QUALIFICATION FILE

Finisher and Packer

☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☐ Apprenticeship

☐ Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA

☒General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills ☐ OEM

NCrF/NSQF Level: 2.5

Submitted By:

Apparel, Made-ups & Home Furnishing Sector Skill Council

3rd floor, Flat No. A-312 To A-323, Somdatt Chamber-I,

Bhikaji Cama Place,

Africa Avenue,

New Delhi - 110066

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Section 1: Basic Details

<table>
<tr><td>1.</td><td>Qualification Name</td><td colspan="2">Finisher and Packer</td></tr>
<tr><td>2.</td><td>Sector/s</td><td colspan="2">Apparel</td></tr>
<tr><td>3.</td><td>Type of Qualification: ☐ Revised</td><td>NQR Code & version of existing/previous qualification: 2022/APR/AMHSSC/06554, Version 3.0</td><td>Qualification Name of existing/previous version: Finisher and Packer</td></tr>
<tr><td>4.</td><td>a. OEM Name
b. Qualification Name
(Wherever applicable)</td><td colspan="2">NA</td></tr>
<tr><td>5.</td><td>National Qualification Register (NQR) Code &Version
(Will be issued after NSQC approval)</td><td>QG-2.5-AP-01869-2024-V1.1-AMHSSC,Version 4.0</td><td>6. NCrF/NSQF Level: 2.5</td></tr>
<tr><td>7.</td><td>Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)</td><td colspan="2">Certificate</td></tr>
<tr><td>8.</td><td>Brief Description of the Qualification</td><td colspan="2">Finisher & Packer is responsible for monitoring production, quality and delivery of Packed products ready to dispatch while maintaining the quality parameters as per priority and specifications. The operation consists of finishing & packaging process activities from Checking, Ironing, folding, inner packing, outer packing, labeling, marking, inner layer etc. To finally packed in carton or as special instruction defined by buyer.</td></tr>
<tr><td>9.</td><td>Eligibility Criteria for Entry for Student/Trainee/Learner/Employee</td><td colspan="2">a. Entry Qualification & Relevant Experience:
b.
<table>
<tr><th>S. No.</th><th>Academic/Skill Qualification (with Specialization - if applicable)</th><th>Required Experience (with Specialization - if applicable)</th></tr>
<tr><td>1</td><td>Grade 9</td><td>No Experience required</td></tr>
<tr><td>2</td><td>Grade 8 pass and pursuing continuous schooling in regular school</td><td>No Experience required</td></tr>
<tr><td>3</td><td>8th grade pass</td><td>1 year relevant experience</td></tr>
<tr><td>4</td><td>5th grade pass</td><td>4 year relevant experience</td></tr>
<tr><td>5</td><td>Ability to read and write</td><td>5 year relevant experience</td></tr>
<tr><td>6</td><td>Previous relevant Qualification of NSQF Level 2</td><td>6 months relevant experience</td></tr>
<tr><td>7</td><td>Previous relevant Qualification of NSQF Level 1</td><td>1.5 years relevant experience</td></tr>
</table></td></tr>
</table>

<table>
<tr><td></td><td></td><td colspan="2">c. Age: 18 years</td></tr>
<tr><td>10.</td><td>Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))</td><td>10</td><td>11. Common Cost Norm Category (I/II/III) (wherever applicable): Category I</td></tr>
<tr><td>12.</td><td>Any Licensing requirements for Undertaking Training on This Qualification (wherever applicable)</td><td colspan="2">NA</td></tr>
<tr><td>13.</td><td>Training Duration by Modes of Training Delivery (Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</td><td colspan="2">☒Offline ☐Online ☐Blended
<table>
<tr><th>Training Delivery Modes</th><th>Theory (Hours)</th><th>Practical (Hours)</th><th>OJT Mandatory (Hours)</th><th>OJT Recommended (Hours)</th><th>Total (Hours)</th></tr>
<tr><td>Classroom (offline)</td><td>90</td><td>210</td><td>0</td><td>0</td><td>300</td></tr>
<tr><td>Online</td><td></td><td></td><td></td><td></td><td></td></tr>
</table>
(Refer Blended Learning Annexure for details)</td></tr>
<tr><td>14.</td><td>Aligned to NCO/ISCO Code/s (if no code is available mention the same)</td><td colspan="2">NCO-2015/NIL</td></tr>
<tr><td>15.</td><td>Progression path after attaining the qualification (Please show Professional and Academic progression)</td><td colspan="2">Washing Machine Operator (Horizontal)</td></tr>
<tr><td>16.</td><td>Other Indian languages in which the Qualification & Model Curriculum are being submitted</td><td colspan="2">Hindi</td></tr>
<tr><td>17.</td><td>Is similar Qualification(s) available on NQR-if yes, justification for this qualification</td><td colspan="2">☐ Yes ☒ No URLs of similar Qualifications:</td></tr>
<tr><td>18.</td><td>Is the Job Role Amenable to Persons with Disability</td><td colspan="2">☒ Yes ☐ No
If “Yes”, specify applicable type of Disability: Hearing Impairment (Hard of Hearing)</td></tr>
<tr><td>19.</td><td>How Participation of Women will be Encouraged</td><td colspan="2">Skilled women workforce will find jobs with organised apparel exporters, manufacturers.</td></tr>
<tr><td>20.</td><td>Are Greening/ Environment Sustainability Aspects Covered (Specify the NOS/Module which covers it)</td><td colspan="2">☒ Yes ☐ No</td></tr>
<tr><td>21.</td><td>Is Qualification Suitable to be Offered in Schools/Colleges</td><td colspan="2">Schools ☒ Yes ☐ No Colleges ☒ Yes ☐ No</td></tr>
<tr><td>22.</td><td>Name and Contact Details of Submitting / Awarding Body SPOC
(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</td><td colspan="2">Name: Amit Singh, Priya Mathur
Email: jdqs@sscamh.com, jdqs1@sscamh.com Contact No.: 09599929121, 8810692673
Website: www.sscamh.com</td></tr>
<tr><td>23.</td><td>Final Approval Date by NSQC: 01/11/2023</td><td>24. Validity Duration: 36 Months</td><td>25. Next Review Date: 31/03/2027</td></tr>
</table>

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

***Th**.-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory Training **Rec.**-Recommended **Proj.**-Project*

S. No	NOS/Module Name	NOS/Module Code & Version *(if applicable)*	Core/ Non-Core	NCrF/NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) *(if applicable)*
1	Introduction (Bridge Module)		Bridge/Core	2.5	3	3	0	0	0	3	0	0	0	0	0	0
2	Plan and organize finishing & Packing processes	AMH/N2255	Core	2.5		42	45	0	0	87	20	60	0	10	90	22%
3	Perform finishing & Packing operations	AMH/N2256	Core	2.5	3	21	69	0	0	90	18	63	0	9	90	23%
4	Maintain health, safety and security in the Finishing & packing department with Gender and PwD Sensitization	AMH/N2257	Core	2.5	1	15	15	0	0	30	12	42	0	6	60	15%
5	Maintain work area, tools and machines	AMH/N0102	Non-Core	2.5	1	15	15	0	0	30	14	49	0	7	70	18%
6	Comply with industry, regulatory and organizational requirements and Greening of Job roles	AMH/N0104	Non-Core	2.5	1	12	18	0	0	30	20	10	0	10	40	10%
7	Employability Skills	DGT/VSQ/N0101	Non-Core	2.5	1	12	18	0	0	30	20	30	0	0	50	12%
Duration (in Hours) / Total Marks					10	120	180	0	0	300	104	254	0	42	400	100%

Assessment - Minimum Qualifying Percentage

*Please specify **any one** of the following:*

Minimum Pass Percentage – Aggregate at qualification level: **50 %** *(Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)*

Minimum Pass Percentage – NOS/Module-wise: **NA %** *(Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)*

Section 3: Training Related

1.	**Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	High School with 6 Year relevant industry experience in Finishing OR Senior Secondary with 5 Year of relevant industry experience in Finishing OR Diploma with 4 Year of relevant industry experience in Finishing OR Graduation with 3 Year of relevant industry experience in Finishing OR Post graduate diploma with 2 Year of relevant industry experience in Finishing OR Post Graduate with 1 Year of relevant industry experience in Finishing
2.	**Master Trainer's Qualification and experience in the relevant sector (in years)** *(as per NCVET guidelines)*	Diploma with 4 Year of relevant industry experience in Finishing OR Graduation with 3 Year of relevant industry experience in Finishing OR Post graduate diploma with 2 Year of relevant industry experience in Finishing OR Post Graduate with 1 Year of relevant industry experience in Finishing
3.	**Tools and Equipment Required for Training**	☒Yes ☐No (*If "Yes", details to be provided in Annexure) Refer Annexure*
4.	**In Case of Revised Qualification, Details of Any Upskilling Required for Trainer**	NA

Section 4: Assessment Related

1.	**Assessor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	ITI with 4 Year of relevant industry experience in Finishing OR

		Diploma with 4 Year of relevant industry experience in Finishing OR Graduation with 3 Year of relevant industry experience in Finishing OR Post graduate diploma with 2 Year of relevant industry experience in Finishing OR Post Graduate with 1 Year of relevant industry experience in Finishing
2.	**Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	ITI with 4 Year of relevant industry experience in Finishing OR Diploma with 4 Year of relevant industry experience in Finishing OR Graduation with 3 Year of relevant industry experience in Finishing OR Post graduate diploma with 2 Year of relevant industry experience in Finishing OR Post Graduate with 1 Year of relevant industry experience in Finishing
3.	**Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years)** *(as per NCVET guidelines)*	ITI with 4 Year of relevant industry experience in Finishing OR Diploma with 4 Year of relevant industry experience in Finishing OR Graduation with 3 Year of relevant industry experience in Finishing OR Post graduate diploma with 2 Year of relevant industry experience in Finishing OR Post Graduate with 1 Year of relevant industry experience in Finishing
4.	**Assessment Mode** *(Specify the assessment mode)*	**Offline**
5.	**Tools and Equipment Required for Assessment**	☒ Same as for training ☐ Yes ☐ No *(details to be provided in Annexure-if it is different for Assessment)*

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	**Latest Skill Gap Study (not older than 2 years) (Yes/No):** Yes
2.	**Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):** Yes
3.	**Government /Industry initiatives/ requirement (Yes/No):** Yes

4.	**Number of Industry validation provided:** 30
5.	**Estimated nos. of persons to be trained and employed:** 6690
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** *Ministry Of Textiles is Line Ministry of AMHSSC.* If "No", why: NA

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	**Annexure:** NCrF/NSQF level justification based on NCrF level/NSQF descriptors *(Mandatory)*	NCrF/NSQF level justification based on NCrF level/NSQF descriptors
2.	**Annexure:** List of tools and equipment relevant for qualification *(Mandatory, except in case of online course)*	List of tools and equipment relevant for qualification
3.	**Annexure:** Detailed Assessment Criteria *(Mandatory)*	Detailed Assessment Criteria
4.	**Annexure:** Assessment Strategy *(Mandatory)*	Assessment Strategy
5.	**Annexure:** Blended Learning *(Mandatory, in case selected Mode of delivery is "Blended Learning")*	*Offline Learning Mode*
6.	**Annexure:** Multiple Entry-Exit Details *(Mandatory, in case qualification has multiple Entry-Exit)*	*NA*
7.	**Annexure:** Acronym and Glossary *(Optional)*	Acronym and Glossary
8.	**Supporting Document:** Model Curriculum *(Mandatory – Public view)*	Model Curriculum
9.	**Supporting Document:** Career Progression *(Mandatory - Public view)*	Career Progression
10.	**Supporting Document:** Occupational Map *(Mandatory)*	Occupational Map
11.	**Supporting Document:** Assessment SOP *(Mandatory)*	Assessment SOP
12.	**Any other document you wish to submit:**	*NA*

Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	• A Finisher and Packer executes processes like thread cutting, spotting, ironing, fusing, packing removal behind embroidered panels, etc. Carried out after stitching of products till packing.	**The activities for this Qualification are the predictable/familiar and routine activities in nature and he handles all this independently (with minimal supervision).**	2.5

	• Finisher and Packer execute process of garment finishing and packing which involves the final steps to prepare garments for shipment to customers or retailers. • Finisher and Packer in the apparel, made-ups and home furnishing unit is required to perform a routine job of finishing the product(like skirts, curtains, etc.) by removing stains, ironing them, tagging them according to the type of style, fabric, stain, color and the instructions given to him by his seniors, lab report or in the techpack.	• Finishing and Packing garments in set product standards • Follow quality and product norms. • Follow Production targets set by supervisor.	
Professional and Technical Skills/ Expertise/ Professional Knowledge	• Finisher and Packer in the apparel, made-ups and home furnishing unit should have the knowledge about types of stains, solvents , chemicals used in finishing the product (eg: stain removal, ironing, etc) according to its fabric or garment or cushion cover, and also according to other characteristics like embroidery, dirt or stain and the finishing instructions provided in the lab report or his seniors. • Finisher and Packer must have knowledge of quality control and inspection standards to ensure that garments meet the required quality and appearance standards. • Finisher and Packer must have knowledge of proper folding techniques for different types of garments to maintain their shape and appearance. • Finisher and Packer must have knowledge of labeling requirements, including size labels, care labels, and branding labels. Understanding of the legal and branding aspects of labels. • Finisher and Packer must have knowledge of quality control procedures, including identifying defects, making necessary repairs, and conducting final quality checks.	• **The individual shall have basic factual knowledge for various activities to be performed during operation and procedure The individual should know the maintenance requirements of measurement/control/ protection and detection systems and equipment** • Knowledge of quality control and inspection • Knowledge of trims and labels. • Understanding of the legal and branding aspects of labels. • Knowledge of quality control standards.	2.5
Employment Readiness & Entrepreneurship **Skills & Mind-set/Professional Skill**	• Finisher and Packer must have Proficiency in maintaining accurate records related to garment finishing, such as packing lists, quality inspection reports, and shipment documentation. • Finisher and Packer adhere to safety protocols to prevent accidents and injuries, including proper machine operation and the use of safety equipment.	**Team worker, with broad employability skills who displays of motivation and positive attitude for work.** • Reports to supervisors and other authorized personnel for assistance. • Communication with Line Managers and colleagues.	2.5

	• Finisher and Packer must effectively communicate with supervisors, team members, and quality control personnel to report progress, seek clarification on instructions, and address any issues.	• Read and write information wrt product and technical guidelines • Operates digital devices and use its features and applications securely and safely for digital payments, Use internet and social media platforms securely and safely. • Emphasizes physical fitness, personal hygiene and good habits.	
Broad Learning Outcomes/Core Skill	• Finisher and Packer demonstrate skill of shipment processes, transportation options, customs procedures, and export documentation for delivering finished garments to customers or export destinations. • Finisher and Packer have skills to follow sustainability practices and eco-friendly packaging options to align with environmental standards and customer preferences.	• **The candidate carries out a job in familiar, predictable, routine, situation of clear choice, can focus on range of application of standard procedures or operations in production/ services. Must be able to identify/ anticipate the problems and possible range of solutions** • Preventive maintenance methods to all the finishing and packing functions. • Implementation of Quality standards. • He keeps work area free from potential hazards.	2.5
Responsibility	Finisher and Packer is responsible for his own work and takes responsibility for delivery and quality of own work and tangible output for the work assigned to him as per the given product and quality standards.	• Takes responsibility for delivery and quality of own work and tangible output. The individual is majorly responsible for his own job and self-learning process within defined limit and under close Supervision which justifies the pegging of the QP at level 2.5	2.5

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Irons with iron table		1
2	Stain Removing Machines & equipment (spot guns etc)		2
3	Protective Equipment	eg: gloves , apron etc	30
4	Types Of Labels	eg: wash care , content labels etc.	2
5	Hangers		5
6	scissor(fabric cutting)		2
7	Knife	finishing knife, can be in plastic	30
8	Trimmer		30
9	cleaning brush		30
10	Plucker		30
11	Comb		30
12	Types Of Chemicals (various types)	qnt and variety may vary	5
13	Type Of stained fabrics/garments/made ups and home furnishing articles/ stained Fabric	assortment of fabrics and other articles, qnt and variety may vary, fabric in mtrs(eg: 10 mtrs stained fabric, different types of stains	20
14	Trims And Accessories sample swath file (Assortment/ any type as per requirement)	Trims And Accessories sample swatch file (Assortment/ any type as per requirement)	1
15	Cleaning Board	qnt and variety may vary	3
16	Tagging Machine And Tags	qnt of tags may vary	1
17	Clips, Pins (quantity may vary as per requirement		1
18	First Aid Box		1
19	Finishing/Cleaning Table		2
20	Small Tub		3
21	Trolley		2
22	Dustbin		1
23	Stool For Trainees		15

24	Types Of Stains Swatches file or samples		1
25	stickers		5
26	Students Manual/notes		30
27	Inventory/Stock Register / or sheet and job card		30
28	Trainees Chairs With Table Arms	for classroom	30
29	Trainer's Chair & Table		1
30	Fire Extinguisher		1
31	Basic Stationary	pen , pencil, notebook, eraser etc.	30
32	Projector /LCD		1
33	White/Black Board+ Marker+ Duster/Chalk		1
34	Tech Pack/(buyers requirement sheet for packing)		1
35	Record Maintenance Sheet		30
36	Tags	qnt may vary	3
37	Tag Pins	qnt may vary	1
38	Tagging Gun		2
39	Packing Trims with Accessories (assortment)	eg: cardboard boxes, plastic sheets etc. qnt may vary	5
40	Labels And Stickers sheets (assortment)	eg: wash care labels, main labels etc. ,qnt may vary	5
41	Stapler (small and big size)		5
42	Staple Pins (Small and big size. The quantity may vary)		1
43	Files and folders	qnt may vary	1
44	Push Pins	qnt may vary	1
45	Paper Cutter		1
46	Glue Stick		1
47	Cello Tape		5
48	White Board Marker / Chalk		1
49	Magnetic White Board Eraser		1
50	Cartons(various sizes)	qnt, sizes and ply of cartons may vary	5
51	Polybags(assortment in sizes and	(assortment in sizes variety), qnt may vary	5

	variety)		
52	Reporting Formats		15
53	Job Card		15
54	Stool For Trainees		15
55	Measuring Tape		30
56	Packing Table		2
57	Students Chairs With Table Arms	for classroom	30
58	Trainers Table		1
59	Trainers Chair		1
60	Student Manual		30
61	Basic Stationary set	pen, pencil, notebook, rubber, etc.	30
62	White Board/ Black Board		1
63	Calculator		3
64	Garments Made Ups And Home Furnishing Articles(qnt may vary)	assortment, qnt may vary	15

Classroom Aids

The aids required to conduct sessions in the classroom are:

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

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

S.No	Organization	Name of Representative	Designation	State	Email Id	Contact number
1	Raymond	Chinappa Reddy	Senior Manager- Product Development	Maharashtra	chinappareddy@raymond.in	9833024241
2	Shahi Exports	Anjani Kumar Mishra	Manager Trainings and Development	Haryana	anjani.mishra@shahi.co.in	7739404959
3	LUX Industries	Buvana M	HR Manager	Tamilnadu	info@luxinnerwear.com	+913340402121
4	RBR Garment private limited	P Kartikeyan	Manager HR and Admin	Tamilnadu	reach@rbrindia.com	9626244447
5	Fashionknits	Nushrath R.	HR Manager	Tamilnadu	nusrathr@fashionknits.net	0421-4337473
6	AR Enterprises	Rajiv Kumar	Director	Punjab	NA	9872985505
7	Ammaiyappar Tex	A Bala.	HR-Admin	Tamilnadu	vhktex@yahoo.co.in	08056262651
8	Vardhman Nishimbo	Richika Rana	HR Manager	Punjab	dlsharma@vardhman.com	081466 25707
9	Aathava Garments pvt ltd.	Ganesh Kumar J	Manager	Tamilnadu	info@aathavagarments.com	0422-2565716
10	CMV Global Clothings	A Vallargu	Sr. HR Manager	Tamilnadu	info@cmvglobalclothings.com	08098201090
11	Cotton Blossom	Sashi Kumar K	HR Manager	Tamilnadu	info@cotonblossom.org	0421 4349 100
12	Trident	Nasreen Ahmed	Head Product Development	Punjab	nasreenshmed@tridentindia.com	9878999237
13	SHRI HARI PROCESS	Shanmugam Ramasamy	Admin Manager	Tamilnadu	infra@cibiintl.com	04294225426
14	SRI ARUL TEX	SELLAPPA GOUNDER	Director	Tamilnadu	srinu_ca2002@yahoo.co.in	098425 99455
15	DHANA TEXTILES	MUTHUSAMY DHANABALAN	Director	Tamilnadu	madhavan707@gmail.com	8048372427
16	JEGA GARMENTS	Murugan Cibi	Admin	Tamilnadu	murugan.cibi@gmail.com	9688277455
17	Rubrics Exports	Ganpathi R	HR Manager	Tamilnadu	rubricexports@hotmail.com	8048372003

18	Bayport	Amit Sharma	Category Head	Ahmedabad	amitsharma@bayport.com	9582038033
19	BEST Corporation	S Seshathri	President	Tamilnadu	best@bestcorp.in	421398 0000
20	Little BABA Oswal	Keshav Singh	Manager	Punjab	NA	08872994443
21	RUSTA	Amitoj Bal	Sourcing Manager	Delhi	Amitoj.bal@rusta.com	9873000263
22	Orient Fashion	Gagan	HR Manager	Delhi	gagan@ocfit.in	9991840624
23	Sahu Exports	D Kumar	Manager	Delhi	dkumar@sahuexports.com	8048372919
24	Toram Creations	Karthik R	Key Accounts Manager	Tamilnadu	we@toram.in	98946 64599
25	SK COTTON	Vaibhav Vaishnav	Managing Director	Maharashtra	skumarcot@gmail.com	8788053726
26	SNQS International Pvt Ltd.	N Balamurgan	General Manager	Tamilnadu	logu@snqsintl.com	0421-4390000
27	CTA Apparels	Sridhar	HR Manager	Delhi	sridhar@ctaapparels.com	0120 478 5330
28	KGI CLOTHING	Mr Murugan	HR Manager	Andhra pradesh	info@kgiclothing.in	09176660000
29	MSR Garments	K Suresh	HR Manager	Andhra Pradesh	suresh@msrgarments.com	089390 44650
30	Network Clothing	Suresh H	HR Head	Tamilnadu	network@md2.vsnl.net.in	0421 226 2022

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2023	2120	1380	1910	1240	NA	NA
2024	2230	1450	2000	1300	NA	NA
2025	2340	1520	2100	1370	NA	NA

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
Version 2.0	2022	2020	2015	2000	1310	1816	1810	1800	1180	NA	NA	NA	NA
Version 1.0	2021	1925	1920	1910	1250	1730	1725	1700	1125	NA	NA	NA	NA
Version 1.0	2020	1825	1820	1810	1200	1642	1635	1625	1070	NA	NA	NA	NA

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

1. PMKVY
2. DDUGKY
3. NULM

Content availability for previous versions of qualifications:

☒ Participant Handbook ☒ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other:

Languages in which Content is available:

Hindi

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

AMH/N2255: Plan and organize finishing & Packing processes					
PC	**Assessment Criteria for Outcomes**	**Theory Marks**	**Practical Marks**	**Project Marks**	**Viva Marks**
	Identifying process steps in finishing and defining sequence of processes for productivity and quality	**20**	**60**	**-**	**10**
PC1.	Review orders received from the supervisor as per style/product category/class & read job card to understand packing mode and styles as per product category/class/customer instructions	2	2	-	2

PC2.	Identify broad finishing operation required to the product class/category & identify components of tasks required to do the packing	3	15	-	2
PC3.	Split finishing & packing operations for a particular style of product category into discrete processes or sub-processes (thread cutting, spotting, ironing, washing, dry cleaning, Folding, Polybag, Stickering etc.)	5	16	-	2
PC4.	Identify and organize processes or sub-processes of finishing & packing like thread cutting, spotting, folding, Polybag, Stickering etc. in a defined sequence to ensure productivity and quality & organize the components and materials required for finishing & packing	5	16	-	2
PC5.	Develop checklist for different tasks within specified area of Finishing & packing, also ensure availability of materials, resources, tools and equipment as needed for execution of his own task as per process sequence	4	10	-	1
PC6.	Report to the supervisor in case of any doubt or shortage of materials	1	1	-	1
	NOS Total	**20**	**60**	**-**	**10**
AMH/N2256: Perform finishing & Packing operations					
PC	**Assessment Criteria for Outcomes**	**Theory Marks**	**Practical Marks**	**Project Marks**	**Viva Marks**
	Performing different processes of finishing like thread cutting, spotting, etc.	**18**	**63**	**-**	**9**
PC1	Ensure there is no accumulation of materials at any process stage and packing the material as per job card details and requirement	3	6	-	2
PC2	Check the products at predefined stages as per customer/company norms check the products at predefined stages as per customer/company norms and standards & follow supervisor's instructions for finishing and packing process	4	18	-	2
PC3	Identify and rectify (if possible) the defects found like repairable faults like crease removal, stain removals etc.	4	25	-	2
PC4	Coordinate with supervisor who further coordinates with the planning and packing department to ensure materials are processed and delivered as per priority for delivery schedule & segregate and quarantine damage/defective goods/pieces	2	2	-	1
PC5	Ensure standards, reference sample, templates etc. are available at respective process stages	5	12	-	2
	NOS Total	**18**	**63**	**-**	**9**
AMH/N2257: Maintain health, safety and security in the finishing & Packing department with Gender and PwD Sensitization					
PC	**Assessment Criteria for Outcomes**	**Theory**	**Practical**	**Project**	**Viva**

		Marks	Marks	Marks	Marks
	Hazards and risks associated with the finishing process(es), medical emergencies and evacuation process with Gender and PwD Sensitization	**12**	**42**	**-**	**6**
PC1	Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, knife, stain removers etc.	1	2	-	1
PC2	Ensure handling of tools and equipment safely and securely with the help of gloves, nose masks, etc. & establish and ensure process compliance to its requirements	2	9	-	1
PC3	Comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace	3	6	-	1
PC4	Check the workplace and work processes for potential risks and threats like physical injuries/disability if in direct contact with the chemicals, fire, etc.	2	4	-	1
PC5	Actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace	1	9	-	1
PC6	Undertake first-aid, fire-fighting, and emergency response training Also engage & participate to end gender discrimination & communicate in gender inclusive terms	3	12	-	1
	NOS Total	**12**	**42**	**-**	**6**
AMH/N0102: Maintain work area, tools and machines					
PC	**Assessment Criteria for Outcomes**	**Theory Marks**	**Practical Marks**	**Project Marks**	**Viva Marks**
	Maintain the work area, tools and machines	**14**	**49**	**-**	**7**
PC1	Handle materials, machinery, equipment and tools safely and correctly	1	4	-	0.5
PC2	Use correct machine lifting and handling procedures	1	4	-	0.5
PC3	Use materials to minimize waste	1	1	-	0.5
PC4	Maintain a clean and hazard free working area	1	3	-	0.5
PC5	Maintain tools and equipment	1	3	-	0.5
PC6	Carry out maintenance within agreed schedules	2	7	-	1
PC7	Report unsafe equipment and other dangerous occurrences	0.5	1	-	0.5
PC8	Ensure that the Eye Guard & Needle guards are in place	2	4	-	0.5

PC9	Working a comfortable position with the correct posture as directed.	1	5	-	0.5
PC10.	Use cleaning equipment and methods appropriate for the work to be carried out	1	5	-	0.5
PC11.	Dispose of waste safely in the designated dustbins	1	3	-	0.5
PC.12	Store cleaning equipment safely after use	0.5	4	-	0.5
PC13.	Carryout cleaning according to schedules and limits of responsibility	1	5	-	0.5
	NOS Total	**14**	**49**	**-**	**7**
AMH/N0104: Comply with industry, regulatory, organizational requirements and Greening of Job Roles					
PC	**Assessment Criteria for Outcomes**	**Theory Marks**	**Practical Marks**	**Project Marks**	**Viva Marks**
	Comply with industry, and organizational requirements and Greening of Job Roles	**20**	**10**		**10**
PC1	Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	2	1	-	1
PC2	Apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices	2	1	-	1
PC3	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.	2	1	-	1
PC4	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	3	2	-	2
PC5	Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and Deal with work interruptions effectively.	3	1	-	1
PC6	Report unsafe equipment and other dangerous occurrences to concerned personnel	2	1	-	1
PC.7	Use cleaning equipment and methods appropriate for the work to be carried out	2	1	-	1
PC8	Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software	2	1	-	1
PC9	All soft copies of design work to be maintained in files as well for future reference	2	1	-	1
	NOS Total	**20**	**10**		**10**
DGT/VSQ/N0101: Employability Skills (30 Hours)					
PC	**Assessment Criteria for Outcomes**	**Theory Marks**	**Practical Marks**	**Project Marks**	**Viva Marks**
	Introduction to Employability Skills	1	1	0	0

PC1	Understand the significance of employability skills in meeting the job requirements				
	Constitutional values – Citizenship	1	1	0	0
PC2	Identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices.				
	Becoming a Professional in the 21st Century	1	3	0	0
PC3	Explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.				
	Basic English Skills	2	3	0	0
PC4	Speak with others using some basic English phrases or sentences				
	Communication Skills	1	1	0	0
PC5	Follow good manners while communicating with others				
PC6	Work with others in a team				
	Diversity & Inclusion	1	1	0	0
PC7	Communicate and behave appropriately with all genders and PwD				
PC8	Report any issues related to sexual harassment				
	Financial and Legal Literacy	3	4	0	0
PC9	Use various financial products and services safely and securely				
PC10	Calculate income, expenses, savings etc.				
PC11	Approach the concerned authorities for any exploitation as per legal rights and laws				
	Essential Digital Skills	4	6	0	0
PC12	Operate digital devices and use its features and applications securely and safely				
PC13	Use internet and social media platforms securely and safely				
	Entrepreneurship	3	5	0	0
PC14	Identify and assess opportunities for potential business				
PC15	Identify sources for arranging money and associated financial and legal challenges				
	Customer Service	2	2	0	0
PC16	Identify different types of customers				
PC17	Identify customer needs and address them appropriately.				
PC18	Follow appropriate hygiene and grooming standards.				
	Getting ready for apprenticeship & Jobs	1	3	0	0
PC19	Create a basic biodata				
PC20	Search for suitable jobs and apply				
PC21	Identify and register apprenticeship opportunities as per requirement				

	NOS Total	**20**	**30**	**-**	**0**
	GRAND TOTAL	**104**	**254**	**0**	**42**

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

<1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module (which covers the job profile of Automotive Service Assistant Technician) will be assessed separately.
2. The candidate must score 60% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
   • Videos of Trainees during OJT
4. Assessment of each Module will ensure that the candidate is able to:

• Effective engagement with the customers

- Understand the working of various tools and equipment

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf