

Qualification Pack



Sampling Tailor

QP Code: AMH/Q0701

Version: 2.0

NSQF Level: 4

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

Qualification Pack

Contents

| | |
|--|----|
| AMH/Q0701: Sampling Tailor | 3 |
| <i>Brief Job Description</i> | 3 |
| Applicable National Occupational Standards (NOS) | 3 |
| <i>Compulsory NOS</i> | 3 |
| <i>Qualification Pack (QP) Parameters</i> | 3 |
| AMH/N0102: Maintain work area, tools and machines | 5 |
| AMH/N0103: Maintain health, safety and secure work place with Gender and PwD Sensitization | 9 |
| AMH/N0701: Prepare for Sampling | 14 |
| AMH/N0702: Carry out fabric cutting operations for preparing garment sample | 20 |
| AMH/N0703: Stitch using machine or by hand | 24 |
| AMH/N0704: Contribute to achieve sample quality in stitching operations | 30 |
| Assessment Guidelines and Weightage | 35 |
| <i>Assessment Guidelines</i> | 35 |
| <i>Assessment Weightage</i> | 36 |
| Acronyms | 37 |
| Glossary | 38 |

Qualification Pack

AMH/Q0701: Sampling Tailor

Brief Job Description

A sampling tailor is responsible for developing garment sample as per buyers specifications in the apparel industry. A sampling tailor should be able to perform basic fabric cutting operations and stitch garments of various designs with different necklines, sleeves, collar etc. as per the quality standards. This job requires the individual to have thorough knowledge of measurements, garment styles and components, sampling & apparel production processes and should be able to sew garments with different materials & trims.

Personal Attributes

A sampling tailor should have good eyesight, eye-hand-leg coordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus). He/she should also have good interpersonal skills, be open to learning, have basic understanding of measurements, good sense of aesthetics, sound knowledge of sewing and pattern making.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AMH/N0102: Maintain work area, tools and machines](#)
2. [AMH/N0103: Maintain health, safety and secure work place with Gender and PwD Sensitization](#)
3. [AMH/N0701: Prepare for Sampling](#)
4. [AMH/N0702: Carry out fabric cutting operations for preparing garment sample](#)
5. [AMH/N0703: Stitch using machine or by hand](#)
6. [AMH/N0704: Contribute to achieve sample quality in stitching operations](#)

Qualification Pack (QP) Parameters

| | |
|-------------------|-----------|
| Sector | Apparel |
| Sub-Sector | Apparel |
| Occupation | Tailoring |
| Country | India |
| NSQF Level | 4 |

Qualification Pack

| | |
|---|--|
| Aligned to NCO/ISCO/ISIC Code | NCO-2015/7531.0101 |
| Minimum Educational Qualification & Experience | 8th Class with 4 Years of experience in relevant field OR 8th Class (+ITI) with 2 Years of experience in relevant field OR 10th Class with 2 Years of experience in relevant field OR Certificate-NSQF (Level 3) with 2 Years of experience as Sewing Machine Operator |
| Minimum Level of Education for Training in School | |
| Pre-Requisite License or Training | Training in Apparel Production/Apparel Manufacturing Technology, preferably |
| Minimum Job Entry Age | 18 Years |
| Last Reviewed On | 30/12/2021 |
| Next Review Date | 30/12/2024 |
| Deactivation Date | 30/12/2024 |
| NSQC Approval Date | 30/12/2021 |
| Version | 2.0 |
| Reference code on NQR | 2021/APR/AMHSSC/04760 |
| NQR Version | 1.0 |

Qualification Pack

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

Qualification Pack

- 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

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Maintain the work area, handle tools and machines</i> | 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 |

Qualification Pack

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, Production Supervision, Sampling, Quality Control, Quality Assurance, Ironing, Tailoring, Machine Embroidery Operation |
| NSQF Level | 4 |
| Credits | TBD |
| Version | 3.0 |
| Last Reviewed Date | 30/12/2021 |
| Next Review Date | 30/12/2024 |
| NSQC Clearance Date | 30/12/2021 |

Qualification Pack

AMH/N0103: Maintain health, safety and secure work place with Gender and 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 hazardous 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.** Comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.
- PC2.** Actively participate in mock drills/evacuation procedures and group discussions related to a safe and secure work place.
- PC3.** Training sensitization programs for gender and PwD awareness organized at the workplace.
- PC4.** Use and maintain materials and equipment as per protocol.
- PC5.** Capable to perform first-aid, firefighting or any other emergency response procedures and follow organization procedures for shutdown and evacuation when required
- PC6.** Monitor the work place and processes for potential risks/ threats to supervisors or other authorized personnel and ensure gender equality and PwD (People with disability) security.

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.

Qualification Pack

- 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

Qualification Pack

- 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

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Hazards and potential risks associated with the process, guidelines for medical emergencies and evacuation process; gender & PwD sensitization</i> | 22 | 12 | - | 6 |
| PC1. Comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace. | 4 | 2 | - | 1 |
| PC2. Actively participate in mock drills/evacuation procedures and group discussions related to a safe and secure work place. | 4 | 2 | - | 1 |
| PC3. Training sensitization programs for gender and PwD awareness organized at the workplace. | 4 | 2 | - | 1 |
| PC4. Use and maintain materials and equipment as per protocol. | 3 | 2 | - | 1 |
| PC5. Capable to perform first-aid, firefighting or any other emergency response procedures and follow organization procedures for shutdown and evacuation when required | 4 | 2 | - | 1 |
| PC6. Monitor the work place and processes for potential risks/ threats to supervisors or other authorized personnel and ensure gender equality and PwD (People with disability) security. | 3 | 2 | - | 1 |
| NOS Total | 22 | 12 | - | 6 |

Qualification Pack

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|--|
| NOS Code | AMH/N0103 |
| NOS Name | Maintain health, safety and secure work place with Gender and 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 | TBD |
| Version | 5.0 |
| Last Reviewed Date | 30/12/2021 |
| Next Review Date | 30/12/2024 |
| NSQF Clearance Date | 30/12/2021 |

Qualification Pack

AMH/N0701: Prepare for Sampling

Description

This unit is about understanding and interpreting a techpack to prepare the pattern for sample garments

Scope

The scope covers the following :

- Interpret the Garment specification sheet/Technical Package (Techpack)
- Collect the tools & materials required for sampling

Elements and Performance Criteria

Interpret the Garment specification sheet/Technical Package (Techpack)

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

- PC1..** Analyze & interpret the given techpack or specification sheet of the garment sample to be developed
- PC2.** Check the garment pattern as per the given style and measurement
- PC3.** Mark the coordinate points for darts & seams as per the design in the garment pattern accurately for construction
- PC4.** Follow instructions as specified by the buyer and create the master pattern for the garment sample to be developed
- PC5. .** Check the sampling material list with the given specifications in the techpack
- PC6. .** Conform to company quality standards
- PC7. .** Minimise and dispose the waste materials in the approved manner
- PC8. .** Understand alterations in the pattern to meet customer requirements
- PC9..** Respond appropriately if the garment pattern does not meet product specification & take corrective action
- PC10. .** Leave work area safe and secure when work is complete

Collect the tools & materials required for sampling

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

- PC11. .** Collect the tools & materials required for sampling
- PC12. .** Check with in charge /others when unsure of new product details
- PC13. .** Carry out operations at a rate which maintains workflow

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Your organizations policies, procedures, guidelines and standards for dealing with buyers/clients
- KU2.** Safe working practices and organisational procedures

Qualification Pack

- KU3.** Quality systems and other processes practiced in the organization
- KU4.** Types of problems with quality and how to report them to appropriate people
- KU5.** Methods to present any ideas for improvement to line manager
- KU6.** The importance of complying with written instructions
- KU7.** Reporting procedure in case of faults in own/ other processes
- KU8.** Who to refer problems to when they are outside the limit of your authority
- KU9.** Your organizations tools, templates and processes for quality drafting & pattern making and how to use these
- KU10.** Analyzing and interpreting a techpack and a garment specification sheet
- KU11.** Understanding formats followed in the sampling department such as fabric worksheet, style confirmation sheet, fabric consumption request, study consumption chart and fabric requirement sheet (FRS), trims requirement sheet
- KU12.** Measurements & unit conversion
- KU13.** Basic procedure of drafting, pattern making of garments
- KU14.** Garment components & creating their master pattern for stitching
- KU15.** Fabrics/apparels, garments and types of fabrics/apparels that require stitching by hand or machine stitching
- KU16.** Thread thickness, shade and sizes
- KU17.** Types of needles & their suitability
- KU18.** Different types of trims and accessories
- KU19.** Process of sampling and pre-sampling procedures
- KU20.** Tools & material requirements for sampling as per given specifications

Generic Skills (GS)

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

- GS1.** Write in local language (wherever applicable)
- GS2.** Mark garment specifications
- GS3.** Write the required measurements wherever applicable
- GS4.** Read and understand a techpack/specifications sheet/specs chart
- GS5.** Read and understand the buyer/clients requirements
- GS6.** Listen effectively and orally communicate information accurately
- GS7.** Ask for clarification and advice from others
- GS8.** Follow rule-based decision-making processes
- GS9.** Make decisions on a suitable course of action or response
- GS10.** Plan and organize your work to achieve targets and deadlines
- GS11.** Apply problem-solving approaches in different situations
- GS12.** Refer anomalies to the supervisor
- GS13.** Seek clarification on problems from others
- GS14.** Analyze data and activities
- GS15.** Pass on relevant information to others



Qualification Pack

- GS16.** Provide opinions on work in a detailed and constructive way
- GS17.** Apply balance judgments to different situations

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Interpret the Garment specification sheet/Technical Package (Techpack)</i> | 13 | 42 | - | 5.5 |
| PC1.. Analyze & interpret the given techpack or specification sheet of the garment sample to be developed | 1 | 2 | - | 0.5 |
| PC2. Check the garment pattern as per the given style and measurement | 2 | 7 | - | 1 |
| PC3. Mark the coordinate points for darts & seams as per the design in the garment pattern accurately for construction | 2 | 8 | - | 0.5 |
| PC4. Follow instructions as specified by the buyer and create the master pattern for the garment sample to be developed | 1 | 15 | - | 0.5 |
| PC5. . Check the sampling material list with the given specifications in the techpack | 2 | 3 | - | 0.5 |
| PC6. . Conform to company quality standards | 1 | 3 | - | 0.5 |
| PC7. . Minimise and dispose the waste materials in the approved manner | 1 | 1 | - | 0.5 |
| PC8. . Understand alterations in the pattern to meet customer requirements | 1 | 1 | - | 0.5 |
| PC9.. Respond appropriately if the garment pattern does not meet product specification & take corrective action | 1 | 1 | - | 0.5 |
| PC10. . Leave work area safe and secure when work is complete | 1 | 1 | - | 0.5 |
| <i>Collect the tools & materials required for sampling</i> | 1 | 7 | - | 1.5 |
| PC11. . Collect the tools & materials required for sampling | 1 | 2 | - | 0.5 |
| PC12. . Check with in charge /others when unsure of new product details | - | 1 | - | 0.5 |
| PC13. . Carry out operations at a rate which maintains workflow | - | 4 | - | 0.5 |

Qualification Pack

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|----------------------------------|--------------|-----------------|---------------|------------|
| NOS Total | 14 | 49 | - | 7 |

Qualification Pack

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|----------------------|
| NOS Code | AMH/N0701 |
| NOS Name | Prepare for Sampling |
| Sector | Apparel |
| Sub-Sector | Apparel |
| Occupation | Tailoring |
| NSQF Level | 4 |
| Credits | TBD |
| Version | 2.0 |
| Last Reviewed Date | 30/12/2021 |
| Next Review Date | 30/12/2024 |
| NSQC Clearance Date | 30/12/2021 |

Qualification Pack

AMH/N0702: Carry out fabric cutting operations for preparing garment sample

Description

This unit is about cutting the fabric as per the technical specifications for preparing various garment components for the sample to be stitched

Scope

The scope covers the following :

- Fabric Cutting Technique, Factors involved in cutting fabrics

Elements and Performance Criteria

Carry out fabric cutting operations using appropriate technique

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

- PC1..** Select the appropriate tools & materials for cutting
- PC2.** Check the material/fabric with the given garment specification in techpack
- PC3.** Check the quality and characteristics of the material, match the required standards before cutting
- PC4.** Ensure there are no defects on the material
- PC5. .** Cut the various garment components with precision
- PC6. .** Avoid fabric/material wastage while cutting
- PC7. .** Dispose of waste materials safely and return re-useable materials
- PC8. .** Place the cut components for stitching after counting the pieces
- PC9..** Make sure the cut components are carefully placed to minimise the risk of damage
- PC10. .** Check with sampling department when unsure of new product details
- PC11. .** Calculate the fabric requirement for one garment sample
- PC12. .** Identify, report and respond to any defects and damage due to mishandling
- PC13. .** Work in conformance to legal requirements, organizational policies and procedures

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Details of the job role and responsibilities
- KU2.** Responsibilities and line of reporting within the work area
- KU3.** Protocol to obtain more information on work related tasks
- KU4.** Organizational policies and procedures
- KU5.** Who to refer problems to when they are outside the limit of your authority
- KU6.** Common hazards in the work area and procedures for dealing with them

Qualification Pack

- KU7.** Procedures with regard to material re-usage and disposal
- KU8.** Quality standards and the reporting procedures
- KU9.** Documentation required as part of the process
- KU10.** Method of interpreting product specifications
- KU11.** Methods of calculating the number of components required
- KU12.** Main characteristics of the materials, method of identification and the means of cutting operations and subsequent operations
- KU13.** Fabric cutting technique to cut neatly & with precision
- KU14.** Measurements, cutting out, trimming, marking up and fitting
- KU15.** Estimates of material required for a particular garment
- KU16.** Common apparel/garment industry terminology
- KU17.** Implications of using defective tools and machines on the materials
- KU18.** Cutting tools & equipment operating procedures
- KU19.** Quality standards for cutting garment sample components
- KU20.** Various garment components with their technical names as per style
- KU21.** Nature of fabric (grain line shade, twill etc.) :-1. thickness of fabric 2. design characteristics of finished garment 3. cutting manually or using a machine

Generic Skills (GS)

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

- GS1.** Write in local language (wherever applicable)
- GS2.** Write the required measurements where applicable
- GS3.** Read and interpret a techpack specification sheet/specs chart
- GS4.** Read and understand the buyer/clients requirements
- GS5.** Listen effectively and orally communicate information accurately
- GS6.** Ask for clarification and advice from others
- GS7.** Follow rule-based decision-making processes
- GS8.** Make decisions on a suitable course of action or response
- GS9.** Plan and organize your work to achieve targets and deadlines
- GS10.** Apply problem-solving approaches in different situations
- GS11.** Refer anomalies to the supervisor
- GS12.** Seek clarification on problems from others
- GS13.** Analyze data and activities
- GS14.** Pass on relevant information to others
- GS15.** Provide opinions on work in a detailed and constructive way
- GS16.** Apply balance judgments to different situations

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|--|--------------|-----------------|---------------|------------|
| <i>Carry out fabric cutting operations using appropriate technique</i> | 17 | 60 | - | 8 |
| PC1. Select the appropriate tools & materials for cutting | 1 | 2 | - | 0.5 |
| PC2. Check the material/fabric with the given garment specification in techpack | 2 | 6 | - | 0.5 |
| PC3. Check the quality and characteristics of the material, match the required standards before cutting | 2 | 7 | - | 1 |
| PC4. Ensure there are no defects on the material | 2 | 7 | - | 1 |
| PC5. . Cut the various garment components with precision | 2 | 16 | - | 1 |
| PC6. . Avoid fabric/material wastage while cutting | 0.5 | 1 | - | 0.5 |
| PC7. . Dispose of waste materials safely and return re-useable materials | 1 | 1 | - | 0.5 |
| PC8. . Place the cut components for stitching after counting the pieces | 0.5 | 2 | - | 0.5 |
| PC9. .. Make sure the cut components are carefully placed to minimise the risk of damage | 1 | 3 | - | 0.5 |
| PC10. . Check with sampling department when unsure of new product details | 1 | 1 | - | 0.5 |
| PC11. . Calculate the fabric requirement for one garment sample | 2 | 9 | - | 0.5 |
| PC12. . Identify, report and respond to any defects and damage due to mishandling | 1 | 4 | - | 0.5 |
| PC13. . Work in conformance to legal requirements, organizational policies and procedures | 1 | 1 | - | 0.5 |
| NOS Total | 17 | 60 | - | 8 |

Qualification Pack

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|--|
| NOS Code | AMH/N0702 |
| NOS Name | Carry out fabric cutting operations for preparing garment sample |
| Sector | Apparel |
| Sub-Sector | Apparel |
| Occupation | Tailoring |
| NSQF Level | 4 |
| Credits | TBD |
| Version | 2.0 |
| Last Reviewed Date | 30/12/2021 |
| Next Review Date | 30/12/2024 |
| NSQC Clearance Date | 30/12/2021 |

Qualification Pack

AMH/N0703: Stitch using machine or by hand

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to stitch components using machines or by hand.

Scope

The scope covers the following :

- Prepare for stitching operations.
- Stitch components to produce garment sample.

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 more information on tasks when the instruction 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.** Use the correct tools and equipment
- PC6.** Check that equipment is safe and set up for use
- PC7.** Select the correct component parts for the style being done
- PC8.** Check that the materials to be used are free from faults
- PC9.** Ensure the materials used meet the specification matching :- (a) within a product (b) between a pair of products where applicable

Stitch components to produce garment sample

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

- PC10.** Carry out test sews
- PC11.** Check needles and threads regularly
- PC12.** Check if fabric /component is correctly marked and pieces cut as required
- PC13.** Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly.
- PC14.** Report faults in the materials
- PC15.** Conform to company quality standards
- PC16.** Report any damaged work to the responsible person
- PC17.** 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.
- PC18.** Operate machines safely and in accordance with guidelines

Qualification Pack

- PC19.** Optimize the positioning and layout of materials to ensure a smooth and rapid through put.
- PC20.** Check the equipment prior to making the stitching, including correct controls, correct attachments, correct needle & thread
- PC21.** Stitch the correct materials in the right sequence as required by the product specification
- PC22.** Ensure stitched product conforms to shape size, labels, trimmings and other specifications
- PC23.** Carry out alterations (if any) to meet customer requirements
- PC24.** Minimise and dispose the waste materials in the approved manner
- PC25.** Sew and apply trims by hand and machine
- PC26.** Perform complex stitching operations with precision & accuracy

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, risks and problems
- KU6.** Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment
- KU7.** Details of the job role and responsibilities
- KU8.** Documentation and reporting formats
- KU9.** Work target and review mechanism with your supervisor
- KU10.** Method of obtaining / giving feedback related to performance
- KU11.** Importance of team work and harmonious working relationships
- KU12.** Process for offering/obtaining work related assistance
- KU13.** Fabrics/apparels and garments and types of fabrics/apparels that require stitching by hand or machine stitching
- KU14.** Use of specification chart
- KU15.** Range of techniques most suited to the different types of apparel
- KU16.** Types of apparel and their parts
- KU17.** Sources of latest information about apparels and other related areas
- KU18.** Common factors stitching
- KU19.** types of needles
- KU20.** Procedure for dealing with broken needle
- 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.** Common hazards in the work area and work place procedures for dealing and reducing them

Qualification Pack

- KU26.** The main pieces of equipment needed to stitch the item and their capabilities.
- KU27.** The characteristics of the materials and how they differ
- KU28.** Garment parts (pockets, fronts, backs, collars, cuffs, sleeves, etc.)
- KU29.** Assembling different garment parts to make the final product
- KU30.** The problems encountered when stitching different types of apparels
- KU31.** Types of defects and their rectification
- KU32.** The sewing machine parts and its application
- KU33.** Maintenance, adjustment and replacement of wrong parts on the machines required for different types of attachment

Generic Skills (GS)

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

- GS1.** Write the required measurements where applicable
- GS2.** Read and understand instructions, guidelines, procedures and rules
- GS3.** Read and understand techpacks, buyer specifications
- GS4.** Ask for clarification and advice from line managers
- GS5.** Communicate orally with colleagues
- GS6.** Refer anomalies to the line manager
- GS7.** Seek clarification on problems from others
- GS8.** Provide relevant information to others
- GS9.** Analyze needs, requirements and dependencies in order to meet your work requirements

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| <i>Prepare for stitching operations</i> | 7.5 | 9 | - | 4.5 |
| PC1. Make sure the work area is free from hazards | 1 | 1 | - | 0.5 |
| PC2. Follow the instructions & specifications given in the techpack to stitch the sample | 0.5 | 1 | - | 0.5 |
| PC3. Ask questions to obtain more information on tasks when the instruction you have are unclear | 0.5 | - | - | 0.5 |
| PC4. Agree and review your agreed up on work targets with your supervisor and check for special instructions, if any | 0.5 | - | - | 0.5 |
| PC5. Use the correct tools and equipment | 1 | 1 | - | 0.5 |
| PC6. Check that equipment is safe and set up for use | 1 | 1 | - | 0.5 |
| PC7. Select the correct component parts for the style being done | 1 | 1 | - | 0.5 |
| PC8. Check that the materials to be used are free from faults | 1 | 2 | - | 0.5 |
| PC9. Ensure the materials used meet the specification matching :- (a) within a product (b) between a pair of products where applicable | 1 | 2 | - | 0.5 |
| <i>Stitch components to produce garment sample</i> | 13.5 | 64 | - | 6.5 |
| PC10. Carry out test sews | - | 4 | - | 0.5 |
| PC11. Check needles and threads regularly | 1 | 1 | - | - |
| PC12. Check if fabric /component is correctly marked and pieces cut as required | 0.5 | 2 | - | 0.5 |
| PC13. Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly. | - | 2 | - | 0.5 |
| PC14. Report faults in the materials | 0.5 | - | - | 0.5 |

Qualification Pack

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| PC15. Conform to company quality standards | 1 | 2 | - | 0.5 |
| PC16. Report any damaged work to the responsible person | 0.5 | - | - | 0.5 |
| PC17. 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 | - | - | 0.5 |
| PC18. Operate machines safely and in accordance with guidelines | - | 5 | - | 0.5 |
| PC19. Optimize the positioning and layout of materials to ensure a smooth and rapid through put. | 1 | 2 | - | - |
| PC20. Check the equipment prior to making the stitching, including correct controls, correct attachments, correct needle & thread | 1 | 2 | - | 0.5 |
| PC21. Stitch the correct materials in the right sequence as required by the product specification | 1 | 13 | - | 0.5 |
| PC22. Ensure stitched product conforms to shape size, labels, trimmings and other specifications | 3 | 7 | - | 1 |
| PC23. Carry out alterations (if any) to meet customer requirements | 1 | 6 | - | - |
| PC24. Minimise and dispose the waste materials in the approved manner | 0.5 | 1 | - | 0.5 |
| PC25. Sew and apply trims by hand and machine | 0.5 | 8 | - | - |
| PC26. Perform complex stitching operations with precision & accuracy | 1 | 9 | - | - |
| NOS Total | 21 | 73 | - | 11 |

Qualification Pack

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|---------------------------------|
| NOS Code | AMH/N0703 |
| NOS Name | Stitch using machine or by hand |
| Sector | Apparel |
| Sub-Sector | Apparel |
| Occupation | Tailoring |
| NSQF Level | 4 |
| Credits | TBD |
| Version | 2.0 |
| Last Reviewed Date | 30/12/2021 |
| Next Review Date | 30/12/2024 |
| NSQC Clearance Date | 30/12/2021 |

Qualification Pack

AMH/N0704: Contribute to achieve sample quality in stitching operations

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking stitching related activities to ensure products meet specifications.

Scope

The scope covers the following :

- Contribute to achieving the sample quality in stitching operations

Elements and Performance Criteria

Contribute to achieving the product quality in stitching operations

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

- PC1..** Identify and use materials required based on the specifications given in the techpack
- PC2.** Take the necessary action when materials do not conform to quality standards
- PC3.** Report and replace identified fault materials and component parts which do not meet specification
- PC4.** Identify modifiable defects and re work on them
- PC5. .** Carryout work safely 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. .** Identify faults and take appropriate action for rectification
- PC11. .** Make adjustments promptly to return product to specification
- PC12. .** Identify materials and components for creased, stained, damage and incorrectly made components
- PC13. .** Report faults in other processes to the appropriate person
- PC14. .** Maintain the required productivity and quality levels
- PC15. .** 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 guide lines
- KU3.** Quality systems and sewing processes practiced in the organization

Qualification Pack

- 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 in own/other processes
- KU10.** Commonly encountered faults and their rectification
- KU11.** Different techniques and methods used to detect faults
- KU12.** Consequences of stitching components out of sequence and how to prevent it occurring
- KU13.** Types of seams/hems/finishes used and purposes they serve
- KU14.** Effect of seams/hems not sewn as per specifications
- KU15.** Importance of keeping stitched items away from contamination
- KU16.** The importance of marking and segregating rejects and storing them at the designated location
- KU17.** Inspect stitched products against specifications
- KU18.** Carryout alterations to meet customer requirements
- KU19.** Appropriate inspection methods that can be used
- KU20.** Acceptable solutions for particular faults
- KU21.** The consequences of not rectifying problems
- KU22.** The types of adjustments suitable for specific types of faults
- KU23.** Own responsibilities at work during production

Generic Skills (GS)

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

- GS1.** Written 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 supervisors, managers, etc.
- GS6.** Analyze the defects and the procedure for dealing with it
- GS7.** Take appropriate actions in terms of any deviations from the process
- GS8.** Plan and set the targets along with the supervisors and the co workers
- GS9.** Organize tools and equipments to be used
- GS10.** Plan for placing the different components in an organized manner on a daily basis
- GS11.** Set targets to produce requisite batch of stitched components/ garments
- GS12.** Ensure all customer needs are assessed and every effort is made to provide satisfactory service
- GS13.** Evaluate and stitch components as per client specifications

Qualification Pack

- GS14.** Clarify instructions given by the supervisors
- GS15.** Identify possible defects with the products
- GS16.** Review the defects and take appropriate actions to rectify them
- GS17.** Report to authorized personnel if problems cannot be rectified
- GS18.** Diagnose common problems in the machine based on visual inspection
- GS19.** Assess and control the quality standards of the product as per customer standards
- GS20.** Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Qualification Pack

Assessment Criteria

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| <i>Contribute to achieving the product quality in stitching operations</i> | 16 | 56 | - | 8 |
| PC1.. Identify and use materials required based on the specifications given in the techpack | 1 | 4 | - | 0.5 |
| PC2. Take the necessary action when materials do not conform to quality standards | 1 | 9 | - | 1 |
| PC3. Report and replace identified fault materials and component parts which do not meet specification | 1 | 1 | - | 0.5 |
| PC4. Identify modifiable defects and re work on them | 1 | 2 | - | 0.5 |
| PC5. . Carryout work safely at a rate which maintains work flow | 1 | 5 | - | 0.5 |
| PC6. . Report to the responsible person when the work flow of other production areas disrupts work. | 1 | - | - | 0.5 |
| PC7. . Test, sort, track feed and examine work in progress | 1 | 2 | - | 0.5 |
| PC8. . Carry out quality checks at specified intervals according to instructions. | 1 | 6 | - | 0.5 |
| PC9.. Apply the allowed tolerances | 1 | 4 | - | 0.5 |
| PC10. . Identify faults and take appropriate action for rectification | 2 | 8 | - | 0.5 |
| PC11. . Make adjustments promptly to return product to specification | 1 | 3 | - | 0.5 |
| PC12. . Identify materials and components for creased, stained, damage and incorrectly made components | 1 | 4 | - | 0.5 |
| PC13. . Report faults in other processes to the appropriate person | 1 | - | - | 0.5 |
| PC14. . Maintain the required productivity and quality levels | 1 | 6 | - | 0.5 |

Qualification Pack

| Assessment Criteria for Outcomes | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|---|--------------|-----------------|---------------|------------|
| PC15. . Complete and maintain documentation | 1 | 2 | - | 0.5 |
| NOS Total | 16 | 56 | - | 8 |

Qualification Pack

National Occupational Standards (NOS) Parameters

| | |
|----------------------------|--|
| NOS Code | AMH/N0704 |
| NOS Name | Contribute to achieve sample quality in stitching operations |
| Sector | Apparel |
| Sub-Sector | Apparel |
| Occupation | Tailoring |
| NSQF Level | 4 |
| Credits | TBD |
| Version | 2.0 |
| Last Reviewed Date | 30/12/2021 |
| Next Review Date | 30/12/2024 |
| NSQC Clearance Date | 30/12/2021 |

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.

Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

(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/N0102.Maintain work area, tools and machines | 14 | 49 | - | 7 | 70 | 15 |
| AMH/N0103.Maintain health, safety and secure work place with Gender and PwD Sensitization | 22 | 12 | - | 6 | 40 | 9 |
| AMH/N0701.Prepare for Sampling | 14 | 49 | - | 7 | 70 | 16 |
| AMH/N0702.Carry out fabric cutting operations for preparing garment sample | 17 | 60 | - | 8 | 85 | 19 |
| AMH/N0703.Stitch using machine or by hand | 21 | 73 | - | 11 | 105 | 23 |
| AMH/N0704.Contribute to achieve sample quality in stitching operations | 16 | 56 | - | 8 | 80 | 18 |
| Total | 104 | 299 | - | 47 | 450 | 100 |

Acronyms

| | |
|-------------|---|
| NOS | National Occupational Standard(s) |
| NSQF | National Skills Qualifications Framework |
| QP | Qualifications Pack |
| TVET | Technical and Vocational Education and Training |

Qualification Pack

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. |

Qualification Pack

| | |
|---|--|
| 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. |