Facilitator Guide

APPAREL MADE-UPS HOME FURNISHING SECTOR SKILL COUNCIL

A National Initiative with NSDC

Skill India
कौशल भारत - कुशल भारत

GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT & ENTREPRENEURSHIP
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NSDC
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Sector
Apparel

Sub-Sector
Apparel, Made-Ups & Home Furnishing

Occupation
Department Supervision

Reference ID: AMH/Q1920, Version 4.0
NSQF level: 3

Record Keeper– Sewn Items Manufacturing

> " Skill development of the new generation is a national need and is the foundation of Aatmnirbhar Bharat "

Shri Narendra Modi
Prime Minister of India

Acknowledgements

About this Guide

This Facilitator Guide is designed for providing skill training and /or upgrading the knowledge level of the Participants to take up the job of an "Record Keeper- Sewn Items Manufacturing" in the Management and Entrepreneurship Sector.

This Facilitator Guide is designed based on the Qualification Pack (QP) under the National Skill Qualification framework (NSQF) and it comprises of the following National Occupational Standards (NOS)/topics and additional topics.

1. AMH/N1920: Plan to identify record needs and assign unique identification to records
2. AMH/N1921: Establish and maintain records as evidence to process performance
3. AMH/N1922: Maintain health, safety and security in the record keeping work area & Gender Sensitivity Requirements & PWD
4. AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job Roles
5. DGT/VSQ/N0101: Employability Skills (30 Hours)

Symbols Used

Ask	Explain	Elaborate	Notes	Objectives	Do
Demonstrate	Activity	Team Activity	Facilitation Notes	Practical	Say
Resources	Example	Summary	Role Play	Learning Outcomes	Exercise

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Employability Skills is available at the following location:

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Scan the QR code below to access the ebook

1. Introduction and Orientation to Record Keeper – Sewn Items Manufacturing

Unit 1.1 - Understanding Record Keeping in Apparel
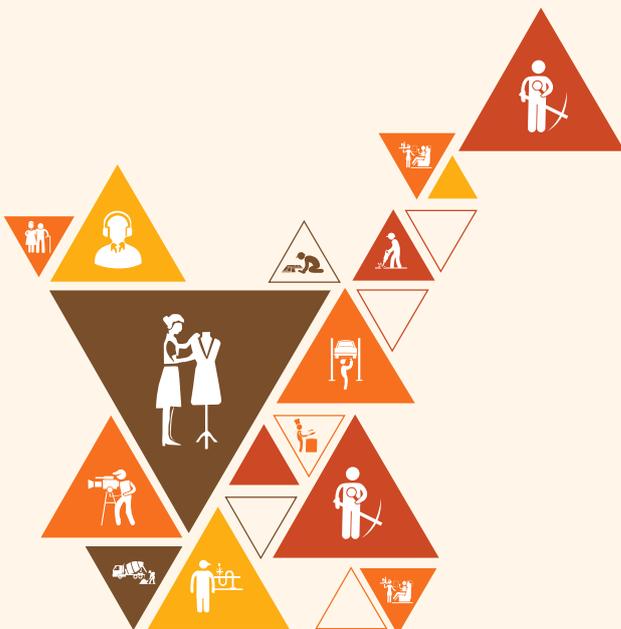
Bridge Module

Key Learning Outcomes

By the end of this module, the participants will be able to:

1. Describe the size and importance of the apparel industry in simple terms.
2. Explain what a record keeper does and what their main duties are.
3. Discuss the different types of jobs a record keeper can get in the apparel industry.
4. Illustrate how clothes are made in factories and describe how the record keeper helps in this process.

Unit 1.1: Understanding Record Keeping in Apparel

Unit Objectives

By the end of this unit, the participants will be able to:

1. Elaborate on the size and importance of the apparel industry in a clear and simple way.
2. Describe the main duties and responsibilities of a record keeper in the apparel industry.
3. Discuss the different job opportunities available for a record keeper in the apparel sector.
4. Illustrate the steps of how clothes are made in factories and explain the record keeper's role in the production process.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.

Do

- Greet participants warmly and introduce yourself, highlighting your experience in apparel or record keeping to build trust and rapport.
- Clearly state the unit objectives and outline what participants will learn in simple terms for clarity.
- Ensure participants have their handbooks, notepads, and pens ready for active participation and note-taking.
- Test all equipment such as projector, slides, whiteboard, and markers before starting the session.
- Share an overview of the agenda so that participants know the key discussion points in advance.
- Ask participants to introduce themselves and mention any previous exposure to apparel or record keeping for better engagement.
- Create a friendly environment by emphasising the interactive nature of the session, highlighting discussions and activities.
- Arrange seating for easy group discussion and clear visibility of the screen and trainer.
- Keep the session pace moderate so participants can understand each point and ask questions freely.
- Conclude by summarising learning points and linking record keeping to career opportunities in apparel.

Say

- Welcome to today's session on understanding record keeping in the apparel industry which is a backbone of ensuring smooth factory operations.
- By the end of this session, you will understand the size and role of the apparel industry, the duties of a record keeper, and related career opportunities.

- We will explore how records are maintained at each stage of apparel production and why accuracy is crucial.
- The role of a record keeper is vital because without correct records factories face delays, wastage, and poor coordination.
- This session will show you how record keeping connects to real production steps and why it opens opportunities for career growth.

Ask

- Can anyone share what comes to mind when you hear the term record keeping in a factory?
- Why do you think proper record keeping is important in apparel production?
- What could happen in a factory if records of materials or production are not maintained properly?
- What types of jobs do you think record keepers can get in the apparel sector?
- How do you think record keepers help supervisors and workers in their daily activities?

Activity

1. **Name of the Activity:** Records that Matter
2. **Objective:** To help participants introduce themselves and connect with the concept of record keeping by sharing everyday experiences where keeping track of information was important.
3. **Type of activity:** Group activity
4. **Resources:** Participant handbook, notepad, pen, sample record sheets or simple log formats (optional), name tags, whiteboard, markers, overhead projector or large screen.
5. **Duration of the activity:** 15 minutes
6. **Instructions:**
   - Ask each participant to introduce themselves by stating their name, background, and any prior work or household experience involving keeping records such as noting expenses, maintaining lists, or managing stock.
   - Invite participants to share a personal example of when they had to keep track of something important like daily household expenses, grocery lists, or attendance in a community group.
   - Encourage them to describe why keeping that record was important such as avoiding confusion, managing money better, or staying organised.
   - If sample record sheets or formats are available, ask participants to relate their examples to these sheets and see similarities.
   - After all introductions, summarise by linking participants' stories to the importance of record keeping in apparel factories for tracking materials, production, and delivery schedules.
7. **Outcome:** Participants will feel more relaxed, find personal relevance in the concept of record keeping, and understand how their own daily experiences connect to professional practices in the apparel industry.

Elaborate

- The apparel industry is one of the largest industries in India employing millions and contributing significantly to exports and economic growth.
- Record keeping plays an essential role in tracking raw materials, production processes, quality checks, and finished goods.
- A record keeper ensures that all materials like fabric, threads, buttons, and trims are documented correctly to avoid shortages.
- Duties include maintaining registers, production logs, and computer records that guide supervisors and managers.
- Record keeping supports transparency, accountability, and smooth workflow within apparel factories.
- Errors in record keeping can cause delays, rework, or even financial loss for the company.
- Record keepers act as a communication link between workers, supervisors, and management by providing accurate data.
- The profession provides job opportunities across small workshops, medium-sized units, and large garment export houses.
- With experience, record keepers can progress to roles in inventory management, production planning, or quality control.
- Their role is critical during audits or inspections where accurate data about production and materials is required.

Explain

- A record keeper is responsible for tracking all items and processes to ensure the factory runs smoothly without confusion.
- They check that materials arrive on time, are issued to the right workers, and are properly recorded in logs.
- Record keepers maintain production sheets that note how many pieces are stitched, checked, and sent forward.
- They ensure that the records are neat, accurate, and easily accessible whenever managers request them.
- Record keeping is not only manual but also done on computers to make information quick to find and share.
- The role helps supervisors plan work because records show what has been completed and what is pending.
- Record keepers also support cost control by recording the usage of fabric and materials to reduce wastage.
- During inspections, record keepers provide documents that prove compliance with production and quality standards.
- They work closely with production staff to ensure records match actual work done on the shop floor.
- Record keeping builds discipline and efficiency in the apparel industry making it an indispensable function.

Demonstrate

Participants will use a simple production flow chart of an apparel factory as learning material to simulate the process of record keeping by filling in sample entries at each stage such as fabric received, stitching done, quality check completed, and finished goods packed to understand how a record keeper maintains accuracy and supports the production process.

Role Play

1. **Name of the Roleplay:** Recording Materials in a Factory
2. **Objective of the Roleplay:** To practice how a record keeper documents incoming fabric and trims.
3. **Resources:** Participant handbook, sample record sheets, pens, projector.
4. **Time Duration:** 20 minutes
5. **Instructions:**
   - Divide participants into groups of three with roles as supplier, record keeper, and supervisor.
   - The supplier provides mock details of materials delivered.
   - The record keeper fills in the entries on sample record sheets.
   - The supervisor cross-checks entries and asks clarifying questions.
   - Conduct a group discussion on the importance of accuracy and common errors to avoid.
6. **Outcome:** Participants will understand how to maintain correct material records and the role of verification in ensuring accuracy.

Role Play

1. **Name of the Roleplay:** Tracking Production Records
2. **Objective of the Roleplay:** To simulate the duties of a record keeper in noting daily production outputs.
3. **Resources:** Production log sheets, pens, participant handbook, projector.
4. **Time Duration:** 20 minutes
5. **Instructions:**
   - Present a production scenario where workers stitch 100 shirts in a day.
   - Assign roles of worker, record keeper, and supervisor to participants.
   - The worker reports outputs, and the record keeper fills entries in the log sheet.
   - The supervisor checks if the record matches the actual number and points out mistakes if any.
   - Facilitate a reflection on how record keeping influences production planning and deadlines.
6. **Outcome:** Participants will learn how to keep production records accurately and understand their role in ensuring smooth production flow.

Notes for Facilitation

- Keep the session interactive with questions and encourage sharing of real-life factory experiences.
- Use visual aids such as flow charts and sample record sheets to make concepts clearer.
- Ensure participants practice filling records during role plays for hands-on learning.
- Adjust the pace to the group's understanding and revisit key points when necessary.
- Summarise each activity by highlighting its connection to actual job responsibilities of a record keeper.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. It provides employment and supports the economy
2. c. Keeping track of production records
3. c. Inventory manager
4. c. Cutting fabric
5. c. By updating records at each stage

Answer the following questions briefly.

1. Refer to Unit 1.1: Understanding Record Keeping in Apparel
    Topic 1.1.1 Apparel Sector of India

2. Refer to Unit 1.1: Understanding Record Keeping in Apparel
    Topic 1.1.2 Duties and Responsibilities of a Record Keeper in the Apparel Industry

3. Refer to Unit 1.1: Understanding Record Keeping in Apparel
    Topic Different Job Opportunities for a Record Keeper in the Apparel Sector

4. Refer to Unit 1.1: Understanding Record Keeping in Apparel
    Topic 1.1.4 Role of the Record Keeper in the Production Process

5. Refer to Unit 1.1: Understanding Record Keeping in Apparels
    Topic 1.1.4 Role of the Record Keeper in the Production Process

2. Plan to Identify Record Needs and Assign a Unique Identification to Records

Unit 2.1 - Organisational Data and Records

Unit 2.2 - Data Collection and Sampling Methods
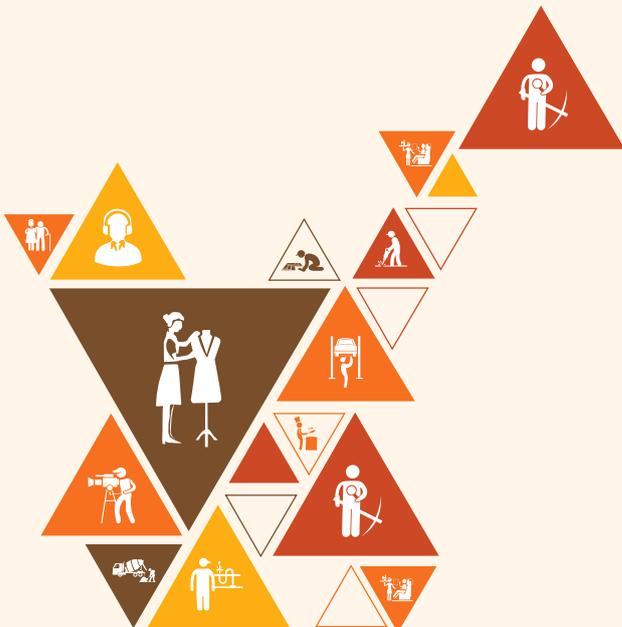
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Key Learning Outcomes

By the end of this module, the participants will be able to:

1. Describe the scope and sensitivity of data types like data related to production, quality, design, R&D, etc.
2. Explain how an organisation keeps records in a safe and organised way.
3. Define how codes and names are given to quality records at different steps in the work process.
4. Describe the flowchart of the manufacturing processes of the company.
5. Identify data collection procedures and practices.
6. Identify the mode of collecting data for records like direct measurement, offline data collection, online data collection, data collection for sampling, etc.
7. Explain sampling methods related to data collection.
8. Identify the need for accounting of materials at different process stages as per the quality plan, like cutting, stitching, finishing, etc.
9. Identify needs for recording data related to HR, stores, etc.
10. Identify needs for recording data related to quality parameters and inspection/testing results, like fabric inspection, stitching defects, colour fastness, etc.
11. Identify the mode of data collection with respect to cost, time, precision and accuracy related to the overall organisation.
12. Identify the need for accounting of materials at different process stages as per the quality plan, like cutting, stitching, finishing, etc.

Unit 2.1: Organisational Data and Records

Unit Objectives

By the end of this unit, the participants will be able to:

1. Explain the range and confidentiality of different types of data, such as those related to production, quality control, design, research and development (R&D), and similar areas.
2. Explain how an organisation keeps records in a safe and neat way so they are easy to find and use.
3. Define how codes and names are given to quality records at different steps of the work process.
4. Discuss why it is important to write down data about workers (HR) and items in the store (supplies).
5. Identify the need for accounting of materials at different process stages as per the quality plan, like cutting, stitching, finishing, etc.
6. State the coordination and collaboration with all the departments in managing records and maintaining appropriate databases.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.

Do

- Greet participants warmly and introduce yourself while creating a professional and approachable environment for learning.
- Clearly communicate the objectives of the unit so that participants understand the direction and expected outcomes of the session.
- Ensure that all participants are equipped with their participant handbook, notepad, and pen to actively engage in learning.
- Verify that all technological tools such as projector, slides, and laptop are functional to avoid interruptions.
- Encourage participants to briefly introduce themselves to create comfort and openness in the group.
- Set clear expectations about the interactive nature of the session and highlight the importance of active discussions and participation.
- Arrange the seating in such a way that participants can see the screen clearly while also having space for group work.
- Manage the session pace by balancing explanation with engagement to avoid overwhelming participants.
- Summarise each section clearly before moving to the next to ensure participants have understood.
- End the session with a clear recap and encourage participants to reflect on how record keeping relates to their future role as Record Keeper- Sewn Items Manufacturings.

Say

- Welcome to today's session on organisational data and records which form the backbone of smooth operations in an apparel unit.
- By the end of this session you will be able to understand the types of data handled in apparel units and why record keeping is crucial.
- We will explore how records are maintained, coded, and safeguarded to ensure accuracy and reliability across production processes.
- You will also learn how HR and store records directly affect day to day efficiency in embroidery and garment units.
- This session will connect your own experiences of noting and tracking things to professional practices of systematic record keeping.

Ask

- Can anyone share an example of when keeping records helped you avoid confusion at home or in work life?
- What kinds of records do you think are most important in an apparel factory?
- How do you think codes and names make record keeping more efficient?
- Why might confidentiality be especially important in records such as design or R&D?
- How do records in one department affect the work of another department in an apparel unit?

Elaborate

- Organisational data in an apparel unit covers production schedules, quality reports, designs, HR information, and inventory details.
- Confidentiality ensures that sensitive records like designs or worker information are not misused or leaked outside.
- Neat and safe record keeping practices include maintaining files, logbooks, or digital databases in an organised manner.
- Codes and names are given systematically so that records from cutting, stitching, and finishing stages are easy to trace.
- HR records include worker attendance, wages, and training data that are critical for smooth operations.
- Store records keep track of fabric, threads, and consumables to prevent shortages or mismanagement.
- Material accounting at each process stage ensures that inputs and outputs match and wastage is controlled.
- Coordination between departments like design, production, and quality control depends on accurate shared records.
- Poor record keeping leads to delays, errors, and financial losses in apparel manufacturing units.
- A disciplined approach to record keeping supports efficiency, accountability, and professionalism in the industry.

Explain

- Records are permanent accounts of transactions and processes which provide evidence and reference for future actions.
- In an apparel unit production records show what was made, in what quantity, and within what time.
- Quality records track inspection results and defects ensuring that corrective measures are documented.
- Design records store embroidery patterns, motifs, and customer-specific requirements that must be protected.
- HR records document employee details, attendance, performance, and leave which are essential for payroll.
- Store records detail incoming raw material and outgoing supplies which prevent loss and enable stock planning.
- R&D records maintain samples and test outcomes to guide product innovation.
- Coding of records makes retrieval faster and reduces the risk of misplacing important information.
- Safe record keeping means using both physical files and digital backups with restricted access to sensitive data.
- Collaboration across departments depends on standardised and accessible records that everyone can trust.

Demonstrate

Participants will use a simple sample record sheet that contains columns for date, item, process stage, and quantity to simulate how data is recorded and tracked at different stages of embroidery production so they can observe how systematic record keeping ensures accuracy and accountability in real operations.

Activity

1. **Name of the Activity:** Record Sheet Practice.
2. **Objective of the activity:** To help participants practice how to record production and store data in a structured manner.
3. **Resources:** Participant handbook, notepad, pen, sample record sheets, whiteboard, markers, projector.
4. **Time Duration:** 20 minutes
5. **Instructions:**
   - Distribute blank sample record sheets to each participant.
   - Present a scenario of fabric rolls issued for cutting and embroidery threads used during stitching.
   - Ask participants to fill the record sheet with correct entries for date, item, stage, and quantity.
   - Collect and review some sheets on the screen to discuss common errors and corrections.
   - Summarise the exercise by stressing the role of accuracy and neatness in records.
6. **Outcome:** Participants will gain hands-on practice in filling records correctly and appreciate how systematic data entry supports efficiency.

Activity

1. **Name of the Activity:** Departmental Record Mapping.
2. **Objective of the activity:** To understand the importance of coordination between departments through shared records.
3. **Resources:** Participant handbook, notepad, pen, departmental flow chart, whiteboard, markers, projector.
4. **Time Duration:** 20 minutes
5. **Instructions:**
   • Display a flow chart showing cutting, stitching, and embroidery, finishing, and packaging departments.
   • Divide participants into groups and assign each group a department.
   • Ask each group to identify the records they need and the records they share with other departments.
   • Facilitate discussion on how missing or incorrect records affect the next department's work.
   • Conclude by showing how interconnected records maintain workflow and accountability.
6. **Outcome:** Participants will understand how accurate record keeping supports coordination and prevents delays in apparel production.

Notes for Facilitation

• Keep the session interactive with real life examples from embroidery and garment production units.
• Use simple visual aids like flow charts and tables to explain technical record keeping concepts.
• Adjust the depth of discussion according to participants' literacy and exposure to formal record systems.
• Encourage peer sharing by allowing participants to relate daily life record keeping practices with professional practices.
• End each activity with clear key takeaways and connect them back to the unit objectives.

Unit 2.2: Data Collection and Sampling Methods

Unit Objectives

By the end of this unit, the participants will be able to:

1. Outline how people collect information or data in an organisation using simple steps.
2. Describe the different ways data can be collected, such as by using machines, writing in notebooks, or using computers.
3. Explain how sampling is used to collect a small part of the data that helps understand the full picture.
4. Elaborate on how cost, time, and the need to be correct can change the way data is collected.
5. Identify the importance of keeping track of materials like cloth or thread during different steps, such as cutting or stitching.
6. Describe why it is necessary to record how strong the fabric is or if the stitching is done properly.
7. Illustrate the steps of how a product is made by using a simple flowchart.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, sample record sheets, fabric swatches, and flowchart templates.

Do

- Greet the participants warmly and introduce yourself with a short note on your experience in the apparel industry to build trust and engagement.
- Clearly share the unit objectives in simple words so participants know what they will learn by the end of the session.
- Provide a short agenda highlighting key topics such as data collection, sampling, and record keeping in fabric and stitching.
- Ensure every participant has their handbook, notepad, and pen ready before starting the session.
- Check that the whiteboard, markers, and projector are set up correctly for visual aids and examples.
- Invite each participant to briefly share their name and any experience of noting down work or keeping simple records.
- Arrange seating so everyone has a clear view of the screen and enough space for group interaction.
- Keep reminding participants about the practical nature of this unit and how it directly relates to their role.
- Maintain a steady pace ensuring all participants follow concepts like sampling or data recording without confusion.
- Summarise key learnings at the end and link them to their day-to-day work as Record Keeper- Sewn Items Manufacturings.

Say

- Welcome to today's session on Data Collection and Sampling Methods in the apparel industry.
- By the end of this session you will understand how simple steps in data collection can help improve quality and efficiency in production.
- We will learn how data can be collected using machines, notebooks, or computers and why each method is important.
- Sampling will be explained as a way to check a small portion of materials or stitches to represent the full batch.
- This knowledge will help you see how record keeping ensures materials are used properly and finished products meet quality standards.

Ask

- Can anyone share an example of when they wrote down something important during work or at home to avoid mistakes?
- What are some simple ways in which records are usually kept in a tailoring shop or garment unit.
- Why do you think checking a few pieces from a batch instead of all pieces can save time and effort?
- How do you think keeping track of fabric rolls and threads helps during stitching?
- Why is it important to write down or record if the stitching is strong and neat?

Elaborate

- Data collection in an apparel unit often starts with writing down how much fabric or thread is received and how it will be used.
- Different methods of collecting data include hand-written records, machine-generated logs, or digital entries depending on the setup.
- Sampling is widely used to check quality by taking a few items from a larger batch and examining them carefully.
- Cost and time directly affect how detailed data collection can be with faster methods sometimes chosen over more accurate ones.
- For Record Keeper- Sewn Items Manufacturings keeping track of materials ensures no wastage and smooth flow of production.
- Recording fabric strength and stitch quality helps in identifying faults early and preventing defective garments.
- A flowchart can clearly show the journey of a product from fabric cutting to final embroidery and finishing.
- Good data collection improves communication between workers and supervisors making the process efficient.
- Data is also used to maintain accountability ensuring every piece of material is used correctly.
- Strong record keeping practices support quality assurance which is highly valued in apparel exports and local markets.

Explain

- Data collection is simply gathering useful information in a systematic way to support decision making in production.
- In apparel units records may include fabric length used, thread counts, machine hours worked, and pieces stitched.
- Sampling is a smart technique where only a part of the lot is checked to make conclusions about the whole lot.
- Accurate records are important for tracking costs avoiding errors and improving work efficiency.
- Different methods of record keeping from notebooks to computerised systems allow flexibility depending on resources.
- Quality checks depend on correct records which show if the stitching is uniform or the fabric meets strength requirements.
- Supervisors often rely on collected data to monitor daily production targets and machine performance.
- Workers benefit from records as they help prove their work and avoid disputes over materials used.
- A flowchart is a visual tool that makes it easier to understand the production steps in the apparel process.
- When data is collected properly it helps the organisation deliver consistent quality and build customer trust.

Demonstrate

Participants will use a simple sample record sheet and a flowchart template to practice noting down fabric issued, thread used, pieces completed, and then represent the product making process in a visual flowchart to understand how data collection and sampling methods are applied in real production scenarios.

Activity

1. **Name of the Activity:** Spot the Records
2. **Objective of the Activity:** To help participants identify different kinds of records used in the apparel process.
3. **Resources:** Participant handbook, pen, sample record sheets, whiteboard, markers, projector.
4. **Time Duration:** 20 minutes
5. **Instructions:**
   - Show examples of record sheets like fabric usage logs, thread consumption sheets, and quality check reports.
   - Ask participants in groups to discuss which parts of their daily work could be recorded in such sheets.
   - Let each group mark which records are most important for Record Keeper- Sewn Items Manufacturings.
   - Facilitate a short discussion on why these records matter for efficiency and quality.
   - Conclude by linking record keeping to reduced wastage and better productivity.
6. **Outcome:** Participants will recognise the different types of records and their importance in apparel production.

Activity

1. **Name of the Activity:** Sampling in Action
2. **Objective of the Activity:** To help participants understand sampling as a method for quality checks.
3. **Resources:** Fabric swatches, embroidered samples, participant handbook, projector, whiteboard.
4. **Time Duration:** 20 minutes
5. **Instructions:**
   - Distribute small sets of fabric swatches or embroidered pieces to groups.
   - Ask them to check only two or three items instead of all and record observations on stitch quality.
   - Encourage groups to share whether their sample check helped represent the quality of the whole set.
   - Discuss how this method saves time while still ensuring quality control.
   - Summarise by explaining how sampling is widely applied in garment units for inspections.
6. **Outcome:** Participants will understand how sampling helps save resources while maintaining quality standards.

Notes for Facilitation

- Use simple examples from tailoring shops or small garment units to make abstract concepts clear.
- Keep the session interactive by encouraging participants to share experiences of keeping household or work records.
- Use fabric swatches and flowchart visuals to connect learning with their future tasks.
- Adjust explanations based on participant literacy levels ensuring no one is left behind.
- Always conclude each activity with a practical takeaway that links theory with the embroidery operator's role.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. d. All of the above
2. b. By storing them neatly and securely
3. b. To track employees and materials
4. b. Sampling
5. c. Cutting, stitching, finishing

Answer the following questions briefly.

1. Refer to Unit 2.1: Organisational Data and Records
   Topic 2.1.1 Range and Confidentiality of Different Types of Data

2. Refer to Unit 2.1: Organisational Data and Records
   Topic 2.1.2 Process of Keeping Records

3. Refer to Unit 2.1: Organisational Data and Records
   Topic 2.1.3   Codes and Naming Criteria for Quality Records

4. Refer to Unit 2.1: Organisational Data and Records
   Topic 2.1.5 Need for Accounting of Materials at Different Process Stages

5. Refer to Unit 2.2: Data Collection and Sampling Methods
   Topic 2.2.7 Steps of Manufacturing a Product

3. Establish and Maintain Records as Evidence to Process Performance

Unit 3.1 - Records Management and Documentation Process
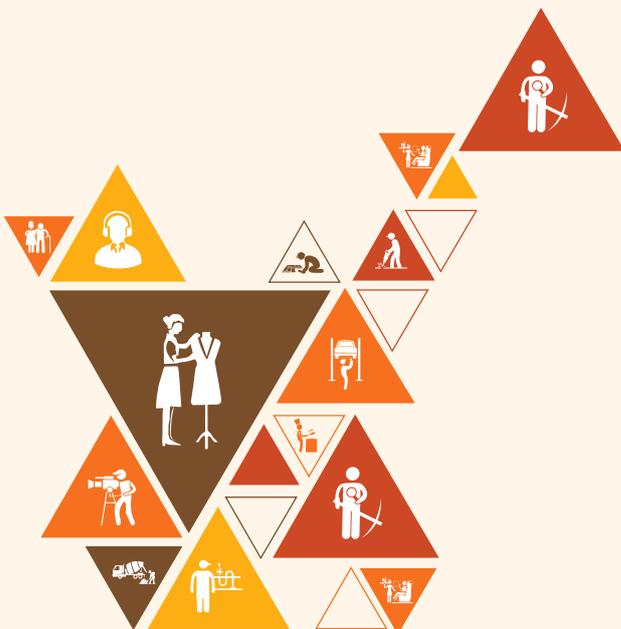
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Key Learning Outcomes

By the end of this module, the participants will be able to:

1. Discuss the assigning of unique identification numbers for records.
2. Summarise the methods of collection of data as per the defined procedure, like measurement data of panels, fabrics, inspection data of quality, etc.
3. State the process of maintaining records for final garments issued to washing, received from vendors, etc.
4. Discuss the handling method of day-to-day activities, inventory and reporting to the record-keeping supervisor/manager.
5. Outline the system of disposal of old records as defined by the organisation's laid-down procedure.
6. Mention the process of retrieving and providing access to necessary appropriate records and reports as per the requirement to the relevant personnel.

Unit 3.1: Records Management and Documentation Process

Unit Objectives

By the end of this unit, the participants will be able to:

1. Explain the process of giving each record a unique identification number to ensure easy tracking, storage, and retrieval within the organisation.

2. Describe the different ways of collecting data following standard procedures, including measurements of fabric panels, garment parts, and quality inspection findings.

3. Explain how records are maintained for garments that are sent for washing, as well as those received back from vendors, ensuring accurate tracking of movement and status.

4. Discuss how daily tasks are managed, including handling of inventory and preparing reports that are submitted to the record-keeping supervisor or manager.

5. Outline the procedure for safely disposing of old or outdated records according to the organisation's established guidelines and policies.

6. Describe how records and reports are retrieved and accessed when needed, ensuring timely and appropriate sharing of information with authorised personnel.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop.

Do

- Greet the participants warmly and establish rapport by highlighting the relevance of records management in embroidery operations.

- Clearly explain the unit objectives and ensure that participants understand the importance of documentation in their future workplace.

- Provide a structured overview of the session and outline how each topic will be covered with examples and activities.

- Distribute handbooks and confirm that participants have pens and notepads ready for active note-taking.

- Check that the whiteboard, markers, and projector are available and functioning properly before beginning.

- Encourage each participant to briefly share any past experiences of maintaining lists or simple records in their daily life.

- Highlight that the session is interactive and participants will take part in discussions, activities, and demonstrations.

- Arrange the classroom seating to allow both group discussion and visibility of slides and learning materials.

- Ensure that explanations are paced according to participant understanding, using simple examples when needed.
- Conclude the unit with a recap of the key learnings and encourage participants to reflect on how they will apply the skills in record-keeping tasks.

Say

- Welcome to today's session on records management and documentation processes in the apparel and embroidery industry.
- This session will help you understand why records are important and how they ensure smooth functioning in the workplace.
- By the end of the session, you will be familiar with how records are created, stored, retrieved, and disposed of in line with organisational policies.
- We will also explore how different records such as fabric measurements, quality checks, and washing movements are documented.
- I look forward to helping you connect your everyday experiences with the systematic record-keeping required in professional apparel units.

Ask

- Can anyone share an example where maintaining a simple list or record helped them avoid confusion in daily life?
- Why do you think each record in a workplace needs a unique identification number?
- How do you think recording garment washing and return movements helps in maintaining accuracy?
- In your opinion, what might happen in a factory if records were not updated properly on a daily basis?
- How can properly disposing of old records benefit an organisation?

Elaborate

- Records are the backbone of organisation in an apparel unit because they ensure that no step in the production process is missed.
- Giving each record a unique identification number helps in avoiding duplication and supports quick retrieval.
- Data collection in embroidery involves noting precise fabric measurements, design placement, and quality inspection findings.
- Records also track the movement of garments sent to external vendors for washing and confirm their safe return.
- Daily task records such as material use, operator attendance, and production targets ensure accountability.
- Inventory records show the availability of threads, needles, and fabrics, preventing stock shortages during production.

- Safe disposal of outdated records keeps the workplace organised and prevents the misuse of old information.
- Retrieval of records ensures that managers have timely access to important data for decision-making.
- Properly maintained reports reflect transparency and strengthen trust between workers, supervisors, and clients.
- Consistent record-keeping supports efficiency, reduces errors, and highlights the professional value of Record Keeper- Sewn Items Manufacturings.

Explain

- Records are created by documenting details such as measurements, fabric codes, or production data.
- Each record is given a unique number that makes it easy to identify and prevents confusion with other records.
- Standardised formats for recording data ensure that all operators and supervisors follow the same procedure.
- Washing records maintain the movement of garments to vendors and track when they are received back.
- Daily reports summarise tasks completed, inventory used, and pending work, which are submitted to supervisors.
- Inventory records prevent shortages by showing the balance of raw materials like threads and fabrics.
- Records must be stored safely and systematically to ensure retrieval is fast and accurate when needed.
- Outdated records must be disposed of carefully following organisational policies to avoid clutter or misuse.
- Reports and records are shared only with authorised personnel to maintain confidentiality.
- Documentation practices help in audits, customer queries, and maintaining the overall quality of apparel production.

Demonstrate

Participants will use a simple sample record sheet showing entries for fabric measurements, garment washing movements, and inventory usage to practice assigning identification numbers, filling in data correctly, and retrieving information from the sheet, simulating real workplace record-keeping processes.

Activity

1. **Name of the Activity:** Record Identification Drill
2. **Objective of the Activity:** To help participants practice assigning unique identification numbers to records for easy tracking.
3. **Resources:** Participant handbook, sample record sheets, pens, notepad, whiteboard, projector.
4. **Time Duration:** 20 minutes

5. **Instructions:**
   - Distribute sample record sheets to participants with blank entries.
   - Ask them to assign unique identification numbers to each record systematically.
   - Guide participants to explain how their numbering helps in retrieval and avoids confusion.
   - Invite volunteers to write their numbering system on the board.
   - Facilitate a discussion on standardised numbering practices in apparel factories...
6. **Outcome:** Participants will understand the importance of giving records unique identifiers for organised management.

Activity

1. **Name of the Activity:** Washing Records Tracking
2. **Objective of the Activity:** To help participants understand how records track garments sent for washing and their return.
3. **Resources:** Sample washing and return sheets, pens, notepad, participant handbook, and projector.
4. **Time Duration:** 20 minutes
5. **Instructions:**
   - Provide participants with a sheet showing garments sent out for washing.
   - Ask them to fill in details for return records based on sample data provided.
   - Facilitate group discussion on why accuracy is essential in tracking washed garments.
   - Compare participant responses and highlight common errors in tracking.
   - Summarise the importance of washing records in preventing losses and ensuring accountability.
6. **Outcome:** Participants will gain practical experience in documenting garment movement and learn how this prevents errors.

Notes for Facilitation

- Encourage participants to share real-life parallels such as grocery lists or expense tracking to make concepts relatable.
- Use clear and simple language when explaining technical processes like numbering and record retrieval.
- Support group discussions by summarising points and linking them back to objectives.
- Monitor participants closely during activities to provide guidance and correction where needed.
- Conclude each activity with practical takeaways that highlight the importance of accuracy in records management.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. To ensure easy tracking and retrieval
2. b. Measuring fabric panels and garment parts
3. b. By maintaining proper records of movement
4. c. Supervisors or managers
5. c. Follow the organisation's safe disposal guidelines

Answer the following questions briefly.

1. Refer to Unit 3.1: Records Management and Documentation Process
   Topic 3.1.1 Process of Giving Each Record a Unique Identification Number

2. Refer to Unit 3.1: Records Management and Documentation Process
   Topic 3.1.2 Different Ways of Collecting Data following Standard Procedures

3. Refer to Unit 3.1: Records Management and Documentation Process
   Topic 3.1.3 Maintaining Washing and Vendor Records

4. Refer to Unit 3.1: Records Management and Documentation Process
   Topic 3.1.4 Managing Daily Tasks

5. Refer to Unit 3.1: Records Management and Documentation Process
   Topic 3.1.5 Procedure for Safely Disposing of Old or Outdated Records

4. Maintain Health, Safety and Security in the Record Keeping Work Area with Gender & PWD Sensitisation

Unit 4.1 - Workplace Hazards and Response

Unit 4.2 - First Aid and Emergency Care
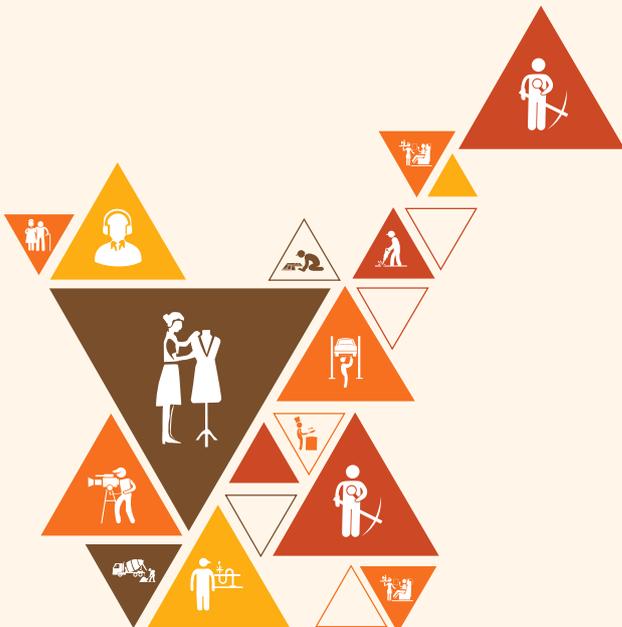
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Key Learning Outcomes

By the end of this module, the participants will be able to:

1. Describe different safety dangers at work and explain why they happen, such as fire or chemical leaks.
2. Explain how to use safety items like masks, gloves, and boots when doing work or collecting data.
3. Discuss how a person should take part in practice drills for safety and emergency escapes at work.
4. Outline why it is important to learn first aid and how to act during fire or emergency situations.
5. Illustrate how a person can give simple first aid when someone is hurt at work.
6. Demonstrate how to give basic CPR to help someone who is not breathing properly.
7. Describe the dangers caused by electric wires or chemicals and how they can hurt people.
8. Demonstrate how a person checks the workplace for fire, leaks, or other unsafe conditions.
9. Discuss why wearing safety items is important when collecting data near machines or processes.
10. Describe how to safely use tools like scissors or cutters without hurting anyone.
11. Explain how to read safety signs and what they tell people to do at work.

Unit 4.1: Workplace Hazards and Response

Unit Objectives

By the end of this unit, the participants will be able to:

1. Elaborate on the common safety dangers at the workplace and explain why they happen, such as fires or chemical spills.
2. Describe the risks caused by electric wires and chemicals, and how these can harm people at work.
3. Discuss how a person should take part in safety drills and follow proper steps during emergencies like fire or evacuation.
4. Outline how a person can check the workplace for unsafe things like leaks, fire risks, or broken equipment.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.

Do

- Greet the participants warmly and introduce yourself clearly while highlighting your experience in workplace safety to build trust and credibility.
- State the unit objectives in detail and explain what knowledge and skills participants will gain by the end of the session.
- Provide an overview of the agenda and highlight the key safety aspects that will be discussed so participants know what to expect.
- Distribute the participant handbook and ensure everyone has a notepad and pen ready for note-taking and exercises.
- Check that the whiteboard, markers, and overhead projector are working properly and that the slides are ready for use.
- Encourage participants to introduce themselves briefly and share any safety-related experiences to create a comfortable learning space.
- Explain the interactive nature of the session and emphasise that participants will engage in discussions, role plays, and Q&A.
- Arrange the seating in a way that ensures everyone can see the presentation screen and participate in group activities easily.
- Maintain a steady pace while teaching so participants can absorb important safety concepts without feeling rushed.
- Conclude the session by summarising key safety points and ask participants to reflect on how these apply to their work environment.

Say

- Welcome to today's session on workplace hazards and response where we will focus on how to recognise and deal with safety risks in the embroidery workplace.
- By the end of this session you will understand the dangers of fire, electrical hazards, and chemicals and know how to respond to emergencies.
- We will also learn about workplace inspections to identify unsafe conditions before they cause accidents.
- Emergency drills are important for everyone in the workplace and we will discuss how to take part in them effectively.
- I look forward to working with you to strengthen your awareness of safety and response procedures in your daily work.

Ask

- Can anyone share an example of a hazard they have seen in a workplace such as loose wires or chemical spills.
- What do you think could happen if safety rules are not followed around electrical equipment?
- How would you react if a fire alarm went off while you were working on the machine?
- Why do you think it is important to participate in regular safety drills?
- What simple checks can you do every day to keep your workplace safe?

Elaborate

- Workplace hazards in embroidery units can include fire risks from cloth and threads which are highly flammable.
- Electrical risks come from overloaded sockets and exposed wires that can cause shocks or fires.
- Chemical hazards arise from cleaning solutions or machine oils which may spill and cause harm.
- Safety drills prepare workers for emergencies by teaching them the correct evacuation routes and safe gathering points.
- A good workplace inspection can identify leaks, broken equipment, and storage issues before they cause accidents.
- Understanding hazards helps workers act quickly and prevent injuries or damage.
- Every worker has a role in maintaining safety by reporting unsafe conditions to supervisors.
- Proper handling of chemicals with protective gear reduces the risk of burns or breathing problems.
- Machine operators must be careful to switch off power before cleaning or fixing equipment.
- A culture of safety increases overall productivity as workers feel secure and confident at their jobs.

Explain

- Hazards are anything in the workplace that can cause harm and recognising them early is the first step in preventing accidents.
- Fire hazards are especially dangerous in embroidery units because fabric, thread, and dust are easily combustible.
- Electrical hazards can come from frayed wires, wet floors near sockets, or overloading machines with too many plugs.
- Chemical hazards include exposure to machine lubricants or cleaning agents which can irritate skin or cause burns.
- Safety drills are practice sessions that help everyone know how to evacuate safely and quickly in case of fire or emergency.
- Following emergency steps calmly and without panic can save lives during a real incident.
- Workers should regularly check their stations for leaks, loose wires, or improperly stored chemicals.
- Protective equipment like gloves and masks should always be used when handling oils or cleaning solutions.
- Broken machines must not be operated and should be reported immediately to avoid accidents.
- Every worker should take personal responsibility for safety because small actions like switching off equipment or clearing clutter prevent major risks.

Demonstrate

Participants will use a sample workplace safety checklist to simulate a real inspection exercise where they identify hazards such as exposed wires, flammable materials, and blocked exits and then practice reporting and correcting them as if they were responding to a real embroidery workplace situation.

Activity

1. **Name of the Activity:** Fire Drill Response
2. **Objective of the Activity:** To practice how workers should respond calmly and effectively during a fire emergency.
3. **Resources:** Participant handbook, pen, notepad, whistle or alarm sound, whiteboard, markers, presentation slides, overhead projector.
4. **Time Duration:** 20 minutes
5. **Instructions:**
   - Divide participants into groups and assign roles such as machine operator, supervisor, and safety officer.
   - Simulate a fire alarm using a whistle or alarm sound.
   - Ask participants to follow the evacuation steps by moving calmly to a safe assembly point.
   - Have the safety officer check if all team members are accounted for.
   - Facilitate a discussion about what went well and what could be improved in the evacuation process.
6. **Outcome:** Participants will understand how to respond during a fire drill and recognise the importance of calm, coordinated actions.

Activity

1. **Name of the Activity:** Spotting and Reporting Hazards
2. **Objective of the Activity:** To practice identifying and reporting unsafe conditions in the workplace.
3. **Resources:** Participant handbook, pen, notepad, sample hazard cards or images of broken wires, chemical spills, and blocked exits.
4. **Time Duration:** 20 minutes
5. **Instructions:**
   • Provide each group with hazard cards or images showing unsafe workplace conditions.
   • Ask participants to act out the role of a worker spotting the hazard and reporting it to the supervisor.
   • The supervisor role should respond by arranging corrective action.
   • Groups present their scenarios to the class and explain why the hazard was dangerous.
   • Conclude with a summary of how reporting hazards prevents accidents.
6. **Outcome:** Participants will gain confidence in spotting hazards and learn the correct way to report them.

Notes for Facilitation

• Keep the session interactive by encouraging participants to share real-life safety experiences.
• Use clear visuals and simple demonstrations to explain workplace hazards.
• Adjust the pace to suit participant understanding and repeat key safety points when needed.
• Monitor engagement and encourage participation in discussions and role plays to keep energy levels high.
• Summarise each activity with practical takeaways to reinforce the importance of workplace safety.

Unit 4.2: First Aid and Emergency Care

Unit Objectives

By the end of this unit, the participants will be able to:

1. Discuss why learning first aid is important and how it helps in emergencies at the workplace.
2. Illustrate the basic steps a person should follow to help someone who is hurt at work.
3. Demonstrate how to give simple CPR when a person is not breathing properly.
4. Describe how a person uses safety items like masks, gloves, and boots while working.
5. Explain why wearing protective gear is important when collecting data near machines or processes.
6. Illustrate how to use tools like scissors or cutters in a safe and careful way.
7. Elucidate how safety signs help people understand what to do and avoid danger at work.

Resources to be Used

Participant handbook, notepad, pen, first aid kit, CPR training mannequin or chart, safety gear items like masks gloves and boots, scissors or safe cutting tools, whiteboard, markers, presentation slides, overhead projector or large screen.

Do

- Greet the participants warmly and introduce yourself while highlighting your knowledge in workplace safety and health.
- Clearly state the unit's objectives and share what the participants will be able to do by the end of the session in terms of first aid and safety care.
- Provide a short overview of the session so that participants understand the flow and expectations of the learning journey.
- Ensure all participants have their participant handbook notepad and pen ready before beginning the discussion.
- Check that the first aid kit, CPR mannequin or chart, and protective gear items are available and functional.
- Display the presentation slides on the screen and confirm visibility for everyone.
- Invite participants to introduce themselves and share any past experience with safety or first aid.
- Inform participants that the session will include practical role plays, group activities, and opportunities to ask questions.
- Organise the seating arrangement to allow easy visibility of demonstrations and participation in group work.
- Summarise the session at the end by revisiting the unit objectives and encouraging participants to practice these safety measures in their daily work.

Say

- Welcome to today's session on first aid and emergency care which is an essential part of ensuring safety in any apparel workplace.
- In this session you will learn how to respond to injuries and emergencies that may occur while working with machines or sharp tools.
- We will also explore the correct use of protective gear like gloves, masks, and boots which help prevent accidents.
- By the end of this session you will be confident in giving simple first aid, understanding CPR basics, and ensuring your workplace is a safer environment.
- I look forward to working together on practical exercises that will build your confidence in handling emergencies.

Ask

- Can anyone share why they think first aid knowledge is important at the workplace especially in a factory environment?
- What are some common accidents or injuries you have seen or heard about in apparel factories or at home?
- How do you think protective gear helps in reducing workplace injuries or health risks?
- If you saw a co-worker injured what would be your first instinctive step to help them?
- Why do you think safety signs and warnings are displayed in workplaces and how do they guide our actions.

Elaborate

- First aid is the immediate help given to an injured person before professional medical care arrives and it can often save lives.
- In a factory setting workers may face cuts burns or fainting and basic first aid knowledge prepares us to respond quickly.
- CPR or cardiopulmonary resuscitation is a simple life saving technique that keeps oxygen flowing in the body until medical help arrives.
- Protective gear like gloves masks and boots prevent direct contact with harmful substances and reduce risks of injuries.
- Scissors and cutters are essential tools but handling them without caution can cause severe accidents.
- Using tools safely means paying attention to grip position and storing them correctly after use.
- Safety signs communicate warnings instructions and directions that keep everyone aware of possible risks.
- These signs use simple symbols and colours so that even in emergencies workers can understand them instantly.
- Wearing protective gear and following safety instructions shows responsibility towards your own safety and your team's safety.
- A well-organised workplace where everyone follows safety practices reduces accidents and creates a healthier environment.

Explain

- First aid helps in reducing the severity of injuries and provides immediate comfort to the injured person.
- A basic first aid response involves checking the surroundings for safety, assessing the injured person, and then providing care.
- CPR is used when a person is not breathing or does not have a heartbeat and it involves chest compressions and rescue breaths.
- Protective equipment acts as a barrier between the worker and potential hazards in the workplace.
- Gloves protect the hands from cuts and chemicals while masks protect against dust and fumes and boots protect the feet from heavy objects.
- Tools like scissors and cutters should always be used with focus and never while distracted.
- After use tools should be stored properly in designated places to avoid injuries to others.
- Safety signs are placed near machines exits or hazardous areas to warn or guide workers.
- Understanding and following these signs helps workers avoid accidents and ensures smooth functioning of the workplace.
- Practicing these habits daily makes them second nature and helps create a culture of safety in the factory.

Demonstrate

Participants will use a CPR mannequin and a basic first aid kit to practice checking for breathing, giving chest compressions, applying bandages, and safely using protective gear through a simulation exercise that mirrors real workplace emergency situations.

Activity

1. **Name of the Activity:** Handling a Minor Injury at Work
2. **Objective of the Activity:** To help participants practice immediate first aid steps for minor cuts and injuries.
3. **Resources:** Participant handbook, first aid kit, bandages, gloves, notepad, pen.
4. **Time Duration:** 20 minutes
5. **Instructions:**
    - Divide participants into pairs and assign one as the injured worker and the other as the responder.
    - Provide a scenario where the worker has a cut from handling scissors or a needle.
    - The responder must demonstrate washing hands, wearing gloves, cleaning the wound, and applying a bandage.
    - Switch roles so both participants practice being the responder.
    - Discuss as a group the importance of quick and correct actions in reducing risks of infection.
6. **Outcome:** Participants will gain hands-on practice in handling minor injuries safely and effectively.

Activity

1. **Name of the Activity:** Responding to an Unconscious Worker
2. **Objective of the Activity:** To practice assessing an unconscious worker and performing CPR steps.
3. **Resources:** CPR training mannequin or chart, participant handbook, notepad, pen.
4. **Time Duration:** 20 minutes
5. **Instructions:**
   - Present a scenario where a worker has collapsed due to fainting near a machine.
   - Assign roles as the responder and the unconscious worker.
   - The responder must check for breathing, call for help, and perform CPR on the mannequin following the taught method.
   - Rotate roles so that all participants get the chance to perform the steps.
   - Summarise the role play by highlighting the importance of staying calm and confident during emergencies.
6. **Outcome:** Participants will develop confidence in responding to serious emergencies and learn the basic sequence of CPR.

Notes for Facilitation

- Keep the session interactive by encouraging participants to share real life experiences of injuries or emergencies.
- Use simple demonstrations and practical tools to ensure learning is easy to understand.
- Monitor participants closely during role plays to correct mistakes and reinforce correct steps.
- Adjust the pace of the session according to participants' understanding to maintain engagement.
- Reinforce key safety practices at the end of each role play to ensure takeaways are clear and memorable.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Chemical spill
2. c. To prepare for real emergencies
3. c. Provide first aid if safe to do so
4. c. Use them carefully and safely
5. c. Understand dangers and stay safe

Answer the following questions briefly.

1. Refer to Unit 4.1: Workplace Hazards and Response
   Topic 4.1.1 Common Safety Dangers at the Workplace

2. Refer to Unit 4.1: Workplace Hazards and Response
   Topic 4.1.2 Risks caused by Electric Wires and Chemicals

3. Refer to Unit 4.1: Workplace Hazards and Response
   Topic 4.1.3 Steps Need to be Followed in Safety Drills

4. Refer to Unit 4.1: Workplace Hazards and Response
   Topic 4.1.4 Checking the Workplace for Unsafe Things

5. Refer to Unit 4.2: First Aid and Emergency Care
   Topic 4.2.4 Using Safety Items While Working

5. Comply with Industry, Regulatory, Organisational Requirements and Greening of Job Roles

Unit 5.1 - Workplace Ethics and Integrity

Unit 5.2 - Workplace Behaviour and Duties
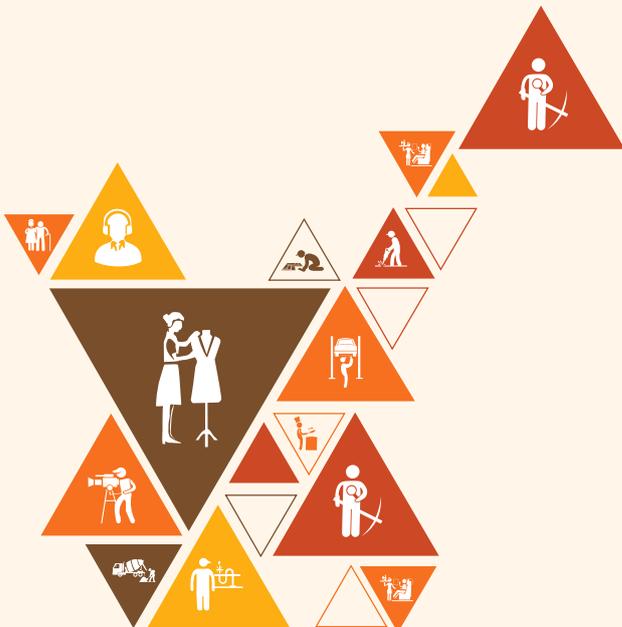
Key Learning Outcomes

By the end of this module, the participants will be able to:

1. Explain why it is important to follow good values and honesty in the apparel industry.
2. Discuss how being honest and fair helps both the worker and the company do better.
3. Describe why coming to work on time every day is important in garment factories.
4. Elucidate how knowing what customers want helps make better clothes and products.
5. Outline the rules made by the country or customer for making clothes safely and correctly.
6. Illustrate how workers must share problems or mistakes by telling the right person at work.
7. Explain what tasks a worker is allowed to do and when they should ask for help.
8. Describe why it is important to tell if something is not done as per the rules or law.
9. Explain how workers can ask supervisors if they are not sure about company rules.
10. Discuss how following company rules helps everyone work safely and smoothly.
11. Outline what to do when someone does not follow legal or company rules in the workplace.
12. Elucidate the basic legal rules that must be followed while making and selling clothes.
13. Describe how to use machines, tools, and materials safely while working with clothes.
14. Illustrate how workers should clean their tools and machines on time to avoid problems.
15. Explain how to report if any machine or place at work is unsafe or dangerous.

Unit 5.1: Workplace Ethics and Integrity

Unit Objectives

By the end of this unit, the participants will be able to:

1. State the importance of having an ethical and value-based approach to governance.
2. State benefits to self and the organisation due to the practice of values and ethics.
3. Mention the limits of personal responsibility.
4. Discuss the steps to clarify doubts on policies and procedures with the supervisor or other authorised personnel.
5. State the importance of punctuality and attendance.
6. Discuss any possible deviation from regulatory requirements.
7. Identify procedures to follow if legal, regulatory and ethical requirements of the organisation are not met.
8. Interpret correctly legal, regulatory and ethical requirements specific to the apparel industry.

Resources to be Used

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.

Do

- Greet the participants warmly and introduce yourself while creating a positive and respectful atmosphere for the session.
- State the unit objectives clearly and explain how ethics and integrity form the foundation of professional workplace conduct.
- Provide a short overview of the agenda so that participants understand the flow of topics and can remain engaged.
- Ensure all participants are equipped with their handbook, pens, and notepads to actively take notes during the session.
- Verify that the whiteboard, projector, and slides are ready for use and are visible to all participants.
- Encourage participants to introduce themselves briefly by sharing their name and one workplace value they personally admire.
- Highlight that the session will be interactive with opportunities for discussion, role-play, and practical learning.
- Arrange seating to allow open communication and group collaboration during activities and role-plays.
- Maintain an appropriate pace to ensure participants understand each concept and can connect it to their future roles.
- Summarise the session at the end by linking all discussions back to the relevance of workplace ethics for Record Keeper- Sewn Items Manufacturings.

Say

- Welcome to today's session on workplace ethics and integrity which is one of the most important aspects of building a professional career.
- By the end of this session you will understand why ethics and values matter not just for your organisation but also for your personal growth.
- We will discuss how punctuality, honesty, and responsibility can directly influence your effectiveness and trust in the workplace.
- We will also explore how to clarify doubts about workplace policies and the importance of following rules and regulations correctly.
- I look forward to hearing your experiences and perspectives as we connect personal values with the requirements of the apparel industry.

Ask

- Can anyone share an example where being honest in a difficult situation helped them or someone else?
- Why do you think punctuality and attendance are considered ethical responsibilities in the workplace?
- How do you think lack of integrity can affect not just the individual but also the entire organisation?
- What steps would you take if you are unsure about a company policy or instruction from your supervisor?
- How do you think ethics in the apparel industry directly impacts customer satisfaction and brand reputation?

Elaborate

- Ethics and integrity form the foundation of trust between employees, employers, and customers in the apparel industry.
- Having a value-based approach ensures that decisions are not only profitable but also responsible and sustainable.
- Ethical practices help organisations build long-term relationships with clients and maintain a positive reputation.
- For individuals, integrity leads to personal credibility, respect, and career growth.
- Punctuality and attendance show respect for the organisation's time and resources and help maintain smooth workflow.
- The limits of personal responsibility should be recognised so that employees understand what is within their authority and what must be referred to supervisors.
- Clear communication channels are necessary so that doubts on policies can be resolved without confusion.
- Following legal and regulatory requirements helps the apparel industry maintain quality and safety standards.
- Deviations from regulations not only cause penalties but can also damage organisational credibility in the market.
- Ethical decision making is about balancing personal values with organisational policies and regulatory frameworks.

Explain

- Workplace ethics refers to the set of moral principles that guide behaviour and decision making in a professional setting.
- Integrity means consistently doing what is right even when no one is watching and it builds reliability at work.
- Personal responsibility includes meeting assigned tasks, being accountable for mistakes, and respecting company rules.
- Policies and procedures are created to ensure fairness, safety, and smooth functioning of the organisation.
- Clarifying doubts with supervisors prevents misunderstandings and promotes transparent communication.
- Legal and regulatory requirements in apparel manufacturing cover areas like labour laws, safety standards, and environmental norms.
- Failing to follow these requirements can result in fines, product rejection, or even factory shutdowns.
- Ethical behaviour also includes respecting cultural values and diversity in the workplace.
- Attendance and punctuality are small but powerful indicators of commitment and reliability.
- Every employee contributes to the ethical culture of the organisation by practising honesty, respect, and accountability daily.

Demonstrate

Participants will use a workplace ethics case study booklet to analyse scenarios involving punctuality, honesty, and following policies where they will identify correct ethical responses, discuss possible consequences of unethical behaviour, and then share solutions in groups to simulate real-life decision making.

Activity

1. **Name of the Activity:** Resolving Doubts with a Supervisor
2. **Objective of the activity:** To practice clarifying workplace policies and procedures respectfully with authorised personnel.
3. **Resources:** Participant handbook, notepad, pen, sample company policy document, presentation slides.
4. **Time Duration:** 20 minutes
5. **Instructions:**
   - Divide participants into pairs with one acting as an employee and the other as a supervisor.
   - Provide a scenario where the employee is unsure about a policy regarding leave or attendance.
   - Ask the employee to respectfully approach the supervisor and seek clarification.
   - The supervisor must respond according to policy guidelines provided in the handbook.
   - Rotate roles so that both participants experience being an employee and a supervisor..
6. **Outcome:** Participants will build confidence in approaching supervisors to clarify doubts while maintaining professionalism.

Activity

1. **Name of the Activity:** Handling Ethical Dilemmas in Apparel Workplace
2. **Objective of the activity:** To identify ethical choices in challenging workplace situations and practice decision making.
3. **Resources:** Participant handbook, notepad, pen, case cards with ethical dilemma scenarios.
4. **Time Duration:** 20 minutes
5. **Instructions:**
   - Divide participants into small groups and provide each with a dilemma card such as reporting faulty production, dealing with late attendance, or handling misuse of materials.
   - Ask groups to discuss the situation and propose an ethical response.
   - Each group must then present their decision and reasoning to the class.
   - Facilitate a discussion comparing group responses and highlighting the most ethical approaches.
   - Conclude by linking each scenario to real industry challenges.
6. **Outcome:** Participants will learn to apply ethics and integrity principles in practical workplace contexts and strengthen decision-making skills.

Notes for Facilitation

- Keep the session highly interactive by using relatable workplace examples from the apparel industry.
- Use role-plays and case studies to help participant's practice ethical decision making rather than just hearing about it.
- Adjust explanations to suit participants' educational background ensuring concepts remain simple and practical.
- Encourage participants to share their own values and experiences to make the session personally meaningful.
- Reinforce each learning point by summarising with real-world connections to Record Keeper- Sewn Items Manufacturing roles.

Unit 5.2: Workplace Behaviour and Duties

Unit Objectives 🎯

By the end of this unit, the participants will be able to:

1. State customer-specific requirements mandated as a part of the work process.
2. State the organisational policies and procedures within the limits of self-authority.
3. Mention correctly legal, regulatory and ethical requirements specific to the apparel industry.
4. Discuss work functions in accordance with organisational standards, greening solutions, procedures, policies, legislation and regulations.
5. Explain the application of these policies and procedures within your work practices and inculcate sustainable consumption practices.
6. Mention the process of support to the supervisor and team members in enforcing the organisational considerations.
7. Explain how a worker should carefully use machines, clothes, tools, and computers to stay safe.
8. Describe how a worker should clean machines and work areas regularly to keep them working well.
9. Discuss how a worker should tell the supervisor if something is broken or unsafe at the workplace.

Resources to be Used ⚙️

Participant handbook, notepad, pen, whiteboard, markers, presentation slides, overhead projector or large screen, computer or laptop with internet connection.

Do ✓

- Greet the participants warmly and establish a welcoming environment to encourage openness and interaction.
- Clearly introduce the topic of workplace behaviour and duties and explain its relevance to Record Keeper- Sewn Items Manufacturings.
- Provide an overview of the session objectives so learners know what knowledge and skills they will gain by the end of the unit.
- Ensure all learners have their handbooks, pens and notepads ready for note-taking and participation.
- Confirm that the teaching aids like the whiteboard, projector and presentation slides are in working order before starting.
- Encourage participants to briefly introduce themselves to promote familiarity and trust in the group.
- Highlight that the session will involve interactive discussions, role-plays and practical examples to aid better understanding.
- Move steadily through the content ensuring clarity and allowing time for learners to absorb and ask questions.
- Monitor participants' engagement and adapt delivery style to maintain energy and involvement.
- Conclude by summarising key takeaways and asking participants to reflect on how they can apply the concepts in their own workplace.

Say 💬

- Welcome to this session on workplace behaviour and duties which are crucial for Record Keeper- Sewn Items Manufacturings in the apparel industry.
- By the end of this session you will understand your roles, responsibilities, and how following organisational procedures ensures safety and efficiency.
- We will discuss how policies and legal requirements guide your daily tasks and help maintain quality standards.
- The session will also cover how to work safely with machines and how to keep the workplace clean and functional.
- You will also learn why reporting unsafe conditions or broken machines to supervisors is vital for smooth operations.

Ask 🗨

- Can anyone share an example of a workplace rule they follow that ensures safety while working on machines?
- What steps do you usually take to keep your work area clean and organised during or after your shift?
- Why do you think it is important to follow organisational procedures even in small routine tasks?
- How does reporting machine faults or unsafe situations to supervisors help the whole team?
- What sustainable practices can be followed at work to reduce waste and protect the environment?

Elaborate ⚙

- Workplace behaviour includes punctuality, discipline, cooperation and adherence to organisational standards that create a safe and efficient environment.
- Customer-specific requirements such as correct thread colours, accurate designs or timely delivery must always be followed to maintain client trust.
- Organisational policies guide workers on reporting lines, communication methods, and limits of authority to avoid confusion and errors.
- The apparel industry operates under legal and ethical frameworks including fair wages, safe working conditions and prohibition of child labour.
- Following safety rules like using machines carefully and wearing protective clothing prevents accidents and ensures smooth functioning.
- Greening solutions such as recycling fabric waste and using energy-efficient machines are becoming important to promote sustainability.
- Teamwork is essential in an apparel unit and workers should support supervisors and colleagues in enforcing organisational policies.
- Regular cleaning of machines prevents breakdowns and ensures consistent quality in embroidery work.
- Reporting unsafe equipment or conditions promptly prevents accidents and protects the health of all workers.
- Workplace duties also include maintaining respect and professionalism which contributes to a positive and productive environment.

Explain

- Workplace behaviour defines how employees conduct themselves within organisational boundaries and ensures harmony at the unit.
- Duties of Record Keeper- Sewn Items Manufacturings include following designs accurately, maintaining records and completing tasks within deadlines.
- Workers must respect customer-specific requirements to ensure product quality and customer satisfaction.
- Understanding and complying with organisational procedures reduces errors and strengthens operational flow.
- Legal and regulatory requirements ensure fair treatment of workers and adherence to ethical industry practices.
- Workers must use machines, clothes, and tools responsibly to ensure safety and avoid unnecessary damage.
- Keeping the work area clean ensures machines remain functional and helps prevent workplace hazards.
- Proper communication with supervisors is critical in addressing faults, hazards or any non-compliance issues.
- Sustainable consumption practices like reducing thread wastage and reusing fabric scraps contribute to cost savings and environmental care.
- A worker's behaviour and duties together reflect professionalism which builds trust with employers, supervisors and clients.

Demonstrate

Participants will use a sample workplace checklist to simulate how an Record Keeper- Sewn Items Manufacturing applies organisational policies, follows customer requirements, checks safety procedures, maintains machine cleanliness, and reports any faults to supervisors to experience how proper workplace behaviour ensures smooth operations.

Activity

1. **Name of the Activity:** Reporting Unsafe Equipment
2. **Objective of the activity:** To help participants practice reporting a broken or unsafe machine to a supervisor in a professional and responsible manner.
3. **Resources:** Participant handbook, notepad, pen, sample workplace checklist, projector screen.
4. **Time Duration:** 15 minutes
5. **Instructions:**
   - Divide participants into pairs, assigning one as the worker and the other as the supervisor.
   - Provide a scenario where the machine is producing sparks or unusual noise.
   - The worker must approach the supervisor and report the issue clearly and respectfully.
   - The supervisor should respond appropriately by recording the issue and assuring timely repair.
   - Rotate roles to allow both participants to experience each role.
6. **Outcome:** Participants will gain confidence in reporting workplace hazards and understand how clear communication prevents accidents.

Activity

1. **Name of the Activity:** Team Support in Workplace Duties
2. **Objective of the activity:** To build teamwork skills by practising how workers can support supervisors and colleagues in enforcing organisational considerations.
3. **Resources:** Participant handbook, notepad, pen, sample duty list, projector screen.
4. **Time Duration:** 20 minutes
5. **Instructions:**
   - Divide participants into small groups of three or four.
   - Provide each group with a duty list including cleaning, checking machine settings, and organising threads.
   - Ask groups to assign roles and perform tasks collaboratively as a simulation.
   - Observe how team members divide responsibilities and support one another.
   - Facilitate a group discussion on teamwork and organisational support.
6. **Outcome:** Participants will understand the value of teamwork in maintaining workplace efficiency and fulfilling organisational duties.

Notes for Facilitation

- Keep the session interactive by encouraging participants to share real-life workplace experiences.
- Use role-plays and discussions to reinforce the importance of policies and procedures.
- Adapt pace and examples to match the experience levels of the learners.
- Summarise key takeaways after each activity to strengthen retention.
- Emphasise the link between safe workplace behaviour and long-term career growth.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. To build trust and help the company grow
2. c. Ask the supervisor questions
3. c. To help production run smoothly
4. d. Inform the supervisor immediately
5. c. Clean them regularly

Answer the following questions briefly.

1. Refer to Unit 5.1: Workplace Ethics and Integrity
    Topic 5.1.1 Importance of Following Good Values and Honesty at Work
2. Refer to Unit 5.1: Workplace Ethics and Integrity
    Topic 5.1.8 Interpretation of Legal, Regulatory and Ethical Requirements
3. Refer to Unit 5.1: Workplace Ethics and Integrity
    Topic 5.1.6 Rules and Laws Need to Follow in the Apparel Industry
4. Refer to Unit 5.2: Workplace Behaviour and Duties
    Topic 5.2.9 Reporting to the Supervisor while Something is Broken or Unsafe at the Workplace
5. Refer to Unit 5.2: Workplace Behaviour and Duties
    Topic 5.2.8 Cleaning Machines and Work Areas Regularly

6. Employability Skills

Employability Skills is available at the following location

https://www.skillindiadigital.gov.in/content/list
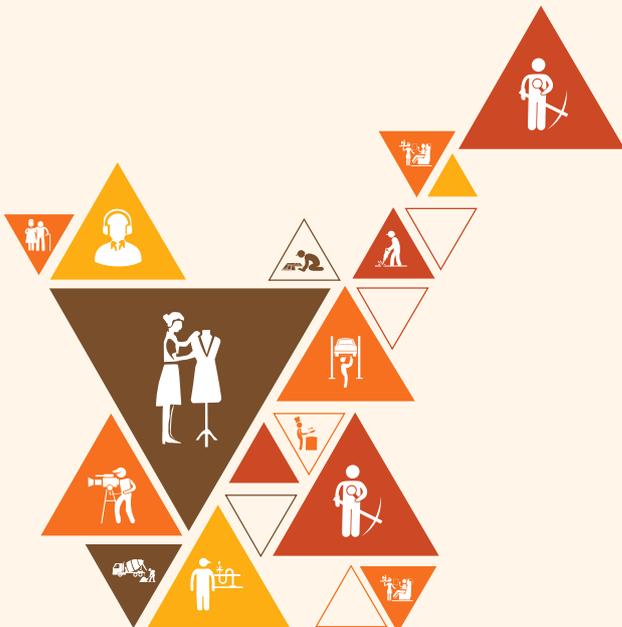
Employability Skills

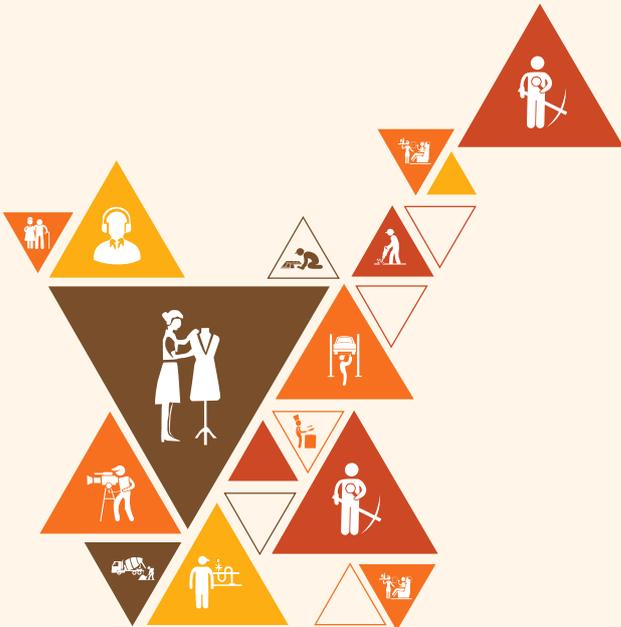# 7. Annexures

Annexure I: Training Delivery Plan

Annexure II: Assessment Criteria

Annexure III: List of QR Codes Used in PHB

Annexure I

Training Delivery Plan

Training Delivery Plan				
Program Name:	Record Keeper- Sewn Items Manufacturing			
Qualification Pack Name & Ref. ID	Record Keeper- Sewn Items Manufacturing, AMH/Q1920			
Version No.	4.0		**Version Update Date**	18/02/2028
Pre-requisites to Training (if any)	Not Applicable			
Training Outcomes	**After completing this programme, participants will be able to:** 1. Describe the role and responsibilities of a Record Keeper. 2. Discuss industry, regulatory, organisational requirements and the greening of job roles. 3. Explain how to identify recording needs and assign unique identification to records. 4. Elaborate on methods to establish and maintain records as evidence of process performance. 5. Outline ways to maintain health, safety and security in the record keeping work area with gender and PwD sensitisation. 6. Elucidate the importance of soft skills.			

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
1.	Introduction and Orientation to Record Keeper	Overview of Apparel Industry and Record Keeper Job-Role	• Describe the size and scope of the apparel industry • Explain the roles and responsibilities of a Record Keeper in the apparel sector • Elaborate on the apparel production process and related employment opportunities for a Record Keeper.	Bridge Module	Classroom lecture/ PowerPoint Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	3 Theory (03:00) Practical (00:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
2	**Plan to identify record needs and assign a unique identification to records**	**Record Identification and Coding**	• Elaborate on how to define codes and names for quality records at different stages of organisational processes. • Describe the importance of assigning unique identification to records in ensuring systematic tracking across processes. • Outline how record identification supports accuracy and consistency in maintaining production and quality information.	AMH/N1920 PC1, KU1, KU5, KU6	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	8 Theory (03:00) Practical (05:00)
		Material Accounting Records	• Elaborate on the need for accounting of materials at different process stages as per the quality plan like cutting, stitching, and finishing. • Describe how material accounting records help in reducing wastage and improving productivity. • Outline the linkage between material records and the quality management system of the organisation.	AMH/N1920 PC2, KU1, KU5, KU6			8 Theory (03:00) Practical (05:00)
		Human Resource and Store Records	• Elaborate on the need for recording data related to HR, stores, and administrative functions. • Describe how HR and store records support workforce management and material utilisation. • Outline the role of HR and store data in overall organisational performance.	AMH/N1920 PC3, KU1, KU5, KU6			8 Theory (03:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Quality and Inspection Records	• Elaborate on the need for recording data related to quality parameters and inspection/testing results like fabric inspection, stitching defects, and colour fastness. • Describe how inspection records help in identifying defects and ensuring customer satisfaction. • Outline the process of integrating quality records with corrective and preventive measures.	AMH/N1920 PC4, KU1, KU5, KU6			8 Theory (03:00) Practical (05:00)
		Data Collection Modes	• Elaborate on the different modes of collecting data for records like direct measurement, offline collection, online collection, and sampling. • Describe how the choice of data collection mode affects accuracy and reliability. • Outline the procedure of selecting appropriate data collection methods for various production processes.	AMH/N1920 PC5, KU4, KU6			8 Theory (03:00) Practical (05:00)
		Cross-Departmental Coordination	• Elaborate on the need to coordinate and collaborate with all departments in managing records and databases. • Describe the role of inter-departmental communication in ensuring effective records management. • Outline strategies to maintain consistency of records across production, quality, HR, and stores departments.	AMH/N1920 PC6, KU1, KU5, KU6, KU7			8 Theory (03:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Scope of Sensitive Data	• Elaborate on the scope and sensitivity of data related to production, quality, design, and R&D. • Describe the significance of safeguarding sensitive information during record management. • Outline how sensitive data impacts decision-making across manufacturing processes.	AMH/N1920 KU1			8 Theory (03:00) Practical (05:00)
		Sampling in Data Collection	• Elaborate on the concept of sampling in relation to data collection. • Describe the importance of sampling in reducing time and cost while ensuring accuracy. • Outline practical applications of sampling in different stages of production and quality inspection.	AMH/N1920 KU4			7 Theory (02:00) Practical (05:00)
		Manu-facturing Process Records	• Elaborate on how knowledge of the organisation's manufacturing processes supports effective record management. • Describe the role of process knowledge in ensuring records are maintained at critical points. • Outline how manufacturing records contribute to process performance analysis.	AMH/N1920 KU5			6 Theory (01:00) Practical (05:00)
		Data Collection Practices	• Elaborate on common data collection procedures and practices in manufacturing organisations. • Describe how standardised practices improve accuracy and consistency of records. • Outline how data collection practices are linked with compliance and reporting needs.	AMH/N1920 KU6			6 Theory (01:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		New Records Systems	• Elaborate on the process of establishing new records management systems in an organisation. • Describe the steps required to design and implement an efficient recordkeeping framework. • Outline how new systems address gaps in existing records and improve productivity.	AMH/N1920 KU7			6 Theory (01:00) Practical (05:00)
		Evaluation of Records Systems	• Elaborate on how to develop, maintain, verify, and evaluate existing records management systems. • Describe the importance of continuous improvement in records management. • Outline methods of verifying the effectiveness of current systems and identifying areas for enhancement.	AMH/N1920 KU8			6 Theory (01:00) Practical (05:00)
3	**Establish and maintain records as evidence to process performance**	**Unique Record Identification**	• Elaborate on how to assign unique identification numbers for records in line with organisational procedures. • Describe the role of numbering systems in ensuring easy tracking and retrieval of information. • Outline how proper coding of records improves consistency and accuracy in documentation.	AMH/N1921 PC1, KU3	Classroom lecture/ PowerPoint Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	6 Theory (01:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Data Collection Procedures	• Elaborate on how to collect data as per defined procedures like measurement data of panels, fabrics, and inspection data. • Describe the significance of standardised data collection in ensuring accuracy and reliability. • Outline the link between data collection and quality management system requirements.	AMH/N1921 PC2, KU1, KU2			6 Theory (01:00) Practical (05:00)
		Records for Final Garments	• Elaborate on how to maintain records for final garments issued to washing and received from vendors. • Describe the importance of tracking garment movement for accountability and traceability. • Outline how garment records support compliance with buyer and market requirements.	AMH/N1921 PC3, KU1			6 Theory (01:00) Practical (05:00)
		Daily Inventory and Reporting	• Elaborate on how to handle day-to-day record keeping activities and maintain inventory data. • Describe the process of preparing reports for supervisors or managers. • Outline how daily reporting supports operational efficiency and transparency in record management.	AMH/N1921 PC4, KU2			6 Theory (01:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Disposal of Old Records	• Elaborate on how to dispose of old records as per organisational procedures. • Describe the importance of secure disposal in safeguarding sensitive information. • Outline the methods of archiving or destroying records as per compliance requirements.	AMH/N1921 PC5, KU4, KU8			6 Theory (01:00) Practical (05:00)
		Retrieval and Access	• Elaborate on how to retrieve and provide access to necessary records and reports to relevant personnel. • Describe the role of proper indexing and classification in ensuring efficient retrieval. • Outline how controlled access to records helps in maintaining confidentiality and data security.	AMH/N1921 PC6, KU6, KU7			6 Theory (01:00) Practical (05:00)
		Quality Plans and Records	• Elaborate on how to align record keeping practices with the organisation's quality plans defined for garment styles and buyer classes. • Describe the significance of documenting quality plans for compliance with market and buyer requirements. • Outline how quality plan-based record keeping supports performance monitoring.	AMH/N1921 KU1			6 Theory (01:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		QMS Procedures	• Elaborate on the role of quality management system procedures in record keeping. • Describe how QMS compliance ensures standardisation and uniformity in records. • Outline how QMS procedures improve accuracy and reliability of organisational documentation.	AMH/N1921 KU2			6 Theory (01:00) Practical (05:00)
		Record Numbering Systems	• Elaborate on the procedure of assigning numbering systems to organisational records. • Describe how numbering systems aid in preventing duplication and confusion. • Outline best practices in designing numbering systems for ease of use.	AMH/N1921 KU3			6 Theory (01:00) Practical (05:00)
		Preserving Old Records	• Elaborate on the significance of maintaining old records for future reference. • Describe the role of preservation in ensuring legal and operational compliance. • Outline the techniques used for safely storing and maintaining old records.	AMH/N1921 KU4			6 Theory (01:00) Practical (05:00)
		Record Safety and Security	• Elaborate on the importance of keeping records safe and secure in proper storage with a locking system. • Describe how physical and digital security prevents data loss and unauthorised access. • Outline organisational practices to ensure the safety of sensitive documents.	AMH/N1921 KU5			6 Theory (01:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Controlled Record Access	• Elaborate on the process of granting access to records and files only to authorised personnel. • Describe the risks associated with uncontrolled access. • Outline the importance of access control in maintaining confidentiality and organisational integrity.	AMH/N1921 KU6			6 Theory (01:00) Practical (05:00)
		Classification and Indexing	• Elaborate on the importance of classifying and indexing records for easy retrieval. • Describe methods of creating indexes for physical and digital records. • Outline how proper classification supports efficiency in record management.	AMH/N1921 KU7			6 Theory (01:00) Practical (05:00)
		Record Archiving	• Elaborate on the process of archiving finished data and records. • Describe the role of archiving in long-term data preservation. • Outline how archiving helps maintain compliance with organisational and legal standards.	AMH/N1921 KU8			6 Theory (01:00) Practical (05:00)
		Record De-struction	• Elaborate on the controlled destruction of finished records as per organisational guidelines. • Describe the importance of secure destruction to protect sensitive information. • Outline methods like shredding or digital wiping for ensuring safe record disposal.	AMH/N1921 KU8			6 Theory (01:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
4	Maintain health, safety and security in the record keeping work area with Gender & PWD Sensitisation	Workplace Hazard Vigilance	• Elaborate on how to keep vigilance for potential risks and threats such as fire, chemical leakage, and unsafe equipment. • Describe the importance of identifying workplace hazards to prevent accidents and injuries. • Outline mechanisms to safeguard against risks and ensure a secure working environment.	AMH/N1922 PC1, KU1, KU2, KU4	Classroom lecture/ PowerPoint Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	5 Theory (03:00) Practical (02:00)
		Safe Handling of Tools and Equipment	• Elaborate on how to ensure safe and correct handling of tools and equipment like cutters and scissors. • Describe the role of personal protective equipment in preventing injuries during data collection processes. • Outline how safety measures can minimise risks when working with tools and machinery.	AMH/N1922 PC2, KU1, KU3, KU4			5 Theory (03:00) Practical (02:00)
		Compliance with Safety and Sensitisation	• Elaborate on the importance of complying with health, safety, gender, and PwD-related instructions at the workplace. • Describe how adherence to safety rules ensures a culture of responsibility and inclusivity. • Outline how compliance supports legal, ethical, and organisational standards.	AMH/N1922 PC3, KU5, KU6			5 Theory (03:00) Practical (02:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Partici-pation in Drills and Sensiti-sation Programs	• Elaborate on the need to participate in mock-drills, evacuation procedures, and sensitisation programs for gender and PwD awareness. • Describe the role of group discussions and training in building preparedness and inclusivity. • Outline how participation in drills improves response during emergencies.	AMH/N1922 PC4, KU5, KU6, KU7			5 Theory (03:00) Practical (02:00)
		Emergency Response and First Aid	• Elaborate on the importance of undertaking first-aid, fire-fighting, and emergency response training. • Describe how preparedness during emergencies helps in minimising damage and safeguarding lives. • Outline how training programs build confidence to act effectively in critical situations.	AMH/N1922 PC5, KU1, KU4			5 Theory (03:00) Practical (02:00)
		Gender and PwD Sensi-tivity	• Elaborate on the significance of promoting gender equality and supporting PwD employees in the workplace. • Describe how to communicate respectfully, offer help, and ensure accessibility for persons with disabilities. • Outline how organisations can create a safe, healthy, and inclusive environment for all employees.	AMH/N1922 KU5, KU6, KU7, KU8			5 Theory (03:00) Practical (02:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
5	Comply with industry, regulatory, organisational requirements and Greening of Job Roles	Organisational and Regulatory Compliance	• Elaborate on how to carry out work functions in line with organisational standards, greening solutions, policies, legislation, and regulations. • Describe the importance of safe working practices, code of conduct, and social accountability standards. • Outline how organisational rules, codes, and quality standards guide workplace responsibilities and compliance.	AMH/N0104 PC1, KU1, KU2, KU4	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Whiteboard and markers, Chart paper and sketch pens, an LCD Projector and Laptop for presentations, PCs/ Laptops, and Internet with Wi-Fi (at Least 2 Mbps Dedicated).	6 Theory (03:00) Practical (03:00)
		Sustainable Practices and Improvement	• Elaborate on how to apply organisational procedures and inculcate sustainable consumption practices. • Describe the importance of making conscious and sustainable decisions for a greener workplace. • Outline how active involvement in improving organisational performance supports environmentally friendly processes.	AMH/N0104 PC2, PC3, KU1, KU3			6 Theory (03:00) Practical (03:00)
		Safe Material and Equipment Handling	• Elaborate on how to handle materials, equipment, computers, and software safely to maintain a clean and hazard-free area. • Describe the importance of supporting adaptation to environmentally friendly processes through safe practices. • Outline the production procedures, work instructions, and specifications needed to perform activities effectively.	AMH/N0104 PC4, KU3, KU5, KU6			6 Theory (03:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Mainte-nance, Cleaning and Safety Reporting	• Elaborate on how to carry out running maintenance and cleaning as per schedules and responsibilities. • Describe how to deal with work interruptions effectively and report unsafe equipment or dangerous occurrences. • Outline the importance of maintenance procedures, minimising contamination, and identifying common faults with equipment.	AMH/N0104 PC5, PC6, PC7, KU7, KU8, KU9, KU10			6 Theory (03:00) Practical (03:00)
		Digital Record and Backup Manage-ment	• Elaborate on how to request system or software upgrades when required and maintain backup files for design software. • Describe the importance of keeping all soft copies of design work for future reference. • Outline how proper digital file management supports effective, safe, and reliable working processes.	AMH/N0104 PC8, PC9			6 Theory (03:00) Practical (03:00)
Total Duration							**Theory: 78:00** **Practical: 162:00**
Employability Skills (DGT/VSQ/N0101) **https://www.skillindiadigital.gov.in/content/list**							**30:00**
OJT Duration (Mandatory)							**30:00**
Total							**Theory + Practical + ES 300:00**

Annexure II

Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Assessment Criteria for Record Keeper- Sewn Items Manufacturing	
Job Role	Record Keeper- Sewn Items Manufacturing
Qualification Pack	AMH/Q1920, V4.0
Sector Skill Council	Apparel

S. No.	Guidelines for Assessment
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	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below.)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
5	To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS.
6	In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
7	In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Assessment Outcomes	Assessment Criteria for Outcomes	Marks Allocation		
		Theory	Practical	Viva
AMH/N1920: Plan to identify record needs and assign unique identification to records	Procedure for defining record needs at different stages of manufacturing processes and process performance	17	65	8
	PC1. Define codes and names for quality records at different stages of organization processes	3	15	1
	PC2. Identify need for accounting of materials at different process stages as per quality plan like cutting, stitching, finishing, etc.	3	15	1
	PC3. Identify need for recording data related to HR, stores, etc.	3	10	1
	PC4. Identify need for recording data related to quality parameters and inspection/testing results like fabric inspection, stitching defects, color fastness, etc.	3	10	2
	PC5. Identify mode of collecting data for records like direct measurement, offline data collection, online data collection, data collection for sampling etc.	3	10	2
	PC6. Coordinate and collaborate with all the departments in managing records and maintain appropriate databases	2	5	1
	NOS Total	17	65	8

AMH/N1921: Establish and maintain records as evidence to process performance	Identification, storage and preservation of records	20	75	10
	PC1. Assign unique identification numbers for records	5	20	2
	PC2. Collect data as per defined procedure like measurement data of panels, fabrics, inspection data of quality, etc.	3	10	2
	PC3. Maintain records for final garments issued to washing, received from vendors, etc.	5	20	2
	PC4. Handling day-to-day activities, inventory and reporting to the record keeping supervisor/manager	1	5	1
	PC5. Disposal of old record defined as per organisation's laid down procedure	3	10	2
	PC6. Retrieve and provide access to necessary appropriate records and reports as per requirement to the relevant personnel	3	10	1
	NOS Total	**20**	**75**	**10**
AMH/N1922: Maintain health, safety and security in the record keeping work area & Gender Sensitivity Requirements & PwD	Identifying health and safety hazards and ensuring mechanism to safeguard against hazards	13	45	7
	PC1.. Keep vigilance for potential risks and threats associated with workplace such as fire, chemical leakage and equipment that are of electric or chemical nature	1	3	1
	PC2. Ensure safe and correct handling of tools and equipment like cutter, scissors, etc.	5	10	2
	PC3. Comply with health, safety, gender and PwD (People with disability) related instructions applicable to the workplace	2	7	1
	PC4. . Participate in mock-drills/evacuation procedures organized at the workplace; group discussions, training sensitization programs for gender and PwD awareness	2	10	1
	PC5. . Undertake first-aid, fire-fighting and emergency response training	3	15	2
	NOS Total	**13**	**45**	**7**
AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles	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 organizational policies and procedures and inculcate sustainable consumption practices.	2	1	1
	PC3. Actively get involved in improving the performance of the organization and support adaptation to 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
	PC7. 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)	Introduction to Employability Skills	1	1	-
	PC1. understand the significance of employability skills in meeting the job requirements	-	-	-
	Constitutional values – Citizenship	1	1	-
	PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-
	Becoming a Professional in the 21st Century	1	3	-
	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	-
	PC4. speak with others using some basic English phrases or sentences	-	-	-
	Communication Skills	1	1	-
	PC5. follow good manners while communicating with others	-	-	-
	PC6. work with others in a team	-	-	-
	Diversity & Inclusion	1	1	-
	PC7. communicate and behave appropriately with all genders and PwD	-	-	-
	PC8. report any issues related to sexual harassment	-	-	-
	Financial and Legal Literacy	3	4	-
	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	-
	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	-
	PC14. identify and assess opportunities for potential business	-	-	-
	PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-
	Customer Service	2	2	-
	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	-
	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**	**-**

Annexure III

List of QR Codes Used in PHB

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 1: Introduction and Orientation to Record Keeper	Unit 1.1: Understanding Record Keeping in Apparel	1.1.1 Apparel Industry of India	15	https://youtu.be/tN5oLGS-jepQ?si=dHaJHz0ZCS5SJgWV	Textile and Apparel industry in India
		1.1.2 Duties and Responsibilities of a Record Keeper in the Apparel Industry	15	https://youtu.be/-ov1IlaUP35E-?si=uWzgBt-BXIVA1Qt-_	Store Keeper Ka Kaam Kya Hota Hai? Storekeeper Job
		1.1.3 Different Job Opportunities for a Record Keeper in the Apparel Sector	15	https://youtu.be/-Cs7OVqDaLqg?-si=JAB-Mq5kDBs9R7w2m	Stock Control Sheet In Excel | Inventory Management
		1.1.4 Steps of Production in Factories and Role of the Record Keeper in the Production Process	15	https://youtu.be/sk-kZ3O1oLqM?si=eL3q2XLYBPa-Kyoov	Textile Factory Tour || Surat || Full Understanding of Process

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 2: Plan to Identify Record Needs and Assign a Unique Identification to Records	Unit 2.1: Organisational Data and Records	2.1.2 Process of Keeping Records	47	https://youtu.be/-UnOMeAX-E6T0-?si=UlJPqC0vkWQdZJ8t	Record Keeping in Business
	Unit 2.2: Data Collection and Sampling Methods	2.2.1 Collection of Information or Data in an Organisation	47	https://youtu.be/-G9qytMA9f-WE-?si=WShi9wyVlCGOKClN	Collection of Data
		2.2.3 Using Sampling to Collect Small Parts of Data	47	https://youtu.be/-sKtoW-5cXt14-?si=4e7BniVfRmNi57f1	Sampling techniques, types of sampling, probability & non probability sampling, Research methodology
	Unit 2.3: Production and Quality Tracking	2.3.3 Steps of Manufacturing a Product	47	https://youtu.be/-vsO8bQ8e7x4-?si=2FmfDY-dQWIdlMzaU	Amazing Garment Manufacturing Process from Fabric to Finished Product Inside the Factory

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 3: Process of arranging storage of materials received at site stores/ stock yard	Unit 3.2: Recording Process and Collection Flow	3.2.1 Steps of Manufacturing Products	63	https://youtu.be/-QaS4sI0n-5Qg-?si=JnsWcBEG3yt4gy1H	Garments Full Production Process
	Unit 3.3: Recording Needs and Precision Factors	3.3.1 Importance of Keeping Track of Materials	63	https://youtu.be/-Q0g7xw-JKSS4-?si=ccSc-kt0dJgEJoGU	INVENTORY MANAGEMENT IN HINDI
		3.3.3 Need to Record Results of Quality Checks	63	https://youtu.be/-0gwmJTVsi-PA-?si=g8YVbsJLSrSZqIon	QUALITY CONTROL IN APPAREL INDUSTRY
Module 4: Maintain Health, Safety and Security in the Record Keeping Work Area with Gender & PWD Sensitisation	Unit 4.1: Workplace Hazards and Response	4.1.1 Common Safety Dangers at the Workplace	91	https://youtu.be/-JOGVrAz-sirM-?si=gNyDbUuqLceCn10S	10 Critical Workplace Hazards & How to Stay Safe
		4.1.2 Risks caused by Electric Wires and Chemicals	91	https://youtu.be/-kuDfDWU-rEus-?si=Os21dHKC3P-gdLWI	What Causes Electrical Fires?

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
		4.1.3 Steps Need to be Followed in Safety Drills	91	https://youtu.be/-Vy-iZcZhLEJ0-?si=9mxrpmmcG-Zo-Qp2q	How to conduct Mock Drill at work site
	Unit 4.2: First Aid and Emergency Care	4.2.1 Importance of Learning First Aid	91	https://youtu.be/-cvxBlj1Xx8o-?si=qBRdlSzofVwtXXT5	First Aid | Do's & Don'ts During First Aid
		4.2.3 Process of Giving Simple CPR	91	https://youtu.be/-hizBd-M1Ob68-?si=c5gDsvdquD1n-ZlxP	Learn How To Do CPR
	Unit 4.3: Safety Equipment and Practices	4.3.1 Using Safety Items While Working	91	https://youtu.be/-Qyy0Svl1kZI-?si=YsCD8RC-So-LNEkyq	PPE - Personal Protective Equipment
		4.3.4 Safety Signs Helping People to Understand	91	https://youtu.be/-t7ebtTj_nJU-?si=hoM-rubMBoye1e1a	Safety signages in the workplace and their uses

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 5: Comply with Industry, Regulatory, Organisational Requirements and Greening of Job Roles	Unit 5.4: Workplace Safety and Maintenance	5.4.1 Using Machines, Cloth, Tools, and Computers Safely	117	https://youtu.be/-NZDa8qpA-lUc-?si=-qJ4RaB5s7pss_jY	Types of sewing machines used in apparel industry

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& ENTREPRENEURSHIP

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A National Initiative with NSDC
APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

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