

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR APPAREL, MADE-UP'S AND HOME FURNISHING

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack – Self Employed Tailor

SECTOR: Apparel, Made-up's and Home Furnishing

SUB-SECTOR: Apparel

SECTOR:Apparel Made-up's and Home Furnishing

OCCUPATION: Self Employed Tailor

REFERENCE ID: AMH/Q1947

ALIGNED TO: NCO-2004 / 7433.10

Self Employed Tailor is a role of a self employed professional tailor who can sew and repair garments , made ups and homefurnishing articles and manage livelihood out of it.

Brief Job Description: Self Employed Tailor is a skilled tailor versed with making customized Indian dresses. The job thus involves taking measurement, cutting fabric as per measurement and sewing with the help of ordinary sewing machines . The personalso does alteration works of stitched dress materials to correct and fit as per customer requirements.

Personal Attributes: The tailor should havegood eyesight, eye-hand-legcoordination, motor skills and clear vision and free from colour vision. The person should have good interpersonal skills, good listener and business acumen.

Job Details	Qualifications Pack Code	AMH/Q1947		
	Job Role	Self Employed Tailor		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-up's and Home Furnishing	Drafted on	03/06/15
	Sub-sector	Apparel	Last reviewed on	04/06/15
	Occupation	Tailoring- Self Employed	Next review date	21/03/16
	NSQC Clearance on*			

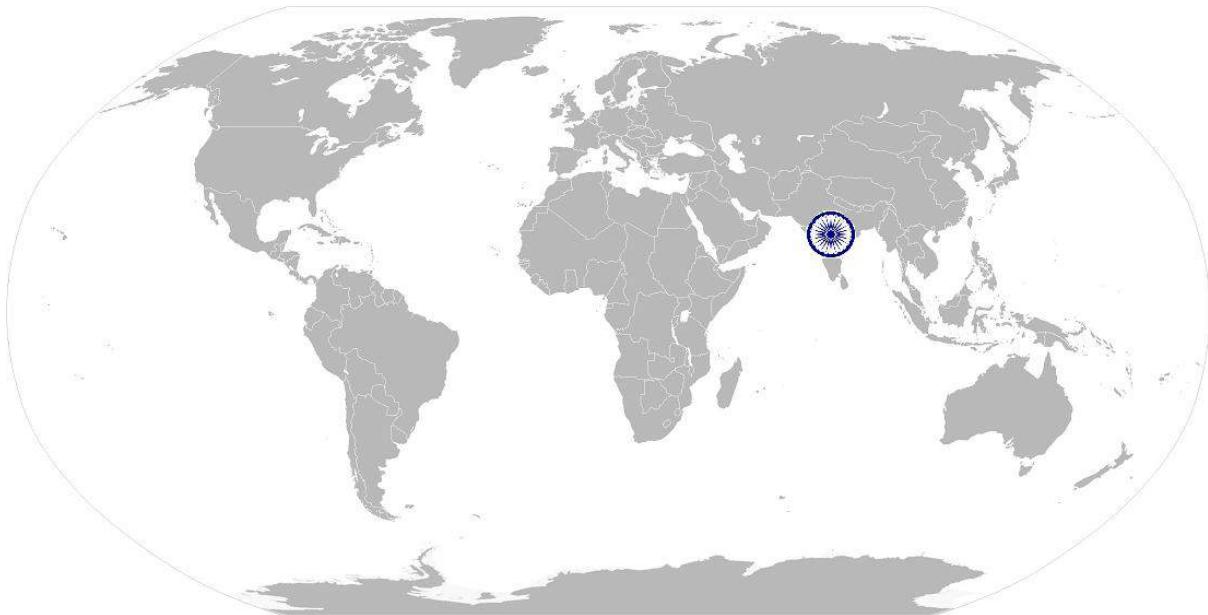
Job Role	Self Employed Tailor
Role Description	Tailoring of garments by taking measurement, cutting clothes as per measurement and sewing with the help of ordinary sewing machines (mainly lockstitch, overlock).
NSQF level	4
Minimum Educational Qualifications	Preferably, Standard VIII
Maximum Educational Qualifications	N.A.
Training (Suggested but not mandatory)	N.A.
Minimum Job Entry Age	18 years
Experience	Preferably having worked for 3-6 months working with ordinary stitching machines whether in garment or apparel factory or at home
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> AMH/N1947(Drafting and cutting the fabric) AMH/N1948(Carry out the process of sewing for dress materials and common household items of textiles) AMH/N1949(Carry out inspections and alterations to adjust corrections for fittings) AMH/N1950(Maintain health, safety and security in the tailoring shop) AMH/N0102(Maintain workarea, tools and machines) AMH/N0104(Comply with industry, regulatory and organizational requirements) <p>Optional: Not Applicable</p>
Performance Criteria	As described in relevant NOS units

Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses 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.
	Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
	Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
	Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
	Sub-functions	Sub-functions are sub-activities essential achieving the objectives of the function.
	Job role	Job role defines unique set of functions that together form a unique employment opportunity in an organization.
	Occupational Standards (OS)	OS specify the standards of performance an individual must achieve consistently while carrying out a function at the workplace. Occupational Standards as set of competencies is applicable both in Indian and overreaching global contexts.
	Performance Criteria	Performance Criteria defined for a task are statements that together specify the standard of performance while carrying out the task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in Indian context.	
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.	
Qualifications Pack(QP)	Qualifications Pack comprises set of OS, together with the educational, training and other criteria that are required to perform a job rolesatisfactorilyat workplace. A Qualifications Pack is assigned a unique qualification pack code for clear identification.	
Knowledge and Understanding	Knowledge and Understanding are statements which together as a set specify the technical, generic, professional and organization specific knowledge that an individual needs to possess in order to perform and meet the required standards consistently.	

Organizational Context	Organizational Context includes the way the organization is structured and how it operates. It includes elements of operational knowledge contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Substrate	Basic material used for creating pattern
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It is usually coined with specifically designated roles and responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills as set are group of skills. It is key to working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include mainly communication related skills that are applicable to most job roles.
Keywords /Terms	Description
SSC	Sector Skill Council
AMH	Apparel, Made-up's and Home Furnishings
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation
Techpack	Technical Specifications

Acronyms

National Occupational Standard



Overview

This unit is meant to capture skills, knowledge and personality attributes combined all together as set enabling one to take accurate measurement of human body as per tailoring requirements of specific dress forms.

AMH/ N1947

Drafting and Cutting the Fabric

Unit Code	AMH/ N1947
Unit Title (Task)	Drafting and Cutting the Fabric
Description	This unit is about quantification and measurement of skills and competencies enabling one to take accurate measurement of human body to proceed tailoring.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Identifying dress form, correct handling of measuring equipment, taking measurement correctly, basics of drafting and tools required and fabric cutting technique and factors involved in cutting fabrics
Performance Criteria(PC) w.r.t. the Scope	
Elements	Performance Criteria
Identifying dress form, correct handling of measuring equipment, taking measurement correctly, basics of drafting and tools required and fabric cutting technique and factors involved in cutting fabrics	<p>PC1. Take body measurement of the customer or the product</p> <p>PC2. Select the appropriate tools & materials for drafting</p> <p>PC3. Mark the measurements of a garment on a piece of paper with the help of the tools and make the standard patterns for reference</p> <p>PC4. Cut the paper pattern as per the measurement</p> <p>PC5. Place the cut components of paper for cutting the cloth</p> <p>PC6. Select the appropriate tools & materials for cutting</p> <p>PC7. Measure the length and width of the material/fabric before starting to cut</p> <p>PC8. Ensure there are no defects on the material</p> <p>PC9. Lay the fabric on the table in accordance with fabric grain line, designs, checks or plaids, etc.</p> <p>PC10. Cut the various garment components with precision</p> <p>PC11. Avoid fabric/material wastage while cutting</p> <p>PC12. Organise cut components in a suitable bundle tied together</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <p>KA1. Knowledge about customer requirements related to style and fashion in vogue in context of the shop's capability</p>
B. Technical Knowledge	The user/individual on the job needs to know and understand: <p>KB1. Knowledge about fabrics (woven, knits, etc.), its characteristics (softness, drape, stretch ability, etc.) and types (cotton, silk, georgette, crepe, etc.)</p> <p>KB2. Knowledge about fabric shrinkage</p> <p>KB3. Knowledge about trims and accessories (buttons, zippers, sequins, beads, etc.)</p> <p>KB4. Knowledge about standard size chart for women/men/and children</p> <p>KB5. Knowledge about made –ups and home furnishing articles</p> <p>KB6. Knowledge about marking tools and equipments like L-scale, leg curve scale, measuring tape, tracing wheel, etc.</p> <p>KB7. Methods of calculating the number of components required</p> <p>KB8. Process of drafting on paper</p> <p>KB9. Main characteristics of the materials, method of identification and the means</p>

AMH/ N1947

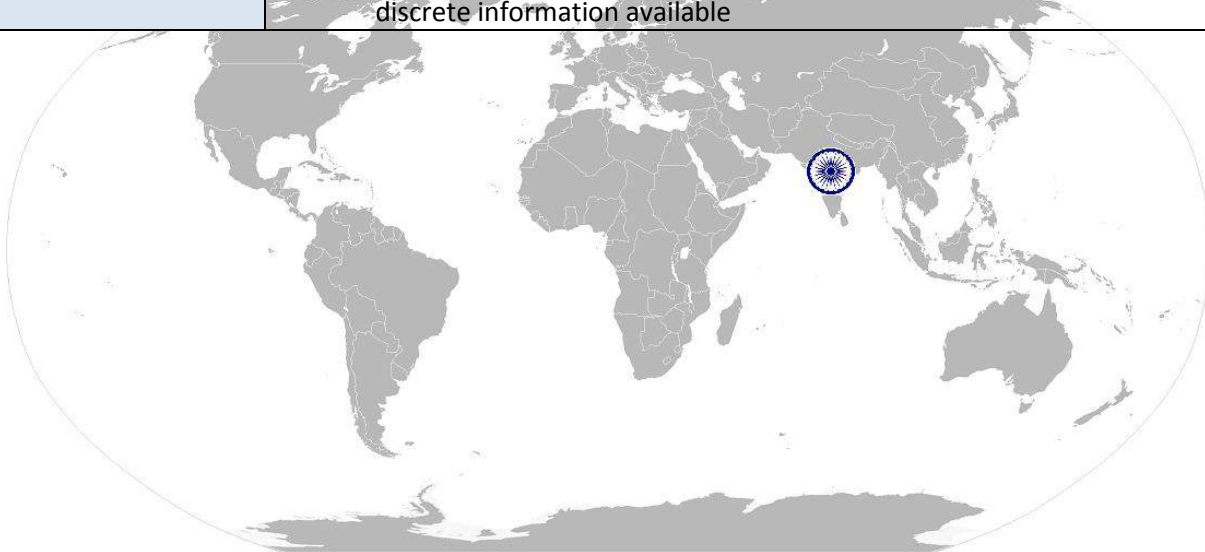
Drafting and Cutting the Fabric

	<p>of cutting operations and subsequent operations</p> <p>KB10. Knowledge about cutting tools and equipments like scissors, shears, etc. and fabric cutting technique - to cut neatly & with precision</p> <p>KB11. Cutting out, trimming, marking up and fitting</p> <p>KB12. Estimates of material required for a particular garment</p>
Skills (S)	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SA1. write measurement data in suitable form and sequence</p> <p>SA2. write clearly and legibly in local language as well</p> <p>SA3. record measurement data clearly and in a legible manner for reference when making patterns</p>
	<p>Reading Skills</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SA4. read and comprehend written instructions</p> <p>SA5. Read and comprehend the documents maintained for future reference</p> <p>SA6. Read, understand and act accordingly when referring the notes taken down for measurement</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
<p>B. Professional Skills</p>	<p>The user/individual on the job needs to know and understand:</p> <p>SA7. communicate with clients and associate workforce appropriately</p> <p>SA8. talk to convey information effectively and understand their exact requirements and expectations</p>
	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB1. follow shop rule-based decision making process</p> <p>SB2. Take decision of making a particular depending on the capability and capacity of the shop</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB3. Plan and organize the preparatory tasks to meet the target dates and deadlines</p> <p>SB4. Plan and organize all the pre-stitching work so as to have a smooth and uninterrupted workflow when stitching the dress</p>
<p>Customer Centricity</p>	
<p>The user/individual on the job needs to know and understand:</p> <p>SB5. Understand the customer requirements and stitch the dress accordingly</p> <p>SB6. manage relationships with customers who may be angry, frustrated or confused</p> <p>SB7. build customer understanding of trust and supports</p>	
<p>Problem Solving</p>	

AMH/ N1947

Drafting and Cutting the Fabric

	The user/individual on the job needs to know and understand: SB8. comprehend measurement related inputs SB9. propose solution to customers with suitable amendments to size needed to be adjusted over actual measurement to enhance look and appropriateness
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB10. Apply domain information about Product, material, Processes and technical specifications to identify area of critical concerns like dress size adjustment, suitability of cloth for certain class of dresses etc. SB11. Analyze the customer requirements with respect to the shop's capability and capacity to develop such a design
	Critical Thinking
	The user/individual on the job needs to know and understand: SB12. critically evaluate measurement adjustment in relation to person body type SB13. develop holistic and comprehensive profile of products based on segregated discrete information available

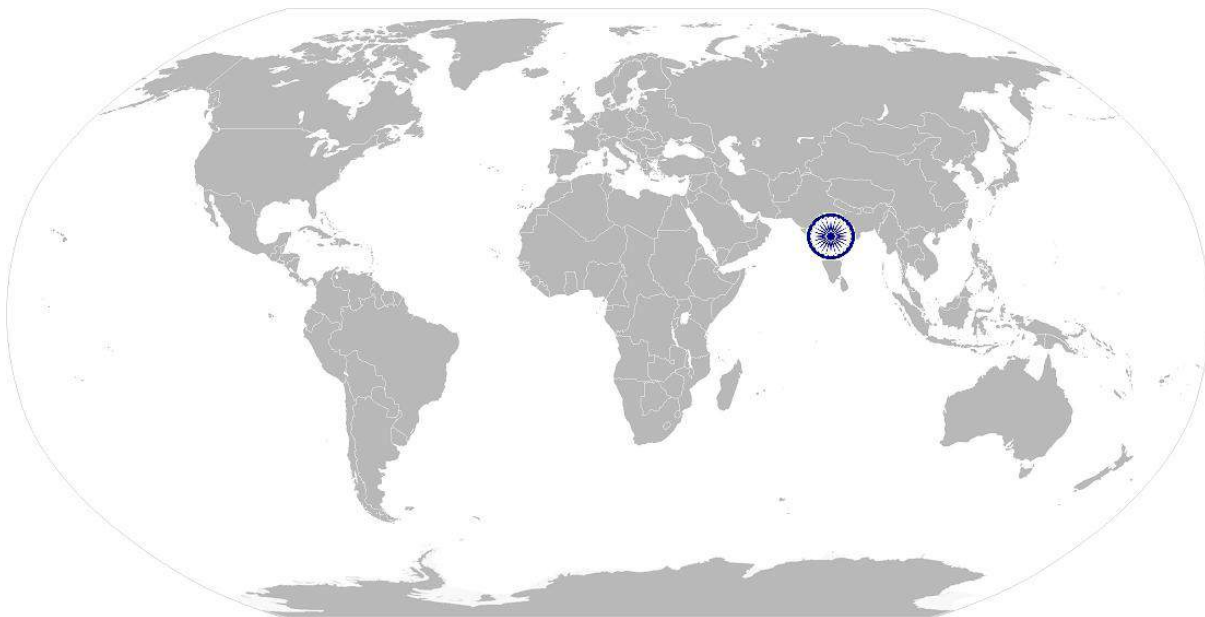


AMH/ N1947

Drafting and Cutting the Fabric

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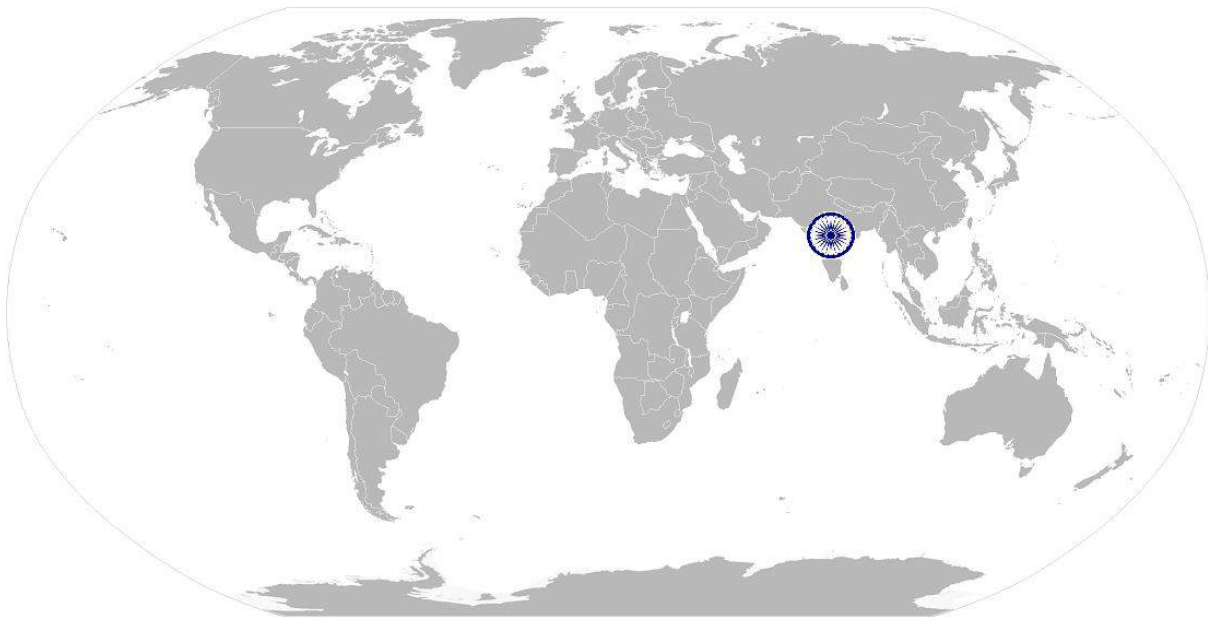
NOS Code	AMH/N1949		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	03/06/15
Industry Sub-sector	Apparel	Last reviewed on	04/06/15
Occupation	Self Employed Tailor	Next review date	21/03/16



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AMH/ N1948 Carry out the process of sewing for dress materials and common household items of textiles

National Occupational Standard



Overview

This unit is meant to capture skills, knowledge and personality attributes combined all together as set enabling onetostitch cut components cut as per measurement to convert it into complete dress form. It also includes sewing of common household items of textiles.

AMH/ N1948 Carry out the process of sewing for dress materials and common household items of textiles

National Occupational Standard	Unit Code	AMH/ N1948
	Unit Title (Task)	Carry out the process of sewing for dress materials and common household items of textiles
	Description	This unit is about quantification and measurement of skills and competencies enabling one to sew cut components and common household items into complete form.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Sewing components into full products (dress and/or common household items of textiles)
	Performance Criteria(PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Sewing components into full products (dress and/or common household items of textiles)	PC1. Set machines according to manufacturers' instructions and sewing requirements PC2. Set machine controls for the materials being stitched PC3. Perform a test run to ensure machine is operating correctly PC4. Join cut components by stitching PC5. Carry out hand sewing (kaj making, button fixing, hemming, or basic embroidery etc.) PC6. Make a final cost sheet
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Knowledge about customer requirements in context of shop's capability for stitching quality and product design
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge about operating the manual, semi-manual, electrically operated sewing machine KB2. Knowledge about sequence of sewing the cut components KB3. Knowledge about basic costing KB4. Knowledge of basic embroidery stitches.
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills	
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA1. write in simple language the changes done while stitching SA2. record cutting details clearly 	
	Reading Skills	
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA3. read and comprehend written instructions regarding the measurements 	
	Oral Communication (Listening and Speaking skills)	
The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA4. communicate with clients and associate workforce appropriately 		

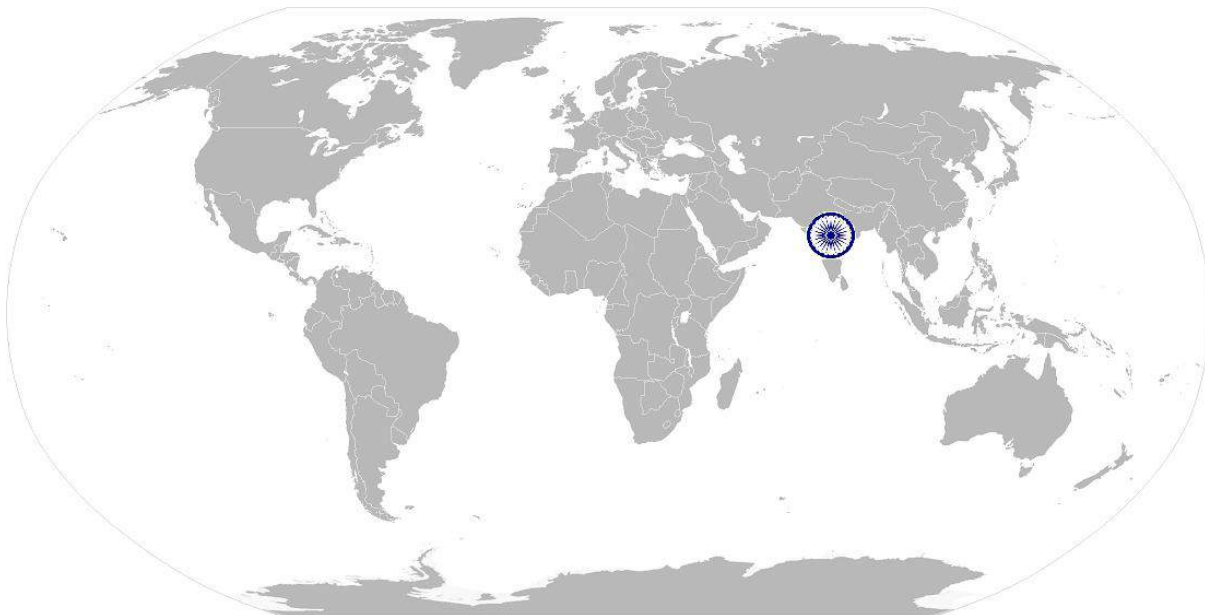
AMH/ N1948 Carry out the process of sewing for dress materials and common household items of textiles

	SA5. talk to convey information effectively and in a detailed manner
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand: SB1. follow shop rule-based decision making process when making minor/major changes while stitching the cut components SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. Plan and organize the sewing process so as to meet the target dates and deadlines SB4. Organize all the tools and equipments required during stitching before hand to avoid any disturbance and possess a smooth workflow
	Customer Centricity
	The user/individual on the job needs to know and understand: SB5. Stitch dresses as per customer requirements SB6. Should have a strong reason while explaining the reason for making changes to customers
	Problem Solving
	The user/individual on the job needs to know and understand: SB7. comprehend stitching related inputs SB8. propose solution to customers with suitable amendments to size to be adjusted over actual measurement to enhance look and appropriateness
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB9. Analyze the final product stitched with the specifications given by the customer SB10. Analyze the minor/major changes while stitching and their reason behind it
	Critical Thinking
The user/individual on the job needs to know and understand: SB11. critically evaluate sewing adjustment in relation to person body type SB12. develop holistic and comprehensive profile of products based on segregated discrete information available	

AMH/ N1948 Carry out the process of sewing for dress materials and common household items of textiles

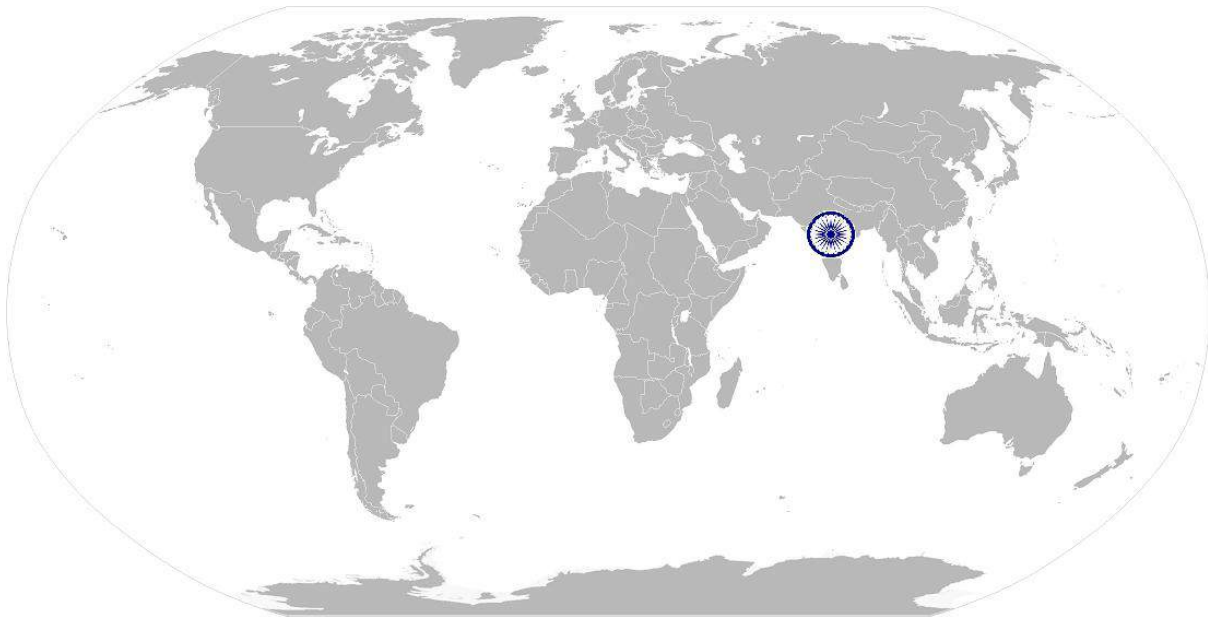
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NOS Code	AMH/N1948		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	03/06/15
Industry Sub-sector	Apparel	Last reviewed on	04/06/15
Occupation	Self Employed Woman-Tailoring	Next review date	21/03/16



AMH/ N1949 Carry out inspections and alterations to adjust corrections for fittings

National Occupational Standard



Overview

This unit is meant to capture skills, knowledge and personality attributes combined all together as set enabling one to check stitched dress materials to identify needs for correction for fitting and incorporate correction.

AMH/ N1949 Carry out inspections and alterations to adjust corrections for fittings

National Occupational Standard

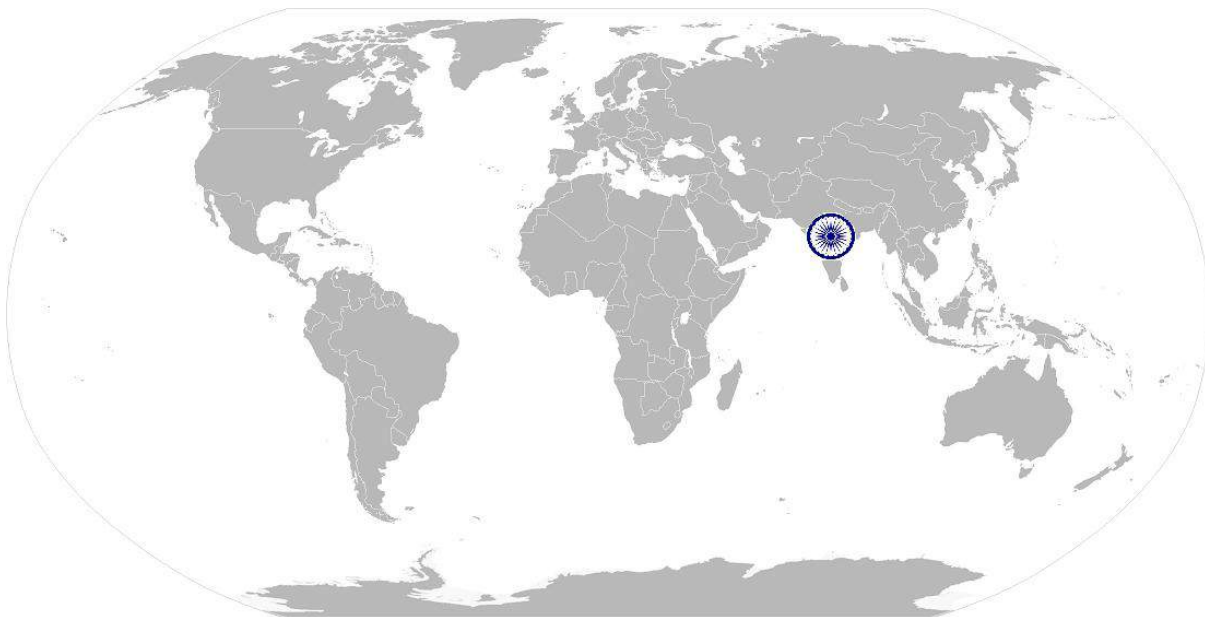
Unit Code	AMH/ N1949
Unit Title (Task)	Carry out inspections and alterations to adjust corrections for fittings
Description	This unit is about quantification and measurement of skills and competencies enabling one to check stitched dress materials for any correction needs to be incorporated through stitching or other sewing processes.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Final checking after stitching, identify alteration needs and corrections for fittings
Performance Criteria(PC) w.r.t. the Scope	
Elements	Performance Criteria
Final checking after stitching, identify alteration needs and corrections for fittings	PC1. Check fitting of the dress materials onto the customers PC2. Record required alteration needs and instructions on tags or labels and attach them to garments PC3. Carry out alterations as per records
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Knowledge about the person's capability of incorporating changes as per alteration needs in terms of the availability of the required tools and equipments, etc.
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge about handling of seam ripper
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA1. document records related to changes being done in the style or size
	Reading Skills
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA2. read and comprehend written instructions related to measurement and markings and make the alterations accordingly
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA3. communicate with customers appropriately when making them try the dresses for an honest feedback
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SB1. Follow shop rule-based decision making process when making alterations with respect to the targets given for other dresses, etc. SB2. take decision regarding the alterations keeping the customer requirements in mind
	Plan and Organize

AMH/ N1949 Carry out inspections and alterations to adjust corrections for fittings

	The user/individual on the job needs to know and understand: SB3. Plan and organize the alteration records with the style to be worked upon to avoid confusions
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. Make the alterations in the product as per customer requirements with a logical reasoning SB5. build customer relationships and use customer centric approach SB6. Deal politely with the customers who are unsatisfied with the final product
	Problem Solving
	The user/individual on the job needs to know and understand: SB7. Have a solution-giving approach with the customers SB8. Make minor alterations before hand when aware about the defect/fault
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB9. Analyze the alterations done to avoid repetition
	Critical Thinking
	The user/individual on the job needs to know and understand: SB10. critically evaluate the alterations in relation to product intended SB11. develop holistic and comprehensive profile of products based on segregated discrete information available

AMH/ N1949 Carry out inspections and alterations to adjust corrections for fittings
NOS Version Control

NOS Code	AMH/N1949		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	03/06/15
Industry Sub-sector	Apparel	Last reviewed on	04/06/15
Occupation	Self Employed Tailor	Next review date	21/03/16

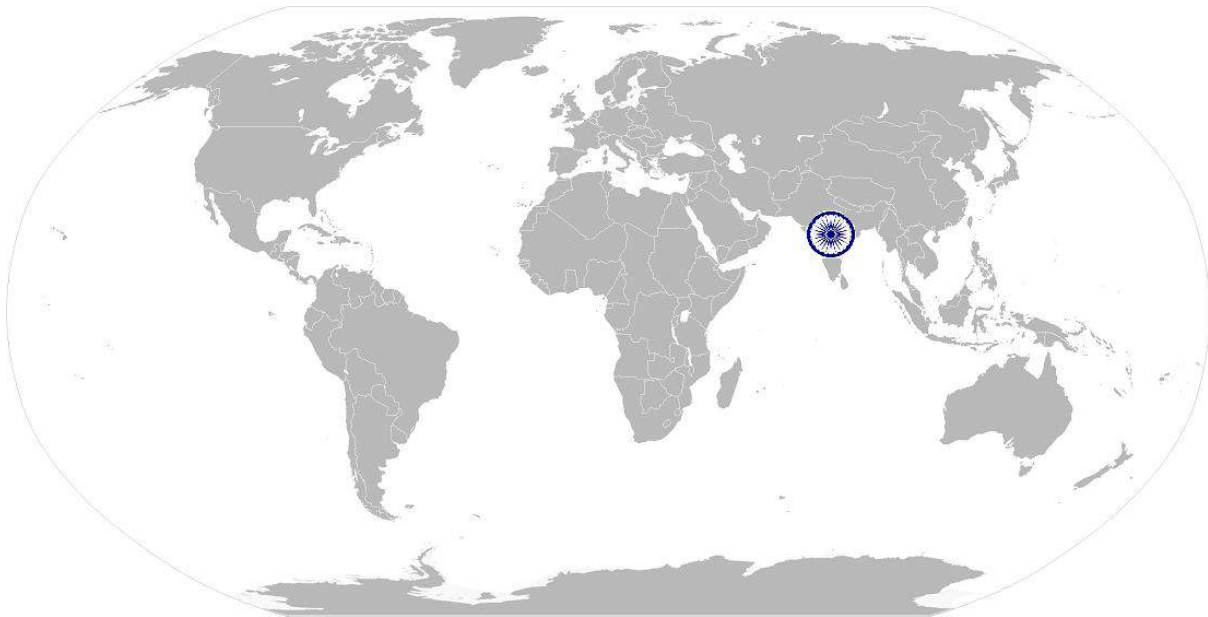


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AMH/ N1950

Maintain health, safety and security in tailoring shop

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to identify health, safety and security concerns to the tailoring shop and ensure mechanism to safeguard against such hazards.

National Occupational Standard

AMH/ N1950		Maintain health, safety and security in tailoring shop
Unit Code	AMH/ N1950	
Unit Title (Task)	Maintain health, safety and security in the tailoring shop	
Description	This unit is about quantification and measurement of skills and competencies enabling one to satisfactorily maintain health, safety and security in the workplace	
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Maintenance of health, safety and security in the workplace 	
Performance Criteria (PC) w.r.t. the Scope		
Elements	Performance Criteria	
Maintenance of health, safety and security in the workplace	PC1. Keep vigilance for potential risks and threats associated with shop and its equipments like fire, theft, etc. PC2. Handle tools and equipments like sewing machines, scissors, shears, etc. safely and securely PC3. Keep alert in the shop and during work processes to avoid potential risks and threats PC4. Install basic safety signage in the shop for customer knowledge as well PC5. Undertake first-aid, fire-fighting and emergency response training	
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: KA1. Knowledge about hazards related to damage to shop's assets and records KA2. Knowledge about health and safety signage	
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Knowledge about different hazards at workplace like fire, theft, etc. KB2. Knowledge about safe handling of tools and equipments related to stitching of dress materials	
Skills (S) w.r.t the scope		
A. Core Skills/ Generic Skills	Writing Skills	
	The user/ individual on the job needs to know and understand how to:	
	SA1. Maintain records of any incident/accident and the level of damage caused	
	Reading Skills	
	The user/individual on the job needs to know and understand:	
SA2. Read and comprehend written instructions about safe working of machines and equipment		
SA3. Read and follow the safety signage put in the shop		
Oral Communication (Listening and Speaking skills)		
The user/individual on the job needs to know and understand:		
SA4. Explain the importance of health and safety to the customers as well		
SA5. able to speak using vernacular while explaining health and safety to customers for their better understanding		
B. Professional Skills	Decision Making	
The user/individual on the job needs to know and understand:		

AMH/ N1950

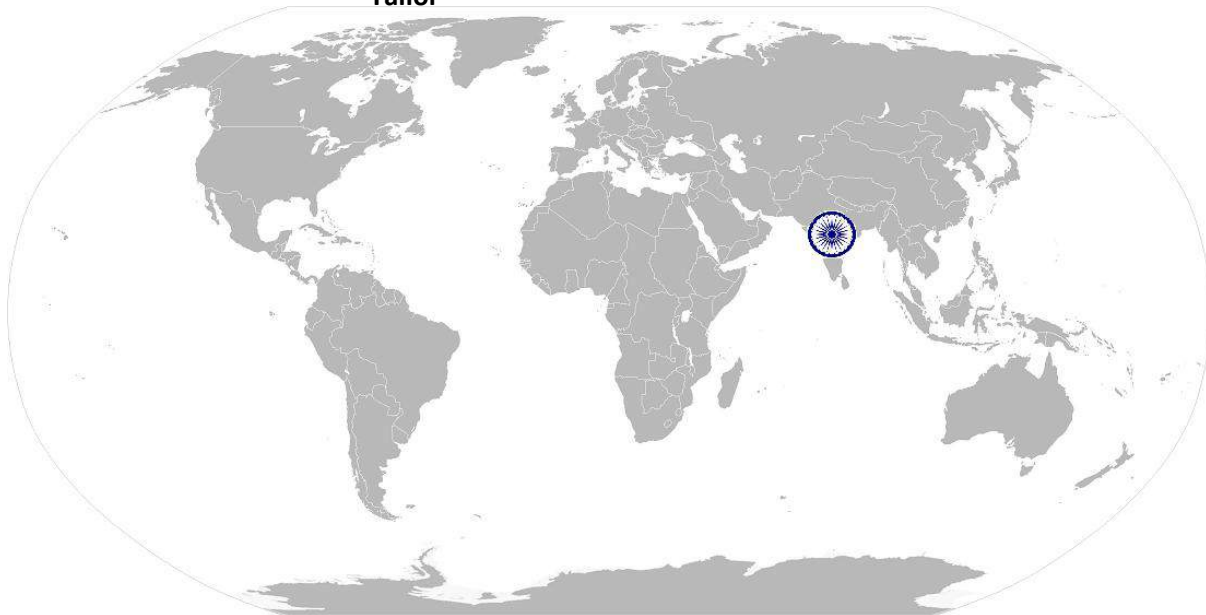
Maintain health, safety and security in tailoring shop

	SB1. Make appropriate and timely decision in responding to emergencies/ accidents in line with the shop SB2. Evaluate and use correct PPE and other safety gear when working in the shop
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. Keep work area free from potential hazards like fire, shot circuit, etc. SB4. Plan and organize the health and safety signage that is to be put in the shop
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB5. Ensure and follow the processes pertaining to health and safety and make sure that the customers are made aware of such processes as well
	Problem Solving
	The user/individual on the job needs to know and understand: SB6. Take appropriate actions during emergencies, accidents or fire at the shop SB7. Resolve issues pertaining to malfunctions in machineries and report to the vendor if required
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB8. Identify emergency situations SB9. Identify cause effect relationship for the emergencies
	Critical Thinking
The user/individual on the job needs to know and understand: SB10. Critically evaluate the root cause of any mishappening and the level of its impact	

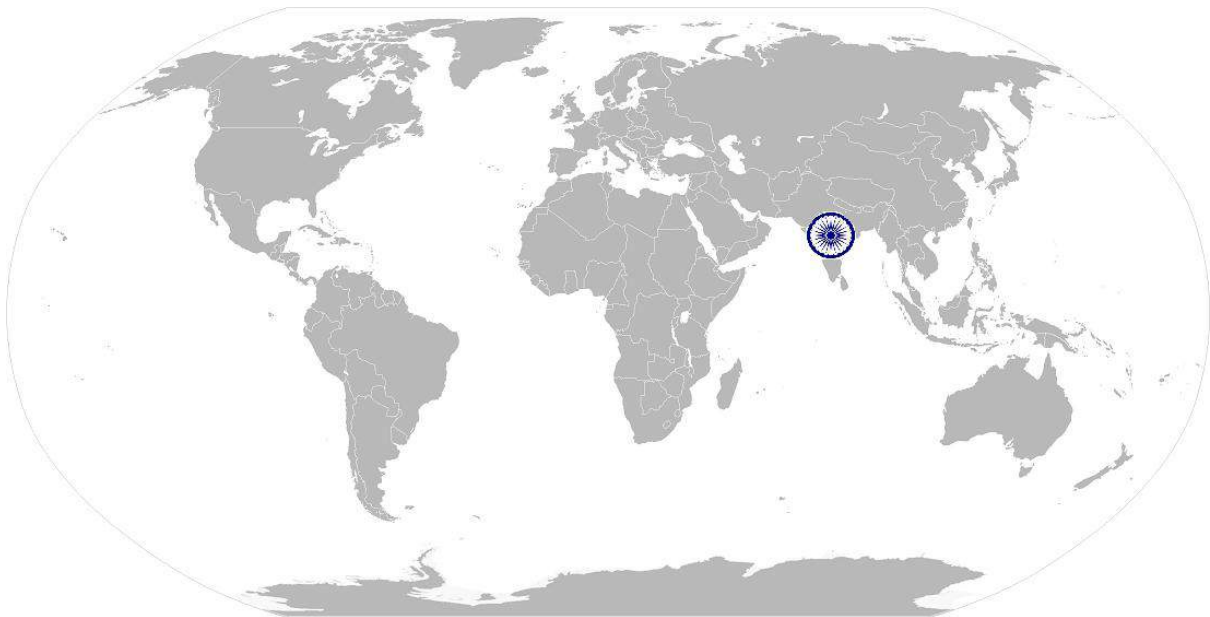
AMH/ N1950 Maintain health, safety and security in tailoring shop
NOS Version Control

NOS Code	AMH/N1950		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	03/06/15
Industry Sub-sector	Apparel	Last reviewed on	04/06/15
Occupation	Self Employed	Next review date	21/03/16

Tailor



National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain activities to ensure tools, equipments and machines are maintained as per norms.

AMH/ N0102

Maintain workarea, tools and machines

National Occupational Standard	Unit Code	AMH/ N0102
	Unit Title (Task)	Maintain workarea, 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
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Maintain the work area tools, and machines
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Maintain the workarea, tools and machines	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Handle materials, machinery, equipment and tools safely and correctly</p> <p>PC2. Use correct lifting and handling procedures</p> <p>PC3. Use materials to minimize waste</p> <p>PC4. Maintain a clean and hazard free working area</p> <p>PC5. Maintain tools and equipment</p> <p>PC6. Carry out running maintenance within agreed schedules</p> <p>PC7. Carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. Report unsafe equipment and other dangerous occurrences</p> <p>PC9. Ensure that the correct machine guards are in place</p> <p>PC10. Work in a comfortable position with the correct posture</p> <p>PC11. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. Dispose of waste safely in the designated location</p> <p>PC13. Store cleaning equipment safely after use</p> <p>PC14. Carry out cleaning according to schedules and limits of responsibility</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organizational procedures</p> <p>KA3. Limits of your own responsibility</p> <p>KA4. Ways of resolving with problems within the work area</p> <p>KA5. The production process and the specific work activities that relate to the whole process</p> <p>KA6. The importance of effective communication with colleagues</p> <p>KA7. The lines of communication, authority and reporting procedures</p> <p>KA8. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. The company's quality standards</p> <p>KA10. The importance of complying with written instructions</p> <p>KA11. Equipment operating procedures / manufacturer's instructions</p>
	B. Technical	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p>

AMH/ N0102

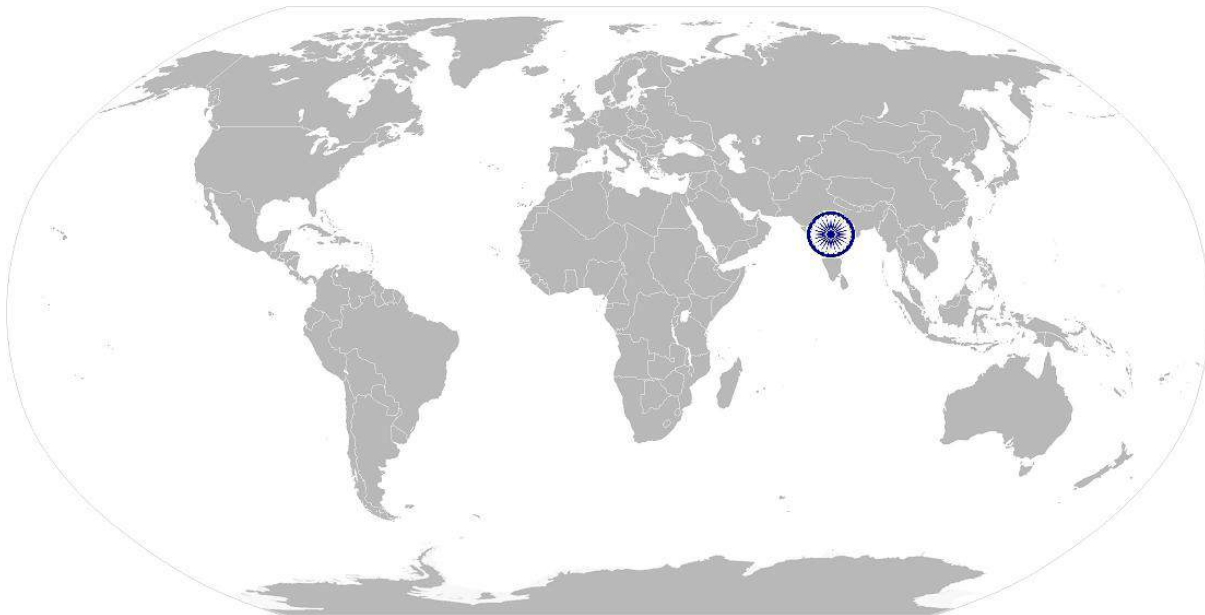
Maintain workarea, tools and machines

Knowledge	<p>KB2. Method to make use of the information detailed in specifications and instructions</p> <p>KB3. Relation between work role and the overall manufacturing process</p> <p>KB4. The importance of taking action when problems are identified</p> <p>KB5. Different ways of minimizing waste</p> <p>KB6. The importance of running maintenance and regular cleaning</p> <p>KB7. Effects of contamination on products i.e. Machine oil, dirt</p> <p>KB8. Common faults with equipment and the method to rectify</p> <p>KB9. Maintenance procedures</p> <p>KB10. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB11. Different types of cleaning equipment and substances and their use</p> <p>KB12. Safe working practices for cleaning and the method of carrying them out</p>
Skills (S) w.r.t the scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards, etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Speak and communicate effectively to peers and supervisors SA5. Give clear instructions to co-workers, subordinates, others SA6. Use correct technical term while interacting with supervisor
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Take appropriate decisions regarding to responsibilities SB2. Assess for any damage/faulty component in the concerned machinery and take action accordingly SB3. Evaluate the decision and conduct basic trouble shooting
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB4. Plan and manage work routine based on company procedure SB5. Work with supervisors/team mates to carry out work related tasks SB6. Plan for cleaning and lubricating the concerned machinery daily SB7. Plan for cleaning the concerned tools and workplace daily before and after operations
	Customer Centricity
The user/individual on the job needs to know and understand how to: SB8. Ensure and follow organizational procedures pertaining to health and safety are followed	

AMH/ N0102

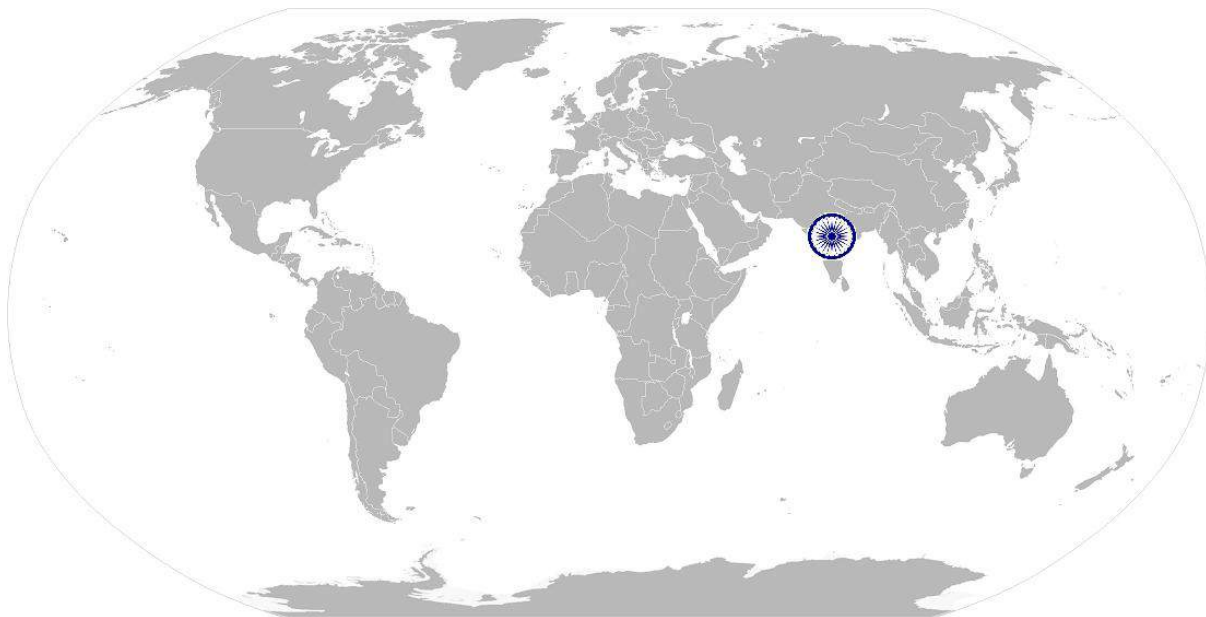
Maintain workarea, tools and machines

	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. Solve operational role related issues
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB9. Diagnose common problems in the machine based on visual inspection, sound, temperature, etc.
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB10. Analyze, evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently



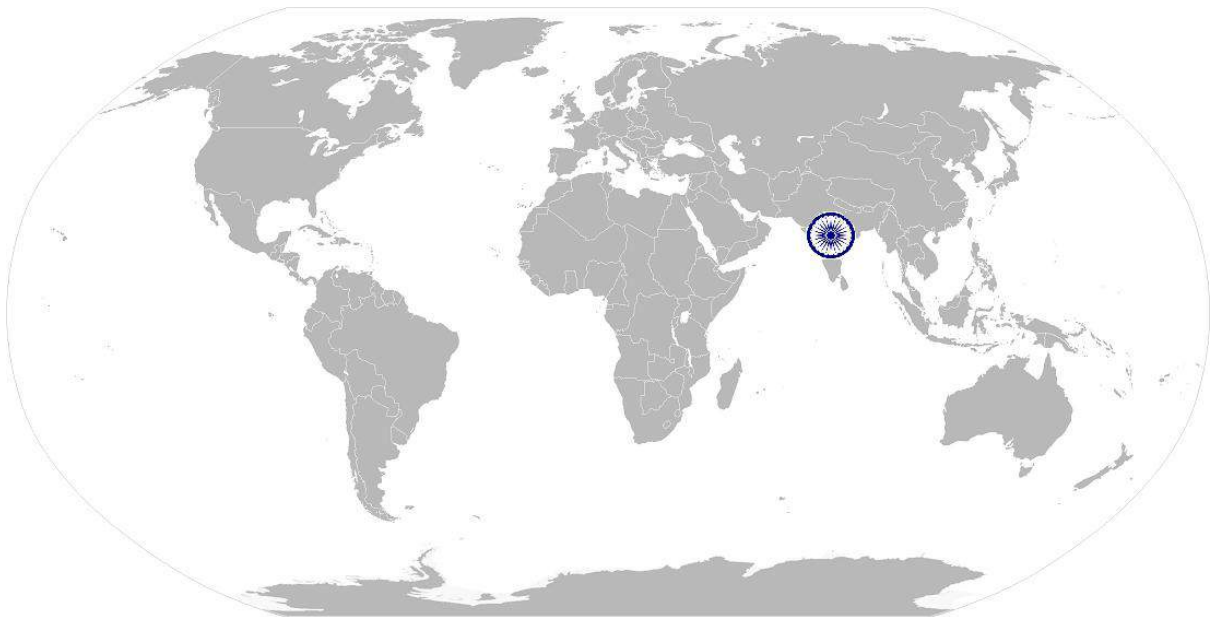
AMH/ N0102 **Maintain workarea, tools and machines**
NOS Version Control

NOS Code	AMH/N0102		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	03/06/15
Industry Sub-sector	Apparel	Last reviewed on	04/06/15
Occupation	Self Employed Tailor	Next review date	21/03/16



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National Occupational Standard



Overview

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

AMH/N0104
Comply with industry, regulatory and organizational requirements

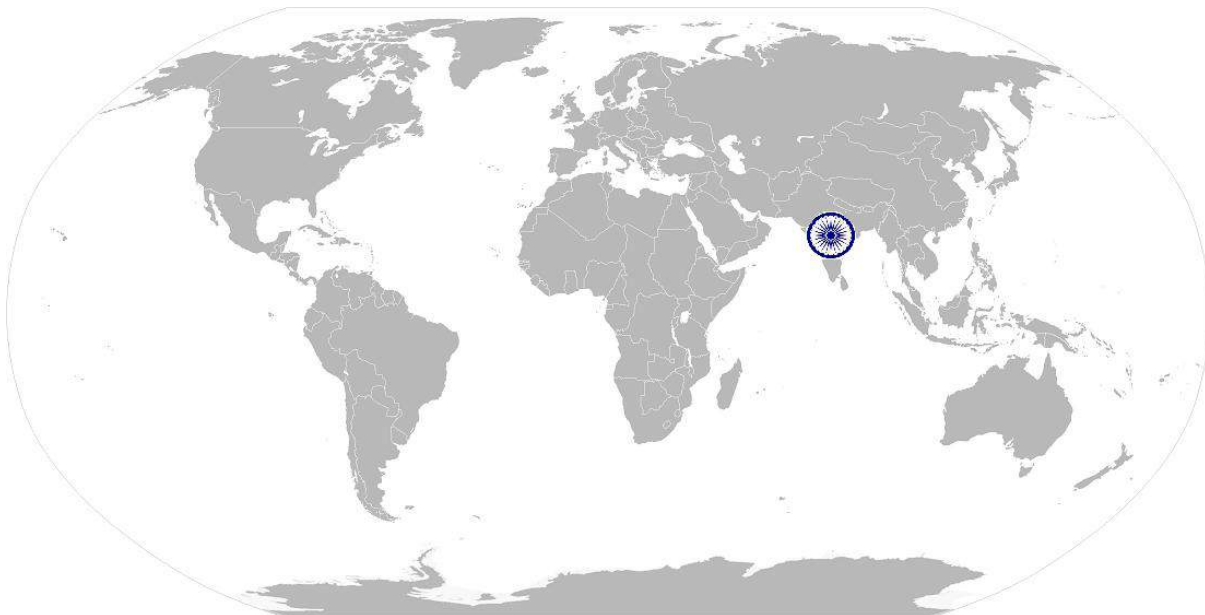
National Occupational Standard	Unit Code	AMH/ N0104
	Unit Title (Task)	Comply with industry, regulatory and organizational requirements
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory and ethical requirements at the workplace.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Comply with industry and organizational requirements
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Comply with industry, and organizational requirements	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel PC3. Apply and follow these policies and procedures within your work practices PC4. Provide support to your supervisor and team members in enforcing these considerations PC5. Identify and report any possible deviation to these requirements
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1.The importance of having an ethical and value-based approach to governance KA2.Benefits to your company and yourself due to practice of these procedures KA3.The importance of punctuality and attendance KA4.Specific to the industry/sector, know and understand: <ul style="list-style-type: none"> Legal and ethical requirements Procedures to follow if someone does not meet the requirements KA5.Customer specific requirements mandated as a part of your work process
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1.Country / customer specific regulations for your sector and their importance KB2.Reporting procedure in case of deviations KB3. Limits of personal responsibility
Skills (S) w.r.t the scope		
Elements	Skills	
A. Core Skills/ Generic Skills	Writing Skills	
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company 	
	Reading Skills	
The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA2. Read and comprehend the organizational documents pertaining to rules and procedures SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc. 		

AMH/N0104 Comply with industry, regulatory and organizational requirements

	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. Positively influence the team members into following procedures
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Take appropriate decisions related to responsibilities
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. Plan and manage work routine based on company procedure
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. Ensure and follow organizational procedures and policies
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. Evaluate and seek and obtain clarification from the superiors
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. Apply balanced judgment to different situations
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB6. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

AMH/N0104 **Comply with industry, regulatory and organizational requirements**
NOS Version Control

NOS Code	AMH/N0104		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	03/06/15
Industry Sub-sector	Apparel	Last reviewed on	04/06/15
Occupation	Self Employed Tailor	Next review date	21/03/16



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Self Employed Tailor

Qualification Pack AMH/Q1947

Sector Skill Council Apparel, Made-up's and Home Furnishing

Guidelines for Assessment

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 approved by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in a QP
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	Performance Criteria	Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
1. AMH/N1947 (Drafting and cutting the fabric)	PC1. Take body measurement of the customer or the product	85	9	3	5	1
	PC2. Select the appropriate tools and materials for drafting		8	2	5	1
	PC3. Mark the measurements of a garment on a piece of paper with the help of the tools and make the standard patterns for reference		10	3	7	0
	PC4. Cut the paper pattern as per the measurement		12	2	10	0
	PC5. Place the cut components of paper for cutting the cloth		7	1	5	1
	PC6. Select the appropriate tools and materials for cutting		10	2	7	1
	PC7. Measure the length and width of the material/fabric before starting to cut		8	1	7	0
	PC8. Ensure there are no defects on the material		4	1	3	0

	PC9. Lay the fabric on the table in accordance with fabric grain line, designs, checks or plaids, etc.		4	0	3	1
	PC10. Cut the various garment components with precision		6	0	5	1
	PC11. Avoid fabric/material wastage while cutting		3	0	3	0
	PC12. Organise cut components in a suitable bundle tied together		4	1	3	0
			85	16	63	6
2. AMH/N1948 (Carry out the process of sewing for dress materials and common household items of textiles)	PC1. Set machines according to manufacturers' instructions and sewing requirements	110	18	7	10	1
	PC2. Set machine controls for the materials being stitched		17	5	10	2
	PC3. Perform a test run to ensure machine is operating correctly		21	5	15	1
	PC4. Join cut components by stitching		22	5	14	3
	PC5. Carry out hand sewing (kaj making, button fixing, hemming, basic embroidery etc.)		20	6	12	2
	PC6. Make a final cost sheet		12	7	4	1
			Total	110	35	65
3. AMH/N1949 (Carry out inspections and alterations to adjust corrections for fittings)	PC1. Check fitting of the dress materials onto the customers	50	17	3	13	1
	PC2. Record required alteration needs and instructions on tags or labels and attach them to garments		15	9	5	1
	PC3. Carry out alterations as per records		18	6	12	0
			50	18	30	2
4. AMH/N1950 (Maintain health, safety and security in the tailoring shop)	PC1. Keep vigilance for potential risks and threats associated with shop and its equipments like fire, theft, etc.	30	6	2	3	1

	PC2. Handle tools and equipments like sewing machines, scissors, shears, etc. safely and securely		5	2	2	1
	PC3. Keep alert in the shop and during work processes to avoid potential risks and threats		7	3	3	1
	PC4. Install basic safety signage in the shop for customer knowledge as well		6	2	3	1
	PC5. Undertake first-aid, fire-fighting and emergency response training		6	2	3	1
			30	11	14	5
5. AMH/N0102 (Maintain workarea, tools and machines)	PC1. Handle materials, machinery, equipment and tools safely and correctly	40	3	0	2	1
	PC2. Use correct lifting and handling procedures		3	1	2	0
	PC3. Use materials to minimize waste		3	1	1	1
	PC4. Maintain a clean and hazard free working area		3	0	2	1
	PC5. Maintain tools and equipments		2	0	2	0
	PC6. Carry out running maintenance within agreed schedules		4	1	2	1
	PC7. Carry out maintenance and/or cleaning within one's responsibility		2	0	2	0
	PC8. Report unsafe equipment and other dangerous occurrences		3	2	1	0
	PC9. Ensure that the correct machine guards are in place		3	0	2	1
	PC10. Work in a comfortable position with the correct posture		2	0	2	0
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		4	1	2	1
	PC12. Dispose of waste safely in the designated location		2	0	2	0

	PC13. Store cleaning equipment safely after use		2	0	2	0	
	PC14. Carry out cleaning according to schedules and limits of responsibility		4	1	2	1	
			40	7	26	7	
6. AMH/N0104 (Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	35	7	4	2	1	
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		5	3	1	1	
	PC3. Apply and follow these policies and procedures within your work practices		7	3	3	1	
	PC4. Provide support to your supervisor and team members in enforcing these considerations		8	3	4	1	
	PC5. Identify and report any possible deviation to these requirements		8	5	2	1	
	Total Marks		350	35	18	12	5
	Total Marks		350	350	105	210	35