Qualification Pack

Sewing Machine Operator - Knits

QP Code: AMH/Q0305

Version: 4.0

NSQF Level: 2.5

Apparel, Madeups & Home Furnishing Sector Skill Council || Flat No. A-312 to A-323, 3rd Floor, Somdatt Chamber-1, Bhikaji Cama Place, Africa Avenue
New Delhi-110066 || email:seop1@sscamh.com

Contents

AMH/Q0305: Sewing Machine Operator - Knits 3
Brief Job Description 3
Applicable National Occupational Standards (NOS) 3
Compulsory NOS 3
Qualification Pack (QP) Parameters 3
AMH/N0305: Plan and Prepare for process of sewing of knit fabrics as per plan received from stitching/line supervisor 5
AMH/N0306: Stitch knitted fabrics as per plan 9
AMH/N0307: Maintain health, safety and security in the production line with Gender and PwD Sensitization 13
AMH/N0102: Maintain work area, tools and machines 18
AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles 22
DGT/VSQ/N0101: Employability Skills (30 Hours) 26
Assessment Guidelines and Weightage 31
Assessment Guidelines 31
Assessment Weightage 32
Acronyms 33
Glossary 34

Qualification Pack

AMH/Q0305: Sewing Machine Operator - Knits

Brief Job Description

Sewing Machine Operator (Knits), also called a Stitcher or Machinist is an important job-role associated with Apparel, Made-Ups and Home Furnishing Industry and their manufacturing sector making knit garments. The primary responsibility of sewing machine operator (knits) is to stitch/sew knit fabrics panels to convert them into garment or Made-up with desired quality .

Personal Attributes

The sewing machine operator (knits) should have good eyesight, eye-hand-leg coordination, motor skills and clear vision. He/she should also have good interpersonal skills, be open to learning, have basic understanding of measurements.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. AMH/N0305: Plan and Prepare for process of sewing of knit fabrics as per plan received from stitching/line supervisor
2. AMH/N0306: Stitch knitted fabrics as per plan
3. AMH/N0307: Maintain health, safety and security in the production line with Gender and PwD Sensitization
4. AMH/N0102: Maintain work area, tools and machines
5. AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles
6. 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-2015/8263.10
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 8th Class with 1 Year of experience in relevant field OR 5th Class with 4 Years of experience in 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 Previous relevant Qualification of NSQF Level (Level 1) with 1.5 years of experience in relevant field
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Preferably training in Sewing Operations
Minimum Job Entry Age	18 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-01867-2024-V1.1-AMHSSC
NQR Version	4.0

AMH/N0305: Plan and Prepare for process of sewing of knit fabrics as per plan received from stitching/line supervisor

Description

This unit is about qualification and measurement of skills and competencies enabling one to plan satisfactorily for stitching of knit garment/made up cut components /panels to make a garment or made-up by using sewing machines

Scope

The scope covers the following :

- Checking of machines and test sewing

Elements and Performance Criteria

Checking of machines and test sewing

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

PC1.. Check the machines setting according to manufacturers instructions and production requirements of knitted components if any issues with setting inform mechanic or supervisor for correct the setting.

PC2. Ensure machine needles, foot, spools etc. are fixed tightly for safe working

PC3. Ensure the materials used meet the specification matching within a product and between a pair of products where applicable. If any deviation in meeting specification inform supervisor or Quality Controller of line

PC4. . Ensure the threads are used as per the provided thread quality and color as per requirements for the garment styles

PC.5. Before starting the production check the stitching quality after stitching on waste fabric.

PC.6. Use Correct Component with same serial number matching component and then sew the component. After sewing the component self check the stitching quality before passing the component to next operation.

PC7.. During the stitching process for any doubts, unclear instruction and clarification ask questions to the supervisors.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Delivery schedule, daily and hourly target production & quality requirements.

KU2. Plan to ensure the stitching wastage is reduced to minimum

.

KU3. Contact person in case of queries on stitching procedure or products Specification and for resolving issues related to defective components, machines setting, tools and/or equipment

KU4. The types of knit fabrics like lycra, cotton jersey knit, interlock, Polyester, etc. and their handling methods

KU5. Fabric defects like holes, stains, broken end, streaks, etc.& knowledge about stitching defects like roaping, broken stitch, skip stitch, puckering, etc.

KU6. Needle types, bobbin winding, machine control, work aids, folders, etc.

KU7. Attachments that are used for stitching knit fabric garments, made ups and home furnishing products, like piping, rib collars, etc.

KU8. Various types of sewing machines (for knit fabrics), for eg, 4- thread overlock machine, 5-thread overlock machine, flat lock, chain stitch machine, single needle lock stitch etc.

Generic Skills (GS)

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

GS1. Read and comprehend the instructions received in the job card and act accordingly

GS2. Read and comprehend the materials required as per each style that is to be stitched

GS3. Communicate effectively with the supervisors/co-workers/helpers

GS4. Seek clarification from supervisors or co-workers in an appropriate manner

GS5. Provide detailed information to supervisors/co-workers in a logical manner regarding to the production and quality.

GS6. Follow decisions made for right machines and settings as per the operation need and material requirement

GS7. Understand customer defined and indirect requirements for quality

GS8. Skills to rectify the faults occurred in sewing components.

GS9. Report and seek a solution from the supervisor in case of major faults such as missing machine parts, missing/faulty/repeated cut parts of the garment, etc

GS10. Analyze the working of the sewing machine prior the sewing process to check if it is meeting the quality requirements

GS11. Critically evaluate the type and condition of needle that is to be used to stitch the cut parts

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Checking of machines and test sewing	**20**	**70**	**-**	**10**
PC1.. Check the machines setting according to manufacturers instructions and production requirements of knitted components if any issues with setting inform mechanic or supervisor for correct the setting.	5	10	-	1
PC2. Ensure machine needles, foot, spools etc. are fixed tightly for safe working	5	10	-	2
PC3. Ensure the materials used meet the specification matching within a product and between a pair of products where applicable. If any deviation in meeting specification inform supervisor or Quality Controller of line	3	10	-	1
PC4. . Ensure the threads are used as per the provided thread quality and color as per requirements for the garment styles	2	10	-	2
PC.5. Before starting the production check the stitching quality after stitching on waste fabric.	1	20	-	1
PC.6. Use Correct Component with same serial number matching component and then sew the component. After sewing the component self check the stitching quality before passing the component to next operation.	3	8	-	2
PC7.. During the stitching process for any doubts, unclear instruction and clarification ask questions to the supervisors.	1	2	-	1
NOS Total	**20**	**70**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0305
NOS Name	Plan and Prepare for process of sewing of knit fabrics as per plan received from stitching/line supervisor
Sector	Apparel
Sub-Sector	Apparel
Occupation	Sewing
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/N0306: Stitch knitted fabrics as per plan

Description

This unit is about quantification and measurement of skills and competencies enabling one to stitch knit fabrics to meet quality and productivity target.

Scope

The scope covers the following :

- Elements of Skills needed to stitch the knit fabric panels

Elements and Performance Criteria

Elements of competencies needed to stitch the knit fabric panels

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

PC1.. Skill of working on machinery as per the garment or made ups and home furnishing product.

PC2. Skill of working on of appropriate attachments according to the garment requirements like binder, folder, essential mechanism tools, etc.

PC3. Correct positioning and layout of materials to ensure smooth and productive working as directed by Industrial Engineer.

PC4. . Carry out Stitching of the correct materials in the right sequence as required by the product specification as per the specified stitch type (stitch classes), hems and seams

PC.5. Perform complex stitching operations with precision and accuracy

PC.6. Ensure stitched product meets specification as per the tech pack and in terms of stitch per inch, labels and trimmings

PC7.. Ensure stitching as per the seam allowance directed by supervisor.

PC8. . Check the stitched components meet as per the standards and specification mentioned in the job card

PC9.. Make adjustments promptly to ensure the stitching work matches the specification

PC10.. Maintain the required productivity and quality levels as directed by Industrial Engineer/supervisor / Quality Controller

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Organization’s protocol or procedures that are to be followed as and when for a broken needle replenishment.

KU2. The types of sewing machines (single needle, double needle locks stitch machine, etc.) and related machines (button attachment machine, button hole maker machine, etc.) available in the organization

KU3. The quality system and sewing processes practiced in the organization

KU4. The sequence of operations followed for knit fabric garment , made ups and home furnishing Product and their construction/stitching

KU5. Defects caused during stitching like skip stitch, loose stitch, etc.& knowledge about the fabric defects like holes, color shade, slub, contamination fibers, etc.

KU6. Needles like needle numbering, needle types used in Knit Fabric, etc.

KU7. Correction/alterations of stitching faults& reasons for faults occurred

KU8. Stitch types (lock stitch, chain stitch, etc.), seam quality (seam slippage, seam strength, etc.)

KU9. Consequences of incorrect settings in the stitching machines of knitted Fabric.

KU10. Appropriate self-checking methods that can be used

Generic Skills (GS)

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

GS1. Read records related to quality parameters and product specification

GS2. Aware even the slightest changes made during stitching& inform the Supervisors and Quality Controller.

GS3. Read, understand and implement each and every detail mentioned in the ob card while stitching the garment

GS4. Read, and understand written instructions related to non criteria, quality standards etc

GS5. Appropriate communication with supervisors, co-workers, helpers, etc.

GS6. Seek / provide detailed information when have doubt regarding the received job card or method or process

GS7. Seek for decisions from Supervisor or Quality Controller for selecting right settings as per the operation need and material requirement.

GS8. Follow organizations rule-based decision making process during the stitching Process of the knit fabric panels to avoid any confusion

GS9. Organize the cut panels as directed by the supervisor for a smooth and uninterrupted stitching work process

GS10. Organize and bundle of the stitched panels as per directed by Supervisor to ensure in a way that it is easy for the helper to collect and transfer the panels to next operator or department

GS11. Stitch the fabric panels according to the quality requirements as directed by supervisor or Quality controller.

GS12. Seek and understand the quality related inputs for clarification from the concerned supervisors or Quality Controller.

GS13. Understand the importance of maintaining quality of the stitched components

GS14. Read and understand the job card received thoroughly, to avoid any confusion consult the supervisor.

GS15. Self-Check the stitched piece/component against the specification mentioned in the job card/techpack and ensure there is no mistake committed during stitching process

GS16. Identify root cause of a problem related to sewing operation or material affecting quality& Seek for help of supervisor for any Issues

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Elements of competencies needed to stitch the knit fabric panels	**27**	**94**	**-**	**14**
PC1.. Skill of working on machinery as per the garment or made ups and home furnishing product.	4	4	-	1
PC2. Skill of working on of appropriate attachments according to the garment requirements like binder, folder, essential mechanism tools, etc.	4	5	-	2
PC3. Correct positioning and layout of materials to ensure smooth and productive working as directed by Industrial Engineer.	2	5	-	1
PC4. . Carry out Stitching of the correct materials in the right sequence as required by the product specification as per the specified stitch type (stitch classes), hems and seams	2	20	-	1
PC.5. Perform complex stitching operations with precision and accuracy	3	20	-	2
PC.6. Ensure stitched product meets specification as per the tech pack and in terms of stitch per inch, labels and trimmings	4	9	-	2
PC7.. Ensure stitching as per the seam allowance directed by supervisor.	2	9	-	2
PC8. . Check the stitched components meet as per the standards and specification mentioned in the job card	2	9	-	1
PC9.. Make adjustments promptly to ensure the stitching work matches the specification	2	5	-	1
PC10.. Maintain the required productivity and quality levels as directed by Industrial Engineer/supervisor / Quality Controller	2	8	-	1
NOS Total	**27**	**94**	**-**	**14**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0306
NOS Name	Stitch knitted fabrics as per plan
Sector	Apparel
Sub-Sector	Apparel
Occupation	Sewing
NSQF Level	2.5
Credits	4
Version	4.0
Last Reviewed Date	17/11/2022
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

AMH/N0307: Maintain health, safety and security in the production line with Gender and PwD Sensitization

Description

This unit provides performance criteria, knowledge & understanding, skills &abilities required to check and ensure the health, safety and security in the production line.

Scope

The scope covers the following :

- Maintenance of health, safety and security & gender & PwD sensitization in the workarea

Elements and Performance Criteria

Maintenance of health, safety and security & gender & PwD sensitization in the workarea

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

PC1.. Ensure safe and secure handling and storage of stitching machines and related tools and equipment like thread cutters, shears, seam rippers, etc. and comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.

PC2. Use and maintain personal protective equipment as per company protocol like nose masks, lock guard, eye protective wear, etc.

PC3. Check the workplace and work area for potential risks and threats like physical injuries from the machine and tools, fire, etc.

PC4. . Identify and correct (if possible) malfunctions in sewing machines and other related equipment like loose stitch, missing parts, etc.

PC.5. Ability to reflect on own gender identity and gender role. & Practice, acceptance & internalization of gender & Its concepts

PC.6. Undertake first-aid, fire-fighting and emergency response training & Actively participate in mock-drills/evacuation procedures organized at the workplace, 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 like physical injuries, electric shock, etc. associated with operation and handling of sewing machines& their Procedures and Knowledge about the importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior.

KU2. Compliance requirements related to stitching.

KU3. Standard Operating procedures for safe handling of equipment and machine operations and Knowledge about how to accommodate employees with disabilities; etiquette to adhere to and proper language and terminology.

KU4. Environmental management system related procedures at the workplace

KU5. Use of personal protective equipment like nose mask, lock guard, etc.

KU6. Procedure about safe and secure use of different tools and equipment related to stitching like scissors, thread cutters, etc.

KU7. Signage related to health and safety and their meaning and Knowledge about promoting a safe, accessible and healthy workplace for disabled employees.

KU8. Occupational health and safety risks and methods and Knowledge about how to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs.

KU9. Practice, acceptance and internalization of gender and its concepts communicate in gender inclusive terms

KU10. 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. Inform to supervisor or quality controller even the slightest changes made during stitching.

GS2. Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee

GS3. Read, understand and follow the safety signage put in the organization and actively take part in any discussion/workshop organized for gender sensitization training

GS4. Communicate effective to superiors, colleagues and juniors related to health and safety

GS5. Able to speak using technical health and safety terms while seeking or providing clarification and read and comprehend written instructions related to gender equality issues in the organization.

GS6. Evaluate and use correct ppe and other safety gear while in the production line

GS7. Make sure timely inform in responding to emergencies/ accidents in line with organization

GS8. Participate in health and safety drills according to the required schedule

GS9. Work with supervisors/team mates to carry out health and safety measures

GS10. Work on Organized the stitching work so as to avoid last hour rush and the accidents caused then

GS11. Ensure and follow organizational procedures pertaining to health and safety are followed further following the customer health and safety norms

GS12. Take appropriate actions and inform to supervisor during emergencies, accidents or fire at the in the production line

GS13. Resolve issues pertaining to small malfunctions in machineries and report to the concerned supervisors if required

GS14. Identify and report any harassment or inappropriate behavior towards any employee and create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee with disability or special needs.

GS15. Analyze and follow the measures adopted to resolve or avoid further damage

GS16. Actively take part in any discussion/workshop organized for disability sensitization training and Read and comprehend written instructions related to equality issues in the organization related to disabled persons.

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 & gender & PwD sensitization in the workarea	**11**	**39**	**-**	**5**
PC1.. Ensure safe and secure handling and storage of stitching machines and related tools and equipment like thread cutters, shears, seam rippers, etc. and comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.	1	6	-	0.5
PC2. Use and maintain personal protective equipment as per company protocol like nose masks, lock guard, eye protective wear, etc.	2	5	-	1
PC3. Check the workplace and work area for potential risks and threats like physical injuries from the machine and tools, fire, etc.	2	4	-	1
PC4. . Identify and correct (if possible) malfunctions in sewing machines and other related equipment like loose stitch, missing parts, etc.	3	15	-	1
PC.5. Ability to reflect on own gender identity and gender role. & Practice, acceptance & internalization of gender & Its concepts	1	4	-	0.5
PC.6. Undertake first-aid, fire-fighting and emergency response training & Actively participate in mock-drills/evacuation procedures organized at the workplace, Also engage & participate to end gender discrimination & communicate in gender inclusive terms	2	5	-	1
NOS Total	**11**	**39**	**-**	**5**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0307
NOS Name	Maintain health, safety and security in the production line with Gender and 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**

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/N0305.Plan and Prepare for process of sewing of knit fabrics as per plan received from stitching/line supervisor	20	70	-	10	100	22
AMH/N0306.Stitch knitted fabrics as per plan	27	94	-	14	135	30
AMH/N0307.Maintain health, safety and security in the production line with Gender and PwD Sensitization	11	39	-	5	55	12
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.