



QUALIFICATION FILE

Sourcing Manager - Stitched Items

☒ Short Term Training (STT) ☐ Long Term Training (LTT) ☐ Apprenticeship

☐ Upskilling ☐ Dual/Flexi Qualification ☐ For ToT ☐ For ToA

☒ General ☐ Multi-skill (MS) ☐ Cross Sectoral (CS) ☐ Future Skills ☐ OEM

NCrF/NSQF Level: 6

Submitted By:

Apparel, Made-ups & Home Furnishing Sector Skill Council

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Section 1: Basic Details

1.	Qualification Name	SOURCING MANAGER - STITCHED ITEMS											
2.	Sector/s	Apparel											
3.	Type of Qualification: <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Has Electives/Options <input type="checkbox"/> OEM	NQR Code & version of existing/previous qualification: QG-06-AP-01780-2024-V1.1-AMHSSC, Version 3.0	Qualification Name of existing/previous version: SOURCING MANAGER										
4.	a. OEM Name b. Qualification Name (Wherever applicable)	NA											
5.	National Qualification Register (NQR) Code &Version (Will be issued after NSQC approval)	QG-06-AP-03284-2024-V2-AMHSSC, Version 4.0	6. NCrf/NSQF Level: 6										
7.	Award (Certificate/Diploma/Advance Diploma/ Any Other (Wherever applicable specify multiple entry/exits also & provide details in annexure)	Certificate											
8.	Brief Description of the Qualification	Sourcing Manager - Stitched Items in an apparel, made-ups and home furnishing industry is primarily concerned with procurement of fabrics, trims & accessories as per design needs and/or as per sample requirements received from merchandiser. The role is supervising the functionary of purchase departments. He/she is concerned with identifying suitable suppliers for materials assessed on the basis of price, quality, reliability, time and long-term business relations. He/ She must supervise all negotiations and prepare appropriate documents for same.											
9.	Eligibility Criteria for Entry for Student/Trainee/Learner/Employee	<p>a. Entry Qualification & Relevant Experience:</p> <p>b.</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Academic/Skill Qualification (with Specialization - if applicable)</th> <th>Required Experience (with Specialization - if applicable)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Completed 3-Year UG Degree</td> <td>1.5 year relevant experience</td> </tr> <tr> <td>2</td> <td>Previous relevant Qualification of NSQF Level 5.5</td> <td>1.5 year relevant experience</td> </tr> </tbody> </table> <p>c. Age: 23 years</p>			S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)	1	Completed 3-Year UG Degree	1.5 year relevant experience	2	Previous relevant Qualification of NSQF Level 5.5	1.5 year relevant experience
S. No.	Academic/Skill Qualification (with Specialization - if applicable)	Required Experience (with Specialization - if applicable)											
1	Completed 3-Year UG Degree	1.5 year relevant experience											
2	Previous relevant Qualification of NSQF Level 5.5	1.5 year relevant experience											
10.	Credits Assigned to this Qualification, Subject to Assessment (as per National Credit Framework (NCrF))	20	11. Common Cost Norm Category (I/II/III) (wherever applicable): Category I										

12.	Any Licensing requirements for Undertaking Training on This Qualification <i>(wherever applicable)</i>	NA																						
13.	Training Duration by Modes of Training Delivery <i>(Specify Total Duration as per selected training delivery modes and as per requirement of the qualification)</i>	<input checked="" type="checkbox"/> Offline <input type="checkbox"/> Online <input type="checkbox"/> Blended <table border="1"> <thead> <tr> <th>Training Delivery Modes</th> <th>Theory (Hours)</th> <th>Practical (Hours)</th> <th>OJT Mandatory (Hours)</th> <th>OJT Recommended (Hours)</th> <th>Total (Hours)</th> </tr> </thead> <tbody> <tr> <td>Classroom (offline)</td> <td>210</td> <td>330</td> <td>60</td> <td>0</td> <td>600</td> </tr> <tr> <td>Online</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <i>(Refer Blended Learning Annexure for details)</i>					Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)	Classroom (offline)	210	330	60	0	600	Online					
Training Delivery Modes	Theory (Hours)	Practical (Hours)	OJT Mandatory (Hours)	OJT Recommended (Hours)	Total (Hours)																			
Classroom (offline)	210	330	60	0	600																			
Online																								
14.	Aligned to NCO/ISCO Code/s <i>(if no code is available mention the same)</i>	NCO-2015/NIL																						
15.	Progression path after attaining the qualification <i>(Please show Professional and Academic progression)</i>	General Manager Sourcing																						
16.	Other Indian languages in which the Qualification & Model Curriculum are being submitted	Hindi																						
17.	Is similar Qualification(s) available on NQR-if yes, justification for this qualification	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No URLs of similar Qualifications:																						
18.	Is the Job Role Amenable to Persons with Disability	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", specify applicable type of Disability: NA																						
19.	How Participation of Women will be Encouraged	Skilled women workforce will find jobs with organised apparel exporters, manufacturers.																						
20.	Are Greening/ Environment Sustainability Aspects Covered <i>(Specify the NOS/Module which covers it)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																						
21.	Is Qualification Suitable to be Offered in Schools/Colleges	Schools <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Colleges <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																						
22.	Name and Contact Details of Submitting / Awarding Body SPOC <i>(In case of CS or MS, provide details of both Lead AB & Supporting ABs)</i>	Name: Amit Singh, Email: jdqs@sscammh.com , Contact No.: 09599929121 Website: www.sscammh.com																						
23.	Final Approval Date by NSQC: 22/10/2024	24. Validity Duration: 36 Months			25. Next Review Date 22/10/2027																			

Section 2: Module Summary

NOS/s of Qualifications

(In exceptional cases these could be described as components)

Mandatory NOS/s:

Specify the training duration and assessment criteria at NOS/ Module level. For further details refer curriculum document.

Th.-Theory **Pr.**-Practical **OJT**-On the Job **Man.**-Mandatory Training **Rec.**-Recommended **Proj.**-Project

S. N o	NOS/Module Name	NOS/Module Code & Version (if applicable)	Core/ Non-Core	NCr F/N SQF Level	Credits as per NCrF	Training Duration (Hours)					Assessment Marks					
						Th.	Pr.	OJT- Man .	OJT - Rec.	Total	Th.	Pr.	Proj .	Viva	Total	Weightage (%) (if applicable)
1	Plan for the procurement of materials as per garment design requirements	AMH/N0920 V 3.0	Core	6	5	45	45	60	0	150	25	80	0	15	120	24%
2	Procure materials from national and international suppliers related to fabrics, trims and accessories	AMH/N0921 V 3.0	Core	6	4	42	78	0	0	120	25	60	0	10	95	19%
3	Supervise and evaluate performance of subordinates	AMH/N0922 V 3.0	Core	6	3	30	60	0	0	90	25	50	0	10	85	17%
4	Maintain records about procurement of materials	AMH/N0923 V 3.0	Core	6	3	30	60	0	0	90	25	50	0	10	85	17%
5	Maintain health, safety and security in the sourcing department with Gender and PwD Sensitization	AMH/N0924 V 3.0	Core	6	1	12	18	0	0	30	5	15	0	5	25	5%
6	Ensure adherence to industry, regulatory, and organizational standards, while incorporating the principles of environmental sustainability	AMH/N0622 V 1.0	Non Core	6	1	15	15	0	0	30	20	10	0	10	40	8%
7	Employability Skills	DGT/VSQ/N 0103 V 1.0	Non Core	5	3	36	54	0	0	90	20	30	0	0	50	10%
Duration (in Hours) / Total Marks					20	210	330	60	0	600	145	295	0	60	500	100%

Assessment - Minimum Qualifying Percentage

Please specify **any one** of the following:

Minimum Pass Percentage – Aggregate at qualification level: 70 % (Every Trainee should score specified minimum aggregate passing percentage at qualification level to successfully clear the assessment.)

Minimum Pass Percentage – NOS/Module-wise: NA % (Every Trainee should score specified minimum passing percentage in each mandatory and selected elective NOS/Module to successfully clear the assessment.)

Section 3: Training Related

1.	Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Diploma with 4 Year of relevant industry experience in Sourcing OR Graduation with 3 Year of relevant industry experience in Sourcing OR Post graduate diploma with 2 Year of relevant industry experience in Sourcing OR Post Graduate with 1 Year of relevant industry experience in Sourcing
2.	Master Trainer's Qualification and experience in the relevant sector (in years) (as per NCVET guidelines)	Diploma with 4 Year of relevant industry experience in Sourcing OR Graduation with 3 Year of relevant industry experience in Sourcing OR Post graduate diploma with 2 Year of relevant industry experience in Sourcing OR Post Graduate with 1 Year of relevant industry experience in Sourcing
3.	Tools and Equipment Required for Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", details to be provided in Annexure) Refer Annexure
4.	In Case of Revised Qualification, Details of Any Upskilling Required for Trainer	NA

Section 4: Assessment Related

1.	Assessor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	ITI with 4 Year of relevant industry experience in Sourcing OR Diploma with 4 Year of relevant industry experience in Sourcing OR Graduation with 3 Year of relevant industry experience in Sourcing
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		OR Post graduate diploma with 2 Year of relevant industry experience in Sourcing OR Post Graduate with 1 Year of relevant industry experience in Sourcing
2.	Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	ITI with 4 Year of relevant industry experience in Sourcing OR Diploma with 4 Year of relevant industry experience in Sourcing OR Graduation with 3 Year of relevant industry experience in Sourcing OR Post graduate diploma with 2 Year of relevant industry experience in Sourcing OR Post Graduate with 1 Year of relevant industry experience in Sourcing
3.	Lead Assessor's/Proctor's Qualification and experience in relevant sector (in years) (as per NCVET guidelines)	ITI with 4 Year of relevant industry experience in Sourcing OR Diploma with 4 Year of relevant industry experience in Sourcing OR Graduation with 3 Year of relevant industry experience in Sourcing OR Post graduate diploma with 2 Year of relevant industry experience in Sourcing OR Post Graduate with 1 Year of relevant industry experience in Sourcing
4.	Assessment Mode (Specify the assessment mode)	Offline
5.	Tools and Equipment Required for Assessment	<input checked="" type="checkbox"/> Same as for training <input type="checkbox"/> Yes <input type="checkbox"/> No (details to be provided in Annexure-if it is different for Assessment)

Section 5: Evidence of the need for the Qualification

Provide Annexure/Supporting documents name.

1.	Latest Skill Gap Study (not older than 2 years) (Yes/No): Yes
2.	Latest Market Research Reports or any other source (not older than 2 years) (Yes/No): Yes
3.	Government /Industry initiatives/ requirement (Yes/No): Yes
4.	Number of Industry validation provided: 21
5.	Estimated nos. of persons to be trained and employed: 1000

6.	Evidence of Concurrence/Consultation with Line Ministry/State Departments: <i>Ministry Of Textiles is Line Ministry of AMHSSC.</i> If “No”, why: NA
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Section 6: Annexure & Supporting Documents Check List

Specify Annexure Name / Supporting document file name

1.	Annexure: NCrf/NSQF level justification based on NCrf level/NSQF descriptors <i>(Mandatory)</i>	NCrf/NSQF level justification based on NCrf level/NSQF descriptors
2.	Annexure: List of tools and equipment relevant for qualification <i>(Mandatory, except in case of online course)</i>	List of tools and equipment relevant for qualification
3.	Annexure: Detailed Assessment Criteria <i>(Mandatory)</i>	Detailed Assessment Criteria
4.	Annexure: Assessment Strategy <i>(Mandatory)</i>	Assessment Strategy
5.	Annexure: Blended Learning <i>(Mandatory, in case selected Mode of delivery is “Blended Learning”)</i>	Offline Learning Mode
6.	Annexure: Multiple Entry-Exit Details <i>(Mandatory, in case qualification has multiple Entry-Exit)</i>	NA
7.	Annexure: Acronym and Glossary <i>(Optional)</i>	Acronym and Glossary
8.	Supporting Document: Model Curriculum <i>(Mandatory – Public view)</i>	Model Curriculum
9.	Supporting Document: Career Progression <i>(Mandatory - Public view)</i>	Career Progression
10.	Supporting Document: Occupational Map <i>(Mandatory)</i>	Occupational Map
11.	Supporting Document: Assessment SOP <i>(Mandatory)</i>	Assessment SOP
12.	Any other document you wish to submit:	NA

Annexure: Evidence of Level

NCrf/NSQF Level Descriptors	Key requirements of the job role/ outcome of the qualification	How the job role/ outcomes relate to the NCrf/NSQF level descriptor	NCrf/NSQF Level
Professional Theoretical Knowledge/Process	<ul style="list-style-type: none"> A Sourcing Manager - Stitched Items plays a critical role in the procurement and supply chain management process of an organization. Sourcing Manger in the Apparel, Made-ups and Home Furnishing Sector has the skills and knowledge required to procure, 	<p>Advanced multidisciplinary and specialized knowledge Proficient in interdisciplinary knowledge including tech with specialized expertise in related fields; knowledgeable in emerging trends, change management, and problem-solving</p> <ul style="list-style-type: none"> He is concerned with identifying suitable suppliers for materials assessed on the basis of price, quality, reliability, time and long term business relations. and knowledge 	6

	check, analyze, negotiate and finally conclude deal with suppliers for items as per need received from merchandiser/designer at its optimal prices arrived on the basis of quality, quantity, reliability and time.	required to procure, check, analyze, negotiate and finally conclude deal with suppliers for items as per need received from merchandiser/designer at its optimal. <ul style="list-style-type: none"> Knowledge about sourcing process Person should have decision making ability 	
Professional and Technical Skills/ Expertise/ Professional Knowledge	<ul style="list-style-type: none"> Sourcing Manager should have knowledge of organization's policies and tools related to procurement, standard lead time taken by the organization, the regular material suppliers of the organization. Sourcing Manager should know the different types of woven and knit fabrics and their trade names like georgette, chiffon, silk, cotton Lycra, cotton knit jersey, etc. ,trims and accessories, the garment , made ups and home furnishing products and their manufacturing process and the supply chain management for the whole process . Sourcing Manager should also be able to calculate the average requirement of fabrics, trims and accessories according to the style order received. Sourcing Manager should be well versed with national and international markets, suppliers ,prevailing prices, documents etc. 	Proficiently skilled in advanced cognitive abilities, project management, techno-commercial aspects, and future adaptability, with social intelligence. <ul style="list-style-type: none"> Core knowledge about the fabric. Analyzing ability Market knowledge Knowledge about supply chain management for whole process Calculative about the fabric requirement as per the order style 	6
Employment Readiness & Entrepreneurship Skills & Mind-set/Professional Skill	<ul style="list-style-type: none"> Sourcing Manager in the Apparel, Made-ups and Home Furnishing Sector documents records of previous suppliers for reference and future business dealings, requirements of each style , materials received and issued , and the 	Dynamic leader with exceptional organizational, communication and mentoring skills, capable of driving innovation for optimal group performance.	6

	<p>suppliers dealt with and their performance.</p> <ul style="list-style-type: none"> • He or she writes letters, memos, applications regarding various requirements of health and safety equipment. He writes letters, memos, applications regarding team needs and performance in simple language and updates report for material movements. • He or she is able to understand and calculate the materials required for each style in detail like fabric weight, ligne for buttons, zip sizes, etc. , their cost in different currencies and the lead time required. 	<ul style="list-style-type: none"> • The job holder is expected to recall and demonstrate practical skill which is routine and repetitive in nature, and has a narrow range of application. • He or she reads and comprehend written instructions related to the rules and regulations to procurement documents , national and international laws & regulations etc. and act accordingly. 	
Broad Learning Outcomes/Core Skill	<ul style="list-style-type: none"> • Sourcing Manger in the Apparel, Made-ups and Home Furnishing Sector decides the suppliers on the basis of the organization's capacity. • He or she develops the material procurement strategy for an efficient workflow and finalizes the supplier for particular material according to organization rule and customer's requirement and manufacturing process, lead time, target date and budget. • He or she makes quick and logical decisions in case of any uncertainty from the supplier, plans and organizes the swatches of the materials as per the style to be procured. • He or she evaluates steps and processes for material storage, inspection, issue and inventory. He plans the appraisal of the subordinates once their target work is completed and 	<p>Judgment in complex problems applies advanced technical skills, monitors critical parameters, evaluates and improves processes, and solves complex problems with evidence-based judgment in complex problems.</p> <p>The job holder must have Core Skills which will include: Writing Skills, Reading Skills, Oral and Communication (Listening and Speaking).</p>	6

	<p>distributes the work on the basis of the skill set of the workers.</p> <ul style="list-style-type: none"> • He or she organizes the storage of the records for future reference and manages the records with the client's information as well for future reference build with customer a relationship of trust and cooperation in achieving team goal. judgment to different situations. • He manages the safety and health of the workers according to the company's norms 		
Responsibility	<ul style="list-style-type: none"> • Sourcing Manager in an apparel, made-ups and home furnishing industry is primarily concerned with procurement of fabrics, trims & accessories as per design needs and/or as per sample requirements received from merchandiser. • The role of a Sourcing Manager - Stitched Items is crucial in ensuring that an organization's sourcing and procurement activities are efficient, cost-effective, and aligned with the organization's strategic objectives. 	<ul style="list-style-type: none"> • Accountable leader effectively manages independent units/projects, delegates, supervises and drives change with full responsibility & team building. • Understand production process and the specific work activities • He is fully responsible for the output of the group and the development. • Knowledge required to process and negotiate final deal 	6

Annexure: Tools and Equipment (Lab Set-Up)

List of Tools and Equipment

Batch Size: 30

S. No.	Tool / Equipment Name	Specification	Quantity for specified Batch size
1	Computer And Computer Peripherals		15
2	Computer software (as per requirement)		1
3	printer		1

4	Students notes/manuals		30
5	basic stationary		30
6	First aid box		1
7	Fabrics/trims and accessories swatch file		1
8	Dustbin		1
9	Calculator		15
10	Garments , Made ups and Home furnishing articles (The quantity and variety may vary)		1
11	Books on Garments , Made ups and Home furnishing articles and there Manufacturing		1
12	Types of Books (eg: Supply chain management,, business management and marketing, intellectual property rights and compliance, different type of fabric/trims/accessories)		1
13	Types Of Format (eg: Cost sheet format, Invoice format, Bill book, KRA and appraisal format, bill of material format, purchase order format)		1
14	Inventory/stock register		1
15	Documents set (suppliers sheet, Ledger sheet, etc.)		1
16	Pantone shade card		1
17	Fashion Forecast , magazines and journals		1
18	National and International manufacturers &suppliers list		1
19	National & International trade documents & terminologies		1
20	Books on international payment terms & currencies		1
21	Student's Chair With Table Arm		30
22	Teacher's Table & Chair		1
23	Fire Safety Equipment		1
24	Projector/LCD		1

Classroom Aids

The aids required to conduct sessions in the classroom are:

1. Computer (PC) with latest configurations – and Internet connection with standard operating system and standard word processor and worksheet software (Licensed)
2. (all software should either be latest version or one/two version below)As required
3. UPS As required
4. Scanner cum Printer As required
5. Computer Tables As required

6. Computer Chairs As required
7. LCD Projector As required
8. White Board 1200mm x 900mm As required

Annexure: Industry Validations Summary

Provide the summary information of all the industry validations in table. This is not required for OEM qualifications.

<u>S.No</u>	Organization	Name of Representative	Designation	State	Email Id	Contact number
1	Esstee Corp	MK Velu	Senior Manager	Maharashtra	sr.mgr.hradmin@essteeexports.com	9843259971
2	SVAS Global	Vasavi S.	CEO	TamilNadu	vasavi@svasglobalsourcing.com	9003918705
3	Warmzone	Saakshar Jain	Marketing Head	Punjab	Saakshar.jain@warmline.co.in	8146591155
4	Newline Exports	R Poornachandren	Manager HR	Tamilnadu	hr@newlineexports.com	9842443413
5	Fashion knits	Nushrath R.	HR Manager	Tamilnadu	nusrathr@fashionknits.net	7708074742
6	KBS Garments	B Sateesh	Director	Tamilnadu	Kbs.garments.888@gmail.com	9943457766
7	BEST Corporation	Siva Sarvanan	Sr. HR Manager	Tamilnadu	siva@bestcorp.in	7502242242
8	Indian Textile Company	Yogesh Nimish	HR Manager	Maharashtra	NA	9168453836
9	Trident	Nasreen Ahmed	Head Product Development	Punjab	nasreenshmed@tridentindia.com	9878999237
10	5 Star Garment	Dinesh Dongre	Manager	Maharashtra	ddongre100@gmail.com	8806405410
11	High Heads Pvt Ltd	Zunaid	Manager	Tamilnadu	workshop@thehighheads.com	6283270076
12	RUSTA	Amitoj Bal	Sourcing Manager	Delhi	Amitoj.bal@rusta.com	9873000263

13	Women Era	Nutan A Shaw	Owner	Maharashtra	<u>NA</u>	NA
14	Iris Corp	Sudarshan Jain	Director	Punjab	Irisknitwear86@gmail.com	9876326111
15	Warmline Jackets	Vishal S	Manager	Punjab	info@warmlinejacket.com	9815495806
16	Alok Ent	Ankush Waman	Owner	Maharashtra	<u>NA</u>	NA
17	Bayport	Amit Sharma	Category Head	Ahmedabad	amitsharma@bayport.com	9582038033
18	Dhareshwar Multiservices	Yogesh Misal	Partner	Maharashtra	<u>NA</u>	NA
19	Shubham Enterprises	Pradip Kumar	Owner	Maharashtra	jshubham@yahoo.co.in	NA
20	Aathava Garments pvt ltd.	Ganesh Kumar J	Manager	Tamilnadu	info@aathavagarments.com	0422-2565716
21	LUX Industries	Buvana M	HR Manager	Tamilnadu	info@luxinnerwear.com	+913340402121

Annexure: Training & Employment Details

Training and Employment Projections:

Year	Total Candidates		Women		People with Disability	
	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities	Estimated Training #	Estimated Employment Opportunities
2025	380	251	170	146	NA	NA
2026	384	253	174	148	NA	NA
2027	386	256	178	150	NA	NA

Data to be provided year-wise for next 3 years

Training, Assessment, Certification, and Placement Data for previous versions of qualifications:

Qualification Version	Year	Total Candidates				Women				People with Disability			
		Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed	Trained	Assessed	Certified	Placed
Version 2.0	2023	186	173	171	148	171	169	168	46	NA	NA	NA	NA
Version 1.0	2022	171	170	168	146	167	166	164	44	NA	NA	NA	NA
Version 1.0	2021	167	166	164	144	164	163	161	41	NA	NA	NA	NA

Applicable for revised qualifications only, data to be provided year-wise for past 3 years.

List Schemes in which the previous version of Qualification was implemented:

1. PMKVY
2. DDUGKY
3. NULM

Content availability for previous versions of qualifications:

☐ Participant Handbook ☐ Facilitator Guide ☐ Digital Content ☐ Qualification Handbook ☐ Any Other: NA

Languages in which Content are available:

Hindi

Annexure: Detailed Assessment Criteria

Detailed assessment criteria for each NOS/Module are as follows:

AMH/N0622: Ensure adherence to industry, regulatory, and organizational standards, while incorporating the principles of environmental sustainability					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Ensure adherence to organizational standards, emphasizing eco-friendly solutions, while strictly following procedures, policies, and regulations.	2	1	-	1
PC2	Integrate sustainable consumption practices into daily operations in line with organizational policies.	2	1	-	1
PC3	Drive the transition to environmentally friendly processes to enhance organizational performance actively.	2	1	-	1
PC4	Guide team to safely handle materials, equipment, and software to maintain a hazard-free, eco-conscious workplace.	3	2	-	2
PC5	Guide team to perform routine maintenance and cleaning tasks efficiently, managing workflow interruptions.	3	1	-	1
PC6	Mentor to report unsafe equipment promptly to mitigate risks and ensure a safe environment.	2	1	-	1
PC7	Ensure use suitable cleaning techniques for efficient and sustainable workplace upkeep.	2	1	-	1
PC8	Request system upgrades for optimal efficiency and maintain backup files for data security.	2	1	-	1
PC9	Organize digital design work for future reference, ensuring accessibility and preservation.	2	1	-	1
	NOS Total	20	10		10
AMH/N0920: Plan for the procurement of materials as per garment design requirements					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Work with team members and conduct general market research in various categories of garments, made ups and home furnishing	1	2	-	1
PC2	Collect information about sourcing needs for materials like fabrics, trims and accessories from designing and merchandising department	2	5	-	2
PC3	Plan an efficient and flexible procurement strategy	5	10	-	2
PC4	Identify trustworthy and competent suppliers for materials like fabrics, trims and accessories	1	5		1

				-	
PC5	Evaluate suppliers for the capability of supplying materials with respect to price, quality, quantity, lead time etc.	2	10	-	2
PC6	Estimate lead time and the quantity with respect to material procurement	5	15	-	2
PC7	Negotiate with supplier to ensure the deal at a competitive price	1	3	-	1
PC8	Assess, manage and mitigate risks associated with the procurement	1	5	-	1
PC9	Identify the changes of balance in buyer supplier power by analyzing the forecasting and the trend	2	5	-	1
PC10	Monitor and forecast upcoming levels of demand	2	5	-	1
PC11	Perform cost analysis and its benchmark	3	15	-	1
	NOS TOTAL	25	80	-	15
AMH/N0921: Procure materials from national and international suppliers related to fabrics, trims and accessories					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Compare suppliers on various index like supplier capability, credibility, lead time, cost, quality, order minimum, certification (if any), potential to future needs etc.to seek a reliable supplier buyer partnership	7	20	-	2
PC2	Identify and evaluate the logistic constraints and possible risks related to procurement	7	15	-	2
PC3	Negotiate with supplier for best price to secure profitable deal	5	5		2
PC4	Ensuring a proper supplier contract is prepared covering important aspects such as order minimum, returns, delivery and payment terms etc.	3	15	-	2
PC5	Follow-up with the supplier to supervise and ensure timely delivery as per the supplier contract in the right quantity, quality etc.	3	5	-	2
	NOS Total	25	60	-	10

AMH/N0922: Supervise and evaluate performance of subordinates					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Set goals and targets for its subordinates as per organizational directive, job role and assigned duties	5	8	-	2
PC2	Create quantified measures and metrics to analyze the performance delivered by subordinates	10	20	-	3
PC3	Ensure and implement strict adherence of all activities performed by subordinates to organizational guidelines	4	7	-	2
PC4	Conduct appraisal as per respective performance documents	6	15	-	3
	NOS Total	25	50	-	10
AMH/N0923: Maintain records about procurement of materials					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Maintain records of internal and external communications as per organization standards	3	4	-	2
PC2	Maintain updated records of approved vendors	5	13	-	2

PC3	Maintain records related to interdepartmental communications for material requirements	5	13	-	2
PC4	Maintain records related to complaints for purchased items and follow up for compensation/resolving issues	5	13	-	2
PC5	Maintain letter of credit documents and coordinate with finance department to ensure timely financial obligations	7	7		2
	NOS Total	25	50	-	10

AMH/N0924: Maintain health, safety and security in the sourcing department with Gender and PwD Sensitization					
PC	Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC1	Keep vigilance for potential risks and threats associated with workplace and equipment like cutters, shears, adhesives, etc.	1	2	-	0.5
PC2	Handle tools and equipment safely and securely	1	5	-	1
PC3	Monitor the workplace and work processes for potential risks and threats like fire, physical injuries from sharp objects, etc.	1	2	-	1
PC4	Ensure self and workers participation in mock-drills/evacuation procedures organized at the workplace	0.5	2	-	1
PC5	Ensure the workers undertake first-aid, fire-fighting and emergency response training	1	2	-	0.5

PC6	Follow organization procedures for shutdown and evacuation when required	0.5	2		1
	NOS Total	5	15	-	5

DGT/VSQ/N0103 EMPLOYABILITY SKILLS(90 Hours)				
Assessment Criteria for Outcomes	THEORY MARKS	PRACTICAL MARKS	PROJECT MARKS	VIVA MARKS
Introduction to Employability Skills	1	1	0	0
PC1. Understand the significance of employability skills in meeting the current job market requirement and future of work.				
PC2. Identify and explore learning and employability relevant portals				
PC 3. Research about the different industries, job market trends, latest skills required and the available opportunities.				
Constitutional values – Citizenship	1	1	0	0
PC 4. Recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.				
PC 5. Follow environmentally sustainable practices				
Becoming a Professional in the 21st Century	1	3	0	0
PC 6. Recognize the significance of 21st Century Skills for employment				
PC 7. Practice the 21st Century Skills such as Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal and professional life				
PC 8. Adopt a continuous learning mind-set for personal and professional development				
Basic English Skills	3	4	0	0
PC 9. Use basic English for everyday conversation in different contexts, in person and over the telephone				
PC 10. Read and understand routine information, notes, instructions, mails, letters etc. written in English				
PC 11. Write short messages, notes, letters, e-mails etc. in English				
Career Development & Goal Setting	1	2	0	0
PC 12. Identify career goals based on the skills, interests, knowledge, and personal attributes				
PC 13. Prepare a career development plan with short- and long-term goals.				
Communication Skills	2	2	0	0
PC 14. Follow verbal and non-verbal communication etiquette while communicating in professional and public settings				
PC 15. Use active listening techniques for effective communication				
PC 16. Communicate in writing using appropriate style and format based on formal or informal requirements				

PC 17. Work collaboratively with others in a team				
Diversity & Inclusion	1	1	0	0
PC 18. Communicate and behave appropriately with all genders and PwD				
PC 19. Escalate any issues related to sexual harassment at workplace according to POSH Act				
Financial and Legal Literacy	2	3	0	0
PC 20. Identify and select reliable institutions for various financial products and services such as bank account, debit and credit cards, loans, insurance etc.				
PC 21. Carry out offline and online financial transactions, safely and securely, using various methods and check the entries in the passbook				
PC 22. Identify common components of salary and compute income, expenses, taxes, investments etc.				
PC 23. Identify relevant rights and laws and use legal aids to fight against legal exploitation				
Essential Digital Skills	3	5	0	0
PC 24. Operate digital devices and use their features and applications securely and safely				
PC 25. Carry out basic internet operations by connecting to the internet safely and securely, using the mobile data or other available networks through Bluetooth, Wi-Fi, etc.				
PC 26. Display responsible online behaviour while using various social media platforms				
PC 27. Create a personal email account, send and process received messages as per requirement				
PC 28. Carry out basic procedures in documents, spread sheets and presentations using respective and appropriate applications				
PC 29. Utilize virtual collaboration tools to work effectively				
Entrepreneurship	2	3	0	0
PC 30. Identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research				
PC 31. Develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion				
PC 32. Identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity				
Customer Service	1	2	0	0
PC 33. Identify different types of customers and ways to communicate with them				
PC 34. Identify and respond to customer requests and needs in a professional manner				
PC 35. Use appropriate tools to collect customer feedback				
PC 36. Follow appropriate hygiene and grooming standards				
Getting ready for apprenticeship & Jobs	2	3	0	0
PC 37. Create a professional Curriculum vitae (Résumé)				
PC 38. Search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively				
PC 39. Apply to identified job opening using offline /online methods as per requirement				
PC 40. Answer questions politely, with clarity and confidence, during recruitment and selection				
PC 41. Identify apprenticeship opportunities and register for it as per guidelines and requirements				

NOS Total	20	30	0	0
GRAND TOTAL	145	295	0	60

Annexure: Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

<1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIP or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time
- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module (which covers the job profile of Automotive Service Assistant Technician) will be assessed separately.
2. The candidate must score 60% in each module to successfully complete the OJT.
3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:
 - Videos of Trainees during OJT
4. Assessment of each Module will ensure that the candidate is able to:
 - Effective engagement with the customers
 - Understand the working of various tools and equipment

Annexure: Acronym and Glossary

Acronym

Acronym	Description
AA	Assessment Agency
AB	Awarding Body
ISCO	International Standard Classification of Occupations
NCO	National Classification of Occupations
NCrF	National Credit Framework
NOS	National Occupational Standard(s)
NQR	National Qualification Register
NSQF	National Skills Qualifications Framework
OJT	On the Job Training

Glossary

Term	Description
National Occupational Standards (NOS)	NOS define the measurable performance outcomes required from an individual engaged in a particular task. They list down what an individual performing that task should know and also do.
Qualification	A formal outcome of an assessment and validation process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards
Qualification File	A Qualification File is a template designed to capture necessary information of a Qualification from the perspective of NSQF compliance. The Qualification File will be normally submitted by the awarding body for the qualification.
Sector	A grouping of professional activities on the basis of their main economic function, product, service or technology.
Long Term Training	Long-term skilling means any vocational training program undertaken for a year and above. https://ncvet.gov.in/sites/default/files/NCVET.pdf