Qualification Pack

Self Employed Tailor

QP Code: AMH/Q1947

Version: 4.0

NSQF Level: 2.5

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Qualification Pack

AMH/Q1947: Self Employed Tailor

Brief Job Description

Self Employed Tailor is a skilled tailor versed with making customized various types dresses. The job thus involves taking measurement, cutting fabric as per measurement and sewing with the help of ordinary sewing machines. The person also does alteration works of stitched dress materials to correct and fit as per customer requirements.

Personal Attributes

The tailor should have good eyesight, eye-hand-leg coordination, motor skills and clear vision and free from colour vision. The person should have good interpersonal skills, good listener and business acumen. And he should be able to do multi tasking.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. AMH/N1947: Drafting and Cutting the Fabric
2. AMH/N1948: Carry out the process of sewing for dress materials and common household items of textiles
3. AMH/N1949: Carry out inspections and alterations to adjust corrections for FIttings
4. AMH/N1950: Maintain health, safety, security in tailoring shop with Gender & PwD Sensitization.
5. AMH/N0102: Maintain work area, tools and machines
6. AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles
7. DGT/VSQ/N0101: Employability Skills (30 Hours)

Qualification Pack (QP) Parameters

Sector	Apparel
Sub-Sector	Apparel
Occupation	Sewing
Country	India

Qualification Pack

NSQF Level	2.5
Credits	10
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7531.0100
Minimum Educational Qualification & Experience	9th Class with NA of experience OR 8th Class (pursuing continuous schooling in regular school with vocational subject) with NA of experience OR 5th Class with 4 Years of experience in Relevent Field OR 8th Class with 1 Year of experience relevant field OR Ability to read and write with 5 Years of experience OR Previous relevant Qualification of NSQF Level 2 with 6 Months of experience in relevant field OR Certificate-NSQF (Level 1) with 1.5 years of experience in relevant field
Minimum Level of Education for Training in School	8th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	14 Years
Last Reviewed On	17/11/2025
Next Review Date	31/03/2027
NSQC Approval Date	17/11/2022
Version	4.0
Reference code on NQR	QG-2.5-AP-01868-2024-V1.1-AMHSSC
NQR Version	4.0

AMH/N1947: Drafting and Cutting the Fabric

Description

This unit is about quantification and measurement of skills and competencies enabling one to take accurate measurement of human body parts to proceed for cutting & tailoring.

Scope

The scope covers the following :

- Handling of measuring equipment, taking measurement correctly, basics of drafting and tools required and fabric cutting technique and factors involved in cutting fabrics.

Elements and Performance Criteria

Handling of measuring equipment, taking measurement correctly, basics of drafting and tools required and fabric cutting technique and factors involved in cutting fabrics

To be competent, the user/individual on the job must be able to:

PC1..	Take body measurement of the customer or measurement of the available product
PC2.	Select & Use of the appropriate tools & materials for drafting
PC3.	Mark the measurements of a garment on a piece of paper or pattern with the help of the tools and make the standard patterns for reference
PC4. .	Cut the paper pattern as per the measurement requirement
PC.5.	Place the cut components of paper pattern for cutting the cloth
PC.6.	Select the appropriate tools & materials for cutting
PC7. .	Measure and confirm the length and width of the material/fabric before starting to cut
PC8. .	Check & Ensure there are no defects on the material
PC9. .	Lay the fabric on the table in accordance with fabric grain line, designs, checks or Plains, etc.
PC10. .	Cut the various garment components with precision with the help of Pattern Paper
PC11. .	Ensure the fabric/material wastage is minimum while cutting
PC12. .	Organize cut components in a suitable bundle tied together to ensure there is no mixup.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1.	Customer requirements related to style and fashion in vogue in context of the shops capability
KU2.	Fabrics (woven, knits, etc.), its characteristics (softness, drape, stretch ability, etc.) and types (cotton, silk, georgette, crepe, etc.)
KU3.	Fabric shrinkage and its effects.

KU4. Trims and accessories (buttons, zippers, sequins, beads, etc.)
KU5. Standard size chart for women/men/and children and type of fits
KU6. Made ups and home furnishing articles
KU7. Marking tools and equipment like l-scale, leg curve scale, measuring tape, tracing wheel, etc.
KU8. Methods of calculating the number of components required and correct placement
KU9. Process of drafting on paper
KU10. Main characteristics of the materials, method of identification and the means of cutting operations and subsequent operations for garment making
KU11. Cutting tools and equipment's like scissors, shears, etc. and fabric cutting technique - to cut neatly & with precision
KU12. Cutting out, trimming, marking up and correct fitting and margins marking.
KU13. Estimates of material required for a particular garment and their consumption.

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Write measurement data in suitable form and sequence
GS2. Write clearly and legibly in local language and English as well
GS3. Record measurement data clearly and in a legible manner for reference when making patterns
GS4. Read and comprehend written instructions
GS5. Read and comprehend the documents maintained for future reference
GS6. Read, understand and act accordingly when referring the notes taken down for measurement
GS7. Communicate with clients and associate workforce appropriately in local language
GS8. Talk to convey information effectively and understand their exact requirements and expectations
GS9. Follow shop rule-based decision-making process
GS10. Take decision of making a particular depending on the capability and capacity of the shop
GS11. Plan and organize the preparatory tasks to meet the target dates and deadlines
GS12. Plan and organize all the pre-stitching work so as to have a smooth and uninterrupted workflow when stitching the dress
GS13. Understand the customer requirements and stitch the dress accordingly
GS14. Manage relationships with customers who may be angry, frustrated or confused
GS15. Build customer understanding of trust and supports
GS16. Comprehend measurement related inputs
GS17. Propose solution to customers with suitable amendments to size needed to be adjusted over actual measurement to enhance look and appropriateness
GS18. Apply domain information about product, material, processes and technical specifications to identify area of critical concerns like dress size adjustment, suitability of cloth for certain class of dresses etc.

GS19. Analyze the customer requirements with respect to the shops capability and capacity to develop such a design

GS20. Critically evaluate measurement adjustment in relation to person body type

GS21. Develop holistic and comprehensive profile of products based on segregated discrete information available

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Handling of measuring equipment, taking measurement correctly, basics of drafting and tools required and fabric cutting technique and factors involved in cutting fabrics	**20**	**70**	**-**	**10**
PC1.. Take body measurement of the customer or measurement of the available product	2	8	-	1
PC2. Select & Use of the appropriate tools & materials for drafting	2	2	-	1
PC3. Mark the measurements of a garment on a piece of paper or pattern with the help of the tools and make the standard patterns for reference	2	20	-	1
PC4. . Cut the paper pattern as per the measurement requirement	1	5	-	0.5
PC.5. Place the cut components of paper pattern for cutting the cloth	1	5	-	0.5
PC.6. Select the appropriate tools & materials for cutting	2	1	-	1
PC7. . Measure and confirm the length and width of the material/fabric before starting to cut	2	2	-	0.5
PC8. . Check & Ensure there are no defects on the material	2	6	-	1
PC9. . Lay the fabric on the table in accordance with fabric grain line, designs, checks or Plains, etc.	2	5	-	0.5
PC10. . Cut the various garment components with precision with the help of Pattern Paper	2	10	-	1
PC11. . Ensure the fabric/material wastage is minimum while cutting	1	2	-	1
PC12. . Organize cut components in a suitable bundle tied together to ensure there is no mixup.	1	4	-	1
NOS Total	**20**	**70**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1947
NOS Name	Drafting and Cutting the Fabric
Sector	Apparel
Sub-Sector	Apparel
Occupation	Boutique Operations
NSQF Level	2.5
Credits	2
Version	4.0
Last Reviewed Date	17/11/2022
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

AMH/N1948: Carry out the process of sewing for dress materials and common household items of textiles

Description

This unit is about quantification and measurement of skills and competencies enabling one to sew cut components and common household items into complete form of finished Garments.

Scope

The scope covers the following :

- Sewing components into full products (dress and/or common household items of textiles)

Elements and Performance Criteria

Sewing components into full products (dress and/or common household items of textiles)

To be competent, the user/individual on the job must be able to:

PC1.. Set machines according to machine manufacturer's instructions and sewing requirements and garment requirements.

PC2. Set machine controls for the materials being stitched for the garment.

PC3. Perform a test run to ensure machine is operating correctly as per requirement

PC4. . Join cut components by stitching all panels together.

PC.5. Carry out hand sewing if required (kaj making, button fixing, hemming, or basic embroidery etc.)

PC.6. Make a final cost sheet for the making bill.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Customer requirements in context of shops capability for stitching quality and product design.

KU2. Operating the manual, semi-manual, electrically operated sewing machine

KU3. Sequence of sewing the cut components for making garment.

KU4. Basic costing of manufacturing

KU5. Basic embroidery stitches.

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Write in simple language the changes done while stitching

GS2. Record cutting details clearly

GS3. Read and comprehend written instructions regarding the measurements

GS4. Communicate with clients and associate workforce appropriately

GS5. Talk to convey information effectively and in a detailed manner

GS6. Follow shop rule-based decision making process when making minor/major changes while stitching the cut components

GS7. Take decision with systematic course of actions and/or response

GS8. Plan and organize the sewing process so as to meet the target dates and deadlines

GS9. Organize all the tools and equipments required during stitching before hand to avoid any disturbance and possess a smooth workflow

GS10. Stitch dresses as per customer requirements

GS11. Should have a strong reason while explaining the reason for making changes to customers

GS12. Comprehend stitching related inputs given by customer.

GS13. Propose solution to customers with suitable amendments to size to be adjusted over actual measurement to enhance look and appropriateness

GS14. Analyze the final product stitched with the specifications given by the customer & Check for the defects

GS15. Analyze the minor/major changes while stitching and their reason behind it

GS16. Critically evaluate sewing adjustment in relation to person body type and type of garment

GS17. Develop holistic and comprehensive profile of products based on segregated discrete information available

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Sewing components into full products (dress and/or common household items of textiles)	**20**	**70**	**-**	**10**
PC1.. Set machines according to machine manufacturer's instructions and sewing requirements and garment requirements.	1	5	-	1
PC2. Set machine controls for the materials being stitched for the garment.	3	7	-	2
PC3. Perform a test run to ensure machine is operating correctly as per requirement	1	7	-	1
PC4. . Join cut components by stitching all panels together.	2	24	-	1
PC.5. Carry out hand sewing if required (kaj making, button fixing, hemming, or basic embroidery etc.)	8	17	-	3
PC.6. Make a final cost sheet for the making bill.	5	10	-	2
NOS Total	**20**	**70**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1948
NOS Name	Carry out the process of sewing for dress materials and common household items of textiles
Sector	Apparel
Sub-Sector	Apparel
Occupation	Boutique Operations
NSQF Level	2.5
Credits	3
Version	4.0
Last Reviewed Date	17/11/2022
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

AMH/N1949: Carry out inspections and alterations to adjust corrections for FIttings

Description

This unit is about quantification and measurement of skills and competencies enabling one to check stitched dress materials for any correction needs to be incorporated through stitching or other sewing processes for correct fit or quality.

Scope

The scope covers the following :

- Final checking after stitching, identify alteration needs and corrections for fittings.

Elements and Performance Criteria

Final checking after stitching, identify alteration needs and corrections for fittings

To be competent, the user/individual on the job must be able to:

PC1. Check fitting of the dress materials onto the customers or check the measurement.

PC2. Record required alteration needs and instructions on tags or labels and attach them to garments.

PC3. Carry out alterations as per records and requirement of customer.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. The person's capability of incorporating changes as per alteration needs in terms of the availability of the required tools and equipments, etc.

KU2. Handling of seam ripper

KU3. How to make alteration

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Document records related to changes being done in the style or size

GS2. Read and comprehend written instructions related to measurement and markings and make the alterations accordingly

GS3. Communicate with customers appropriately when making them try the dresses for an honest feedback about fitting.

GS4. Follow shop rule-based decision making process when making alterations with respect to the targets given for other dresses, etc.

GS5. Take decision regarding the alterations keeping the customer requirements in mind

GS6. Plan and organize the alteration records with the style to be worked upon to avoid confusions

GS7. Make the alterations in the product as per customer requirements with a logical reasoning

GS8. Build customer relationships and use customer centric approach

GS9. Deal politely with the customers who are unsatisfied with the final product and analyze the problem in product

GS10. Have a solution-giving approach with the customers

GS11. Make minor alterations before hand when aware about the defect/fault

GS12. Analyze the alterations done to avoid repetition

GS13. Critically evaluate the alterations in relation to product intended

GS14. Develop holistic and comprehensive profile of products based on segregated discrete information available

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Final checking after stitching, identify alteration needs and corrections for fittings	**12**	**42**	**-**	**6**
PC1. Check fitting of the dress materials onto the customers or check the measurement.	5	12	-	2
PC2. Record required alteration needs and instructions on tags or labels and attach them to garments.	2	6	-	1
PC3. Carry out alterations as per records and requirement of customer.	5	24	-	3
NOS Total	**12**	**42**	**-**	**6**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1949
NOS Name	Carry out inspections and alterations to adjust corrections for FIttings
Sector	Apparel
Sub-Sector	Apparel
Occupation	Boutique Operations
NSQF Level	2.5
Credits	1
Version	4.0
Last Reviewed Date	17/11/2022
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

AMH/N1950: Maintain health, safety, security in tailoring shop with Gender & PwD Sensitization.

Description

This unit is about quantification and measurement of skills and competencies enabling one to satisfactorily maintain health, safety and security in the workplace

Scope

The scope covers the following :

- Maintenance of health, safety, security and Gender & PwD Sensitization in the workplace

Elements and Performance Criteria

Maintenance of health, safety and security and Gender & PwD Sensitization in the workplace

To be competent, the user/individual on the job must be able to:

PC1.. Keep looking for potential risks and threats associated with shop and its like fire, theft, etc and comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace

PC2. Handle tools and equipments like sewing machines, scissors, shears, etc. safely and securely & Install basic safety signage in the shop for customer knowledge as well

PC3. Keep alert in the shop and during work processes to avoid potential risks and threats and complaint with Gender sensitivity Procedures and Practices.

PC4. . Ability to reflect on own gender identity and gender role. & Practice, acceptance & internalization of gender & Its concepts and actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace

PC.5. Undertake first-aid, fire-fighting and emergency response training Also engage & participate to end gender discrimination & communicate in gender inclusive terms

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Hazards related to damage to shops assets and records and knowledge about the importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior.

KU2. Health and safety signage and actions to be taken on same and knowledge about how to accommodate employees with disabilities; etiquette to adhere to and proper language and terminology

KU3. Different hazards at workplace like fire, theft,etc., and actions to be taken on same and knowledge about how to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs.

KU4. Safe handling of tools and equipments related to stitching of dress materials

KU5. Practice, acceptance and internalization of gender and its concepts communicate in gender inclusive terms and Knowledge about promoting a safe, accessible and healthy workplace for disabled employees

KU6. Deep Understanding of actions, consequences of gendered behavior and knowledge of gender concepts

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Maintain records of any incident/accident and the level of damage caused

GS2. Read and comprehend written instructions about safe working of machines and equipment

GS3. Read and follow the safety signage put in the shop and read and comprehend written instructions related to equality issues in the organization related to disabled persons.

GS4. Explain the importance of health and safety to the customers as well

GS5. Able to speak using vernacular while explaining health and safety to customers for their better understanding & keeping in mind about the gender Concepts and create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee

GS6. Make appropriate and timely decision in responding to emergencies/ accidents in line with the shop and actively take part in any discussion/workshop organized for disability sensitization training.

GS7. Evaluate and use correct ppe and other safety gear when working in the shop and actively take part in any discussion/workshop organized for gender sensitization training

GS8. Keep work area free from potential hazards like fire, shot circuit, etc.

GS9. Plan and organize the health and safety signage that is to be put in the shop and read and comprehend written instructions related to gender equality issues in the organization

GS10. Ensure and follow the processes pertaining to health and safety and make sure that the customers are made aware of such processes as well

GS11. Take appropriate actions during emergencies, accidents or fire at the shop

GS12. Resolve issues pertaining to malfunctions in machineries and report to the vendor if required

GS13. Identify emergency situations and act on the same and identify and report any harassment or inappropriate behavior towards any employee

GS14. Identify cause effect for the emergencies situations and act on the same and Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee with disability or special needs

GS15. Critically evaluate the root cause of any mishappening and the level of its impact

GS17. Basic knowledge of gender and its concepts and identify and report any distinction, exclusion, harassment or inappropriate behavior towards any employee.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Maintenance of health, safety and security and Gender & PwD Sensitization in the workplace	**6**	**21**	**-**	**3**
PC1.. Keep looking for potential risks and threats associated with shop and its like fire, theft, etc and comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace	0.5	5	-	0.5
PC2. Handle tools and equipments like sewing machines, scissors, shears, etc. safely and securely & Install basic safety signage in the shop for customer knowledge as well	1	4	-	0.5
PC3. Keep alert in the shop and during work processes to avoid potential risks and threats and complaint with Gender sensitivity Procedures and Practices.	0.5	2	-	0.5
PC4. . Ability to reflect on own gender identity and gender role. & Practice, acceptance & internalization of gender & Its concepts and actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace	2	5	-	1
PC.5. Undertake first-aid, fire-fighting and emergency response training Also engage & participate to end gender discrimination & communicate in gender inclusive terms	2	5	-	0.5
NOS Total	**6**	**21**	**-**	**3**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1950
NOS Name	Maintain health, safety, security in tailoring shop with Gender & PwD Sensitization.
Sector	Apparel
Sub-Sector	Apparel
Occupation	Sewing
NSQF Level	2.5
Credits	1
Version	4.0
Last Reviewed Date	17/11/2022
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

AMH/N0102: Maintain work area, tools and machines

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms. It also covers procedures and compliance standards to identify, prevent, control, minimize and eliminate hazards and potential risks to self and others at the workplace.

Scope

The scope covers the following :

- Maintain the work area, handle tools and machines

Elements and Performance Criteria

Maintain the work area, handle tools and machines

To be competent, the user/individual on the job must be able to:

PC1. Handle materials, machinery, equipment and tools safely and correctly to maintain a clean and hazard free working area

PC2. Use correct lifting and handling procedures

PC3. Use materials efficiently to minimize wastage and dispose off waste safely at the designated location.

PC4. Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules

PC5. Report any unsafe or damaged equipment and other dangerous occurrences to the authorized personnel

PC6. Ensure that the correct machine guards are in place

PC7. Work in a comfortable position and maintain correct posture

PC8. Use cleaning equipment and methods appropriate for the work to be carried out

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Importance of good health, personal hygiene and duty of care

KU2. Importance of safe working practices and code of conduct (COC) and Social Accountability standards followed by the organization/ industry

KU3. The limits of your own responsibility

KU4. The production process and the specific work activities that relate to the whole process

KU5. The line and importance of effective communication with superiors and colleagues

KU6. The organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)

KU7. The importance of complying with written instructions

KU8. The instructions of equipment operating procedures / manufacturer's
KU9. The work instructions and specifications and interpret them accurately
KU10. Method to make use of the information detailed in specifications and instructions
KU11. Relation between work role and the overall manufacturing process
KU12. The importance of taking action when problems are identified
KU13. Different ways of minimizing waste and proper disposal system for waste and by-products
KU14. The importance of running maintenance and regular cleaning
KU15. Effects of contamination on products i.e., Machine oil, dirt
KU16. Common faults with equipment and the method to rectify
KU17. Maintenance procedures
KU18. Hazards likely to be encountered when conducting routine maintenance
KU19. Different types of cleaning equipment and substances and their use
KU20. Safe working practices for cleaning and the method of carrying them out

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Write and document appropriate technical forms, job cards, inspection sheets as per the required format of the company
GS2. Read and comprehend basic English to interpret indicators in the operating manuals, job cards, visual cards
GS3. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
GS4. Speak and communicate effectively with to peers and supervisors
GS5. Give clear detailed instructions to co-workers, subordinates and others
GS6. Use correct technical terms while interacting with supervisor
GS7. Take appropriate decisions regarding your responsibilities
GS8. Assess for any damaged faulty component in the concerned machinery and take action accordingly
GS9. Evaluate the decision and conduct basic trouble shooting
GS10. Plan and manage work routine based on company procedure
GS11. Work with supervisors/ team mates to carry out work related tasks
GS12. Plan for cleaning and lubricating the concerned machinery, tools, and workplace daily before and after operations
GS13. Ensure and follow organizational procedures pertaining to health and safety are followed
GS14. Solve operational role related issues
GS15. Diagnose common problems in the machine based on visual inspection, sound, temperature etc.
GS16. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Maintain the work area, handle tools and machines	**14**	**49**	**-**	**7**
PC1. Handle materials, machinery, equipment and tools safely and correctly to maintain a clean and hazard free working area	3	10	-	1
PC2. Use correct lifting and handling procedures	2	7	-	1
PC3. Use materials efficiently to minimize wastage and dispose off waste safely at the designated location.	2	4	-	1
PC4. Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules	2	10	-	1
PC5. Report any unsafe or damaged equipment and other dangerous occurrences to the authorized personnel	1	2	-	0.5
PC6. Ensure that the correct machine guards are in place	2	2	-	0.5
PC7. Work in a comfortable position and maintain correct posture	1	7	-	1
PC8. Use cleaning equipment and methods appropriate for the work to be carried out	1	7	-	1
NOS Total	**14**	**49**	**-**	**7**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0102
NOS Name	Maintain work area, tools and machines
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing, Finishing, Cutting, Ironing, Tailoring, Machine Embroidery Operation, Sewing, Computerized Embroidery, Sampling
NSQF Level	2.5
Credits	1
Version	16.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory organizational requirements.

Scope

The scope covers the following :

- Observe organizational norms and follow green procedures at workplace.

Elements and Performance Criteria

Comply with industry, and organizational requirements and greening of job roles

To be competent, the user/individual on the job must be able to:

PC1. Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.

PC2. Apply and follow organizational policies and procedures and inculcate sustainable consumption practices.

PC3. Actively get involved in improving the performance of the organization and support adaptation to environmentally friendly processes.

PC4. Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes

PC5. Carry out running maintenance and/or cleaning within one’s responsibility and agreed schedules and deal with work interruptions effectively.

PC6. Report unsafe equipment and other dangerous occurrences to concerned personnel.

PC7. Use cleaning equipment and methods appropriate for the work to be carried out.

PC8. Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software

PC9. All soft copies of design work to be maintained in files as well for future reference

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Conscious and sustainable decisions/information for achieving an effective and green workplace.

KU2. The importance of safe working practices and code of conduct (COC) and Social Accountability standards followed by the organization/ industry

KU3. The production procedures and the specific work activities relate to the whole process.

KU4. The organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)

KU5. The work instructions and specifications and interpret them accurately

KU6. To make use of the information detailed in specifications and instructions

KU7. The importance of taking action when problems are identified

KU8. The importance of running maintenance and regular cleaning and Maintenance procedures

KU9. Effects of contamination on products i.e., Machine oil, dirt and different ways of minimizing waste.

KU10. The common faults with equipment and the method to rectify.

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Make conscious and sustainable decisions that help reduce, reuse, and recycle the company resources.

GS2. Identify and replace processes that create unnecessary waste

GS3. Communicate with others in writing (wherever applicable)

GS4. Use the accurate terminology

GS5. Follow manuals/procedures/and compliance policies

GS6. Update actively with modifications through written print and mail communication (digital)

GS7. Listen effectively and orally communicate information accurately and Make decisions on a suitable course of action or response.

GS8. Communicate proactively on critical issues and Follow rule-based decision-making processes

GS9. Identify situation that need escalation on quality issues and seek intervention

GS10. Plan and organize your work to achieve targets and deadlines and consult/coordinate for effective delivery.

GS11. Apply problem-solving approaches in different situations

GS12. Refer anomalies to the particular personnel

GS13. Analyze needs, requirements and dependencies in order to meet your work requirements

GS14. Seek participation of members from Quality, Production, Audit or any other team for effective solutions

GS15. Provide opinions on work in a detailed and constructive way to the concerned personnel

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Comply with industry, and organizational requirements and greening of job roles	**20**	**10**	**-**	**10**
PC1. Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	2	1	-	1
PC2. Apply and follow organizational policies and procedures and inculcate sustainable consumption practices.	2	1	-	1
PC3. Actively get involved in improving the performance of the organization and support adaptation to environmentally friendly processes.	2	1	-	1
PC4. Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes	3	2	-	2
PC5. Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and deal with work interruptions effectively.	3	1	-	1
PC6. Report unsafe equipment and other dangerous occurrences to concerned personnel.	2	1	-	1
PC7. Use cleaning equipment and methods appropriate for the work to be carried out.	2	1	-	1
PC8. Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software	2	1	-	1
PC9. All soft copies of design work to be maintained in files as well for future reference	2	1	-	1
NOS Total	**20**	**10**	**-**	**10**

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0104
NOS Name	Comply with industry, regulatory and organizational requirements and Greening of Job roles
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing, Ironing, Export Operations, Designing, Boutique Operations, Quality Control, Sewing, Laying, Inventory Management, Hand Embroidery
NSQF Level	2.5
Credits	1
Version	22.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

To be competent, the user/individual on the job must be able to:

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

To be competent, the user/individual on the job must be able to:

PC4. speak with others using some basic English phrases or sentences

Communication Skills

To be competent, the user/individual on the job must be able to:

PC5. follow good manners while communicating with others

PC6. work with others in a team

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

To be competent, the user/individual on the job must be able to:

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

To be competent, the user/individual on the job must be able to:

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

KU10. how to compute income and expenses
KU11. importance of maintaining safety and security in financial transactions
KU12. different legal rights and laws
KU13. how to operate digital devices and applications safely and securely
KU14. ways to identify business opportunities
KU15. types of customers and their needs
KU16. how to apply for a job and prepare for an interview
KU17. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. communicate effectively using appropriate language
GS2. behave politely and appropriately with all
GS3. perform basic calculations
GS4. solve problems effectively
GS5. be careful and attentive at work
GS6. use time effectively
GS7. maintain hygiene and sanitisation to avoid infection

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Introduction to Employability Skills	**1**	**1**	**-**	**-**
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
Constitutional values – Citizenship	**1**	**1**	**-**	**-**
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
Becoming a Professional in the 21st Century	**1**	**3**	**-**	**-**
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
Basic English Skills	**2**	**3**	**-**	**-**
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
Communication Skills	**1**	**1**	**-**	**-**
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
Diversity & Inclusion	**1**	**1**	**-**	**-**
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
Financial and Legal Literacy	**3**	**4**	**-**	**-**
PC9. use various financial products and services safely and securely	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
Essential Digital Skills	**4**	**6**	**-**	**-**
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
Entrepreneurship	**3**	**5**	**-**	**-**
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
Customer Service	**2**	**2**	**-**	**-**
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
Getting ready for apprenticeship & Jobs	**1**	**3**	**-**	**-**
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	**20**	**30**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS. examination/training center (as per assessment criteria below)

4. Individual assessment agencies will create unique question papers for theory part for each candidate at each.

5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.

6. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP.

7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 50

(**Please note**: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AMH/N1947.Drafting and Cutting the Fabric	20	70	-	10	100	22
AMH/N1948.Carry out the process of sewing for dress materials and common household items of textiles	20	70	-	10	100	22
AMH/N1949.Carry out inspections and alterations to adjust corrections for FIttings	12	42	-	6	60	13
AMH/N1950.Maintain health, safety, security in tailoring shop with Gender & PwD Sensitization.	6	21	-	3	30	7
AMH/N0102.Maintain work area, tools and machines	14	49	-	7	70	16
AMH/N0104.Comply with industry, regulatory and organizational requirements and Greening of Job roles	20	10	-	10	40	9
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	11
Total	**112**	**292**	**-**	**46**	**450**	**100**

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.