

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR APPAREL MADE-UPS & HOME FURNISHING SECTOR

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 – Hand Embroiderer

SECTOR: APPAREL, MADE-UP'S AND HOME FURNISHING

SUB-SECTOR: APPAREL

OCCUPATION: EMBROIDERER

REFERENCE ID: AMH/Q 1001

ALIGNED TO: NCO-2004 / 7436.15

Brief Job Description: A Hand Embroiderer embroiders decorative designs on fabric & other materials by hand, using needle & thread. The hand embroiderer uses a variety of sewing techniques to create different kinds of embroidery stitches & effects such as Cross stitch, French knot stitch, Bullion knot stitch, Shade work, Applique work, English Smocking etc. The job requires the hand embroiderer to have the skills to stitch a variety of Flat stitches, Loop stitches and Knotted stitches.

Personal Attributes: A Hand Embroiderer should have good eyesight, hand-eye coordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

Job Details	Qualifications Pack Code	AMH/Q 1001		
	Job Role	Hand Embroiderer		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-Up's and Home Furnishing	Drafted on	18/08/14
	Sub-sector	Apparel	Last reviewed on	17/10/14
	Occupation	Embroider	Next review date	30/12/15
	NSQC Clearance On*	18/06/15		

Job Role	Hand Embroiderer
Role Description	To embroider decorative designs on fabric & other material by hand using needle & thread
NSQF level	4
Minimum Educational Qualifications	5 th standard, preferably
Maximum Educational Qualifications	N/A
Training (Suggested but not mandatory)	Training in sewing operations
Minimum Job Entry Age	18 years
Experience	Preferably 1-2 years of work experience in stitching & embroidery work
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> AMH/N 1001 (Carry out different types of embroidery stitches – Flat, Loop & Knotted stitches) AMH/N 1002 (Embroider decorative designs using a combination of stitches & work styles) AMH/N 1003 (Contribute to achieve quality in embroidery work) AMH/N 1004 (Maintaining work premises & tools) AMH/N 0103 (Maintain health safety and security at workplace) <p>Optional: N/A</p>
Performance Criteria	As described in the relevant OS units

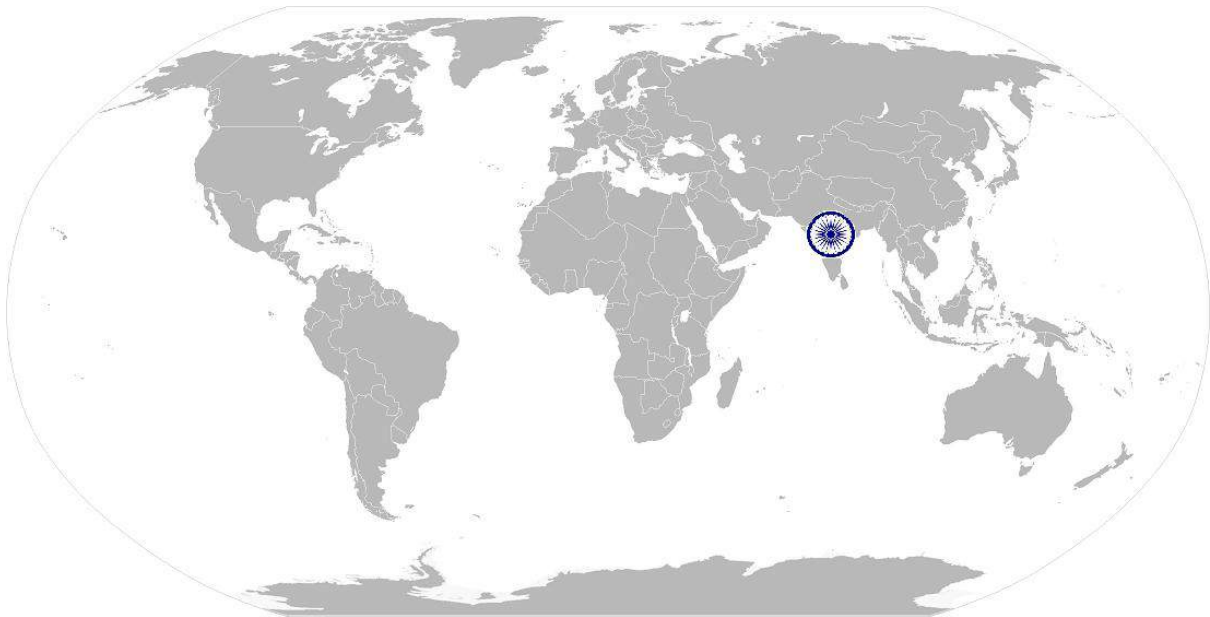
Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived 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 to fulfill the achieving the objectives of the function.
	Job role	Job role defines a 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 when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
	Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.	
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.	
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.	
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or an 'N'.	
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.	

Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

Acronyms

AMH/N 1001 Carry out different types of embroidery stitches – Flat, Loop & Knotted stitches

National Occupational Standard



Overview

This unit is about carrying out different types of embroidery stitches such as Flat stitches, Loop stitches & Knotted stitches.

AMH/N 1001 Carry out different types of embroidery stitches – Flat, Loop & Knotted stitches

National Occupational Standard	Unit Code	AMH/N1001
	Unit Title (Task)	Carry out different types of embroidery stitches – Flat, Loop & Knotted stitches
	Description	This unit is about carrying out different types of embroidery stitches such as Flat stitches, Loop stitches & Knotted stitches.
	Scope	This unit/task covers the following: 1. Prepare for embroidery 2. Different Types of Basic Embroidery Stitches
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Prepare for embroidery	To be competent, you must be able to: PC1. Analyze & interpret the given design which needs to be embroidered & the type of embroidery that is required to be done PC2. Check the materials required for embroidery with the given specifications PC3. Trace design on fabric/material to be embroidered if required PC4. Select appropriate needle & thread for the type of embroidery to be done, according to the texture & fibre of the material
	Carry out Different Types of Flat Stitches	PC5. Use needle & thread to carry out Running stitch on a given material as per the given specifications & quality standards PC6. Carry out Back stitch & Stem stitch on fabric PC7. Carry out Satin stitch & Kashmiri stitch to embroider different patterns PC8. Use couching stitch in hand embroidery as per given design/art work PC9. Use cross stitch technique to embroider different designs PC10. Use herringbone stitch technique for embroidery
	Carry out Different Types of Loop Stitches	PC11. Carry out different types of Loop stitches for creating embroidery patterns/designs such as: ▪ Chain Stitch ▪ Button hole Stitch ▪ Blanket Stitch ▪ Fishbone Stitch ▪ Feather Stitch ▪ fly Stitch
	Carry out Different Types of Knotted Stitches	PC12. Carry out different types of knotted stitches such as French knot, Double knot and Bullion knot stitch PC13. Check with in charge /others when unsure of new product details PC14. Minimise and dispose the waste materials in the approved manner PC15. Carry out Operations at a rate which maintains workflow PC16. Respond appropriately if the embroidery do not meet product/design specification & take corrective action
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company/organization and its processes)	You need to know and understand: KA1. your organization's policies, procedures, guidelines and standards for quality KA2. Safe working practices and organisational procedures KA3. Quality systems and other processes practiced in the organization KA4. Types of problems with quality and how to report them to appropriate people	

AMH/N 1001 Carry out different types of embroidery stitches – Flat, Loop & Knotted stitches

	<p>KA5. The importance of complying with written instructions KA6. Reporting procedure in case of faults in own/ other processes KA7. who to refer problems to when they are outside the limit of your authority KA8. your organization’s tools, templates and processes for embroidery related operations in production</p>
<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <p>KB1. Different types of hand embroidery techniques & associated stitch type KB2. <u>Flat Stitches</u></p> <ul style="list-style-type: none"> ▪ Running Stitch ▪ Back Stitch ▪ Stem Stitch ▪ Satin Stitch ▪ Kashmiri Stitch ▪ Couching Stitch ▪ Cross Stitch ▪ Herringbone Stitch <p><u>Loop Stitches</u></p> <ul style="list-style-type: none"> ▪ Chain Stitch ▪ Lazy-daisy Stitch ▪ Button hole Stitch ▪ Blanket Stitch ▪ Fishbone Stitch ▪ Feather Stitch ▪ fly Stitch <p><u>Knotted Stitches</u></p> <ul style="list-style-type: none"> ▪ French knot Stitch ▪ Double knot Stitch ▪ Bullion knot Stitch <p>KB3. Categories of basic stitches of hand embroidery-their techniques and applications KB4. Embroidery threads and their classification KB5. Required tools & materials for different types of embroidery KB6. Colour combination/usage of thread as per the given design KB7. Knowledge of different types of fabrics & other materials and accessories used in embroidery KB8. Technical terms associated with different kinds of embroidery work KB9. The characteristics of the embroidery materials and how they differ KB10. Thread thickness, shade and sizes KB11. Types of needles & their suitability KB12. Different types of trims used in embroidery</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>You need to know and understand how to: SA1. Write in local language</p>
	<p>Reading Skills</p>
	<p>You need to know and understand how to: SA2. Read a design specifications sheet</p>

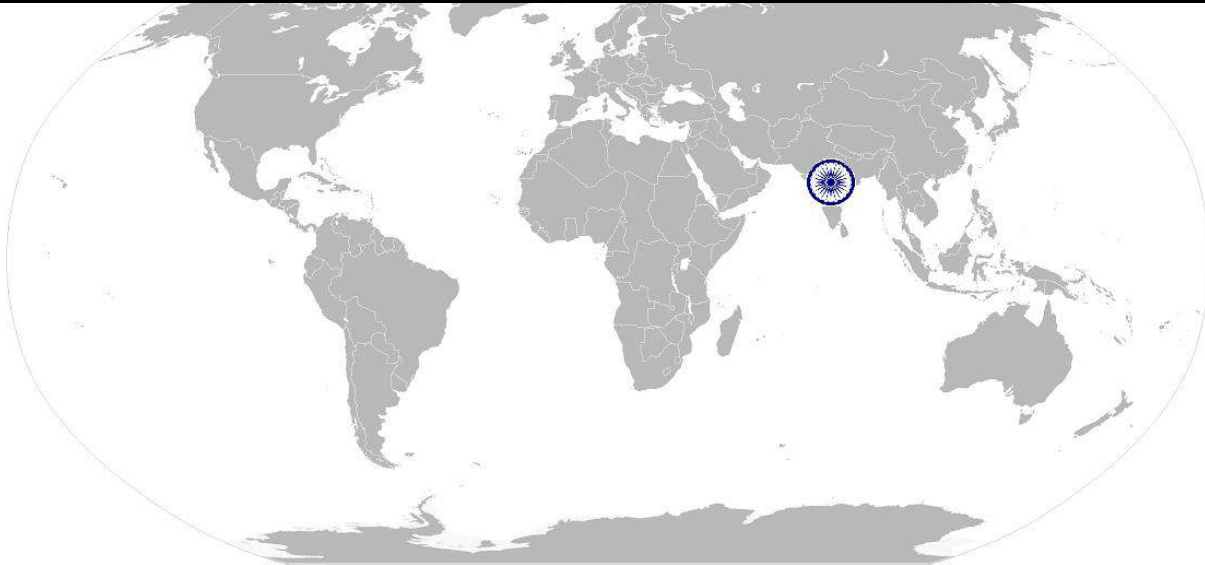
AMH/N 1001 Carry out different types of embroidery stitches – Flat, Loop & Knotted stitches

	SA3. Read art work details for the type of embroidery
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to:
	SA4. Listen effectively and orally communicate information accurately
	SA5. Ask for clarification and advice from others
B. Professional Skills	Decision Making
	You need to know and understand how to:
	SB1. Follow rule-based decision-making processes
	SB2. Make decisions on a suitable course of action or response
	Plan and Organize
	You need to know and understand how to:
	SB3. Plan and organize your work to achieve targets and deadlines
	Customer Centricity
	NA
	Problem Solving
You need to know and understand how to:	
SB4. Apply problem-solving approaches in different situations	
SB5. Refer anomalies to the supervisor	
SB6. Seek clarification on problems from others	
Analytical Thinking	
You need to know and understand how to:	
SB7. Analyze data and activities	
SB8. Pass on relevant information to others	
Critical Thinking	
You need to know and understand how to:	
SB9. Provide opinions on work in a detailed and constructive way	
SB10. Apply balance judgments to different situations	

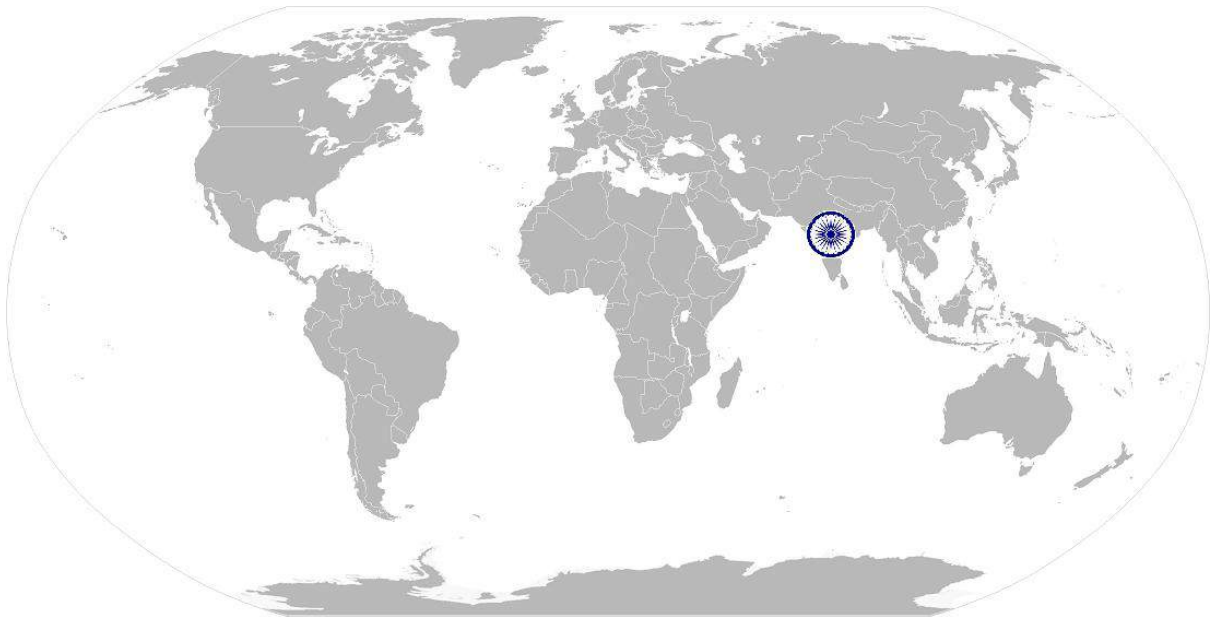
AMH/N 1001 Carry out different types of embroidery stitches – Flat, Loop & Knotted stitches

NOS Version Control

NOS Code	AMH/N 1001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Embroider	Next review date	30/12/15



National Occupational Standard



Overview

This unit is about using various hand embroidery techniques to embroider decorative design on fabric or a given material as per the design specifications

AMH/N 1002 Embroider decorative designs using a combination of stitches & work styles

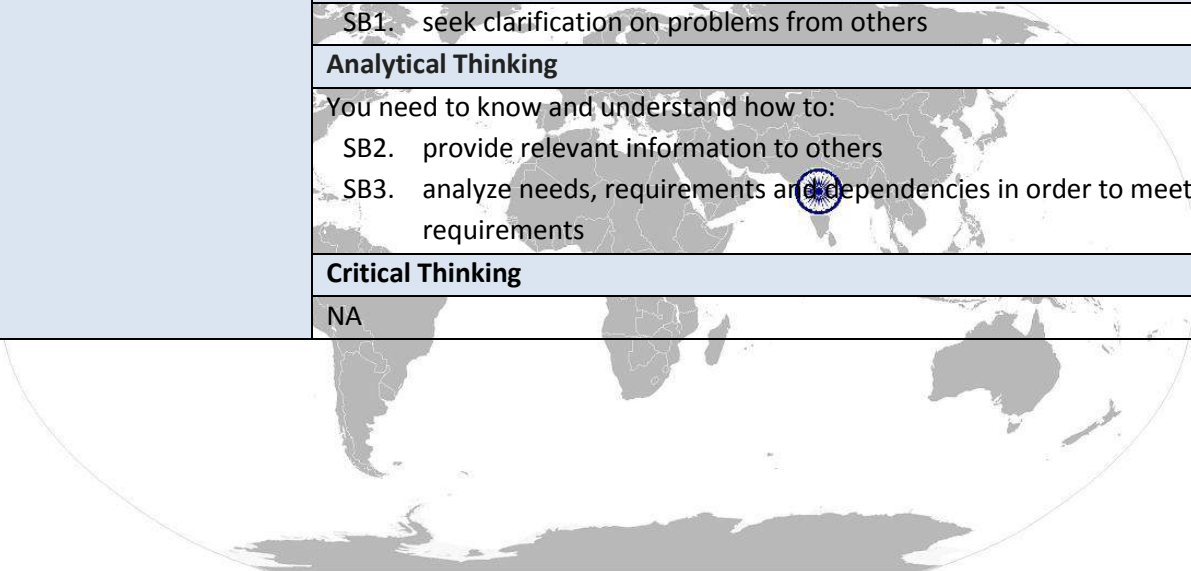
National Occupational Standard	Unit Code	AMH/N 1002
	Unit Title (Task)	Embroider decorative designs using a combination of stitches & work styles
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to embroider decorative designs using a combination of hand embroidery stitches & work styles .
	Scope	<p>This unit/task covers the following:</p> <ol style="list-style-type: none"> 1. Prepare for embroidery related operations 2. Use the different types of hand embroidery techniques – stitches & work styles skillfully to achieve the requisite quality of embroidery work in various hand embroidered articles
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Prepare for embroidery related operations	<p>To be competent on the job, you must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Select thread and needle according to the texture & fibre of material</p> <p>PC3. Follow the instructions & design specifications given for the embroidery to be done</p> <p>PC4. If required, trace the embroidery design accurately & neatly on the fabric</p> <p>PC5. Ask questions to obtain more information on tasks when the instructions you have are unclear</p> <p>PC6. Use the correct tools and materials</p> <p>PC7. Select the correct component parts/fabric/material for embroidery</p> <p>PC8. Check that the materials to be used are free from faults</p> <p>PC9. Ensure the materials used meet the specification matching</p> <ol style="list-style-type: none"> a. Embroidery Artwork b. Design sample of the embroidered product <p>PC10. Report faults in the materials</p> <p>PC11. Conform to company quality standards</p> <p>PC12. Report any damaged work to the responsible person</p>
	Use the different types of hand embroidery techniques	<p>PC13. Make Satin, chain, button hole stitches & different types of edges (hem stitch, scallops, lace & rolled hem)</p> <p>PC14. Make Long & short, shade work, satin & French knot stitches</p> <p>PC15. Carry out Applique work as per design details</p> <p>PC16. Use & combine different hand embroidery techniques to create decorative designs such as:</p> <ul style="list-style-type: none"> ▪ Cross Stitch ▪ Tapestry Stitch ▪ Shadow work ▪ Mirror work ▪ English Smocking ▪ Cut work

AMH/N 1002 Embroider decorative designs using a combination of stitches & work styles

	<ul style="list-style-type: none"> ▪ Sindhi Work <p>PC17. Ensure the embroidered design conforms to the artwork specifications PC18. Inspect embroidered products against specifications PC19. Perform all embroidery operations with precision & accuracy</p>
Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>You need to know and understand:</p> <p>KA1. The organisation's policies and procedures KA2. Responsibilities under health, safety and environmental legislation KA3. Guidelines for storage and disposal of waste materials KA4. Potential hazards associated with the machines and the safety precautions that must be taken KA5. Protocol to obtain more information on work related tasks KA6. Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment KA7. Details of the job role and responsibilities KA8. Documentation and reporting formats KA9. Work target and review mechanism with your supervisor KA10. Protocol and format for reporting work related risks/ problems KA11. Method of obtaining/giving feedback related to performance KA12. Importance of teamwork and harmonious working relationships KA13. Process for offering/obtaining work related assistance</p>
<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <p>KB1. Knowledge of different types of embroidery KB2. Use of design specification sheet & understanding the artwork KB3. Range of techniques most suited to the different types of fabrics/materials KB4. Combination of basic stitches & work styles KB6. Common factors affecting stitching & embroidery KB7. Different types of needles KB8. Thread thickness, shade and sizes and parts of needles KB9. The action to take in the event of damaged tool/material KB10. Common hazards in the work area and workplace procedures for dealing with them KB11. The characteristics of the materials to be embroidered and how they differ KB12. The problems encountered when working on different types of materials KB13. Different types of defects KB14. Knowledge of the embroidery styles, design & colour concepts</p>
Skills (S)	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>You need to know and understand how to:</p> <p>SA1. Write the required measurements where applicable</p>

AMH/N 1002 Embroider decorative designs using a combination of stitches & work styles

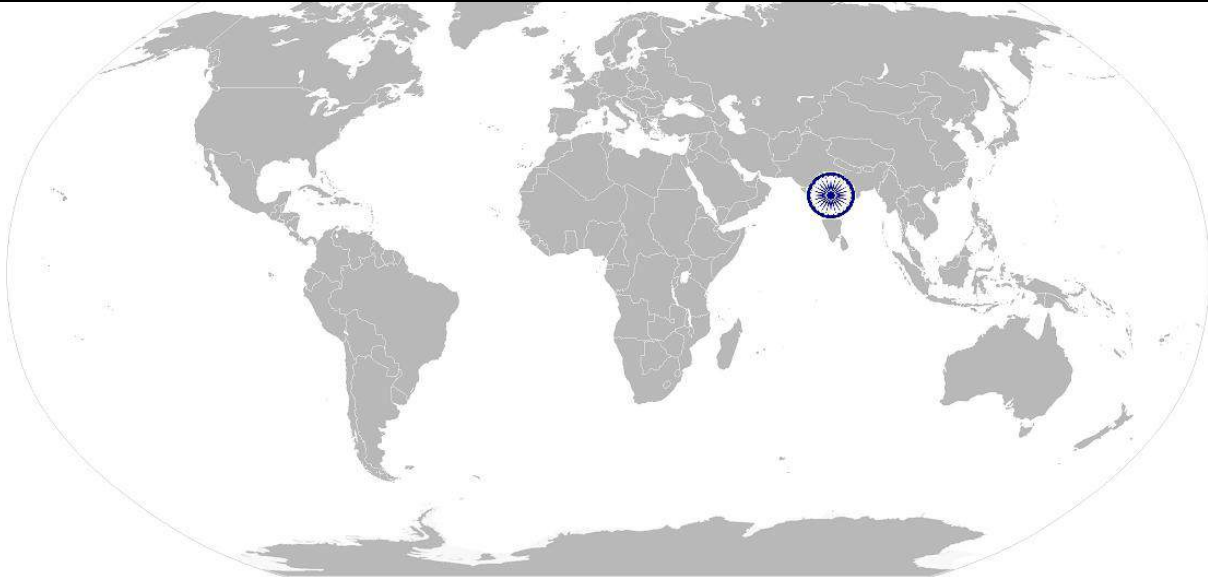
	Reading Skills
	You need to know and understand how to: SA2. read instructions, guidelines, procedures and rules
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA3. communicate orally with colleagues
B. Professional skills	Decision Making
	NA
	Plan and Organize
	NA
	Customer Centricity
	NA
	Problem Solving
	SB1. seek clarification on problems from others
	Analytical Thinking
	You need to know and understand how to: SB2. provide relevant information to others SB3. analyze needs, requirements and dependencies in order to meet your work requirements
Critical Thinking	
NA	



AMH/N 1002 Embroider decorative designs using a combination of stitches & work styles

NOS Version Control

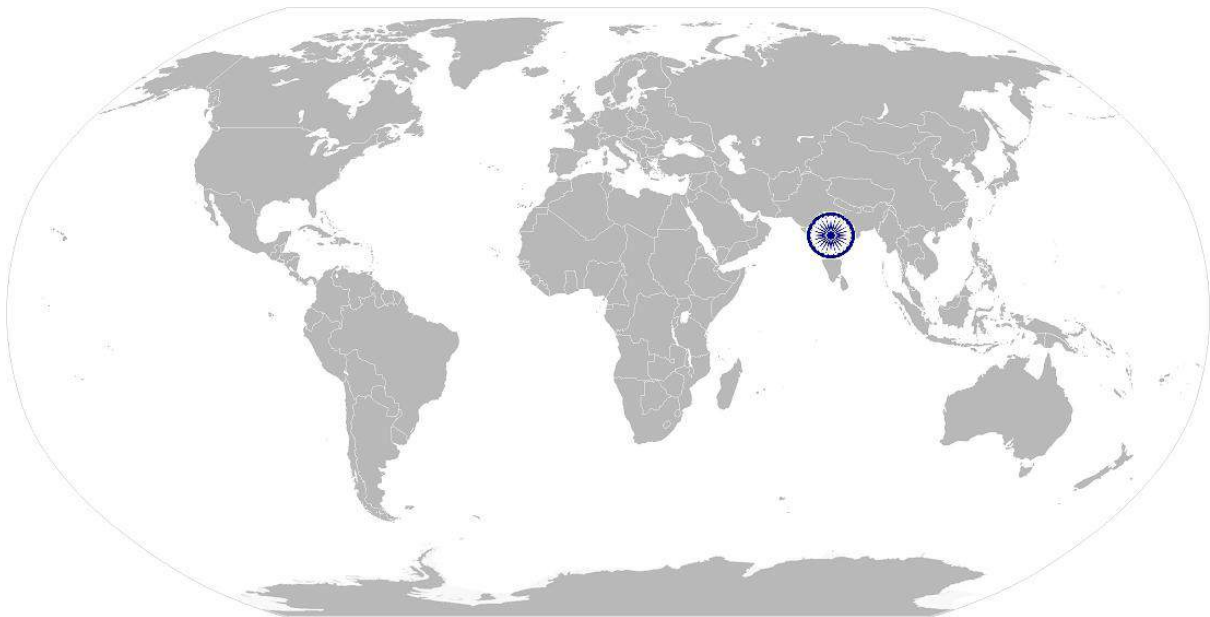
NOS Code	AMH/N 1002		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Embroider	Next review date	30/12/15



AMH/N 1003

Contribute to achieve quality in embroidery work

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to ensure the embroidery work meets the quality standards

AMH/N 1003
Contribute to achieve quality in embroidery work


National Occupational Standard	Unit Code	AMH/N1003
	Unit Title (Task)	Contribute to achieve quality in embroidery work
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while undertaking embroidery related activities to ensure that the embroidered work
	Scope	This unit/task covers the following: 1. Contribute to achieving the quality in Hand embroidery related operations
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Contribute to achieving the product quality in embroidery work	To be competent, the user/individual on the job must be able to: PC1. Identify and use materials required based on the specifications PC2. Take the necessary action when materials do not conform to quality standards PC3. Report and replace identified faulty materials and component parts which do not meet specification PC4. Identify modifiable defects and rework on them PC5. Carry out work safely and at a rate which maintains work flow PC6. Report to the responsible person when the workflow of other production areas disrupts work PC7. Test sort, track feed and examine work in progress PC8. Carry out quality checks at specified intervals according to instructions PC9. Apply the allowed tolerances PC10. Identify faults and take appropriate action for rectification PC11. Make adjustments promptly to ensure the embroidery work matches the specification PC12. Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts PC13. Report faults in other process to the appropriate person PC14. Maintain the required productivity and quality levels PC15. Complete and maintain documentation
	Knowledge and Understanding (K) w.r.t. the Scope	
	Elements	Knowledge and Understanding
	A. Organisational Context (Knowledge of the company/organisation and its processes)	The user/individual on the job needs to know and understand: KA1. Safe working practices and organizational procedures KA2. The organisation's procedures and guidelines KA3. Quality systems and machine embroidery processes practiced in the organization KA4. Equipment operating procedures/manufacturer's instructions KA5. Types of problems with quality and how to report them to appropriate people KA6. Methods to present any ideas for improvement to line manager KA7. The importance of complying with written instructions KA8. Limits of personal responsibility KA9. Reporting procedure in case of faults in own/other processes

AMH/N 1003
Contribute to achieve quality in embroidery work

B. Technical/ Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different types of faults that are likely to be found and how to put them right</p> <p>KB2. Different techniques and methods used to detect faults</p> <p>KB3. Consequences of using incorrect tools for hand embroidery</p> <p>KB4. Types of decorative stitches, embroidery styles & techniques</p> <p>KB5. Types of faults which may occur, how they are identified and methods to deal with it</p> <p>KB6. Different types of defects</p> <p>KB7. Reasons for keeping stitched/embroidered items out of contamination</p> <p>KB8. The importance of marking and segregating rejects</p> <p>KB9. Inspect embroidered products against specifications</p> <p>KB10. Identify mark and place rejects in the designated locations</p> <p>KB11. Appropriate inspection methods that can be used</p> <p>KB12. Acceptable solutions for particular faults</p> <p>KB13. The consequences of not rectifying problems</p> <p>KB14. The types of adjustments suitable for specific types of faults</p> <p>KB15. Own responsibilities at work</p>
Skills (S) w.r. to the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Write in English/ local language as applicable
	SA2. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
SA3. Read English/ local language as applicable	
SA4. Read and understand manuals, safety instructions, memos, reports, job cards	
B. Professional Skills	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA5. Listen actively
	SA6. Communicate effectively with supervisors, managers, etc.
	Decision Making
	NA

AMH/N 1003

Contribute to achieve quality in embroidery work

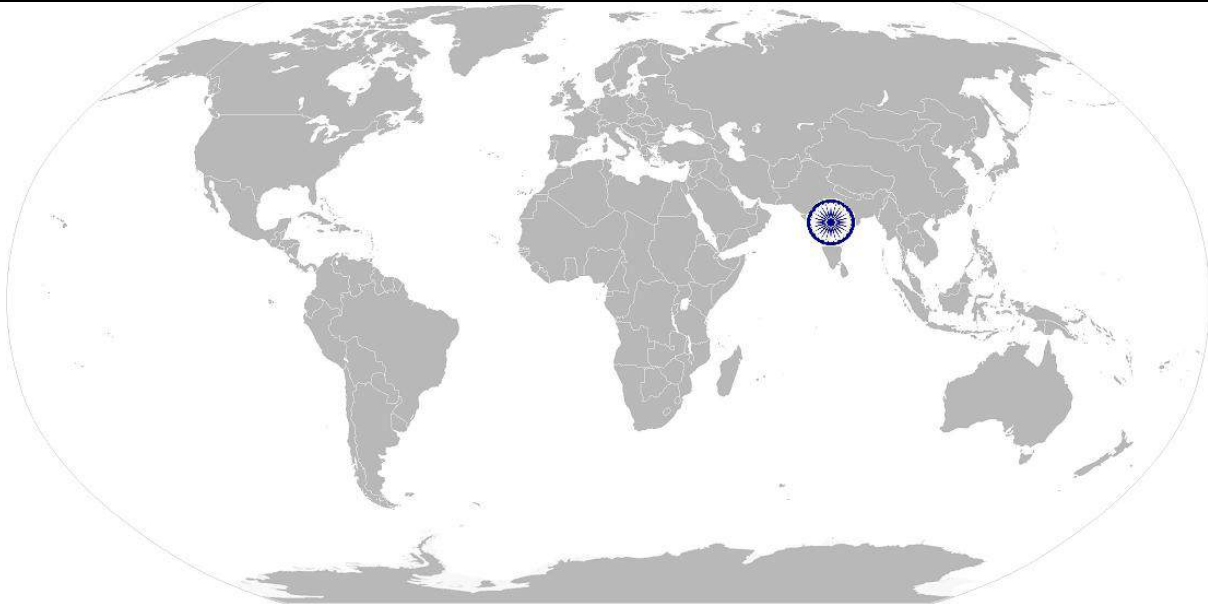
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. Set up an efficient workplace
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB2. Use inspection methods appropriate to the work
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB3. Identify faults, the causes and rectification SB4. Apply the allowed tolerances SB5. Differentiate between correctable and non-correctable faults SB6. Identify hand embroidery tools maintenance requirements and maintenance procedure SB7. Identify various hand embroidery tools SB8. Handling techniques for different materials 
	Critical Thinking
	NA

AMH/N 1003

Contribute to achieve quality in embroidery work

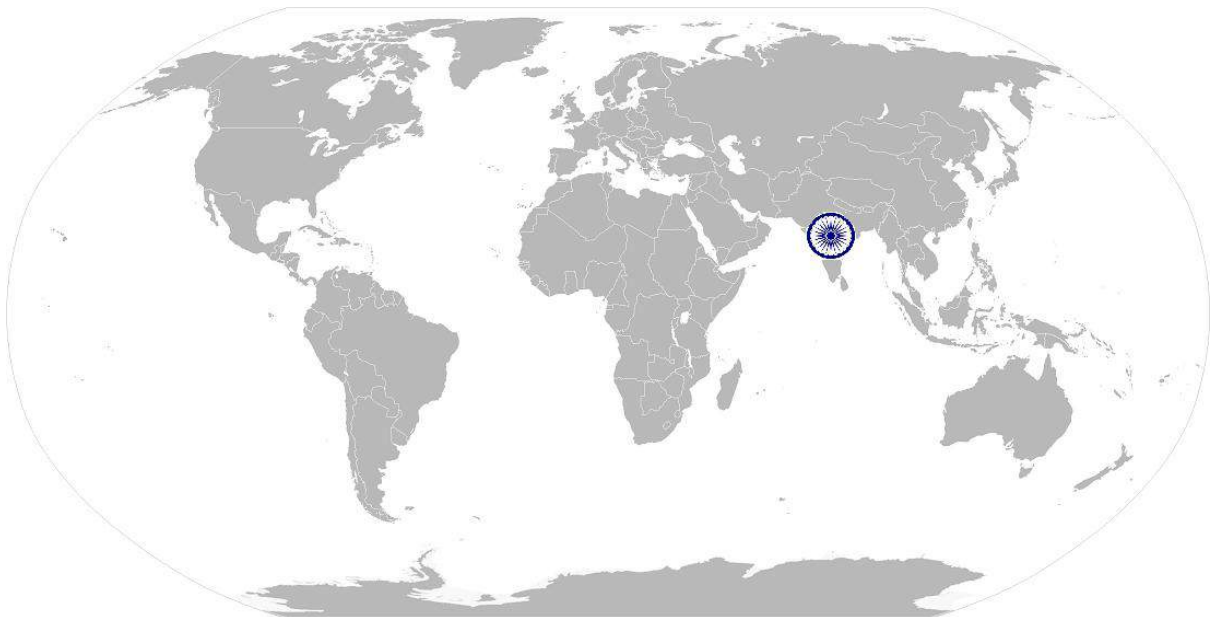
NOS Version Control

NOS Code	AMH/N 1003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Embroider	Next review date	30/12/15



AMH/N 1004 Maintaining work premises and tools

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/maintain work areas and activities to ensure hand embroidery tools are maintained as per norms

AMH/N 1004 Maintaining work premises and tools

National Occupational Standard	Unit Code	AMH/N1004
	Unit Title (Task)	Maintaining work premises and tools
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/maintain work areas and activities to ensure hand embroidery tools are maintained as per norms
	Scope	This unit/task covers the following: 1. Maintain the work area and tools
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Maintain the work area, tools and machines	To be competent, the user/individual on the job must be able to: PC1. Handle materials and tools safely and correctly PC2. Use correct lifting and handling procedures PC3. Use material to minimize waste PC4. Maintain a clean and hazard-free working area PC5. Maintain the hand embroidery tools PC6. Carry out maintenance and/or cleaning within one's responsibility PC7. Carry out running maintenance within agreed schedules PC8. Report damaged tools & materials PC9. Ensure that the correct tools, needle, thread & trims required for hand embroidery are in place PC10. Work in a comfortable position with the correct posture PC11. Use cleaning equipment and methods appropriate for the work to be carried out PC12. Dispose of waste safely in the designated location PC13. Store cleaning equipment safely after use PC14. Carry out cleaning according to schedules and limits of responsibility
	Knowledge and Understanding (K) w.r.t. the Scope	
	Elements	Knowledge and Understanding
	A. Organisational Context (Knowledge of the company/organisation and its processes)	The user/individual on the job needs to know and understand: KA1. Personal hygiene and duty of care KA2. Safe working practices and organizational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. The importance of effective communication with colleagues KA7. The lines of communication, authority and reporting procedures KA8. The organisation's rules, codes and guidelines (including time keeping) KA9. The company's quality standards KA10. The importance of complying with written instructions

AMH/N 1004 Maintaining work premises and tools

<p>B. Technical/ Domain Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <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 minimising waste</p> <p>KB6. Effects of contamination on products</p> <p>KB7. Common faults with embroidery and the method to rectify</p> <p>KB8. Tools Maintenance procedures</p> <p>KB9. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB10. Different types of cleaning substances and their use</p> <p>KB11. Safe working practices for cleaning and the method of carrying them out</p>
<p>Skills (S) w.r.t the Scope</p>	
<p>Elements</p>	<p>Skills</p>
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</p> <p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend basic English to read and interpret indicators in the operating manuals, job cards, visual cards</p> <p>SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.</p> <p>Oral Communication (Listening and Speaking Skills)</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA4. Speak and communicate effectively to peers and supervisors</p> <p>SA5. Give clear instructions to co-workers, subordinates others</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>On the job the individual needs to be able to:</p> <p>SB1. Take appropriate decisions regarding to responsibilities</p> <p>Plan and Organize</p> <p>NA</p> <p>Customer Centricity</p> <p>NA</p> <p>Problem Solving</p>

AMH/N 1004 Maintaining work premises and tools

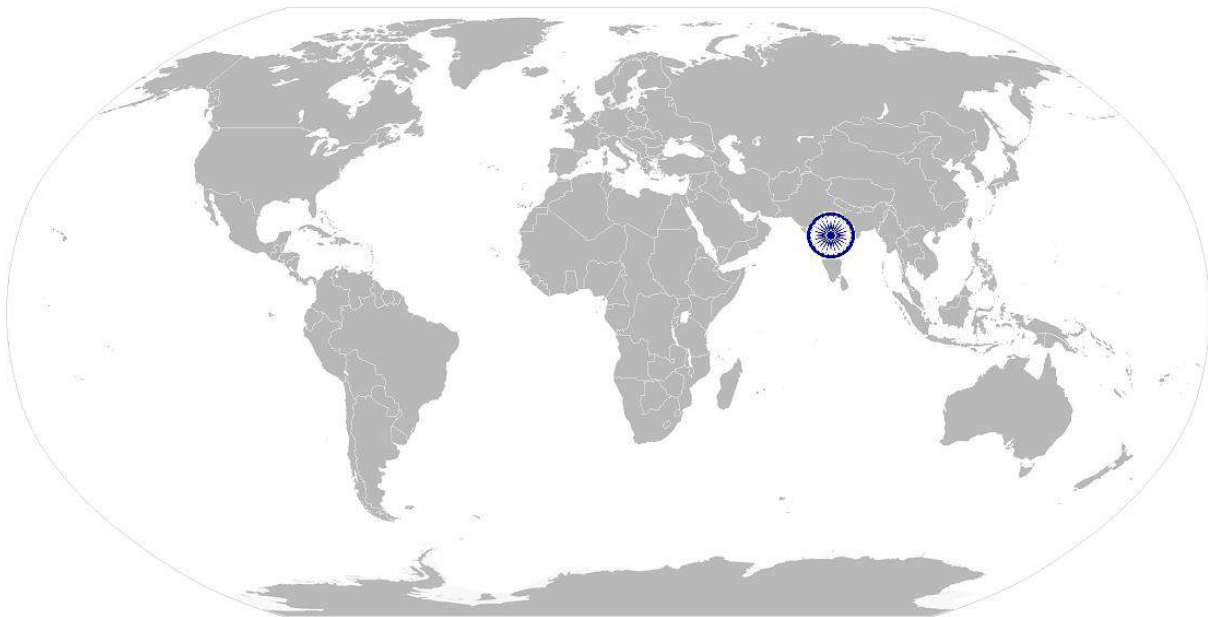
	On the job the individual needs to be able to: SB2. Solve operational role related issues
	Analytical Thinking
	NA
	Critical Thinking
	NA

NOS Version Control

NOS Code	AMH/N 1004		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Embroider	Next review date	30/12/15

AMH/N0103 Maintain health, safety and security at workplace

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.

AMH/N 0103 Maintain health safety and security at workplace

National Occupational Standard	Unit Code	AMH/N0103
	Unit Title (Task)	Maintain health safety and security at workplace
	Scope	This unit/task covers the following: 1. Comply with health, safety and security requirements at work
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Comply with health, safety and security requirements at work	To be competent, the user/individual on the job must be able to: PC1. Comply with health and safety related instructions applicable to the workplace PC2. Use and maintain personal protective equipment as per protocol PC3. Carry out own activities in line with approved guidelines and procedures PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants PC5. Follow environment management system related procedures PC6. Identify and correct (if possible) malfunctions in machinery and equipment PC7. Report any service malfunctions that cannot be rectified. PC8. Store materials and tools in line with manufacturer's and organisational requirements PC9. Safely handle and move waste and debris PC10. Minimize health and safety risks to self and others due to own actions PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC12. Monitor the workplace and work processes for potential risks and threats PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel PC15. Participate in mock drills/ evacuation procedures organized at the workplace PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so PC17. Take action based on instructions in the event of fire, emergencies or accidents PC18. Follow organization procedures for shutdown and evacuation when required
	Knowledge and Understanding (K) w.r.t. the Scope	
	Elements	Knowledge and Understanding
	A. Organisational Context	The user/individual on the job needs to know and understand:

AMH/N 0103 Maintain health safety and security at workplace

(Knowledge of the company / organisation and its processes)	<p>KA1. Health and safety related practices applicable at the workplace KA2. Potential hazards, risks and threats based on nature of operations KA3. Organizational procedures for safe handling of tools KA4. Potential risks due to own actions and methods to minimize these KA5. Environmental management system related procedures at the workplace KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA7. Potential accidents and emergencies and response to these scenarios KA8. Reporting protocol and documentation required KA9. Details of personnel trained in first aid, fire-fighting and emergency response KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand: KB1. Occupational health and safety risks and methods KB2. Personal protective equipment and method of use KB3. Identification, handling and storage of hazardous substances KB4. Proper disposal system for waste and by-products KB5. Signage related to health and safety and their meaning KB6. Importance of sound health, hygiene and good habits KB7. Ill-effects of alcohol, tobacco and drugs</p>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to: SA1. Document and report any health and safety related incidents/ accidents</p> <p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to: SA2. Read and comprehend manuals of operations SA3. Read all organizational and equipment related health and safety manuals and documents SA4. Read instructions, guidelines/procedures/rules related to the</p> <p>Oral Communication (Listening and Speaking Skills)</p> <p>The user/ individual on the job needs to know and understand how to: SA5. Give clear instructions to co-workers, subordinates and other personnel SA6. Use correct technical terms while interacting with supervisor</p>
B. Professional Skills	<p>Decision Making</p> <p>NA</p>

AMH/N 0103 Maintain health and safety at workplace

	Plan and Organize The user/individual on the job needs to know and understand how to: SB1. Keep work area free from potential hazards
	Customer Centricity NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB2. Raise alarm SB3. Safe and correct procedure of handling equipment SB4. Report to supervisors and other authorized personnel for assistance
	Analytical Thinking SB5. Identify, report malfunctions in machinery and equipment and correct them if possible
	Critical Thinking NA

NOS Version Control

NOS Code	AMH/N 0103		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Embroider	Next review date	30/12/15

CRITERIA FOR ASSESSMENT OF TRAINEES

Hand Embroiderer

AMH/Q1001

AMHSSC

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 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

		Total Marks	Out Of	Marks Allocation		
				Theo ry	Skills Pract ical	Viva
1. AMH/N 1001 (Carry out different types of embroidery stitches – Flat, Loop & Knotted stitches)	PC1. Analyze & interpret the given design which needs to be embroidered & the type of embroidery that is required to be done	100	6	2	2	2
	PC2. Check the materials required for embroidery with the given specifications		4	1	2	1
	PC3. Trace design on fabric/material to be embroidered if required		8	1	6	1
	PC4. Select appropriate needle & thread for the type of embroidery to be done, according to the texture & fibre of the material Carry out Different Types of Flat Stitches		6	1	4	1
	PC5. Use needle & thread to carry out Running stitch on a given material as per the given specifications & quality standards		6	2	3	1

	PC6. Carry out Back stitch & Stem stitch on fabric		6	2	3	1
	PC7. Carry out Satin stitch & Kashmiri stitch to embroider different patterns		6	1	4	1
	PC8. Use couching stitch in hand embroidery as per given design/art work		6	1	4	1
	PC9. Use cross stitch technique to embroider different designs		6	1	4	1
	PC10. Use herringbone stitch technique for embroidery		6	1	4	1
	PC11. Carry out different types of Loop stitches for creating embroidery patterns/ designs such as :- Chain Stitch - Button hole Stitch - Blanket Stitch - Fishbone Stitch - Feather Stitch - fly Stitch Carry out Different Types of Knotted Stitches		6	1	4	1
	PC12. Carry out different types of knotted stitches such as French knot, Double knot and Bullion knot stitch		6	1	4	1
	PC13. Check with in charge /others when unsure of new product details		6	1	3	2
	PC14. Minimise and dispose the waste materials in the approved manner		8	3	4	1
	PC15. Carry out Operations at a rate which maintains workflow		8	2	5	1
	PC16. Respond appropriately if the embroidery do not meet product/design specification & take corrective action		6	1	4	1
		Total	100	22	60	18
2. AMH/N1002 (Embroider decorative designs using a combination of stitches & work styles)						
	PC1. Make sure the work area is free from hazards	100	5	1	3	1
	PC2. Select thread and needle according to the texture & fibre of material		5	3	1	1
	PC3. Follow the instructions & design specifications given for the embroidery to be done		5	1	2	2
	PC4. If required, trace the embroidery design accurately & neatly on the fabric		5	1	3	1
	PC5. Ask questions to obtain more information on		5	3	1	1

	tasks when the instructions you have are unclear					
	PC6. Use the correct tools and materials		5	1	3	1
	PC7. Select the correct component parts/fabric/material for embroidery		7	1	4	2
	PC8. Check that the materials to be used are free from faults		5	1	3	1
	PC9. Ensure the materials used meet the specification matching a. Embroidery Artwork b. Design sample of the embroidered product		8	3	3	2
	PC10. Report faults in the materials		4	1	2	1
	PC11. Conform to company quality standards		5	1	3	1
	PC12. Report any damaged work to the responsible person		5	1	3	1
	PC13. Make Satin, chain, button hole stitches & different types of edges (hem stitch, scallops, lace & rolled hem)		4	1	2	1
	PC14. Make Long & short, shade work, satin & French knot stitches		5	1	3	1
	PC15. Carry out Applique work as per design details		5	1	3	1
	PC16. Use & combine different hand embroidery techniques to create decorative designs such as:§ Cross Stitch § Tapestry Stitch § Shadow work § Mirror work § English Smocking § Cut work § Sindhi Work		5	1	3	1
	PC17. Ensure the embroidered design conforms to the artwork specifications		5	1	3	1
	PC18. Inspect embroided products against specifications		8	2	3	3
	PC19. Perform all embroidery operations with precision & accuracy		4	1	2	1
		Total	100	26	50	24
3. AMH/N1003 (Contribute to achieve quality in embroidery work)	PC1. Identify and use materials required based on the specifications	90	8	4	2	2
	PC2. Take the necessary action when materials do not conform to quality standards		5	3	1	1
	PC3. Report and replace identified faulty materials and component parts which do not meet		6	1	4	1

	specification					
	PC4. Identify modifiable defects and rework on them		5	1	3	1
	PC5. Carry out work safely and at a rate which maintains work flow		9	1	5	3
	PC6. Report to the responsible person when the work flow of other production areas disrupts work		5	1	3	1
	PC7. Test, sort, track feed and examine work in progress		5	1	3	1
	PC8. Carry out quality checks at specified intervals according to instructions		5	1	3	1
	PC9. Apply the allowed tolerances		6	1	4	1
	PC10. Identify faults and take appropriate action for rectification		6	1	4	1
	PC11. Make adjustments promptly to ensure the embroidery work matches the specification		8	3	3	2
	PC12. Fault-find materials and components for creased, stained, damage and incorrectly made-up component arts		8	4	2	2
	PC13. Report faults in other processes to the appropriate person		4	1	2	1
	PC14. Maintain the required productivity and quality levels		5	1	3	1
	PC15. Complete and maintain documentation		5	1	3	1
		Total	90	25	45	20
4. AMH/N1004 (Maintaining work premises and tools)	PC1. Handle materials, machinery, equipment and tools safely and correctly	50	4	1	2	1
	PC2. Use correct lifting and handling procedures		3	1	1	1
	PC3. Use materials to minimize waste		4	1	2	1
	PC4. Maintain a clean and hazard free working area		4	1	2	1
	PC5. Maintain hand embroidery tools		4	1	2	1
	PC6. Carry out maintenance and/or cleaning within one's responsibility		4	1	2	1
	PC7. Carry out running maintenance within agreed schedules		3	1	1	1
	PC8. . Report damaged tools & materials		4	1	2	1
	PC9. Ensure that the correct tools, needle, thread & trims required for hand embroidery are in place		3	1	1	1
	PC10. Work in a comfortable position with the correct posture		3	1	1	1
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		3	1	1	1

	PC12. Dispose of waste safely in the designated location		4	1	2	1
	PC13. Store cleaning equipment safely after use		4	1	2	1
	PC14. Carry out cleaning according to schedules and limits of responsibility		3	1	1	1
		Total	50	14	22	14
5. AMH/N0103 (Maintain health safety and security at work place)	PC1. Comply with health and safety related instructions applicable to the workplace	60	3	1	1	1
	PC2. Use and maintain personal protective equipment as per protocol		3	1	1	1
	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		4	1	2	1
	PC5. Follow environment management system related procedures		3	1	1	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		4	1	2	1
	PC7. Report any service malfunctions that cannot be rectified		3	1	1	1
	PC8. Store materials and equipment in line with manufacturer's and organisational requirements		3	1	1	1
	PC9. Safely handle and move waste and debris		4	1	1	2
	PC10. Minimize health and safety risks to self and others due to own actions		3	1	1	1
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		4	1	2	1
	PC12. Monitor the workplace and work processes for potential risks and threats		3	1	1	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	1	1	1
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		3	1	1	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		3	1.5	0.5	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		3	1	1	1
	PC18. Follow organisation procedures for shutdown and evacuation when required		3	0.5	1.5	1
		Total	60	18	23	19

Grand Total	400	105	200	95
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