

## 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

**OCCUPATION:** Boutique Operations

**REFERENCE ID:** AMH/Q1947

**ALIGNED TO:** NCO-2015 / 7531.0100

**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 person also does alteration works of stitched dress materials to correct and fit as per customer requirements.

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.

**Personal Attributes:** The tailor should have good eyesight, eye-hand-leg coordination, 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	20/06/17
	Occupation	Boutique Operations	Next review date	30/11/2019
	NSQC Clearance on*	28/11/16		

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	14 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)	<b>Compulsory:</b> <ol style="list-style-type: none"> <li>1. <a href="#">AMH/N1947(Drafting and cutting the fabric)</a></li> <li>2. <a href="#">AMH/N1948(Carry out the process of sewing for dress materials and common household items of textiles)</a></li> <li>3. <a href="#">AMH/N1949(Carry out inspections and alterations to adjust corrections for fittings)</a></li> <li>4. <a href="#">AMH/N1950(Maintain health, safety and security in the tailoring shop)</a></li> <li>5. <a href="#">AMH/N0102(Maintain workarea, tools and machines)</a></li> <li>6. <a href="#">AMH/N0104(Comply with industry, regulatory and organizational requirements)</a></li> </ol>
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.

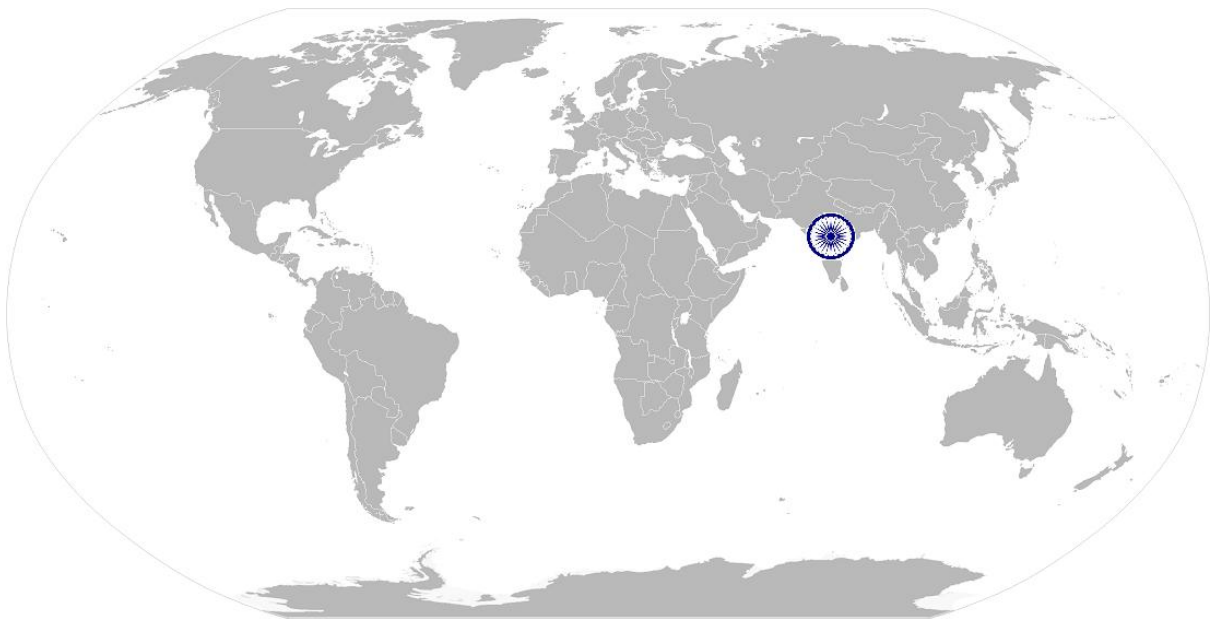
Organizational Context	Organizational Context includes the way the organization is structured and how it operates. It includes elements of operational knowledge contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of 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

Drafting and Cutting the Fabric

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# 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.

### Drafting and Cutting the Fabric

<b>Unit Code</b>	<b>AMH/ N1947</b>
<b>Unit Title (Task)</b>	<b>Drafting and Cutting the Fabric</b>
<b>Description</b>	This unit is about quantification and measurement of skills and competencies enabling one to take accurate measurement of human body to proceed tailoring.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>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</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>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</b>	<p>PC1. Take body measurement of the customer or the product</p> <p>PC2. Select the appropriate tools &amp; 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 &amp; 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>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Knowledge about customer requirements related to style and fashion in vogue in context of the shop's capability</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <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>

### 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 &amp; with precision</p> <p>KB11. Cutting out, trimming, marking up and fitting</p> <p>KB12. Estimates of material required for a particular garment</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<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>
	<b>Reading Skills</b>
	<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>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<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>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<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>
	<b>Plan and Organize</b>
	<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>
	<b>Customer Centricity</b>
	<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>
	<b>Problem Solving</b>



### Drafting and Cutting the Fabric

	<p>The user/individual on the job needs to know and understand:</p> <p>SB8. comprehend measurement related inputs</p> <p>SB9. propose solution to customers with suitable amendments to size needed to be adjusted over actual measurement to enhance look and appropriateness</p>
	<p><b>Analytical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand:</p> <p>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.</p> <p>SB11. Analyze the customer requirements with respect to the shop's capability and capacity to develop such a design</p>
	<p><b>Critical Thinking</b></p> <p>The user/individual on the job needs to know and understand:</p> <p>SB12. critically evaluate measurement adjustment in relation to person body type</p> <p>SB13. develop holistic and comprehensive profile of products based on segregated discrete information available</p>

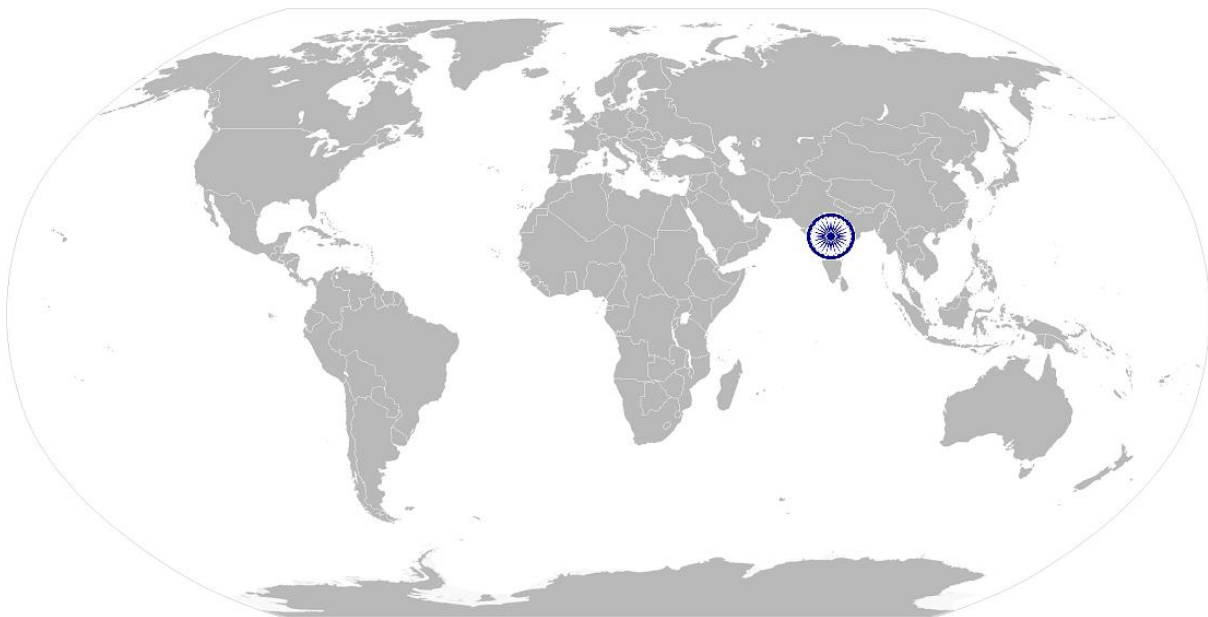




## Drafting and Cutting the Fabric

### NOS Version Control

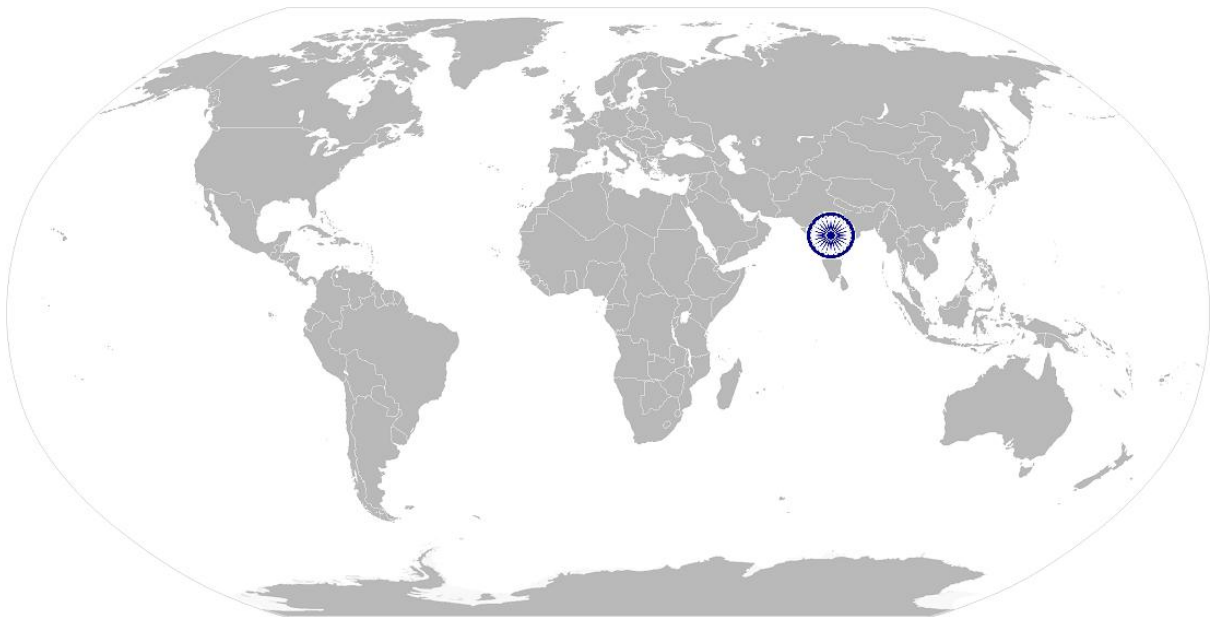
NOS Code	AMH/N1949		
Credits (NSQF)	TBD	Version number	1.0
Definition	Apparel, Made-ups and Home Furnishing	Issued on	03/06/15
Industry Sub-sector	Apparel	Last reviewed on	02/05/19
Occupation	Boutique Operations	Next review date	02/05/2023



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

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# 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.

**Carry out the process of sewing for dress materials and common household items of textiles**

National Occupational Standard	<b>Unit Code</b>	<b>AMH/ N1948</b>
	<b>Unit Title (Task)</b>	<b>Carry out the process of sewing for dress materials and common household items of textiles</b>
	<b>Description</b>	This unit is about quantification and measurement of skills and competencies enabling one to sew cut components and common household items into complete form.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Sewing components into full products (dress and/or common household items of textiles)</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Sewing components into full products (dress and/or common household items of textiles)</b>	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
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: KA1. Knowledge about customer requirements in context of shop's capability for stitching quality and product design
	<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: 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.
<b>Skills (S)</b>		
<b>A. Core Skills/ Generic Skills</b>		<b>Writing Skills</b>
		The user/individual on the job needs to know and understand: SA1. write in simple language the changes done while stitching SA2. record cutting details clearly
		<b>Reading Skills</b>
		The user/individual on the job needs to know and understand: SA3. read and comprehend written instructions regarding the measurements
		<b>Oral Communication (Listening and Speaking skills)</b>
		The user/individual on the job needs to know and understand: SA4. communicate with clients and associate workforce appropriately

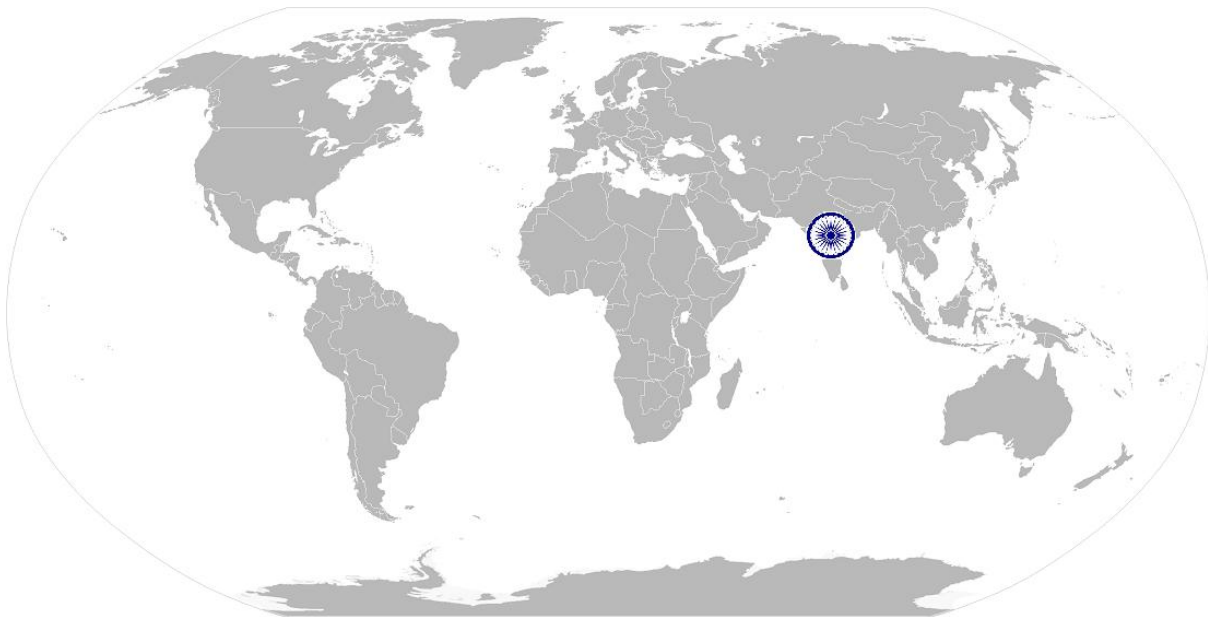
**Carry out the process of sewing for dress materials and common household items of textiles**

	SA5. talk to convey information effectively and in a detailed manner
<b>B. Professional Skills</b>	<b>Decision Making</b>
	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
	<b>Plan and Organize</b>
	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
	<b>Customer Centricity</b>
	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
	<b>Problem Solving</b>
	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
	<b>Analytical Thinking</b>
	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
	<b>Critical Thinking</b>
	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

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

## NOS Version Control

NOS Code	AMH/N1948		
Credits (NSQF)	TBD	Version number	1.0
Division	Apparel, Made-ups and Home Furnishing		03/06/15
Industry Sub-sector	Apparel	Last reviewed on	02/05/19
Occupation	Boutique Opeartions	Next review date	02/05/2023

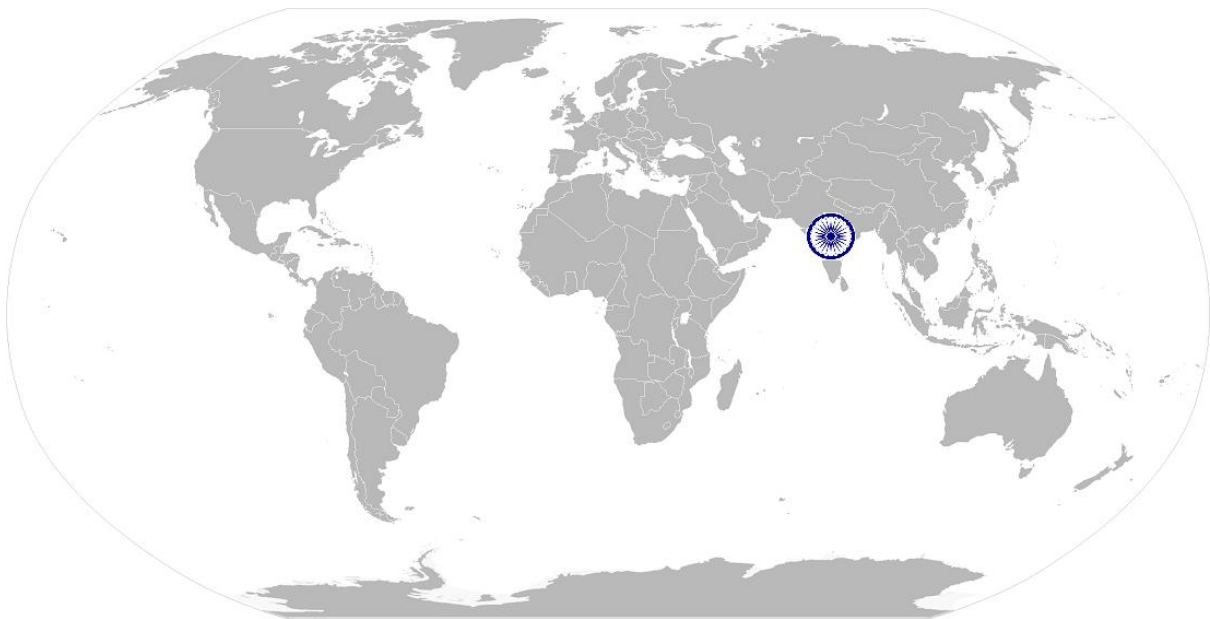


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Carry out inspections and alterations to adjust corrections for fittings

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# 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.

### Carry out inspections and alterations to adjust corrections for fittings

National Occupational Standard

<b>Unit Code</b>	<b>AMH/ N1949</b>
<b>Unit Title (Task)</b>	<b>Carry out inspections and alterations to adjust corrections for fittings</b>
<b>Description</b>	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.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Final checking after stitching, identify alteration needs and corrections for fittings</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Final checking after stitching, identify alteration needs and corrections for fittings</b>	<p>PC1. Check fitting of the dress materials onto the customers</p> <p>PC2. Record required alteration needs and instructions on tags or labels and attach them to garments</p> <p>PC3. Carry out alterations as per records</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>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.</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge about handling of seam ripper</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SA1. document records related to changes being done in the style or size</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SA2. read and comprehend written instructions related to measurement and markings and make the alterations accordingly</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SA3. communicate with customers appropriately when making them try the dresses for an honest feedback</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB1. Follow shop rule-based decision making process when making alterations with respect to the targets given for other dresses, etc.</p> <p>SB2. take decision regarding the alterations keeping the customer requirements in mind</p>
	<b>Plan and Organize</b>



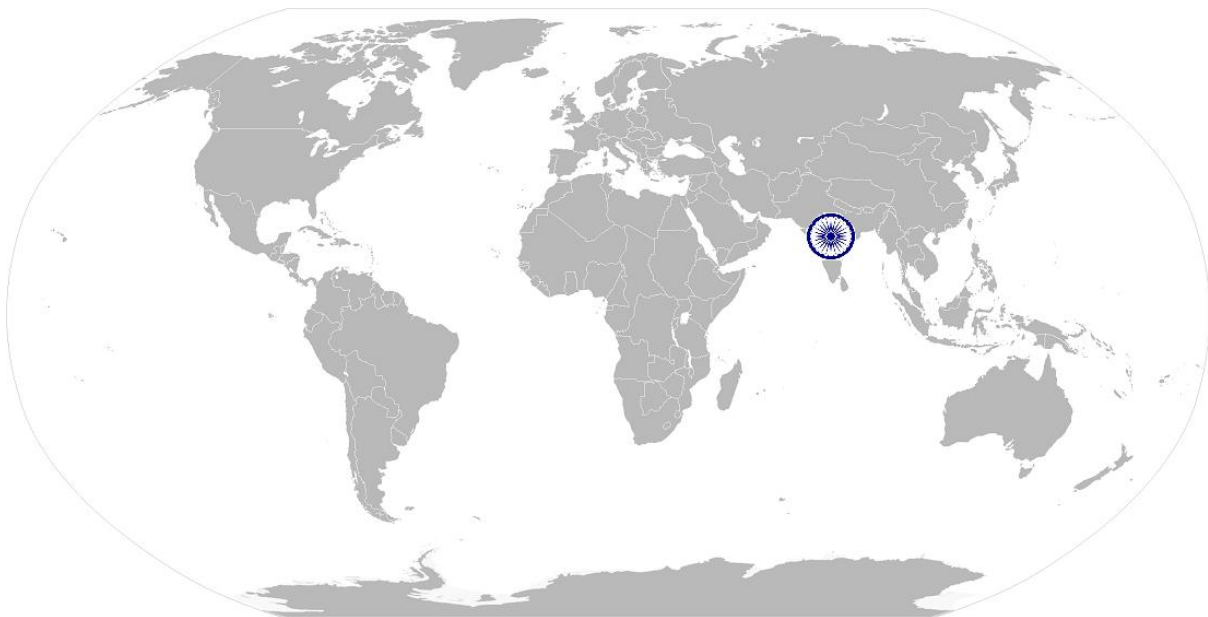
### Carry out inspections and alterations to adjust corrections for fittings

	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
	<b>Customer Centricity</b>
	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
	<b>Problem Solving</b>
	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
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand: SB9. Analyze the alterations done to avoid repetition
	<b>Critical Thinking</b>
	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

Carry out inspections and alterations to adjust corrections for fittings

## NOS Version Control

NOS Code	AMH/N1949		
Credits (NSQF)	TBD	Version number	1.0
Division	Apparel, Made-ups and Home Furnishing	Issued on	03/06/15
Industry Sub-sector	Apparel	Last reviewed on	02/05/19
Occupation	Boutique Operations	Next review date	02/05/2023

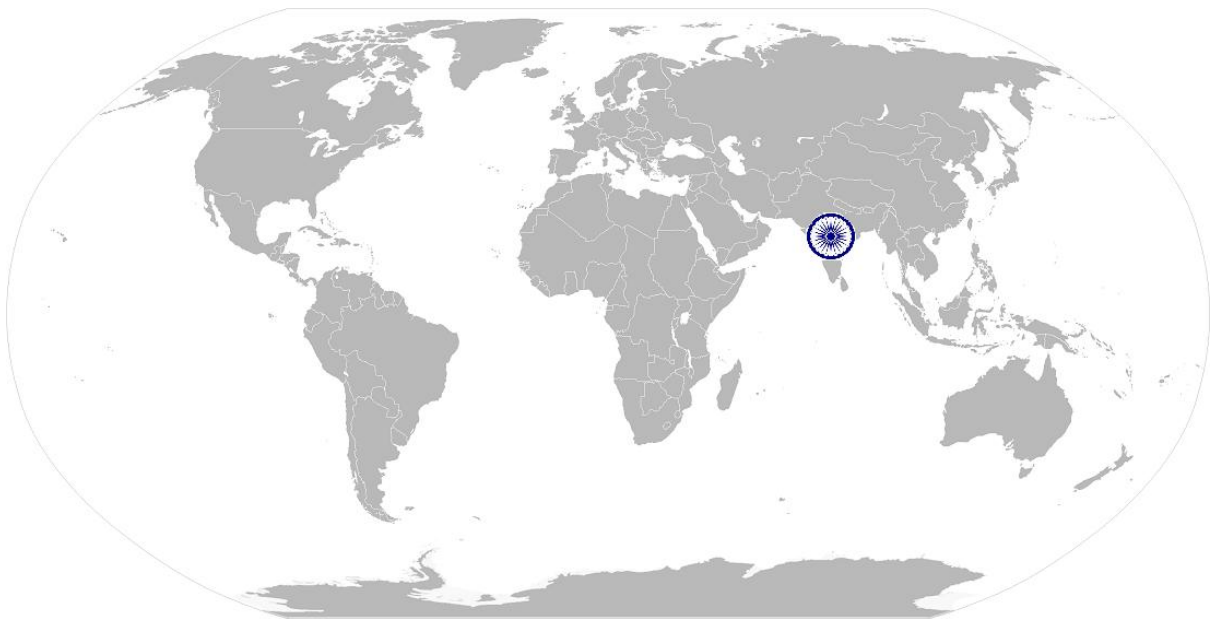


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Maintain health, safety and security in tailoring shop

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# 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.

### Maintain health, safety and security in tailoring shop

National Occupational Standard

<b>Unit Code</b>	<b>AMH/ N1950</b>
<b>Unit Title (Task)</b>	<b>Maintain health, safety and security in the tailoring shop</b>
<b>Description</b>	This unit is about quantification and measurement of skills and competencies enabling one to satisfactorily maintain health, safety and security in the workplace
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Maintenance of health, safety and security in the workplace</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Maintenance of health, safety and security in the workplace</b>	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
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (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>B. Technical Knowledge</b>	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
<b>Skills (S) w.r.t the scope</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b> 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 <b>Reading Skills</b> 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 <b>Oral Communication (Listening and Speaking skills)</b> 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>B. Professional Skills</b>	<b>Decision Making</b> The user/individual on the job needs to know and understand:

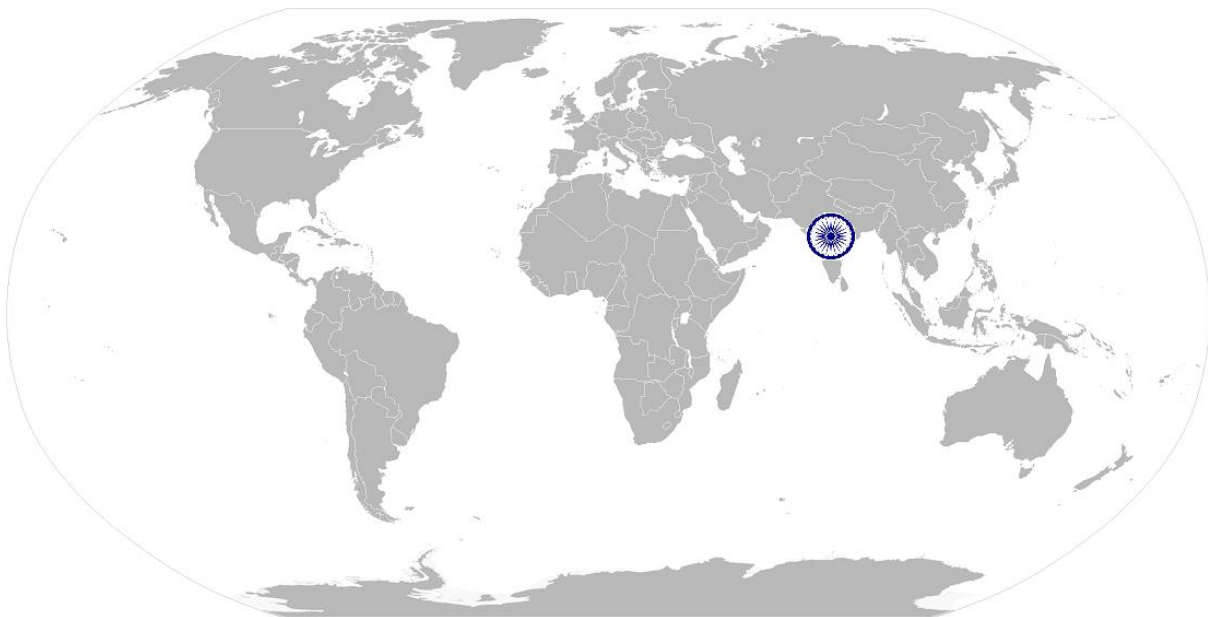
### Maintain health, safety and security in tailoring shop

	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
	<b>Plan and Organize</b>
	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
	<b>Customer Centricity</b>
	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
	<b>Problem Solving</b>
	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
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand:
	SB8. Identify emergency situations
	SB9. Identify cause effect relationship for the emergencies
	<b>Critical Thinking</b>
	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

Maintain health, safety and security in tailoring shop

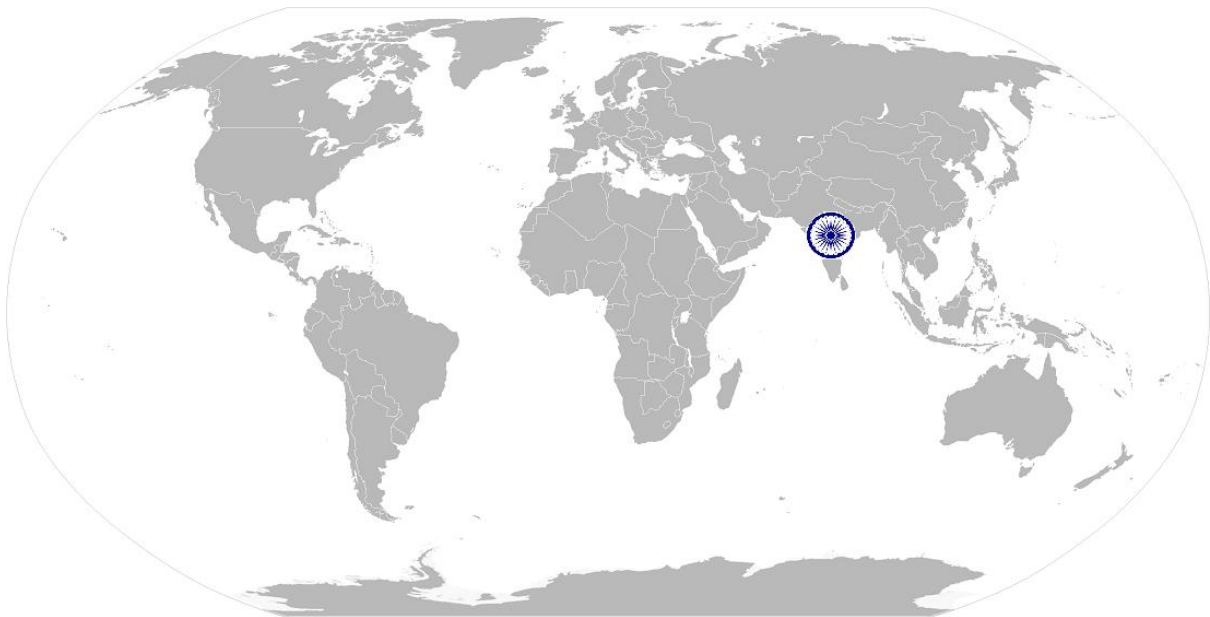
**NOS Version Control**

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	02/05/19
Occupation	Boutique operations	Next review date	02/05/2023



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# 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.



## Maintain workarea, tools and machines

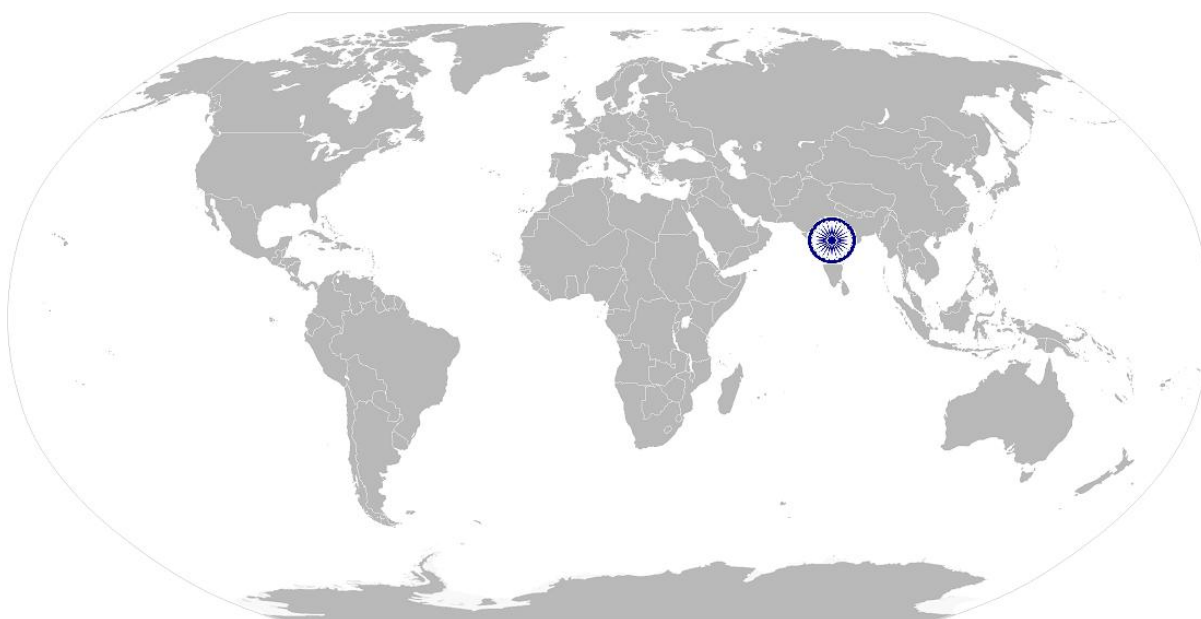
National Occupational Standard	<b>Unit Code</b>	<b>AMH/ N0102</b>
	<b>Unit Title (Task)</b>	<b>Maintain workarea, tools and machines</b>
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>▪ Maintain the work area tools, and machines</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Maintain the workarea, tools and machines</b>	<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>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (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>B. Technical</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p>

### Maintain workarea, tools and machines

<b>Knowledge</b>	<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>
<b>Skills (S) w.r.t the scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	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
	<b>Reading Skills</b>
	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.
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	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>Decision Making</b>
	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
	<b>Plan and Organize</b>
	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
	<b>Customer Centricity</b>
	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

### Maintain workarea, tools and machines

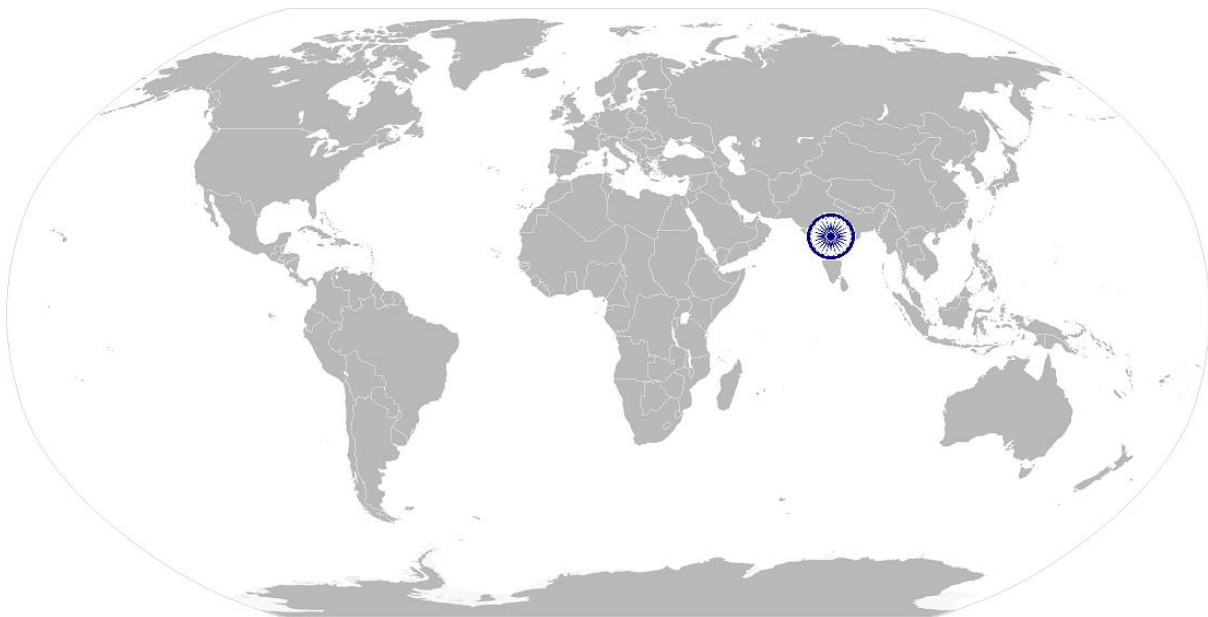
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB9. Solve operational role related issues
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB10. Diagnose common problems in the machine based on visual inspection, sound, temperature, etc.
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB11. Analyze, evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently



## Maintain workarea, tools and machines

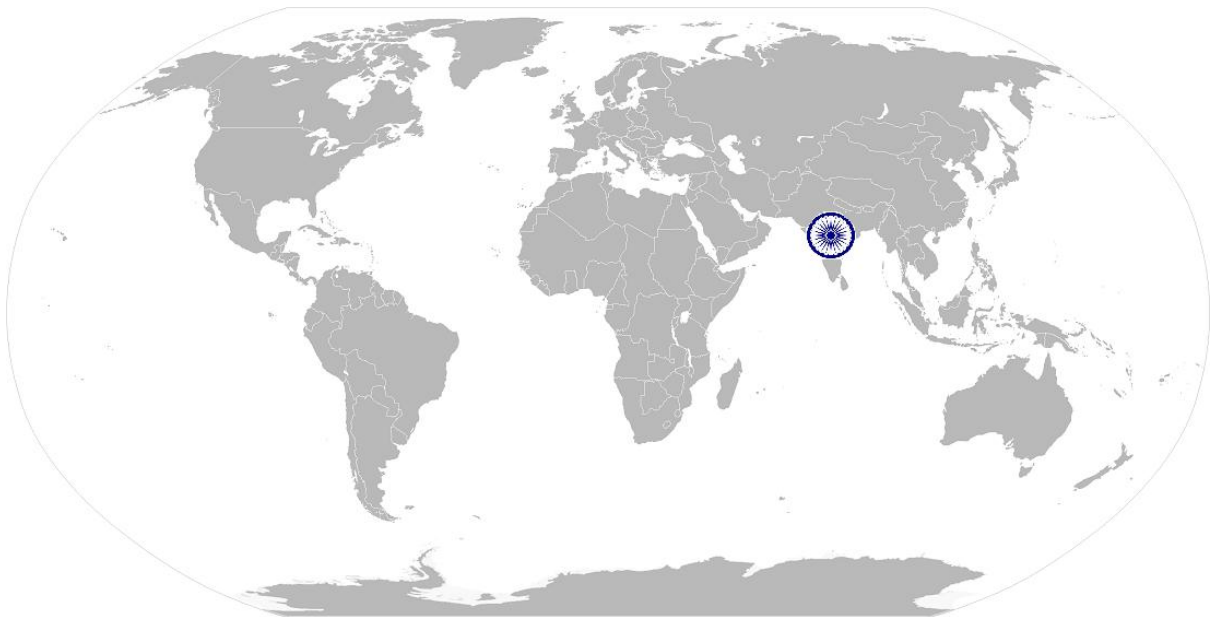
### NOS Version Control

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	20/06/19
Occupation	Boutique Operations	Next review date	02/05/2023



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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.

## Comply with industry, regulatory and organizational requirements

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



**Comply with industry, regulatory and organizational requirements**

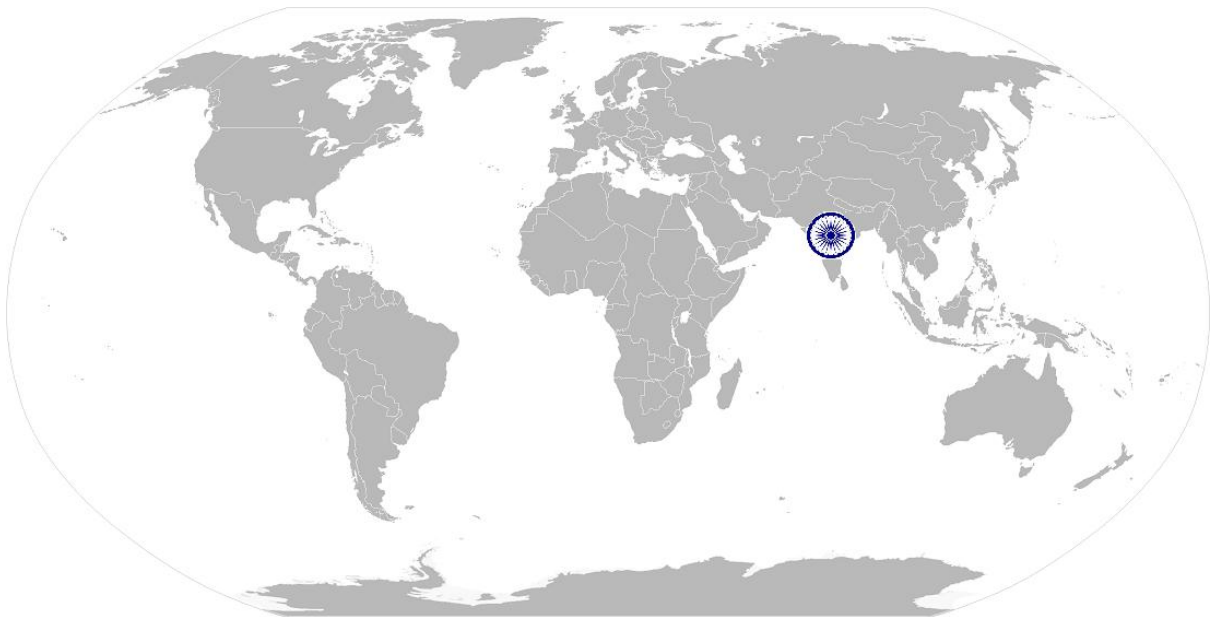
<b>B. Professional Skills</b>	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: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



Comply with industry, regulatory and organizational requirements

### NOS Version Control

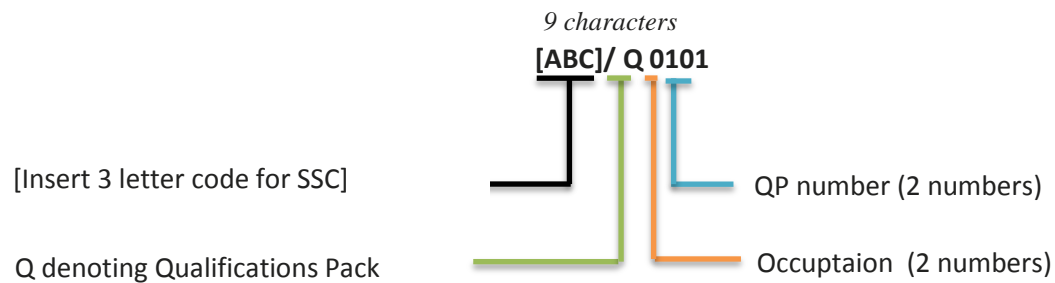
NOS Code	AMH/N0104		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	03/06/15
Industry Sub-sector	Apparel	Last reviewed on	02/05/19
Occupation	Boutique Operations	Next review date	02/02/2023



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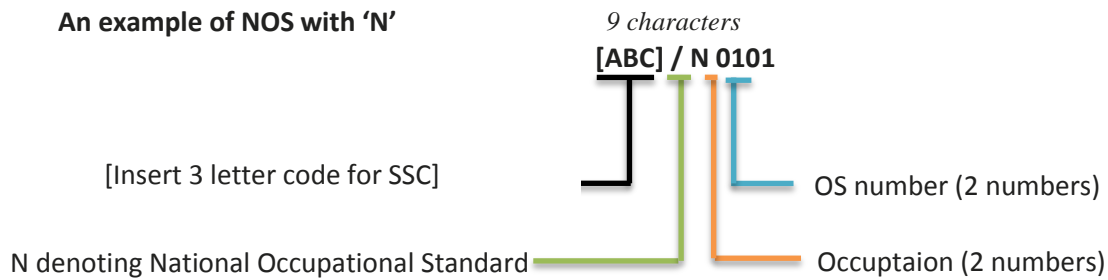
## Annexure

### Nomenclature for QP and NOS



### Occupational Standard

#### An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Apparel	0-40
Made-ups	41-55
Home Furnishing	56-70
Fututue Jobroles	71-89
Generic Job roles	90-99

Sequence	Description	Example
Three letters	Industry name	AMH
Slash	/	/
Next letter	Whether <b>QP</b> or <b>NOS</b>	Q or N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

## 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. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
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 a QP
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

NOS	Performance Criteria	Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
<b>1. AMH/N1947 (Drafting and cutting the fabric)</b>	PC1. Take body measurement of the customer or the product	<b>85</b>	<b>9</b>	3	5	1
	PC2. Select the appropriate tools and materials for drafting		<b>8</b>	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		<b>10</b>	3	7	0
	PC4. Cut the paper pattern as per the measurement		<b>12</b>	2	10	0
	PC5. Place the cut components of paper for cutting the cloth		<b>7</b>	1	5	1
	PC6. Select the appropriate tools and materials for cutting		<b>10</b>	2	7	1
	PC7. Measure the length and width of the material/fabric before starting to cut		<b>8</b>	1	7	0
	PC8. Ensure there are no defects on the material		<b>4</b>	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
<b>2. AMH/N1948 (Carry out the process of sewing for dress materials and common household items of textiles)</b>	PC1. Set machines according to manufacturers' instructions and sewing requirements	<b>110</b>	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
		<b>Total</b>	<b>110</b>	<b>35</b>	<b>65</b>	<b>10</b>
<b>3. AMH/N1949 (Carry out inspections and alterations to adjust corrections for fittings)</b>	PC1. Check fitting of the dress materials onto the customers	<b>50</b>	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
<b>4. AMH/N1950 (Maintain health, safety and security in the tailoring shop)</b>	PC1. Keep vigilance for potential risks and threats associated with shop and its equipments like fire, theft, etc.	<b>30</b>	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
			<b>30</b>	<b>11</b>	<b>14</b>	<b>5</b>
<b>5. AMH/N0102 (Maintain workarea, tools and machines)</b>	PC1. Handle materials, machinery, equipment and tools safely and correctly	<b>40</b>	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
<b>6. AMH/N0104 (Comply with industry, regulatory and organizational requirements)</b>	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	<b>35</b>	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
	<b>Total Marks</b>	<b>350</b>	<b>35</b>	<b>18</b>	<b>12</b>	<b>5</b>
	<b>Total Marks</b>	<b>350</b>	<b>350</b>	<b>105</b>	<b>210</b>	<b>35</b>