Qualification Pack

Specialized Sewing Machine Operator

QP Code: AMH/Q2301

Version: 5.0

NSQF Level: 3.5

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Qualification Pack

AMH/Q2301: Specialized Sewing Machine Operator

Brief Job Description

A Specialized Sewing Machine Operator is responsible for operating the specialized sewing machine to sew different kinds of stitches on fabric/garments in the apparel industry.

Personal Attributes

A Specialized sewing machine operator should have good eyesight, eye-hand-leg coordination, motor skills, attention to detail and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. AMH/N2301: Carry out different types of stitches using an specialized sewing machine
2. AMH/N2302: Contribute to achieve quality in sewing work
3. AMH/N0310: Manage the workspace, operate tools, and handle machinery efficiently.
4. AMH/N0309: Ensure the promotion of a safe and secure work environment while integrating Gender and Persons with Disabilities (PwD) Sensitization
5. DGT/VSQ/N0102: Employability Skills (60 Hours)

Qualification Pack (QP) Parameters

Sector	Apparel
Sub-Sector	Apparel
Occupation	Sewing
Country	India
NSQF Level	3.5
Credits	14
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8153.0103

Minimum Educational Qualification & Experience	11th grade pass with NA of experience OR Completed 1st year of 3-year diploma (after 10th) and pursuing regular diploma with NA of experience OR 10th grade pass and pursuing continuous schooling with NA of experience OR 8th grade pass with 2 years of NTC plus 1 year NAC/CITS with 1 Year of experience in relevant field OR 10th grade pass with 1 Year of experience in relevant field OR 8th grade pass with 3 Years of experience in relevant field OR Previous relevant Qualification of NSQF Level (3) with 1.5 years of experience in relevant field OR Previous relevant Qualification of NSQF Level 2.5 with 3 Years of experience in relevant field
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Training in Sewing operations
Minimum Job Entry Age	18 Years
Last Reviewed On	30/11/2023
Next Review Date	31/03/2027
NSQC Approval Date	30/11/2023
Version	5.0
Reference code on NQR	QG-3.5-AP-01871-2024-V1.1-AMHSSC
NQR Version	4

AMH/N2301: Carry out different types of stitches using an specialized sewing machine

Description

This unit is about operating the specialized sewing machine to carry out different types of stitches/hems on fabric.

Scope

The scope covers the following :

- Flatlock Machine Overlock Machine Feed-of-the- arm Welt Attachment Machine Waistband Attachment Machine (KANSAI) Other specialized machine put in purpose to simplify the operation or give design effects.

Elements and Performance Criteria

Prepare for stitching operations

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

PC1. Make sure the work area is free from hazards

PC2. Follow the instructions & specifications given in the techpack to stitch the sample

PC3. Ask questions to obtain information on tasks when the instructions you have are unclear

PC4. Agree and review your agreed up on work targets with your supervisor and check for special instructions, if any

PC5. Check and use tools and equipment which is appropriate, safe and setup in readiness for use

PC6. Select the correct component parts for the style being worked on

PC7. Check and ensure the materials to be used if free from faults and meet the specification matching a. within a product b. between a pair of products where applicable

PC8. Carryout test sews

PC9. Check needles and threads regularly

PC10. Check if fabric/component is correctly marked and pieces cut as required

PC11. Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly.

PC12. Report faults in the materials or any damaged work to the relevant personnel

PC13. Conform to company quality standards

PC14. 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

PC15. Operate machines safely and in accordance with guidelines

PC16. Optimize the positioning and layout of materials to ensure a smooth and rapid through put

PC17. Check the equipment prior to making the stitching, including correct controls, correct attachments, correct needle & thread

PC18. Stitch the correct materials in the right sequence as required by the product specification as per the specified stitch type (stitch classes), hems & seams; with precision & accuracy

PC19. Ensure and inspect stitched products meets specification in terms of shape and size requirement; labels and trimmings

PC20. Carryout alterations to meet customer requirements

PC21. Minimise and dispose the waste materials in the approved manner

PC22. Sew and apply trims by hand and machine

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. The organisations policies and procedures

KU2. Responsibilities under health, safety and environmental legislation

KU3. Guidelines for storage and disposal of waste materials

KU4. Potential hazards associated with the machines and the safety precautions that must be taken

KU5. Protocol to obtain more information on work related tasks

KU6. Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment

KU7. Job role and responsibilities

KU8. Documentation and reporting formats

KU9. Work target and review mechanism with your supervisor

KU10. Protocol and format for reporting work related risks/ problems

KU11. Method of obtaining/giving feedback or work-related assistance

KU12. Importance of teamwork and harmonious working relationships

KU13. Fabrics/apparel sand garments and types of fabrics/ apparels that require stitching by hand or machine

KU14. Use of specification chart

KU15. Range of techniques most suited to the different types of apparel

KU16. Types of apparels and their parts

KU17. Sources of updates on apparels and other related areas

KU18. Common factors affecting stitching

KU19. Types of needles

KU20. Broken needle procedure

KU21. Thread thickness, shade and sizes and parts of needles

KU22. Adjusting the top tension

KU23. Attachments used on the M/C

KU24. The actions to take in the event of a machine ceasing to function correctly

KU25. Equipment needed to stitch the item and their capabilities

KU26. The characteristics of the materials and how they differ

KU27. Garment parts (pockets, fronts, backs, collars, cuffs, sleeves,etc.)

KU28. Assembling different garment parts to make the final product
KU29. The problems encountered when stitching different types of apparels
KU30. Different types of defects and their rectification
KU31. The sewing machine parts and its application
KU32. Maintenance, adjustment and replacement of work parts on the machines required for different types of attachment
KU33. Different types of stitches (Stitch Classes) and different types of hems & seams

Generic Skills (GS)

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

GS1. Write the required measurements wherever applicable
GS2. Read instructions, guidelines, procedures and rules
GS3. Read and understand techpacks, buyer specifications
GS4. Ask for clarification and advice from line managers
GS5. Communicate effectively with colleagues
GS6. Refer anomalies to the line manager
GS7. Seek clarification on problems from others

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Prepare for stitching operations	**28**	**98**	**-**	**14**
PC1. Make sure the work area is free from hazards	1	2	-	0.5
PC2. Follow the instructions & specifications given in the techpack to stitch the sample	1	2	-	0.5
PC3. Ask questions to obtain information on tasks when the instructions you have are unclear	1	1	-	0.5
PC4. Agree and review your agreed up on work targets with your supervisor and check for special instructions, if any	1	1	-	0.5
PC5. Check and use tools and equipment which is appropriate, safe and setup in readiness for use	2	3	-	1
PC6. Select the correct component parts for the style being worked on	1	2	-	0.5
PC7. Check and ensure the materials to be used if free from faults and meet the specification matching a. within a product b. between a pair of products where applicable	2	8	-	1
PC8. Carryout test sews	1	3	-	0.5
PC9. Check needles and threads regularly	1	1	-	0.5
PC10. Check if fabric/component is correctly marked and pieces cut as required	1	2	-	0.5
PC11. Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly.	1	2	-	0.5
PC12. Report faults in the materials or any damaged work to the relevant personnel	2	3	-	1
PC13. Conform to company quality standards	1	4	-	0.5

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. Follow company reporting procedures about defective tools and machines which affect work and report risks/problems likely to affect services to the relevant person promptly and accurately	1	1	-	0.5
PC15. Operate machines safely and in accordance with guidelines	1	2	-	0.5
PC16. Optimize the positioning and layout of materials to ensure a smooth and rapid through put	1	2	-	0.5
PC17. Check the equipment prior to making the stitching, including correct controls, correct attachments, correct needle & thread	1	2	-	0.5
PC18. Stitch the correct materials in the right sequence as required by the product specification as per the specified stitch type (stitch classes), hems & seams; with precision & accuracy	2	25	-	1
PC19. Ensure and inspect stitched products meets specification in terms of shape and size requirement; labels and trimmings	3	12	-	1
PC20. Carryout alterations to meet customer requirements	1	9	-	0.5
PC21. Minimise and dispose the waste materials in the approved manner	1	1	-	0.5
PC22. Sew and apply trims by hand and machine	1	10	-	1
NOS Total	**28**	**98**	**-**	**14**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N2301
NOS Name	Carry out different types of stitches using an specialized sewing machine
Sector	Apparel
Sub-Sector	Apparel
Occupation	Specialized Sewing
NSQF Level	3.5
Credits	5
Version	4.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

AMH/N2302: Contribute to achieve quality in sewing work

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while undertaking sewing related activities to ensure that the work meets specifications.

Scope

The scope covers the following :

- Contribute to achieving the quality in stitching operations

Elements and Performance Criteria

Contribute to achieving the product quality in sewing work

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

PC1. Identify and use materials required based on the specifications

PC2. Take the necessary action when materials do not conform to quality standards

PC3. Report and replace identified faulty materials and component parts which do not meet specification

PC4. Identify modifiable defects and rework on them

PC5. Carry out work safely and at a rate which maintains work flow

PC6. Report to the responsible person when the work flow of other production areas disrupts work

PC7. Test, sort, track feed and examine work in progress

PC8. Carry out quality checks at specified intervals according to instructions

PC9. Apply the allowed tolerances

PC10. Make adjustments promptly to ensure the stitching work matches the specification

PC11. Identify materials and components for faults creased, stained, damage and incorrectly made-up component parts; report these to relevant personnel and take appropriate action for rectification

PC12. Maintain the required productivity and quality levels

PC13. Complete and maintain documentation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Safe working practices and organisational procedures

KU2. The organisation's procedures and guidelines

KU3. Quality systems and sewing process practiced in the organization

KU4. Equipment operating procedures/manufacturers instructions

KU5. Types of problems with quality and how to report them to appropriate people

KU6. Methods to present any ideas for improvement to line manager
KU7. The importance of complying with written instructions
KU8. Limits of personal responsibility
KU9. Reporting procedure in case of faults
KU10. Types of faults likely to occur, their identification and rectification
KU11. Different techniques and methods used to detect faults
KU12. Consequences of incorrect settings in the specialized sewing machine
KU13. Types of stitches (overlock, flatlock etc.)/hems/finish and purpose they serve
KU14. Types of defects and their rectification
KU15. Importance keeping stitched items away from contamination
KU16. The importance of marking and segregating rejects
KU17. Inspect stitched products against specifications and relevant inspection methods
KU18. Identify mark and place rejects in the designated locations
KU19. Acceptable solutions for particular faults
KU20. The consequences of not rectifying problems
KU21. The types of adjustments suitable for specific types of faults
KU22. Own responsibilities at work during production

Generic Skills (GS)

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

GS1. Write in english/ local language as applicable
GS2. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
GS3. Read english/ local language as applicable
GS4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
GS5. Listen actively and communicate effectively with colleagues, supervisors, managers, etc.
GS6. Identify parts of equipment; setup and test it
GS7. Setup an efficient work station
GS8. Use inspection methods appropriate to the work
GS9. Identify faults, the causes and rectification
GS10. Apply the allowed tolerances
GS11. Differentiate between correctable and non-correctable faults
GS12. Identify equipment maintenance requirements and maintenance procedure
GS13. Handling techniques for different materials

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Contribute to achieving the product quality in sewing work	**20**	**60**	**-**	**20**
PC1. Identify and use materials required based on the specifications	2	3	-	1
PC2. Take the necessary action when materials do not conform to quality standards	1	3	-	2
PC3. Report and replace identified faulty materials and component parts which do not meet specification	1	3	-	1
PC4. Identify modifiable defects and rework on them	2	10	-	2
PC5. Carry out work safely and at a rate which maintains work flow	1	4	-	1
PC6. Report to the responsible person when the work flow of other production areas disrupts work	1	1	-	1
PC7. Test, sort, track feed and examine work in progress	2	4	-	1
PC8. Carry out quality checks at specified intervals according to instructions	1	4	-	1
PC9. Apply the allowed tolerances	1	3	-	1
PC10. Make adjustments promptly to ensure the stitching work matches the specification	1	4	-	2
PC11. Identify materials and components for faults creased, stained, damage and incorrectly made-up component parts; report these to relevant personnel and take appropriate action for rectification	5	15	-	5
PC12. Maintain the required productivity and quality levels	1	4	-	1
PC13. Complete and maintain documentation	1	2	-	1
NOS Total	**20**	**60**	**-**	**20**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N2302
NOS Name	Contribute to achieve quality in sewing work
Sector	Apparel
Sub-Sector	Apparel
Occupation	Specialized Sewing
NSQF Level	3.5
Credits	5
Version	4.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

AMH/N0310: Manage the workspace, operate tools, and handle machinery efficiently.

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. Employ safe and precise techniques in managing materials, machinery, equipment, and tools to uphold a clean and hazard-free workplace environment.

PC2. Adhere to proper lifting and handling procedures during operations.

PC3. Optimize material usage to reduce waste and safely dispose of any waste material at designated locations.

PC4. Perform routine maintenance and cleaning tasks within assigned responsibilities and agreed-upon schedules.

PC5. Promptly notify authorized personnel of any unsafe or damaged equipment or hazardous incidents.

PC6. Verify the presence of appropriate machine guards for operational safety.

PC7. Maintain a comfortable and ergonomically sound working posture.

PC8. Utilize suitable cleaning equipment and methods relevant to the assigned tasks.

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. Employ safe and precise techniques in managing materials, machinery, equipment, and tools to uphold a clean and hazard-free workplace environment.	3	10	-	1
PC2. Adhere to proper lifting and handling procedures during operations.	2	7	-	1
PC3. Optimize material usage to reduce waste and safely dispose of any waste material at designated locations.	2	4	-	1
PC4. Perform routine maintenance and cleaning tasks within assigned responsibilities and agreed-upon schedules.	2	10	-	1
PC5. Promptly notify authorized personnel of any unsafe or damaged equipment or hazardous incidents.	1	2	-	0.5
PC6. Verify the presence of appropriate machine guards for operational safety.	2	2	-	0.5
PC7. Maintain a comfortable and ergonomically sound working posture.	1	7	-	1
PC8. Utilize suitable cleaning equipment and methods relevant to the assigned tasks.	1	7	-	1
NOS Total	**14**	**49**	**-**	**7**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0310
NOS Name	Manage the workspace, operate tools, and handle machinery efficiently.
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing, Finishing, Cutting, Production Supervision, Sampling, Quality Control, Quality Assurance, Ironing, Tailoring, Machine Embroidery Operation
NSQF Level	4
Credits	1
Version	1.0
Last Reviewed Date	13/02/2026
Next Review Date	13/02/2029
NSQC Clearance Date	13/02/2026

AMH/N0309: Ensure the promotion of a safe and secure work environment while integrating Gender and Persons with Disabilities (PwD) Sensitization

Description

This unit provides performance criteria, knowledge & understanding, and skills & abilities required to comply with health, safety, and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others

Scope

The scope covers the following :

- Potential risks associated with hazardeous processes and guidelines for medical emergencies.

Elements and Performance Criteria

Hazards and potential risks associated with the process, guidelines for medical emergencies and evacuation process; gender & PwD sensitization

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

PC1. Implement workplace instructions regarding health, safety, gender, and accommodations for People with Disabilities (PwD)

PC2. Engage proactively in simulated drills, evacuation protocols, and group discussions focusing on ensuring a safe and secure work environment

PC3. Conduct gender and PwD awareness training and sensitization programs at the workplace.

PC4. Utilize and uphold materials and equipment according to established protocols

PC5. Demonstrate proficiency in administering first-aid, firefighting, or other emergency response procedures, and follow organizational shutdown and evacuation protocols when necessary.

PC6. Monitor the workplace and processes for potential risks or threats, promptly informing supervisors or authorized personnel, while ensuring gender equality and the security of People with Disabilities (PwD).

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. The importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior

KU2. How to accommodate employees with disabilities; etiquette to adhere to and proper language and terminology

KU3. How to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs.

KU4. Promote a safe, accessible and healthy workplace for disabled employees.

KU5. Health and safety related practices applicable at the workplace.

KU6. Potential hazards, risks and threats based on nature of operations; the ways to minimize these and response to these scenarios.

KU7. The code of conduct (COC) and Social Accountability standards followed by the organization/ industry

KU8. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points.

KU9. Reporting protocol and documentation required.

KU10. The occupational health and safety risks and methods; importance of personal protective equipment and method of use.

KU11. Identification, handling and storage of hazardous substances.

KU12. Proper disposal system for waste and by-products.

KU13. Signage related to health and safety and their meaning.

KU14. The importance of personal health and hygiene and the ill effects of usage of intoxicants such as alcohol, tobacco and drugs.

Generic Skills (GS)

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

GS1. Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee.

GS2. Actively take part in any discussion/workshop organized for gender sensitization training

GS3. Read and comprehend written instructions related to gender equality and Pwd awareness/issues in the organization

GS4. Identify and report any harassment or inappropriate behavior towards any employee

GS5. Identify and report any distinction, exclusion, harassment or inappropriate behavior towards any employee

GS6. Document and report any health and safety related incidents/ accidents to the authorized personnel.

GS7. Read all organizational and equipment related health and safety manuals and documents

GS8. Read instructions, guidelines/procedures/rules related to the worksite and machine operations

GS9. Keep abreast with the latest developments for innovative safety services and tools by reading brochures, pamphlets, magazines etc

GS10. Discuss the latest approach for safety and security with the team

GS11. Evaluate and use correct PPE kit and other safety gear while at the workplace

GS12. Work with supervisors/ team mates to carry out work related tasks as per schedule

GS13. Keep work area free from potential hazards

GS14. Follow organizational procedures pertaining to health and safety.

GS15. Take appropriate actions during emergencies, accidents or fire at the workplace

GS16. Resolve issues pertaining to malfunctions in machineries and report if required

GS17. Identify emergency situations; their cause & effect relationship and suggest probable solutions

GS18. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

GS19. Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee

GS20. Actively take part in any discussion/workshop organized for gender sensitization training

GS21. Read and comprehend written instructions related to gender equality issues in the organization

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Hazards and potential risks associated with the process, guidelines for medical emergencies and evacuation process; gender & PwD sensitization	**22**	**12**	**-**	**6**
PC1. Implement workplace instructions regarding health, safety, gender, and accommodations for People with Disabilities (PwD)	4	2	-	1
PC2. Engage proactively in simulated drills, evacuation protocols, and group discussions focusing on ensuring a safe and secure work environment	4	2	-	1
PC3. Conduct gender and PwD awareness training and sensitization programs at the workplace.	4	2	-	1
PC4. Utilize and uphold materials and equipment according to established protocols	3	2	-	1
PC5. Demonstrate proficiency in administering first-aid, firefighting, or other emergency response procedures, and follow organizational shutdown and evacuation protocols when necessary.	4	2	-	1
PC6. Monitor the workplace and processes for potential risks or threats, promptly informing supervisors or authorized personnel, while ensuring gender equality and the security of People with Disabilities (PwD).	3	2	-	1
NOS Total	**22**	**12**	**-**	**6**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0309
NOS Name	Ensure the promotion of a safe and secure work environment while integrating Gender and Persons with Disabilities (PwD) Sensitization
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing, Sewing, Specialized Sewing, Sampling, Ironing, Hand Embroidery, Production Supervision, Computerized Embroidery, Laying, Quality Control
NSQF Level	4
Credits	1
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

DGT/VSQ/N0102: Employability Skills (60 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
- Career Development & Goal Setting
- 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. identify employability skills required for jobs in various industries

PC2. identify and explore learning and employability portals

Constitutional values – Citizenship

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

PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.

PC4. follow environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC5. recognize the significance of 21st Century Skills for employment

PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

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

PC7. use basic English for everyday conversation in different contexts, in person and over the telephone

PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English

PC9. write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

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

PC10. understand the difference between job and career

PC11. prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

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

PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings

PC13. work collaboratively with others in a team

Diversity & Inclusion

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

PC14. communicate and behave appropriately with all genders and PwD

PC15. escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

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

PC16. select financial institutions, products and services as per requirement

PC17. carry out offline and online financial transactions, safely and securely

PC18. identify common components of salary and compute income, expenses, taxes, investments etc

PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

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

PC20. operate digital devices and carry out basic internet operations securely and safely

PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively

PC22. use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

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

PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research

PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion

PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

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

PC26. identify different types of customers

PC27. identify and respond to customer requests and needs in a professional manner.

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

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 English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings

GS3. behave politely and appropriately with all
GS4. how to work in a virtual mode
GS5. perform calculations efficiently
GS6. solve problems effectively
GS7. pay attention to details
GS8. manage time efficiently
GS9. maintain hygiene and sanitization to avoid infection

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Introduction to Employability Skills	**1**	**1**	**-**	**-**
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
Constitutional values – Citizenship	**1**	**1**	**-**	**-**
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
Becoming a Professional in the 21st Century	**2**	**4**	**-**	**-**
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
Basic English Skills	**2**	**3**	**-**	**-**
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
Career Development & Goal Setting	**1**	**2**	**-**	**-**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
Communication Skills	**2**	**2**	**-**	**-**
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
Diversity & Inclusion	**1**	**2**	**-**	**-**
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
Financial and Legal Literacy	**2**	**3**	**-**	**-**
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
Essential Digital Skills	**3**	**4**	**-**	**-**
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Entrepreneurship	**2**	**3**	**-**	**-**
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
Customer Service	**1**	**2**	**-**	**-**
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
Getting ready for apprenticeship & Jobs	**2**	**3**	**-**	**-**
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	**20**	**30**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	29/09/2026
Next Review Date	29/09/2029
NSQC Clearance Date	29/09/2026

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 50% 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/N2301.Carry out different types of stitches using an specialized sewing machine	28	98	-	14	140	35
AMH/N2302.Contribute to achieve quality in sewing work	20	60	-	20	100	25
AMH/N0310.Manage the workspace, operate tools, and handle machinery efficiently.	14	49	-	7	70	17
AMH/N0309.Ensure the promotion of a safe and secure work environment while integrating Gender and Persons with Disabilities (PwD) Sensitization	22	12	-	6	40	10
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	13
Total	**104**	**249**	**-**	**47**	**400**	**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.