QUALIFICATION FILE

Record Keeper-Sewn Items Manufacturing

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

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

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

NCrF/NSQF Level: 3

Submitted By:

Apparel, Made-ups & Home Furnishing Sector Skill Council

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Section 1: Basic Details

1.	Qualification Name	Record Keeper-Sewn Items Manufacturing	
2.	Sector/s	Apparel	
3.	Type of Qualification: ☐ New ☒ Revised ☐ Has Electives/Options ☐OEM	NQR Code & version of existing/previous qualification: QG-03-AP-01764-2024-V1.1-AMHSSC, Version 3.0	Qualification Name of existing/previous version: Record Keeper
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA	
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-03-AP-03579-2025-V2-AMHSSC, Version 4.0	6. NCrF/NSQF Level: 3
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate	
8.	Brief Description of the Qualification	Record keeper is responsible for collecting, preserving, and maintaining data for various processes. He/ She oversee the organization records from their creation and preservation through to disposal The job of record keeper broadly involves collection of data related to accounting and personnel, data related to manufacturing processes containing material movement and various quality related data generated due to inspection/testing/studies carried out at many stages of manufacturing.	
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	a. Entry Qualification & Relevant Experience: b. See table below. C. Age: 18 years	
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	10	11. Common Cost Norm Category (I/II/III) (wherever applicable): Category I

Entry Qualification table (item 9b):

S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)
1	8th grade pass	3 year relevant experience
2	Previous relevant Qualification of NSQF Level 2.5	1.5 years relevant experience
3	Previous relevant Qualification of NSQF Level 2	3 years relevant experience

12.	**Any Licensing requirements for Undertaking Training on This Qualification** (wherever applicable)	NA					
13.	**Training Duration by Modes of Training Delivery** (Specify **Total Duration** as per selected training delivery modes and as per requirement of the qualification)	⊠Offline ☐Online ☐Blended					

☒Offline ☐Online ☐Blended

Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)
Classroom (offline)	90	180	30	0	300
Online					

(Refer Blended Learning Annexure for details)

14.	**Aligned to NCO/ISCO Code/s** (if no code is available mention the same)	**NCO-2015/NIL**
15.	**Progression path after attaining the qualification** (Please show Professional and Academic progression)	**Checker Inline and Measurement**
16.	**Other Indian languages in which the Qualification & Model Curriculum are being submitted**	**Hindi**
17.	**Is similar Qualification(s) available on NQR-if yes, justification for this qualification**	☐ Yes ⊠ No URLs of similar Qualifications:
18.	**Is the Job Role Amenable to Persons with Disability**	☐ Yes ⊠ No **If "Yes", specify applicable type of Disability: NA**
19.	**How Participation of Women will be Encouraged**	**Skilled women workforce will find jobs with organised apparel exporters, manufacturers.**
20.	**Are Greening/ Environment Sustainability Aspects Covered** (Specify the NOS/Module which covers it)	⊠ Yes ☐ No
21.	**Is Qualification Suitable to be Offered in Schools/Colleges**	**Schools ⊠ Yes ☐ No Colleges ⊠ Yes ☐ No**
22.	**Name and Contact Details of Submitting / Awarding Body SPOC** (In case of CS or MS, provide details of both Lead AB & Supporting ABs)	**Name: Amit Singh,** **Email: jdqs@sscamh.com, Contact No.: 09599929121,** **Website: www.sscamh.com**
23.	**Final Approval Date by NSQC: 18/02/2025**	**24. Validity Duration: 36 Months**	**25. Next Review Date 18/02/2028**

Section 2: Module Summary

NOS/s of Qualifications
(In exceptional cases these could be described as components)

Mandatory NOS/s:

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

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

S. No	NOS/Module Name	NOS/Module Code & Version *(if applicable)*	Core/ Non-Core	NCrF/ NSQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT-Man.	OJT-Rec.	Total	Th.	Pr.	Proj.	Viva	Total	Weightage (%) *(if applicable)*
1	Plan to identify record needs and assign unique identification to records	AMH/N1920 V 4.0	Core	3	4	30	60	30	0	120	17	65	0	8	90	26%
2	Establish and maintain records as evidence to process performance	AMH/N1921 V 4.0	Core	3	3	15	75	0	0	90	20	75	0	10	105	30%
3	Maintain health, safety and security in the record keeping work area & Gender Sensitivity Requirements & PwD	AMH/N1922 V 4.0	Core	3	1	18	12	0	0	30	13	45	0	7	65	19%
4	Comply with industry, regulatory and organizational requirements and Greening of Job Roles	AMH/N0104 V 22.0	Non-Core	2.5	1	15	15	0	0	30	20	10	0	10	40	11%
5	Employability Skills	DGT/VSQ/N0101 V 1.0	Non-Core	2	1	12	18	0	0	30	20	30	0	0	50	14%
	Duration (in Hours) / Total Marks				10	90	180	30	0	300	90	225	0	35	350	100%

Assessment - Minimum Qualifying Percentage

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

Minimum Pass Percentage – Aggregate at qualification level: __50__ **%** *(Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)*

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

Section 3: Training Related

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

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Section 4: Assessment Related

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

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	**Latest Skill Gap Study (not older than 2 years) (Yes/No):** Yes
2.	**Latest Market Research Reports or any other source (not older than 2 years) (Yes/No):** Yes
3.	**Government /Industry initiatives/ requirement (Yes/No):** Yes
4.	**Number of Industry validation provided:** 21
5.	**Estimated nos. of persons to be trained and employed:** 500
6.	**Evidence of Concurrence/Consultation with Line Ministry/State Departments:** *Ministry Of Textiles is Line Ministry of AMHSSC.* If "No", why: NA

Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

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

Annexure: Evidence of Level

NCrF/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrF/NSQF level descriptor	NCrF/NSQF Level
Professional Theoretical Knowledge/Process	• Record Keeper in the apparel, made-ups and home furnishing sector is required to do a routine job of tallying, calculating and recording the raw material like fabrics, trims and accessories received and issued from the store, storing and arranging them lot wise safely and methodically. •	**Basic working/ operational knowledge in the area of work with understanding of basic materials, tools, applications in a limited context.** He is required to know the procedure of inspecting the material before accepting.	3
Professional and Technical Skills/ Expertise/ Professional Knowledge	• He should know the procedure of safely stacking and storing the chemicals, pesticides, raw materials like fabric roll, dyes as per the buyer and the organizations requirement. • He should be aware of method of periodically taking the stock, and document them according to material received, wastage, issued etc. • He should also have knowledge about the implementation and monitoring of 5S system of housekeeping. • He should be aware of Basic computer software and tools like MS-Word, MS Excel, etc.	**The individual shall have basic factual knowledge for various activities to be performed during operation and procedure** Record Keeper in the apparel, made-ups and home furnishing sector should have the knowledge about packaging symbols and interpretations types of raw materials like fabrics, trims and accessories, defects related to materials like broken seal, leakage, torn labels, etc. And the different basic documents like BOM etc. arrangement of materials on racks or shelves as per lot, material nature, package size, etc. as applicable.	3
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	• He plans and organizes work to avoid confusion and for easy access in future make decisions pertaining to the concerned area of work. • He tallies materials received, and issued with the customer requirements or BOM and critically evaluates them for any defect. • He plans and organizes the store, systematic placement of all materials and the work assigned, the records as per the target dates and deadlines and maintenance of health, safety and security in the store. • He seeks and comprehends store related inputs for clarification. • He Evaluates steps and processes for material storage, inspection, issue and inventory and communicates effectively with aids of soft skill tools and techniques.	**Team worker, with broad employability skills who displays of motivation and positive attitude for work.** Record keeper in the apparel, made-ups and home furnishing sector should follow organization rule-based decision-making process when making records for the materials received and issued	3

	• He applies domain information about product, processes and technical specifications aptitude and flair for details of specifications and identifies root cause of a problem related to man, machine and material in the factory. • He seeks clarification to problems form concerned supervisors when in doubt.		
Broad Learning Outcomes/Core Skill	• He reads and comprehends written instructions related to the process of issuing and receiving of materials. read simple texts in English and local language. • He follows the safety signage put in the organization. • He reads and comprehends the organizational documents pertaining to rules and procedures. and interpret s indicators in the machine and operating manuals, job cards, visual cards, etc.in English also. • He is able to calculate the material received and issued and document it. He communicates with superiors, colleagues and juniors appropriately Seek clarification from the concerned supervisor when in doubt regarding the issuing and receiving of materials and communicates effectively with co-workers.	**The candidate carries out a job in familiar, predictable, routine, situation of clear choice, can focus on range of application of standard procedures or operations in production/ services. Must be able to identify/ anticipate the problems and possible range of solutions** A record keeper documents records related to materials received and issued, material movement Write letters, memos, mails clearly and legibly. write in a neat and clearly legible hand writing the storage codes against each material.	3
Responsibility	• Record keeper is concerned with Receipt, Receiving Inspection, Identity, traceability, Storage, Preservation, Issue and Accounting of varieties of input materials used in manufacturing either directly as raw materials and/or consumed in process.	• Record keepers take stock of inventory, manage the store layout, supervise staff and keep records of material. • Takes responsibility for delivery and quality of own work and tangible output. • The individual is majorly responsible for his own job and self-learning process within defined limit and under close supervision which justifies the pegging of the QP at level 3	3

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Ink or tracing material	Bottle	1
2	Samples, Garments, Made Ups And Home Furnishing and embroidery swatches		1
3	Iron Unit		1
4	Needles (Various sizes according to types of fabrics and quantity may vary as per requirement	packs	10
5	Measuring Scale	sets	1
6	Measuring Tape		30
7	Scissors (paper and fabric cutting)		3
8	Dustbin		1
9	Bent Neck, Metallic Tweezer (each type, qty may vary)		5
10	Glue		1
11	Seam Ripper,		15
12	Trimmers,		15
13	Pick Glass		1
14	Glue Gun		1
15	Pins & Safety Pins & Dress Maker's Pins (The quantity may vary)	Boxes	1
16	Dress Maker's Pin, Pin Cushion assortment	Boxes	1
17	Nonwoven non-fusible/fusible Backing Paper	pack	1
18	Computer Systems, With Required Peripherals		1
19	Designing Software		1
20	Working Internet/Lan Connection		1
21	Storage Peripherals		1
22	Student's Chair with Table Arm		30
23	Teacher's Table		1
24	Teacher's Chair		1
25	Boxes/baskets/pouches For Storing Items		30

26	White Board /Black Board		1
27	White Board Marker / Chalk with duster		1
28	Labels And Stickers	pack	1
29	Tracing Paper	roll	1
30	Metallic Cupboard		1
31	Computerized Automatic Embroidery Machine		1
32	Pressing Table and Iron		1
33	Screw Driver and screws (quantity may vary)	sets	2
34	Cleaning Cloth		15
35	Machine Folders and Attachments (magnet, tweezers)	sets	2
36	Tools For Maintenance (Magnet, Tweezers etc.)	sets	1
37	Frame	sets	4
38	Design Specification Sheet		30
39	Swatch Files		1
40	Trim Files		1
41	Embroidery Design Templates		15
42	Basic Stationary	set	30
43	Students Manual/notes		30
44	First Aid		1
45	Students Stools		15
46	Embroidery thread (Surplus thread req.T)he quantity and variety and thread packaging may vary as per requirement.	spools/cones	25
47	Dexterity Test Kit		1
48	Fire Extinguisher		1
49	Fabric (surplus fabric is used, quantity and variety may vary as per requirement)	mtrs	200

Classroom Aids

The aids required to conduct sessions in the classroom are:

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

8.   White Board 1200mm x 900mm as required

Annexure: Industry Validations Summary

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

S.No	Organization	Name of Representative	Designation	State	Email Id	Contact number
1	Esstee Corp	MK Velu	Senior Manager	Maharashtra	sr.mgr.hradmin@essteeexports.com	9843259971
2	SVAS Global	Vasavi S.	CEO	TamilNadu	vasavi@svasglobalsourcing.com	9003918705
3	Warmzone	Saakshar Jain	Marketing Head	Punjab	Saakshar.jain@warmline.co.in	8146591155
4	Newline Exports	R Poornachandren	Manager HR	Tamilnadu	hr@newlineexports.com	9842443413
5	Fashionknits	Nushrath R.	HR Manager	Tamilnadu	nusrathr@fashionknits.net	7708074742
6	KBS Garments	B Sateesh	Director	Tamilnadu	Kbs.garments.888@gmail.com	9943457766
7	BEST Corporation	Siva Sarvanan	Sr. HR Manager	Tamilnadu	siva@bestcorp.in	7502242242
8	Indian Textile Company	Yogesh Nimish	HR Manager	Maharashtra	NA	9168453836
9	Trident	Nasreen Ahmed	Head Product Development	Punjab	nasreenshmed@tridentindia.com	9878999237
10	5 Star Garment	Dinesh Dongre	Manager	Maharashtra	ddongre100@gmail.com	8806405410
11	High Heads Pvt Ltd	Zunaid	Manager	Tamilnadu	workshop@thehighheads.com	6283270076
12	RUSTA	Amitoj Bal	Sourcing Manager	Delhi	Amitoj.bal@rusta.com	9873000263
13	Women Era	Nutan A Shaw	Owner	Maharashtra	NA	NA
14	Iris Corp	Sudarshan Jain	Director	Punjab	Irisknitwear86@gmail.com	9876326111
15	Warmline Jackets	Vishal S	Manager	Punjab	info@warmlinejacket.com	9815495806
16	Alok Ent	Ankush Waman	Owner	Maharashtra	NA	NA
17	Bayport	Amit Sharma	Category Head	Ahmedabad	amitsharma@bayport.com	9582038033
18	Dhareshwar Multiservices	Yogesh Misal	Partner	Maharashtra	NA	NA

19	Shubham Enterprises	Pradip Kumar	Owner	Maharashtra	jshubham@yahoo.co.in	NA
20	Aathava Garments pvt ltd.	Ganesh Kumar J	Manager	Tamilnadu	info@aathavagarments.com	0422-2565716
21	LUX Industries	Buvana M	HR Manager	Tamilnadu	info@luxinnerwear.com	+913340402121

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2023	64	41	56	36	NA	NA
2024	66	43	59	38	NA	NA
2025	70	45	62	40	NA	NA

Data to be provided year-wise for next 3 years

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

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
Version 2.0	2022	60	59	57	39	57	56	54	37	NA	NA	NA	NA
Version 1.0	2021	57	56	55	37	54	53	52	35	NA	NA	NA	NA
Version 1.0	2020	54	53	52	35	51	50	49	33	NA	NA	NA	NA

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

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

1. PMKVY
2. DDUGKY
3. NULM

Content availability for previous versions of qualifications:

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

Languages in which Content are available:

Hindi

Annexure: Detailed Assessment Criteria

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

PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
AMH/N0104: Comply with industry, regulatory, organizational requirements and Greening of Job Roles					
PC1	Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	2	1	-	1
PC2	Apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices	2	1	-	1
PC3	Actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes.	2	1	-	1
PC4	Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes	3	2	-	2
PC5	Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and Deal with work interruptions effectively.	3	1	-	1
PC6	Report unsafe equipment and other dangerous occurrences to concerned personnel	2	1	-	1
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

PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
AMH/N1920: Plan to identify record needs and assign unique identification to records					
PC1	Define codes and naming 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

PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC4	Identify need for recording data related to quality parameters and inspection/testing results like fabric inspection, stitching defects, colour 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				
PC	**Assessment Criteria for Outcomes**	**Theory Marks**	**Practical Marks**	**Project Marks**	**Viva Marks**
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				
PC	**Assessment Criteria for Outcomes**	**Theory Marks**	**Practical Marks**	**Project Marks**	**Viva Marks**
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**

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PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
DGT/VSQ/N0101: Employability Skills (30 Hours)					
	Introduction to Employability Skills	1	1	0	0
PC1	Understand the significance of employability skills in meeting the job requirements				
	Constitutional values – Citizenship	1	1	0	0
PC2	Identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices.				
	Becoming a Professional in the 21st Century	1	3	0	0
PC3	Explain 21st Century Skills such as Self-Awareness, Behaviour Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mind set etc.				
	Basic English Skills	2	3	0	0
PC4	Speak with others using some basic English phrases or sentences				
	Communication Skills	1	1	0	0
PC5	Follow good manners while communicating with others				
PC6	Work with others in a team				
	Diversity & Inclusion	1	1	0	0
PC7	Communicate and behave appropriately with all genders and PwD				
PC8	Report any issues related to sexual harassment				
	Financial and Legal Literacy	3	4	0	0
PC9	Use various financial products and services safely and securely				
PC10	Calculate income, expenses, savings etc.				
PC11	Approach the concerned authorities for any exploitation as per legal rights and laws				
	Essential Digital Skills	4	6	0	0
PC12	Operate digital devices and use its features and applications securely and safely				
PC13	Use internet and social media platforms securely and safely				
	Entrepreneurship	3	5	0	0
PC14	Identify and assess opportunities for potential business				

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PC15	Identify sources for arranging money and associated financial and legal challenges				
	Customer Service	2	2	0	0
PC16	Identify different types of customers				
PC17	Identify customer needs and address them appropriately.				
PC18	Follow appropriate hygiene and grooming standards.				
	Getting ready for apprenticeship & Jobs	1	3	0	0
PC19	Create a basic biodata				
PC20	Search for suitable jobs and apply				
PC21	Identify and register apprenticeship opportunities as per requirement				
	NOS TOTAL	20	30	0	0
	GRAND TOTAL	90	225	0	35

Annexure: Assessment Strategy

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

Mention the detailed assessment strategy in the provided template.

<1. Assessment System Overview:

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

2. Testing Environment:

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

3. Assessment Quality Assurance levels/Framework:

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

4. Types of evidence or evidence-gathering protocol:

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

5. Method of verification or validation:

RECORD KEEPER-SEWN ITEMS MANUFACTURING

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module (which covers the job profile of Automotive Service Assistant Technician) will be assessed separately.

2. The candidate must score 60% in each module to successfully complete the OJT.

3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:

   • Videos of Trainees during OJT

4. Assessment of each Module will ensure that the candidate is able to:

- Effective engagement with the customers

- Understand the working of various tools and equipment

Annexure: Acronym and Glossary

Acronym

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

Glossary

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