



QUALIFICATION FILE

Sampling Coordinator

☒ 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: 5

Submitted By:

Apparel, Made-ups & Home Furnishing Sector Skill Council

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

Bhikaji Cama Place,

Africa Avenue,

New Delhi - 110066

E mail id: ceo@sscamh.com

Table of Contents

| | |
|--|----|
| Section 1: Basic Details | 3 |
| Section 2: Module Summary | 5 |
| NOS/s of Qualifications..... | 5 |
| Mandatory NOS/s: | 5 |
| Assessment - Minimum Qualifying Percentage..... | 6 |
| Section 3: Training Related..... | 6 |
| Section 4: Assessment Related..... | 6 |
| Section 5: Evidence of the need for the Qualification..... | 7 |
| Section 6: Annexure & Supporting Documents Check List..... | 8 |
| Annexure: Evidence of Level | 8 |
| Annexure: Tools and Equipment (Lab Set-Up) | 11 |
| Annexure: Industry Validations Summary | 14 |
| Annexure: Training & Employment Details | 15 |
| Annexure: Detailed Assessment Criteria | 16 |
| Annexure: Assessment Strategy | 22 |
| Annexure: Acronym and Glossary | 23 |

Section 1: Basic Details

| 1. | Qualification Name | Sampling Coordinator | | | | | | | | | | |
|--------|---|---|--|--------|--|---|---|--|------------------------------|---|---|----------------------------|
| 2. | Sector/s | Apparel | | | | | | | | | | |
| 3. | Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM | NQR Code & version of existing/previous qualification: QG-05-AP-01776-2024-V1.1-AMHSSC, Version 3.0 | Qualification Name of existing/previous version: Sampling Coordinator | | | | | | | | | |
| 4. | a. OEM Name b. Qualification Name (Wherever applicable) | NA | | | | | | | | | | |
| 5. | National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval) | QG-05-AP-03580-2025-V2-AMHSSC, Version 4.0 | 6. NCrf/NSQF Level: 5 | | | | | | | | | |
| 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 | A sampling coordinator plans, handled and monitor new product development, regular follow up with all sampling like proto sample, size sets, fit samples and photo shoot samples. He/She acts as a liaison between vendors, buyers and internal team on the status of samples for the product being developed. And, document and maintain a tracking system of samples. | | | | | | | | | | |
| 9. | Eligibility Criteria for Entry for Student/Trainee/Learner/Employee | <p>a. Entry Qualification & Relevant Experience:</p> <p>b.</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Completed 1st year of 3-year/ 4-years UG</td> <td>1.5 year relevant experience</td> </tr> <tr> <td>2</td> <td>Previous relevant Qualification of NSQF Level 4</td> <td>3 year relevant experience</td> </tr> </tbody> </table> <p>c. Age: 20 years</p> | | S. No. | Academic/Skill Qualification (with Specialization - if applicable) | Required Experience (with Specialization - if applicable) | 1 | Completed 1st year of 3-year/ 4-years UG | 1.5 year relevant experience | 2 | Previous relevant Qualification of NSQF Level 4 | 3 year relevant experience |
| S. No. | Academic/Skill Qualification (with Specialization - if applicable) | Required Experience (with Specialization - if applicable) | | | | | | | | | | |
| 1 | Completed 1st year of 3-year/ 4-years UG | 1.5 year relevant experience | | | | | | | | | | |
| 2 | Previous relevant Qualification of NSQF Level 4 | 3 year relevant experience | | | | | | | | | | |
| 10. | Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF)) | 17 | 11. Common Cost Norm Category (I/II/III) (wherever applicable): Category I | | | | | | | | | |

| 12. | Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i> | NA | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------|--|---|-----------------------|-------------------------|---------------------------------|--|-------------------------|----------------|-------------------|-----------------------|-------------------------|---------------|---------------------|-----|-----|----|---|-----|--------|--|--|--|--|--|
| 13. | Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i> | <input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>120</td> <td>330</td> <td>60</td> <td>0</td> <td>510</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i> | | | | | Training Delivery Modes | Theory (Hours) | Practical (Hours) | OJT Mandatory (Hours) | OJT Recommended (Hours) | Total (Hours) | Classroom (offline) | 120 | 330 | 60 | 0 | 510 | Online | | | | | |
| Training Delivery Modes | Theory (Hours) | Practical (Hours) | OJT Mandatory (Hours) | OJT Recommended (Hours) | Total (Hours) | | | | | | | | | | | | | | | | | | | |
| Classroom (offline) | 120 | 330 | 60 | 0 | 510 | | | | | | | | | | | | | | | | | | | |
| Online | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. | Aligned to NCO/ISCO Code/s <i>(if no code is available mention the same)</i> | NCO-2015/7543.5001 | | | | | | | | | | | | | | | | | | | | | | |
| 15. | Progression path after attaining the qualification <i>(Please show Professional and Academic progression)</i> | Merchandiser(Horizontal) | | | | | | | | | | | | | | | | | | | | | | |
| 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 | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications: | | | | | | | | | | | | | | | | | | | | | | |
| 18. | Is the Job Role Amenable to Persons with Disability | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 <i>(Specify the NOS/Module which covers it)</i> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | | | | | | | | | | | | | | |
| 21. | Is Qualification Suitable to be Offered in Schools/Colleges | Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | | | | | | | | | | | | | | | | |
| 22. | Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i> | Name: Amit Singh, Email: jdqs@sscammh.com , Contact No.: 09599929121, Website: www.sscammh.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 | Preparing for sampling | AMH/N1801 V 3.0 | Core | 5 | 5 | 15 | 75 | 60 | 0 | 150 | 24 | 80 | 0 | 11 | 115 | 26% |
| 2 | Coordinate the flow of samples | AMH/N1802 V 3.0 | Core | 5 | 4 | 30 | 90 | 0 | 0 | 120 | 24 | 80 | 0 | 11 | 115 | 26% |
| 3 | Maintain the records | AMH/N1803 V 3.0 | Core | 5 | 4 | 21 | 99 | 0 | 0 | 120 | 18 | 63 | 0 | 9 | 90 | 20% |
| 4 | Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization | AMH/N0620 V 1.0 | Non-Core | 5 | 1 | 15 | 15 | 0 | 0 | 30 | 22 | 12 | 0 | 6 | 40 | 9% |
| 5 | Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices | AMH/N0621 V 1.0 | Non-Core | 5 | 1 | 15 | 15 | 0 | 0 | 30 | 20 | 10 | 0 | 10 | 40 | 9% |
| 6 | Employability Skills | DGT/VSQ/N0102 V 1.0 | Non-Core | 4 | 2 | 24 | 36 | 0 | 0 | 60 | 20 | 30 | 0 | 0 | 50 | 10% |
| Duration (in Hours) / Total Marks | | | | | 17 | 120 | 330 | 60 | 0 | 510 | 128 | 275 | 0 | 47 | 450 | 100% |

Assessment - Minimum Qualifying Percentage

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

Minimum Pass Percentage – Aggregate at qualification level: 70 % (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) | Diploma with 4 Year of relevant industry experience in Sampling OR Graduation with 3 Year of relevant industry experience in Sampling OR Post graduate diploma with 2 Year of relevant industry experience in Sampling OR Post Graduate with 1 Year of relevant industry experience in Sampling |
| 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 Sampling OR Graduation with 3 Year of relevant industry experience in Sampling OR Post graduate diploma with 2 Year of relevant industry experience in Sampling OR Post Graduate with 1 Year of relevant industry experience in Sampling |
| 3. | Tools and Equipment Required for Training | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure) Refer Annexure |
| 4. | In Case of Revised Qualification, Details of Any Upskilling Required for Trainer | NA |

Section 4: Assessment Related

| | | |
|----|--|---|
| 1. | Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines) | Diploma with 4 Year of relevant industry experience in Sampling OR Graduation with 3 Year of relevant industry experience in Sampling OR |
|----|--|---|

| | | |
|----|--|---|
| | | Post graduate diploma with 2 Year of relevant industry experience in Sampling OR Post Graduate with 1 Year of relevant industry experience in Sampling |
| 2. | Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i> | Diploma with 4 Year of relevant industry experience in Sampling OR Graduation with 3 Year of relevant industry experience in Sampling OR Post graduate diploma with 2 Year of relevant industry experience in Sampling OR Post Graduate with 1 Year of relevant industry experience in Sampling |
| 3. | Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) <i>(as per NCVET guidelines)</i> | Diploma with 4 Year of relevant industry experience in Sampling OR Graduation with 3 Year of relevant industry experience in Sampling OR Post graduate diploma with 2 Year of relevant industry experience in Sampling OR Post Graduate with 1 Year of relevant industry experience in Sampling |
| 4. | Assessment Mode <i>(Specify the assessment mode)</i> | Offline |
| 5. | Tools and Equipment Required for Assessment | <input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(details to be provided in Annexure-if it is different for Assessment)</i> |

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

| | |
|----|--|
| 1. | Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes |
| 2. | Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes |
| 3. | Government /Industry initiatives/ requirement (Yes/No): Yes |
| 4. | Number of Industry validation provided: 30 |
| 5. | Estimated nos. of persons to be trained and employed: 5800 |
| 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 <i>(Mandatory)</i> | NCrf/NSQF level justification based on NCrf level/NSQF descriptors |
| 2. | Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i> | List of tools and equipment relevant for qualification |
| 3. | Annexure: Detailed Assessment Criteria <i>(Mandatory)</i> | Detailed Assessment Criteria |
| 4. | Annexure: Assessment Strategy <i>(Mandatory)</i> | Assessment Strategy |
| 5. | Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is "Blended Learning")</i> | Offline Learning Mode |
| 6. | Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i> | NA |
| 7. | Annexure: Acronym and Glossary <i>(Optional)</i> | Acronym and Glossary |
| 8. | Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i> | Model Curriculum |
| 9. | Supporting Document: Career Progression <i>(Mandatory - Public view)</i> | Career Progression |
| 10. | Supporting Document: Occupational Map <i>(Mandatory)</i> | Occupational Map |
| 11. | Supporting Document: Assessment SOP <i>(Mandatory)</i> | 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 | <ul style="list-style-type: none"> A Sampling Coordinator should be prepared for complete execution of technical packs for designing garments, cushion covers, quilts, coordinates to be worn with garments like scarves. A Sampling Coordinator should be able to coordinate with buyers and suppliers, assisting the Manager/VP for sampling and coordinate with multiple departments like store, stitching and work closely with merchandisers, production people. | <p>Possesses broad and deep knowledge and skills to solve problems in specialized fields.</p> <ul style="list-style-type: none"> The role of a sampling coordinator involves managing the process of creating and developing samples for various industries, including fashion, textiles, manufacturing, and more. A Sampling Coordinator is required to do overall sampling coordination, Product Development, Sourcing, | 5 |

| | | | |
|---|--|--|---|
| | <ul style="list-style-type: none"> A Sampling Coordinator is required to be trained in Computer and have good Communication Skills. A Sampling Coordinator should know how to manage the samples, their manuals and records or correspondence for future reference. | Sampling, and Coordinating with the job workers / Masters. | |
| Professional and Technical Skills/ Expertise/ Professional Knowledge | <ul style="list-style-type: none"> He should know complete procedure of product development , new trends, techpack size charts , He should have excellent technical writing and oral communication skills & He should have good knowledge fabric negotiation | Excellent cognitive skills and technical prowess utilized to perform complex tasks with ease, project management expertise, and adept at data analysis for informed decision making. <ul style="list-style-type: none"> A Sampling Coordinator should have a good knowledge of different types of fabrics, trims, embellishments in the market and their sourcing, identify new suppliers and innovate at a fast pace. | 5 |
| Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill | <ul style="list-style-type: none"> A Sampling Coordinator follows guidelines/procedures/rules and service level agreements and reads and understands the buyer/client's requirements. A Sampling Coordinator asks for clarification and advice from others. He should be able to speak in different language and also if possible the local language wherever placed and asks for clarification and advice from others in the team and heads. A Sampling Coordinator responds to emergencies, accidents or fire at the workplace and evacuates the premises and helps others in need while doing so. A Sampling Coordinator values physical fitness, personal hygiene and good habits | A versatile professional with excellent communication, digital and financial literacy, ethical values, self-management and may have entrepreneurial mindset. <ul style="list-style-type: none"> A Sampling Coordinator communicates with others in the company and to clients in writing. A Sampling Coordinator possesses excellent oral and written communication and collaboration skills for clearly taking the vision of the leaders to the shop floor level workforce. A Sampling Coordinator possesses very good Digital, Financial and Legal Literacy to use them effectively A Sampling Coordinator has a good understanding the constitutional, humanistic, ethical, and moral values. A Sampling Coordinator has well informed practical understanding of the social, political and work environment. A Sampling Coordinator exercises self- management within the work contexts. A Sampling Coordinator may have an entrepreneurial Mind-set for creating a startup/ small businesses and its end to end management. | 5 |
| Broad Learning Outcomes/Core Skill | <ul style="list-style-type: none"> A Sampling Coordinator plans processes and encourage interchange of ideas/designs. | A skilled professional with technical expertise, adept at solving complex problems and improving output. | 5 |

| | | | |
|-----------------------|---|---|---|
| | <ul style="list-style-type: none"> • A Sampling Coordinator seeks clarification on the design to be developed with the team members Assess /evaluate design processes. • A Sampling Coordinator analyses the sample making process passes on relevant information to others. To be able to advice on sampling requirements. • A Sampling Coordinator provides opinions on work in a detailed and constructive way to the sampling dept. • A Sampling Coordinator analyses and communicates the techpack and sample making process • A Sampling Coordinator clarifies and checks task related information provides opinions on work in a detailed and constructive way to the merchandiser and if necessary to the sampling tailor and pattern master. • A Sampling Coordinator maintains accurate records and documentation of the same. • A Sampling Coordinator works independently in a team environment • A Sampling Coordinator raises alarm and follows safe and correct procedure of handling equipment and machinery. • A Sampling Coordinator identifies reports malfunctions in machinery, service malfunctions and chemical leaks. • A Sampling Coordinator keeps work area free from potential hazards and reports to other authorized personnel for assistance | <ul style="list-style-type: none"> • A Sampling Coordinator plans and organizes work to achieve targets and deadlines. <p>A Sampling Coordinator demonstrates a wide range of specialized professional and technical skill in broad range of activity involving standard and non-standard practices.</p> <ul style="list-style-type: none"> • A Sampling Coordinator applies the acquired specialized knowledge and a range of cognitive and practical skills to accomplish tasks like basic design, prototyping, testing so as to solve problems by selecting appropriate information, methods, tools, and materials. • A Sampling Coordinator communicates and collaborate skills to act as a layer between the senior management and workforce/ shopfloor. • Fashion Designer should be able to listen and understand properly and present complex information in a clear and concise manner. • A Sampling Coordinator makes judgment and take decision, based on the analysis and evaluation of information, for determining solutions to a variety of unpredictable problems associated with the chosen fields of learning, • A Sampling Coordinator takes responsibility for the nature and quality of outputs. • A Sampling Coordinator is able to work on processes to improve the quality of outputs. | |
| Responsibility | <ul style="list-style-type: none"> • Sampling Coordinator is responsible for record of every developments / samples & Deals with Merchandisers & Sampling Department & Follow up with buyer's sample. • Sampling Coordinator is responsible for his own work and learning and also some responsibility of other's work and learning. • The responsibility of a Sampling Coordinator is to plan, handle and monitor new product | <p>Highly skilled Technical Supervisor responsible for achieving tangible outcomes, managing change, building teams, and mentoring the workforce.</p> <ul style="list-style-type: none"> • Sampling Coordinator is accountable for determining and achieving personal and /or group tangible outcomes • Sampling Coordinator handles/ adapts/ accommodates change requirements and change management at the ground/ shop floor level. | 5 |

| | | | |
|--|--|--|--|
| | development, regular follow up with all sampling like: proto sample, size sets, fit samples and photo shoot samples. | <ul style="list-style-type: none"> • Sampling Coordinator manages processes and procedures within broad parameters for defined activities. • Sampling Coordinator supervises the routine work of others, takes the required responsibility for the evaluation and improvement of work or study activities. • Sampling Coordinator is responsible for his work and learning and has some responsibility of other's work and learning. • Sampling Coordinator is responsible for managing an independent work unit/ shop floor/ section/ business activity/ assignment | |
|--|--|--|--|

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 | Computer And Computer Peripherals, computer software | | 4 |
| 2 | Printer | | 1 |
| 3 | Pattern blocks | for upper and lower torso, like shirts, trousers, tops and skirts | 3 |
| 4 | Industrial Single Needle Lock Stitch Sewing Machine With Needle Guard with stools | | 5 |
| 5 | 5 thread Over Lock Machine with stools | | 1 |
| 6 | Specialized Industrial Sewing Machines with stools beside (eg over lock, chain stitch etc) | | 1 |
| 7 | Ironing Workstation with stools | | 1 |
| 8 | Color matching light box | | 1 |
| 9 | Made-ups and home furnishing samples Sample | assorted | 3 |
| 10 | Dress Form(size medium, male or female) | | 1 |
| 11 | Greyscale (for shade matching) | | 1 |

| | | | |
|----|--|----------|-----|
| 12 | pattern making kit Scales, normal straight big ruler, hip curve, leg curve, L Scale, French curve , patter master, Flexible rule (for measuring armhole), designer scale etc. | | 1 |
| 13 | Hand Needle (all gauges. The quantity may vary) | | 5 |
| 14 | Machine Needle, various sizes(qnt may vary) | | 7 |
| 15 | Fire Extinguisher & First Aid & Dustbin | 1 each | 1 |
| 16 | Sewing Kit, Includes thread clipper/ thumb trimmer ,measuring tape, thimble, Tracing wheel and needle threader if required, fabric cutting scissor, seam ripper etc) | | 30 |
| 17 | Thread(surplus, qty and qlt may vary) | | 20 |
| 18 | Tailor's Square (twin arm metal ruler) | | 1 |
| 19 | Hanger (wooden and plastic material) | | 15 |
| 20 | Tag Pins & Tag guns | | 3 |
| 21 | stools | | 10 |
| 22 | Fabric Yardages, surplus fabric, good quality muslin mandatory , other optional, qnt may vary) | | 175 |
| 23 | Trims And Accessories like laces , buttons , zippers,(assortment , qnt may vary) | | 5 |
| 24 | Pin Cushion | | 2 |
| 25 | Garment samples | assorted | 3 |
| 26 | Boxes/baskets/pouches For Storing Items | | 30 |
| 27 | Pattern Table | | 1 |
| 28 | Student's Chair With Table Arm | | 30 |
| 29 | Teacher's Table & Chair | | 1 |
| 30 | White Board Eraser & Marker/Chalk | | 1 |
| 31 | Push Pins | | 5 |
| 32 | Dress Maker's Pin | | 1 |
| 33 | Fabric Pins | | 2 |
| 34 | Highlighter | | 5 |
| 35 | Basic stationary | | 30 |
| 36 | Carbon Paper | | 2 |
| 37 | Design Transferring Paper | | 2 |
| 38 | Paper Cutter | | 10 |

| | | | |
|----|---|--|----|
| 39 | Labels / Stickers (The quantity and variety may vary) | | 5 |
| 40 | Shears /Pinking Shears | | 30 |
| 41 | Scissors Paper Cutting | | 5 |
| 42 | Marking Chalk (in different colour ,quantity may vary as per requirement) | | 1 |
| 43 | Tailor's Chalk (quantity may vary as per requirement) | | 1 |
| 44 | Stapler (small and big size) | | 5 |
| 45 | Staple Pins (Small and big size. The quantity may vary) | | 10 |
| 46 | Glue Stick/Fevicol/Adhesive | | 2 |
| 47 | Fabric Glue | | 2 |
| 48 | Cello-Tape (Transparent and Foam Double sided tapes, Single sided tapes) | | 5 |
| 49 | Bobbin, bobbin case, sewing needles, | | 20 |
| 50 | Files and folders | | 2 |
| 51 | Punching Machine | | 1 |
| 52 | White Board/Black Board | | 1 |
| 53 | Company Quality Standards Handbook/ Guidelines | | 1 |
| 54 | Pantone Shade Cards | | 1 |
| 55 | Students Notes | | 30 |
| 56 | Fashion Books/Journals/Magazines | | 1 |
| 57 | Fabric/Accessories/trims/embroidery Swatch File | | 1 |
| 58 | Buyer Requirement/ comment Sheet | | 1 |
| 59 | Measurement Sheet/ Size Chart | | 1 |
| 60 | Trims/Accessory Fabric and swatches | | 1 |
| 61 | Tech Pack & Specification Sheet | | 1 |
| 62 | Garments manufacturing books | | 1 |

Classroom Aids

The aids required to conduct sessions in the classroom are:

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

8. White Board 1200mm x 900mm As required

Annexure: Industry Validations Summary

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

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

| | | | | | | |
|----|-----------------------------|----------------------|----------------------|----------------|--|---------------|
| 15 | DHANA TEXTILES | MUTHUSAMY DHANABALAN | Director | Tamilnadu | madhavan707@gmail.com | 8048372427 |
| 16 | JEGA GARMENTS | Murugan Cibi | Admin | Tamilnadu | murugan.cibi@gmail.com | 9688277455 |
| 17 | Rubrics Exports | Ganpathi R | HR Manager | Tamilnadu | rubricexports@hotmail.com | 8048372003 |
| 18 | Bayport | Amit Sharma | Category Head | Ahmedabad | amitsharma@bayport.com | 9582038033 |
| 19 | BEST Corporation | S Seshathri | President | Tamilnadu | best@bestcorp.in | 421398 0000 |
| 20 | Little BABA Oswal | Keshav Singh | Manager | Punjab | NA | 08872994443 |
| 21 | RUSTA | Amitoj Bal | Sourcing Manager | Delhi | Amitoj.bal@rusta.com | 9873000263 |
| 22 | Orient Fashion | Gagan | HR Manager | Delhi | gagan@ocfit.in | 9991840624 |
| 23 | Sahu Exports | D Kumar | Manager | Delhi | dkumar@sahuexports.com | 8048372919 |
| 24 | Toram Creations | Karthik R | Key Accounts Manager | Tamilnadu | we@toram.in | 98946 64599 |
| 25 | SK COTTON | Vaibhav Vaishnav | Managing Director | Maharashtra | skumarcot@gmail.com | 8788053726 |
| 26 | SNQS International Pvt Ltd. | N Balamurgan | General Manager | Tamilnadu | logu@snqsintl.com | 0421-4390000 |
| 27 | CTA Apparels | Sridhar | HR Manager | Delhi | sridhar@ctaapparels.com | 0120 478 5330 |
| 28 | KGI CLOTHING | Mr Murugan | HR Manager | Andhra pradesh | info@kgiclothing.in | 09176660000 |
| 29 | MSR Garments | K Suresh | HR Manager | Andhra Pradesh | suresh@msrgarments.com | 089390 44650 |
| 30 | Network Clothing | Suresh H | HR Head | Tamilnadu | network@md2.vsnl.net.in | 0421 226 2022 |

Annexure: Training & Employment Details

Training and Employment Projections:

| Year | Total Candidates | | Women | | People with Disability | |
|------|----------------------|------------------------------------|----------------------|------------------------------------|------------------------|------------------------------------|
| | Estimated Training # | Estimated Employment Opportunities | Estimated Training # | Estimated Employment Opportunities | Estimated Training # | Estimated Employment Opportunities |
| 2023 | 1850 | 1200 | 1650 | 1070 | NA | NA |
| 2024 | 1930 | 1250 | 1740 | 1130 | NA | NA |
| 2025 | 2020 | 1320 | 1820 | 1185 | 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 | 750 | 1700 | 1660 | 1140 | 1660 | 1620 | 1580 | 1080 | NA | NA | NA | NA |
| Version 1.0 | 2021 | 650 | 1620 | 1580 | 1080 | 1580 | 1540 | 1500 | 1030 | NA | NA | NA | NA |
| Version 1.0 | 2020 | 600 | 1540 | 1500 | 1030 | 1500 | 1470 | 1430 | 980 | 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:

| AMH/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization | | | | | | |
|--|--|--------------|-----------------|---------------|------------|--|
| PC | Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks | |
| | | | | | | |
| PC1 | Demonstrate strict adherence to health, safety, gender, and PwD (People with Disability) guidelines governing the workplace environment. | 4 | 2 | - | 1 | |
| PC2 | Engage actively in mock drills, evacuation exercises, and group discussions pertaining to workplace safety and security protocols. | 4 | 2 | - | 1 | |
| PC3 | Participate in advanced training and sensitization programs focused on gender equality and PwD awareness, facilitating a more inclusive workplace environment. | 4 | 2 | - | 1 | |
| PC4 | Execute proper handling and maintenance of materials and equipment in accordance with established protocols and standards. | 3 | 2 | - | 1 | |

| | | | | | |
|--|---|---------------------|------------------------|----------------------|-------------------|
| PC5 | Exhibit proficiency in performing first-aid, firefighting, and other emergency response procedures, promptly adhering to organizational shutdown and evacuation protocols when necessary. | 4 | 2 | - | 1 |
| PC6 | Monitor workplace conditions, identify risks, report promptly, ensure safety, including for individuals with disabilities, and uphold gender equality principles. | 3 | 2 | - | 1 |
| | NOS Total | 22 | 12 | | 6 |
| AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices | | | | | |
| PC | Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
| | | | | | |
| PC1 | Execute job responsibilities according to organizational standards, with a strong emphasis on eco-friendly solutions, while strictly adhering to established procedures, policies, and legal regulations. | 2 | 1 | - | 1 |
| PC2 | Implement and uphold organizational policies and procedures, integrating sustainable consumption practices into daily operations. | 2 | 1 | - | 1 |
| PC3 | Actively engage in enhancing organizational performance by driving the transition towards environmentally friendly processes and practices. | 2 | 1 | - | 1 |
| PC4 | Safely handle materials, equipment, computers, and software to maintain a clean and hazard free work environment, actively supporting the adoption of eco-friendly practices throughout the workplace. | 3 | 2 | - | 2 |
| PC5 | Perform routine maintenance and cleaning tasks within assigned duties and agreed-upon schedules, effectively managing any interruptions to workflow. | 3 | 1 | - | 1 |
| PC6 | Immediately report any instances of unsafe equipment or hazardous incidents to the appropriate personnel to ensure swift resolution and mitigate risks. | 2 | 1 | - | 1 |
| PC7 | Utilize appropriate cleaning equipment and techniques tailored to specific tasks, promoting efficiency and sustainability in workplace maintenance. | 2 | 1 | - | 1 |
| PC8 | Proactively request system or software upgrades as necessary to optimize work efficiency, while also maintaining backup files to ensure data integrity and security when using various design software. | 2 | 1 | - | 1 |

| | | | | | |
|--|---|---------------------|------------------------|----------------------|-------------------|
| PC9 | Maintain digital copies of design work in organized files for future reference, ensuring accessibility and preservation of valuable project assets. | 2 | 1 | - | 1 |
| | NOS Total | 20 | 10 | | 10 |
| AMH/N1801: Preparing for sampling | | | | | |
| PC | Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
| PC1 | Conduct research on target market, materials, trims and identify better or new sources /suppliers for procurement | 4 | 10 | - | 2 |
| PC2 | Identify and plan sampling requirements in accordance with the sampling plan and delivery dates | 6 | 24 | - | 2 |
| PC3 | Check the specification sheet prepared, in accordance with standard format and relevant details | 3 | 17 | - | 2 |
| PC4 | Review previous designs & samples developed by the business to assess relevance to current design/samples. | 2 | 8 | - | 1 |
| PC5 | Check the preparation and cutting of patterns and detailed drawings and confirm it in coordination with concerned personnel | 3 | 7 | - | 1 |
| PC6 | Verify sample work order and ensure that all the specifications are incorporated | 2 | 10 | - | 1 |
| PC7 | Obtain approvals from concerned personnel for print/embroidery, over dye/wash etc | 2 | 2 | - | 1 |
| PC8 | Ensure that all depts. concerned are given all the necessary items to prepare the proto sample | 2 | 2 | - | 1 |
| | NOS TOTAL | 24 | 80 | - | 11 |
| AMH/N1802: Coordinate the flow of samples | | | | | |
| PC | Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
| | | 24 | 80 | 0 | 11 |
| PC1 | Check the assembled garments in accordance to specification sheet | 5 | 18 | - | 2 |
| PC2 | Communicate assembly issues to appropriate production personnel for necessary adjustments | 2 | 4 | - | 1 |
| PC3 | Test fit finished proto-type and compare w.r.t specification sheet | 5 | 16 | - | 2 |
| PC4 | Give instructions to concerned personnel to make the necessary alterations in accordance with the revised specification sheet | 2 | - | - | 1 |

| | | | | | |
|--|---|---------------------|------------------------|----------------------|-------------------|
| PC5 | Incorporate the comments received from buyer and make fit sample with actual trims and fabric | 2 | 12 | - | 1 |
| | | | | | |
| PC6 | Check the size set samples made accordingly to ensure proper grading done as per the buyer's specifications | 3 | 15 | - | 2 |
| PC7 | Ensure all the corrections and comments from buyer on the final approved sample are incorporated, before handing over to the next department. | 3 | 10 | - | 1 |
| PC8 | Report any quality-related problems encountered during preparing samples to QC | 2 | 5 | - | 1 |
| | NOS Total | 24 | 80 | - | 11 |
| | | | | | |
| AMH/N1803: Maintain the records | | | | | |
| | | | | | |
| PC1 | Ensure that all the records are well maintained | 2 | 7 | - | 1 |
| PC2 | Ensure that all the given formats are in respect to making the samples like the sample requisition, for creation of sample work order. | 3 | 7 | - | 1 |
| PC3 | Ensure detailed techpack is received to prepare for the fabric ,trims and garment to be developed for proto | 3 | 8 | - | 2 |
| PC4 | Maintain a proper sample plan, as this a plan for all the styles for the month | 3 | 16 | - | 2 |
| PC5 | Ensure smooth management of samples including ordering, receiving, organizing, distributing and tracking (both internal and with the buyer) | 4 | 15 | | 2 |
| PC6 | Document and maintain a tracking system to have real time status of samples | 3 | 10 | | 1 |
| | NOS Total | 18 | 63 | - | 9 |
| | | | | | |
| DGT/VSQ/N0102 EMPLOYABILITY SKILLS (60 Hours) | | | | | |
| PC | Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
| | Introduction to Employability Skills | 1 | 1 | 0 | 0 |
| PC1 | Identify employability skills required for jobs in various industries | | | | |
| PC2 | Identify and explore learning and employability portals | | | | |
| | Constitutional values – Citizenship | 1 | 1 | 0 | 0 |

| | | | | | |
|------|---|---|---|---|---|
| PC3 | Recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc. | | | | |
| PC4 | Follow environmentally sustainable practices | | | | |
| | Becoming a Professional in the 21st Century | 2 | 4 | 0 | 0 |
| PC5 | Recognize the significance of 21st Century Skills for employment | | | | |
| PC6 | Practice the 21st Century Skills such as Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life | | | | |
| | Basic English Skills | 2 | 3 | 0 | 0 |
| PC7 | Use basic English for everyday conversation in different contexts, in person and over the telephone | | | | |
| PC8 | Read and understand routine information, notes, instructions, mails, letters etc. written in English | | | | |
| PC9 | Write short messages, notes, letters, e-mails etc. in English | | | | |
| | Career Development & Goal Setting | 1 | 2 | 0 | 0 |
| PC10 | Understand the difference between job and career | | | | |
| PC11 | Prepare a career development plan with short- and long-term goals, based on aptitude | | | | |
| | Communication Skills | 2 | 2 | 0 | 0 |
| PC12 | Follow verbal and non-verbal communication etiquette and active listening techniques in various settings | | | | |
| PC13 | Work collaboratively with others in a team | | | | |
| | Diversity & Inclusion | 1 | 2 | 0 | 0 |
| PC14 | Communicate and behave appropriately with all genders and PwD | | | | |
| PC15 | Escalate any issues related to sexual harassment at workplace according to POSH Act | | | | |
| | Financial and Legal Literacy | 2 | 3 | 0 | 0 |
| PC16 | Select financial institutions, products and services as per requirement | | | | |
| PC17 | Carry out offline and online financial transactions, safely and securely | | | | |
| PC18 | Identify common components of salary and compute income, expenses, taxes, investments etc | | | | |

| | | | | | |
|------|---|------------|------------|----------|-----------|
| PC19 | Identify relevant rights and laws and use legal aids to fight against legal exploitation | | | | |
| | Essential Digital Skills | 3 | 4 | 0 | 0 |
| PC20 | Operate digital devices and carry out basic internet operations securely and safely | | | | |
| PC21 | Use e- mail and social media platforms and virtual collaboration tools to work effectively | | | | |
| PC22 | Use basic features of word processor, spreadsheets, and presentations | | | | |
| | Entrepreneurship | 2 | 3 | 0 | 0 |
| PC23 | Identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research | | | | |
| PC24 | Develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion | | | | |
| PC25 | Identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity | | | | |
| | Customer Service | 1 | 2 | 0 | 0 |
| PC26 | Identify different types of customers | | | | |
| PC27 | Identify and respond to customer requests and needs in a professional manner. | | | | |
| PC28 | Follow appropriate hygiene and grooming standards | | | | |
| | Getting ready for apprenticeship & Jobs | 2 | 3 | 0 | 0 |
| PC29 | Create a professional Curriculum vitae (Résumé) | | | | |
| PC30 | Search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively | | | | |
| PC31 | Apply to identified job openings using offline /online methods as per requirement | | | | |
| PC32 | Answer questions politely, with clarity and confidence, during recruitment and selection | | | | |
| PC33 | Identify apprenticeship opportunities and register for it as per guidelines and requirements | | | | |
| | NOS Total | 20 | 30 | 0 | 0 |
| | GRAND Total | 128 | 275 | 0 | 47 |

Annexure: Assessment Strategy

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

Mention the detailed assessment strategy in the provided template.

<1. Assessment System Overview:

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

2. Testing Environment:

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

3. Assessment Quality Assurance levels/Framework:

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

4. Types of evidence or evidence-gathering protocol:

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

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

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

Annexure: Acronym and Glossary

Acronym

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

Glossary

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