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GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT  
& ENTREPRENEURSHIP



# Facilitator Guide



Sector  
Apparel

Sub-Sector  
Apparel, Made-Ups & Home Furnishing

Occupation  
Sampling

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## Sampling Coordinator

## Published by

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**Shri Narendra Modi**  
Prime Minister of India

“

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

”



## Acknowledgements

Apparel, Made-ups & Home Furnishing Sector Skill Council would like to express its gratitude to all the individuals and institutions who contributed in different ways towards the preparation of this “Facilitator Guide”. Without their contribution it could not have been completed. Special thanks are extended to those who collaborated in the preparation of its different modules. Sincere appreciation is also extended to all who provided peer review for these modules.

The preparation of this facilitator guide would not have been possible without the Apparel Industry’s support. Industry feedback has been extremely encouraging from inception to conclusion and it is with their input that we have tried to bridge the skill gaps existing today in the industry.

This facilitator guide is dedicated to the aspiring youth who desire to achieve special skills which will be a lifelong asset for their future endeavours.

## 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 “Sampling Coordinator” 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/N1801: Preparing for sampling
2. AMH/N1802: Coordinate the flow of samples
3. AMH/N1803: Maintain the records
4. AMH/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization
5. AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices
6. DGT/VSQ/N0102: Employability Skills (60 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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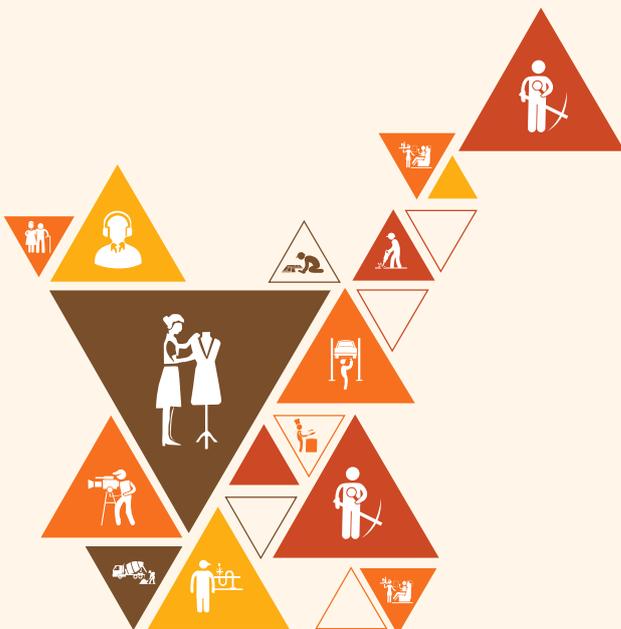


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# 1. Introduction and Orientation to Sampling Coordinator

Unit 1.1 - Apparel Industry and the Role of a Sampling Coordinator



Bridge Module

## Key Learning Outcomes



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

1. Describe the size and scope of the apparel industry.
2. Explain the roles and responsibilities of a 'Sampling Coordinator'.
3. Describe various employment opportunities for a 'Sampling Coordinator' in the apparel industry.
4. Describe the apparel production process and the role that the 'Sampling Coordinator' plays in the process.

## Unit 1.1: Apparel Industry and the Role of a Sampling Coordinator

### Unit Objectives

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

1. Describe the size and scope of the apparel industry.
2. Explain the key roles and responsibilities of a Sampling Coordinator.
3. Analyse the apparel production process and the Sampling Coordinator's contribution within it.
4. List various employment opportunities for a Sampling Coordinator in the apparel industry.

### Resources to be Used

Whiteboard, Markers, Duster, Projector, PowerPoint Slides, Printouts of Apparel Industry Flowchart, Sample Garments, Measuring Tape, Fabric Swatches, Notebooks, Pens

### Say

- Good morning everyone, I'm so glad to see you here today and excited to start our session.
- Today, we will be learning about the apparel industry, the important role of a sampling coordinator, and how this role connects to the overall production process.
- This topic is really important because understanding it will help you see how apparel products are developed and open doors to career opportunities in the fashion and garment sector.

### Do

- Greet participants warmly and create a positive environment.
- Introduce the chapter title and list the four key topics to be covered.
- Share the session objectives and connect them to the participants' future careers.
- Use visual aids like flowcharts and sample garments to explain points.
- Encourage participants to answer questions and share examples.
- Summarise each subtopic before moving on to the next.
- Keep checking participants' understanding through small interactions.

### Ask

- When you go to buy clothes, have you noticed different sizes and styles available in shops?
- Have you ever seen a tailor or local shop make a sample piece before finalising the full order?
- Do you know someone who works in garment shops, boutiques, or factories and what they usually do?

## Explain

- The apparel industry is vast and provides numerous opportunities worldwide.
- Sampling is a crucial step in the production cycle that determines buyer approval.
- A sampling coordinator ensures smooth communication between buyers and production teams.
- The role requires attention to detail, time management, and knowledge of fabrics and measurements.
- Without accurate sampling, large-scale production cannot be approved.
- This career offers both stability and growth in the apparel and fashion sector.

## Elaborate

- The apparel industry is one of the largest industries globally, covering fashion, garments, accessories, and textiles. It has a wide size and scope, ranging from small-scale tailoring units to large export houses and multinational brands. It plays a major role in global trade and employment.
- A sampling coordinator ensures that sample garments are prepared according to buyers' specifications. This role includes communicating with designers and production teams, maintaining records, and ensuring quality standards are met.
- The apparel production process involves designing, fabric sourcing, sampling, cutting, stitching, finishing, and dispatch. The sampling coordinator contributes by acting as a bridge between buyers and production teams, ensuring samples are made on time, accurately, and meet quality expectations.
- Sampling coordinators can find employment in garment export houses, fashion brands, design studios, manufacturing units, and retail chains. With experience, they can grow into managerial or quality assurance roles.

## Demonstrate

Show a sample garment to the participants, compare it with a buyer's design sheet or measurement chart, and explain how the sampling coordinator checks for accuracy in size, stitching, and finishing before approval.

## Activity

1. **Activity Name:** Apparel Production Flow Mapping (Topics: Analysis of the Apparel Production Process and the Sampling Coordinator's Contribution)
2. **Objective:** To help participants understand the apparel production stages and identify where the sampling coordinator plays a role.
3. **Type of Activity:** Group
4. **Resources:** Chart paper, markers, fabric swatches, printed flowchart of production steps
5. **Time Duration:** 25 minutes

**6. Instructions:**

- Divide participants into small groups.
- Give each group a chart paper and markers.
- Ask them to draw the apparel production process step by step.
- Provide them with fabric swatches and flowchart printouts to assist.
- Instruct them to mark the stages where a sampling coordinator is directly involved.
- Ask each group to present its flow chart to the class.

**7. Outcome:** Participants will clearly understand the production process and the contribution of a sampling coordinator to it.**Notes for Facilitation**

- Maintain an interactive and encouraging classroom environment.
- Use visual aids and practical examples to support theoretical points.
- Highlight the link between sampling and buyer satisfaction in real production.
- Stress the importance of communication skills for sampling coordinators.
- Emphasise accuracy and quality checks as vital to the role.
- Point out employment opportunities across different segments of the industry.

## Answers to Exercises for PHB

**Answer the following questions by choosing the correct option:**

1. b. Large-scale employment and revenue generation
2. b. Coordinating garment samples and ensuring accuracy
3. b. To gain buyer approval before bulk production
4. b. Export houses and design studios
5. a. By providing correct and timely samples

**Answer the following questions briefly.**

1. Refer to Unit 1.1: Apparel Industry and the Role of a Sampling Coordinator  
Topic: 1.1.1 Size and Scope of the Apparel Industry
2. Refer to Unit 1.1: Apparel Industry and the Role of a Sampling Coordinator  
Topic: 1.1.2 Roles and Responsibilities of a Sampling Coordinator
3. Refer to Unit 1.1: Apparel Industry and the Role of a Sampling Coordinator  
Topic: 1.1.3 Analysis of the Apparel Production Process and the Sampling Coordinator's Contribution
4. Refer to Unit 1.1: Apparel Industry and the Role of a Sampling Coordinator  
Topic: 1.1.4 Employment Opportunities for a Sampling Coordinator
5. Refer to Unit 1.1: Apparel Industry and the Role of a Sampling Coordinator  
Topic: 1.1.2 Roles and Responsibilities of a Sampling Coordinator  
Topic: 1.1.3 Analysis of the Apparel Production Process and the Sampling Coordinator's Contribution



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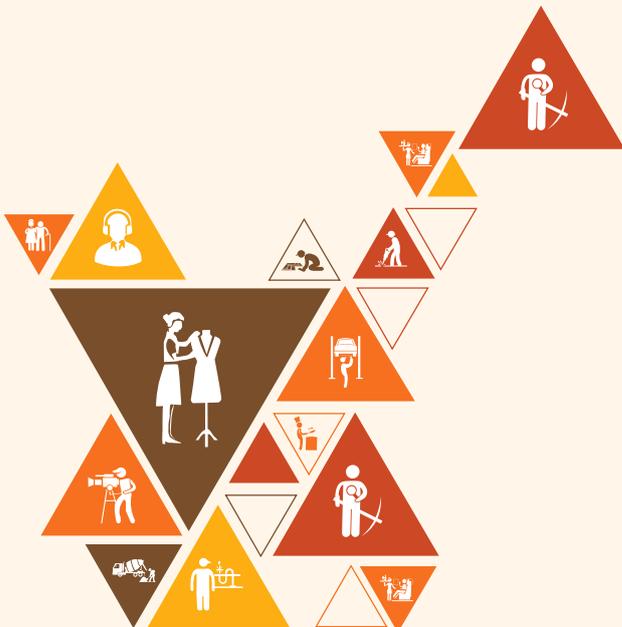


## 2. Preparing for Sampling

Unit 2.1 - Organisational Systems and Professional Conduct

Unit 2.2 - Sampling Procedures and Material Handling

Unit 2.3 - Garment Construction and Sample Development Workflow



AMH/N1801

## Key Learning Outcomes



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

1. Describe the organisation's policies, procedures, guidelines, and standards for dealing with buyers/clients, including adapting to cultural differences in workplace interactions and behaviour.
2. Explain the basic principles of sampling, the procedure for preparing samples, and identifying sampling requirements as per the sampling plan.
3. Conduct research on the target market, materials, fabrics, trims, and identify better or new sources/suppliers for procurement.
4. Review specification sheets, previous designs, and samples developed by the business to assess relevance, identify improvements, and plan according to sample delivery dates.
5. Describe the cost process involved in making apparel, including budgeting for materials, trims, production, and sampling.
6. Explain garment construction techniques, processes, and methods to complete work systematically with attention to detail, avoiding damage to goods and equipment.
7. Describe the characteristics of sampled materials, common contaminants, and conditions under which contamination is likely to occur, along with measures to prevent it.
8. Check that the preparation and cutting of patterns, detailed drawings, and prototype samples meet standards, coordinating with concerned personnel.
9. Verify sample work orders, ensure all specifications are incorporated, obtain necessary approvals for print/embroidery, over-dye/wash, and distribute all required items to departments for prototype preparation.

## Unit 2.1: Organisational Systems and Professional Conduct

### Unit Objectives

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

1. Describe the organisation's policies, procedures, guidelines and standards for dealing with buyers and clients.
2. Describe how to recognise and adapt to cultural differences in the workplace, including modes of behaviour and interaction.
3. Explain how to complete work systematically with attention to detail, without damage to goods and equipment.

### Resources to be Used

Whiteboard, Markers, Dusters, Chart Papers, Projector, Sample Organisational Policies, Printed Guidelines, Case Examples of Cultural Differences, Sample Checklists for Systematic Work, Pictures of Workplace Equipment

### Say

- Good morning everyone, I am really excited to be with you today as we explore some very important aspects of how to work effectively and professionally in an organisation.
- Today, we will learn about organisational systems, professional conduct, and how to complete tasks with care and accuracy.
- Understanding this topic is important because it will help you build trust with clients, respect workplace culture, and prevent mistakes or damage in your work.

### Ask

- Have you ever followed a rule at home, like keeping things in place, and noticed how it makes life easier?
- Have you come across someone from a different culture or state and noticed how their habits or greetings differ from yours?
- When was the last time you did a task carefully, like carrying groceries without dropping them, and felt proud of doing it right?

## Do

- Welcome the participants warmly and create a positive learning atmosphere.
- Introduce the three main areas of the session: policies and guidelines, cultural differences, and systematic work.
- Write key terms such as “Policies,” “Culture,” and “Systematic Work” on the board.
- Share examples of policies and procedures in simple language and relate them to everyday rules.
- Discuss cultural diversity using real-life examples that the participants can relate to.
- Explain the importance of systematic work and demonstrate attention to detail.
- Conclude by linking all three topics together, showing how they form the base of professional conduct.

## Explain

- Organisations work with clear policies, procedures, and standards to ensure consistency and fairness.
- Following guidelines helps in building trust with buyers and clients.
- Respecting cultural differences avoids conflicts and builds teamwork.
- Work should be done step by step with accuracy to avoid mistakes.
- Damaging goods or equipment can cause losses and reduce productivity.
- Professional conduct means combining respect, accuracy, and responsibility in daily work.

## Elaborate

- Every organisation has set rules and standards that guide how employees should deal with clients. Following them ensures that clients receive consistent service and the company maintains its reputation.
- Workplaces often bring together people from different regions, languages, and backgrounds. Adapting to these differences by showing respect and flexibility helps to create a cooperative environment.
- Completing work systematically means planning, organising, and checking every step. Paying attention to details ensures that the task is accurate and prevents accidents, wastage, or equipment damage.

## Demonstrate

Show how to handle a workplace item, like a file or piece of equipment, step by step with care, highlighting how attention to detail prevents damage.

## Activity

1. **Activity Name:** Cultural Difference Role Exchange (Topic: Recognising and Adapting to Cultural Differences in the Workplace)
2. **Objective:** To help participants understand and respect workplace diversity.
3. **Type of Activity:** Group
4. **Resources:** Chart papers, markers, role tags with cultural habits (greetings, communication styles, dressing examples)
5. **Time Duration:** 25 minutes
6. **Instructions:**
  - Divide the participants into small groups.
  - Assign each group a cultural habit or difference using role tags.
  - Ask groups to demonstrate how they would interact with colleagues, showing that difference.
  - Encourage other groups to identify and discuss how to respond respectfully.
  - Summarise the activity by highlighting the importance of recognising and adapting to cultural differences.
7. **Outcome:** Participants will learn practical ways to adapt to cultural differences and promote teamwork.

## Notes for Facilitation

- Encourage all participants to share their ideas and experiences.
- Keep the session interactive with questions and examples.
- Relate organisational policies to the simple rules they follow in daily life.
- While discussing cultural differences, stress respect and inclusiveness.
- During systematic work explanation, highlight the cost of damage and the importance of accuracy.
- Use demonstrations to connect theory with practical workplace tasks.

## Unit 2.2: Sampling Procedures and Material Handling

### Unit Objectives

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

1. Explain the basic principles of sampling.
2. Explain the procedure for preparing samples.
3. Describe the characteristics of materials used in sampling, including common contaminants and conditions under which contamination may occur.
4. Identify sampling requirements in accordance with the sampling plan.
5. Check the specification sheet prepared in accordance with a standard format.
6. Review previous designs and samples to assess their relevance to current designs or samples.
7. Identify possible improvements to enhance current designs or sampling outcomes.
8. Identify a range of fabrics and trims relevant to the sampling process.
9. Conduct research on the target market, materials, and trims.
10. Identify better or new sources or suppliers for procurement.
11. Plan sample production timelines in accordance with sample delivery dates.

### Resources to be Used

Whiteboard, Markers, Dusters, Projector, Fabric Swatches, Trims, Specification Sheets, Sample Garments, Measuring Tape, Scissors, Stitching Kit, Laptop with Internet Access, Presentation Slides, Chart Papers, Sticky Notes

### Say

- Good morning everyone! I'm really excited to begin today's session with you all as we dive into an important area of the apparel industry.
- Today, we will explore the complete process of sampling and material handling, and by the end of this session, you will clearly understand the role of a sampling coordinator in ensuring quality and efficiency.
- Understanding this topic will help you connect theory with practical garment industry practices and also build your skills for handling sampling work effectively in real life.

### Ask

- Have you ever tried to select a fabric while shopping and checked if it suits your needs before buying?
- Do you think testing a small piece of cloth before making an entire outfit helps in making better choices?
- When you buy ready-made clothes, have you noticed labels or tags that show fabric details and wondered how they are checked before production?

## Do

- Introduce the topic and connect it with participants' daily experiences of choosing fabrics and clothes.
- Show a sample garment and explain its sampling journey step by step.
- Use fabric swatches and trims to demonstrate material selection.
- Walk the trainees through a specification sheet and highlight important details.
- Compare a previously made sample with a revised one to showcase improvements.
- Encourage trainees to share their thoughts on why sampling is essential in the industry.
- Facilitate a discussion on how timelines and planning affect the success of sampling.

## Explain

- Sampling ensures quality and accuracy before bulk production begins.
- Samples act as a model for evaluating design, materials, and finishing.
- The sampling coordinator plays a key role in linking designers, buyers, and production teams.
- Checking specification sheets helps maintain consistency and standards.
- Sampling requirements must follow the planned guidelines and buyer expectations.
- Timely planning and sourcing ensure smooth sample delivery and avoid delays.

## Elaborate

- Sampling ensures that materials and designs meet the buyer's requirements before production begins. It reduces the risks of mistakes and quality issues.
- Samples are cut, stitched, and finished using selected fabrics and trims to demonstrate the design and quality. The process requires accuracy and efficiency.
- The sampling coordinator evaluates fabrics and trims for durability, comfort, cost, and availability to ensure they meet production needs.
- Each sample is prepared according to buyer-approved designs, styles, and quality checks as per a clear sampling plan.
- Specification sheets include measurements, stitching methods, trims, and finishing details. Coordinators ensure samples match these specifications.
- Studying past samples helps identify mistakes, improvements, and buyer preferences for current work.
- Coordinators look for better fits, efficient stitching, and cost-effective materials without compromising quality.
- The right fabrics, threads, zippers, and buttons are identified to make the sample closer to the buyer's requirements.
- Market research helps select materials that align with current trends, buyer demands, and cost efficiency.
- Exploring multiple suppliers ensures better material availability, quality, and cost negotiations.
- Proper scheduling ensures the timely preparation and submission of samples to avoid delays in buyer approvals.

## Demonstrate

Show the trainees how to compare a given fabric swatch with a specification sheet and highlight how to check its weight, texture, and trims against the requirements.

## Activity

1. **Activity Name:** Sample Specification Check (Topics: 2.2.5 Checking the Specification Sheet, 2.2.8 Identifying Fabrics and Trims)
2. **Objective:** To enable trainees to practically identify whether a given fabric swatch and trims match the specification sheet.
3. **Type of Activity:** Group
4. **Resources:** Fabric swatches, trims, specification sheets, sample garments, measuring tape, scissors
5. **Time Duration:** 25 minutes
6. **Instructions:**
  - Divide the class into small groups.
  - Provide each group with one specification sheet and a set of fabrics and trims.
  - Ask them to carefully compare measurements, trims, and fabric details against the sheet.
  - Groups should note any mismatches or missing details.
  - Discuss findings as a class and clarify the correct way of checking specifications.
7. **Outcome:** Trainees will gain practical skills in matching fabric and trims to specifications and understand the importance of detail-oriented sampling work.

## Notes for Facilitation

- Keep the session interactive by involving participants in discussions and demonstrations.
- Use real-life examples to help trainees connect theory with practice.
- Stress the importance of specification sheets in avoiding production errors.
- Highlight how timely sourcing from suppliers impacts sampling success.
- Emphasise the coordinator's responsibility in ensuring buyer satisfaction.
- Point out that accurate sampling saves time, cost, and maintains industry standards.

## Unit 2.3: Garment Construction and Sample Development Workflow

### Unit Objectives

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

1. Explain the garment construction techniques and processes.
2. Describe the cost process involved in making apparel.
3. Check that the preparation and cutting of patterns and detailed drawings are as per standards in coordination with the concerned personnel.
4. Verify the sample work order and ensure that all required specifications are incorporated.
5. Ensure that approvals are obtained from concerned personnel for print, embroidery, over-dye, wash, etc.
6. Ensure that all concerned departments are provided with the necessary items to prepare the prototype sample.

### Resources to be Used

Whiteboard, Markers, Projector, Sample Garments, Fabric Swatches, Pattern Papers, Scissors, Cutting Table, Measuring Tape, Stitching Machine, Sample Work Orders, Specification Sheets, Charts Showing Garment Production Flow, Handouts with Cost Process Examples, Approval Forms, Departmental Coordination Charts

### Say

- Good morning everyone! I'm so glad to see you all ready and excited for today's session.
- Today, we will be learning about garment construction and sample development workflow, which includes production techniques, cost processes, and coordination involved in making apparel.
- Understanding this will help you know how the garment industry functions and how each role contributes to the final product.

### Ask

- Have you ever thought about how the clothes you wear daily are first designed, cut, and stitched before they reach you?
- When you go to a tailor, what steps do you think are followed before your dress is ready?
- Have you noticed how different departments in a factory work together to make just one simple T-shirt?

## Do

- Begin by greeting participants and sharing the session objective.
- Introduce the flow of garment construction and sample development.
- Show a chart on the techniques and processes of garment production.
- Explain the importance of the cost process in making apparel.
- Demonstrate how to check a sample work order and its specifications.
- Encourage participants to share observations from real-life clothing experiences.
- Conclude the session with a hands-on activity to reinforce the learning.

## Explain

- Garment production follows step-by-step techniques from fabric selection to stitching.
- Cost processes include material, labour, overheads, and wastage calculations.
- Pattern preparation and cutting coordination ensure fabric efficiency and accuracy.
- Work orders and specifications need to be verified before starting production.
- Approvals and interdepartmental coordination keep the workflow smooth.
- Proper equipment allocation is essential for timely and quality production.

## Elaborate

- This covers designing, pattern making, cutting, sewing, finishing, and quality checking. Each step must be followed accurately to produce standard garments.
- This includes direct and indirect costs like fabric, trims, labour wages, electricity, and machine usage. Understanding cost is essential to price garments competitively.
- Patterns are templates used to cut fabric. Proper coordination ensures minimal fabric wastage and correct sizing for production.
- Sample work orders include style, size, fabric, and stitching instructions. Verifying them ensures production matches buyer requirements.
- Design, sampling, production, and quality teams need to collaborate. Approvals are necessary before bulk production starts.
- Each department must have the required machines, tools, and materials on time. Proper allocation avoids delays and maintains efficiency.

## Demonstrate

Show how to read a sample work order sheet and cross-check it with a physical garment specification chart.

## Activity

1. **Activity Name:** Pattern and Cutting Simulation (Based on Pattern Preparation and Cutting Coordination, Techniques and Processes of Garment Production)
2. **Objective:** To help participants understand how pattern preparation and fabric cutting are coordinated in garment production.
3. **Type of Activity:** Group
4. **Resources:** Pattern paper, fabric swatches, scissors, measuring tape, markers, sample cutting chart
5. **Time Duration:** 30 minutes
6. **Instructions:**
  - Divide participants into small groups.
  - Provide each group with fabric swatches and a basic pattern paper.
  - Ask them to trace and cut simple shapes (like sleeve or neckline) following the pattern.
  - Encourage them to check for fabric wastage and alignment.
  - Groups will compare their results and discuss how proper coordination improves accuracy.
7. **Outcome:** Participants will understand how patterns are applied to fabric, the importance of cutting accuracy, and how to minimise fabric wastage.

## Notes for Facilitation

- Encourage participation by relating technical content to daily life clothing examples.
- Ensure all learners can see demonstrations clearly and get a chance to engage.
- Emphasise the importance of accurate cost calculation in garment pricing.
- Highlight how miscommunication between departments can cause delays.
- Stress on verifying work orders as a critical step before production.
- Reinforce the role of equipment allocation in ensuring smooth workflow.

## Answers to Exercises for PHB

**Answer the following questions by choosing the correct option:**

1. b. Pattern Making
2. c. To ensure all specifications are incorporated
3. b. Flatlock Seam
4. b. Coordinating with concerned personnel
5. c. Concerned personnel/department

**Answer the following questions briefly.**

1. Refer to Unit 2.3: Garment Construction and Sample Development Workflow  
Topic: 2.3.1 Techniques and processes of garment production
2. Refer to Unit 2.3: Garment Construction and Sample Development Workflow  
Topic: 2.3.2 Cost Process Involved in Making Apparel
3. Refer to Unit 2.3: Garment Construction and Sample Development Workflow  
Topic: 2.3.3 Pattern Preparation and Cutting Coordination
4. Refer to Unit 2.3: Garment Construction and Sample Development Workflow  
Topic: 2.3.5 Approvals and Interdepartmental Coordination
5. Refer to Unit 2.3: Garment Construction and Sample Development Workflow  
Topic: 2.3.5 Approvals and Interdepartmental Coordination



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MINISTRY OF SKILL DEVELOPMENT  
& ENTREPRENEURSHIP

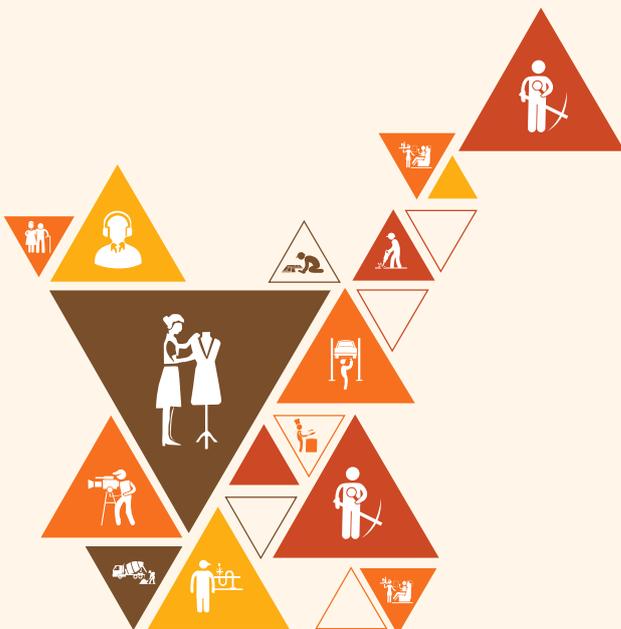


## 3. Coordinate the Flow of Samples

Unit 3.1 - Organisational Processes and Responsibilities

Unit 3.2 - Sample Development and Quality Practices

Unit 3.3 - Garment Checking and Evaluation



AMH/N1802

## Key Learning Outcomes



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

1. Describe the organisation's templates and processes for preparing the sampling plan.
2. Describe how to arrange for the necessary items to make the sample.
3. Identify the organisation's knowledge base and how to use and update this.
4. State the protocol to obtain more information on work-related tasks.
5. Describe quality practices followed in the workplace.
6. Test fit the finished prototype and compare with the specification sheet.
7. Check the assembled garments in accordance with the specification sheet.
8. Ensure compliance with proper grading as per the buyer's specifications by checking the size of the set samples.
9. Incorporate the comments received from the buyer and make a fit sample with actual trims and fabric.
10. Instruct the concerned personnel to make the necessary alterations in accordance with the revised specification sheet.
11. Ensure that all the corrections and comments from the buyer are incorporated before handing over the final approved sample to the next department.
12. Identify various types of fabrics and garments.
13. Explain the basic principles of sampling, including the importance of following the sampling plan to obtain a representative sampling reflecting characteristics of the source material, the sample characteristics and related preservation, handling and storage requirements, and the labelling system purpose and requirements.
14. Explain how to conduct tests on the samples and related handling and preparation requirements and responsibilities.
15. Explain own responsibility for reporting and recording sampling information, such as legislative requirements and respective procedures to follow.
16. Identify the reporting structure of the organisation.
17. Identify who to refer problems to when they are outside the limit of one's own authority.
18. Communicate assembly issues to appropriate production personnel for necessary adjustments.

## Unit 3.1: Organisational Processes and Responsibilities

### Unit Objectives

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

1. Describe the organisation's templates and processes for preparing the sampling plan.
2. Identify the organisation's knowledge base and explain how to use and update it.
3. State the protocol to obtain more information on work-related tasks.
4. Identify the reporting structure of the organisation.
5. Identify who to refer problems to when they are outside the limit of one's own authority.
6. Explain own responsibility for reporting and recording sampling information, including legislative procedures.

### Resources to be Used

Whiteboard, Markers, Dusters, Projector, Projector Screen, Printed Handouts on Sampling Plan, Organisation's Knowledge Base, Protocols for Information, Reporting Structure Diagrams, Sample Reporting Forms, Pens, Notepads, Flipcharts, Case Study Examples, Laptop, Timer.

### Say

- Good morning everyone! I am excited to take you through today's session, where we will explore important processes and responsibilities in an organisation.
- Today, our objective is to understand how organisational processes such as sampling plans, knowledge management, and reporting structures help us work efficiently and safely.
- Understanding these topics will help you perform your work tasks correctly and communicate effectively within the organisation, making your job easier and more professional.

### Do

- Begin the session by briefly introducing the importance of organisational processes and responsibilities in ensuring smooth sample development and quality control.
- Arrange the classroom to facilitate group discussions and interactive participation.
- Use real-life examples or simple stories to explain the sampling plan and its practical application in a workplace setting.
- Demonstrate how to locate and update the organisation's knowledge base, using a sample database or documentation system.
- Explain the protocols to obtain additional information related to tasks, encouraging participants to think of practical methods like asking supervisors or referring to manuals.

- Clarify the reporting structure using a simple diagram on the whiteboard, and explain how to read and follow it.
- Conduct a small group activity where participants identify responsibilities for reporting and recording sampling information based on a sample organisational chart.

## Ask

- Have you ever had to ask a colleague where to find important information for your work task?
- When something important happens at work, who do you usually tell or report to?
- Why do you think it is important to know who to report a problem to in your workplace?

## Explain

- A sampling plan helps us decide when and how to collect data or samples to check quality or performance in the organisation.
- The knowledge base of an organisation holds important information that helps employees perform their tasks effectively.
- Protocols are defined methods to obtain further information when tasks are unclear.
- The reporting structure of an organisation shows who reports to whom.
- Knowing the reporting structure helps employees communicate the right way and report problems without confusion.
- It is the responsibility of employees to record sampling information accurately and report it to the correct authority.
- Proper reporting helps in quick decision-making and prevents mistakes at work.

## Elaborate

- A sampling plan provides clear instructions on how to collect data at regular intervals. It helps ensure that the information collected is useful for maintaining the quality and performance of the organisation.
- The knowledge base includes manuals, databases, and previous reports. It acts as a guide to solve work-related issues and helps employees perform tasks based on past experiences and official guidelines.
- Protocols give a step-by-step process to find extra information when employees face problems completing their tasks. These steps include contacting supervisors, using manuals, or referring to online databases.
- The reporting structure is a chart or diagram showing different levels of authority in the organisation. It helps employees know who they should report to when they face issues or need guidance.
- Knowing the reporting structure avoids confusion, helps resolve problems faster, improves communication, and keeps tasks organised in the workplace.
- Every employee must accurately record information from sampling and report it according to the defined process. This helps maintain the reliability of records and ensures correct action is taken when needed.

## Demonstrate

Show how to fill out a sample reporting form. Write sample data on the whiteboard and walk the trainees through each field of the form, explaining what information needs to be entered and why it is important.

## Activity

1. **Activity Name:** Mapping the Reporting Structure
2. **Objective:** To help participants understand the organisational reporting hierarchy and its importance
3. **Type of Activity:** Group Activity
4. **Resources:** Flipchart paper, markers, printed organisation chart templates, sample employee roles
5. **Time Duration:** 30 minutes
6. **Instructions:**
  - Divide the trainees into small groups of 4–5 people.
  - Each group will receive a blank organisation chart template.
  - The group will discuss and fill in the reporting structure based on a sample organisation provided.
  - Once completed, each group will present their chart to the class and explain who reports to whom and why that structure helps workflow.
7. **Outcome:** Trainees will understand how to read and use a reporting structure diagram and explain its benefits in real workplace situations.

## Notes for Facilitation

- Keep the session interactive by encouraging participants to share examples from their experience.
- Use real-life examples to explain technical terms, making it easy for fresher trainees to relate.
- Emphasise that accurate reporting prevents workplace errors and improves communication.
- Make sure every participant gets a chance to fill out the sample form during the demonstration.
- Check that each group understands the relationship between different roles in the reporting structure during the activity.
- Remind trainees that the knowledge base is updated regularly and they must use the latest version to avoid mistakes.

## Unit 3.2: Sample Development and Quality Practices

### Unit Objectives

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

1. Describe how to arrange for the necessary items to make the sample.
2. Explain the basic principles of sampling, including sampling characteristics, labelling, and storage requirements.
3. Explain how to conduct tests on samples and describe related handling and preparation responsibilities.
4. Describe quality practices followed in the workplace.
5. Incorporate buyer comments and make fit samples using actual trims and fabric.
6. Instruct concerned personnel to make alterations according to the revised specification sheet.
7. Ensure corrections and buyer comments are incorporated before handing over the final approved sample.
8. Communicate assembly issues to appropriate production personnel for necessary adjustments.

### Resources to be Used

Sample Making Tools, Fabric Samples, Measuring Tape, Markers, Labels, Storage Boxes, Testing Equipment (e.g., Colour Fastness Tester, Strength Tester), Quality Checklist Forms, Feedback Forms, Sample Correction Tools, Whiteboard, Markers, Projector, Printed Presentation Slides, Pen, Paper, Assembly Line Images.

### Say

- Good morning everyone! I am excited to guide you through today's session on sample development and quality practices, which are crucial in the production process.
- Today, we will learn how to arrange materials, perform sample testing, follow quality practices, and incorporate buyer feedback to ensure that the final product meets standards.
- Understanding this is important because it helps you create high-quality products, satisfy customers, and reduce wastage in the production process.

### Do

- Begin the session by briefly explaining the importance of sample development and quality practices in the production process.
- Arrange all the sample-making tools, fabric samples, measuring tapes, markers, labels, storage boxes, and testing equipment in advance for demonstration and practice.
- Demonstrate correct labelling of samples, showing how to write sample numbers, dates, and other required details clearly.

- Explain the process of conducting basic sample tests, such as colour fastness and fabric strength, and show how to use the testing equipment properly.
- Guide participants step by step in practising proper sample storage techniques, highlighting the importance of storing samples in a clean, organised, and safe manner.
- Facilitate a group activity where participants perform sample labelling and storage, providing hands-on support and correcting mistakes when needed.
- Discuss how to communicate assembly issues and buyer feedback effectively to production personnel, and demonstrate the correct way to fill out feedback or alteration instruction forms.

## Ask

- Have you ever noticed how a product in a store looks perfect compared to how it looked when first manufactured?
- Can you think of any situation where checking something carefully before using it saved you from a problem later?
- How do you ensure the food you cook tastes the same every time you make it?

## Explain

- Arranging necessary items before sample making helps ensure a smooth workflow and prevents missing materials during the process.
- Basic sampling principles include correct labelling and proper storage to avoid mix-ups or damage.
- Conducting tests on samples is essential to ensure they meet quality and performance standards before mass production.
- Quality practices in the workplace help maintain consistency and reduce defects in final products.
- Buyer feedback is important for improving samples and aligning them with customer expectations.
- Instructing concerned personnel on alterations ensures that mistakes or improvements are communicated effectively.
- Communicating assembly issues early helps production personnel make necessary adjustments without delay.

## Elaborate

- All required materials, such as fabric, measuring tools, markers, labels, and storage boxes, should be arranged before starting sample development. This ensures efficiency and prevents delays.
- Proper labelling includes details like sample number, date, and specifications. Samples must be stored in a clean, dry place to prevent damage or confusion.
- Conducting tests like colour fastness and fabric strength ensures the sample meets both the manufacturer's and buyer's quality standards.
- Following workplace quality practices, such as using checklists and adhering to standard operating procedures, helps maintain uniformity across all samples.

- Buyer feedback provides insights into specific requirements, allowing the sample to be adjusted accordingly to meet customer expectations.
- Clear communication of required changes to sample-making personnel ensures corrections are applied effectively without ambiguity.
- Reporting any issues encountered during sample making helps production teams address problems early, ensuring smooth production processes.

## Demonstrate

Show the correct way to label and store a sample. Take a sample, fill out the label correctly (sample number, date, description), and place it in the designated storage area. Explain why proper labelling and storage prevent sample mix-ups and damage.

## Activity

1. **Activity Name:** Sample Labelling and Storage Practice
2. **Objective:** To practice correct sample labelling and storage as per industry standards.
3. **Type of Activity:** Group Activity
4. **Resources:** Fabric samples, sample labels, storage boxes, markers, checklist forms, and pens.
5. **Time Duration:** 30 minutes
6. **Instructions:**
  - Divide participants into small groups of 3–4 members.
  - Provide each group with three different fabric samples, sample labels, markers, and a storage box.
  - Ask the groups to label each sample correctly, including sample number, date, and description.
  - Ensure they store the samples properly in the box according to best practices.
  - Use a checklist to assess their work on the accuracy of labelling and storage practices.
7. **Outcome:** Participants will be able to label and store samples correctly, improving their practical understanding of sampling principles and storage practices.

## Notes for Facilitation

- Start the session with energy and enthusiasm to engage participants from the beginning.
- Make sure to involve participants actively by encouraging questions and discussions.
- Stress the importance of accurate labelling and safe storage in real-world production to avoid costly errors.
- Demonstrate the labelling process step by step, then let participants practice under your supervision.
- Emphasise the role of quality checks during sample testing in preventing defects in the final product.
- Explain how timely communication of issues helps avoid production delays and rework costs.

## Unit 3.3: Garment Checking and Evaluation

### Unit Objectives

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

1. Test fit the finished prototype and compare it with the specification sheet.
2. Check the assembled garments for compliance with the specification sheet.
3. Ensure proper grading by checking the size of the set samples as per buyer specifications.
4. Identify various types of fabrics and garments.

### Resources to be Used

Specification Sheets, Prototype Garments, Size Set Samples, Various Fabric Samples, Grading Charts, Measuring Tape, Sample Checklists, Marker Pens, Duster, Notebooks, Projector, Whiteboard, Fabric Swatches.

### Say

- Good morning everyone! I'm excited to explore the important world of garment checking and evaluation with you today.
- Today's objective is to understand how to evaluate prototypes, check garments for specification compliance, and learn about grading and fabric types.
- It is important to understand this topic because it helps us ensure that garments meet quality standards and customer expectations, which is key in the fashion and garment industry.

### Do

- Begin the session by introducing the importance of garment checking and evaluation in maintaining product quality and meeting buyer expectations.
- Explain the concept of prototype evaluation and size compliance by showing a sample prototype and its specification sheet.
- Demonstrate how to measure key garment dimensions (like chest width, sleeve length) using a measuring tape and compare them with the specification sheet.
- Guide participants to check assembled garments for compliance by inspecting stitching, colour, fabric, and measurements against the specification sheet.
- Show how to check size set samples for proper grading and explain why consistent sizing across different garments is important.
- Present different types of fabric samples and explain their properties, helping participants identify and differentiate them through touch and observation.
- Conduct a hands-on group activity where participants practice measuring prototypes and grading size set samples, while filling out simple checklists to reinforce learning.

## Ask

- Have you ever checked a piece of clothing before buying it in a store? What did you check?
- How do you decide if a shirt fits you well or not?
- Can you think of a time when a fabric felt uncomfortable or different from what you expected? Why was that?

## Explain

- Prototype evaluation is the process of checking the first sample of a garment to ensure it meets the design and size expectations.
- Size compliance means verifying that the garment matches the sizes mentioned in the specification sheet.
- Specification sheets provide detailed information about measurements, fabric, stitching, and other important factors.
- Grading is the process of checking size set samples to ensure all sizes meet buyer specifications.
- Different types of fabrics like cotton, polyester, silk, and denim have unique properties and uses.
- Understanding this process is critical for maintaining quality control in the garment industry.

## Elaborate

- This is about inspecting the first sample to make sure the design and size are correct. It involves measuring the garment and comparing it with the specification sheet to confirm accuracy.
- This involves verifying details like stitching, colour, fabric type, and measurements against what is documented on the specification sheet.
- Grading ensures that different sizes of the same garment are consistent in terms of dimensions and fit, as per the buyer's instructions.
- Fabrics can be natural or synthetic. Natural fabrics like cotton and silk are breathable, while synthetics like polyester are durable and resistant to wrinkles.

## Demonstrate

Measure the chest width of a prototype garment using a measuring tape and compare it with the specification sheet to check compliance.

## Activity

1. **Activity Name:** Grading Size Set Sample Check
2. **Objective:** To help participants learn how to properly check size set samples and ensure correct grading as per buyer specifications.
3. **Type of Activity:** Group
4. **Resources:** Specification sheets, size set sample garments, measuring tape, grading charts, notebooks.
5. **Time Duration:** 30 minutes
6. **Instructions:**
  - Divide participants into small groups of 3-4.
  - Distribute a specification sheet and a set of sample garments (small, medium, and large sizes) to each group.
  - Ask each group to measure key dimensions (e.g., chest, waist, sleeve length) of each sample garment.
  - Compare measurements against the specification sheet.
  - Identify any discrepancies and note them in the notebook.
  - Each group presents their findings to the class.
7. **Outcome:** Participants will gain hands-on experience in evaluating size compliance and grading of garments based on specifications.

## Notes for Facilitation

- Keep the session interactive and encourage participants to ask questions.
- Make sure to manage time strictly, especially during the activity.
- Emphasise the importance of accuracy in measurements to prevent future production defects.
- Ensure that participants understand the differences between fabric types and their applications.
- Remind participants to always cross-check measurements with the specification sheet carefully.
- Highlight real-life examples where garment checking directly impacts customer satisfaction.

## Answers to Exercises for PHB

**Answer the following questions by choosing the correct option:**

1. c. To evaluate the fit and compare with the specification sheet
2. b. Fabric weight
3. c. Grading across sizes
4. b. Specification sheet
5. b. Stitch irregularities

**Answer the following questions briefly.**

1. Refer to Unit 3.3: Garment Checking and Evaluation  
Topic: 3.3.1 Prototype Evaluation and Size Compliance
2. Refer to Unit 3.3: Garment Checking and Evaluation  
Topic: 3.3.2 Check the assembled garments for compliance with the specification sheet
3. Refer to Unit 3.3: Garment Checking and Evaluation  
Topic: 3.3.3 Proper grading by checking size set samples as per buyer specifications
4. Refer to Unit 3.3: Garment Checking and Evaluation  
Topic: 3.3.1 Prototype Evaluation and Size Compliance  
Topic: 3.3.2 Check the assembled garments for compliance with the specification sheet  
Topic: 3.3.3 Proper grading by checking size set samples as per buyer specifications
5. Refer to Unit 3.3: Garment Checking and Evaluation  
Topic: 3.3.4 Types of Fabrics



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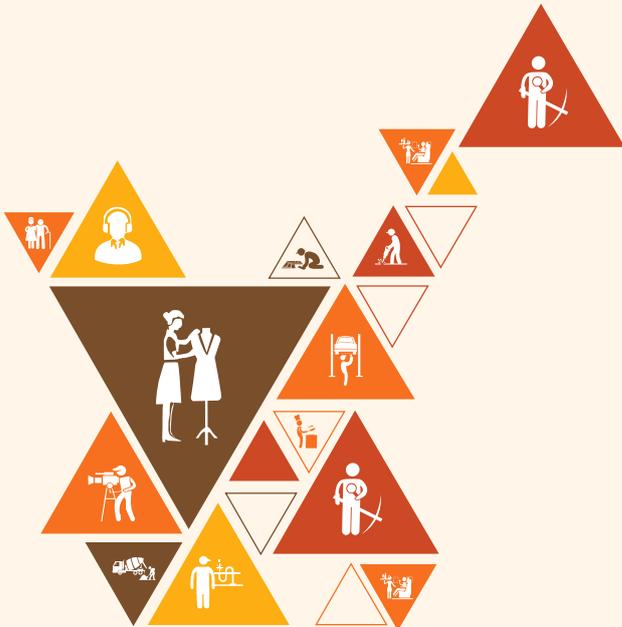
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## 4. Maintain the Records

Unit 4.1 - Product Planning and Sample Development

Unit 4.2 - Coordination, Compliance and Documentation



AMH/N1803

## Key Learning Outcomes



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

1. Ensure the availability of the detailed tech pack to prepare the fabric, trims, and garment to be developed for the prototype.
2. Explain the concepts of product and pricing life cycle.
3. Describe pricing and costing procedures.
4. Ensure that all the counter samples of the particular season are returned.
5. Identify how to coordinate well with all the departments.
6. Ensure that all the records are well-maintained.
7. Maintain a proper sample plan, as this is a plan for all the styles for the month.
8. Identify the limits of one's own role and responsibilities in relation to incidents.
9. Identify various fabrics/garments, trims, and embellishments.
10. Ensure compliance with all the given formats in making the samples, such as the sample requisition, for the creation of a sample work order.
11. Prepare a counter sample –returning chart for future reference.

## Unit 4.1: Product Planning and Sample Development

### Unit Objectives

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

1. Ensure availability of the detailed tech pack for fabric, trims, and garment development.
2. Maintain a proper sample plan for monthly style tracking.
3. Prepare a counter sample-return chart for future reference.
4. Ensure that all counter samples of the season are returned.
5. Ensure compliance with formats required for creating samples, such as sample requisition and sample work order.
6. Describe pricing and costing procedures.
7. Explain the concepts of product and pricing life cycle.

### Resources to be Used

Sample Management Templates, Monthly Style Tracking Sheets, Counter Sample-return Charts, Format Compliance Checklists, Pricing and Costing Templates, Product Life Cycle Charts, Sample Garments, Marker Pens, Duster, Projector, Whiteboard, Notebooks, Calculator.

### Say

- Good morning everyone! Today, we are going to dive deep into how product planning and sample development work in the garment industry.
- The goal of today's session is to understand how to manage samples efficiently, document properly, plan styles monthly, handle counter samples, and grasp pricing and product life cycles.
- This topic is crucial because managing samples and planning products effectively ensures smooth production, reduces errors, and helps meet market deadlines successfully.

### Do

- Start the session by introducing the key concepts of product planning and sample development, explaining their role in the garment industry.
- Explain the purpose and importance of maintaining efficient sample management and proper documentation throughout the sample development process.
- Demonstrate how to create and maintain a sample plan for monthly style tracking, showing an example template.
- Show how to prepare a counter sample-return chart, explaining how it helps track sent and returned samples for future reference.

- Emphasise the importance of ensuring that all counter samples of the season are returned and demonstrate how to follow up on missing samples.
- Explain the importance of using the correct documentation formats and show examples of properly filled formats for consistency and compliance.
- Discuss pricing and costing procedures, and explain the concept of product and pricing life cycle with relevant examples, encouraging interaction by asking participants for real-life examples.

## Ask

- Have you ever kept track of your school assignments or projects in a planner? How did it help you stay organised?
- When buying clothes, do you think stores keep track of every sample and size available? How do they manage that?
- Can you think of a situation where the prices of a product changed over time? What could be the reason?

## Explain

- Efficient sample management ensures proper documentation and tracking of all sample garments during development.
- Maintaining a sample plan helps in tracking new styles every month to ensure nothing is missed in development.
- A counter sample-return chart is prepared to track samples sent to buyers and returned for future reference.
- It is important to ensure that all counter samples of the season are returned to maintain proper records.
- Compliance with required formats ensures consistency and standardisation in sample documentation.
- Pricing and costing procedures help determine the price of garments based on materials, labour, and overheads.
- Understanding the product and pricing life cycle helps in planning product development, marketing, and pricing strategies.

## Elaborate

- Efficient Sample Management and Documentation in Garment Development involves organising samples systematically, using templates to track their status, and maintaining records for easy access and future reference.
- A sample plan helps track all styles being developed monthly, ensuring timely delivery and no missed entries.
- A chart is prepared to track the samples sent to buyers and ensure they are returned, which helps in maintaining records for future use.
- Ensuring that all counter samples of the season are returned, which ensures that the organisation has complete reference material for evaluation and quality assurance throughout the season.

- Using standard formats helps maintain uniformity, reduces errors, and simplifies communication with buyers and internal teams.
- Pricing is calculated by considering material costs, labour, overheads, and profit margins to determine the final product price.
- Understanding stages from product introduction to decline helps in planning production, pricing strategies, and market positioning.

## Demonstrate

Fill out a sample management template by recording sample details like style number, development stage, and current status to track its progress.

## Activity

1. **Activity Name:** Sample Plan Creation
2. **Objective:** To enable participants to create and maintain a monthly style tracking plan for sample management.
3. **Type of Activity:** Group
4. **Resources:** Blank sample plan templates, marker pens, sample style data, notebooks, and a projector.
5. **Time Duration:** 30 minutes
6. **Instructions:**
  - Divide participants into groups of 4.
  - Provide each group with a blank monthly style tracking template and a list of sample styles.
  - Instruct groups to fill in the template with details such as style number, description, development stage, responsible person, and expected completion date.
  - Ask each group to present its sample plan to the class.
  - Facilitate a discussion on the importance of accurate sample tracking and documentation.
7. **Outcome:** Participants will understand how to maintain a sample plan and track sample development efficiently.

## Notes for Facilitation

- Ensure active participation by encouraging questions and group discussions.
- Keep track of time to ensure the activity stays within the planned duration.
- Emphasise the role of accurate documentation in preventing delays and errors.
- Reinforce the importance of returning all counter samples for future reference.
- Clarify the difference between sample management and the sample plan.
- Highlight how pricing decisions impact the entire product life cycle.

## Unit 4.2: Coordination, Compliance and Documentation

### Unit Objectives

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

1. Identify how to coordinate effectively with all departments.
2. Identify various fabrics, garments, trims, and embellishments.
3. Identify the limits of one's own role and responsibilities in relation to incidents.
4. Ensure that all records related to samples and processes are well-maintained.

### Resources to be Used

Fabric Samples, Garment Samples, Trims, Embellishment Samples, Role Responsibility Charts, Sample and Process Record Templates, Notebooks, Marker Pens, projector, Whiteboard, Duster, Specification Sheets.

### Say

- Good morning everyone! Today, we will learn how to coordinate with different departments, identify various fabrics and trims, understand role limits during incidents, and maintain important records.
- The objective of today's session is to develop strong coordination skills, identify fabrics and embellishments correctly, understand our role boundaries, and document samples and processes accurately.
- Understanding these topics is important because proper coordination and documentation improve efficiency, reduce mistakes, and ensure smooth operations in the garment industry.

### Do

- Begin the session by briefly introducing the importance of coordination, compliance, and documentation in the garment industry.
- Explain how effective communication between departments improves workflow and prevents errors.
- Show real fabric, garment, trims, and embellishment samples, and encourage participants to closely observe them.
- Guide participants to actively discuss and identify different fabrics, trims, and embellishments in small groups.
- Clarify the limits of roles and responsibilities during incidents, providing clear examples of what to do and what not to do.
- Demonstrate how to properly fill out sample and process record templates with sample ID, description, development stage, and the responsible person.
- Facilitate a group activity where participants practice identifying fabrics and filling in the documentation templates based on sample observations.

## Ask

- Have you ever worked in a team where each person had a specific task? How did coordinating well help the team succeed?
- When you go shopping for clothes, do you notice different fabrics or trims on garments? How do you decide which one is suitable for you?
- What would you do if you saw a small accident happen at work, but you were not sure if it was your responsibility to handle it?

## Explain

- Effective coordination helps different departments work together smoothly, ensuring all tasks are completed on time.
- Identifying various fabrics, garments, trims, and embellishments helps in selecting the right materials for the product.
- Knowing the limits of roles and responsibilities helps employees act appropriately during incidents.
- Maintaining accurate records of samples and processes ensures easy tracking and quality control.
- Proper documentation helps in maintaining compliance with industry standards.
- Clear communication between departments helps reduce errors and mismanagement.
- Good coordination leads to timely production and customer satisfaction.

## Elaborate

- Coordination means working together by communicating clearly, sharing updates, and ensuring that every department understands its role in the process to avoid duplication of work or missed tasks.
- Learning to recognise different fabric types, trims like buttons and zippers, and embellishments such as sequins helps in selecting appropriate materials and ensuring the garment meets design expectations.
- Each employee has defined responsibilities. It is important to understand these limits so that one does not take actions outside their authority and can report incidents to the correct person.
- Keeping detailed records of samples and processes, like development stages, approvals, and tests, helps in monitoring progress and future reference. This ensures transparency and accountability.

## Demonstrate

Show how to fill out a sample and process record template by recording the sample ID, description, development stage, and responsible person.

## Activity

1. **Activity Name:** Fabric and Trim Identification
2. **Objective:** To enable participants to identify various types of fabrics, garments, trims, and embellishments.
3. **Type of Activity:** Group
4. **Resources:** Fabric samples, garment samples, trims, embellishment samples, identification sheets, notebooks.
5. **Time Duration:** 30 minutes
6. **Instructions:**
  - Divide participants into groups of 3-4.
  - Provide each group with a variety of fabric samples, garment samples, trims, and embellishments.
  - Hand out identification sheets listing types of fabrics, trims, and embellishments.
  - Ask each group to examine the samples and correctly identify and label each item on the sheet.
  - After completing the task, groups will present their findings to the class.
7. **Outcome:** Participants will develop practical skills in identifying different materials used in the garment industry.

## Notes for Facilitation

- Encourage active participation and make the session interactive by asking questions.
- Monitor time to keep the session on schedule, especially during the activity.
- Stress the importance of accurate documentation for process tracking and quality assurance.
- Reinforce the need to communicate clearly and report incidents properly without overstepping roles.
- Emphasise practical identification of fabrics and trims rather than theoretical knowledge.
- Make sure participants understand how coordination improves overall efficiency and reduces errors.

## Answers to Exercises for PHB

### Answer the following questions by choosing the correct option:

1. c. To streamline workflow and avoid delays
2. b. Sample requisition form
3. c. Sampling or QA Department
4. c. For legal compliance and future reference
5. c. Cross-departmental coordination

### Answer the following questions briefly.

1. Refer to Unit 4.2: Coordination, Compliance and Documentation  
Topic: 4.2.1 Coordinating Effectively with All Departments
2. Refer to Unit 4.1: Product Planning and Sample Development  
Topic: 4.1.1 Efficient Sample Management and Documentation in Garment Development, 4.1.5 Compliance with required formats
3. Refer to Unit 4.1: Product Planning and Sample Development  
Topic: 4.1.5 Compliance with required formats
4. Refer to Unit 4.1: Product Planning and Sample Development  
Topic: 4.1.1 Efficient Sample Management and Documentation in Garment Development, 4.1.2 Maintain a proper sample plan for monthly style tracking, 4.1.3 Preparation of a counter sample-return chart for future reference
5. Refer to Unit 4.2: Coordination, Compliance and Documentation  
Topic: 4.2.1 Coordinating Effectively with All Departments, 4.2.3 Limits of role and responsibilities in relation to incidents, 4.2.4 Maintenance of records related to samples and processes





## Key Learning Outcomes



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

1. Follow health and safety practices applicable at the workplace, including compliance with gender and PwD-related guidelines.
2. Identify and use appropriate personal protective equipment (PPE) such as nose masks and lock guards.
3. Recognise and interpret health and safety signage to ensure workplace safety.
4. Identify workplace hazards, including physical injuries, electric shock, and fire risks, and take corrective actions where possible.
5. Demonstrate basic first aid, emergency response, and fire-fighting procedures, including participation in mock drills.
6. Safely handle and maintain stitching tools and equipment, including identifying and correcting machine malfunctions.
7. Maintain hygiene, sound health, and good workplace habits to support overall well-being.
8. Follow organizational procedures for safely handling machines and compliance with stitching-related safety requirements.
9. Participate in workplace training and sensitization programs on gender equality, PwD awareness, and safety measures.

## Unit 5.1: Workplace Health, Safety, and Compliance

### Unit Objectives

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

1. Explain workplace health and safety practices, including compliance with safety, gender, and PwD-related instructions.
2. Identify health and safety signage and compliance requirements related to stitching.
3. Discuss the hazards of sewing machine operations, such as physical injuries and electric shocks.
4. Identify and correct (if possible) malfunctions in sewing machines and other equipment.
5. Discuss the importance of personal protective equipment (PPE) like nose masks and lock guards.

### Resources to be Used

Safety Posters, Sewing Machine, Sample Personal Protective Equipment (PPE) like gloves, safety goggles, Aprons, First Aid Kit, Hazard Identification Charts, Notebooks, Marker Pens, Duster, Projector, Whiteboard.

### Say

- Good morning everyone! Today, we are going to learn about important health and safety practices at the workplace, especially around sewing machines, and the role of PPE in keeping us safe.
- The objective of today's session is to understand how to work safely, identify hazards, use protective equipment, and maintain compliance with safety standards.
- I believe it's really important for us to understand these practices so we can stay safe, prevent accidents, and make the workplace a healthier and more productive environment.

### Do

- Begin the session by welcoming participants and briefly explaining the importance of workplace health, safety, and compliance in the garment industry.
- Introduce key safety practices, including maintaining a clean and organised workspace and following safety signage.
- Explain common hazards associated with sewing machine operations, such as needle injuries, cuts, and electrical shocks.
- Demonstrate the correct use and maintenance of sewing machines to prevent accidents.
- Show examples of different types of Personal Protective Equipment (PPE) and explain their specific purposes.
- Engage participants in discussing real-life examples of workplace accidents and how safety practices could have prevented them.
- Supervise practical exercises where participants use PPE and handle sewing machines safely under guidance.

## Ask

- Have you ever seen someone get hurt at work or at home because they were not careful with equipment?
- Do you use safety equipment like gloves or helmets in daily life? Why do you think it is important?
- How do you stay careful when using tools or machines, even when working at home or in a small workshop?

## Explain

- Workplace health and safety practices ensure a hazard-free and safe working environment for everyone.
- Sewing machine operations can be risky if not handled carefully, leading to injuries like needle pricks or cuts.
- Identifying workplace hazards early helps in preventing accidents and maintaining safety.
- Personal Protective Equipment (PPE), such as gloves, aprons, and goggles, protect workers from injuries and exposure to harmful elements.
- Following safety protocols improves productivity by reducing downtime caused by accidents.
- Compliance with safety standards ensures legal and ethical responsibilities are met.
- Maintaining a clean and organised workspace reduces the chances of accidents.

## Elaborate

- Implementing safety measures like clear signage, proper lighting, and regular cleaning helps prevent accidents and ensure a safe working environment.
- Sewing machines can cause needle pricks, cuts, or electrical shocks. It's important to use safety guards, work carefully, and not rush operations.
- PPE like gloves, safety goggles, and aprons protect the body from sharp objects, chemical exposure, and other workplace hazards.

## Demonstrate

Show how to wear gloves, goggles, and an apron properly before operating the sewing machine, and demonstrate safe usage of the sewing machine with all safety precautions in place.

## Activity

1. **Activity Name:** Hazard Identification and PPE Practice
2. **Objective:** To help participants identify workplace hazards and practice using PPE effectively.
3. **Type of Activity:** Group
4. **Resources:** Sample PPE (gloves, goggles, aprons), sewing machine, hazard identification charts, notebooks, marker pens.
5. **Time Duration:** 30 minutes

**6. Instructions:**

- Divide participants into groups of 3-4.
- Provide each group with a sample workspace containing potential hazards (e.g., exposed wires, sharp scissors, cluttered area).
- Ask participants to identify and list all hazards they can find using the hazard identification charts.
- Provide PPE to each participant.
- Ask each participant to wear appropriate PPE and demonstrate how they would work safely around a sewing machine.
- After the activity, each group will present the hazards they identified and explain the importance of the PPE they used.

**7. Outcome:** Participants will learn to identify workplace hazards and practice the correct use of PPE, improving their safety awareness.

## Notes for Facilitation

- Encourage active participation by asking questions and promoting discussion.
- Monitor the activity closely to ensure participants are practising safe techniques properly.
- Emphasise the importance of always wearing PPE, even if the task seems small or simple.
- Remind participants to never bypass safety guards or take shortcuts.
- Reinforce that hazard identification is a continuous process, not a one-time task.
- Share real-life examples of workplace accidents and how proper safety measures could have prevented them.

## Unit 5.2: Risk Management and Emergency Preparedness

### Unit Objectives

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

1. Analyse the workplace and work processes for potential risks and threats (e.g., injuries, fire hazards).
2. Discuss mock drills, evacuation procedures, and emergency response training, including fire-fighting and first aid.
3. Discuss basic first aid and undertake safety-related training programs.
4. Discuss the importance of maintaining hygiene, a healthy lifestyle, and good habits at work.

### Resources to be Used

Mock Drill Plan Template, Emergency Evacuation Maps, First Aid Kit, Safety Posters, Projector, Whiteboard, Marker Pens, Dusters, Notebooks, Fire Extinguisher, Emergency Contact List.

### Say

- Good morning everyone! Today, we are going to focus on risk management and emergency preparedness so we can be ready for any situation at the workplace.
- The objective of this session is to help us identify potential risks, understand evacuation processes, participate in mock drills, and learn basic first aid.
- It is really important to know this because being prepared keeps everyone safe and helps us respond quickly and effectively during emergencies.

### Do

- Start the session by introducing the importance of identifying risks and preparing for emergencies in the workplace.
- Explain different types of potential workplace hazards, including fire, electrical, and mechanical risks.
- Demonstrate how to conduct risk assessments for various work processes to identify threats.
- Explain the purpose and steps of mock drills and evacuation procedures, emphasising calm and orderly execution.
- Show participants the proper use of basic first aid equipment and safety kits.
- Guide participants through a practice session of first aid techniques for common workplace injuries.
- Encourage questions and discussions on how to improve emergency preparedness and personal safety in their specific work areas.

## Ask

- Have you ever seen an emergency drill at school, home, or any public place? How did it help you understand what to do in an emergency?
- Do you know what to do if someone gets a minor cut or burn at home?
- Have you ever noticed any unsafe conditions at your workplace or home? How did you react?

## Explain

- Identifying potential risks in the workplace helps in taking preventive measures to avoid accidents.
- Mock drills and evacuation processes teach everyone how to respond calmly and quickly during emergencies.
- Knowing the correct steps during evacuation prevents panic and ensures everyone's safety.
- Basic first aid training helps in giving immediate help to injured persons until professional help arrives.
- Emergency contact lists and evacuation maps should be easily accessible to all employees.
- Regular training improves awareness and readiness to manage risks effectively.
- Following safety protocols reduces the chances of serious accidents or harm.

## Elaborate

- It is important to regularly check machines, electrical systems, storage areas, and general cleanliness to identify hazards that may cause accidents or health problems.
- Conducting mock drills helps workers practice evacuation routes and emergency procedures, which reduces confusion during real emergencies and prepares them to act efficiently.
- Training on first aid includes steps to handle minor injuries like cuts, burns, or fainting. Knowing these steps can help provide immediate care and reduce severity until medical help is available.

## Demonstrate

Show how to correctly apply a bandage on a minor cut using a first aid kit and demonstrate how to safely use a fire extinguisher by explaining the PASS technique (Pull, Aim, Squeeze, Sweep).

## Activity

1. **Activity Name:** Mock Evacuation Drill
2. **Objective:** To help participants practice the correct steps for safe evacuation during an emergency.
3. **Type of Activity:** Group
4. **Resources:** Mock drill plan template, evacuation maps, marker pens, emergency contact list.
5. **Time Duration:** 30 minutes

**6. Instructions:**

- Brief participants about the importance of evacuation drills.
- Display the evacuation map and explain the primary and secondary exit routes.
- Assign groups of participants to different starting points in the room or facility.
- Conduct the mock evacuation drill by simulating an alarm and asking participants to follow the evacuation process calmly to the designated assembly point.
- Once assembled, conduct a short discussion about what went well and what could be improved.

**7. Outcome:** Participants will learn the correct evacuation steps and gain confidence in handling emergency situations calmly and safely.

## Notes for Facilitation

- Encourage active participation by asking questions and involving everyone in the mock drill.
- Keep the session interactive by asking participants to share their own experiences with emergencies or first aid.
- Stress that practising emergency drills regularly helps reduce panic during real emergencies.
- Emphasise that first aid is a temporary measure and professional medical help must be sought.
- Make sure to clearly explain the purpose of each item in the first aid kit.
- Remind participants that maintaining awareness of their surroundings helps in early identification of potential risks.

## Unit 5.3: Workplace Inclusion, Awareness, and Best Practices

### Unit Objectives

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

1. Discuss the significance of training programs for gender and PwD awareness.
2. List of usage and maintenance tools and equipment, such as scissors and thread cutters.
3. Discuss how to ensure a safe and inclusive work environment for all employees.

### Resources to be Used

Posters on Gender Equality and PwD Awareness, Safety Signage, Sample Tools and Equipment, Gloves, Aprons, Safety Goggles, Projector, Whiteboard, Marker Pens, Dusters, and Notebooks.

### Say

- Good morning everyone! Today, we will explore how to create an inclusive, safe, and supportive workplace for all employees, including gender and differently-abled colleagues.
- The objective of today's session is to understand the significance of awareness programs, safe handling of tools and equipment, and fostering a workplace environment that is inclusive for everyone.
- It's important to learn these practices so that everyone can work safely, respectfully, and productively while valuing diversity and inclusivity in the workplace.

### Do

- Welcome the participants warmly and explain the importance of workplace inclusion and awareness for gender and Persons with Disabilities (PwD).
- Discuss the purpose of training programs for gender and PwD awareness, highlighting the positive impact on workplace culture.
- Present real-life examples or stories showing how inclusive practices help create a respectful and equal work environment.
- Demonstrate the correct usage and safe maintenance of common tools and equipment like scissors, thread cutters, and sewing machines.
- Engage participants in a discussion about common challenges faced by differently-abled employees and how to support them.
- Highlight best practices for maintaining a safe, accessible, and inclusive work environment for everyone.
- Facilitate a group discussion on how participants can personally contribute to an inclusive workplace and promote respectful behaviour.

## Ask

- Have you noticed situations at home or in public where someone was treated differently based on gender or ability? How did it make you feel?
- Do you use any protective gear while working with tools or machines at home? Why is it necessary?
- How do you think a workplace can feel unsafe or unwelcoming for some employees?

## Explain

- Training programs on gender and PwD awareness educate employees about inclusion, respect, and equality.
- Proper usage and maintenance of tools and equipment prevent accidents and promote safe working practices.
- An inclusive workplace ensures equal opportunities for all employees regardless of gender or ability.
- Safe practices reduce workplace injuries and help maintain productivity.
- Awareness programs encourage respectful communication and collaboration among employees.
- Implementing safety and inclusion practices strengthens organisational culture and compliance.
- Regular monitoring and reinforcement of best practices ensure long-term effectiveness.

## Elaborate

- Significance of Training Programs for Gender and PwD Awareness programs educate employees about respecting diversity, fostering equality, and preventing discrimination in the workplace. They also help create an environment where everyone feels valued and supported.
- Proper handling, cleaning, and storing of tools prevent accidents. Training employees on correct usage ensures workplace safety and prolongs the life of equipment.
- Providing accessible facilities, promoting respectful communication, and following safety norms create a workplace where all employees, including differently-abled individuals, can perform their duties safely and efficiently.

## Demonstrate

Show the correct way to wear gloves, aprons, and goggles while using tools or small machinery, and demonstrate proper handling and storage techniques to prevent accidents.

## Activity

1. **Activity Name:** Safety and Inclusion Awareness Drill
2. **Objective:** To help participants practice safe usage of tools and understand inclusion principles in the workplace.
3. **Type of Activity:** Group
4. **Resources:** Sample tools and equipment, gloves, aprons, safety goggles, posters on inclusion, notebooks, and marker pens.
5. **Time Duration:** 30 minutes
6. **Instructions:**
  - Divide participants into small groups of 3-4.
  - Provide each group with a set of tools and safety gear.
  - Ask participants to practice using the tools safely while wearing appropriate PPE.
  - Discuss common hazards and how to prevent accidents.
  - Show posters on workplace inclusion and ask each group to list three ways to make the workplace safer and more inclusive.
  - Each group presents its safety and inclusion tips to the class.
7. **Outcome:** Participants learn to handle tools safely, use PPE correctly, and identify practices that promote workplace inclusion and safety.

## Notes for Facilitation

- Encourage active participation by asking for real-life examples of safety or inclusion practices.
- Reinforce the importance of using PPE at all times when handling tools or equipment.
- Highlight that creating an inclusive workplace requires continuous awareness and respect for all employees.
- Monitor participants during the activity to ensure proper tool handling and PPE usage.
- Emphasise that awareness programs reduce conflicts and accidents and improve workplace harmony.
- Remind participants to communicate respectfully and support colleagues with different abilities.

## Answers to Exercises for PHB

### Answer the following questions by choosing the correct option:

1. c. To prevent repetitive strain injuries and improve posture
2. b. Improper plug use
3. c. Radiation exposure
4. b. Guiding and accounting for team members at the assembly point
5. c. Pass them handle-first

### Answer the following questions briefly.

1. Refer to Unit 5.3: Workplace Inclusion, Awareness, and Best Practices  
Topic: 5.3.1 Significance of Training Programs for Gender and PwD Awareness
2. Refer to Unit 5.1: Workplace Health, Safety, and Compliance  
Topic: 5.1.3 Importance of Personal Protective Equipment (PPE)
3. Refer to Unit 5.2: Risk Management and Emergency Preparedness  
Topic: 5.2.2 Mock Drills, Evacuation Processes and Emergency Response Training
4. Refer to Unit 5.2: Risk Management and Emergency Preparedness  
Topic: 5.2.3 Basic First Aid and Safety-related Training Programs
5. Refer to Unit 5.3: Workplace Inclusion, Awareness, and Best Practices  
Topic: 5.3.3 Ensuring a Safe and Inclusive Work Environment for all Employees



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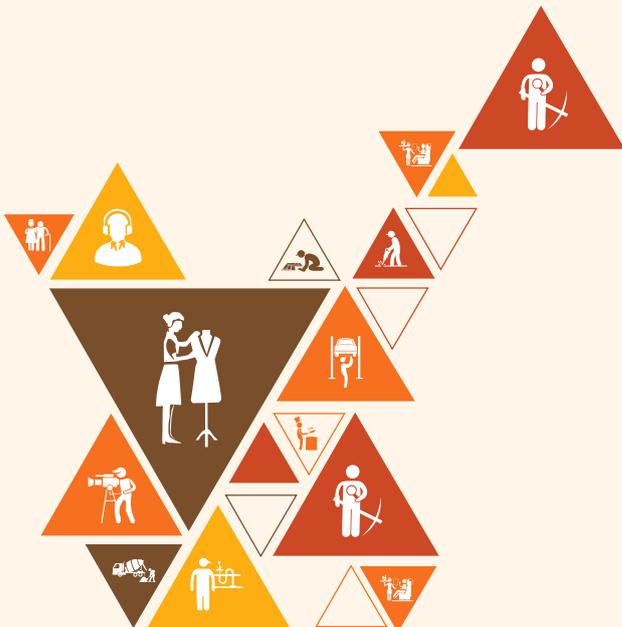
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# 6. Adhere to Industry, Regulatory, and Organisational Standards and Embrace Environmentally Sustainable Practices

Unit 6.1 - Ethical Practices, Compliance, and Governance

Unit 6.2 - Organisational Procedures, Reporting, and Responsibilities



AMH/N0621

## Key Learning Outcomes



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

1. Follow ethical, value-based governance and organisational policies, ensuring compliance with the apparel industry's legal, regulatory, and ethical requirements.
2. Adhere to customer and country-specific regulations, along with mandated work process requirements.
3. Maintain punctuality, attendance, and personal responsibility while following reporting procedures for deviations.
4. Monitor the workplace for risks, threats, and potential hazards, reporting them to supervisors as necessary.
5. Minimise wastage by effectively using resources, conserving energy, and properly handling and storing waste materials.
6. Follow organisational procedures for safe machine handling, including proper shutdown when not in use and correct storage of hazardous substances.
7. Use personal protective equipment (PPE) per protocol to ensure workplace safety.
8. Participate in first aid, CPR, and emergency response training, reporting health and safety concerns.
9. Support supervisors and team members in enforcing organisational policies and ensuring quality, safety, and environmental standards compliance.
10. Seek clarifications on policies and procedures from supervisors and authorised personnel while ensuring documentation and compliance with reporting protocols.

## Unit 6.1: Ethical Practices, Compliance, and Governance

### Unit Objectives

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

1. Explain the importance of ethical, legal, and regulatory compliance in the apparel industry, including customer and country-specific requirements.
2. List organisational policies, procedures, and reporting protocols to ensure compliance with legislation and ethical standards.
3. Discuss clarifications from supervisors or authorised personnel on policies, procedures, and responsibilities.
4. Discuss sustainability guidelines, including responsible waste disposal and equipment handling to reduce environmental impact.

### Resources to be Used

Whiteboard, Markers, Dusters, Projector, Laptop, Printed Copies of Organisational Policy Templates, Sample Ethical Dilemma Cards, Posters Illustrating Sustainable Practices, PPE Examples, Handouts on compliance procedures.

### Say

- Welcome everyone! Today, we are going to explore how following ethical practices and governance helps build a trustworthy and responsible workplace.
- My goal today is to help you understand why ethics and compliance are not just rules, but the foundation of a healthy working environment.
- It is important to understand this topic because by applying these practices, you contribute to a fair and safe workplace for everyone.

### Do

- Start the session by explaining the meaning of ethics and governance in the workplace.
- Share real-life examples of ethical dilemmas and ask participants how they would respond.
- Explain the correct procedures to follow when legal, regulatory, or ethical requirements are not met.
- Present the organisation's policy templates and explain how employees can report deviations.
- Demonstrate sustainable consumption practices, such as efficient material usage and waste segregation.
- Engage participants in a discussion about the impact of unethical practices in the industry.
- Facilitate a hands-on activity where participants categorise actions as ethical or unethical.

## Ask



- Have you ever seen someone share the wrong information at work or in school? What happened next?
- Why do you think it is important to use tools and materials carefully and not waste them?
- Can you think of a situation where following rules helped keep you or others safe?

## Explain



- Ethical practices guide employees to act honestly and responsibly at work.
- Governance in the workplace ensures that clear rules and processes are followed.
- Employees should report any unethical actions or non-compliance they observe.
- Following proper procedures prevents risks and legal issues in the organisation.
- Sustainable consumption practices reduce waste and help protect the environment.
- A value-based approach leads to better decision-making and a positive workplace culture.
- All employees share the responsibility to promote safety, fairness, and sustainability.

## Elaborate



- Ethical governance helps create trust and accountability in the workplace. It promotes responsible decision-making and builds a culture where employees act in the organisation's best interest.
- Employees should know how to report violations properly. Following the defined procedure helps solve problems without fear of punishment and ensures that the right action is taken.
- Clear organisational policies help employees understand their role and the limits of their authority. If a problem exceeds their responsibility, they must report it to the correct authority as per procedure.
- Sustainable practices, such as minimising material waste and using energy-efficient machines, help the environment. These practices also save costs and contribute to the organisation's social responsibility.

## Demonstrate



Show how to fill out a simple compliance report form when an unsafe practice or policy deviation is noticed. Guide the participants step by step in filling out the form, showing where to write details like the nature of the issue, time, and reporting authority.

## Activity



1. **Activity Name:** Ethical Action Sorting
2. **Objective:** To help participants recognise ethical vs. unethical workplace actions
3. **Type of Activity:** Group
4. **Resources:** Printed ethical dilemma cards, a large sorting board with "Ethical" and "Unethical" sections, and markers
5. **Time Duration:** 25 minutes

**6. Instructions:**

- Divide participants into small groups.
- Give each group a set of printed dilemma cards describing various workplace situations.
- Ask the group to discuss each card and place it in the “Ethical” or “Unethical” section of the board.
- After sorting, each group presents two examples and explains their choices.

7. **Outcome:** Participants will understand the difference between ethical and unethical practices and be able to apply this knowledge in their workplace.

**Notes for Facilitation** 

- Ensure all participants feel comfortable asking questions without fear of judgment.
- Encourage participation and respect all opinions shared during discussions.
- Emphasise the importance of reporting non-compliance according to the organisation’s policies.
- Reinforce that ethical practices protect not only the organisation but also the individual employees.
- Highlight examples of sustainable practices applicable to the participants’ daily tasks.
- Stress the role of every employee in maintaining a safe and ethical work environment.

## Unit 6.2: Organisational Procedures, Reporting, and Responsibilities

### Unit Objectives

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

1. Discuss punctuality, attendance, and accountability following workplace policies.
2. Discuss reporting procedures for deviations, risks, and regulatory compliance issues.
3. Analyse team coordination, enforce organisational guidelines and maintain accurate documentation.

### Resources to be Used

Whiteboard, Markers, Dusters, Projector, Sample Reporting Forms, Printed Organisational Procedure Manuals, Sample Workplace Checklists, Pens, Note Pads, PPE Samples, Printed Role Responsibility Charts.

### Say

- Good morning everyone! I'm excited to explore how personal responsibility and clear reporting play a crucial role in our workplace performance today.
- Our main objective today is to understand the importance of personal responsibility, reporting deviations or risks, and how to support supervisors and team members to maintain a smooth workflow.
- I believe understanding these procedures will help us avoid mistakes, improve safety, and contribute to a more efficient work environment.

### Do

- Start by explaining the concept of personal responsibility in the workplace with real-life examples.
- Demonstrate the correct way to fill out a sample reporting form for deviations or risks.
- Discuss the consequences of not following reporting procedures.
- Highlight key organisational policies regarding responsibility and compliance.
- Conduct a role-play where participants practice reporting a deviation.
- Explain how team members can support their supervisors in enforcing organisational considerations.
- Summarise the discussion and encourage trainees to share experiences where following proper reporting made a difference.

## Ask

- Have you ever noticed something wrong at your workplace and told someone about it?
- Why do you think reporting problems immediately is important in your work environment?
- Can you think of any situation where not reporting a small problem caused a bigger issue later?

## Explain

- Personal responsibility means being accountable for your tasks and behaviour at work.
- Reporting deviations and risks helps prevent accidents and ensures smooth operations.
- Following organisational procedures protects you and your co-workers.
- Supporting supervisors helps in the effective enforcement of workplace standards.
- Proper documentation provides a clear trail for future reference and accountability.
- Understanding reporting formats makes it easier to communicate issues correctly.
- A culture of responsibility and compliance improves safety and productivity.

## Elaborate

- Personal responsibility means being aware of one's role and executing tasks diligently. It promotes accountability and helps maintain workplace discipline.
- Reporting procedures involve filling out forms or verbally informing the concerned authority about deviations, risks, or compliance issues. It helps in the prompt resolution of problems.
- Teamwork is essential. Workers should assist supervisors by promptly reporting issues and following organisational policies to help maintain an efficient environment.

## Demonstrate

Demonstrate how to correctly fill out a risk reporting form, explaining each field and emphasising the importance of clear and complete information.

## Activity

1. **Activity Name:** Reporting Practice
2. **Objective:** To enable participants to practice filling out a risk or deviation report accurately.
3. **Type of Activity:** Individual
4. **Resources:** Sample reporting forms, pens, workplace scenario prompts (pre-written examples).
5. **Time Duration:** 30 minutes

**6. Instructions:**

- Provide each participant with a sample scenario (e.g., a small machine malfunction, missing safety signage).
- Ask participants to fill out a reporting form based on the scenario.
- Collect the forms and review them together, providing feedback.

**7. Outcome:** Participants will be able to correctly complete a standard reporting form and understand its importance.

## Notes for Facilitation

- Keep the session interactive by encouraging questions.
- Ensure real-life examples are relatable to help understanding.
- Emphasise the importance of timely and accurate reporting during practical demonstrations.
- Reiterate that personal responsibility affects workplace safety and productivity.
- Make sure each participant practices the activity to build confidence.
- Highlight how supporting supervisors helps maintain a smooth production process.

## Answers to Exercises for PHB

**Answer the following questions by choosing the correct option:**

1. c. Enhanced transparency and accountability
2. c. Conduct an internal investigation and assessment
3. c. Using energy-efficient machines and switching them off during idle times
4. c. Report it to your supervisor or maintenance team
5. c. Reusing treated water and upcycling fabric waste

**Answer the following questions briefly.**

1. Refer to Unit 6.1: Ethical Practices, Compliance, and Governance  
Topic: 6.1.1 Importance of an Ethical and Value-Based Approach to Governance
2. Refer to Unit 6.1: Ethical Practices, Compliance, and Governance  
Topic: 6.1.2 Procedures to Follow When Legal, Regulatory, and Ethical Requirements Are Not Met
3. Refer to Unit 6.1: Ethical Practices, Compliance, and Governance  
Topic: 6.1.4 Implementation of Sustainable Consumption Practices in Daily Work
4. Refer to Unit 5.1: Workplace Health, Safety, and Compliance  
Topic: 5.1.2 Hazards Associated with Sewing Machine Operations
5. Refer to Unit 6.2: Organisational Procedures, Reporting, and Responsibilities  
Topic: 6.2.3 Support to Supervisors and Team Members in Enforcing Organisational Considerations





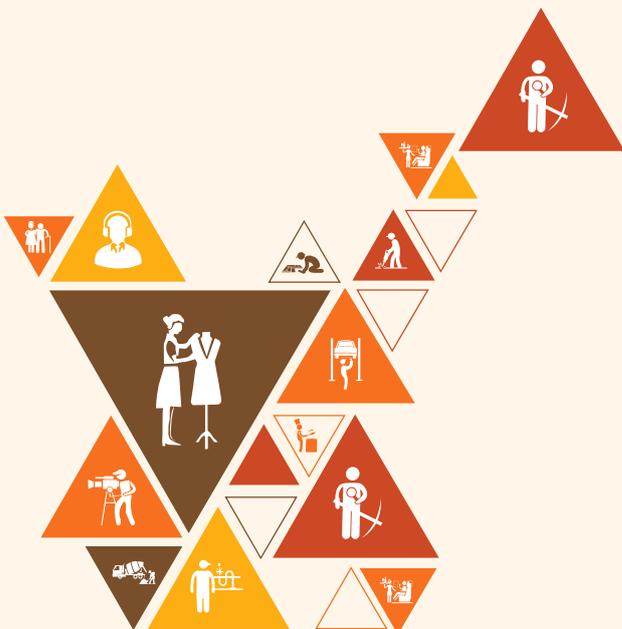
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## 7. Employability Skills



DGT/VSQ/N0102

Employability Skills is available at the following location



<https://www.skillindiadigital.gov.in/content/list>

Employability Skills



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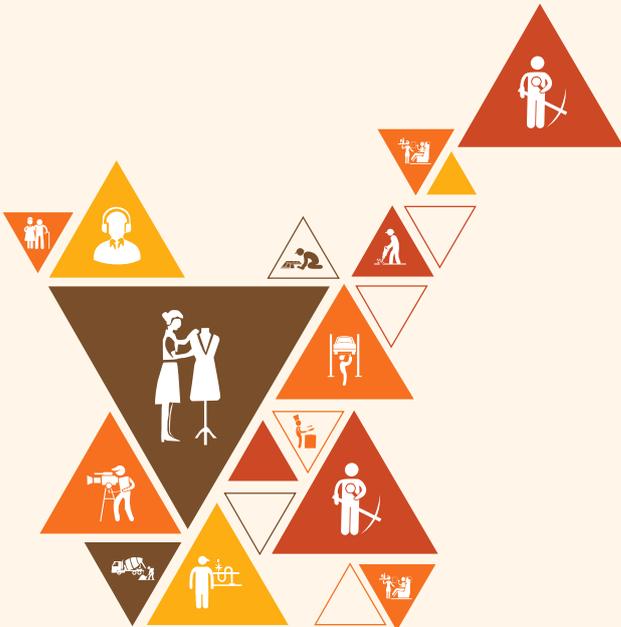


## 8. Annexures

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			
<b>Program Name:</b>	Sampling Coordinator		
<b>Qualification Pack Name &amp; Ref. ID</b>	Sampling Coordinator, AMH/Q1801		
<b>Version No.</b>	4.0	<b>Version Update Date</b>	18/02/2028
<b>Pre-requisites to Training (if any)</b>	NA		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Introduction to Sampling Coordinator</li> <li>2. Prepare a sample plan.</li> <li>3. Conform to the product specifications as mentioned in the spec sheet.</li> <li>4. Coordinate with concerned departments.</li> <li>5. Collect samples as per the requirement.</li> <li>6. Perform a test fit of samples.</li> <li>7. Incorporate all the required changes in the sample as per the buyer's specifications.</li> <li>8. Identify various documentation formats present in the organisation.</li> <li>9. Maintain the records as per standards.</li> <li>10. Maintain health, safety and security at the workplace.</li> <li>11. Soft Skills: Bridge Module</li> </ol>		

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
1.	<b>Introduction and Orientation to Sampling Coordinator (Bridge Module)</b>	<b>Apparel Industry and the Role of a Sampling Coordinator</b>	<ul style="list-style-type: none"> <li>• Describe the size and scope of the apparel industry.</li> <li>• Describe various employment opportunities for a 'Sampling Coordinator' in the apparel industry.</li> <li>• Explain the roles and responsibilities of a 'Sampling Coordinator'.</li> <li>• Describe the apparel production process and the role that the 'Sampling Coordinator' plays in the process.</li> </ul>	Bridge Module	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster, White / black Board With Marker & Chalk, Duster	3 Theory (03:00) Practical (00:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
2	Preparing for Sampling	<b>Market Research and Supplier Identification</b>	<ul style="list-style-type: none"> <li>Research and analyse target markets, material options, and trims to identify better or new sources and suppliers for procurement.</li> <li>Explain the importance of evaluating new suppliers based on cost, quality, reliability, and delivery terms.</li> </ul>	AMH/N1801 PC1	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Charts, Models, Flip Chart, White-Board/ SmartBoard, Marker, Duster, Computer And Computer Peripherals, computer software, Printer, Pattern blocks, Dexterity Test Kit, Industrial Single Needle Lock Stitch Sewing Machine With Needle Guard with stools, five thread Over Lock Machine with stools, Specialised Industrial Sewing Machines with stools beside (e.g. overlock, chain stitch, etc.), Ironing Workstation with stools, Colour matching light box, Made-ups and home furnishing samples, Dress Form (size medium, male or female), Display Board,	8 Theory (01:00) Practical (07:00)
		<b>Sampling Requirements Planning</b>	<ul style="list-style-type: none"> <li>Identify and plan sampling requirements by interpreting the sampling plan and understanding delivery dates.</li> <li>Apply knowledge of sampling plans to align sample preparation with business requirements and deadlines.</li> </ul>	AMH/N1801 PC2			8 Theory (01:00) Practical (07:00)
		<b>Specification Sheet Validation</b>	<ul style="list-style-type: none"> <li>Analyse and check specification sheets to ensure all necessary details are present in the correct standard format.</li> <li>Evaluate specification sheets for accuracy and completeness in accordance with standard operating procedures.</li> </ul>	AMH/N1801 PC3			8 Theory (01:00) Practical (07:00)
		<b>Reviewing Previous Designs and Samples</b>	<ul style="list-style-type: none"> <li>Review previous designs and samples developed by the business to assess their relevance to the current design or sample requirements.</li> <li>Compare past designs and samples with current requirements to suggest improvements or necessary adjustments.</li> </ul>	AMH/N1801 PC4			8 Theory (01:00) Practical (07:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		<b>Pattern and Drawing Coordination</b>	<ul style="list-style-type: none"> <li>Validate the preparation and cutting of patterns and detailed drawings in coordination with concerned personnel.</li> <li>Interpret technical drawings and communicate effectively with the team to ensure alignment with design intent.</li> </ul>	AMH/N1801 PC5		Greyscale (for shade matching, pattern making kit, Scales, normal straight big ruler, hip curve, leg curve, L Scale, French curve, pattern master,	8 Theory (01:00) Practical (07:00)
		<b>Sample Work Order Verification</b>	<ul style="list-style-type: none"> <li>Verify that sample work orders include all specifications and are aligned with the expected outcomes.</li> <li>Apply knowledge of work order management to cross-check all specification points for completeness.</li> </ul>	AMH/N1801 PC6		Flexible rule (for measuring armhole), designer scale, etc., Hand Needle (all gauges. The quantity may vary),	8 Theory (01:00) Practical (07:00)
		<b>Obtaining Approvals</b>	<ul style="list-style-type: none"> <li>Obtain necessary approvals from relevant personnel for prints, embroidery, over-dye, and washing processes as per the specification.</li> <li>Evaluate the importance of approval processes in maintaining product quality and compliance.</li> </ul>	AMH/N1801 PC7		Machine Needle, various sizes (quantity may vary), Fire Extinguisher & First Aid & Dustbin,	7 Theory (01:00) Practical (06:00)
		<b>Coordination for Proto Sample Preparation</b>	<ul style="list-style-type: none"> <li>Ensure all relevant departments receive the required items and information to prepare the proto sample.</li> <li>Coordinate between departments effectively to ensure a smooth flow of material and information.</li> </ul>	AMH/N1801 PC8		Sewing Kit, includes thread clipper/ thumb trimmer, measuring tape, thimble, Tracing wheel and needle threader if required,	7 Theory (01:00) Practical (06:00)
		<b>Understanding Sampling Plan Concepts</b>	<ul style="list-style-type: none"> <li>Explain the components and objectives of a sampling plan in the garment production process.</li> <li>Demonstrate understanding of how sampling plans impact delivery schedules and quality checks.</li> </ul>	AMH/N1801 PC1		fabric cutting scissor, seam ripper, etc), Thread (surplus, qty and quality may vary),	7 Theory (01:00) Practical (06:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		<b>Interpretation of Specification Standards</b>	<ul style="list-style-type: none"> <li>Interpret standard formats for specification sheets and apply this knowledge to check and correct sample sheets.</li> <li>Analyse standard formats critically to ensure adherence to industry and organisational guidelines.</li> </ul>	AMH/N1801 PC2		Notcher (1/4 X 1/6 "opening), Awl markers, Tailor's Square ( twin arm metal ruler), Hanger (wooden and plastic material), Tags, Tag Pins & Tag guns, stools, Fabric Yardages, surplus fabric, good quality muslin mandatory, other optional, quantity may vary), Trims And Accessories like laces, buttons, zippers, (assortment, quantity may vary), Pin Cushion, Garment samples, Personal Protective Equipment (One each type (Nose mask & Goggles), Boxes/ baskets/ pouches For Storing Items, Pattern Table, Student's Chair With Table Arm, Teacher's Table & Chair,	6 Theory (01:00) Practical (05:00)
		<b>Documentation and Reporting Practices</b>	<ul style="list-style-type: none"> <li>Document the sampling requirements, specifications checked, and approvals obtained in line with organisational standards.</li> <li>Report any deviations or discrepancies found during the sample preparation process to the concerned authorities.</li> </ul>	AMH/N1801 PC4			6 Theory (01:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		<b>Communication and Team Collaboration</b>	<ul style="list-style-type: none"> <li>Communicate effectively with various departments to coordinate activities related to sample preparation and approvals.</li> <li>Facilitate collaboration between design, production, and quality control teams to ensure prototype sample readiness.</li> </ul>	AMH/N1801 PC8		White Board Eraser & Marker/ Chalk, Push Pins, Dress Maker's Pin, Fabric Pins, Highlighter, Basic Stationery, Carbon Paper, Design Transferring Paper, Paper Cutter, Pattern Drafting Paper, Paper ( Various quality and sizes), Labels / Stickers (The quantity and variety may vary), Shears / Pinking Shears, Scissors, Paper Cutting, Marking Chalk (in different colours, quantity may vary as per requirement), Tailor's Chalk (quantity may vary as per requirement), Colour ( Poster colour, Water colour, Acrylics, Pastels, etc quantity may vary),	6 Theory (01:00) Practical (05:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						Paint Brushes (quantity may vary as per requirement), Stapler (small and big size), Staple Pins (Small and big size. The quantity may vary), Glue Stick/ Fevicol/ Adhesive, Fabric Glue, Cello-Tape (Transparent and Foam Double) tapes (single-sided tapes), Bobbin, bobbin case, sewing needles, Files and folders, Punching Machine, White Board/Black Board, Company Quality Standards Handbook/ Guidelines, Pantone Shade Cards, Students' Notes, Fashion Books/ Journals/ Magazines, Fabric/ Accessories/trims/ embroidery Swatch File,	

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						Buyer Requirement/ comment Sheet, Measurement Sheet/ Size Chart, Trims/ Accessory Fabric and swatches, Tech Pack & Specification Sheet, Garments manufacturing books, Projector / LCD.	
3	Coordinate the flow of samples	Specification Sheet Verification	<ul style="list-style-type: none"> <li>Analyse the specification sheet to verify that assembled garments meet all defined standards and requirements.</li> </ul>	AMH/N1802 PC1	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster, Computer And Computer Peripherals, computer software's, Printer, Pattern blocks, Dexterity Test Kit, Industrial Single Needle Lock Stitch Sewing Machine With Needle Guard with stools, 5 thread Over Lock Machine with stools, Specialized Industrial Sewing Machines with stools beside (e.g. overlock,	8 Theory (02:00) Practical (06:00)
		Reporting Assembly Issues	<ul style="list-style-type: none"> <li>Communicate effectively with production personnel to report assembly issues and suggest necessary adjustments.</li> </ul>	AMH/N1802 PC2			8 Theory (02:00) Practical (06:00)
		Prototype Fit Testing	<ul style="list-style-type: none"> <li>Test-fit finished prototypes and evaluate them in relation to the specification sheet to ensure they meet expected standards.</li> </ul>	AMH/N1802 PC3			8 Theory (02:00) Practical (06:00)
		Instructions for Alterations	<ul style="list-style-type: none"> <li>Provide clear and precise instructions to personnel to perform necessary alterations in accordance with the revised specification sheet.</li> </ul>	AMH/N1802 PC4			8 Theory (02:00) Practical (06:00)
		Incorporating Buyer Comments	<ul style="list-style-type: none"> <li>Apply the comments received from the buyer to develop fit samples using actual trims and fabric, ensuring all feedback is addressed.</li> </ul>	AMH/N1802 PC5			8 Theory (02:00) Practical (06:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		<b>Grading Verification of Size Set Samples</b>	<ul style="list-style-type: none"> <li>Check size set samples and confirm proper grading is carried out according to buyer specifications.</li> <li>Outline the documentation and reporting formats used in export organisations.</li> </ul>	AMH/N1802 PC6		chain stitch etc.), Ironing Workstation with stools, Colour matching light box, Made-ups and home furnishing samples	8 Theory (02:00) Practical (06:00)
		<b>Final Sample Approval Preparation</b>	<ul style="list-style-type: none"> <li>Ensure that all corrections and buyer comments on the final approved sample are incorporated before handing over to the next department.</li> </ul>	AMH/N1802 PC7		Sample, Dress Form(size medium, male or female), Display Board, Greyscale ( for shade matching), pattern making kit	8 Theory (02:00) Practical (06:00)
		<b>Reporting Quality Issues</b>	<ul style="list-style-type: none"> <li>Identify and report any quality-related problems encountered during sample preparation to the Quality Control (QC) team.</li> </ul>	AMH/N1802 PC8		Scales, normal straight big ruler, hip curve, leg curve, L Scale, French curve, patter master, Flexible rule (for measuring arm-hole), designer scale etc., Hand Needle (all gauges. The quantity may vary), Machine Needle, various sizes (quantity may vary), Fire Extinguisher & First Aid & Dustbin,	8 Theory (02:00) Practical (06:00)
		<b>Understanding Specification Sheets</b>	<ul style="list-style-type: none"> <li>Interpret key information in the specification sheet to effectively assess prototypes and assemblies.</li> </ul>	AMH/N1802 PC1, PC3			8 Theory (02:00) Practical (06:00)
		<b>Effective Communication in Sample Development</b>	<ul style="list-style-type: none"> <li>Demonstrate effective communication techniques when interacting with production personnel and providing alteration instructions.</li> </ul>	AMH/N1802 PC2, PC4			8 Theory (02:00) Practical (06:00)
		<b>Sample Testing and Comparison</b>	<ul style="list-style-type: none"> <li>Compare fit samples and size set samples against the specification sheet to ensure compliance with grading and design standards.</li> </ul>	AMH/N1802 PC3, PC6			8 Theory (02:00) Practical (06:00)
		<b>Incorporating Feedback for Sample</b>	<ul style="list-style-type: none"> <li>Synthesise buyer feedback and corrections into sample development to improve overall sample quality.</li> </ul>	AMH/N1802 PC5, PC7			8 Theory (02:00) Practical (06:00)
		<b>Reporting Procedures and Documentation</b>	<ul style="list-style-type: none"> <li>Document assembly issues and quality-related problems accurately and report them to relevant stakeholders.</li> </ul>	AMH/N1802 PC2, PC8			8 Theory (02:00) Practical (06:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		<b>Problem Solving in Sample Development</b>	<ul style="list-style-type: none"> <li>Analyse issues during sample development and propose effective corrective measures based on technical and buyer feedback.</li> </ul>	AMH/N1802  PC1, PC2, PC5, PC8		Sewing Kit, Includes thread clipper/ thumb trimmer, measuring tape, thimble, Tracing wheel and needle threader if required, fabric cutting scissor, seam ripper etc), Thread (surplus, quantity and quality may vary), Notcher (1/4 X 1/6 " opening), Awl markers, Tailor's Square ( twin arm metal ruler), Hanger (wooden and plastic material), Tags, Tag Pins & Tag guns, stools, Fabric Yardages, surplus fabric, good quality muslin mandatory, other optional, quantity may vary), Trims And Accessories like laces, buttons, zippers,(assortment,	8 Theory (02:00) Practical (06:00)
		<b>Collaboration Across Departments</b>	<ul style="list-style-type: none"> <li>Collaborate efficiently with design, production, and quality control teams to ensure all specifications and comments are incorporated into the final sample.</li> </ul>	AMH/N1802  PC1, PC4, PC5, PC7			8 Theory (02:00) Practical (06:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						Boxes/ baskets/ pouches For Storing Items, Pattern Table , Student's Chair With Table Arm, Teacher's Table & Chair , White Board Eraser & Marker/ Chalk, Push Pins, Dress Maker's Pin, Fabric Pins, Highlighter, Basic stationary, Carbon Paper, Design Transferring Paper, Paper Cutter, Pattern Drafting Paper, Paper ( Various quality and sizes), Labels / Stickers (The quantity and variety may vary), Shears / Pinking Shears, Scissors Paper Cutting, Marking Chalk (in different colour, quantity may vary as per requirement),	

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						Tailor's Chalk (quantity may vary as per requirement), Colour (Poster colour, Water colour, Acrylics, Pastels etc. quantity may vary), Paint Brushes (quantity may vary as per requirement), Stapler (small and big size), Staple Pins (Small and big size. The quantity may vary), Glue Stick/ Fevicol/ Adhesive, Fabric Glue, Cello-Tape (Transparent and Foam Double sided tapes, Single sided tapes), Bobbin, bobbin case, sewing needles, Files and folders, Punching Machine, White Board/Black Board, Company Quality Standards Handbook/ Guidelines,	

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						Pantone Shade Cards, Students Notes, Fashion Books/ Journals/ Magazines, Fabric/ Accessories/trims/ embroidery Swatch File, Buyer Requirement/ comment Sheet, Measurement Sheet/ Size Chart, Trims/ Accessory Fabric and swatches, Tech Pack & Specification Sheet, Garments manufacturing books, Projector / LCD.	
4	Maintain the records	Importance of Record Maintenance	<ul style="list-style-type: none"> <li>Explain the importance of maintaining all records accurately and systematically in the sample development process.</li> </ul>	AMH/N1803 PC1	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Charts, Models, Flip Chart, White-Board/ SmartBoard, Marker, Duster, Training kit (trainer guide, presentations), Recording software.	8 Theory (01:00) Practical (07:00)
		Maintain Accurate Sample Records	<ul style="list-style-type: none"> <li>Demonstrate the ability to maintain complete and updated records related to sample development activities.</li> </ul>	AMH/N1803 PC1			8 Theory (01:00) Practical (07:00)
		Sample Requisition Format Knowledge	<ul style="list-style-type: none"> <li>Recall the standard formats used for sample requisition and sample work order in sample creation processes.</li> </ul>	AMH/N1803 PC2			8 Theory (01:00) Practical (07:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		<b>Apply Sample Documentation Formats</b>	<ul style="list-style-type: none"> <li>Apply correct formats for sample requisition and sample work order to ensure proper documentation during sample development.</li> </ul>	AMH/N1803 PC2			8 Theory (01:00) Practical (07:00)
		<b>Understand Techpack Importance</b>	<ul style="list-style-type: none"> <li>Describe the purpose of receiving detailed techpacks for the preparation of fabric, trims, and garment development.</li> </ul>	AMH/N1803 PC3			8 Theory (01:00) Practical (07:00)
		<b>Interpret Techpack for Sample Development</b>	<ul style="list-style-type: none"> <li>Interpret the detailed techpack to plan the development of fabric, trims, and garments required for proto samples.</li> </ul>	AMH/N1803 PC3			8 Theory (01:00) Practical (07:00)
		<b>Sample Planning Concept</b>	<ul style="list-style-type: none"> <li>Explain the concept and importance of a monthly sample plan covering all styles.</li> </ul>	AMH/N1803 PC4			7 Theory (01:00) Practical (06:00)
		<b>Prepare Sample</b>	<ul style="list-style-type: none"> <li>Design a proper sample plan that schedules all styles for the month, ensuring organised sample development.</li> </ul>	AMH/N1803 PC4			7 Theory (01:00) Practical (06:00)
		<b>Manage Sample Ordering Process</b>	<ul style="list-style-type: none"> <li>Apply procedures for the effective ordering of samples in accordance with the sample plan.</li> </ul>	AMH/N1803 PC5			7 Theory (01:00) Practical (06:00)
		<b>Manage Sample Receiving Process</b>	<ul style="list-style-type: none"> <li>Demonstrate the correct methods of receiving samples from suppliers or internal departments to ensure quality and accuracy.</li> </ul>	AMH/N1803 PC5			7 Theory (01:00) Practical (06:00)
		<b>Organise Sample Distribution</b>	<ul style="list-style-type: none"> <li>Organise the distribution of samples to relevant departments and personnel to ensure smooth workflow.</li> </ul>	AMH/N1803 PC5			7 Theory (01:00) Practical (06:00)
		<b>Track Sample Status Internally</b>	<ul style="list-style-type: none"> <li>Implement a system to track the status of samples internally within the organisation.</li> </ul>	AMH/N1803 PC5			7 Theory (01:00) Practical (06:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		<b>Track Sample Status with Buyer</b>	<ul style="list-style-type: none"> <li>Coordinate with the buyer to track and update the real-time status of samples during the development cycle.</li> </ul>	AMH/N1803 PC5			8 Theory (02:00) Practical (06:00)
		<b>Document Sample Tracking System</b>	<ul style="list-style-type: none"> <li>Document the tracking system effectively to maintain real-time status records of samples.</li> </ul>	AMH/N1803 PC6			8 Theory (02:00) Practical (06:00)
		<b>Maintain Real-Time Sample Status System</b>	<ul style="list-style-type: none"> <li>Operate a tracking system to monitor and report the real-time status of samples at all stages.</li> </ul>	AMH/N1803 PC6			8 Theory (02:00) Practical (06:00)
		<b>Integrate Sample Tracking into Workflow</b>	<ul style="list-style-type: none"> <li>Integrate sample tracking activities into the overall sample management workflow to ensure seamless monitoring and reporting of sample development progress.</li> </ul>	AMH/N1803 PC1, PC2, PC3, PC4, PC5, PC6			6 Theory (03:00) Practical (03:00)
5	<b>Promote and sustain safety, health, and security in the workplace while fostering Gender and Persons with Disabilities (PwD) Sensitisation</b>	<b>Workplace Compliance with Health, Safety, Gender and Disability Guidelines</b>	<ul style="list-style-type: none"> <li>Explain the importance of adhering to health, safety, gender equality, and People with Disability (PwD) guidelines within the workplace.</li> </ul>	AMH/N0620 PC1	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster, Guide, presentations, Personal Protective Equipment, First Aid Kit, Various kinds of fire extinguishers.	5 Theory (02:00) Practical (03:00)
		<b>Mock Drills and Evacuation Exercises</b>	<ul style="list-style-type: none"> <li>Demonstrate active participation in mock drills, evacuation exercises, and group discussions related to workplace safety and security protocols.</li> </ul>	AMH/N0620 PC2			5 Theory (02:00) Practical (03:00)
		<b>Sensitisation and Awareness Programs</b>	<ul style="list-style-type: none"> <li>Summarise key learnings from advanced training and sensitisation programs on gender equality and PwD awareness to promote an inclusive work environment.</li> </ul>	AMH/N0620 PC3			5 Theory (02:00) Practical (03:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		<b>Handling and Maintenance of Materials and Equipment</b>	<ul style="list-style-type: none"> <li>Apply proper handling and maintenance procedures for materials and equipment in accordance with organisational standards and safety protocols.</li> </ul>	AMH/N0620 PC4			5 Theory (03:00) Practical (02:00)
		<b>Emergency Response and First Aid Procedures</b>	<ul style="list-style-type: none"> <li>Perform first-aid, firefighting, and other emergency response actions, following organisational shutdown and evacuation protocols during critical situations.</li> </ul>	AMH/N0620 PC5			5 Theory (03:00) Practical (02:00)
		<b>Monitoring Workplace Conditions and Reporting</b>	<ul style="list-style-type: none"> <li>Monitor workplace conditions, identify risks, including those affecting individuals with disabilities, report hazards promptly, and ensure adherence to safety and gender equality practices.</li> </ul>	AMH/N0620 PC6			5 Theory (03:00) Practical (02:00)
6	<b>Adhere to industry, regulatory, and organisational standards and embrace environmentally sustainable practices</b>	<b>Adhering to Organisational Standards and Sustainability Practices</b>	<ul style="list-style-type: none"> <li>Explain how to execute job responsibilities according to organisational standards, with a focus on eco-friendly solutions and strict adherence to procedures, policies, and legal regulations.</li> <li>Apply organisational policies and procedures to integrate sustainable consumption practices into daily work operations.</li> <li>Illustrate ways to actively contribute to improving organisational performance by implementing environmentally friendly processes and practices.</li> </ul>	AMH/N0621 PC1 PC2 PC3	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	Charts, Models, Flip Chart, White-Board/ SmartBoard, Marker, Duster, Basic Stationery.	5 Theory (03:00) Practical (02:00)
		<b>Safe Handling of Workplace Resources</b>	<ul style="list-style-type: none"> <li>Demonstrate safe handling of materials, equipment, computers, and software to maintain a clean, hazard-free, and eco-friendly work environment.</li> </ul>	AMH/N0621 PC4			5 Theory (03:00) Practical (02:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		<b>Routine Maintenance and Hazard Reporting</b>	<ul style="list-style-type: none"> <li>Perform routine maintenance and cleaning tasks as per schedule, while managing workflow interruptions effectively.</li> <li>Report any unsafe equipment or hazardous incidents immediately to the appropriate personnel to ensure timely risk mitigation.</li> </ul>	AMH/N0621 PC5, PC6			5 Theory (03:00) Practical (02:00)
		<b>Efficient and Sustainable Cleaning Practices</b>	<ul style="list-style-type: none"> <li>Use appropriate cleaning equipment and techniques suited to specific tasks, promoting sustainability and efficiency in workplace maintenance.</li> </ul>	AMH/N0621 PC7			5 Theory (02:00) Practical (03:00)
		<b>System and Software Optimisation</b>	<ul style="list-style-type: none"> <li>Proactively request system or software upgrades to optimise work efficiency and maintain backup files to safeguard data integrity and security when using design software.</li> </ul>	AMH/N0621 PC8			5 Theory (02:00) Practical (03:00)
		<b>Digital Documentation Management</b>	<ul style="list-style-type: none"> <li>Organise and maintain digital copies of design work systematically to ensure easy accessibility and long-term preservation of project assets.</li> </ul>	AMH/N0621 PC9			5 Theory (02:00) Practical (03:00)
7.	<b>Employability Skills</b>	<b>Introduction to Employability Skills</b>	<ul style="list-style-type: none"> <li>Discuss the concept of employability skills.</li> <li>Mention the importance of employability skills.</li> <li>State the process of becoming a self-learner with a growth mindset.</li> <li>Describe what e-learning is and its purpose in modern education.</li> <li>Explain the benefits of e-learning for personal and professional development.</li> </ul>	DGT/VSQ/ N0102	Classroom lecture/ Power-Point Presentation/Question & Answer and Group Discussion	NA	3

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			<ul style="list-style-type: none"> <li>Illustrate the process to log into e-learning portals for Employability Skills.</li> <li>Discuss the impact of the post-COVID job market on employment opportunities.</li> <li>Outline the future of work and emerging trends in the global workforce.</li> <li>Explain the key skills required for success in the future of work.</li> </ul>				
		<b>Constitutional Values: Citizenship</b>	<ul style="list-style-type: none"> <li>Describe the introduction and significance of the Indian Constitution.</li> <li>Explain the guiding principles of the Indian Constitution.</li> <li>Elaborate on the fundamental rights and duties of an Indian citizen.</li> <li>Describe what constitutes an environmental crisis and its global impact.</li> <li>Discuss the need for maintaining a sustainable environment for future generations.</li> <li>Illustrate how to develop and adopt a green lifestyle for sustainable living.</li> </ul>				2
		<b>Becoming a Professional in the 21st Century: English Skills</b>	<ul style="list-style-type: none"> <li>Describe the key features and challenges of the 21st century.</li> <li>Explain how to assess personal skills effectively.</li> <li>Illustrate how to make a structured plan for skill development.</li> <li>Elaborate on the importance of knowing oneself for personal growth.</li> </ul>				3

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			<ul style="list-style-type: none"> <li>Describe what constitutes individual strengths in personal and professional life.</li> <li>Explain how to describe one's qualities, abilities, and talents clearly.</li> <li>Outline the concept and importance of critical thinking in problem-solving.</li> <li>Discuss how to make informed decisions in various situations.</li> <li>Demonstrate effective decision-making practices through real-life examples.</li> </ul>				
		<b>Basic English Skills</b>	<ul style="list-style-type: none"> <li>Explain the importance of learning and using English in personal and professional life.</li> <li>Describe simple and enjoyable methods to learn English effectively.</li> <li>Illustrate how describing words (adjectives) provide additional information to naming words (nouns).</li> <li>Demonstrate the use of describing words related to size, shape, texture, and colour in sentences.</li> <li>Elaborate on the purpose and significance of listening skills in communication.</li> <li>Explain methods to practice listening skills in order to follow instructions accurately.</li> <li>Outline the differences between questions and responses in everyday conversations.</li> </ul>				10

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			<ul style="list-style-type: none"> <li>• Demonstrate how to ask and respond to questions using appropriate phrases and expressions.</li> <li>• State appropriate expressions to use while speaking in different contexts.</li> <li>• Illustrate techniques to communicate one's views clearly and effectively to others.</li> <li>• Describe the different types of sentences and their purposes in communication.</li> <li>• Explain how to construct sentences suitable for various situations.</li> <li>• Discuss the importance of punctuation marks in written communication.</li> </ul>				
		<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Explain the importance of communication in personal and professional life.</li> <li>• Describe the key characteristics of effective communication.</li> <li>• Outline the different types of communication and their applications.</li> <li>• Illustrate the process and format of writing formal and informal letters.</li> <li>• Demonstrate how to write professional emails for workplace communication.</li> <li>• Explain the essential components of a well-structured resume.</li> <li>• Describe the meaning and significance of non-verbal communication.</li> <li>• State the appropriate spatial distance for formal and informal communication contexts.</li> </ul>				5

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			<ul style="list-style-type: none"> <li>• Explain the importance of maintaining appropriate body movements and appearance during communication.</li> <li>• Differentiate between formal and informal communication methods.</li> <li>• Illustrate effective techniques for introducing oneself in professional settings.</li> <li>• Explain the importance of effective communication within the workplace.</li> <li>• Discuss methods to eliminate barriers to effective communication.</li> <li>• Describe how to use text messaging appropriately for workplace communication.</li> </ul>				
		<b>Essential Digital Skills</b>	<ul style="list-style-type: none"> <li>• Describe the concept of digital literacy and its significance in the modern world.</li> <li>• Explain how digital technology is used in everyday personal and professional activities.</li> <li>• Illustrate the digital skills required to succeed in the contemporary world of work.</li> <li>• Describe how to recognise and understand the basic parts of a computer.</li> <li>• Explain the functions of the important parts of a computer system.</li> <li>• Outline the basic features and tools available in MS Word.</li> </ul>				10

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			<ul style="list-style-type: none"> <li>• Demonstrate the steps required to create and save an MS Word file.</li> <li>• Describe the purpose and working of search engines.</li> <li>• Explain the role of Google and other popular search engines in accessing information.</li> <li>• Illustrate how to use keywords effectively to improve search engine results.</li> <li>• Describe what social media is and its impact on communication.</li> <li>• Explain the purpose and use of social media profiles on platforms like WhatsApp, Telegram, Twitter, Facebook, and LinkedIn.</li> </ul>				
		<b>Diversity and Inclusion</b>	<ul style="list-style-type: none"> <li>• Describe the meaning of diversity in the workplace.</li> <li>• Explain the importance of diversity in the workplace.</li> <li>• Outline common barriers to diversity in professional environments.</li> <li>• Illustrate effective methods to overcome barriers to diversity.</li> <li>• Describe the meaning of inclusion in a workplace context.</li> <li>• Explain the importance of creating and maintaining inclusive workplaces.</li> <li>• Discuss strategies for creating inclusive workspaces that promote equality and respect.</li> </ul>				2

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		<b>Financial and Legal Literacy</b>	<ul style="list-style-type: none"> <li>Describe the concept of financial literacy and its importance in personal and professional life.</li> <li>Explain the difference between needs, wants, and luxuries in financial decision-making.</li> <li>Illustrate how to calculate personal income and monthly expenditures.</li> <li>Describe the concept of banking and the different types of bank accounts available.</li> <li>Explain the process of creating bank accounts.</li> <li>Outline how to make bank transactions using passbooks, cheques, debit cards, and credit cards.</li> <li>Describe the concept of online banking and its applications.</li> <li>Explain how to perform digital transactions securely.</li> <li>Illustrate the process of making online payments using digital wallets.</li> <li>Describe how to transfer money online using BHIM UPI, PayTM, and Google Pay.</li> <li>State the benefits of using online payment methods in everyday life.</li> <li>Explain the concept of savings and its importance for financial stability.</li> <li>Describe different types of savings options available.</li> </ul>				5

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			<ul style="list-style-type: none"> <li>• Illustrate effective methods for saving money.</li> <li>• Outline government policies related to legal literacy, including RTI and public grievances.</li> <li>• State basic employee rights applicable in India.</li> </ul>				
		<b>Career Development and Goal-Setting</b>	<ul style="list-style-type: none"> <li>• Describe the difference between a job and a career.</li> <li>• Explain the difference between personal and professional life.</li> <li>• Illustrate how to prepare effectively for entering the world of work.</li> <li>• Outline the difference between personal interests and individual abilities.</li> <li>• Describe methods to identify one's own interests and abilities.</li> <li>• Elucidate the importance of having clear career pathways.</li> <li>• Explain how to explore career pathways across various industries.</li> <li>• Describe how to explore opportunities in the world of work.</li> <li>• Illustrate the process of conducting a market scan to understand job trends.</li> <li>• Explain how to define long-term and short-term professional goals.</li> </ul>				5

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• Elaborate on the importance of customer service and interaction in business success.</li> <li>• Explain the need to build and maintain strong customer relationships.</li> <li>• Describe methods to build effective relationships with customers.</li> <li>• State who is considered a customer in a business context.</li> <li>• Illustrate the different types of customers encountered in business operations.</li> <li>• Explain how to communicate effectively with different types of customers.</li> <li>• Discuss the importance of understanding customer needs and expectations.</li> <li>• Describe methods to identify customer needs accurately.</li> <li>• Illustrate how to practice probing techniques to understand customer requirements better.</li> <li>• Elaborate on the importance of using selling techniques during customer interaction.</li> <li>• Describe simple selling techniques such as FAB (Features, Advantages, Benefits) and Cross-Selling.</li> <li>• Explain how to apply effective selling methods when interacting with customers.</li> </ul>				5

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			<ul style="list-style-type: none"> <li>Discuss the importance of successfully closing a sale or service.</li> <li>Illustrate steps to close a sale or service effectively.</li> <li>Explain the role of customer feedback in improving products and services.</li> <li>Describe how customer satisfaction is measured and why it is critical for business growth.</li> </ul>				
		<b>Getting Ready for Apprenticeships and Jobs</b>	<ul style="list-style-type: none"> <li>Explain the importance of personal grooming in professional and personal life.</li> <li>Describe the methods for maintaining personal hygiene effectively.</li> <li>Illustrate the steps involved in personal grooming practices.</li> <li>Identify the key components of a well-structured resume.</li> <li>Demonstrate the ability to write an effective resume.</li> <li>Outline common mistakes in resume writing and how to correct them.</li> <li>Describe the essential interview skills required for successful job interviews.</li> <li>Explain how to prepare effectively for a job interview.</li> <li>Discuss the appropriate follow-up actions after attending an interview.</li> <li>Illustrate the do's and don'ts to follow while facing an interview.</li> <li>List common questions typically asked in a job interview.</li> </ul>				10

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			<ul style="list-style-type: none"> <li>Explain the concept of failure as a stepping stone toward success.</li> <li>Describe positive methods to handle rejection and failure.</li> <li>Elaborate on the concept and examples of platform-based jobs.</li> <li>Explain how to explore service provider portals like Urban Company and Helpr.</li> <li>Describe the process to register on platform-based job portals.</li> <li>State the function and purpose of job search engines.</li> <li>Explain how to search and apply for jobs online using job search engines.</li> <li>Illustrate how to identify various technician job roles available online.</li> <li>Describe the purpose and features of the NAPS (National Apprenticeship Promotion Scheme) portal.</li> <li>Explain the procedure to register on the NAPS portal.</li> <li>Demonstrate how to apply for jobs on the NAPS portal.</li> </ul>				
<b>Total Duration</b>							<b>Theory:</b> 96:00  <b>Practical:</b> 294:00
<b>Employability Skills (DGT/VSQ/N0102)</b> <a href="https://www.skillindiadigital.gov.in/content/list">https://www.skillindiadigital.gov.in/content/list</a>							60:00
<b>OJT Duration (Mandatory)</b>							60:00
<b>Total</b>							<b>Theory</b> + <b>Practical</b> + ES <b>510:00</b>

## Annexure II

### Assessment Criteria

#### CRITERIA FOR ASSESSMENT OF TRAINEES

Assessment Criteria for Sampling Coordinator	
Job Role	Sampling Coordinator
Qualification Pack	AMH/Q1801 , 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
<b>AMH/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization</b>	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
	<b>NOS Total</b>	<b>22</b>	<b>12</b>	<b>6</b>

<b>AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices</b>	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
	<b>NOS Total</b>	<b>20</b>	<b>10</b>	<b>10</b>
<b>AMH/N1801: Preparing for sampling</b>	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
	<b>NOS TOTAL</b>	<b>24</b>	<b>80</b>	<b>11</b>
<b>AMH/N1802: Coordinate the flow of samples</b>	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
	<b>NOS Total</b>	<b>24</b>	<b>80</b>	<b>11</b>
<b>AMH/N1803: Maintain the records</b>	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
	<b>NOS Total</b>	<b>18</b>	<b>63</b>	<b>9</b>
<b>DGT/VSQ/N0102: Employability Skills (60 Hours)</b>	Introduction to Employability Skills	1	1	-
	PC1. identify employability skills required for jobs in various industries	-	-	-
	PC2. identify and explore learning and employability portals	-	-	-
	Constitutional values – Citizenship	1	1	-
	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	-
	PC5. recognize the significance of 21st Century Skills for employment	-	-	-
	PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour 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	-
	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	-
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	-
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	-
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	-
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	-
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	-
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	-
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	-
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	-	-	-
	<b>NOS Total</b>	<b>20</b>	<b>30</b>	-

## Annexure III

## List of QR Codes Used in PHB

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
<b>Module 1: Introduction and Orientation to Sampling Coordinator (Bridge Module)</b>	Unit 1.1: Apparel Industry and the Role of a Sampling Coordinator	1.1.1 Employment Opportunities for Industrial Engineer	17	<a href="https://youtu.be/ddisteV3tOo?si=uFDW4QKnI-toOKknY">https://youtu.be/ddisteV3tOo?si=uFDW4QKnI-toOKknY</a>	 Textile Sector in India
		1.1.2 Roles and Responsibilities of a Sampling Coordinator	17	<a href="https://youtu.be/akCsvdROUX-A?si=AV34Prx8I2YUikR9">https://youtu.be/akCsvdROUX-A?si=AV34Prx8I2YUikR9</a>	 Sampling Process in Garments Order
		1.1.3 Analysis of the Apparel Production Process and the Sampling Coordinator's Contribution	17	<a href="https://youtu.be/dSn7iz-bF-N8?si=75Mh9FblyWvsdLa">https://youtu.be/dSn7iz-bF-N8?si=75Mh9FblyWvsdLa</a>	 Introduction to Apparel Industry
<b>Module 2: Preparing for Sampling (AMH/N1801)</b>	Unit 2.1: Organisational Systems and Professional Conduct	2.1.2 Recognising and Adapting to Cultural Differences in the Workplace	63	<a href="https://youtu.be/jQBb-cpuQoGI?si=8jfVgtUamN-RozHIX">https://youtu.be/jQBb-cpuQoGI?si=8jfVgtUamN-RozHIX</a>	 How do people react to cultural differences?
	Unit 2.2: Sampling Procedures and Material Handling	2.2.1 Basic Principles of Sampling	63	<a href="https://youtu.be/zQSRr8m-dg1k?si=1nMXcofMN_AwU7fd">https://youtu.be/zQSRr8m-dg1k?si=1nMXcofMN_AwU7fd</a>	 Garment sampling process

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
		2.2.4 Sampling Requirements in Accordance with the Sampling Plan	63	<a href="https://youtu.be/-hJeiJ8jJn-Q?si=yAFL58ilHzLC120p">https://youtu.be/-hJeiJ8jJn-Q?si=yAFL58ilHzLC120p</a>	 Garments sample
<b>Module 3: Coordinate the flow of samples (AMH/N1802)</b>	Unit 3.1: Organisational Processes and Responsibilities	3.1.1 Sampling plan	104	<a href="https://youtu.be/27iMf6FN-JGE?si=eub3pLudqjFHKdXc">https://youtu.be/27iMf6FN-JGE?si=eub3pLudqjFHKdXc</a>	 Sampling plan in apparel industry
	Unit 3.2: Sample Development and Quality Practices	3.2.4 Quality Practices Followed in the Workplace	104	<a href="https://youtu.be/an-wLUx35-mE?si=7U8UQlokj-FUplou0">https://youtu.be/an-wLUx35-mE?si=7U8UQlokj-FUplou0</a>	 Quality Assurance In Apparel Manufacturing
	Unit 3.3: Garment Checking and Evaluation	3.3.4 Types of Fabrics	104	<a href="https://youtu.be/lbZA-4mo-08g?si=RFaMtPacU3_Zsu9p">https://youtu.be/lbZA-4mo-08g?si=RFaMtPacU3_Zsu9p</a>	 Types Of Fabric Names and Pictures
<b>Module 4: Maintain the records (AMH/N1803)</b>	Unit 4.1: Product Planning and Sample Development	4.1.6 Pricing and Costing Procedures in Garment Industry	121	<a href="https://youtu.be/tGgJxECHH-9c?si=B4B5QEFwxQR2solj">https://youtu.be/tGgJxECHH-9c?si=B4B5QEFwxQR2solj</a>	 Garment costing and pricing methods

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
		4.1.7 Product and Pricing Life Cycle in the Apparel Industry	121	<a href="https://youtu.be/eijE5H2Vat-M?si=W1JxNObq6DA_GKoaq">https://youtu.be/eijE5H2Vat-M?si=W1JxNObq6DA_GKoaq</a>	 Product Life Cycle
	Unit 4.2: Coordination, Compliance and Documentation	4.2.2 Identification of Various Fabrics, Garments, Trims, and Embellishments	121	<a href="https://youtu.be/OHmjU-COQXUQ?si=-w41tevVN-IV-Vd_P6g">https://youtu.be/OHmjU-COQXUQ?si=-w41tevVN-IV-Vd_P6g</a>	 Different Types of Trimmings and Accessories
<b>Module 5: Promote and sustain safety, health, and security in the workplace while fostering Gender and Persons with Disabilities (PwD) Sensitization (AMH/N0620)</b>	Unit 5.1: Workplace Health, Safety, and Compliance	5.1.2 Hazards Associated with Sewing Machine Operations	145	<a href="https://youtu.be/j8jCVFht-5bU?si=yBsnVcYxwMAC_8f7">https://youtu.be/j8jCVFht-5bU?si=yBsnVcYxwMAC_8f7</a>	 Safety Video: Sewing Machine Safety
		5.1.3 Importance of Personal Protective Equipment (PPE)	145	<a href="https://youtu.be/28tV8zg-8CKE?si=pIIVj031k4EFegvV">https://youtu.be/28tV8zg-8CKE?si=pIIVj031k4EFegvV</a>	 Personal Protective Equipment (PPE)
	Unit 5.2: Risk Management and Emergency Preparedness	5.2.2 Mock drills, evacuation processes and emergency response training	145	<a href="https://youtu.be/wc_YwajwW-Pg?si=KYaBhsPER-VGNIMkR">https://youtu.be/wc_YwajwW-Pg?si=KYaBhsPER-VGNIMkR</a>	 Emergency Evacuation Procedure

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
<b>Module 6: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices (AMH/N0621)</b>	Unit 6.1: Ethical Practices, Compliance, and Governance	6.1.1 Ethics and Values in the Workplace	162	<a href="https://youtu.be/ItW7KVY-J1go?si=m0Re9uMPKqVSZVr1">https://youtu.be/ItW7KVY-J1go?si=m0Re9uMPKqVSZVr1</a>	 <p>Elements of business ethics</p>





**Skill India**  
कौशल भारत - कुशल भारत



सत्यमेव जयते  
GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT  
& ENTREPRENEURSHIP



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