer and make a fit sample with actual trims and fabric.
- Instruct the concerned personnel to make the necessary alterations in accordance with the revised specification sheet.
- Ensure that all the corrections and comments from the buyer are incorporated, before handing over the final approved sample to the next department.
- Identify various types of fabrics and garments.
- Explain the basic principles of sampling, including the importance of following the sampling plan to obtain respective sampling reflecting characteristics of the source material, the sample characteristics and related preservation, handling and storage requirements, and the labelling system purpose and requirements.
- Explain how to conduct tests on the samples and related handling and preparation requirements and responsibilities.
- Explain own responsibility for reporting and recording sampling information, such as legislative requirements and respective procedures to follow.
- Identify the reporting structure of the organisation.
- Identify who to refer problems to when they are outside the limit of own authority.
- Communicate assembly issues to appropriate production personnel for necessary adjustments.

Classroom Aids:

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

Tools, Equipment, and Other Requirements

Computer And Computer Peripherals, computer software's, Printer, Pattern blocks, Dexterity Test Kit, Industrial Single Needle Lock Stitch Sewing Machine With Needle Guard with stools, 5 thread Over Lock Machine with stools, Specialized Industrial Sewing Machines with stools beside (e.g. overlock, chain stitch etc.), Ironing Workstation with stools, Color matching light box, Made-ups and home furnishing samples Sample, Dress Form(size medium, male or female), Display Board, Greyscale (for shade matching), pattern making kit Scales, normal straight big ruler, hip curve, leg curve, L Scale, French curve, patter master, Flexible rule (for measuring armhole), designer scale etc., Hand Needle(all gauges. The quantity may vary), Machine Needle, various sizes(quantity may vary), Fire Extinguisher & First Aid & Dustbin, Sewing Kit, Includes thread clipper/ thumb trimmer, measuring tape, thimble, Tracing wheel and needle threader if required, fabric cutting scissor, seam ripper etc), Thread(surplus, qty and quality may vary), Notcher (1/4 X 1/6" opening), Awl markers, Tailor's Square (twin arm metal ruler), Hanger (wooden and plastic material), Tags, Tag Pins & Tag guns, stools, Fabric Yardages, surplus fabric, good quality muslin mandatory, other optional, quantity may vary), Trims And Accessories like laces, buttons, zippers,(assortment, quantity may vary), Pin Cushion, Garment samples, Personal Protective Equipment (One each type (Nose mask & Goggles)), Boxes/baskets/pouches For Storing Items, Pattern Table, Student's Chair With Table Arm, Teacher's Table & Chair, White

Board Eraser & Marker/Chalk, Push Pins, Dress Maker's Pin, Fabric Pins, Highlighter, Basic stationary, Carbon Paper, Design Transferring Paper, Paper Cutter, Pattern Drafting Paper, Paper (Various quality and sizes), Labels / Stickers (The quantity and variety may vary), Shears /Pinking Shears, Scissors Paper Cutting, Marking Chalk (in different color, quantity may vary as per requirement), Tailor's Chalk (quantity may vary as per requirement), Colour (Poster color, Water color, Acrylics, Pastels etc quantity may vary), Paint Brushes (quantity may vary as per requirement), Stapler (small and big size), Staple Pins (Small and big size. The quantity may vary), Glue Stick/Fevicol/Adhesive, Fabric Glue, Cello-Tape (Transparent and Foam Double sided tapes, Single sided tapes), Bobbin, bobbin case, sewing needles, Files and folders, Punching Machine, White Board/Black Board, Company Quality Standards Handbook/ Guidelines, Pantone Shade Cards, Students Notes, Fashion Books/Journals/Magazines, Fabric/Accessories/trims/embroidery Swatch File, Buyer Requirement/ comment Sheet, Measurement Sheet/ Size Chart, Trims/Accessory Fabric and swatches, Tech Pack & Specification Sheet, Garments manufacturing books, Projector /LCD.

Module Name 4: Maintain the records

Mapped to AMH/N1803 (Version3.0)

Terminal Outcomes:

- Maintain a proper sample plan, as this is a plan for all the styles for the month.
- Identify the limits of own role and responsibilities in relation to incidents.
- Identify various fabrics/garments, trims, and embellishments.
- Ensure compliance of all the given formats in making the samples like the sample requisition, for the creation of sample work order.
- Prepare a counter sample –returning chart for future reference.

<i>Duration: 21:00</i>	<i>Duration: 99:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • Ensure availability of the detailed tech pack to prepare the fabric, trims and garment to be developed for the prototype. • Explain the concepts of product and pricing life cycle. • Describe pricing and costing procedures. • Ensure that all the counter samples of the particular season are returned. • Identify how to coordinate well with all the departments. • Ensure that all the records are well maintained. 	<ul style="list-style-type: none"> • Maintain a proper sample plan, as this is a plan for all the styles for the month. • Identify the limits of own role and responsibilities in relation to incidents. • Identify various fabrics/garments, trims, and embellishments. • Ensure compliance of all the given formats in making the samples like the sample requisition, for the creation of sample work order. • Prepare a counter sample –returning chart for future reference.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster	
Tools, Equipment, and Other Requirements	
Training kit (trainer guide, presentations), Recording software.	

Module Name 5: 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.

<i>Duration: 15:00</i>	<i>Duration: 15:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • 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 manufacturer's 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. 	<ul style="list-style-type: none"> • 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 off 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 Guide, presentations, Personal Protective Equipment, First Aid Kit, various kinds of fire extinguishers.

Module Name 6 : 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.

<i>Duration: 15:00</i>	<i>Duration: 15:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
<ul style="list-style-type: none"> • State the importance of having an ethical and value-based approach to governance. • State benefits to self and the organisation due to practice of values and ethics. • State the importance of punctuality and attendance. • State customer specific requirements mandated as a part of the work process. • State country/customer specific regulations for the apparel sector and their importance. • State reporting procedure of the organisation in case of deviations. • State limits of personal responsibility. • Report any possible deviation to regulatory requirements. • Clarify doubts on policies and procedures, from the supervisor or other authorized personnel. • Follow the organisational policies and procedures within limits of self-authority. • 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 	<ul style="list-style-type: none"> • Provide support to the supervisor and team members in enforcing the organisational considerations. • Identify procedures to follow if legal, regulatory and ethical requirements of the organisation are not met. • Interpret correctly legal, regulatory and ethical requirements specific to the apparel industry. • Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations. • Apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices • Actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes. • Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes • Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and Deal with work interruptions effectively.

Classroom Aids:
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster
Tools, Equipment, and Other Requirements
Basic Stationery

Module Name 6:Employability Skills

Mapped to DGT/VSQ/N0102NOS (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

<i>Duration: 60:00(Theory 24 Hrs + Practical 36 Hrs)</i>
Key Learning Outcomes
<p>Introduction to Employability Skills Duration: 1.5 Hours</p> <p>After completing this programme, participants will be able to:</p> <ol style="list-style-type: none"> 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 <p>Constitutional values - Citizenship Duration: 1.5 Hours</p> <ol style="list-style-type: none"> 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. <p>Becoming a Professional in the 21st Century Duration: 2.5 Hours</p> <ol style="list-style-type: none"> 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

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)

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		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Diploma		4 Year	Sampling	0	Sampling	The candidate should possess good knowledge of designing , pattern making, stitching, finishing of products like garments. The candidate should have good
Graduation		3 Year	Sampling	0	Sampling	
Post graduate diploma		2 Year	Sampling	0	Sampling	

Post Graduate Degree in relevant trade or sector		1 Year	Sampling	0	Sampling	knowledge about product and sampling procedure. The candidate should be able to communicate in English and local language.
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Trainer Certification

Domain Certification	Platform Certification
Certificate for Job Role: 'Sampling Coordinator' mapped to QP: "AMH/Q1801" Minimum accepted score is 80%.	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "Master Trainer (VET and Skills) MEP/Q2601 v2.0". Minimum accepted score is 80%.

Trainer Prerequisites Employability Skills

Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
Graduate/CITS	Any discipline			2	Teaching experience	Prospective ES trainer should: <ul style="list-style-type: none"> • have good communication skills • be well versed in English • have digital skills • have attention to detail • be adaptable • have willingness to learn
Current ITI trainers	Employability Skills Training (3 days full-time course done between 2019-2022)					
Certified current EEE trainers (155 hours)	from Management SSC (MEPSC)					

Certified Trainer	Qualification Pack: Trainer (MEP/Q0102)					
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Trainer Certification Employability Skills	
Domain Certification	Platform Certification
<p>Certified in 60-hour Employability NOS (2022), with a minimum score of 80%</p> <p>OR</p> <p>Certified in 120-, 90-hour Employability NOS (2022), with a minimum score of 80%</p>	NA

Master Trainer Prerequisites Employability Skills						
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: <ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • 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 Employability Skills

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 Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI		4 Year	Sampling	0	Sampling	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	Sampling	0	Sampling	
Graduation		3 Year	Sampling	0	Sampling	
Post graduate diploma		2 Year	Sampling	0	Sampling	
Post Graduate Degree in relevant trade or sector		1 Year	Sampling	0	Sampling	
Assessor Certification						
Domain Certification			Platform Certification			
Certificate for Job Role: ‘Sampling Coordinator’ mapped to QP: “AMH/Q1801’ Minimum accepted score is 80%.			Recommended that the Assessor is certified for the Job Role: “Assessor”, mapped to the Qualification Pack: “Assessor (VET and Skills) MEP/Q2701 v2.0”.			

Minimum accepted % as per respective SSC guidelines is 80%.

Assessment Strategy

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

Acronyms and Abbreviations

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

Glossary

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

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