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GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP



Facilitator Guide



Sector
Apparel

Sub-Sector
Apparel, Made-Ups & Home Furnishing

Occupation
Tailoring

Reference ID: AMH/Q0701, Version 4.0
NSQF level: 4

Sampling Tailor



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

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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 Tailor ” 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/N0701.Prepare for Sampling
2. AMH/N0702.Carry out fabric cutting operations for preparing garment sample
3. AMH/N0703.Stitch using machine or by hand
4. AMH/N0704.Contribute to achieve sample quality in stitching operations
5. AMH/N0310. Manage the workspace, operate tools, and handle machinery efficiently.
6. AMH/N0309. Ensure the promotion of a safe and secure work environment while integrating Gender and Persons with Disabilities (PWD) Sensitization
7. 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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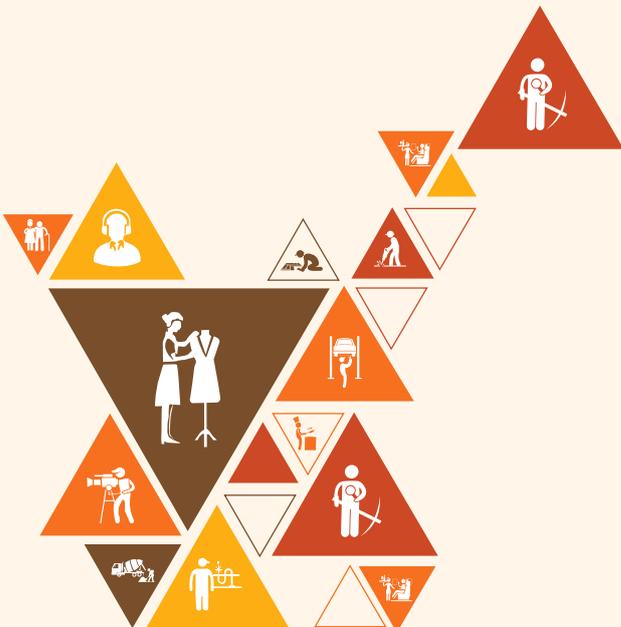


1. Prepare for Sampling

Unit 1.1 - Overview of Sampling Tailor Job-role and Career

Unit 1.2 - Understand and Analyse Techpack Details

Unit 1.3 - Verify and Prepare Sampling Essentials



AMH/N0701

Key Learning Outcomes



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

1. Describe the duties and growth opportunities in the sampling tailor job role and career path.
2. Elaborate on the process of understanding and analysing techpack details for accurate sample creation.
3. Elucidate the steps to verify and prepare all sampling essentials before beginning stitching work.
4. Outline how to communicate clearly and write using the local language.
5. Illustrate how to analyse work-related data and activities to meet deadlines.
6. Elucidate methods for seeking clarification and exercising judgment.
7. Elaborate on how to share information and provide helpful feedback to team members.
8. Prepare a plan for solving problems and reporting issues to a supervisor.
9. Elucidate how to make decisions using established rules or personal judgment.

Unit 1.1: Overview of Sampling Tailor Job-role and Career

Unit Objectives

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

1. Outline the size and scope of the apparel industry.
2. Elucidate the roles and responsibilities of a sampling tailor.
3. Describe types of garment sampling departments and their functions in production.
4. Describe the employment opportunities available for a sampling tailor in different sectors.
5. Elaborate on the possible career progression paths for a sampling tailor.

Resources to be Used

Textbooks on apparel industry overview, charts depicting garment production departments, sample garments, images and videos of tailoring and sampling processes, whiteboard and markers, projector, handouts detailing roles and responsibilities of a sampling tailor, employment opportunity listings, sewing tools, and participant handbook.

Say

- “Good morning everyone! I’m excited to take you through an engaging session on sampling tailor job roles and career opportunities.”
- “Today, our objective is to understand the apparel industry, the responsibilities of a sampling tailor, and the career paths available in this field.”
- “Understanding this topic is essential because it helps you connect your daily work with the bigger picture of the fashion and garment industry and plan your career effectively.”

Ask

- Have you ever noticed how clothes in stores are designed before mass production? What do you think goes into making that first sample?”
- “Can you think of someone in your daily life who works on tailoring or garment making? What do they do?”
- “Why do you think different departments exist in a garment factory instead of one person doing everything?”

Do



- Introduce the apparel industry using charts and statistics to show its size and scope.
- Explain the role of a sampling tailor with real-life examples and show sample garments.
- Discuss the different types of garment sampling departments and their functions.
- Highlight employment opportunities in various sectors and show visual charts.
- Explain career progression paths, linking the skills of a sampling tailor to potential growth in the industry.

Elaborate



- Explain how the apparel industry is a major sector globally and locally, highlighting production scale, employment, and market trends.
- Describe tasks like creating prototype garments, adjusting patterns, selecting fabrics, and ensuring samples meet design specifications.
- Explain departments like design, pattern making, stitching, finishing, and quality control, and how each contributes to sample creation.
- Highlight jobs in garment factories, fashion houses, export units, custom tailoring, and freelance opportunities.
- Discuss paths like senior tailor, sample coordinator, production supervisor, quality control executive, and roles in fashion design or merchandising.

Demonstrate



Show how a basic garment sample is made: select fabric, cut according to pattern, and perform basic stitching to illustrate a sample creation process.

Activity



1. **Activity Name:** Sampling Tailor Department Walkthrough
2. **Objective:** To help trainees understand different garment sampling departments and their roles in production.
3. **Type of Activity:** Group activity
4. **Resources:** Handouts with department charts, sample garments, markers, whiteboard
5. **Time Duration:** 25 minutes
6. **Instructions:**
 - Divide trainees into small groups of 4–5.
 - Provide each group with a chart of garment sampling departments and a few sample garments.
 - Ask each group to match the sample garments with the department responsible for creating or processing it.

- Each group will present their findings and explain why they assigned each sample to a specific department.
 - Facilitate a short discussion comparing answers and clarifying any misconceptions.
7. **Outcome:** Trainees will be able to identify the functions of different garment sampling departments and understand how each contributes to the production process.

Notes for Facilitation

- Encourage participation and ensure all trainees contribute to discussions.
- Use visual aids and real-life examples to make concepts relatable and easier to understand.
- Highlight how the role of a sampling tailor links directly to both production quality and career opportunities.
- Stress the importance of understanding the apparel industry size and scope for career planning.
- Demonstrate hands-on skills using a sample garment to connect theory with practice.
- Provide clear explanations on career progression to inspire trainees about future growth opportunities.

Unit 1.2: Understand and Analyse Techpack Details

Unit Objectives

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

1. Outline the key components of a garment techpack.
2. Illustrate how to interpret a garment specification sheet.
3. Elaborate on the process of understanding buyer requirements.
4. Elucidate the purpose of sampling department documents.
5. Prepare a garment sample based on a techpack.

Resources to be Used

Garment techpacks, specification sheets, buyer requirement documents, sampling department documents, sample garments, markers, chart papers, pens, projector, laptop, whiteboard, measuring tape, scissors, fabric swatches, sewing machine, safety pins, reference manuals on garment construction, handouts summarizing techpack components, sample preparation tools, and participant handbook.

Say

- “Good morning everyone! I’m excited to explore the fascinating world of garment techpacks with you today.”
- “Our objective today is to understand and analyze techpack details so that you can accurately interpret specifications, understand buyer requirements, and prepare garment samples accordingly.”
- “Understanding techpacks is essential because they act as the blueprint for garment production, ensuring the final product matches the buyer’s expectations and quality standards.”

Ask

- “Have you ever noticed the label or stitching details on a shirt or dress you own? Why do you think those details are important?”
- “When you cook a new recipe at home, you follow specific steps. Can you relate that to following a garment techpack?”
- “Have you ever bought a garment that didn’t fit properly? What kind of information do you think the manufacturer needed to avoid that?”

Do

- Greet participants enthusiastically and introduce the session objective.
- Connect the learning objectives to participants' daily experiences.
- Use real techpacks and sample garments to illustrate concepts.
- Facilitate hands-on interaction with techpacks and specification sheets.
- Guide participants step-by-step in preparing a sample garment from a techpack.

Elaborate

- Identify parts such as sketches, measurements, materials, trims, construction details, and packaging instructions; explain how each component is essential for production.
- Demonstrate how to read measurements, tolerances, fabric types, and finishing instructions, and explain why accuracy is critical.
- Analyze buyer notes, quality expectations, and special instructions; explain how these affect design and production.
- Review sample request forms, approval checklists, and comments to understand their role in quality assurance and pre-production approvals.
- Demonstrate the process of translating techpack details into a physical sample, including fabric cutting, stitching, finishing, and quality checks.

Demonstrate

Prepare a small sample garment from a given techpack, showing participants step-by-step how the sketches, measurements, and materials are used to create a finished sample.

Activity

1. **Activity Name:** "Techpack to Sample Challenge"
2. **Objective:** To practice interpreting a techpack and preparing a garment sample according to specifications.
3. **Type of Activity:** Group activity
4. **Resources:** Garment techpack copies, specification sheets, fabric swatches, scissors, measuring tape, sewing machine, safety pins, markers, chart paper.
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups of 3-4.
 - Provide each group with a techpack and fabric swatches.
 - Ask groups to analyze the techpack and identify all required details for sample preparation.

- Each group will cut, pin, and partially stitch the fabric to match the techpack specifications.
 - Groups will present their samples, explaining how they followed the techpack details.
7. **Outcome:** Participants gain hands-on experience interpreting techpack details and preparing garment samples accurately, reinforcing the link between documentation and production.

Notes for Facilitation

- Maintain an engaging and interactive session; encourage participants to ask questions.
- Use visual aids and real samples to make abstract concepts more tangible.
- Emphasize the importance of each techpack component and specification sheet in avoiding production errors.
- Ensure safety while handling scissors, sewing machines, and other tools.
- Highlight common mistakes while interpreting techpacks, such as misreading measurements or ignoring buyer instructions.
- Reinforce that accurate sample preparation is a key step before mass production to maintain quality standards.

Unit 1.3: Verify and Prepare Sampling Essentials

Unit Objectives

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

1. Outline the essential tools and materials for garment sampling.
2. Illustrate how to verify materials against a techpack.
3. Elaborate on the process for checking garment pattern measurements.
4. Elucidate methods for ensuring quality and standard compliance.

Resources to be Used

Garment techpack sheets, measuring tape, rulers, seam allowance charts, fabric swatches, garment patterns, sample garments, quality checklists, marking tools, scissors, pins, needles, thread, sample forms, standard measurement tables, whiteboard with markers, and participant handbook.

Say

- “Good morning everyone! I’m excited to guide you through today’s session where we will learn how to verify and prepare essential tools and samples for garment production.”
- “Our objective today is to understand how to verify materials, check garment pattern measurements, and ensure that every sample meets quality and standard requirements.”
- “Understanding this process is crucial because it ensures accuracy in production, avoids material wastage, and guarantees that our garments meet the expected standards.”

Ask

- “Have you ever checked if all the items on a shopping list are available before cooking a meal? How did you make sure nothing was missing?”
- “When you measure ingredients for a recipe, why is it important to be precise? Can you relate this to checking garment measurements?”
- “Have you noticed how clothes in stores are sometimes of different sizes? How would you ensure that a sample garment matches the design specifications exactly?”

Do

- Welcome the participants and explain the session flow.
- Show the resources and explain their purpose in garment sampling.
- Engage participants in discussions relating real-life examples to sampling verification.
- Guide participants through hands-on demonstration for measuring and verifying materials and patterns.
- Monitor participants during activities and provide immediate feedback.

Elaborate

- Outline essential tools and materials for garment sampling – Identify all tools, fabrics, threads, patterns, and measurement devices required to prepare an accurate sample garment.
- Illustrate how to verify materials against a techpack – Compare fabrics, trims, threads, and other components with the techpack to ensure compliance before sample creation.
- Elaborate on the process for checking garment pattern measurements – Measure and verify key points such as length, width, chest, sleeve, and other pattern dimensions against specifications.
- Elucidate methods for ensuring quality and standard compliance – Check for material defects, proper stitching, accurate measurements, and adherence to garment standards using checklists and quality tables.

Demonstrate

Demonstrate measuring a sample garment – Take a sample garment, measure its key dimensions using a measuring tape, and verify that they match the techpack specifications.

Activity

1. **Activity Name:** Material and Pattern Verification Challenge
2. **Objective:** To practice verifying garment materials and measuring patterns accurately.
3. **Type of Activity:** Group
4. **Resources:** Techpack sheets, fabric swatches, sample garments, measuring tapes, rulers, marking tools, quality checklists.
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups of 3-4 members.
 - Provide each group with a sample garment and the corresponding techpack.
 - Ask participants to check all materials (fabric, trims, thread) against the techpack.
 - Measure the garment dimensions and record any deviations from the techpack specifications.
 - Discuss as a group the potential quality or compliance issues identified.
 - Each group presents their findings to the facilitator for feedback.
7. **Outcome:** Participants will be able to accurately verify materials and measure patterns, identifying deviations and ensuring compliance with the techpack.

Notes for Facilitation

- Ensure participants have clear visibility of all demonstration tools and materials.
- Encourage questions and real-life examples to make the session relatable.
- Emphasize the importance of accuracy in measuring and verifying materials to prevent errors in production.
- Highlight common issues found in sample garments and ways to rectify them.
- Ensure safety while handling sharp tools like scissors, pins, and needles.
- Reinforce that consistent verification builds confidence in production quality and reduces wastage.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. To outline garment specifications
2. c. Contributing to sample quality
3. b. Confirm the details
4. c. Applying basic pattern techniques
5. d. To address and resolve problems quickly

Answer the following questions briefly.

1. Refer Unit 1.1: Overview of Sampling Tailor Job-role and Career
Topic: Elucidate the roles and responsibilities of a sampling tailor
2. Refer Unit 1.2: Understand and Analyse Techpack Details
Topic: Illustrate how to interpret a garment specification sheet
3. Refer Unit 1.3: Verify and Prepare Sampling Essentials
Topic: Elaborate on the process for checking garment pattern measurements
4. Refer Unit 1.3: Verify and Prepare Sampling Essentials
Topic: Elucidate methods for ensuring quality and standard compliance
5. Refer Unit 1.2: Understand and Analyse Techpack Details
Topic: Elaborate on the process of understanding buyer requirements



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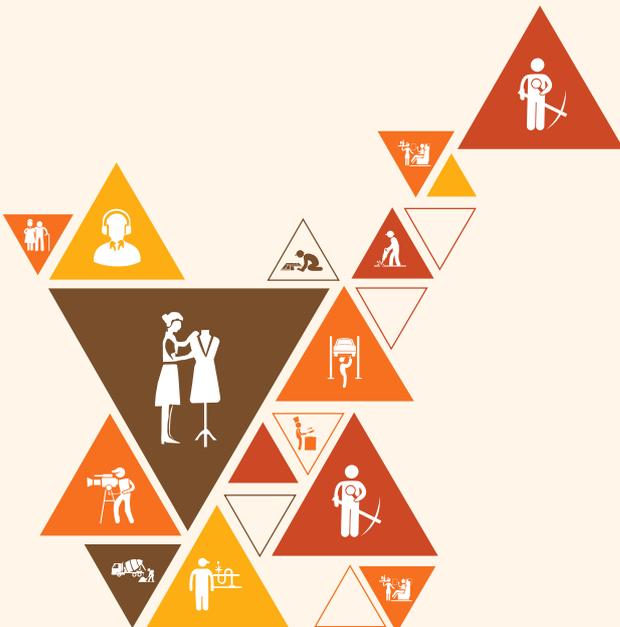


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2. Carry out Fabric Cutting Operations for Preparing Garment Sample

Unit 2.1 - Carry Out Fabric Cutting Operations



AMH/N0702

Key Learning Outcomes



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

1. Outline the procedures involved in preparing fabric and tasks before cutting.
2. Describe the process of choosing and using suitable tools and materials for cutting.
3. Explain the method of carrying out precise fabric cutting as per given specifications.
4. Highlight the proper techniques for managing and inspecting cut fabric parts.
5. Illustrate how to communicate clearly and solve problems during fabric cutting operations.

Unit 2.1: Carry Out Fabric Cutting Operations

Unit Objectives

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

1. Outline the steps for fabric work and task preparation before cutting.
2. Describe how to select and use appropriate cutting tools and materials.
3. Explain how to perform accurate fabric cutting based on specifications.
4. Highlight the correct methods for handling and checking cut components.
5. Illustrate effective communication and problem-solving in fabric cutting tasks.

Resources to be Used

Fabric scissors, rotary cutters, cutting mats, fabric rulers, tailor's chalk, pattern paper, measuring tape, pins, fabric samples of different types, cutting templates, safety gloves, aprons, waste bins, participant handbook.

Say

- “Good morning, everyone! I’m excited to dive into today’s session where we will explore the art and precision of fabric cutting.”
- “By the end of this session, you will be able to prepare fabrics, use the right cutting tools, and cut fabric accurately according to specifications.”
- “Understanding fabric cutting is essential because precise cutting ensures the quality of the final product, reduces wastage, and saves time during sewing.”

Ask

- “Have you ever helped someone at home cut fabric for a dress, curtain, or bedsheet?”
- “What tools do you use at home or see in markets for cutting cloth or paper?”
- “Can you think of a time when cutting something incorrectly caused extra work or wastage?”

Do

- Introduce the session objectives clearly and relate them to real-life applications.
- Show different types of fabrics, cutting tools, and materials to familiarize participants with their use.
- Guide participants step by step as they practice fabric cutting tasks.
- Encourage questions and provide clarification during hands-on practice.
- Monitor participants closely to ensure correct techniques are being applied.

Elaborate

- Explain how to measure, mark, and arrange fabric properly before cutting to avoid mistakes.
- Teach how to choose the right scissors, rotary cutters, or templates depending on fabric type and thickness.
- Demonstrate how to follow patterns and measurements to achieve precise cuts.
- Discuss proper stacking, labeling, and inspection of cut pieces for defects or inaccuracies.
- Emphasize teamwork, asking for help when needed, and reporting issues immediately to avoid errors.

Demonstrate

Demonstrate cutting a simple rectangular piece of fabric: Show step-by-step how to measure, mark, and cut accurately using a ruler and fabric scissors on a cutting mat.

Activity

1. **Activity Name:** Accurate Fabric Cutting Practice
2. **Objective:** To enable participants to practice cutting fabric accurately according to specified dimensions.
3. **Type of Activity:** Individual
4. **Resources:** Fabric samples, scissors, rotary cutters, cutting mats, rulers, tailor's chalk, patterns
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Provide each participant with a fabric sample and a cutting template.
 - Instruct participants to measure and mark the fabric according to the template.
 - Guide participants to use the scissors or rotary cutter to cut along the markings carefully.
 - After cutting, ask participants to compare their cut pieces with the template for accuracy.
 - Encourage participants to correct any deviations and retest.
7. **Outcome:** Participants will gain hands-on experience in accurately cutting fabric and handling tools safely.

Notes for Facilitation

- Maintain a positive and encouraging environment to help participants feel comfortable practicing.
- Allocate enough space for participants to work safely with cutting tools.
- Reinforce the importance of using the correct tool for each fabric type to prevent errors.
- Remind participants to double-check measurements before cutting to minimize fabric wastage.
- Encourage participants to handle cut components carefully and keep their workspace organized.
- Highlight communication with peers and the facilitator when facing challenges during cutting.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Fabric defects
2. c. To understand garment specifications
3. c. Scissors
4. c. Return for reuse
5. c. Listening and asking questions

Answer the following questions briefly.

1. Refer Unit 2.1: Carry Out Fabric Cutting Operations
Topic: Outline the steps for fabric work and task preparation before cutting
2. Refer Unit 2.1: Carry Out Fabric Cutting Operations
Topic: Describe how to select and use appropriate cutting tools and materials
3. Refer Unit 2.1: Carry Out Fabric Cutting Operations
Topic: Explain how to perform accurate fabric cutting based on specifications
4. Refer Unit 2.1: Carry Out Fabric Cutting Operations
Topic: Highlight the correct methods for handling and checking cut components
5. Refer Unit 2.1: Carry Out Fabric Cutting Operations
Topic: Illustrate effective communication and problem-solving in fabric cutting tasks



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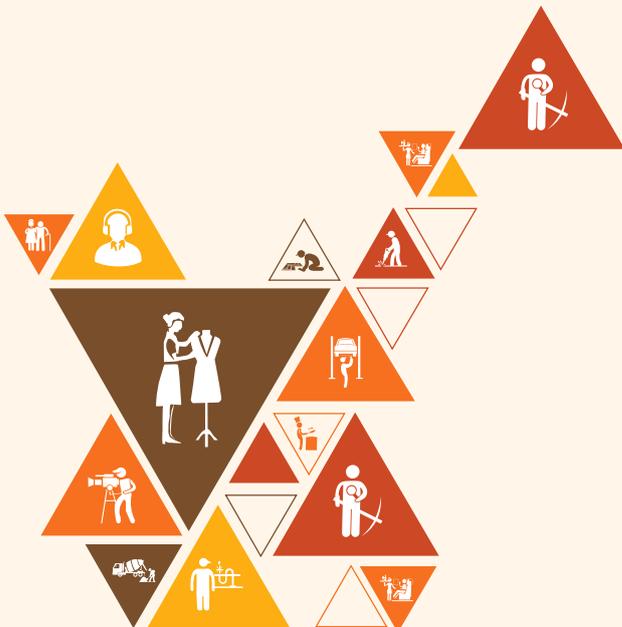
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3. Stitch Using Machine or by Hand

Unit 3.1 - Prepare for Stitching Operations

Unit 3.2 - Stitch Components to Produce Garment Sample



AMH/N0208

Key Learning Outcomes



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

1. Elaborate on the methods to prepare for stitching operations for smooth sample production.
2. Elucidate the techniques to stitch components accurately to produce a garment sample.
3. Elaborate on organisational rules, job roles, and the significance of regular performance evaluations.
4. Explain how to recognise hazards, maintain machine safety, and handle waste and common defects.
5. Describe how to communicate effectively, collaborate with a team, report issues, and ask for assistance.
6. Discuss how to prepare for stitching by identifying material types, garment components, and appropriate techniques.
7. Elucidate how to safely operate machines, stay updated on information, and interpret technical specifications.
8. Outline how to accurately document and confirm garment measurements to ensure quality.

Unit 3.1: Prepare for Stitching Operations

Unit Objectives

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

1. Elaborate on workplace rules, job responsibilities, and the importance of regular performance reviews.
2. Explain how to identify hazards, ensure machine safety, and follow waste disposal and defect-handling procedures.
3. Describe how to communicate clearly, work in teams, report problems, and seek help when required.
4. Discuss how to prepare for stitching by identifying fabric types, garment parts, and choosing correct methods.
5. Elucidate how to operate machines safely, access updated information, and interpret techpacks and guidelines.
6. Outline how to write and verify garment measurements accurately for quality stitching

Resources to be Used

Sewing machines, fabric samples (cotton, silk, polyester), garment parts (sleeves, collars, cuffs, panels), measuring tapes, rulers, chalk, markers, techpacks, stitching guidelines, hazard identification charts, machine safety manuals, waste disposal charts, defect-handling protocols, teamwork and communication handouts, participant handbook.

Say

- “Good morning everyone! I’m excited to guide you through preparing for stitching operations today.”
- “Our objective for this session is to understand how to prepare for stitching, operate machines safely, and ensure quality in every garment we work on.”
- “By learning this topic, you will not only improve your stitching skills but also ensure safety, efficiency, and accuracy in your daily work.”

Ask

- “Have you ever noticed safety rules being followed at your school, home, or workplace? Can you give an example?”
- “How do you communicate with friends or family to get a task done together efficiently?”
- “Have you ever measured something at home, like a piece of cloth or furniture? What challenges did you face?”

Do

- Welcome participants and introduce the session objectives.
- Discuss the importance of workplace rules, responsibilities, and performance reviews.
- Explain hazards, machine safety, and proper waste and defect handling.
- Guide participants through fabric identification, garment parts, and stitching preparation.
- Show how to safely operate machines and interpret techpacks and guidelines.
- Demonstrate accurate measurement writing and verification for quality stitching.

Elaborate

- Describe the standard rules of the workplace, roles assigned, and why regular performance reviews help maintain quality and accountability.
- Teach how to recognize hazards in stitching areas, follow machine safety protocols, and adhere to waste disposal and defect-handling procedures.
- Encourage clear communication, teamwork, reporting problems promptly, and seeking assistance when needed.
- Identify fabric types and garment parts, select correct stitching methods, and plan the workflow before starting operations.
- Demonstrate machine operation protocols, accessing updated information, and interpreting techpacks and stitching guidelines accurately.
- Show record garment measurements accurately and cross-check for quality stitching to minimize errors and defects.

Demonstrate

Show participants how to identify different fabric types, select appropriate garment parts, and prepare the sewing machine for stitching.

Activity

1. **Activity Name:** Fabric and Garment Preparation Drill (Topics: Prepare for Stitching, Identify Fabric Types, Operate Machines Safely)
2. **Objective:** To practice identifying fabrics, preparing garment parts, and setting up machines safely for stitching.
3. **Type of Activity:** Group
4. **Resources:** Fabric samples, garment parts, sewing machines, techpacks, chalk, measuring tapes
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into groups of 3–4.
 - Assign each group a set of fabric types and garment parts.

- Ask participants to identify the fabric type and mark the parts for stitching.
 - Guide them to set up the sewing machine for stitching, following safety protocols.
 - Have each group present their prepared setup and explain why they chose that method.
7. **Outcome:** Participants will gain hands-on experience in fabric identification, garment part preparation, and safe machine operation.

Notes for Facilitation

- Encourage participant engagement by asking questions frequently.
- Keep the session interactive and allow participants to handle equipment under supervision.
- Emphasize the importance of safety and following SOPs during stitching preparation.
- Reinforce correct measurement recording and verification to avoid stitching errors.
- Monitor group activities closely to ensure proper machine handling and fabric preparation.
- Highlight the relevance of teamwork and clear communication in real stitching operations.

Unit 3.2: Stitch Components to Produce Garment Sample

Unit Objectives

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

1. Elaborate on machine parts and usage.
2. Describe how to fix stitching problems.
3. Discuss effective communication and teamwork.

Resources to be Used

Sewing machines, sewing threads of different types, needles, bobbins, fabric samples, seam ripper, measuring tape, scissors, stitch guides, troubleshooting charts, team communication worksheets, flip chart, markers, projector, demonstration videos of sewing machine parts, reference books on stitching techniques, participant handbook

Say

- Good morning everyone! I'm excited to explore the fascinating world of garment stitching with you today and show you how each stitch component plays a role in creating a perfect garment sample.
- Today, our objective is to understand the different parts of a sewing machine, learn how to fix common stitching problems, and improve our teamwork and communication skills while producing a garment sample.
- Knowing these skills is important because it will help you work efficiently on real-life garment production tasks and ensure high-quality output while collaborating effectively with your team.

Ask

- Have you ever tried stitching a piece of cloth at home or seen someone stitch garments in a tailoring shop?
- What problems do you think can occur if a sewing machine is not working properly while making clothes?
- How do you think communicating with someone while working together can help complete a task faster and better?

Do

- Begin the session with a warm welcome and set expectations for what will be learned today.
- Show the participants the sewing machine and its parts, explaining the function of each.
- Demonstrate common stitching problems and methods to fix them.
- Encourage participants to ask questions and share experiences related to stitching issues.
- Facilitate group exercises to practice teamwork and effective communication.
- Conclude the session by summarizing key points and reinforcing the importance of accuracy and collaboration in garment production.

Elaborate

- Describe key sewing machine parts such as needle, presser foot, feed dog, bobbin, thread tension dial, and motor. Highlight their function and how each contributes to stitch formation.
- Show methods to solve common problems like skipped stitches, thread breakage, needle breaking, and uneven stitching. Include tips for preventive maintenance.
- Emphasize how clear instructions, active listening, and coordinated task-sharing improve productivity and reduce errors during garment sample production.

Demonstrate

Demonstrate threading a sewing machine correctly, setting the bobbin, and stitching a straight seam on a fabric sample.

Activity

1. **Activity Name:** Stitch Trouble Shooting Exercise
2. **Objective:** To help participants identify and resolve basic stitching issues on a sewing machine
3. **Type of Activity:** Individual
4. **Resources:** Sewing machines, fabric samples, threads, needles, troubleshooting chart, seam ripper
5. **Time Duration:** 25 minutes
6. **Instructions:**
 - Ask each participant to thread the sewing machine and set up the bobbin correctly.
 - Assign a pre-set stitching problem (like skipped stitches or thread breakage) on the machine.
 - Ask participants to identify the issue and implement the correct troubleshooting method.
 - Observe their technique and guide where needed.
 - Once fixed, participants will stitch a straight seam to verify the solution.
7. **Outcome:** Participants gain hands-on experience in identifying and fixing basic sewing machine problems, improving confidence and technical skills.

Notes for Facilitation

- Maintain an enthusiastic and supportive tone throughout the session to keep participants engaged.
- Allocate time for hands-on practice; ensure participants have access to resources to avoid idle time.
- Highlight the importance of checking machine settings before beginning stitching to prevent errors.
- Encourage participants to discuss challenges faced during stitching and share practical solutions.
- Monitor teamwork exercises to ensure communication techniques are effectively applied.
- Provide instant feedback during troubleshooting and stitching exercises to reinforce learning.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. Identify fabric and components
2. b. Recognise hazards and follow safety steps
3. c. Ask the supervisor for clarification
4. c. To ensure garment quality
5. c. Perform basic checks or report

Answer the following questions briefly.

1. Refer Unit 3.1: Prepare for Stitching Operations
Topic: Explain how to identify hazards, ensure machine safety, and follow waste disposal and defect-handling procedures
2. Refer Unit 3.1: Prepare for Stitching Operations
Topic: Discuss how to prepare for stitching by identifying fabric types, garment parts, and choosing correct methods
3. Refer Unit 3.2: Stitch Components to Produce Garment Sample
Topic: Discuss effective communication and teamwork
4. Refer Unit 3.2: Stitch Components to Produce Garment Sample
Topic: Describe how to fix stitching problems
5. Refer Unit 3.1: Prepare for Stitching Operations
Topic: Outline how to write and verify garment measurements accurately for quality stitching



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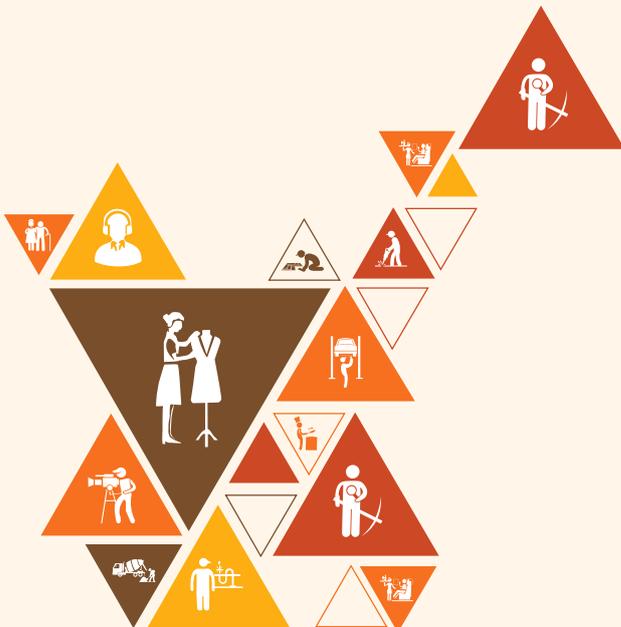


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4. Contribute to Achieve Sample Quality in Stitching Operations

Unit 4.1 - Contribute to Achieving the Product Quality in Stitching Operations



AMH/N0704

Key Learning Outcomes



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

1. Elaborate on the correct ways to handle materials, tools, equipment, and workplace documents.
2. Elucidate the steps to identify damaged materials and report faulty components.
3. Describe how to find stitching faults, understand their causes, and apply correction methods.
4. Explain the process of checking product quality and inspecting seams, finishes, and specifications.
5. Outline the methods to maintain safe work practices and ensure consistent productivity.
6. Highlight the importance of recording tasks, reporting disruptions, and communicating clearly with supervisors.

Unit 4.1: Contribute to Achieving the Product Quality in Stitching Operations

Unit Objectives

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

1. Elaborate on correct methods for handling materials, tools, and workplace documents.
2. Describe how to identify stitching faults and apply suitable correction procedures.
3. Explain the steps for conducting quality checks and inspecting finished products.
4. Outline effective practices to maintain productivity and manage workflow smoothly.

Resources to be Used

Materials such as fabrics, threads, needles, scissors, measuring tapes, seam rippers, markers, sample stitching products, workplace documents like quality checklists and job sheets, sewing machines, hand sewing kits, visual aids showing stitching faults, inspection checklists, flowcharts of workflow processes, sample defects, pens, notebooks, markers, charts, projector or screen for demonstrations, participant handbook.

Say

- “Good morning everyone! I’m excited to guide you today on how we can contribute to achieving excellent product quality in stitching operations.”
- “Today, our session will focus on handling materials and tools properly, identifying and correcting stitching faults, conducting quality checks, and maintaining smooth workflow in stitching operations.”
- “Understanding these practices will help you produce high-quality stitching work, prevent defects, and enhance your efficiency, which is crucial for professional growth in the stitching industry.”

Ask

- “Can you recall a time when you noticed something wasn’t done properly at home, like a torn button or a crooked stitch? What did you do?”
- “Have you ever used tools or materials incorrectly and faced a problem? What happened?”
- “When you see a product in the market, how do you know if it’s of good quality or not?”

Do

- Greet the participants enthusiastically and make them comfortable.
- Introduce the learning objectives of the session and connect them to real-life stitching examples.
- Present visuals or real samples of stitching faults and quality checklists.
- Facilitate demonstrations on proper material handling, stitching correction, and quality inspection.
- Conduct the group activity and supervise hands-on practice.
- Encourage participants to ask questions and share their observations throughout the session.

Elaborate

- Teach participants how to store fabrics, threads, needles, and other tools to prevent damage or loss and maintain workplace documentation for traceability.
- Show common stitching faults such as uneven stitches, skipped stitches, and puckering and guide participants on methods to correct them effectively.
- Guide participants on checking dimensions, stitch consistency, seam strength, and overall finishing to ensure compliance with quality standards.
- Discuss techniques to optimize workflow, plan tasks, avoid bottlenecks, and maintain steady production without compromising quality.

Demonstrate

Demonstrate identifying and correcting a simple stitching fault on a fabric sample using a sewing machine or hand stitching techniques.

Activity

1. **Activity Name:** Stitching Quality Check Practice
2. **Objective:** To practice detecting and correcting stitching faults and inspecting finished products for quality compliance
3. **Type of Activity:** Group activity
4. **Resources:** Sample stitched fabrics with intentional faults, needles, threads, seam rippers, measuring tapes, inspection checklist
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups.
 - Provide each group with a sample fabric containing stitching faults.
 - Ask them to inspect the sample for faults such as uneven stitches, skipped stitches, or puckering.
 - Have them note the faults on the checklist.

- Demonstrate correcting one fault and let participants correct remaining faults.
 - Conduct a group discussion on the types of faults observed and corrections applied.
7. **Outcome:** Participants will learn to identify stitching faults accurately, apply corrective procedures, and perform quality inspections effectively.

Notes for Facilitation

- Ensure active participation by encouraging questions and hands-on practice.
- Maintain a friendly and supportive environment to reduce hesitation among participants.
- Emphasize the importance of handling materials and tools carefully to prevent errors in stitching.
- Highlight the common stitching faults and practical methods for correction.
- Reinforce the steps for quality inspection and the significance of documentation for traceability.
- Encourage participants to follow workflow practices to maintain productivity while ensuring high-quality output.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Report and replace it
2. c. To ensure the product meets standards
3. c. Following safe work procedures
4. b. Report and check the issue
5. c. Fill forms clearly and accurately

Answer the following questions briefly.

1. Refer Unit 4.1: Contribute to Achieving the Product Quality in Stitching Operations
Topic: Elaborate on correct methods for handling materials, tools, and workplace documents
2. Refer Unit 4.1: Contribute to Achieving the Product Quality in Stitching Operations
Topic: Describe how to identify stitching faults and apply suitable correction procedures
3. Refer Unit 4.1: Contribute to Achieving the Product Quality in Stitching Operations
Topic: Explain the steps for conducting quality checks and inspecting finished products
4. Refer Unit 4.1: Contribute to Achieving the Product Quality in Stitching Operations
Topic: Outline effective practices to maintain productivity and manage workflow smoothly
5. Refer Unit 4.1: Contribute to Achieving the Product Quality in Stitching Operations
Topic: Outline effective practices to maintain productivity and manage workflow smoothly



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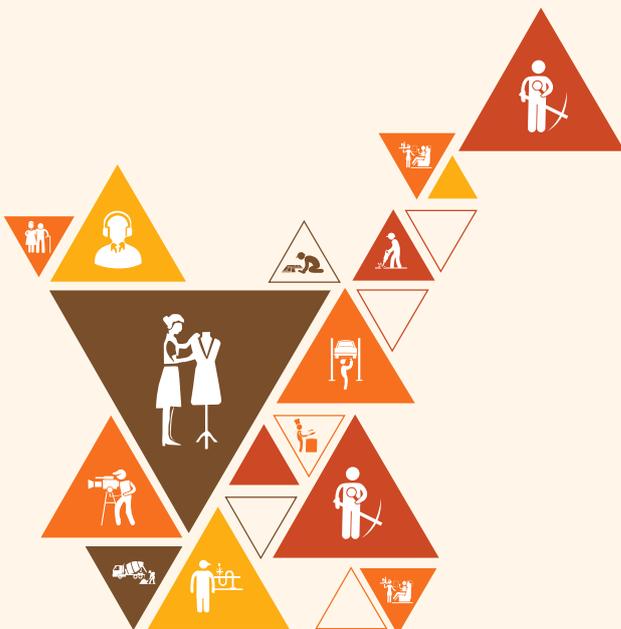


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5. Manage the Workspace, Operate Tools, and Handle Machinery Efficiently

Unit 5.1 - Maintain the Work Area, Handle Tools and Machines



AMH/N0310

Key Learning Outcomes



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

1. Elaborate on maintaining good health and following safety procedures at work.
2. Describe understanding job roles and taking responsibility during work tasks.
3. Explain the need to report hazards or faulty equipment without delay.
4. Illustrate following instructions properly and lifting materials safely during work.
5. Discuss operating tools safely and keeping a correct working posture throughout.
6. Outline planning cleaning routines, using cleaning tools rightly, reducing waste, and communicating well with the team.

Unit 5.1: Maintain the Work Area, Handle Tools and Machines

Unit Objectives

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

1. Elaborate on how to maintain personal health and follow safety rules at the workplace.
2. Describe the importance of understanding one's role and responsibilities during operations.
3. Explain why it is necessary to report equipment faults and safety hazards immediately.
4. Illustrate the need to follow written instructions and lift materials using correct methods.
5. Discuss the proper way to operate machines safely and maintain good working posture.
6. Outline how to plan regular cleaning, use cleaning tools correctly, manage waste, and work with the team while communicating clearly.

Resources to be Used

Safety posters, personal protective equipment (PPE) such as gloves, helmets, goggles, aprons, first aid kit, cleaning tools like brooms, mops, dustpans, brushes, cleaning detergents, waste bins, hand tools (screwdrivers, pliers, wrenches), sample machines for demonstration, lifting aids like trolleys, manuals for machine operation, written SOPs for tasks, charts on ergonomics, communication boards, markers, flip charts, pens, note pads, projector, participant handbook.

Say

- Good morning, everyone! I'm excited to guide you today on how to maintain a safe and efficient work area while handling tools and machines.
- Today, our objective is to understand the right ways to work safely, maintain our tools and machines, and ensure a healthy workplace.
- Learning this topic is important because staying safe and organized not only protects you but also helps your team work more efficiently and prevents accidents.

Ask

- Can you share an example of a time you or someone you know got hurt due to an unsafe habit, like lifting something incorrectly?
- How do you make sure your room or workspace at home is clean and organized every day?
- Why do you think it's important to report something broken or unsafe immediately in your daily life?

Do

- Begin the session with a brief discussion on personal safety and hygiene practices.
- Show examples of safe and unsafe work areas using images or live setup.
- Explain roles and responsibilities during operations using simple, relatable examples.
- Demonstrate the correct way to lift objects and handle tools or machines.
- Guide participants in planning cleaning schedules and using cleaning tools effectively.
- Facilitate a small hands-on activity for machine handling, cleaning, and teamwork.
- Encourage participants to ask questions and share their experiences.

Elaborate

- Highlight the importance of hygiene, PPE, and following safety rules to prevent injuries and illnesses at the workplace.
- Clarify why understanding one's role during operations ensures smooth workflow, accountability, and safety.
- Stress that reporting equipment faults or safety hazards immediately prevents accidents and damage.
- Demonstrate correct techniques for lifting, carrying, and moving materials to avoid strains or injuries.
- Guide participants on using machines safely while maintaining ergonomically correct postures to reduce fatigue and injury.
- Show how regular cleaning, proper use of cleaning tools, waste segregation, and clear communication within teams maintains a productive work environment.

Demonstrate

Demonstrate the correct method to lift a moderately heavy object using a proper bending posture and, if needed, a trolley.

Activity

1. **Activity Name:** Safe Work Area & Tool Handling Practice
2. **Objective:** To practice maintaining a clean, organized work area and safe handling of tools and machines
3. **Type of Activity:** Group activity
4. **Resources:** Cleaning tools (broom, mop, dustpan), PPE, sample hand tools, sample small machine, waste bins, checklist for safety and cleanliness
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups of 4–5.
 - Assign each group a workstation with tools, a small machine, and a messy/untidy setup.

- Ask groups to:
 - Put on PPE
 - Identify hazards and report them
 - Clean and organize the workstation using proper cleaning tools
 - Handle and place tools correctly
 - Demonstrate safe use of the machine (without turning it on if it's a live machine)
 - Plan a simple routine for daily cleaning and maintenance
 - Observe each group and provide feedback on safety, posture, and teamwork.
7. **Outcome:** Participants will be able to maintain a safe and organized workspace, handle tools correctly, and communicate effectively while working in teams.

Notes for Facilitation

- Keep the session interactive by encouraging participants to share real-life examples.
- Use visual aids and live demonstrations wherever possible to reinforce learning.
- Emphasize the importance of PPE and following SOPs for safety.
- Reinforce correct lifting techniques and ergonomics during demonstrations.
- Monitor participant activities closely to ensure safe handling of tools and machines.
- Provide constructive feedback on team communication and cleanliness standards.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. Reading the manual
2. c. To reduce physical strain
3. d. Disposed of safely
4. c. Clear communication
5. c. Immediately

Answer the following questions briefly.

1. Refer Unit 5.1: Maintain the Work Area, Handle Tools and Machines
Topic: Elaborate on how to maintain personal health and follow safety rules at the workplace
2. Refer Unit 5.1: Maintain the Work Area, Handle Tools and Machines
Topic: Explain why it is necessary to report equipment faults and safety hazards immediately
3. Refer Unit 5.1: Maintain the Work Area, Handle Tools and Machines
Topic: Outline how to plan regular cleaning, use cleaning tools correctly, manage waste, and work with the team while communicating clearly
4. Refer Unit 5.1: Maintain the Work Area, Handle Tools and Machines
Topic: Illustrate the need to follow written instructions and lift materials using correct methods
5. Refer Unit 5.1: Maintain the Work Area, Handle Tools and Machines
Topic: Outline how to plan regular cleaning, use cleaning tools correctly, manage waste, and work with the team while communicating clearly



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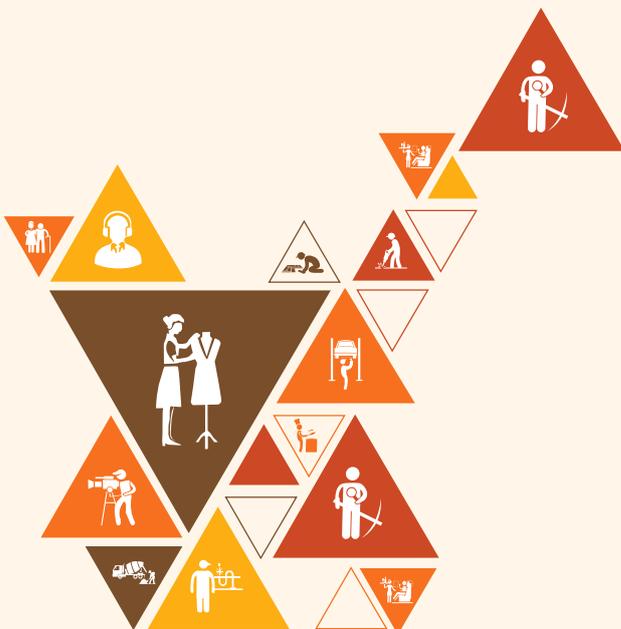


7. Ensure the Promotion of a Safe and Secure Work Environment while Integrating Gender and Persons with Disabilities (PwD) Sensitisation

Unit 6.1 - Hazards and Potential Risks Associated with Process

Unit 6.2 - Medical Emergencies and Evacuation Process Guidelines

Unit 6.3 - Gender and PwD sensitisation



AMH/N0309

Key Learning Outcomes



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

1. Describe the hazards and potential risks associated with the process to ensure safe working practices.
2. Elaborate on the medical emergencies and evacuation process guidelines to handle critical situations effectively.
3. Elucidate the importance of gender and PwD sensitisation for maintaining an inclusive workplace.
4. Elucidate the need for regular awareness training sessions and sensitisation workshops for all employees.
5. Describe how to participate in initiatives that promote safety, dignity, and equality at the workplace.
6. Describe the steps to prepare for basic first-aid situations in the workplace.
7. Explain respectful and inclusive behaviour towards colleagues of all genders and persons with disabilities.
8. Discuss how to promote a bias-free and cooperative environment for effective teamwork and communication.
9. Outline the steps for understanding company policies and reporting harassment or discrimination promptly.
10. Highlight the importance of maintaining an accessible, inclusive, and supportive workspace for everyone.

Unit 6.1: Hazards and Potential Risks Associated with Process

Unit Objectives

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

1. Elaborate on the safe use of tools, equipment, and personal protective gear while working.
2. Explain how to monitor risks regularly and report faults or hazards without delay.
3. Describe basic workplace health practices, safety signage, and hygiene habits to be followed.
4. Discuss safe handling, storage, and disposal of hazardous substances and operational waste.
5. Highlight the importance of knowing the emergency exit layout and following safety plans.

Resources to be Used

Safety helmets, gloves, goggles, aprons, masks, safety shoes, first aid kit, fire extinguisher, spill kits, signage charts, hazard labels, waste bins, cleaning supplies, operational tools and equipment, monitoring checklists, emergency exit maps, hazard and risk reporting forms, instructional posters, projector, whiteboard, markers, participant handbook.

Say

- Good morning everyone! Today we will explore how we can stay safe and prevent accidents while working in our process environment.
- Today, our session will focus on understanding the potential hazards in the workplace and learning practical ways to protect ourselves and others.
- Knowing this is crucial because safety isn't just a rule—it ensures we go home healthy every day and keeps our work environment efficient and accident-free.

Ask

- Have you ever noticed any unsafe situation at home or on the road, and how did you react?
- Can you think of a time when using the wrong tool or equipment caused a problem?
- Have you seen safety signs anywhere, and did you understand what they meant?

Do

- Begin the session by welcoming participants and introducing the topic with real-life examples.
- Show safety gear and explain their correct use.
- Guide participants to identify common hazards in the training space.
- Use charts and posters to explain workplace signage and emergency procedures.
- Demonstrate proper storage and disposal techniques for hazardous substances.
- Encourage participants to ask questions and share personal experiences.

Elaborate

- Describe how personal protective equipment (PPE) and correct tools reduce risk of injury and ensure safe work operations.
- Emphasize the importance of inspecting equipment regularly and immediately reporting any hazards or faults to maintain a safe environment.
- Highlight hygiene habits, cleanliness, and adherence to safety signage to prevent accidents and health issues.
- Explain procedures for managing hazardous substances and operational waste to prevent contamination or accidents.
- Illustrate the location of exits and explain the steps to follow during an emergency to ensure quick and safe evacuation.

Demonstrate

Demonstrate correct wearing of PPE (gloves, helmet, goggles, apron, and safety shoes) and the proper handling of a common tool while showing safe posture.

Activity

1. **Activity Name:** Hazard Hunt
2. **Objective:** To identify common hazards and practice reporting them
3. **Type of Activity:** Group
4. **Resources:** Safety gear, signage charts, hazard checklist forms, pens, coloured markers
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups of 3–4 members.
 - Each group walks around the training room or designated workspace to spot potential hazards (tools, spills, blocked exits, unsafe storage).
 - Mark each hazard on the checklist form and suggest a corrective action.
 - Groups present their findings and discuss with the class how to address each hazard safely.
7. **Outcome:** Participants will be able to identify hazards, understand risk reporting procedures, and apply basic safety practices.

Notes for Facilitation

- Encourage open communication and ensure participants feel comfortable sharing experiences.
- Keep the session interactive by using demonstrations and hands-on activities.
- Reinforce the correct use of PPE and the importance of reporting hazards immediately.
- Emphasize reading and understanding safety signage and operational instructions.
- Remind participants to follow emergency exit plans and safety protocols at all times.
- Relate safety practices to daily life to improve retention and awareness.

Unit 6.2: Medical Emergencies and Evacuation Process Guidelines

Unit Objectives

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

1. Illustrate the importance of being prepared and actively taking part in emergency drills at the workplace.
2. Describe how to respond calmly during emergencies and communicate clearly to get help quickly.
3. Elaborate on the importance of readiness and quick response during basic first-aid situations.

Resources to be Used

Flip charts, whiteboard markers, projector, slides on emergency response, first-aid kits, fire extinguishers, evacuation maps, mannequins for first-aid practice, PPE kits, emergency contact lists, scenario cards, stopwatch, participant handbook.

Say

- “Good morning everyone! I’m excited to have you all here today as we learn about how to stay prepared and respond effectively during medical emergencies and evacuations at the workplace.”
- “By the end of this session, you will understand the importance of emergency drills, staying calm, and providing basic first-aid quickly and effectively.”
- “Understanding these skills can help save lives, reduce injuries, and ensure everyone’s safety in case of any emergency at work.”

Ask

- “Have you ever witnessed someone needing first-aid at home or in public? How did you respond?”
- “What would you do if there was a sudden fire alarm at your workplace or nearby area?”
- “Can you recall any situation where calling for help quickly made a difference?”

Do

- Welcome participants and introduce the topic.
- Facilitate discussion by asking real-life examples related to emergencies.
- Show slides or visual materials about emergency preparedness, evacuation, and first-aid.
- Guide participants through a demonstration of basic first-aid techniques.
- Conduct an evacuation drill with participants.
- Encourage questions and clarify doubts throughout the session.

Elaborate

- Explain that being prepared reduces panic, ensures quick action, and can save lives during workplace emergencies.
- Highlight the importance of staying composed, giving clear instructions, and contacting the right emergency personnel promptly.
- Emphasize the need to quickly assess the situation, use available first-aid equipment properly, and provide immediate care before professional help arrives.

Demonstrate

Demonstrate performing CPR on a mannequin, showing correct hand placement, compression depth, and breathing techniques.

Activity

1. **Activity Name:** Emergency Drill Simulation
2. **Objective:** To practice emergency evacuation and basic first-aid response in a controlled environment.
3. **Type of Activity:** Group
4. **Resources:** Evacuation maps, first-aid kits, PPE kits, whistle, stopwatch, scenario cards
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups.
 - Assign roles: injured person, responder, and observer.
 - Provide a simple emergency scenario (fire, minor injury, etc.) to each group.
 - Ask participants to execute the evacuation process while applying first-aid where necessary.
 - Observers note response times, communication clarity, and safety adherence.
 - Rotate roles among participants so everyone experiences different responsibilities.
 - Conduct a brief discussion on what went well and areas to improve.
7. **Outcome:** Participants will learn to evacuate safely, respond calmly, communicate effectively, and apply basic first-aid under simulated emergency conditions.

Notes for Facilitation

- Ensure active participation by encouraging all trainees to engage in discussion and activities.
- Use real-life examples to make the session relatable and interesting.
- Stress the importance of remaining calm during emergencies and guide participants to practice composure.
- Highlight safety protocols and proper use of emergency equipment during drills.
- Reinforce the significance of quick and accurate first-aid intervention before professional help arrives.
- Monitor participants during activities to provide instant feedback and corrections if required.

Unit 6.3: Gender and PwD sensitisation

Unit Objectives

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

1. Elucidate the need for awareness training and active participation to support workplace safety and equality.
2. Explain how to show respect and inclusive behaviour towards all genders and persons with disabilities.
3. Discuss the importance of understanding policies and reporting discrimination or misconduct properly.
4. Highlight ways to build an accessible and supportive environment that values diversity and equal opportunity.

Resources to be Used

Flip charts, markers, projector, laptop, presentation slides, videos on workplace diversity, handouts on company policies, accessibility tools, role-play props, real-life examples of workplace inclusivity, participant handbook.

Say

- “Good morning everyone! I am excited to welcome you to this session on Gender and PwD Sensitisation.”
- “Today, we will understand how to foster respect, inclusivity, and equality in the workplace, and why it is crucial for a safe and supportive environment.”
- “By understanding these topics, you will be able to contribute positively to your workplace, ensure compliance with policies, and create a respectful environment for everyone.”

Ask

- “Can you share an example of when you saw someone being treated differently because of their gender or disability?”
- “Have you ever faced or witnessed a situation where someone needed help to access a place or participate in an activity?”
- “Why do you think respecting everyone in daily interactions is important, both at work and in personal life?”

Do

- Welcome participants and establish a friendly, open environment.
- Explain the learning objectives clearly before starting the session.
- Use real-life examples and encourage participants to share experiences.
- Facilitate group discussions and activities to enhance understanding.
- Summarize key points at the end of each topic before moving to the next.

Elaborate

- Explain how awareness sessions help recognize unconscious biases, prevent discrimination, and create an environment where everyone feels safe and valued.
- Demonstrate practical ways to address colleagues respectfully, accommodate diverse needs, and communicate inclusively to foster equality.
- Highlight company policies, legal frameworks, and proper channels for reporting discrimination or misconduct to ensure accountability and protection.
- Identify ways to modify the workplace to accommodate persons with disabilities and implement practices that encourage collaboration, equal opportunities, and diversity.

Demonstrate

Show how to assist a person with a mobility disability in moving around a workstation safely while maintaining their dignity and independence.

Activity

1. **Activity Name:** Inclusive Workplace Mapping
2. **Objective:** To identify barriers in the workplace and suggest inclusive solutions
3. **Type of Activity:** Group
4. **Resources:** Flip charts, markers, sticky notes, workplace layout diagram, participant handbook
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups of 4-5.
 - Provide each group with a workplace layout diagram.
 - Ask them to identify potential barriers for gender or PwD inclusivity and write suggestions on sticky notes.
 - Groups place their suggestions on the diagram and discuss their reasoning with the class.
 - Facilitate a discussion to summarize common barriers and practical solutions.
7. **Outcome:** Participants develop awareness of potential workplace barriers and generate ideas to promote accessibility and inclusivity.

Notes for Facilitation



- Maintain an engaging and open environment to encourage participation.
- Use real-life examples to make the session relatable and memorable.
- Emphasize that respect and inclusivity are ongoing practices, not one-time actions.
- Encourage participants to ask questions about policies and reporting procedures.
- Highlight simple, actionable steps for creating an accessible and supportive environment.
- Reinforce the importance of awareness and active participation to prevent discrimination.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. Report it immediately
2. c. To stay alert and ready
3. c. Respect all employees equally
4. c. Follow workplace disposal procedures
5. c. Report it as per company policy

Answer the following questions briefly.

1. Refer Unit 6.1: Hazards and Potential Risks Associated With Process
Topic: Elaborate on the safe use of tools, equipment, and personal protective gear while working
2. Refer Unit 6.2: Medical Emergencies and Evacuation Process Guidelines
Topic: Describe how to respond calmly during emergencies and communicate clearly to get help quickly
3. Refer Unit 6.3: Gender and PwD sensitisation
Topic: Explain how to show respect and inclusive behaviour towards all genders and persons with disabilities
4. Refer Unit 6.3: Gender and PwD sensitisation
Topic: Discuss the importance of understanding policies and reporting discrimination or misconduct properly
5. Refer Unit 6.3: Gender and PwD sensitisation
Topic: Elucidate the need for awareness training and active participation to support workplace safety and equality



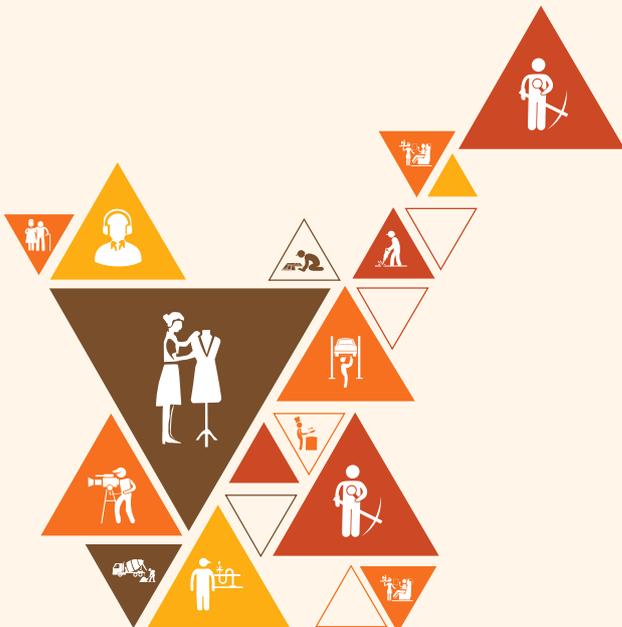
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7. Employability Skills



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Employability Skills is available at the following location



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

Employability Skills



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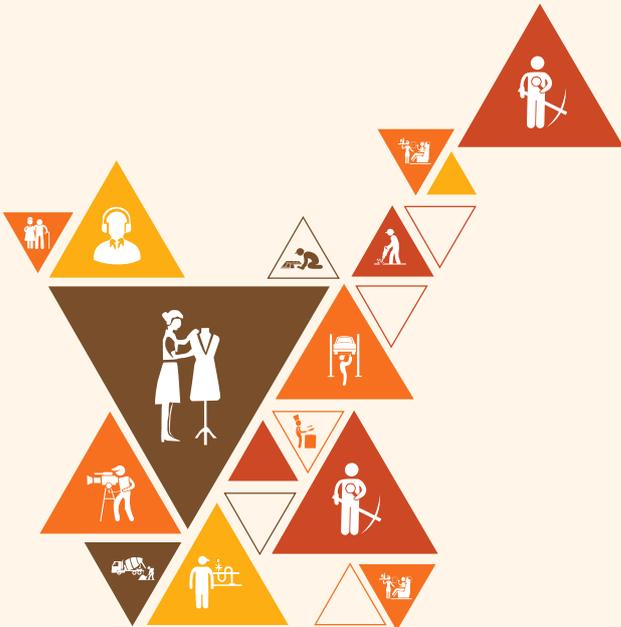


8. Annexures

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			
Program Name:	Sampling Tailor		
Qualification Pack Name & Ref. ID	Sampling Tailor , AMH/Q0701		
Version No.	4.0	Version Update Date	18/02/2028
Pre-requisites to Training (if any)	Not Applicable		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ol style="list-style-type: none"> 1. Introduction to Sampling Tailor 2. Interpret the Garment specification sheet/Technical Package (Techpack). 3. Select the correct tools and materials required for sampling. 4. Carry out fabric cutting operations for creating garment sample. 5. Prepare for stitching operations. 6. Stitch components to produce garment sample. 7. Achieve product quality by contributing in stitching operations. 8. Maintain workarea, tools and machines & Greening of Job Roles 9. Maintain health, safety and secure work place with Gender and PwD Sensitization 10. Soft Skills: Bridge Module 		

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
1	Prepare for Sampling	Analyzing Techpacks and Specifications	<ul style="list-style-type: none"> Analyze and interpret a techpack or garment specification sheet to extract essential details for sampling. 	AMH/N0701 PC1; KU10, KU1	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster, training kit (trainer guide, presentations), Industrial Single Needle Lock Stitch Sewing Machine With Needle Guard , 5 thread Over Lock Machine with stool,	8 Theory (2:00) Practical (6:00)
		Verifying Garment Patterns	<ul style="list-style-type: none"> Check garment patterns for alignment with the given style and measurements. Mark coordinate points for darts and seams accurately for construction. Follow buyer instructions to create the master pattern for garment samples. Identify garment components and create master patterns for stitching. 	AMH/N0701 PC2, PC3, PC4; KU12, KU13, KU14, KU15, KU16, KU17, KU18			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Material Verification and Preparation	<ul style="list-style-type: none"> Verify the sampling material list against techpack specifications. Collect tools and materials required for garment sampling. Understand formats followed in the sampling department such as fabric worksheets, trims requirement sheets, and fabric requirement sheets. 	AMH/N0701 PC5, PC11; KU19, KU20, KU11		Pressing Table, Iron/ Press, Computer, Computer Peripherals, Printer, Projector / LCD, Design Patterns template (Quantity and variety may vary), Scissors(paper cutting), Tracing Wheel, Tailor's Chalk (Boxes, Quantity may vary), Pins and Safety Pins (Qty may vary, Dress Maker's Pin, Pin Cushion (One set), Scale, variety(eg: L scale, straight scale, French curve, hip curve, pattern	8 Theory (2:00) Practical (6:00)
		Discussing and Applying Alterations	<ul style="list-style-type: none"> Identify necessary alterations in garment patterns to meet customer requirements. Respond appropriately and take corrective action if the garment pattern does not meet product specifications. Know the appropriate personnel to escalate issues outside the scope of responsibility. 	AMH/N0701 PC8, PC9; KU8, KU4			8 Theory (2:00) Practical (6:00)
		Quality Assurance and Compliance	<ul style="list-style-type: none"> Conform to company quality standards and organizational procedures. Comply with written instructions to maintain consistency and quality. 	AMH/N0701 PC6; KU3, KU6			8 Theory (2:00) Practical (6:00)
		Waste Management and Workplace Safety	<ul style="list-style-type: none"> Minimize and dispose of waste materials in the approved manner. Leave the work area safe and secure after completing tasks. Follow safe working practices and organizational safety procedures. 	AMH/N0701 PC7, PC10; KU2, KU7			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Workflow and Task Execution	<ul style="list-style-type: none"> Carry out sampling operations at a rate that maintains workflow. Present improvement ideas to line manager effectively. Apply organizational policies, guidelines, and standards in task execution. 	AMH/N0701 PC13; KU1, KU5			8 Theory (2:00) Practical (6:00)
		Communication and Problem Reporting	<ul style="list-style-type: none"> Check with in-charge or others when unsure about product details. Report faults in own or other processes following organizational procedure. Escalate problems to authorized personnel when they are outside the limit of responsibility. Communicate effectively with supervisors and team members during sampling. 	AMH/N0701 PC12; KU5, KU7, KU8			4 Theory (1:00) Practical (3:00)
2.	Carry out fabric cutting operations for preparing garment sample	Material and Tool Selection	<ul style="list-style-type: none"> Select appropriate tools and materials for cutting based on garment specifications and fabric characteristics. Identify various garment components and their technical names as per style. Distinguish between different fabric types, grains, and characteristics for cutting. 	AMH/N0702 PC1; KU12, KU18, KU20, KU21	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, models, flip chart, white-board/smart board, marker, duster, industrial single needle lock stitch sewing machine with needle guard , 5 thread over lock machine with stool, pressing table, iron/press, computer, computer peripherals, printer, projector /lcd,	8 Theory (2:00) Practical (6:00)
		Material Inspection and Verification	<ul style="list-style-type: none"> Check material/fabric against the techpack specifications. Examine the quality and characteristics of the material to ensure compliance with required standards. Inspect the material for defects before cutting. 	AMH/N0702 PC2, PC3, PC4; KU10, KU12, KU19			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Cutting Techniques and Precision	<ul style="list-style-type: none"> Cut garment components accurately and precisely using appropriate cutting techniques. Apply trimming, marking, and fitting methods to ensure components meet specifications. 	AMH/N0702 PC5; KU13, KU14		design patterns template (quantity and variety may vary), scissors(paper cutting), tracing wheel, tailor's chalk	8 Theory (2:00) Practical (6:00)
		Waste Minimization and Reuse	<ul style="list-style-type: none"> Avoid fabric and material wastage during cutting. Dispose of waste safely and return reusable materials for future use. Understand implications of using defective tools or machines on materials. 	AMH/N0702 PC6, PC7; KU7, KU17		(boxes, quantity may vary), pins and safety pins (qt)y may vary, dress maker's pin, pin cushion (one set), scale, variety(eg: l scale, straight scale, french curve, hip curve, pattern master ,can be used depending on type of garments etc), bobbin (good quality and industrial sewing machine bobbin,	8 Theory (2:00) Practical (6:00)
		Component Handling and Placement	<ul style="list-style-type: none"> Place cut components carefully for stitching, counting and organizing pieces accurately. Handle cut components to minimize the risk of damage before stitching. 	AMH/N0702 PC8, PC9; KU14, KU20		quantity may vary as per requirement), bobbin case (good quality and industrial sewing machine bobbin,	8 Theory (2:00) Practical (6:00)
		Coordination and Communication	<ul style="list-style-type: none"> Check with the sampling department when unsure of new product details. Communicate effectively with supervisors or authorized personnel for clarifications. 	AMH/N0702 PC10; KU3, KU5			8 Theory (2:00) Practical (6:00)
		Fabric Requirement and Estimation	<ul style="list-style-type: none"> Calculate the fabric requirement for a single garment sample accurately. Estimate material needed for specific garment styles to ensure proper planning. 	AMH/N0702 PC11; KU11, KU15			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Compliance, Safety, and Reporting	<ul style="list-style-type: none"> Identify, report, and respond to defects or damage due to mishandling. Work in accordance with legal requirements, organizational policies, and quality standards. Maintain proper documentation and follow workplace safety procedures. Understand roles, responsibilities, and reporting lines within the work area. 	AMH/N0702 PC12, PC13; KU1, KU2, KU4, KU6, KU8, KU9, KU16		quantity may vary as per requirement), personal protective equipment (one each type (nose mask and goggles)), dress form(-size medium, male or female), hanger, cleaning cloth, sewing threads (surplus thread is used .the quantity , thread packaging, variety may vary as per requirement), hand needle (various gauges, the quantity may vary depending on type of fabric, usage, breakage), machine needle, various gauges (various gauges, the quantity may vary depending on type of fabric, usage,	4 Theory (1:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						breakage. The quantity and sizes may vary), needle threader, garment (various styles, quantity may vary as per requirement), made-ups sample (various styles, quantity may vary as per requirement), home furnishing sample (various styles, quantity may vary as per requirement), fabric yardages, surplus fabric, good quality muslin mandatory , other optional, quantity may vary), required trims/accessory (as per requirement), machine folders with attachments (the quantity and variety may vary),	

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						students stools for sewing, teacher table, teacher’s chair, dust-bin, small baskets for storing and keeping trims, first aid box, machine oil, sewing kit includes thread clipper/ thumb trimmer ,seam ripper , tracing wheel), small screws with screw drivers (quantity may vary), fire extinguisher, stationary set, documents set(tech pack sheets, size chart, trim card ,fabric work sheet, style confirmation sheet, fabric consumption chart, fabric requirement sheet, trims requirement sheet, buyers comment sheet,	

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						record maintenance sheet etc.) (industrial), seam samples / different fabrics swatch file (one sample each type), participant manual/ notes, student's chair with table arm, white/black board marker/ chalk and duster, dexterity test kit, fusing, (woven/nonwoven, quantity and variety may vary), cutting table, fabric cutting scissors.	
3.	Stitch using machine or by hand	Workplace Safety and Preparation	<ul style="list-style-type: none"> Ensure the work area is free from hazards before stitching. Select and verify correct tools and equipment for safe operation. Set up and check machines for safe use according to operational guidelines. 	AMH/N0703 PC1, PC5, PC6; KU1, KU2, KU4, KU25, KU26	Classroom lecture / PowerPoint Presentation / Question & Answer / Group Discussion	Charts, models, flip chart, white-board/smart board, marker, duster, industrial single needle lock stitch sewing machine with needle guard, 5 thread over lock machine with stool, pressing table, iron/press, computer, computer peripherals,	8 Theory (2:00) Practical (6:00)
		Discussing Instructions and Specifications	<ul style="list-style-type: none"> Interpret the techpack and follow garment specifications accurately during stitching. Seek clarification from supervisors when instructions are unclear. Review agreed work targets and special instructions with supervisors. 	AMH/N0703 PC2, PC3, PC4; KU5, KU6, KU9, KU10, KU14			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Material and Component Handling	<ul style="list-style-type: none"> Identify and select correct component parts for the garment style. Check materials for faults and ensure compliance with product specifications. Prepare and organize fabric pieces and linings for assembly. Report faulty materials promptly. 	AMH/N0703 PC7, PC8, PC9, PC12, PC13, PC14; KU13, KU16, KU27, KU28, KU29		printer, projector / lcd, design patterns template (quantity and variety may vary), scissors (paper cutting), tracing wheel, tailor's chalk	8 Theory (2:00) Practical (6:00)
		Machine Operation and Stitching Techniques	<ul style="list-style-type: none"> Carry out test sews and inspect needles and threads regularly. Operate sewing machines safely, adjusting controls and attachments as required. Stitch materials in the correct sequence and apply trims by hand or machine. Perform complex stitching operations with precision and accuracy. 	AMH/N0703 PC10, PC11, PC18, PC20, PC21, PC25, PC26; KU15, KU19, KU21, KU22, KU23, KU32, KU33		(boxes, quantity may vary), pins and safety pins (qt.) may vary, dress maker's pin, pin cushion (one set), scale, variety (eg: 1 scale, straight scale, french curve, hip curve, pattern master ,can be used depending on type of garments etc), bobbin (good quality and industrial sewing machine bobbin, quantity may vary as per requirement), bobbin case (good quality	8 Theory (2:00) Practical (6:00)
		Quality Assurance and Compliance	<ul style="list-style-type: none"> Ensure stitched products conform to company quality standards, size, shape, and specifications. Make alterations as required to meet customer expectations. Identify stitching defects and implement corrective actions. 	AMH/N0703 PC15, PC22, PC23, PC31; KU3, KU6, KU30, KU31			8 Theory (2:00) Practical (6:00)
		Waste Management and Resource Efficiency	<ul style="list-style-type: none"> Minimise fabric and material waste during stitching operations. Dispose of waste materials safely and follow reuse protocols. 	AMH/N0703 PC24, PC6; KU3, KU7			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Communication and Reporting	<ul style="list-style-type: none"> Report damaged work, defective tools, and potential risks promptly. Communicate effectively with supervisors and team members to resolve issues. Follow organizational reporting procedures accurately. 	AMH/N0703 PC16, PC17, PC3, PC4; KU5, KU6, KU8, KU12		and industrial sewing machine bobbin, quantity may vary as per requirement), personal protective equipment	8 Theory (2:00) Practical (6:00)
		Productivity and Workflow Management	<ul style="list-style-type: none"> Optimize material positioning and layout for smooth stitching workflow. Perform operations at a pace that maintains productivity. Ensure efficient stitching sequences to reduce delays and errors. 	AMH/N0703 PC19, PC13, PC21; KU11, KU12, KU18, KU30		(one each type (nose mask and goggles)), dress form(-size medium, male or female), hanger, cleaning cloth, sewing threads (surplus thread is used .the quantity , thread packaging, variety may vary as per requirement), hand needle (various gauges, the quantity may vary depending on type of fabric, usage, breakage), machine needle, various gauges (various gauges, the quantity may vary depending	4 Theory (1:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						on type of fabric, usage, breakage. The quantity and sizes may vary), needle threader, garment (various styles, quantity may vary as per requirement), made-ups sample (various styles, quantity may vary as per requirement), home furnishing sample (various styles, quantity may vary as per requirement), fabric yardages, surplus fabric, good quality muslin mandatory , other optional, quantity may vary), required trims/accessory (as per requirement), machine folders with attachments (the quantity	

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						and variety may vary), students stools for sewing, teacher table, teacher's chair, dust-bin, small baskets for storing and keeping trims, first aid box, machine oil, sewing kit includes thread clipper/ thumb trimmer ,seam ripper , tracing wheel), small screws with screw drivers (quantity may vary), fire extinguisher, stationary set, documents set(tech pack sheets, size chart, trim card ,fabric work sheet, style confirmation sheet, fabric consumption chart, fabric requirement sheet, trims requirement sheet, buyers comment sheet,	

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						record maintenance sheet etc.) (industrial), seam samples / different fabrics swatch file (one sample each type), participant manual/ notes, student's chair with table arm, white/black board marker/ chalk and duster, dexterity test kit, fusing, (woven/ nonwoven, quantity and variety may vary), cutting table, fabric cutting scissors.	
4.	Contribute to achieve sample quality in stitching operations	Material Identification and Selection	<ul style="list-style-type: none"> Identify and select materials and components as per the specifications in the techpack. Recognize creased, stained, damaged, or incorrectly made components and segregate them appropriately. 	AMH/N0704 PC1, PC12; KU17, KU15, KU16, KU23	Classroom lecture / PowerPoint Presentation / Question & Answer / Group Discussion	Charts, models, flip chart, white-board/smart board, marker, duster, industrial single needle lock stitch sewing machine with needle guard, 5 thread over lock machine with stool, pressing table, iron/press, computer, computer peripherals,	8 Theory (2:00) Practical (6:00)
		Quality Standards Monitoring	<ul style="list-style-type: none"> Take action when materials do not meet quality standards. Report and replace faulty materials or components to maintain product quality. Identify faults and apply corrective actions promptly to return products to specification. 	AMH/N0704 PC2, PC3, PC10, PC11; KU3, KU5, KU10, KU20, KU21, KU22			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Rework and Defect Management	<ul style="list-style-type: none"> Detect modifiable defects and rework materials or components to meet quality standards. Carry out alterations on stitched components to comply with customer requirements. 	AMH/N0704 PC4, PC18; KU4, KU11, KU19, KU20		printer, projector / lcd, design patterns template (quantity and variety may vary), scissors(paper cutting), tracing wheel, tailor's chalk (boxes, quantity may vary), pins and safety pins (qt)y may vary, dress maker's pin, pin cushion (one set), scale, variety(eg: l scale, straight scale, french curve, hip curve, pattern master ,can be used depending on type of garments etc), bobbin (good quality and industrial sewing machine bobbin, quantity may vary as per re-requirement), bobbin case (good quality and	8 Theory (2:00) Practical (6:00)
		Workflow and Productivity Maintenance	<ul style="list-style-type: none"> Perform tasks safely at a pace that maintains workflow and meets productivity targets. Ensure required productivity and quality levels are maintained throughout operations. 	AMH/N0704 PC5, PC14; KU23, KU12			8 Theory (2:00) Practical (6:00)
		Interdepartmental Coordination	<ul style="list-style-type: none"> Report disruptions in workflow from other production areas to the responsible person. Communicate faults in other processes to the appropriate personnel effectively. 	AMH/N0704 PC6, PC13; KU8, KU9			8 Theory (2:00) Practical (6:00)
		Testing, Sorting, and Work-in-Progress Monitoring	<ul style="list-style-type: none"> Test, sort, track, and examine work-in-progress to ensure quality and conformance. 	AMH/N0704 PC7; KU11, KU12			8 Theory (2:00) Practical (6:00)
		Quality Checks and Inspection	<ul style="list-style-type: none"> Carry out quality checks at specified intervals according to instructions. Apply allowed tolerances during inspection and stitching. Inspect stitched products against specifications and standards. 	AMH/N0704 PC8, PC9, PC17; KU17, KU19, KU13, KU14			8 Theory (2:00) Practical (6:00)
		Fault Rectification and Adjustments	<ul style="list-style-type: none"> Identify faults and take appropriate corrective actions. Make adjustments promptly to return products to specification. Apply suitable adjustments for specific types of faults. 	AMH/N0704 PC10, PC11, PC22; KU10, KU20, KU21, KU22			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Documentation and Record-Keeping	<ul style="list-style-type: none"> Complete and maintain accurate documentation related to stitching operations and quality checks. 	AMH/N0704 PC15; KU2, KU7, KU9		industrial sewing machine bobbin, quantity may vary as per re-	8 Theory (2:00) Practical (6:00)
		Compliance with Instructions and Procedures	<ul style="list-style-type: none"> Follow organizational procedures and safe working practices during all production activities. Comply with written instructions while handling materials, equipment, and work tasks. 	AMH/N0704 PC1, PC5, PC8; KU1, KU2, KU7		requirement), personal protective equipment (one each type (nose mask and goggles)), dress form(-	8 Theory (1:00) Practical (7:00)
		Product Protection and Handling	<ul style="list-style-type: none"> Ensure stitched items are protected from contamination and handled to avoid damage. Mark and segregate rejected items at designated locations. 	AMH/N0704 PC12; KU15, KU16		size medium, male or female), hanger, cleaning cloth, sewing threads (surplus thread is used .the quantity , thread packaging, variety may vary as per require-	8 Theory (1:00) Practical (7:00)
		Discussing Implications of Defects	<ul style="list-style-type: none"> Understand the consequences of stitching components out of sequence or not rectifying faults. Recognize the effect of improperly sewn seams, hems, or finishes on overall product quality. 	AMH/N0704 PC10, PC11, PC24; KU12, KU14, KU21		ment), hand needle (various gauges, the quantity may vary depending on type of fabric, usage, breakage), machine needle, various gauges (various gauges, the quantity may vary depending	2 Theory (1:00) Practical (1:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						on type of fabric, usage, breakage. The quantity and sizes may vary), needle threader, garment (various styles, quantity may vary as per requirement), made-ups sample (various styles, quantity may vary as per requirement), home furnishing sample (various styles, quantity may vary as per requirement), fabric yardages, surplus fabric, good quality muslin mandatory , other optional, quantity may vary), required trims/accessory (as per requirement), machine folders with attachments (the quantity and	

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						variety may vary), students stools for sewing, teacher table, teacher's chair, dustbin, small baskets for storing and keeping trims, first aid box, machine oil, sewing kit includes thread clipper/ thumb trimmer ,seam ripper , tracing wheel), small screws with screw drivers (quantity may vary), fire extinguisher, stationary set, documents set(tech pack sheets, size chart, trim card ,fabric work sheet, style confirmation sheet, fabric consumption chart, fabric requirement sheet, trims requirement sheet, buyers comment sheet,	

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						record maintenance sheet etc.) (industrial), seam samples / different fabrics swatch file (one sample each type), participant manual/ notes, student's chair with table arm, white/black board marker/ chalk and duster, dexterity test kit, fusing, (woven/nonwoven, quantity and variety may vary), cutting table, fabric cutting scissors.	
5	Manage the workspace, operate tools, and handle machinery efficiently	Safe Handling and Workplace Hygiene	<ul style="list-style-type: none"> Employ safe and precise techniques to manage materials, machinery, tools, and equipment while maintaining a clean, hazard-free workplace. Follow proper lifting and handling procedures during operations. Maintain a comfortable and ergonomically sound working posture. 	AMH/N0310 PC1, PC2, PC7; KU1, KU2, KU3, KU11	Classroom lecture / PowerPoint Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ SmartBoard, Marker, Duster, Industrial Single Needle Lock Stitch Sewing Machine With Needle Guard , 5 thread Over Lock Machine with stool, Pressing Table, Iron/Press, Computer, Computer Peripherals,	8 Theory (4:00) Practical (4:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Waste Management and Material Optimization	<ul style="list-style-type: none"> Optimize material usage to minimize waste and safely dispose of waste and by-products at designated locations. Recognize the effects of contamination on products and prevent product damage during operations. 	AMH/N0310 PC3; KU10, KU13, KU15		Printer, Projector / LCD, Design Patterns template (Quantity and variety may vary), Scissors (paper cutting), Tracing Wheel, Tailor's Chalk (Boxes, Quantity may vary), Pins and Safety Pins (Qty may vary, Dress Maker's Pin, Pin Cushion (One set), Scale, variety (eg: L scale, straight scale, French curve, hip curve, pattern master, can be used depending on type of garments etc), Bobbin (Good Quality and industrial sewing machine bobbin, Quantity may vary as per requirement), Bobbin Case (Good Quality and	8 Theory (4:00) Practical (4:00)
		Maintenance and Equipment Safety	<ul style="list-style-type: none"> Perform routine maintenance and cleaning tasks as per schedules. Verify operational safety by checking machine guards and reporting any unsafe or damaged equipment promptly. Identify common equipment faults and apply appropriate rectification methods during maintenance. 	AMH/N0310 PC4, PC5, PC6; KU8, KU14, KU16, KU17, KU18			8 Theory (4:00) Practical (4:00)
		Cleaning and Compliance Procedures	<ul style="list-style-type: none"> Utilize suitable cleaning equipment and methods relevant to assigned tasks. Follow organizational rules, quality standards, and work instructions accurately. Take appropriate action when problems are identified to ensure safe and compliant operations. 	AMH/N0310 PC8; KU6, KU7, KU9, KU12, KU19, KU20			6 Theory (3:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						industrial sewing machine bobbin, Quantity may vary as per requirement), Personal Protective Equipment (One each type (Nose mask and Goggles)), Dress Form(size medium, male or female), Hanger, Cleaning Cloth, Sewing Threads (Surplus thread is used .The quantity , thread packaging, variety may vary as per requirement), Hand Needle (Various gauges, the quantity may vary depending on type of fabric, usage, breakage), Machine Needle, various gauges (Various Gauges,	

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						the quantity may vary depending on type of fabric, usage, breakage. The quantity and sizes may vary), Needle Threader, Garment (various styles, quantity may vary as per requirement), Made-ups Sample (various styles, quantity may vary as per requirement), Home Furnishing Sample (various styles, quantity may vary as per requirement), Fabric Yardages, surplus fabric, good quality muslin mandatory , other optional, quantity may vary) Required Trims/accessory (as per requirement), Machine Folders	

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
						with Attachments (the quantity and variety may vary), Students Stools For Sewing, Teacher Table	
6	Ensure the promotion of a safe and secure work environment while integrating Gender and Persons with Disabilities (PwD) Sensitization	Workplace Safety and Hazard Management	<ul style="list-style-type: none"> Implement workplace instructions regarding health and safety, including proper handling of materials, equipment, and hazardous substances. Monitor the workplace and processes for potential risks or threats and promptly inform supervisors or authorized personnel. Demonstrate correct use of personal protective equipment (PPE) and maintain a clean, hazard-free work environment. Respond appropriately during emergencies, accidents, or fire, following organizational shutdown and evacuation protocols. 	AMH/N0309 PC1, PC4, PC6; KU5, KU6, KU8, KU10, KU11, KU12, KU13, KU14		Charts, Models, Flip Chart, White Board/ SmartBoard, Marker, Duster, Basic Stationery	8 Theory (4:00) Practical (4:00)
		Emergency Preparedness and Response	<ul style="list-style-type: none"> Engage proactively in emergency drills, evacuation procedures, and group discussions to ensure a safe and secure work environment. Demonstrate proficiency in administering first aid, firefighting, or other emergency response procedures as per organizational guidelines. Analyze emergency situations and apply problem-solving strategies to minimize risk and ensure personnel safety. 	AMH/N0309 PC2, PC5; KU6, KU8		8 Theory (4:00) Practical (4:00)	

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Gender and PwD Awareness	<ul style="list-style-type: none"> Conduct gender and PwD awareness and sensitization programs at the workplace. Respect and accommodate employees with disabilities, promoting an inclusive and equitable work environment. Identify and report harassment, discrimination, or inappropriate behaviour as per organizational policy. 	AMH/N0309 PC3, PC6; KU1, KU2, KU3, KU4, KU7			8 Theory (4:00) Practical (4:00)
		Compliance, Communication, and Continuous Learning	<ul style="list-style-type: none"> Follow organizational codes of conduct, social accountability standards, and reporting protocols accurately. Read, comprehend, and apply written instructions, guidelines, and manuals to ensure compliance with health, safety, and gender policies. Stay updated on innovative safety practices, evaluate their relevance, and communicate effectively with team members to implement improvements. 	AMH/N0309 PC1, PC2, PC3, PC4, PC5, PC6; KU7, KU9			6 Theory (3:00) Practical (3:00)
Total Duration							Theory: 96:00 Practical: 234:00
Employability Skills (DGT/VSQ/N0102) https://www.skillindiadigital.gov.in/content/list							60:00
OJT Duration (Mandatory)							30:00
Total							Theory + Practical + ES 420:00

Annexure II

Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Assessment Criteria for Sampling Tailor	
Job Role	Sampling Tailor
Qualification Pack	AMH/Q0701 , V4.0
Sector Skill Council	Apparel

S. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below.)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
5	To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS.
6	In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
7	In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Assessment Outcomes	Assessment Criteria for Outcomes	Marks Allocation		
		Theory	Practical	Viva
AMH/N0701: Prepare for Sampling	Interpret the Garment specification sheet/Technical Package (Techpack)	13	42	5.5
	PC1.. Analyze & interpret the given techpack or specification sheet of the garment sample to be developed	1	2	0.5
	PC2. Check the garment pattern as per the given style and measurement	2	7	1
	PC3. Mark the coordinate points for darts & seams as per the design in the garment pattern accurately for construction	2	8	0.5
	PC4. Follow instructions as specified by the buyer and create the master pattern for the garment sample to be developed	1	15	0.5
	PC5. . Check the sampling material list with the given specifications in the techpack	2	3	0.5
	PC6. . Conform to company quality standards	1	3	0.5
	PC7. . Minimise and dispose the waste materials in the approved manner	1	1	0.5
	PC8. . Understand alterations in the pattern to meet customer requirements	1	1	0.5
	PC9.. Respond appropriately if the garment pattern does not meet product specification & take corrective action	1	1	0.5

	PC10. . Leave work area safe and secure when work is complete	1	1	0.5
	Collect the tools & materials required for sampling	1	7	1.5
	PC11. . Collect the tools & materials required for sampling	1	2	0.5
	PC12. . Check with in charge /others when unsure of new product details	-	1	0.5
	PC13. . Carry out operations at a rate which maintains workflow	-	4	0.5
	NOS Total	14	49	7
AMH/N0702: Carry out fabric cutting operations for preparing garment sample	Carry out fabric cutting operations using appropriate technique	17	60	8
	PC1.. Select the appropriate tools & materials for cutting	1	2	0.5
	PC2. Check the material/fabric with the given garment specification in techpack	2	6	0.5
	PC3. Check the quality and characteristics of the material, match the required standards before cutting	2	7	1
	PC4. Ensure there are no defects on the material	2	7	1
	PC5. . Cut the various garment components with precision	2	16	1
	PC6. . Avoid fabric/material wastage while cutting	0.5	1	0.5
	PC7. . Dispose of waste materials safely and return re-useable materials	1	1	0.5
	PC8. . Place the cut components for stitching after counting the pieces	0.5	2	0.5
	PC9.. Make sure the cut components are carefully placed to minimise the risk of damage	1	3	0.5
	PC10. . Check with sampling department when unsure of new product details	1	1	0.5
	PC11. . Calculate the fabric requirement for one garment sample	2	9	0.5
	PC12. . Identify, report and respond to any defects and damage due to mishandling	1	4	0.5
	PC13. . Work in conformance to legal requirements, organizational policies and procedures	1	1	0.5
	NOS Total	17	60	8
AMH/N0703: Stitch using machine or by hand	Prepare for stitching operations	7.5	9	4.5
	PC1. Make sure the work area is free from hazards	1	1	0.5
	PC2. Follow the instructions & specifications given in the techpack to stitch the sample	0.5	1	0.5
	PC3. Ask questions to obtain more information on tasks when the instruction you have are unclear	0.5	-	0.5
	PC4. Agree and review your agreed up on work targets with your supervisor and check for special instructions, if any	0.5	-	0.5
	PC5. Use the correct tools and equipment	1	1	0.5
	PC6. Check that equipment is safe and set up for use	1	1	0.5
	PC7. Select the correct component parts for the style being done	1	1	0.5
	PC8. Check that the materials to be used are free from faults	1	2	0.5
	PC9. Ensure the materials used meet the specification matching :-(a) within a product (b) between a pair of products where applicable	1	2	0.5
	Stitch components to produce garment sample	13.5	64	6.5
	PC10. Carry out test sews	-	4	0.5
	PC11. Check needles and threads regularly	1	1	-
	PC12. Check if fabric /component is correctly marked and pieces cut as required	0.5	2	0.5

	PC13. Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly.	-	2	0.5
	PC14. Report faults in the materials	0.5	-	0.5
	PC15. Conform to company quality standards	1	2	0.5
	PC16. Report any damaged work to the responsible person	0.5	-	0.5
	PC17. Follow company reporting procedures about defective tools and machines which affect work and report risks/problems likely to affect services to the relevant person promptly and accurately.	1	-	0.5
	PC18. Operate machines safely and in accordance with guidelines	-	5	0.5
	PC19. Optimize the positioning and layout of materials to ensure a smooth and rapid through put.	1	2	-
	PC20. Check the equipment prior to making the stitching, including correct controls, correct attachments, correct needle & thread	1	2	0.5
	PC21. Stitch the correct materials in the right sequence as required by the product specification	1	13	0.5
	PC22. Ensure stitched product conforms to shape size, labels, trimmings and other specifications	3	7	1
	PC23. Carry out alterations (if any) to meet customer requirements	1	6	-
	PC24. Minimise and dispose the waste materials in the approved manner	0.5	1	0.5
	PC25. Sew and apply trims by hand and machine	0.5	8	-
	PC26. Perform complex stitching operations with precision & accuracy	1	9	-
	NOS Total	21	73	11
AMH/N0704: Contribute to achieve sample quality in stitching operations	Contribute to achieving the product quality in stitching operations	16	56	8
	PC1.. Identify and use materials required based on the specifications given in the techpack	1	4	0.5
	PC2. Take the necessary action when materials do not conform to quality standards	1	9	1
	PC3. Report and replace identified fault materials and component parts which do not meet specification	1	1	0.5
	PC4. Identify modifiable defects and re work on them	1	2	0.5
	PC5. . Carryout work safely at a rate which maintains work flow	1	5	0.5
	PC6. . Report to the responsible person when the work flow of other production areas disrupts work.	1	-	0.5
	PC7. . Test, sort, track feed and examine work in progress	1	2	0.5
	PC8. . Carry out quality checks at specified intervals according to instructions.	1	6	0.5
	PC9.. Apply the allowed tolerances	1	4	0.5
	PC10. . Identify faults and take appropriate action for rectification	2	8	0.5
	PC11. . Make adjustments promptly to return product to specification	1	3	0.5
	PC12. . Identify materials and components for creased, stained, damage and incorrectly made components	1	4	0.5
	PC13. . Report faults in other processes to the appropriate person	1	-	0.5
	PC14. . Maintain the required productivity and quality levels	1	6	0.5
	PC15. . Complete and maintain documentation	1	2	0.5
	NOS Total	16	56	8

AMH/N0310: Manage the workspace, operate tools, and handle machinery efficiently.	Maintain the work area, handle tools and machines	14	49	7
	PC1. Employ safe and precise techniques in managing materials, machinery, equipment, and tools to uphold a clean and hazard-free workplace environment.	3	10	1
	PC2. Adhere to proper lifting and handling procedures during operations.	2	7	1
	PC3. Optimize material usage to reduce waste and safely dispose of any waste material at designated locations.	2	4	1
	PC4. Perform routine maintenance and cleaning tasks within assigned responsibilities and agreed-upon schedules.	2	10	1
	PC5. Promptly notify authorized personnel of any unsafe or damaged equipment or hazardous incidents.	1	2	0.5
	PC6. Verify the presence of appropriate machine guards for operational safety.	2	2	0.5
	PC7. Maintain a comfortable and ergonomically sound working posture.	1	7	1
	PC8. Utilize suitable cleaning equipment and methods relevant to the assigned tasks.	1	7	1
NOS Total	14	49	7	
AMH/N0309: Ensure the promotion of a safe and secure work environment while integrating Gender and Persons with Disabilities (PwD) Sensitization	Hazards and potential risks associated with the process, guidelines for medical emergencies and evacuation process; gender & PwD sensitization	22	12	6
	PC1. Implement workplace instructions regarding health, safety, gender, and accommodations for People with Disabilities (PwD)	4	2	1
	PC2. Engage proactively in simulated drills, evacuation protocols, and group discussions focusing on ensuring a safe and secure work environment	4	2	1
	PC3. Conduct gender and PwD awareness training and sensitization programs at the workplace.	4	2	1
	PC4. Utilize and uphold materials and equipment according to established protocols	3	2	1
	PC5. Demonstrate proficiency in administering first-aid, firefighting, or other emergency response procedures, and follow organizational shutdown and evacuation protocols when necessary.	4	2	1
	PC6. Monitor the workplace and processes for potential risks or threats, promptly informing supervisors or authorized personnel, while ensuring gender equality and the security of People with Disabilities (PwD).	3	2	1
NOS Total	22	12	6	
DGT/VSQ/N0102: Employability Skills (60 Hours)	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	-	-	-
NOS Total	20	30	-

Annexure III

List of QR Codes Used in PHB

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 1: Prepare for Sampling	Unit 1.1: Overview of Sampling Tailor Job-role and Career	1.1.1 Size and Scope of the Apparel Indus- try	59	https://www.youtube.com/ watch?v=5dLX8mRAE88	 Apparel Industry in India
		1.1.3 Types of Garment Sampling De- partment and Responsibilities	59	https://www.youtube.com/ watch?v=gDTJuwedRHE	 Types of sample in garment
			59	https://www.youtube.com/ watch?v=MJiht_o0cTk	 Types of Sam- ples in Garment Factory
	Unit 1.2: Understand and Analyse Techpack Details	1.2.1 Interpret Garment Tech- packs	59	https://www.youtube.com/ watch?v=BnfzbhvQ05k	 Clothing Tech Pack Spec Sheet
Module 2: Carry out Fabric Cutting Operations for Preparing Garment Sample	Unit 2.1: Carry Out Fabric Cutting Operations	2.1.1 Fabric Work and Task Preparation	70	https://www.youtube.com/ watch?v=5nUjGNDImIk	 Complete Pro- cess of Textile Manufacturing

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
		2.1.3 Perform Accurate Fabric Cutting	70	https://www.youtube.com/watch?v=gvzM2SoVMaA	 Fabric cutting process
Module 3: Stitch Using Machine or by Hand	Unit 3.1: Prepare for Stitching Operations	3.1.4 Stitching Preparation and Techniques	98	https://www.youtube.com/watch?v=aKWzlo1EjL0	 Basics of apparel production process
		3.1.5 Machine Use and Information Handling	98	https://www.youtube.com/watch?v=g7VPyI2yCF4	 learn to Sew For Beginners
	Unit 3.2: Stitch Components to Produce Garment Sample	3.2.1 Machine and Equipment Mastery	98	https://www.youtube.com/watch?v=aoZ9URzhLDA	 Sewing Machine - Parts and Their Functions
		3.2.1 Machine and Equipment Mastery	98	https://www.youtube.com/watch?v=NZDa8qpAIUc&t=28s	 Types of sewing machines used in apparel industry

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
		3.2.2 Garment Construction and Issues	98	https://www.youtube.com/watch?v=DndNyuze5SM	 <p>Garment Construction For Beginners Cutting & Stitching</p>
Module 4: Contribute to Achieve Sample Quality in Stitching Operations	Unit 4.1: Contribute to Achieving the Product Quality in Stitching Operations	4.1.1 Material Handling and Preparation	109	https://www.youtube.com/watch?v=zAO8NCPEoMc	 <p>GARMENTS MATERIAL HANDLING SYSTEM</p>
		4.1.2 Fault Identification and Correction	109	https://www.youtube.com/watch?v=PbLEcXJCWX4	 <p>Garments Defects Analysis</p>
Module 5: Manage the Workspace, Operate Tools, and Handle Machinery Efficiently	Unit 5.1: Maintain the Work Area, Handle Tools and Machines	5.1.4 Cleaning and Maintenance Activities	130	https://www.youtube.com/watch?v=KP1Dj6-Hmq0	 <p>Care & Maintenance of Sewing Machine</p>

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 6: Ensure the Promotion of a Safe and Secure Work Environment While Integrating Gender and Persons with Disabilities (PwD) Sensitisation	Unit 6.2: Medical Emergencies and Evacuation Process Guidelines	6.2.3 Basic First-Aid Situations Preparation	174	https://www.youtube.com/watch?v=gUcNA19P6M0	 <p>What is first Aid Items of first aid box</p>



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सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP



**APPAREL MADE-UPS HOME FURNISHING
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