

Model Curriculum

QP Name: Sewing Machine Operator

QP Code: AMH/Q0301

QP Version: 4.0

NSQF Level: 2.5

Model Curriculum Version: 4.0

Apparel,Made-ups & Homefurnishing Sector Skill Council |Flat No. A312 To A323, Third Floor Somdatt Chamber –I Bikhaji Cama Place, Africa Avenue New Delhi-110066,

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Training Parameters

Sector	**Apparels**
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing
Country	India
NSQF Level	2.5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8153.0101
Minimum Educational Qualification and Experience	· Grade 9 with No Experience required · Grade 8 pass and pursuing continuous schooling in regular school with No Experience required · 8th grade pass with 1 year relevant experience · 5th grade pass with 4 year relevant experience · Ability to read and write with 5 year relevant experience · Previous relevant Qualification of NSQF Level 2 with 6 months relevant experience · Previous relevant Qualification of NSQF Level 1 with 1.5 year relevant experience
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	01-11-2023
Next Review Date	01-11-2026
NSQC Approval Date	01-11-2023
QP Version	4.0
Model Curriculum Creation Date	09-10-2023
Model Curriculum Valid Up to Date	31-03-2027
Model Curriculum Version	4.0
Minimum Duration of the Course	300
Maximum Duration of the Course	300

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills.

Prepare for stitching operations.

- Stitch components to produce apparels.
- Contribute to achieve product quality in stitching operations.
- Maintain the work area, tools and machines.
- Maintain health, safety and security at the workplace.
- Comply with the industry, regulatory and organizational requirements.

Compulsory Modules

The table lists the modules, their duration and mode of delivery.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
AMH/N0301: Carry out stitching activities using machine or by hand	**15.00**	**105.00**	**NA**	**NA**	**120.00**
Module 1 Introduction and Orientation- Bridge Module and Soft Skills	3.00	0.00	NA	NA	3.00
Module 2 Preparation for stitching operations	5.00	45.00	NA	NA	50.00
Module 3 Stitch components to produce apparels	7.00	60.00	NA	NA	67.00
AMH/N0302: Contribute to achieve product quality in stitching operations	**18.00**	**42.00**	**NA**	**NA**	**60.00**
Module 4 Contribute to achieve product quality in stitching operations	18.00	42.00	NA	NA	60.00
AMH/N0102: Maintain work area, tools and machines	**15.00**	**15.00**	**NA**	**NA**	**30.00**
Module 5 Maintain workarea, tools and machines	15.00	15.00	NA	NA	30.00

AMH/N0103: Maintain health, safety and security at work place with Gender and PwD Sensitization	**15.00**	**15.00**	**NA**	**NA**	**30.00**
Module 6 Maintain health, safety and security at work place with Gender and PwD Sensitization	15.00	15.00	NA	NA	30.00
AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles	**15.00**	**15.00**	**NA**	**NA**	**30.00**
Module 7 Comply with industry, regulatory and organizational requirements and Greening of Job roles	15.00	15.00	NA	NA	30.00
Module 8 Employability Skills	12.00	18.00	NA	NA	30.00
	90.00	**210.00**	**NA**	**NA**	**300.00**

Module Details

Module Name 1: Introduction and Orientation to Sewing Machine Operator

Mapped to Bridge Module

Terminal Outcomes:

- Describe the outline of the Apparel industry in India
- Recognize various employment opportunities for a 'Sewing Machine operator ' in the apparel industry.
- Identify apparel production process and the role that the 'Sewing Machine operator ' plays in the process.
- Understand the production process

Mapped to Soft Skills

Terminal Outcomes:

- Explain the importance of effective communication.
- Communicate effectively with others.
- Understand the process of interviews

Duration: *<03:00>*	**Duration**: *<00:00>*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Describe the size and scope of the apparel industry. • Explain the roles and responsibilities of a '**Sewing Machine operator '** • Describe various employment opportunities for a '**Sewing Machine operator '** in the apparel industry. • Describe the apparel production process and the role that the '**Sewing Machine operator'** plays in the process. • Describe the apparel production process and the role that the '**Sewing Machine operator'** plays in the process. •	
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
training kit (trainer guide, presentations)	

Module Name 2: Preparation for stitching operations

Mapped to AMH/N0301: Carry out stitching activities using machine or by hand

Terminal Outcomes:

- Understand the process of stitching
- Understand types of fabric
- Understand the parts of apparels
- Understand the common hazards in the work area
- Understand the jobcard

Duration: <05:00>	*Duration: <45:00>*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• State the organization's policies and procedures. • on apparels and other related areas. • Describe the range of techniques most suited to the different types of apparel. • Describe various parts of a garment such as pockets, fronts, backs, collars, cuffs, sleeves, etc. • Describe how to assemble various garment parts to make the final product. • or machine stitching. • Optimize the positioning and layout of materials to ensure a smooth and rapid throughput. • Report faults in the materials. • Describe the method of sharing domain related information with team members.	• Identify own responsibilities under health, safety and environmental legislation. • Explain various types of fabrics/apparels and garments. • Explain the use of a specification chart. • Explain the characteristics of the fabric materials and how they differ with each other. • Identify various apparels and their parts. • Identify various sources of updates • Identify the respective types of fabrics/apparels that require stitching by hand • Identify the potential hazards associated with the machines and the safety precautions that must be taken. • Ensure that the work area is free from hazards. • Follow the instructions on the work ticket/ job card in line with the responsibilities of the respective job role. • Agree upon work targets with your supervisor and check for special instructions, if any. • Check with incharge /others when unsure of new product details. • Explain common factors which affect stitching. • Conform to company quality standards. • Identify the protocol to obtain more information on work related tasks. • Identify the manufacturer's instructions for setting up, adjusting and operating the equipment. • Identify various equipment required to stitch an item and their capabilities. • Identify common hazards in the work area and workplace procedures for dealing with them. • Explain various safety precautions to be taken when stitching.

	• Use the correct tools and equipment. • Select the correct component part for the style being worked on. • Check that the materials to be used are free from faults. • Explain various parts of a sewing machine and their application. • Ensure the materials used meet the specification matching within a product and between a pair of products where applicable. • Identify the process for offering/ obtaining work related assistance. • Identify the protocol and format for reporting work related risks/ problems. • Identify the method of obtaining/ giving feedback related to performance. • Identify the importance of teamwork and harmonious working relationships. • Identify the contact person in case of queries on procedure or products and for resolvingissues related to defective machines, tools and/or equipment. • Perform a test run to ensure that the machine is operating correctly. • Check that equipment is safe and set up in readiness for use.

Classroom Aids:

Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster

Tools, Equipment, and Other Requirements

- Industrial Single Needle Lock Stitch Sewing Machine set With Needle Guard , 5 thread Over Lock Machine set, Pressing Table, Iron/Press, Computer, Computer Peripherals, Printer, Projector /LCD, Design Patterns template (Quantity and variety may vary), Scissors (paper cutting), Tracing Wheel, Tailor's Chalk, Pins & Safety Pins , Dress Maker's Pin, Pin Cushion (One set), Scale, variety (eg: L scale, straight scale, French curve, hip curve, can be used depending on type of garments etc), Bobbin (Good Quality and industrial sewing machine bobbin, Quantity may vary as per requirement), Bobbin Case (Good Quality and industrial sewing machine bobbin, Quantity may vary as per requirement), Personal Protective Equipment (One each type (Nose mask & Goggles)), Mannequin (Male or female , Size M), Hanger, Cleaning Cloth, Sewing
- Threads (Surplus thread is used),thread packaging, variety may vary as per requirement), Hand Needle (Various gauges, the quantity may vary depending on type of fabric, usage, breakage), Machine Needle, (Various Gauges, the quantity may vary depending on type of fabric, usage, breakage. The quantity and sizes may vary), Needle Threader, Garment (various styles, quantity may vary as per requirement), Made-ups Sample (various styles, quantity may vary as per requirement), Home Furnishing Sample (various styles, quantity may vary as per requirement), Fabric Yardages, surplus fabric, good quality muslin mandatory , other optional, quantity may vary), Required Trims/accessory , Machine Folders with Attachments , Students Stools For Sewing, Teacher's Table, Teacher's Chair, Dustbin, Small Baskets For storing & Keeping Trims, First Aid Box, Machine Oil, Sewing Kit Includes thread clipper/ thumb trimmer ,seam ripper ,tracing wheel ,measuring tape etc), Small screws with screw drivers, Fire Extinguisher, Stationary Set , Documents set (Tech Pack Sheets, size chart, trim card ,fabric work sheet, style confirmation sheet, fabric consumption chart, fabric requirement sheet, trims requirement sheet, buyers comment sheet, record maintenance sheet etc), Seam Samples

Module Name 3: Stitch components to produce apparels

Mapped to AMH/N0301: Carry out stitching activities using machine or by hand

Terminal Outcomes:

- Understand the different components of garment
- Importance of checking of equipments before start stitching
- Adjustment of Machine parts as per the garment
- Difference between two parts of apparel

Duration: <07:00>	*Duration: <60:00>*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Describe the procedure to follow in case the needle breaks. • Interpret various thread thickness, shade and sizes and parts of needles. • Estimate the expected length of time for the process role. • Set up the machine (Apparel Sewing machine) according to manufacturers' instructions and production requirements. • Set machine controls for the materials being stitched. • Describe the actions to take in the event of a machine ceasing to function correctly. • Describe the problems encountered when stitching different types of apparels. • Follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately. • Report any damaged work to the concerned department/ personnel. • Report defective machines, tools and/or equipment to the concerned personnel/department. • Interpret documentation and reporting formats of the organisation. • Complete forms, records and other documentation. • State the guidelines for storage and disposal of waste materials. • Minimise and dispose the waste materials in the approved manner.	• Operate machines safely and in accordance with guidelines. • Check the equipment prior to stitching, including correct tools, correct attachments, changing needles, changing threads, changing awls, correct timing. • Stitch the correct materials in the right sequence as required by the product specification. • Ensure stitched product conforms to shape and size requirement. • Ensure stitched products meet the specification in terms of labels and trimmings. • Inspect stitched products against specifications. • Identify different types of needles. • Explain the importance of machine, needle, foot needle guard and spool checks. • Explain how to adjust the top tension. • Explain the procedure of setting up and adjusting machine controls. • Increase and decrease the foot pressure as applicable. • Explain the procedure to set the stitch size. • Cut the thread appropriately. • Thread the needle in the machine and adjust the needle as per the requirement. • Describe various attachments used in the machine.

• Sort and place work to assist the next stage of production and minimize the risk of damage. • Respond accordingly where stitched items do not meet production specification. • Seek feedback from team mates on work related performance. • Report risks/ problems likely to affect services to the relevant person promptly and accurately. • Describe the process of maintenance, adjustment and replacement of worn parts on the machines required for different types of attachment.	• Explain the working of bobbins and its parts and procedures to adjust bobbins. • Identify procedures to use bobbin winder. • Explain how to use a treadle. • Check needles, awls and threads regularly. • Check if fabric / component is correctly marked and pieces cut as required. • Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly. • Carry out test sews. • Identify the typical faults of stitching machines and methods to rectify them. • Identify various types of defects. • Carry out Operations at a rate which maintains workflow and meets production targets. • Leave work area safe and secure when work is complete. • Identify the manufacturer's specifications and instructions for maintenance of equipment. • Clean and make machines safe after use. • Carry out basic maintenance of own machines.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster	
Tools, Equipment, and Other Requirements • Threads (Surplus thread is used),thread packaging, variety may vary as per requirement), Hand Needle (Various gauges, the quantity may vary depending on type of fabric, usage, breakage), Machine Needle, (Various Gauges, the quantity may vary depending on type of fabric, usage, breakage. The quantity and sizes may vary), Needle Threader, Garment (various styles, quantity may vary as per requirement), Made-ups Sample (various styles, quantity may vary as per requirement), Home Furnishing Sample (various styles, quantity may vary as per requirement), Fabric Yardages, surplus fabric, good quality muslin mandatory , other optional, quantity may vary), Required Trims/accessory , Machine Folders with Attachments , Students Stools For Sewing, Teacher's Table, Teacher's Chair, Dustbin, Small Baskets For storing & Keeping Trims, First Aid Box, Machine Oil, Sewing Kit Includes thread clipper/ thumb trimmer ,seam ripper ,tracing wheel ,measuring tape etc), Small screws with screw drivers, Fire Extinguisher, Stationary Set , Documents set (Tech Pack Sheets, size chart, trim card ,fabric work sheet, style confirmation sheet, fabric consumption chart, fabric requirement sheet, trims requirement sheet, buyers comment sheet, record maintenance sheet etc), Seam Samples	

Module Name 4 : Contribute to achieve product quality in stitching operations

Mapped to AMH/N0302: Contribute to achieve product quality in stitching operations

Terminal Outcomes:

- Describe the working practices
- Identify of responsibilities in organisation
- Importance of reporting procedure

Duration: <18:00>	*Duration:<42:00>*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Describe safe working practices and organizational procedures. • Report and replace identified faulty materials and component parts which do not meet specifications. • Perform work with safety and at a rate which maintains workflow. • State the importance of complying with written instructions. • Identify faults in own/ other processes. • Report to the concerned department/ personnel when the workflow of other production areas disrupts work. • Test, sort, track feed and examine work in progress. • Describe different techniques and methods used to detect faults. • Explain the types of faults which may occur, how they are identified and methods to deal with it. • Fault-find materials and components for creased, stained, damage and incorrectly made up component parts. • Adhere to the allowed tolerance limit. • Report faults in the processes to the concerned department/ personnel. • Describe the consequences of stitching components out of sequence and how to prevent it from occurring. • Describe the effect of seams/hems not sewn to specifications.	• Explain quality systems in sewing processes practiced in the organization. • Identify own responsibilities at work during production. • Interpret equipment operating procedures manufacturer's instructions. • Identify the materials required based on the job card/ work ticket. • Explain types of problems with quality and how to report them to appropriate people. • Respond as per organisational procedure when materials do not conform to company quality standards. • Explain the methods to present any ideas for improvement to the line manager. • Identify the limits of personal responsibility. • Identify the reporting procedure in case of • Carry out quality checks at specified intervals according to instructions. • Identify the different types of faults that are likely to be found and how to put them right. • Identify various types of defects. • Identify modifiable defects and rework on them. • Identify faults and take appropriate action for rectification. • Identify various types of seams/hems/finish used and the purpose they serve. • Identify the importance of marking and segregating rejects. • Identify various inspection methods that can be used.

• Explain the reasons for keeping stitched items out of contamination. • Carry out alterations to meet customer requirements. • Pass the stitched item to the next stage in the manufacturing process after validation. • Interpret viable solutions for particular faults. • Maintain the required productivity and quality levels. • Describe the importance of documentation. • Complete and maintain documentation.	• Identify own quality and production targets and the effect of not meeting these on self and/or the team manufacturer's instructions. • Identify the consequences of not rectifying problems. • Explain the types of adjustments suitable for specific types of faults. • Ensure the adherence of the product to specifications by applying appropriate adjustments. • Identify mark and place rejects in the designated locations.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster	
• **Tools, Equipment, and Other Requirements** • Industrial Single Needle Lock Stitch Sewing Machine set With Needle Guard , 5 thread Over Lock Machine set, Pressing Table, Iron/Press, Computer, Computer Peripherals, Printer, Projector /LCD, Design Patterns template (Quantity and variety may vary), Scissors (paper cutting), Tracing Wheel, Tailor's Chalk, Pins & Safety Pins , Dress Maker's Pin, Pin Cushion (One set), Scale, variety (eg: L scale, straight scale, French curve, hip curve, can be used depending on type of garments etc), Bobbin (Good Quality and industrial sewing machine bobbin, Quantity may vary as per requirement), Bobbin Case (Good Quality and industrial sewing machine bobbin, Quantity may vary as per requirement), Personal Protective Equipment (One each type (Nose mask & Goggles)), Mannequin (Male or female , Size M), Hanger, Cleaning Cloth, Sewing • Threads (Surplus thread is used),thread packaging, variety may vary as per requirement), Hand Needle (Various gauges, the quantity may vary depending on type of fabric, usage, breakage), Machine Needle, (Various Gauges, the quantity may vary depending on type of fabric, usage, breakage. The quantity and sizes may vary), Needle Threader, Garment (various styles, quantity may vary as per requirement), Made-ups Sample (various styles, quantity may vary as per requirement), Home Furnishing Sample (various styles, quantity may vary as per requirement), Fabric Yardages, surplus fabric, good quality muslin mandatory , other optional, quantity may vary), Required Trims/accessory , Machine Folders with Attachments , Students Stools For Sewing, Teacher's Table, Teacher's Chair, Dustbin, Small Baskets For storing & Keeping Trims, First Aid Box, Machine Oil, Sewing Kit Includes thread clipper/ thumb trimmer ,seam ripper ,tracing wheel ,measuring tape etc), Small screws with screw drivers, Fire Extinguisher, Stationary Set , Documents set (Tech Pack Sheets, size chart, trim card ,fabric work sheet, style confirmation sheet, fabric consumption chart, fabric requirement sheet, trims requirement sheet, buyers comment sheet, record maintenance sheet etc), Seam Samples	

Module Name 5: Maintain workarea, tools and machines

Mapped to AMH/N0102: Maintain work area, tools and machines

Terminal Outcomes:

- Importance of tools and machine
- Porcess of cleaning, equipment
- Handling of machine and equipment
- Comfortable position with during working

Duration: <15:00>	*Duration: <15:00>*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Describe safe working practices for the cleaning and maintenance of equipment. • Describe the effects of contamination on products i.e. Machine oil, dirt etc. • Identify different types of cleaning equipment and substances and their use. • Identify different ways of minimizing wastage.	• Handle materials and tools safely and correctly. • Use cleaning equipment and methods appropriate for the work to be carried out. • Use correct lifting and handling procedures. • Carry out regular running maintenance of tools and equipment within agreed schedules and limits of responsibility. • Carry out safe working practices for the cleaning and maintenance of equipment. • Maintain a comfortable position with correct posture while working. • Dispose off waste safely in the designated location. • Carry out cleaning according to schedules and limits of responsibility. • Store cleaning equipment safely at the designated place after use.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster	
Tools, Equipment, and Other Requirements	
Training kit (trainer guide, presentations).	

Module Name 6 : Maintain a healthy, safe and secure working environment with Gender and PwD Sensitization

Mapped to AMH/N0103: Maintain health, safety and security at work place with Gender and PwD Sensitization

- Demonstrate the process involved to keep up the Safety and secure working environment
- Discussed the importants of PWD & Gender Senstivity

Duration: *<15:00>*	**Duration: *<15:00>***
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Explain health and safety related practices applicable at the workplace. • Explain importance of complying with health, safety, gender and PwD related instructions applicable to workplace • Explain gender equality in apparel industry and methods. • Describe hazards like physical injuries, electric shock, etc. associated with operation and handling of sewing machines. • State compliance requirements related to stitching. • State organizational procedures for safe handling of equipment and machine operations. • Check the workplace and work processes for potential risks and threats like physical injuries from the machine and tools, fire, etc. • Describe various personal protective equipment like nose mask, lock guard, etc.	• Discuss importance of training sensitization programs for gender, and PwD awareness organized at workplace. • Identify signage related to health and safety measures. • Explain the importance of sound health, Hygiene and good habits. • Maintain a healthy lifestyle. • Demonstrate basic first aid. • Identify and correct (if possible) malfunctions in sewing machines and other related equipment like a loose stitch, missing parts, etc. • Participate in mock drills/evacuation procedures organized at the workplace. • Undertake first aid, fire-fighting and emergency response training Use and maintain personal protective equipment as per protocol like nose masks, lock guard, etc. • Identify how to use different tools and equipment related to stitching like scissors, thread cutters, etc. safely and securely.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster	
Tools, Equipment, and Other Requirements Personal protective equipment, various types of fire extinguishers.	

Module Name 7: Comply with industry, regulatory and organizational requirements and Greening of Job roles

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

Terminal Outcomes:

- Importance of Green jobs in organisation
- Optimize usage of material and resources at workplace.

Duration: <15:00>	*Duration: <15:00>*
Theory – Key Learning Outcomes	**Practical – Key Learning Outcomes**
• Discuss the significance of specified usage of resources at work area • Evaluate the different ways to conserve energy in Apparel sector • State the importance of having an ethical and value based approach to governance. • State benefits to self and the organisation due to the practice of values and ethics. • State the importance of punctuality and attendance. • Interpret correctly legal, regulatory and ethical requirements specific to the apparel industry. • State customer specific requirements mandated as a part of the work process. • State country/customer specific regulations for the apparel sector and their importance. • State reporting procedure of the organisation in case of deviations. • State limits of personal responsibility. • Follow the organisational policies and procedures within limits of own responsibility.	• Identify different ways of minimizing wastage. • Discussed the importance of energy • Discussed how to save energy • Switch off the machine when not in use. • Carrying out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations. • Demonstrate the method of handling and storage of waste materials such as paper, sketches, colouring tools, electronic waste, etc • Identify procedures to follow if legal, regulatory and ethical requirements of theorganisation are not met. • Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures. • Identify and report any possible deviation to regulatory requirements. • Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel. • Provide support to the supervisor and team members in enforcing the organisationalconsiderations
Classroom Aids:	
Charts, Flip Chart, White-Board/SmartBoard, Marker, Duster	
Tools, Equipment, and Other Requirements (Training kit (trainer guide, presentations).	

Module Name 8 : Employability Skills

Mapped to (ES Module)

Terminal Outcomes:

- 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

Duration: 30:00 Hrs (Theory 12 Hrs + Practical 18 Hrs)

Key Learning Outcomes

Introduction to Employability Skills Duration: 1 Hour
After completing this programme, participants will be able to:
1. Discuss the importance of Employability Skills in meeting the job requirements

Constitutional values - Citizenship Duration: 1 Hour
2. Explain constitutional values, civic rights, duties, citizenship, responsibility towards society etc. that are required to be followed to become a responsible citizen.
3. Show how to practice different environmentally sustainable practices

Becoming a Professional in the 21st Century Duration: 1 Hours
4. Discuss 21st century skills.
5. Display positive attitude, self -motivation, problem solving, time management skills and continuous learning mindset in different situations.

Basic English Skills Duration: 2 Hours
6. Use appropriate basic English sentences/phrases while speaking

Communication Skills Duration: 4 Hour
7. Demonstrate how to communicate in a well -mannered way with others.
8. Demonstrate working with others in a team

Diversity & Inclusion Duration: 1 Hour
9. Show how to conduct oneself appropriately with all genders and PwD
10. Discuss the significance of reporting sexual harassment issues in time

Financial and Legal Literacy Duration: 4 Hours
11. Discuss the significance of using financial products and services safely and securely.
12. Explain the importance of managing expenses, income, and savings.
13. Explain the significance of approaching the concerned authorities in time for any exploitation as per legal rights and laws

Essential Digital Skills Duration: 3 Hours
14. Show how to operate digital devices and use the associated applications and features, safely and securely

15. Discuss the significance of using internet for browsing, accessing social media platforms, safely and securely

Entrepreneurship Duration: 7 Hours
16. Discuss the need for identifying opportunities for potential business, sources for arranging money and potential legal and financial challenges

Customer Service Duration: 4 Hours
17. Differentiate between types of customers
18. Explain the significance of identifying customer needs and addressing them
19. Discuss the significance of maintaining hygiene and dressing appropriately

Getting ready for apprenticeship & Jobs Duration: 2 Hours
20. Create a biodata
21. Use various sources to search and apply for jobs
22. Discuss the significance of dressing up neatly and maintaining hygiene

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training Experience**		**Remarks**
		Years	***Specialization***	***Years***	***Specialization***	
High School		6 Year	Sewing	0	Sewing	The candidate should possess good knowledge and experience of using sewing machines (eg: industrial single needle lock stitch machine etc) needles and their operations, stitching garments etc. The candidate should be able to communicate in English and local language. He /she should have knowledge of equipment, tools, material, Safety, Health & hygiene.
Senior Secondary		5 Year	Sewing	0	Sewing	
Diploma		4 Year	Sewing	0	Sewing	
Graduation		3 Year	Sewing	0	Sewing	
Post graduate diploma		2 Year	Sewing	0	Sewing	
Post Graduate Degree in relevant trade or sector		1 Year	Sewing	0	Sewing	

Trainer Certification	
Domain Certification	**Platform Certification**
Certified t o T O T f o r Job Role: **"Sewing Machine Operator''mapped to QP: AMH/Q0301"** Minimum accepted score is 80%	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "Master Trainer (VET and Skills) MEP/Q2601 v2.0". Minimum accepted score is 80%.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training Experience**		**Remarks**
		Years	***Specialization***	***Years***	***Specialization***	
ITI		4 Year	Sewing	0	Sewing	The candidate should possess good knowledge and experience of using sewing machines (eg: industrial single needle lock stitch machine etc) needles and their operations, stitching garments etc. The candidate should be able to communicate in English and local language. He /she should have knowledge of equipment, tools, material, Safety, Health & hygiene.
Diploma		4 Year	Sewing	0	Sewing	
Graduation		3 Year	Sewing	0	Sewing	
Post graduate diploma		2 Year	Sewing	0	Sewing	
Post Graduate Degree in relevant trade or sector		1 Year	Sewing	0	Sewing	

Assessor Certification	
Domain Certification	**Platform Certification**
Certified t o T O A f o r Job Role: **““Sewing Machine Operator’’mapped to QP: AMH/Q00301”** Minimum accepted score is 80%	Recommended that the Assessor is certified for the Job Role: “Assessor”, mapped to the Qualification Pack: “Assessor (VET and Skills) MEP/Q2701 v2.0”. Minimum accepted % as per respective SSC guidelines is 80%.

Trainer Prerequisites Employability Skills

Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	*Specialization*	*Years*	*Specialization*	
Graduate/CITS	Any discipline			2	Teaching experience	Prospective ES trainer should: • have good communication skills • be well versed in English • have digital skills • have attention to detail • be adaptable • have willingness to learn
Current ITI trainers	Employability Skills Training (3 days full-time course done between 2019-2022)					
Certified current EEE trainers (155 hours)	from Management SSC (MEPSC)					
Certified Trainer	Qualification Pack: Trainer (MEP/Q0102)					

Trainer Certification Employability Skills	
Domain Certification	**Platform Certification**
Certified in 30-hour Employability NOS (2022), with a minimum score of 80% OR **Certified in 120-, 90-, 60- hour Employability NOS (2022), with a minimum score of** 80%	NA

Master Trainer Prerequisites Employability Skills						
Minimum Educational Qualification	**Specialization**	**Relevant Industry Experience**		**Training/Assessment Experience**		**Remarks**
		Years	***Specialization***	***Years***	***Specialization***	
Graduate/CITS	Any discipline			3	Employability Skills curriculum training experience with an interest to train as well as orient other	Prospective ES Master trainer should: • have good communication skills • be well versed in English • have basic digital skills • have attention to detail • be adaptable • have willingness to learn • be able to grasp concepts fast and is creative with teaching practices and likes sharing back their learning with others
Certified Master Trainer	Qualification Pack: Master Trainer (MEP/Q2602)			3	EEE training of Management SSC (MEPSC) (155 hours)	

Master Trainer Certification Employability Skills	
Domain Certification	**Platform Certification**
Certified in 30-hour Employability NOS (2022), with a minimum score of 90%. OR **Certified in 120-, 90-, 60- hour Employability NOS (2022), with a minimum score of** 90%	NA

Assessment Strategy

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council.
2. 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
3. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
4. 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)
5. Individual assessment agencies will create unique question papers for theory part for each candidate at each.
6. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on these criteria.
7. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP.
   In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Acronyms and Abbreviations

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 organization.
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 organizational 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.