Qualification Pack

Washing Machine Operator

QP Code: AMH/Q1810

Version: 4.0

NSQF Level: 2.5

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Qualification Pack

AMH/Q1810: Washing Machine Operator

Brief Job Description

Washing Machine Operator is responsible to perform various types of washings for apparel and garments, made ups and home furnishing articles. The washings are intended to achieve desired finish reflected in terms of improved performance, cleanliness, luster, feel, drape, softness with combinations of time, temperature, process conditions and chemical formulations specific to product class. The operator should be able to interpret and understand technical specifications and ensure correct wash cycle is used for product type.

Personal Attributes

Washing Machine Operator should have good eyesight, attention to detail (to identify and remove any type of stain), motor skills and immune from defects of colour blindness. He/she should also have good interpersonal skills and keen on learnings. He/she should be physically fit to work in standing position under strenuous condition for long hours.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. AMH/N1810: Plan and prepare for process of washing as per job card
2. AMH/N1811: Carrying out the washing process
3. AMH/N1812: Maintain health, safety and security in the washing department with Gender & PwD Sensitization.
4. AMH/N0102: Maintain work area, tools and machines
5. AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles
6. DGT/VSQ/N0101: Employability Skills (30 Hours)

Qualification Pack (QP) Parameters

Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sampling

Qualification Pack

Country	India
NSQF Level	2.5
Credits	10
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8157.0100
Minimum Educational Qualification & Experience	9th Class with NA of experience OR 8th Class (pursuing continuous schooling in regular school with vocational subject) with NA of experience OR 8th Class with 1 Year of experience in relevant field OR 5th Class with 4 Years of experience in relevant field OR Ability to read and write with 5 Years of experience OR Previous relevant Qualification of NSQF Level 2 with 6 Months of experience in relevant field OR Previous relevant Qualification of NSQF Level (Level 1) with 1.5 years of experience in relevant field
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	19 Years
Last Reviewed On	30/11/2023
Next Review Date	31/03/2027
NSQC Approval Date	30/11/2023
Version	4.0
Reference code on NQR	QG-2.5-AP-01870-2024-V1.1-AMHSSC
NQR Version	4.0

AMH/N1810: Plan and prepare for process of washing as per job card

Description

This unit is about taking charge of operations of planning for task related to washing machine operator

Scope

The scope covers the following :

- Planning and preparation for the process of washing as per specifications

Elements and Performance Criteria

Planning of different activities related to washing machine operator

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

PC1. Ensure that the machine is empty & clean and ready to use

PC2. Ensure garments are free from undesirable crease/fold/twist

PC3. Check garments for any objectionable defects and if found, report the same to concerned personnel

PC4. Mark the articles for washing with identifying code numbers or names using hand or machine markers

PC5. Make sure the machine is kept clean at all times, before loading, while running and after unloading the fabric

PC6. Check that all the controls of the machines are functioning properly

PC7. Ensure enough supply of utilities such as water, air and steam for proper functioning of the machine

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Customer defined standards and/or standard reference sample

KU2. Plan to ensure the consumption of washing agents and chemicals, water, etc. is reduced to minimum

KU3. Standard operating procedure (SOP) and regulations in processing unit

KU4. How to report to the supervisor or higher authority about any grievances faced

KU5. Operating, handling of washing machine based on capacity, suitability for garment types, washing cycle, etc.

KU6. Chemicals used in washing

KU7. Parameters affecting washing like ph, temperature, time, etc.

KU8. Shelf life of alkalis, surfactants, softeners and other reagents

KU9. Type of fiber, yarn and fabric- yarn dyed, piece dyed or printed

Generic Skills (GS)

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

GS1. Document records related to the style production and quality in terms of washing

GS2. Write letters, memos clearly and legibly

GS3. Document each style that is worked upon for future reference

GS4. Read and comprehend written instructions mentioned in the job card related to the materials required to carry out the process of washing

GS5. Communicate with superiors, colleagues and juniors appropriately

GS6. Seek clarification from the concerned supervisor in a detailed manner to avoid further unclarity

GS7. Make decisions in relation to the planning and preparation of the garments to be washed

GS8. Take appropriate actions in terms of any deviations from the process

GS9. Plan and set targets along with supervisors and co-workers

GS10. Organize the required machineries and chemicals to be used for washing

GS11. Ensure all customer needs are assessed and every effort is made to provide satisfactory service

GS12. Identify possible defects with the garments received and try fixing them

GS13. Report abnormalities and non-conformities detected to superiors

GS14. Seek clarification on problems when in doubt

GS15. Identify root cause of a problem related to the preparation of garments that are to be washed like difference in shades, slight visible difference in the design, etc

GS16. Analyze each washing process adopted, its pros and cons and its significance to the company and to the final garment

GS17. Critically evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficient

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Planning of different activities related to washing machine operator	**15**	**60**	**-**	**10**
PC1. Ensure that the machine is empty & clean and ready to use	1	3	-	1
PC2. Ensure garments are free from undesirable crease/fold/twist	2	8	-	2
PC3. Check garments for any objectionable defects and if found, report the same to concerned personnel	5	15	-	1
PC4. Mark the articles for washing with identifying code numbers or names using hand or machine markers	2	10	-	2
PC5. Make sure the machine is kept clean at all times, before loading, while running and after unloading the fabric	1	4	-	1
PC6. Check that all the controls of the machines are functioning properly	2	10	-	2
PC7. Ensure enough supply of utilities such as water, air and steam for proper functioning of the machine	2	10	-	1
NOS Total	**15**	**60**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1810
NOS Name	Plan and prepare for process of washing as per job card
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sampling
NSQF Level	2.5
Credits	2
Version	4.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

AMH/N1811: Carrying out the washing process

Description

This unit provides Performance Criteria, Knowledge & Understanding, Skills &Abilities required to operate the washing machine range to achieve desired productivity and quality.

Scope

The scope covers the following :

- Washing of fabrics belonging to the product category of apparel, made- ups and home furnishing as per specifications

Elements and Performance Criteria

Identifying and execution of activities related to operation of washing machine range

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

PC1. Read and comprehend the process being followed to do the task of putting the detergent or any other chemical into the machine

PC2. Check different parameters of the process like ph, color, temperature, length of washing cycle etc.

PC3. Run the machine as per the washing cycle referred in the job card

PC4. Pick out one or two pieces from washed product randomly and compare the pieces with the standard reference sample

PC5. Check the product for washing or rubbing fastness due to abrasion; and report to concerned person in case of any anomalies

PC6. Remove the objects and place them in the drying machine as per the instructions in the job card

PC7. Check the products for any stains or damage after the process

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Using available cleaning agents and chemicals with highest utilization

KU2. Developing washing recipe for cleaning and stain removing to ensure minimum chemical consumption

KU3. Safe working practices to be adopted in the washing unit

KU4. Effect of chemical types on washability with respect to garments being washed like alkalis, surfactants, softeners, etc.

KU5. Washing techniques and formulary

KU6. Different types of stains like oil stains, dirt stains, chalk marks, etc.

KU7. Product handling techniques of various garments, made ups and home furnishing articles

KU8. Various controls of the machine

KU9. Washing dyed and/or printed products

KU10. Various valves, traps

KU11. Various chemicals for washing of vat, reactive or disperse dyed or printed fabrics

KU12. • How to spare the machine when its due for maintenance to avoid breakdown of machine while working
•

Generic Skills (GS)

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

GS1. Document records related to operational data about washing machines

GS2. Keep a record of all the process steps being followed during washing, the changes made, the defects discovered, washing material used etc

GS3. Read and comprehend written instructions related to the machine operation

GS4. Communicate effectively with superiors, colleagues and juniors appropriately

GS5. Follow organization rule-based decision making process with respect to washing of garments

GS6. Take appropriate actions in terms of any deviations while washing garments

GS7. Plan and set targets along with the supervisors and co-workers

GS8. Plan for placing the washed garments in an organized manner on a daily basis

GS9. Understand customer requirements and their priority and respond as per their needs

GS10. Evaluate and wash the garments as per client specifications

GS11. Seek and comprehend machine related inputs for clarification

GS12. Clarify instructions given by the supervisor

GS13. Review the defects and take appropriate actions to rectify them

GS14. Diagnose and report common problems in the machines like missing parts, wash speed, etc. based on visual inspection

GS15. Critically evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently

GS16. Evaluate, understand and rectify under supervision the problems that arise while washing garments like uneven effect on garments, tearing of garments during washing, etc

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Identifying and execution of activities related to operation of washing machine range	**20**	**70**	**-**	**10**
PC1. Read and comprehend the process being followed to do the task of putting the detergent or any other chemical into the machine	1	3	-	1
PC2. Check different parameters of the process like ph, color, temperature, length of washing cycle etc.	4	12	-	2
PC3. Run the machine as per the washing cycle referred in the job card	1	8	-	-
PC4. Pick out one or two pieces from washed product randomly and compare the pieces with the standard reference sample	3	15	-	2
PC5. Check the product for washing or rubbing fastness due to abrasion; and report to concerned person in case of any anomalies	4	12	-	2
PC6. Remove the objects and place them in the drying machine as per the instructions in the job card	1	6	-	1
PC7. Check the products for any stains or damage after the process	6	14	-	2
NOS Total	**20**	**70**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1811
NOS Name	Carrying out the washing process
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sampling
NSQF Level	2.5
Credits	4
Version	4.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

AMH/N1812: Maintain health, safety and security in the washing department with Gender & PwD Sensitization.

Description

This unit provides performance criteria, knowledge & understanding, skills & abilities required to check and ensure the workplace of washing machine operation is safe and secure.

Scope

The scope covers the following :

- Maintain the work area as compliant to health, safety and security needs and requirements.

Elements and Performance Criteria

The elements of safety, security and environmental concerns related to the workplace

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

PC1. Identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry

PC2. Ensure washing effluents are monitored periodically for compliance before discharge with industrial and environmental requirements like bod, cod, ph, color, etc.

PC3. Ensure safe and secure handling of washing equipments, tools and machineries with the help of gloves, boots, etc.

PC4. Follow compliance requirements related to the washing processes health safety, gender and PwD (People with disability) applicable to the workplace

PC5. Participate in first-aid, fire-fighting and emergency response training; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Washing cycle and its impact on bod, cod, ph, color, etc. of the effluents

KU2. Chemical hazards associated with washing processes

KU3. Personal protective equipments and safety measures as applicable to the process of washing

KU4. Environmental compliance related to effluents

KU5. Quality systems and other processes practiced in the industry

KU6. Safety requirements related to chemicals and reagents used in washing

KU7. Various personal protective equipments like nose mask, hand gloves, gum boots, etc

KU8. Correct usage of personal protective equipment

KU9. Signage related to health and safety and their meaning

KU10. Identification, handling and storage of hazardous substances

KU11. The importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior

KU12. How to accommodate employees with disabilities etiquette to adhere to and proper language and terminology

KU13. How to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs

KU14. Promoting a safe, accessible and healthy workplace for disabled employees

Generic Skills (GS)

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

GS1. Document records related to health, safety and security related information

GS2. Document records in case of any health and safety incident/accident

GS3. Read and comprehend written instructions related to safety issues

GS4. Read, understand and follow the safety and cleanliness signage put in the organization

GS5. Seek information appropriately in order to understand the requirements and concerns of health and safety

GS6. Use correct technical terms while discussing safety and security with the supervisor

GS7. Provide necessary information regarding health and safety to unclear co- workers

GS8. Make appropriate and timely decision in responding to emergencies/accidents in line with organization

GS9. Evaluate and use correct ppe and other safety gear while at the washing department

GS10. Work with supervisors/team mates to carry out health and safety measures

GS11. Plan health and safety drills according to the required schedule

GS12. Keep work area free from potential hazards like injuries from chemicals, etc

GS13. Ensure and follow organizational procedures pertaining to health and safety are followed

GS14. Take appropriate actions during emergencies, accidents or fire at the washing department

GS15. Resolve issues pertaining to malfunctions in machineries and report if required

GS16. Identify emergency situations

GS17. Identify cause effect relationship for the emergencies

GS18. Critically evaluate the root cause of any mishappening and the level of its impact

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

GS22. Identify and report any harassment or inappropriate behavior towards any employee

GS23. Create a positive and inclusive workplace atmosphere without any kind of bias discrimination towards any employee with disability or special needs

GS24. Actively take part in any discussion/workshop organized for disability sensitization training.

GS25. Read and comprehend written instructions related to equality issues in the organization related to disabled persons

GS26. Identify and report any distinction, exclusion, harassment or inappropriate behavior towards any employee

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
The elements of safety, security and environmental concerns related to the workplace	**11**	**39**	**-**	**5**
PC1. Identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry	3	4	-	1
PC2. Ensure washing effluents are monitored periodically for compliance before discharge with industrial and environmental requirements like bod, cod, ph, color, etc.	2	5	-	1
PC3. Ensure safe and secure handling of washing equipments, tools and machineries with the help of gloves, boots, etc.	2	15	-	1
PC4. Follow compliance requirements related to the washing processes health safety, gender and PwD (People with disability) applicable to the workplace	2	10	-	1
PC5. Participate in first-aid, fire-fighting and emergency response training; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace	2	5	-	1
NOS Total	**11**	**39**	**-**	**5**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1812
NOS Name	Maintain health, safety and security in the washing department with Gender & PwD Sensitization.
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sampling
NSQF Level	2.5
Credits	1
Version	4.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

AMH/N0102: Maintain work area, tools and machines

Description

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

Scope

The scope covers the following :

- Maintain the work area, handle tools and machines

Elements and Performance Criteria

Maintain the work area, handle tools and machines

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

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

PC2. Use correct lifting and handling procedures

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

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

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

PC6. Ensure that the correct machine guards are in place

PC7. Work in a comfortable position and maintain correct posture

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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

KU3. The limits of your own responsibility

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

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

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

KU7. The importance of complying with written instructions

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

Generic Skills (GS)

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

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

Assessment Criteria

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

National Occupational Standards (NOS) Parameters

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

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

Description

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

Scope

The scope covers the following :

- Observe organizational norms and follow green procedures at workplace.

Elements and Performance Criteria

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

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

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

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

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

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

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

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

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

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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

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

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

KU5. The work instructions and specifications and interpret them accurately

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

KU7. The importance of taking action when problems are identified

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

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

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

Generic Skills (GS)

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

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

GS2. Identify and replace processes that create unnecessary waste

GS3. Communicate with others in writing (wherever applicable)

GS4. Use the accurate terminology

GS5. Follow manuals/procedures/and compliance policies

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

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

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

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

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

GS11. Apply problem-solving approaches in different situations

GS12. Refer anomalies to the particular personnel

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

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

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

Assessment Criteria

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

National Occupational Standards (NOS) Parameters

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

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

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

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

Constitutional values – Citizenship

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

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

Becoming a Professional in the 21st Century

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

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

Basic English Skills

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

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

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

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

Essential Digital Skills

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

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

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

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

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

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

KU9. different types of financial products and services

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

Generic Skills (GS)

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

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

Assessment Criteria

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

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

National Occupational Standards (NOS) Parameters

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

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC

2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC

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

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

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

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

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

Minimum Aggregate Passing % at QP Level : 50

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AMH/N1810.Plan and prepare for process of washing as per job card	15	60	-	10	85	21
AMH/N1811.Carrying out the washing process	20	70	-	10	100	25
AMH/N1812.Maintain health, safety and security in the washing department with Gender & PwD Sensitization.	11	39	-	5	55	14
AMH/N0102.Maintain work area, tools and machines	14	49	-	7	70	17
AMH/N0104.Comply with industry, regulatory and organizational requirements and Greening of Job roles	20	10	-	10	40	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	13
Total	**100**	**258**	**-**	**42**	**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.