

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



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### 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

#### Contact Us:

AMHSSC, Apparel House, Sector – 44, Institutional Area, Gurgaon 122003, Haryana  
E-mail: [ceo@sscamh.in](mailto:ceo@sscamh.in)



### Introduction

## Qualifications Pack –Assistant Designer - Home Furnishing

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

**SUB-SECTOR:** Home Furnishing

**OCCUPATION:** Assistant Designer

**REFERENCE ID:** AMH/Q1220

**ALIGNED TO:** NCO-2004 / NIL

An Assistant Designer (Home Furnishing) is a job role committed to study, analysis, conceptualization, anticipation and finally creation of designs to various textile products from kitchenwares to floorcovers (excluding furniture) which carry utility, reflect personality and add beauty to dwellings.

**Brief Job Description:** The span of jobs for an Assistant Designer (Home Furnishing) involves market study, perceiving trends underline and forecast trends setting in for season forthcoming, identify theme and based on theme, develop designs for broad range of products in relation to the theme and subsequently to generate techpack for each sub-category within the range of products. Finally to work with team to develop a prototype based on techpack.

**Personal Attributes:** He/she should have flair for art and drawings, have basic mathematical skills, particularly making calculations and measuring, should possess good written and excellent oral communication skills. He/she should be patient for strenuous long hours of working under stringent deadlines. He should be highly imaginative, creative, analytic and man of voracious readings and keen listener too.

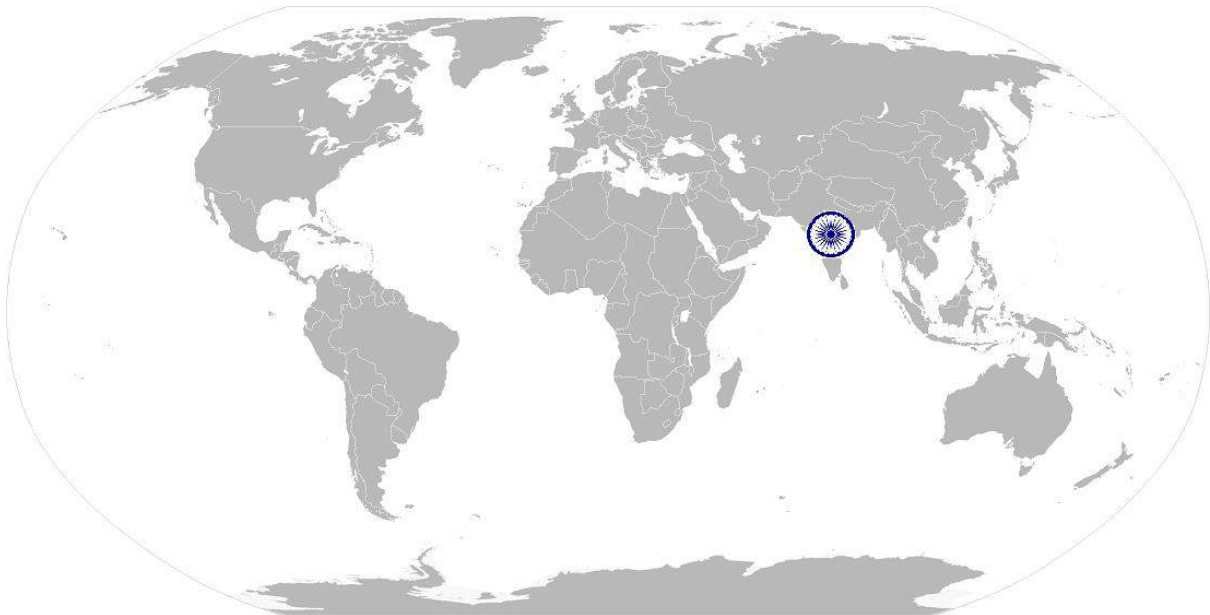
<b>Job Details</b>	<b>Qualifications Pack Code</b>	<b>AMH/Q1220</b>		
	<b>Job Role</b>	<b>Assistant Designer - Home Furnishing</b>		
	<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Apparel, Made-up's and Home Furnishing</b>	<b>Drafted on</b>	<b>17/03/15</b>
	<b>Sub-sector</b>	<b>Home Furnishing</b>	<b>Last reviewed on</b>	<b>19/05/15</b>
	<b>Occupation</b>	<b>Designing</b>	<b>Next review date</b>	<b>21/03/16</b>
	<b>NSQC Clearance on*</b>	<b>N.A</b>		
<b>Job Role</b>	<b>Assistant Designer – Home Furnishing</b>			
<b>Role Description</b>	To study market, analyse trend, perceive fashion setting in and develop collections for textile home furnishings.			
<b>NSQF level</b>	4			
<b>Minimum Educational Qualifications</b>	Preferably, Standard XII			
<b>Maximum Educational Qualifications</b>	N.A.			
<b>Training</b> (Suggested but not mandatory)	Preferably having certificates/diploma in garmenting or textile			
<b>Minimum Job Entry Age</b>	19 years			
<b>Experience</b>	Preferably having worked 1-2 years in a home furnishing factory			
<b>National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">AMH/N1220 Plan and prepare design collections for home furnishing</a></li> <li><a href="#">AMH/N2001 Select Fabrics, trims and accessories as per specific product category</a></li> <li><a href="#">AMH/N1221 Develop proto sample</a></li> <li><a href="#">AMH/N1222 Evaluate the proto sample developed related to specific product class</a></li> <li><a href="#">AMH/N1223 Maintain health, safety and security in the designing department</a></li> <li><a href="#">AMH/N0104 Comply with industry, regulatory and organizational requirements</a></li> </ol> <p><b>Optional:</b> Not Applicable</p>			
<b>Performance Criteria</b>	As described in relevant NOS units			

Keywords /Terms	Description	
Definitions	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 role satisfactorily at 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	Organizational Context includes the way the organization is structured	

Context	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.
<b>Keywords /Terms</b>	<b>Description</b>
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 a set that enables one to plan and design products belonging to textile home furnishings.

**AMH/N1220 Plan and prepare design collections for home furnishing**

<b>Unit Code</b>	<b>AMH/ N1220</b>
<b>Unit Title (Task)</b>	<b>Plan and prepare design collections for home furnishing</b>
<b>Description</b>	This unit is about quantification and measurement of skills and competencies enabling one to work satisfactorily in planning and designing products belonging to the class of textile home furnishings and subsequently getting it approved and proceed to next stage of developing prototype.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Carry out research on design trends and consolidating forecast to develop design</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Carry out research on design trends and consolidating forecast to develop design</b>	PC1. Conduct market research for textile home furnishing trends and forecast with the help various forecasting websites, catalogues, etc. PC2. Identify and extract the quality elements from the forecast like prints, fabrics, embroideries, etc. and develop a range of designs accordingly PC3. Identify requirements of fabrics, trims, accessories, etc. and develop their swatches PC4. Identify manufacturing techniques and process steps in developing a design into a final product PC5. Receive approval of designs and manufacturing techniques before developing proto sample
<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 organization’s capability and expertise in textile home furnishing KA2. Knowledge about the organization’s regular buyers and their tastes and preferences
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. Knowledge about the different types of products that come under the category of textile home furnishing like sofa covers, bed sheets, curtains, etc. KB2. Knowledge about yarn making, weaving, knitting, dyeing and finishing processes KB3. Knowledge about different types of looms, knitting machines and printing processes KB4. Knowledge about design softwares like Auto-CAD, CorelDraw, Photoshop, Illustrator, etc. KB5. Knowledge about standard sizes of textile home furnishing products and related measurement tools and techniques KB6. Knowledge about sewing, pattern making and embroideries related to textile home furnishing products KB7. Knowledge about the various trims, accessories and fabrics used in home furnishing products, their trade names and their availability in the market

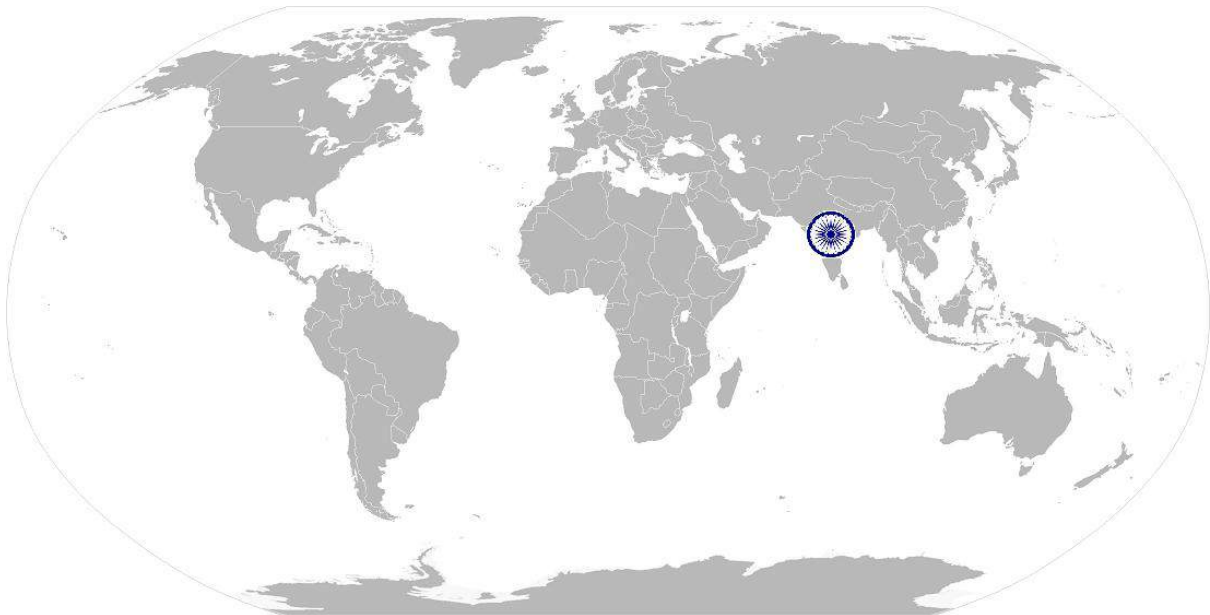
**AMH/N1220 Plan and prepare design collections for home furnishing**

<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 how to: SA1. Document records related to customer enquiries/requirements/feedbacks, previous product design, forecast, etc. SA2. write letters, memos, etc. in clear, comprehensible and unequivocal English
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand: SA3. read and comprehend written instructions describing new design details from clients and also from external forums such as websites and blogs SA4. keep abreast with latest trend by reading brochures, pamphlets, magazines and product information sheets
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand: SA5. seek information from customers and other sources in order to understand trends and customer requirements in context of textile home furnishing SA6. communicate with all relevant information with the concerned departments and their heads in logical sequence SA7. able to speak in foreign and local languages(optional)
	<b>B. Professional Skills</b>
<b>Decision Making</b>	
The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process with respect to design creation of textile home furnishing products SB2. take decision of making a particular design keeping in mind the organization's ability and capacity	
<b>Plan and Organize</b>	
The user/individual on the job needs to know and understand: SB3. Plan and organize design oriented work to meet the deadlines and targets SB4. Plan, organize and maintain the related fabric swatches, trims, manufacturing techniques, etc. of the designs intended to be developed	
<b>Customer Centricity</b>	
The user/individual on the job needs to know and understand how to: SB5. The design should address customer's defined and implied needs and expectation. SB6. The design should vary from the products that are already in the market or have been used by the customers	
<b>Problem Solving</b>	
The user/individual on the job needs to know and understand how to: SB7. Seek clarifications from co-workers or supervisors regarding repetition of designs, availability of a particular machine, etc. SB8. Assess/evaluate design processes. SB9. find ways of changing difficult/unique design to make it production friendly	

**AMH/N1220**

**Plan and prepare design collections for home furnishing**

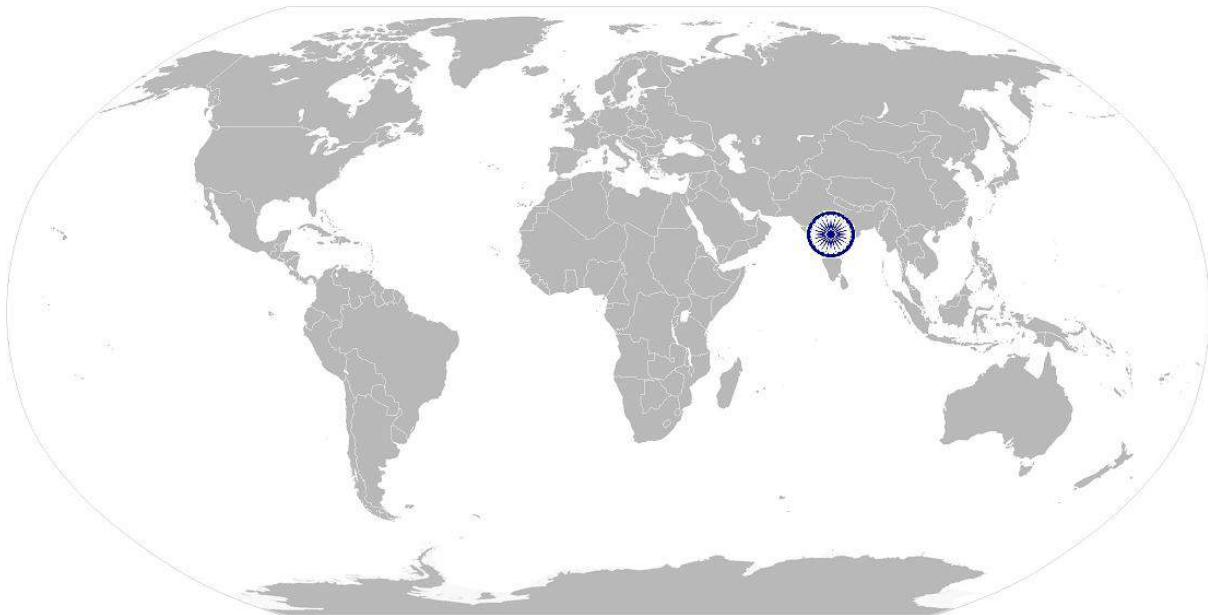
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB10. Analyze the designs on the basis of repetition, already available in the market, customer centric, production friendly, etc.
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB11. critically evaluate design inputs in relation to the product intended SB12. Be critical while designing textile home furnishing products for a better and more customer required output





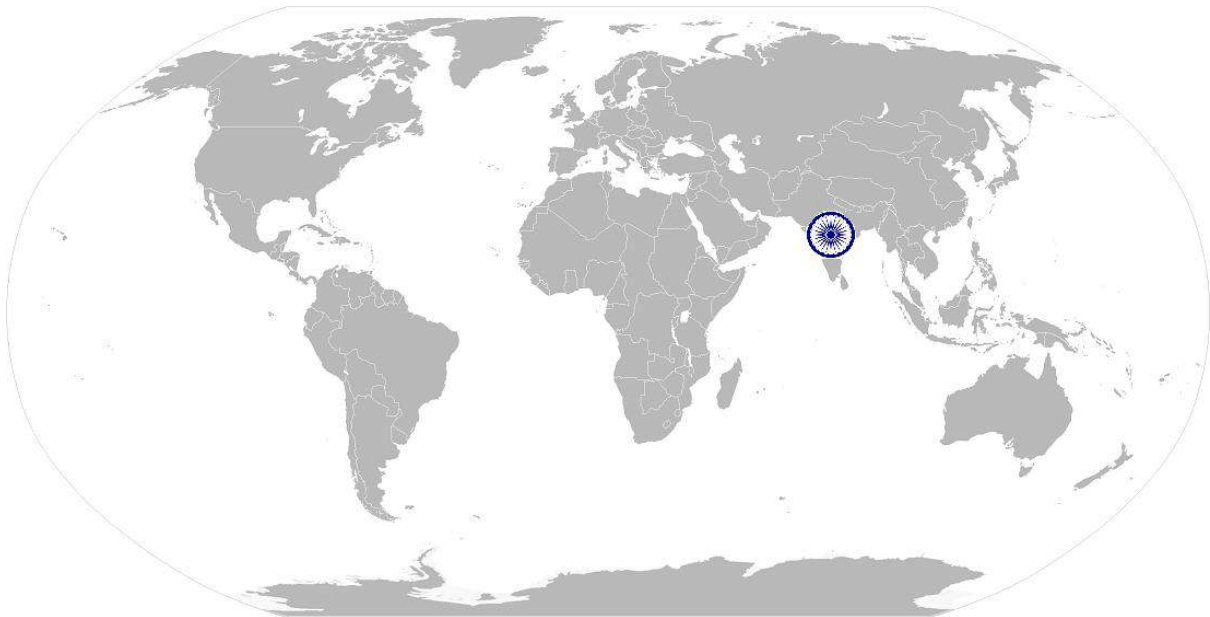
**AMH/N1220 Plan and prepare design collections for home furnishing**  
**NOS Version Control**

NOS Code	AMH/N1220		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Home Furnishing	Last reviewed on	20/05/15
Occupation	Assistant Designer	Next review date	21/03/16



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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding, skills & abilities required to select fabrics suitable for specific product category based on its attributes.

**AMH/N2001 Select fabrics, trims and accessories as per specific product category**

<b>Unit Code</b>	<b>AMH/ N2001</b>
<b>Unit Title (Task)</b>	<b>Select fabrics, trims and accessories as per specific product category</b>
<b>Description</b>	This unit is about quantification and measurement of skills and competencies enabling one to identify and select suitable fabrics for the product category according to the range of design collection created
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Selection of fabrics, trims and accessories based on attributes making them suitable for the product class that is to be developed</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Selections of fabrics, trims and accessories based on attributes making them suitable for the product class that is to be developed</b>	PC1. Identify and select fabric suitability with respect to construction, color and design like plain, check, jacquard, embroidered, etc. PC2. Identify and select fabric, trims and accessories with respect to usage and applicability like heat transmission, moisture transfer, crease resistance, pilling, static electricity, and launder-ability PC3. Identify and select the trims and accessories with respect to aesthetic appeal and functionality of the product PC4. Identify and select fabrics, trims and accessories keeping in mind the cost parameters
<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: <ul style="list-style-type: none"> <li>KA1. Knowledge about organization's experience working with various types of fabrics like woven, knits, etc.</li> <li>KA2. Knowledge about the organization's expertise in the select class of fabrics</li> <li>KA3. Knowledge about the availability of machines with respect to the type of fabric being worked upon</li> </ul>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>KB1. Knowledge about the types of fabrics used in the select product category, their trade names and availability in the market</li> <li>KB2. Knowledge about fabric characteristics with reference to product category like construction, dimensional properties, launder-ability, etc.</li> <li>KB3. Knowledge about fabric sew-ability as measured by SIRO FAST</li> <li>KB4. Knowledge about the embroidery, dyeing or printing process that is to be availed in order to develop the relevant fabric</li> </ul>
<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: <ul style="list-style-type: none"> <li>SA1. Document records related to the past experience of the company with the types of fabrics used.</li> <li>SA2. write letter, memos, mails in clear, comprehensible and unequivocal English</li> </ul>
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand:

**AMH/N2001 Select fabrics, trims and accessories as per specific product category**

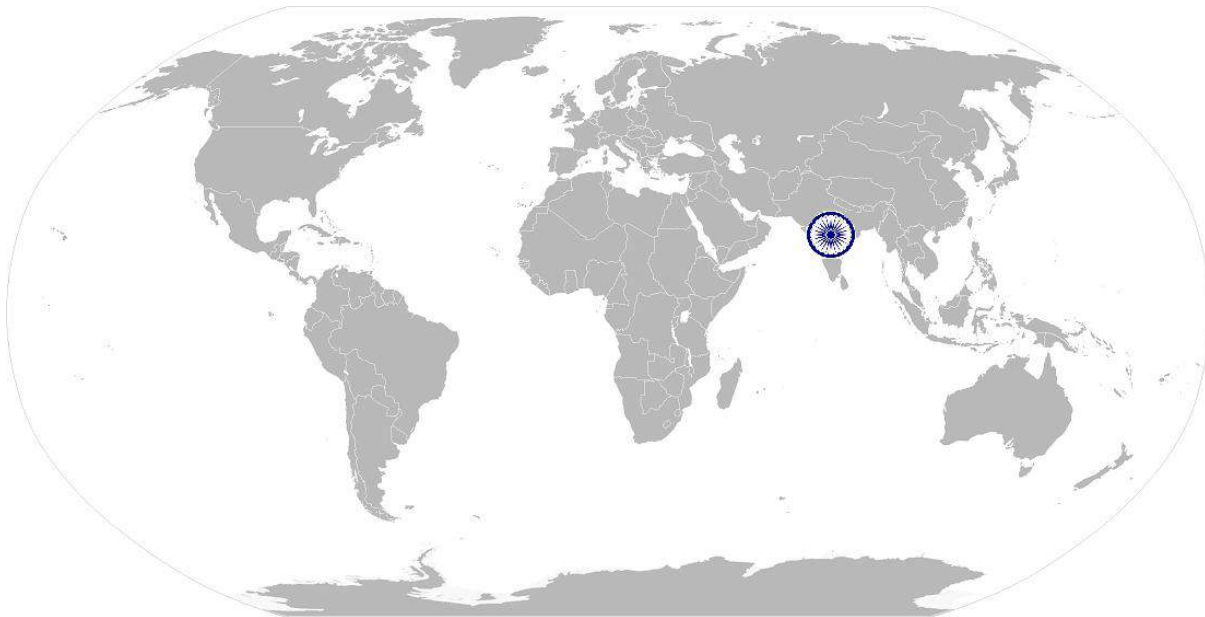
	<p>SA3. Read and comprehend the requirements in case of a unique fabric to be used and its availability in the market</p> <p>SA4. keep abreast with the latest fabrics by reading brochures, magazines and websites</p>
	<p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand:</p> <p>SA5. Discuss details about fabrics like handling, expected wastage/consumption, costing, etc. selected to team assigned with the work</p> <p>SA6. Seek information and keep updated with the sourcing department</p> <p>SA7. able to speak in foreign and local languages(optional)</p>
<b>B. Professional Skills</b>	<p><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand:</p> <p>SB1. Take decisions regarding finalizing of the fabrics keeping its availability and cost in mind</p> <p>SB2. Take decisions in-line with the sourcing department to avoid any confusions</p>
	<p><b>Plan and Organize</b></p> <p>The user/individual on the job needs to know and understand:</p> <p>SB3. Plan and organize the designs and the related fabrics intended to be used or their substitutes in case of scarcity/unavailability of a particular fabric</p> <p>SB4. Plan the fabric as per climatic conditions</p> <p>SB5. Plan and select the fabric depending upon the budget of the company</p>
	<p><b>Customer Centricity</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Select fabrics that are customer friendly and readily available in market</p> <p>SB7. understand customer requirements and their priority when developing embroidered or printed patterns on fabrics</p>
	<p><b>Problem Solving</b></p> <p>The user/individual on the job needs to know and understand:</p> <p>SB8. Keep alternative options in case of unavailability of a particular fabric</p> <p>SB9. Act intelligently and cover up and rectify small, unnoticeable mistakes if occurred in print, color, etc.</p>
	<p><b>Analytical Thinking</b></p> <p>The user/individual on the job needs to know and understand:</p> <p>SB10. Analyze the type of fabric to be used for the design and its popularity in the market</p> <p>SB11. Analyze and study the relevance of the fabric with the design and product category</p>
	<p><b>Critical Thinking</b></p> <p>The user/individual on the job needs to know and understand:</p> <p>SB12. Critically evaluate the fabric that has been selected for a particular design in terms of its demand, meeting the forecast, etc.</p>

**AMH/N2001 Select fabrics, trims and accessories as per specific product category**

	SB13. Critically evaluate after wash characteristics of the fabrics, its looks, tenacity, color bleed, etc.
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**NOS Version Control**

NOS Code	AMH/N2001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Home Furnishing	Last reviewed on	20/05/15
Occupation	Assistant Designer	Next review date	21/03/16

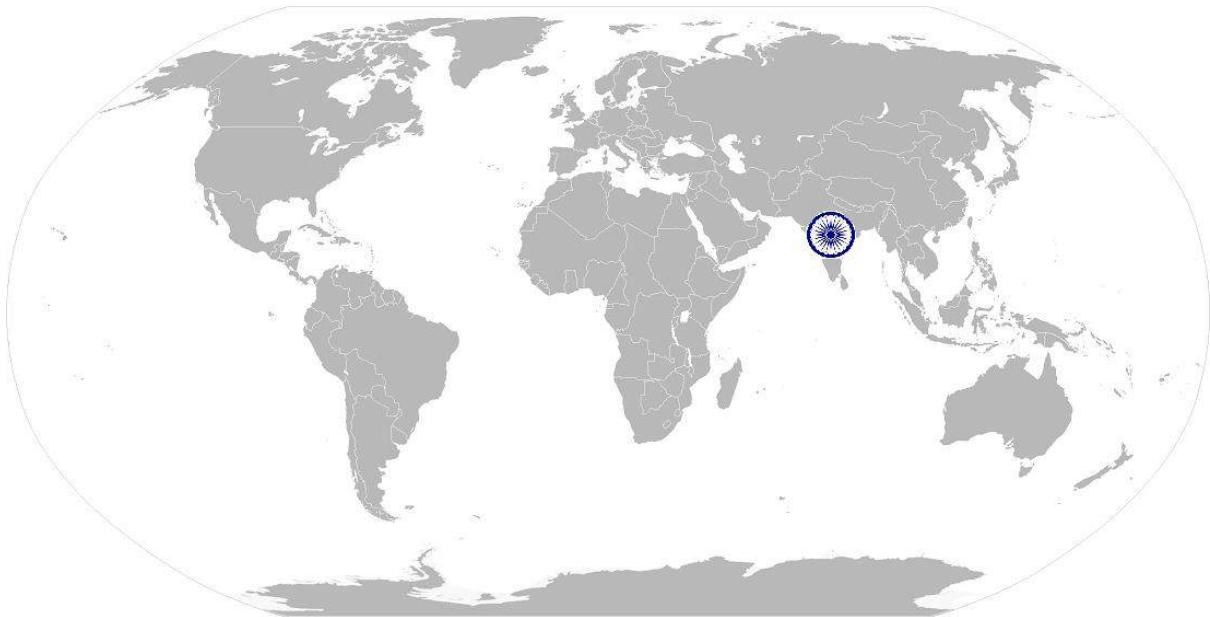


AMH/N1221

Develop proto sample

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to develop techpack and then proceed to developing proto sample of the design finalized.

**AMH/N1221**
**Develop proto sample**

<b>Unit Code</b>	<b>AMH/ N1221</b>
<b>Unit Title (Task)</b>	<b>Develop proto sample</b>
<b>Description</b>	This unit is about quantification and measurement of skills and competencies enabling one to develop techpack followed by proto sample for the range of designs created, finalized and approved
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>▪ Preparing techpack, developing proto sample and getting it approved</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Preparing techpack, developing proto sample and getting it approved</b>	PC1. Prepare techpack as per inputs from clients PC2. Review techpack in consultation with the client and/or review team depending on the ability and capacity of the organization in terms of equipments to be used, labour skills, etc. PC3. Identify and summarize the involvement of pattern maker, tailor, merchandiser, sourcing supervisor, etc. PC4. Brief team with process details for developing proto sample PC5. Develop proto sample as per revised techpack PC6. Fill the cost sheet in the prescribed format after consulting superiors
<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: <ul style="list-style-type: none"> <li>KA1. Knowledge about defining review team as per organization protocol</li> <li>KA2. Knowledge about the organization's capacity when finalizing the techpack</li> </ul>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. Knowledge about the specifications mentioned in the techpack like style name, style number, color, specs of the product and its sizes, etc.</li> <li>KB2. Knowledge about print motifs, embroideries and other ornamentations as applicable to the product category</li> <li>KB3. Knowledge about the sequence of assembling the cut panels during sewing</li> <li>KB4. Knowledge about the finishing and packaging procedure of the product</li> </ul>
<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: <ul style="list-style-type: none"> <li>SA1. document records for all process steps and specification related to proto development</li> <li>SA2. Record the specifications of the proto sample of each style being developed</li> </ul>
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>SA3. read thoroughly and understand the specifications mentioned in the techpack and act accordingly</li> </ul>

AMH/N1221

**Develop proto sample**

	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SA4. seek information from supervisors of designing and other departments in case of any doubt</p> <p>SA5. communicate with all relevant information related to developing proto sample or any changes done in it with co-workers and supervisors in a logical sequence</p> <p>SA6. Speaking in vernacular with the workers in the sampling department would smoothen the proto sample development process</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 organization rule-based decision making process</p> <p>SB2. take decision with systematic course of actions and/or response</p>
	<b>Plan and Organize</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB3. planning and Organization of Work to meet deadlines</p>
	<b>Customer Centricity</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. manage relationships with customers with intent on satisfying its requirements for product quality and product delivery</p> <p>SB5. build customer relationships and use customer centric approach</p>
	<b>Problem Solving</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB6. identify innovative solution to develop design which facilitates manufacturing</p> <p>SB7. assess/evaluate design processes</p> <p>SB8. communicate effectively with aids of soft skill tools and techniques</p>
	<b>Analytical Thinking</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB9. Apply domain information about Product, Processes and technical specifications to identify critical aspect related to techpack.</p>
	<b>Critical Thinking</b>
<p>The user/individual on the job needs to know and understand:</p> <p>SB10. critically evaluate design inputs in relation to product intended</p> <p>SB11. develop holistic and comprehensive profile of products based on segregated discrete information available</p>	

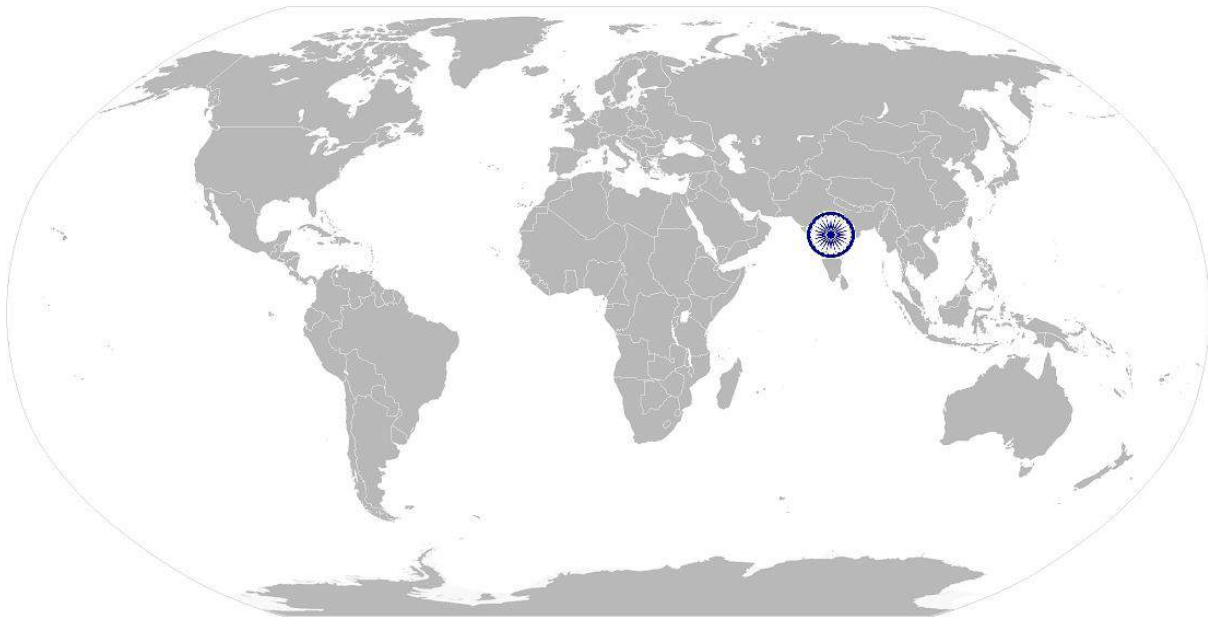


**AMH/N1221**

**Develop proto sample**

**NOS Version Control**

<b>NOS Code</b>	<b>AMH/N1221</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Apparel, Made-ups and Home Furnishing</b>	<b>Drafted on</b>	<b>17/03/15</b>
<b>Industry Sub-sector</b>	<b>Home Furnishing</b>	<b>Last reviewed on</b>	<b>20/05/15</b>
<b>Occupation</b>	<b>Assistant Designer</b>	<b>Next review date</b>	<b>21/03/16</b>

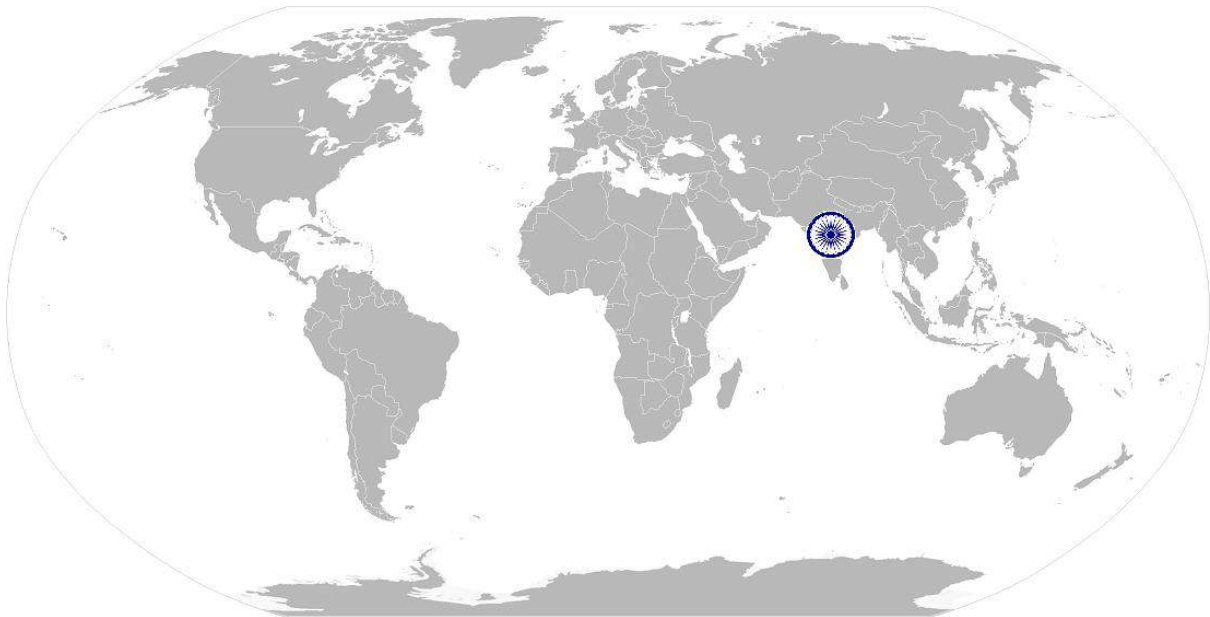


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AMH/N1222 Evaluate the proto sample developed related to specific product class

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# National Occupational Standard



## Overview

This unit is about how to evaluate, amend and get the proto sample of the specific product category approved by the client.

**AMH/N1222 Evaluate the proto sample developed related to specific product class**

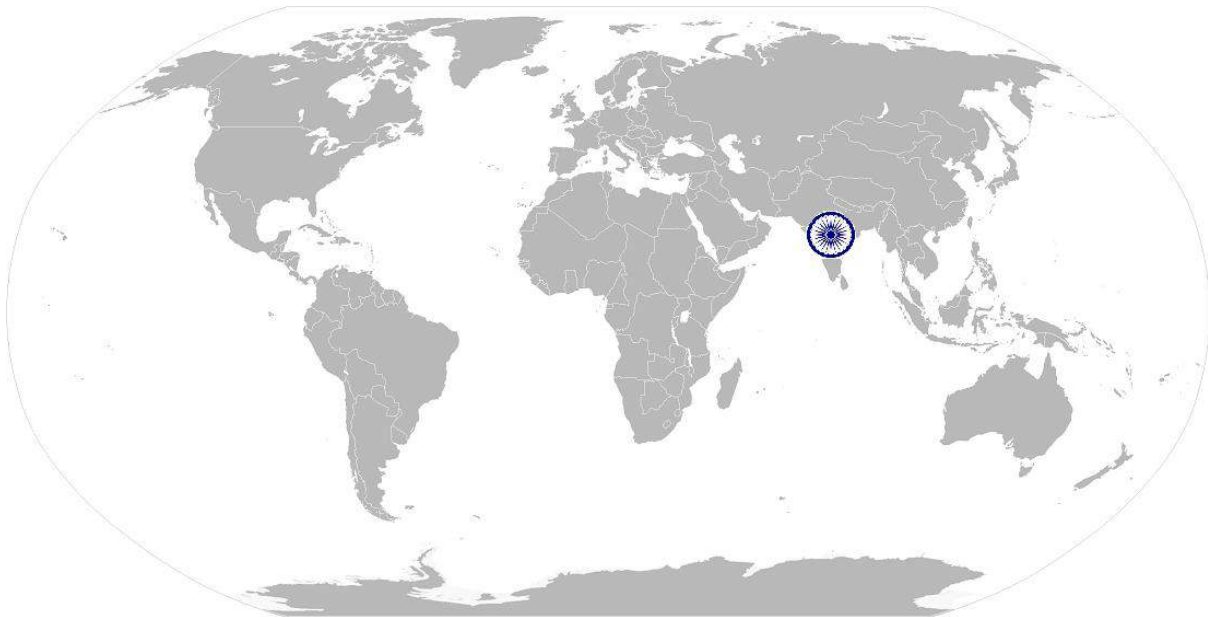
National Occupational Standard	<b>Unit Code</b>	<b>AMH/ N1222</b>
	<b>Unit Title (Task)</b>	<b>Evaluate the proto sample developed related to specific product class</b>
	<b>Description</b>	This unit is about quantification and measurement of skills and competencies enabling one to review proto sample, take client's comments, make amendments accordingly and get it approved from the client
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Evaluation of Design Development Processes and complete documentation of Design Development Processes</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Evaluation of design development processes and Complete documentation of design development processes</b>	PC1. Check proto sample in relation to techpack and/or client's input with respect to the measurements PC2. Check proto sample for design (woven/print), and attributes like washability, utility, etc. PC3. Review proto sample in consultation with the client and/or review team PC4. Amend/modify proto sample as per review inputs PC5. Get approval of the proto sample from client PC6. Prepare file of the approved sample containing approved fabric swatches, accessories, techpack, cost sheet etc.
	<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: <ul style="list-style-type: none"> <li>KA1. Knowledge about the organization's protocol for proto sample evaluation</li> <li>KA2. Knowledge about the organization's protocol for the team for proto sample evaluation</li> <li>KA3. Knowledge about progress of the team</li> </ul>
	<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. Knowledge about design development process steps like planning, concept development, etc.</li> <li>KB2. Knowledge about monitoring progress of the team</li> <li>KB3. Knowledge about different compliance requirements related to design like azo-free dyes, metamerism effect, etc.</li> </ul>
<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: <ul style="list-style-type: none"> <li>SA1. document records related to evaluation of the proto sample</li> <li>SA2. Manage records regarding the changes done in a particular style for future references</li> </ul>	
	<b>Reading Skills</b>	
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>SA3. read and comprehend written instructions describing design details and manufacturing processes related to sampling</li> <li>SA4. Read and understand the major and minor changes to be done in the proto</li> </ul>	

**AMH/N1222 Evaluate the proto sample developed related to specific product class**

	sample.
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand: SA5. discuss task details, process schedules, etc. with sampling team SA6. communicate with all relevant information regarding the changes to be done and the finalized sample with the involved departments in a logical sequence SA7. Should be able to speak in English and speaking in vernacular would be an advantage
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand: SB1. follow organization rule-based decision making process with respect to the evaluation of proto sample SB2. Take sensible decisions when making changes in the design when reviewing with the client and/or review team
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB3. Plan the work in a sequence after the changes have been made in the proto sample
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. Develop the final proto sample keeping the customer requirements in mind SB5. Able to logically justify the changes not been able to implement when reviewing the final sample with the client
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand: SB6. identify innovative solutions to expedite evaluation process of design development SB7. Able to provide a direct approach towards solving problems SB8. Should be able to logically defend the changes that are not being modified SB9. assess/evaluate design processes
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand: SB10. Analyze the design and the amendments done SB11. Analyze the mistakes done from own's end
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand: SB12. critically evaluate design inputs in relation to product intended

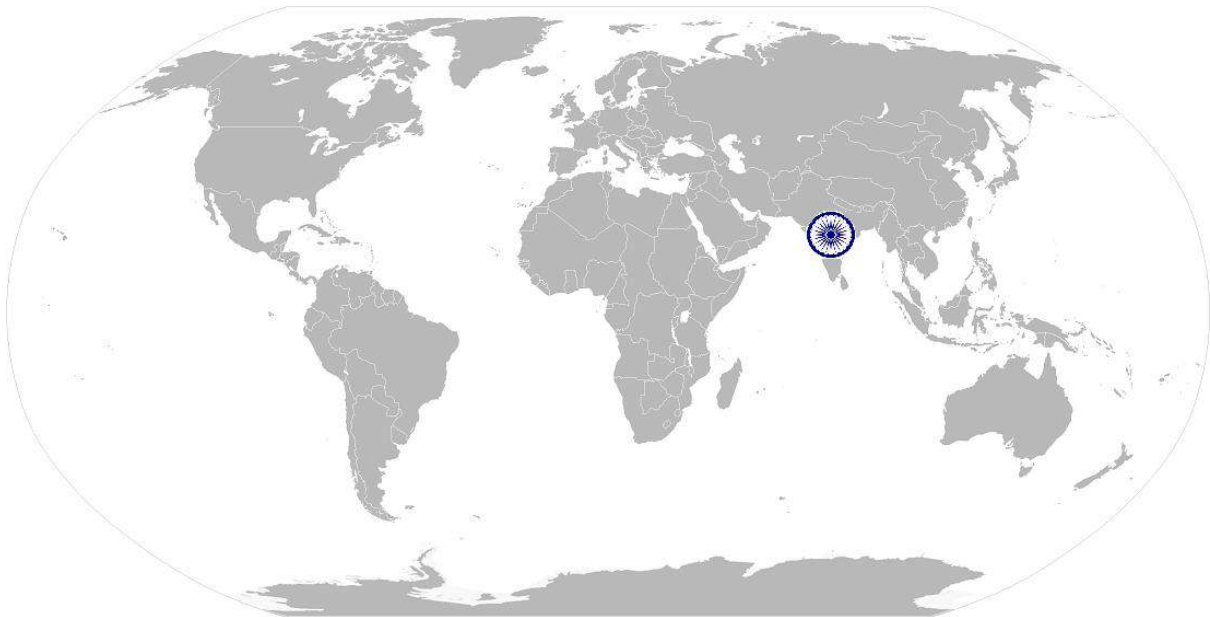
**AMH/N1222 Evaluate the proto sample developed related to specific product class**  
**NOS Version Control**

NOS Code	AMH/N1222		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Home Furnishing	Last reviewed on	20/05/15
Occupation	Assistant Designer	Next review date	21/03/16



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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to comply with health, safety and security requirements in the designing department. It also includes procedures to prevent, control, minimize and eliminate risks and hazards to self and others in the organization.

**AMH/N1223 Maintain health, safety and security in the designing department**

National Occupational Standard	<b>Unit Code</b>	AMH/ N1223
	<b>Unit Title (Task)</b>	Maintain health, safety and security in the designing department
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to comply with health, safety and security requirements at the workplace. It also covers procedures to identify, prevent, control, minimize and eliminate hazards and risks to self and others in the organization.
	<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Hazards and Risks associated with the process, medical emergencies and evacuation process</li> </ul> 
<b>Performance Criteria (PC) w.r.t. the Scope</b>		
<b>Elements</b>	<b>Performance Criteria</b>	
<b>Hazards and risks associated with the process, medical emergencies and evacuation process</b>	<p>PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like physical injuries from scissors, shears, etc.</p> <p>PC2. Handle tools and equipments like cutter, scissors, shear, etc. safely and securely</p> <p>PC3. Check the workplace and work processes for potential risks and threats like fire, electric shock, etc.</p> <p>PC4. Participate in mock-drills/evacuation procedures organized at the workplace</p> <p>PC5. Undertake first-aid, fire-fighting and emergency response training</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 hazards related to damage to organization's assets and records</p>	

**AMH/N1223 Maintain health, safety and security in the designing department**

<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge about different hazards at workplace like fire, etc.</p> <p>KB2. Knowledge about safe handling of tools and equipments like scissors, shears, etc.</p> <p>KB3. Knowledge about the safety signage installed in the organization</p>
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<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills /Generic Skills</b></p>	<p><b>Writing Skills</b></p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. document records related to health, safety and security related information</p> <p>SA2. Document records related to any health and safety incidents/accidents that take place during design development</p>
	<p><b>Reading Skills</b></p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SA3. read and comprehend written instructions related to safety issues from concerned stakeholders and service providers</p> <p>SA4. keep abreast with the latest developments for innovative safety services and tools by reading brochures, pamphlets, magazines etc.</p>
	<p><b>Oral Communication (Listening and Speaking skills)</b></p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SA5. discuss the latest approach for safety and security with the team</p> <p>SA6. Make the team understand the importance of the health and safety equipments and signage</p> <p>SA7. Able to speak in vernacular while discussing health safety with the team for a better understanding for the team</p>
	<p><b>B. Professional Skills</b></p>
<p>The user/individual on the job needs to know and understand:</p> <p>SB1. Make appropriate and timely decision in responding to emergencies/accidents in line with organization</p> <p>SB2. Evaluate and use correct PPE and other safety gear while at the workplace</p>	
<p><b>Plan and Organize</b></p>	
<p>The user/individual on the job needs to know and understand:</p> <p>SB3. Plan and organize the health and safety norms and procedures with the supervisors and discuss them with team</p> <p>SB4. Plan and organize the evacuation procedures.</p> <p>SB5. Plan and organize workarea to keep it safe from hazards that cause physical ailments</p>	
<p><b>Customer Centricity</b></p>	
<p>The user/individual on the job needs to know and understand how to:</p>	



**AMH/N1223 Maintain health, safety and security in the designing department**

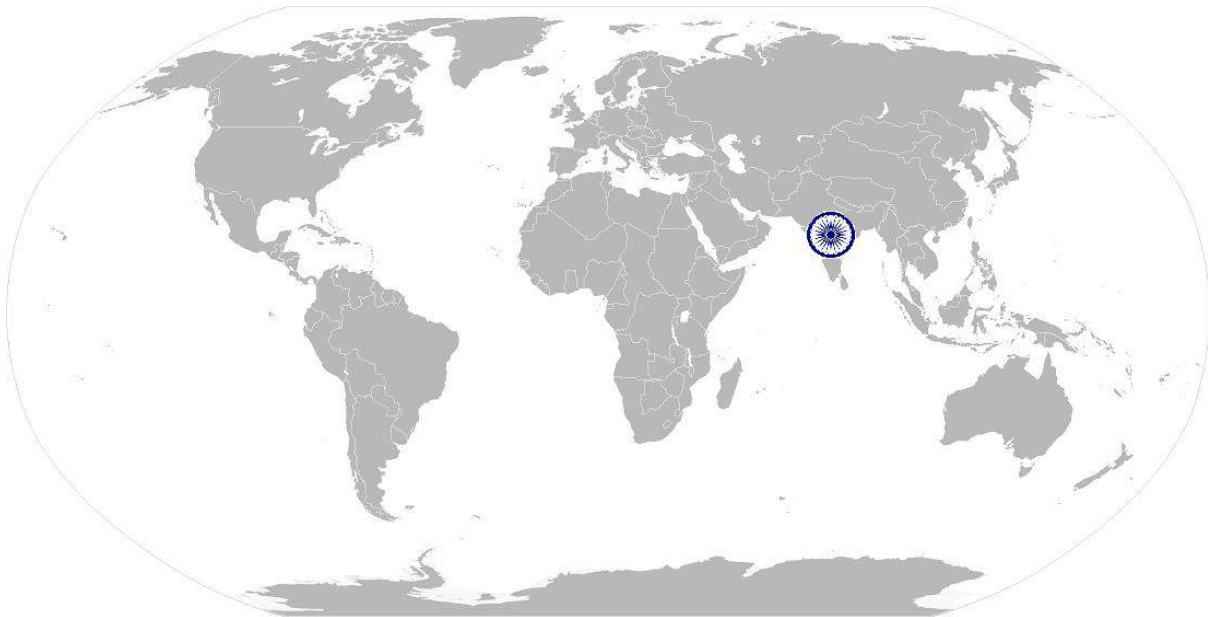
	SB6. Ensure and follow the health and safety norms as per the customer while designing a product in context of the dyes and chemicals to be used in the product
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand: SB7. Take appropriate actions during emergencies, accidents or fire at the workplace SB8. Resolve issues pertaining to malfunctions in machineries and report if required
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand: SB9. Identify emergency situations SB10. Identify cause effect relationship for the emergencies
	<b>Critical Thinking</b>
The user/individual on the job needs to know and understand: SB11. Analyze, evaluate and apply the information gathered from observation, experience, reasoning or communication with respect to health and safety to act efficiently	



**AMH/N1223 Maintain health, safety and security in the designing department**

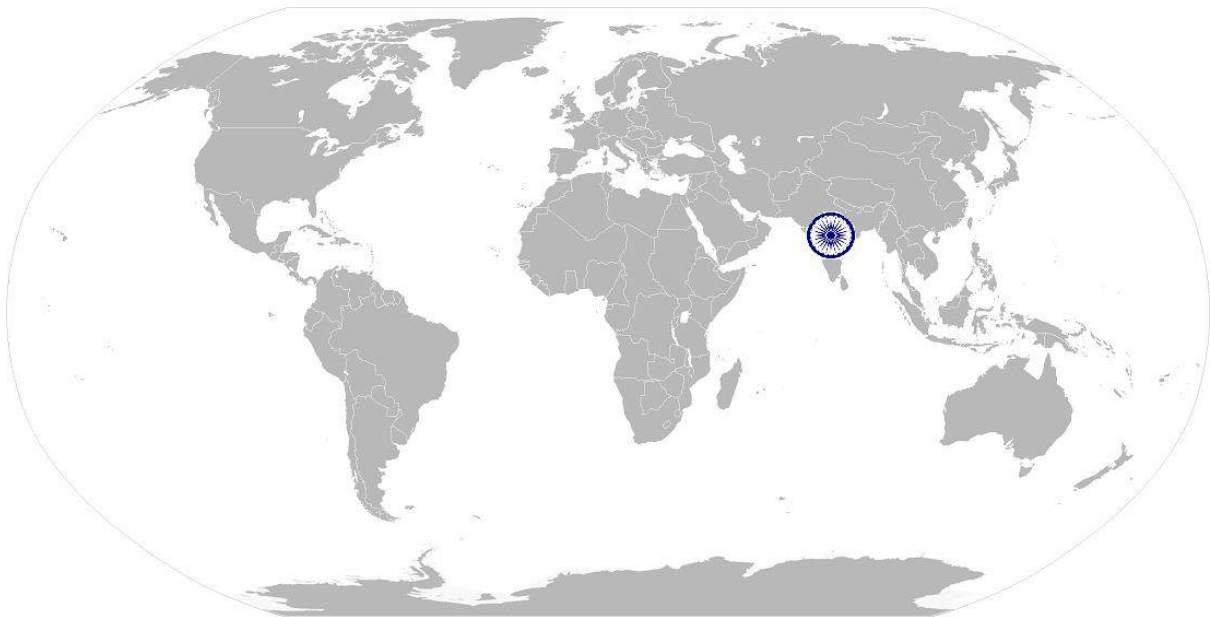
**NOS Version Control**

<b>NOS Code</b>	<b>AMH/N1223</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Apparel, Made-ups and Home Furnishing</b>	<b>Drafted on</b>	<b>17/03/15</b>
<b>Industry Sub-sector</b>	<b>Home Furnishing</b>	<b>Last reviewed on</b>	<b>20/05/15</b>
<b>Occupation</b>	<b>Assistant Designer</b>	<b>Next review date</b>	<b>21/03/16</b>



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# National Occupational Standard



## Overview

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

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

National Occupational Standard

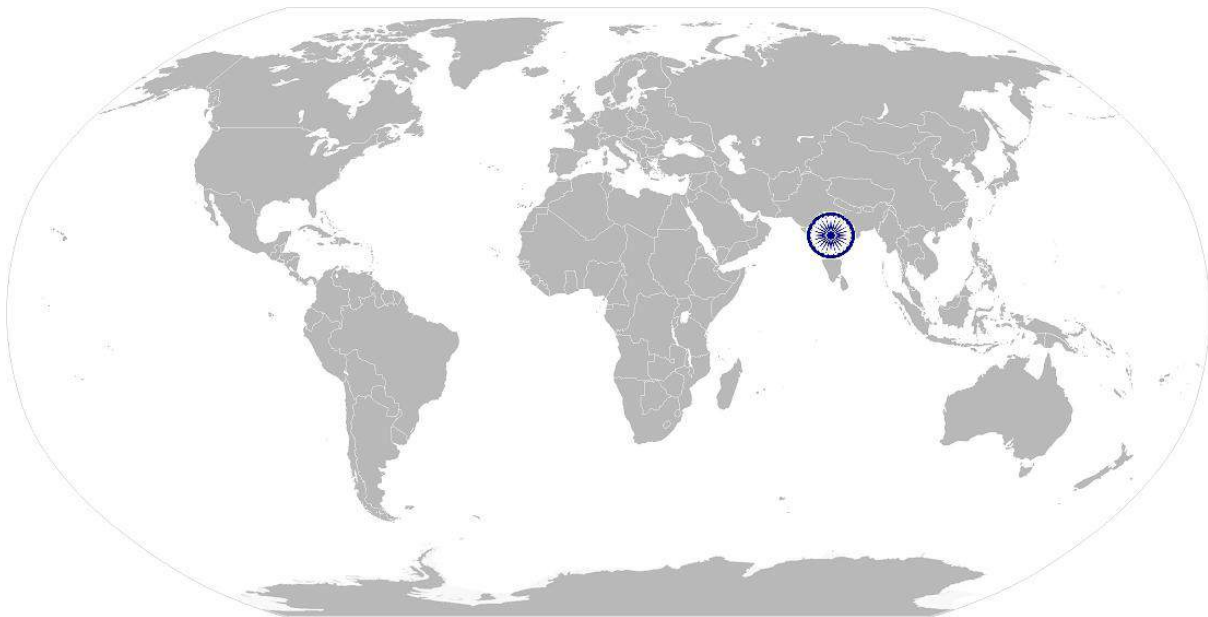
<b>Unit Code</b>	<b>AMH/ N0104</b>
<b>Unit Title (Task)</b>	<b>Comply with industry, regulatory and organizational requirements</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory and ethical requirements 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>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures</li> <li>PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel</li> <li>PC3. Apply and follow these policies and procedures within your work practices</li> <li>PC4. Provide support to your supervisor and team members in enforcing these considerations</li> <li>PC5. Identify and report any possible deviation to these requirements</li> </ul>
<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: <ul style="list-style-type: none"> <li>KA1.The importance of having an ethical and value-based approach to governance</li> <li>KA2.Benefits to your company and yourself due to practice of these procedures</li> <li>KA3.The importance of punctuality and attendance</li> <li>KA4.Specific to the industry/sector, know and understand: <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> </li> <li>KA5.Customer specific requirements mandated as a part of your work process</li> </ul>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1.Country / customer specific regulations for your sector and their importance</li> <li>KB2.Reporting procedure in case of deviations</li> <li>KB3. Limits of personal responsibility</li> </ul>
<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: <ul style="list-style-type: none"> <li>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</li> </ul>
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SA2. Read and comprehend the organizational documents pertaining to rules and procedures</li> <li>SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc.</li> <li>SA4. Read in the local language as applicable</li> </ul>

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

	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	<b>Oral Communication (Listening and Speaking skills)</b>
<b>B. Professional 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	

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

<b>NOS Code</b>	<b>AMH/N0104</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Apparel, Made-ups and Home Furnishing</b>	<b>Drafted on</b>	<b>17/03/15</b>
<b>Industry Sub-sector</b>	<b>Home Furnishing</b>	<b>Last reviewed on</b>	<b>20/05/15</b>
<b>Occupation</b>	<b>Assistant Designer</b>	<b>Next review date</b>	<b>21/03/16</b>



### CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role** Assistant Designer – Home Furnishing

**Qualification Pack** AMH/Q1220

**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
<b>1. AMH/N1220 (Plan and prepare design collections for home furnishings)</b>	PC1. Conduct market research for textile home furnishing trends and forecast with the help of various forecasting websites, catalogues, etc.	<b>100</b>	<b>22</b>	8	12	2
	PC2. Identify and extract the quality elements from the forecast like prints, fabrics, embroideries, etc. and develop a range of designs accordingly		<b>20</b>	7	12	1
	PC3. Identify requirements of fabrics, trims, accessories, etc. and develop their swatches		<b>20</b>	6	12	2
	PC4. Identify manufacturing techniques and process steps in developing a design into a final product		<b>24</b>	6	16	2

	PC5. Receive approval of designs and manufacturing techniques before developing proto sample		14	5	8	1
			<b>100</b>	<b>32</b>	<b>60</b>	<b>8</b>
<b>2. AMH/N2001 (Select fabrics, trims and accessories as per specific product category)</b>	PC1. Identify and select fabric suitability with respect to construction, color and design like plain, check, jacquard, embroidered etc.	<b>60</b>	15	4	10	1
	PC2. Identify and select fabric, trims and accessories with respect to usage and applicability like heat transmission, moisture transfer, crease resistance, pilling, static electricity and launder-ability		15	5	8	2
	PC3. Identify and select the trims and accessories with respect to aesthetic appeal and functionality of the product		15	5	9	1
	PC4. Identify and select fabrics, trims and accessories keeping in mind the cost parameters		15	4	9	2
			<b>60</b>	<b>18</b>	<b>36</b>	<b>6</b>
<b>3. AMH/N1221 (Develop proto sample)</b>	PC1. Prepare techpack as per inputs from clients	<b>80</b>	15	5	9	1
	PC2. Review techpack in consultation with the client and/or review team depending on the ability and capacity of the organization in terms of equipments to be used, labour skills, etc.		15	5	9	1
	PC3. Identify and summarize the involvement of pattern maker, tailor, merchandiser, sourcing supervisor, etc.		13	4	8	1
	PC4. Brief team with process details for developing proto sample		14	4	8	2
	PC5. Develop proto sample as per revised techpack		12	3	8	1



	PC6. Fill the cost sheet in the prescribed format after consulting superiors		11	3	6	2
			<b>80</b>	<b>24</b>	<b>48</b>	<b>8</b>
<b>4. AMH/N1222 (Evaluate the proto sample developed related to specific product class)</b>	PC1. Check proto sample in relation to techpack and/or client's input with respect to the measurements	<b>95</b>	17	5	11	1
	PC2. Check proto sample for design (woven/print), and attributes like washability, utility, etc.		16	4	11	1
	PC3. Review proto sample in consultation with the client and/or review team		19	8	10	1
	PC4. Amend/modify proto sample as per review inputs		21	4	16	1
	PC5. Get approval of the proto sample from client		12	6	5	1
	PC6. Prepare file of the approved sample containing approved fabric swatches, accessories, techpack, cost sheets, etc.		10	2	7	1
			<b>95</b>	<b>29</b>	<b>60</b>	<b>6</b>
<b>5. AMH/N1223 (Maintain Health, Safety and Security in the designing department)</b>	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like physical injuries from scissors, shears, etc.	<b>30</b>	6	1	3	2
	PC2. Handle tools and equipments like cutter, scissors, shear, etc. safely and securely		5	1	3	1
	PC3. Check the workplace and work processes for potential risks and threats fire, electric shock, etc.		7	2	4	1
	PC4. Participate in mock-drills/evacuation procedures organized at the workplace		6	1	3	2
	PC5. Undertake first-aid, fire-fighting and emergency response training		6	2	3	1
			<b>30</b>	<b>7</b>	<b>16</b>	<b>7</b>

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	2	4	1
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		6	2	3	1
	PC3. Apply and follow these policies and procedures within your work practices		7	2	4	1
	PC4. Provide support to your supervisor and team members in enforcing these considerations		7	1	5	1
	PC5. Identify and report any possible deviation to these requirements		8	3	4	1
	<b>Total Marks</b>		<b>400</b>	<b>35</b>	<b>10</b>	<b>20</b>
		<b>400</b>	<b>120</b>	<b>240</b>	<b>40</b>	