

Model Curriculum

1. Pressman

SECTOR: APPAREL, MADE-UP'S AND HOME FURNISHING
SUB-SECTOR: Apparel, Made-Up's And Home Furnishing
OCCUPATION: Ironing
REF ID: AMH/Q0401
NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

APPAREL MADE-UPS HOME FURNISHING SECTOR SKILL COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/Qualification Pack: Pressman QP No. AMH/Q0401NSQF
Level 4

Date of Issuance: **December 15, 2016**

Valid up to: **December 15, 2017**

* Valid up to the next review date of the Qualification Pack


Dr. Roopak Vasishtha
Chief Executive Officer (Apparel
Made-ups Home Furnishing Sector
Skill Council)

TABLE OF CONTENTS

| | |
|---|-----------|
| 1. Curriculum | 01 |
| 2. Trainer Prerequisites | 06 |
| 3. Annexure: Assessment Criteria | 07 |

Pressman

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Pressman”, in the “Apparel, Made Ups and HomeFurnishing” Sector/Industry and aims at building the following key competencies amongst the learner

| Program Name | Pressman | | |
|---|---|---------------------|-----------|
| Qualification Pack Name & Reference ID. | Pressman; AMH/Q0401 | | |
| Version No. | 1.0 | Version Update Date | As per QP |
| Pre-requisites to Training | Preferably Class V | | |
| Training Outcomes | <ul style="list-style-type: none"> Carry out ironing activities in stitching and finishing operations Maintain work area, tools and machines Maintain health, safety and security at workplace Comply with industry, regulatory and organizational requirements | | |

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Pressman” Qualification Pack issued by “APPAREL, MADE-UPS AND HOME FURNISHING SECTOR SKILL COUNCIL”.

| Sr. No | Module | Key Learning Outcomes | Equipment Required |
|--------|---|---|---|
| 1 | <p>Introduction and Orientation</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code</p> <p>Bridge Module</p> | <ul style="list-style-type: none"> Importance of Ironing in Apparel Industry Understand the Job Responsibilities of an Pressman | <p>Black/white board, marker/chalk</p> |
| 2 | <p>Ironing Activities in Stitching and Finishing Operations</p> <p>Theory Duration (hh:mm) 35:00</p> <p>Practical Duration (hh:mm) 110:00</p> <p>Corresponding NOS Code AMH/N0401</p> | <ul style="list-style-type: none"> Make sure the work area is free from hazards Follow the instructions on the work ticket/ job card in line with the responsibilities of respective job role Ask questions to obtain more information on tasks when the instructions you have are unclear Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any Check that equipment is safe and set up in readiness for use Select the correct pattern and inserts for the style being worked on Check that the materials to be used are free from faults Ensure the materials used meet the specification matching <ul style="list-style-type: none"> Within a product Between a pair of products where applicable Report faults in the materials Carry out operations at a rate which maintains work flow and meets production targets Ensure the iron box is placed in the appropriate position as per the standard operating procedure Conform to company quality standards Report any damaged work to the responsible person Follow company reporting procedures about defective tools and machines which affect work and report risks/problems likely to affect services to the relevant person promptly and accurately | <p>Job Card, Ironing Unit/Workstation Trainer's & Student's Chair, Trainer's & Student's Table, Black/White Board Tailor's Chalk, Hangers Brush, Non-stretch woven cover, Clamps, Pressing Template, Irons, Presses Steamers, Steam air dummies, Assembling & Shaping equipment, Auxiliary Equipment Quality Tag, Dress Form Women's, Packing Boxes, Fusing Tape, Apron, Protective Gloves, Care Labels Cap, Boiler Bucks, Metallic Scissors Absorbent Pad, Dry Cleaning Solvent, Defect List, Basic Stationary Items(Pens, Pencils, Erasers), Dustbin Distilled Water, Sleeve Board/ sleeve roll, Clapper, Press Mit, Test Cloth, garments madeups and home furnishing articles as per requirement</p> |

| | | | |
|--|--|--|--|
| | | <ul style="list-style-type: none"> • Sort and place work to assist the next stage of production and minimize the risk of damage • Leave work area safe and secure when work is complete • Complete forms, records and other documentation • Make sure the work area is free from hazards • Carry out work functions in line with the responsibilities of your job role • Examine the specific item to identify what type of ironing is best suited • Ask questions to obtain more information on tasks when the instructions are unclear and finalize the stitching option with the supervisor, in case of queries • Estimate the expected length of time for the process • Set up ironing machine according to manufacturers' instructions and production requirements • Use the correct machine, tools and equipment • Set machine controls for the materials being ironed • Perform a test run to ensure machine is operating correctly • Adjust machine controls where necessary • Report defective machines, tools and/or equipment to the responsible person • Operate machines safely and in accordance with guidelines • Optimize the positioning and layout of materials to ensure a smooth and rapid throughput • Check the equipment prior to making the stitching, including: <ul style="list-style-type: none"> • Correct controls • Correct attachments • Identify the different kinds of ironing required for different parts and apparel and ensure they are ironed as per the specified requirement • Ensure the creases are removed or applied as per the customer's requirements • Ensure the garments are inserted with the inserts and folded as per the work instruction • Ensure the garments are not stained or burned during the process • Identify mark and place rejects in the designated locations • Carry out alterations to meet customer requirements • Pass the ironed item to the next stage in the manufacturing process after | |
|--|--|--|--|

| | | | |
|---|---|---|--|
| | | <p>validation</p> <ul style="list-style-type: none"> Respond accordingly where ironed items do not meet production specification Identify the modifiable defects | |
| 3 | <p>Maintain work area, tools and machines</p> <p>Theory Duration (hh:mm) 22:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code AMH/N0102</p> | <ul style="list-style-type: none"> Maintain tools and equipment and handle them safely Use materials to minimize waste Carry out running maintenance within agreed schedules Carry out maintenance and/or cleaning within one's responsibility make sure that the correct machine guards are in place Work in a comfortable position with the correct posture Use cleaning equipment and methods appropriate for the work to be carried out Dispose of waste safely in the designated location Store cleaning equipment safely after use Carry out cleaning according to schedules and limits of responsibility | All the tools and equipments |
| 4 | <p>Maintain health, safety and security at workplace</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code AMH/N0103</p> | <ul style="list-style-type: none"> Comply with health and safety related instructions applicable to the workplace Carry out own activities in line with approved guide lines and procedures Maintain a healthy lifestyle and guard against dependency on intoxicants Follow environment management system related procedures Minimize health and safety risks to self and others due to own actions Seek clarifications from supervisors or other authorized personnel in case of perceived risks Monitor the work place and work processes for potential risks and threats Carry out periodic walk through to keep work area free from hazards and obstructions, If assigned Report hazards and potential risks/ threats to supervisors or other authorized personnel Participate in mock drills/ evacuation procedures organized at the workplace Undertake first aid, fire-fighting and emergency response training, if asked to do so Take action based on instructions in the event of fire, emergencies or accidents Follow organization procedures for shutdown and evacuation when required | Documents related to health and safety and tools and equipments security systems |

| | | | |
|---|--|---|---|
| 5 | <p>Comply with Industry, regulatory and organisational requirements</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code AMH/N0104</p> | <ul style="list-style-type: none"> • Carryout work functions in accordance with legislation and regulations, organizational guidelines and procedures • Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel • Apply and follow these policies and procedures within your work practices • Provide support to your supervisor and team members in enforcing these considerations • Identify and report any possible deviation to these requirements | <p>Documents, related to Compliance</p> |
| 6 | <p>Soft Skills</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 03:00</p> <p>Corresponding NOS Code Bridge Module</p> | <ul style="list-style-type: none"> • Understand importance of effective communication • Communicate effectively with others • Identify and follow personal grooming and hygiene • Follow organization procedures and maintain personal health and hygiene and avoid habits like ghutka, tobacco etc. • Interact effectively in a group • Manage time effectively • Understand importance of resume and prepare your resume • Prepare for interviews | <p>whiteboard, marker</p> |
| 7 | <p>First aid and CPR</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 07:00</p> <p>Corresponding NOS Code Bridge Module</p> | <ul style="list-style-type: none"> • Identify methods of first aid • Undertake basic first aid, • Undertake basic CPR | <p>First Aid Kit, CPR mannequin</p> |
| | <p>Total Duration 270:00</p> <p>Theory Duration 85:00</p> <p>Practical Duration 185:00</p> | | |

Grand Total Course Duration:**270 Hours**

(This syllabus/ curriculum has been approved by APPAREL MADE-UP'S AND HOMEFURNISHING SECTOR SKILL COUNCIL)

Trainer Prerequisites for Job Role: “Pressman” mapped to Qualification Pack: “AMH/Q0401, version 1.0”

| Sr. No. | Area | Details |
|---------|---|---|
| 1 | Job Description | To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack “AMH/Q 0401” |
| 2 | Personal Attributes | The candidate should have aptitude for conducting training, pre /post work to ensure competent, employable candidates at the end of training. Strong communication skills, interpersonal skills, ability to work as team; diligent and is passionate for maintaining the quality in content and training delivery methodology. Candidate should have basic understanding of English language; however this should not be a restrictive criterion as long as the candidate is willing and open to learn. He/she must be able to speak, read and write in the local language. |
| 3 | Minimum Educational Qualifications | Graduate/ ITI/Diploma/AMT, from NIFT, or any other polytechnic/reputed institute in the core subject |
| 4a | Domain Certification | Certified for Job Role: “Pressman” mapped to QP: “AMH/Q0401”, version 1.0. Minimum accepted score as per SSC guidelines is 80%. |
| 4b | Platform Certification | Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402” with scoring of minimum 80%. |
| 5 | Experience | <p>The candidate should have a minimum of 3 years of work experience in the same job role. He should be able to communicate in English and local language. He should have knowledge of equipment, tools material, Safety, Health & Hygiene.</p> <p>* The minimum required experience could be relaxed by the vigilance committee of AMHSSC, if the concerned candidate possesses qualification from premium institutes, like NID, NIFT etc.</p> |

Annexure: Assessment Criteria

| | |
|---|---|
| Assessment Criteria for Pressman | |
| Job Role | Pressman |
| Qualification Pack | AMH/Q0401, version 1.0 |
| Sector Skill Council | APPAREL, MADE-UP'S AND HOME FURNISHING |

| Sr. No. | 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 created by the SSC |
| 3 | Individual assessment agencies will create unique question papers for the 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 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 |

| Assessable Outcome | Assessment Criteria | Marks Allocation | | | | |
|---|--|--------------------|----------|----------|------------------|----------|
| | | Total Marks 420 | Out Of | Theory | Skills Practical | Viva |
| 1.AMH/N0401 Carryout ironing activities in stitching and finishing operations | PC1. Make sure the work area is free from hazards | 170 | 4 | 1 | 2 | 1 |
| | PC2. Follow the instructions on the work ticket/ job card in line with the responsibilities of respective job role | | 4 | 2 | 1 | 1 |
| | PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear | | 3 | 1 | 1 | 1 |
| | PC4. Agree and review your agreed upon work targets with your supervisor and check for special instructions, if | | 3 | 1 | 1 | 1 |
| | PC5. Check that equipment is safe and set up in readiness for use | | 5 | 1 | 3 | 1 |
| | PC6. Select the correct pattern and insert for the style being worked on | | 5 | 1 | 3 | 1 |
| | PC7. Check that the materials to be used are free from faults | | 6 | 1 | 4 | 1 |
| | PC8. Ensure the materials used meet the specification matching | | | | | |
| | a. Within a product | | 4 | 1 | 1 | 2 |
| | b. Between a pair of products where applicable | | 4 | 1 | 1 | 2 |
| | PC9. Report faults in the materials | | 4 | 1 | 2 | 1 |
| | PC10. Carry out operations at a rate which maintains workflow and meets product | | 4 | 1 | 2 | 1 |
| | PC11. Ensure the iron box is placed in the appropriate position as per the standard operating procedure | | 4 | 1 | 2 | 1 |
| | PC12. Conform to company quality standards | | 4 | 2 | 1 | 1 |
| PC13. Report any damaged work to the responsible person | 4 | 1 | 2 | 1 | | |
| PC14. Follow company reporting procedures about defective tools and machines which affect work and report risks/problems likely to affect | 3 | 1 | 1 | 1 | | |

| | | | | |
|---|---|---|---|---|
| PC15. Sort and place work to assist the next stage of production and minimize the risk of damage | 4 | 1 | 2 | 1 |
| PC16. Leave work area safe and secure when work is complete | 4 | 1 | 2 | 1 |
| PC17. Complete forms, records and other documentation | 4 | 1 | 2 | 1 |
| PC18. Make sure the work area is | 4 | 1 | 2 | 1 |
| PC19. Carry out work functions in line with the responsibilities of your job role | 4 | 1 | 2 | 1 |
| PC20. Examine the specific item to identify what type of ironing is best suited | 4 | 2 | 1 | 1 |
| PC21. Ask questions to obtain more information on tasks when the instructions are unclear and finalize the stitching option with the supervisor, in case of queries | 3 | 1 | 1 | 1 |
| PC22. Estimate the expected length of time for the process | 3 | 1 | 1 | 1 |
| PC23. Set up ironing machine according to manufacturers' instructions and production | 4 | 1 | 2 | 1 |
| PC24. Use the correct machine, tools and equipment | 4 | 1 | 2 | 1 |
| PC25. Set machine controls for the materials being ironed | 4 | 1 | 2 | 1 |
| PC26. Perform a test run to ensure machine is operating correctly | 4 | 1 | 2 | 1 |
| PC27. Adjust machine controls where necessary | 3 | 1 | 1 | 1 |
| PC28. Report defective machines, tools and/or equipment to the responsible person | 3 | 1 | 1 | 1 |
| PC29. Operate machines safely and in accordance with guidelines | 7 | 1 | 5 | 1 |
| PC30. Optimize the positioning and layout of materials to ensure a smooth and rapid throughput | 4 | 1 | 2 | 1 |
| PC31. Check the equipment prior to making the stitching, including: | 4 | 1 | 2 | 1 |
| PC32. Correct controls | 4 | 1 | 2 | 1 |
| PC33. Correct attachments | 3 | 1 | 1 | 1 |

| | | | | | | |
|--|--|--------------|------------|-----------|-----------|-----------|
| | PC34. Identify the different kinds of ironing required for different parts and apparel and ensure they are ironed as per the specified requirement | | 3 | 1 | 1 | 1 |
| | PC35. Ensure the creases are removed or applied as per the customer's requirements | | 5 | 1 | 3 | 1 |
| | PC36. Ensure the garments are inserted with the inserts and folded as per the work instruction | | 5 | 1 | 3 | 1 |
| | PC37. Ensure the garments are not stained or burned during the process | | 5 | 2 | 2 | 1 |
| | PC38. Identify mark and place rejects in the designated locations | | 3 | 1 | 1 | 1 |
| | PC39. Carry out alterations to meet customer requirements | | 3 | 1 | 1 | 1 |
| | PC40. Pass the ironed item to the next stage in the manufacturing process after validation | | 3 | 1 | 1 | 1 |
| | | | | | | |
| | PC41. Respond accordingly where ironed items do not meet production specification | | 4 | 1 | 2 | 1 |
| | PC42. Identify the modifiable defects | | 4 | 2 | 1 | 1 |
| | | Total | 170 | 48 | 77 | 45 |
| 2. AMH/N0102 Maintain work area, tools and machines | PC1. Handle materials, machinery, equipment and tools with care and use them in the correct way | | 10 | 3 | 4 | 3 |
| | PC2. Use correct lifting and handling Procedures | | 10 | 3 | 4 | 3 |
| | PC3. Use materials to minimize waste | | 10 | 2 | 5 | 3 |
| | PC4. Maintain a clean and hazard free working area | | 5 | 1 | 2 | 2 |
| | PC5. Maintain tools and equipment | | 10 | 3 | 4 | 3 |
| | PC6. Carry out running maintenance within agreed schedules | | 5 | 1 | 2 | 2 |
| | PC7. Carry out maintenance and/or cleaning within one's responsibility | | 10 | 3 | 4 | 3 |
| | PC8. Report unsafe equipment and other dangerous occurrences | | 10 | 2 | 4 | 4 |
| | PC9. Ensure that the correct machine guards are in place | | 5 | 1 | 2 | 2 |

| | | | | | | |
|---|--|------------|------------|-----------|-----------|-----------|
| | PC10. Work in a comfortable position with the correct posture | 100 | 5 | 1 | 3 | 1 |
| | PC11. Use cleaning equipment and methods appropriate for the work to be carried out | | 5 | 1 | 2 | 2 |
| | PC12. Dispose of waste safely in the designated location | | 5 | 1 | 3 | 1 |
| | PC13. Store cleaning equipment safely after use | | 5 | 2 | 2 | 1 |
| | PC14. Carry out cleaning according to schedules and limits of responsibility | | 5 | 1 | 2 | 2 |
| | Total | | 100 | 25 | 43 | 32 |
| 3.AMH/N0103 (Maintain health, safety and security at work place) | PC1. Comply with health and safety related instructions applicable to the workplace | 100 | 12 | 3 | 6 | 3 |
| | PC2. Use and maintain personal protective equipment as per protocol | | 6 | 2 | 2 | 2 |
| | PC3. Carry out own activities in line with approved guidelines and procedures | | 4 | 1 | 2 | 1 |
| | PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants | | 6 | 2 | 2 | 2 |
| | PC5. Follow environment management system related procedures | | 6 | 2 | 2 | 2 |
| | PC6. Identify and correct (if possible) malfunctions in machinery and equipment | | 4 | 1 | 2 | 1 |
| | PC7. Report any service malfunctions that cannot be rectified | | 4 | 1 | 2 | 1 |
| | PC8. Store materials and equipment in line with manufacturer's and organizational requirements | | 4 | 1 | 2 | 1 |
| | PC9. Safely handle and move waste and debris | | 4 | 1 | 2 | 1 |
| | PC10. Minimize health and safety risks to self and others due to own actions | | 6 | 2 | 2 | 2 |
| | PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks | | 8 | 2 | 4 | 2 |
| | PC12. Monitor the workplace and work processes for potential risks and threats | | 4 | 1 | 2 | 1 |

| | | | | | | |
|---|--|-----------|------------|------------|------------|------------|
| | PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions if any | | 4 | 1 | 2 | 1 |
| | PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel | | 4 | 1 | 2 | 1 |
| | PC15. Participate in mock drills/ evacuation procedures organized at the workplace | | 4 | 1 | 2 | 1 |
| | PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so | | 12 | 4 | 6 | 2 |
| | PC17. Take action based on instructions in the event of fire, emergencies or accidents | | 4 | 1 | 2 | 1 |
| | PC18. Follow organization procedures for shutdown and evacuation when required | | 4 | 1 | 1 | 2 |
| | Total | | 100 | 28 | 45 | 27 |
| 4. AMH/N0104 Comply with industry , regulatory and organizational requirements | PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures | 50 | 10 | 2 | 5 | 3 |
| | PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel | | 10 | 3 | 5 | 2 |
| | PC3. Apply and follow these policies and procedures within your work practices | | 10 | 5 | 3 | 2 |
| | PC4. Provide support to your supervisor and team members in enforcing these considerations | | 10 | 2 | 4 | 4 |
| | PC5. Identify and report any possible deviation to these requirements | | 10 | 2 | 3 | 5 |
| | Total | | 50 | 14 | 20 | 16 |
| Grand Total | | | 420 | 115 | 185 | 120 |