

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

### What are Occupational Standards(OS)?

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

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### Introduction

#### Qualifications Pack – Online Sample Designer

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

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

**OCCUPATION:** Online Sample Designer

**REFERENCE ID:** AMH/Q1215

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

An online Sample Designer is a job role committed to study, analysis, conceptualization, anticipation and finally creation of designs that appeal remote clients accessible through internet, web hosting and tele callings.

**Brief Job Description:** The span of jobs for online sample designer involves managing a strong bond of contact and extendent expert coueselling supports to clients in selecting designs that are fashionable and matching to individual profile and personality. The job commands keeping oneself abreast of international trends with niche for developing designs using software [CAD, Corel Draw, Illustrator, Photoshop) at affordable price for remotely located customers accessible online and web hosting sites.

**Personal Attributes:** He/she should have good sense of aesthetics, highly imaginative, eye for details, good hand-eye coordination and man of voracious readings.He/she should also have excellent communication skills, good sense of aesthetics and sound knowledge of sewing and pattern making.

<b>Job Details</b>	<b>Qualifications Pack Code</b>	<b>AMH/Q1215</b>		
	<b>Job Role</b>	<b>Online Sample Designer</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>Apparel, Made-up's and Home Furnishing</b>	<b>Last reviewed on</b>	<b>30/04/15</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>Online Sample Designer</b>
<b>Role Description</b>	To study international market, analyse trend, perceive fashion and develop designs online for remote clients accessible through web hosting and internet.
<b>NSQF level</b>	7
<b>Minimum Educational Qualifications</b>	Preferably, Diploma/Degree in Textile/Fashion/Garment
<b>Maximum Educational Qualifications</b>	B.Tech. in Textile/Fashion/Design
<b>Training</b> (Suggested but not mandatory)	MBA in Marketing/International trade
<b>Minimum Job Entry Age</b>	23 years
<b>Experience</b>	1-2 years in designing section of a garment or apparel factory
<b>National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">AMH/N1215 Prepare and plan for designing and display products of designs online</a></li> <li><a href="#">AMH/N1216 Develop proto sample as per design inputs</a></li> <li><a href="#">AMH/N1217 Evaluation of proto sample</a></li> <li><a href="#">AMH/N1218 Maintain health, safety and security in the design studio</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

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

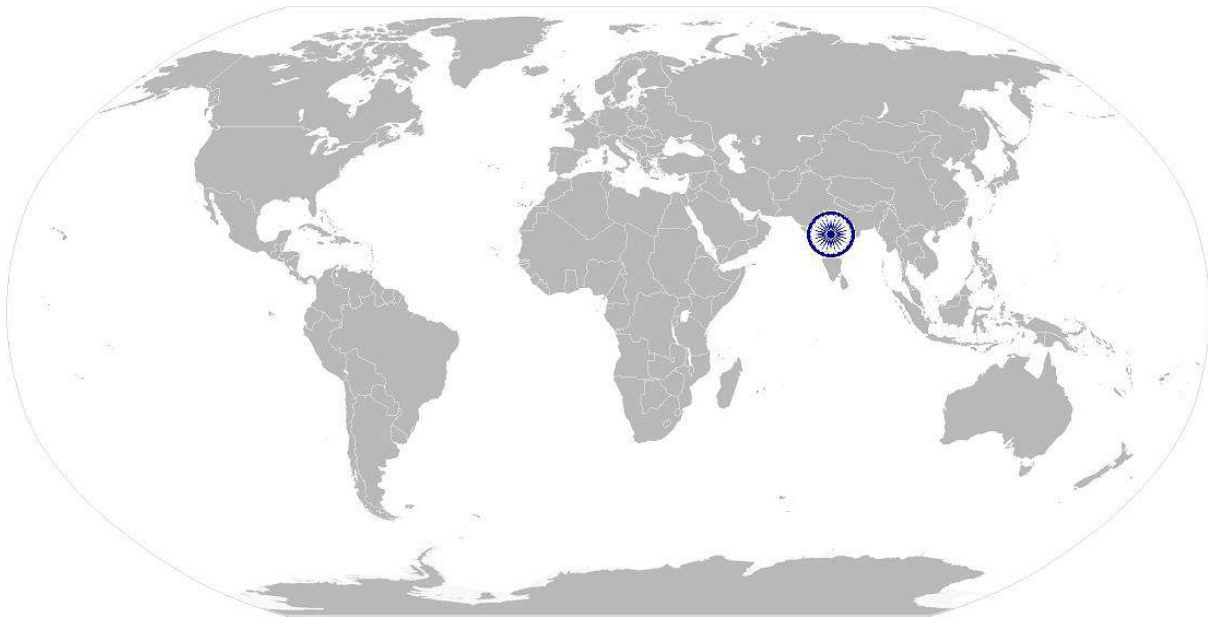
Context	and how it operates. It includes elements of operational knowledge contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Substrate	Basic material used for creating pattern
Technical Knowledge	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

AMH/ N1215 Prepare and plan for designing and display products of designs online

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# National Occupational Standard



## Overview

This unit is meant to capture skills, knowledge and personality attributes combined all together as a set enabling one to plan for design and display products of designs online for remote customers accessible through internet.

**AMH/ N1215 Prepare and plan for designing and display products of designs online**

National Occupational Standard	<b>Unit Code</b>	<b>AMH/ N1215</b>
	<b>Unit Title (Task)</b>	<b>Prepare and plan for designing and display products of designs online</b>
	<b>Description</b>	This unit is about quantification and measurement of skills and competencies enabling one to prepare designs and display products of designs online for remote customers accessible through internet.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Carry out research on fashion designs, analyze and convert trends into product designs</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Carry out research on fashion designs, analyze and convert trends into product designs</b>	PC1. Conduct market research for product trends and forecast PC2. Identify and evaluate quality elements related to design PC3. Identify requirements of trims, fabrics, materials, accessories, etc. PC4. Identify manufacturing techniques and process steps in creating design PC5. Create the design as per the requirement
	<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 national and international trade practices related to e-business</li> <li>KA2. Knowledge about national and international laws as applicable to IPR (Intellectual Property Rights) related to design developed</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 product manufacturing processes and technology</li> <li>KB2. Knowledge about Auto-CAD, CorelDraw, Photoshop, presentation techniques, web site handling, etc.</li> <li>KB3. Knowledge about measurement tools and techniques</li> <li>KB4. Knowledge about product standard size and gradation system across the world</li> <li>KB5. Knowledge about sewing process and pattern making</li> <li>KB6. Knowledge about foreign currency and conversion rates.</li> <li>KB7. Knowledge about different compliance requirements related to design like azo-free dyes, metamerism effect of colors, etc.</li> </ul>
<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: <ul style="list-style-type: none"> <li>SA1. Document records related to customer enquiries, product designs etc.</li> <li>SA2. Write letters, memos, mails clear, comprehensible and unequivocal English</li> <li>SA3. Document all the trends and forecast studied and the elements extracted</li> </ul>	
	<b>Reading Skills</b>	
The user/individual on the job needs to know and understand:		



**AMH/ N1215 Prepare and plan for designing and display products of designs online**

	<p>SA4. read and comprehend written instructions describing new design details from remote clients and also from external forums such as websites and blogs</p> <p>SA5. keep abreast with latest trend by reading brochures, pamphlets, magazines and product information sheets</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>SA6. seek information from customers and other sources in order to understand trend and customer requirements</p> <p>SA7. communicate with all relevant information in logical sequence with the co-workers</p> <p>SA8. Speaking in English would serve as a big advantage since the designer will be dealing with clients from all-over the world</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. follow rule-based decision making process while designing products keeping the company's capacity and capability in mind</p> <p>SB2. Decide the designs that match the customer demands and trends as well as meet the forecast</p>
	<p><b>Plan and Organize</b></p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB1. Plan and organize the elements that are intended to be incorporated in the design on the basis of it not being repeated, capability of the organization to manufacture such designs, etc.</p> <p>SB2. Plan and organize the swatches of the materials that are intended to be used according to each design made</p>
	<p><b>Customer Centricity</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. The design should address customer's defined and implied needs and expectations</p> <p>SB5. Build friendly customer relationship so as to gather maximum information from them regarding the current trends and their demands/requirements</p>
	<p><b>Problem Solving</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Work on a problem-solving based approach</p> <p>SB7. Seek clarifications from workers when in doubt regarding the manufacturing of a particular design</p> <p>SB8. find ways of changing difficult/unique design to make it production friendly</p>
	<p><b>Analytical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Analyze the design created with respect to the forecast and the customer requirements</p> <p>SB10. Analyze the designs with respect to its repetition and it being production friendly for the organization</p>

**AMH/ N1215 Prepare and plan for designing and display products of designs online**

	<b>Critical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Critically evaluate the design with respect to the elements of the forecast that have been added</p> <p>SB12. develop holistic and comprehensive profile of products based on segregated discrete information available</p>

**NOS Version Control**

NOS Code	AMH/N1215		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-up's and Home Furnishing	Last reviewed on	30/04/15
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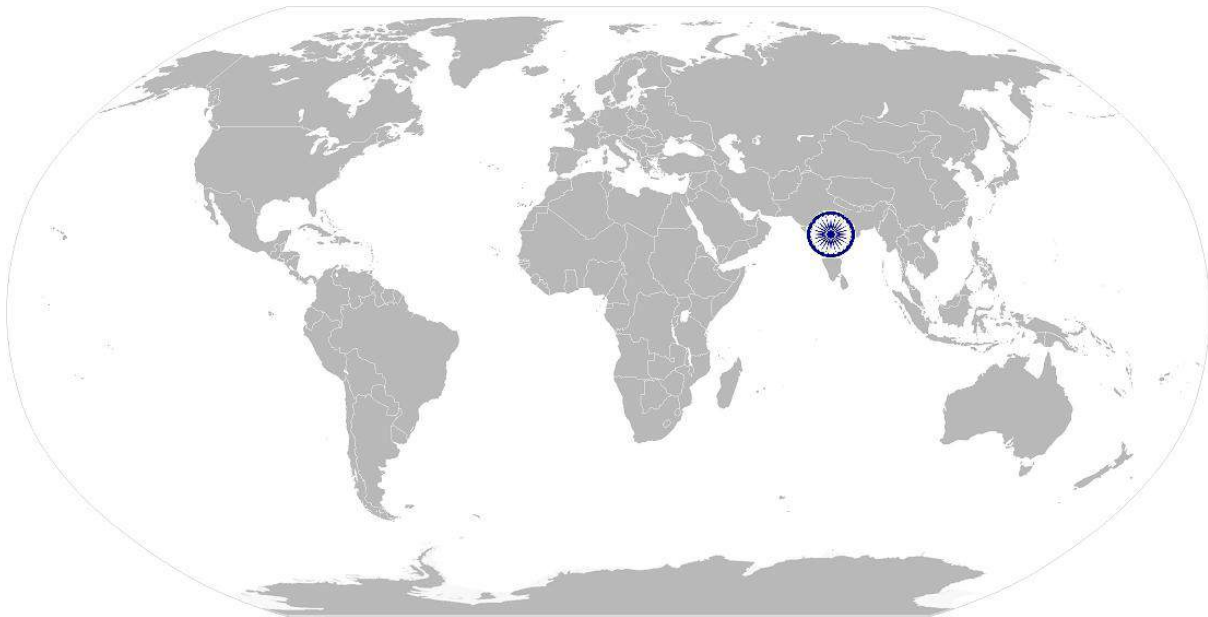


AMH/ N1216

Develop proto sample as per design inputs

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to develop proto sample on the basis of design inputs collected from numerous sources.

**AMH/ N1216 Develop proto sample as per design inputs**

National Occupational Standard

<b>Unit Code</b>	<b>AMH/ N1216</b>
<b>Unit Title (Task)</b>	<b>Develop proto sample as per design inputs</b>
<b>Description</b>	This unit is about quantification and measurement of skills and competencies enabling one to work satisfactorily in developing proto sample based on inputs collected from different sources
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Developing proto sample</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Developing proto sample</b>	PC1. Prepare techpack as per inputs from clients and self-imagination PC2. Review techpack in consultation with the client and/or design review team PC3. Identify and summarize the involvement of pattern maker, tailor, etc. PC4. Brief team with process details for developing proto sample PC5. Develop proto sample as per revised techpack PC6. Deriving the cost of the garment.
<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 protocol defining procedure for mutually sharing exchange of information in relation to development of proto sample KA2. Knowledge about the organization's laid down norms regarding the involvement of various people in the design review team
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. Knowledge about the different types of accessories, trims, fabrics and their trade names like poly-cotton, silk, organza, etc. KB2. Knowledge about fabric dimensional properties KB3. Knowledge about color theory and its significance KB4. Basic mathematical knowledge for calculating the consumption of raw materials, wastage when developing a particular design and deriving final cost of the garment.
<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: SA1. document records for all process steps and specification related to product designs SA2. write letters, memos, etc. in clear,comprehensible and unequivocal English SA3. Write the details of the product in the cost sheet.
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand: SA4. read and comprehend written instructions describing design development process details SA5. keep abreast with latest trend and their required equipments by reading brochures, blogs, magazines and product information sheets
<b>Oral Communication (Listening and Speaking skills)</b>	

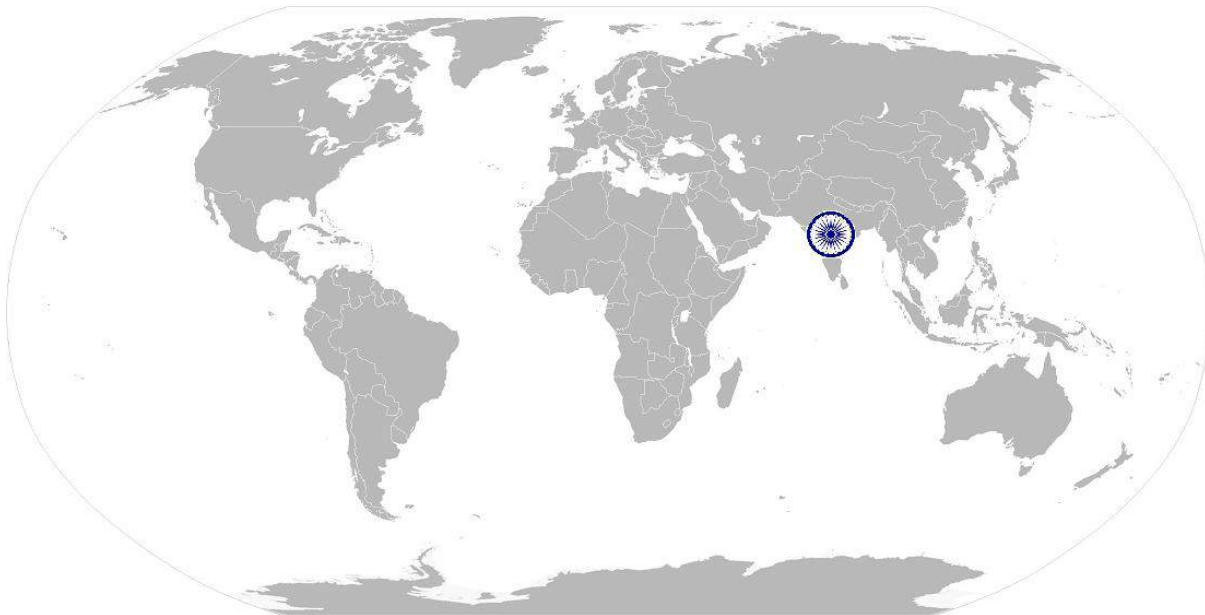
**AMH/ N1216**

**Develop proto sample as per design inputs**

	<p>The user/individual on the job needs to know and understand:</p> <p>SA6. seek information from customers and other sources in order to understand trend and customer requirements</p> <p>SA7. communicate with all relevant information in logical sequence</p> <p>SA8. able to speak in foreign and local languages</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB3. follow organization rule-based decision making process while developing a proto sample</p> <p>SB4. take decision with systematic course of actions and/or response while making changes in the design during proto development like organization's capability and capacity with respect to the changes done</p>
	<p><b>Plan and Organize</b></p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB5. Plan and organize the proto sample development process to meet the target dates and deadlines</p> <p>SB6. Plan and organize all the material required for developing the proto sample from various departments</p> <p>SB7. Plan and organize the work distribution among the workers for developing the proto sample</p>
	<p><b>Customer Centricity</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. manage relationships with customers with intent on satisfying its requirements for product quality and product delivery</p> <p>SB9. build customer relationships and use customer centric approach</p>
	<p><b>Problem Solving</b></p>
	<p>the user/individual on the job needs to know and understand:</p> <p>SB10. identify innovative solution to develop design which facilitates manufacturing</p> <p>SB11. Seek clarifications from the concerned departments with respect to any doubt related to the proto development process</p> <p>SB12. communicate effectively with aids of soft skill tools and techniques</p>
	<p><b>Analytical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB13. Apply domain information about product, processes and technical specifications to identify critical aspect related to techpack.</p>
<p><b>Critical Thinking</b></p>	
<p>The user/individual on the job needs to know and understand:</p> <p>SB14. critically evaluate design inputs in relation to product intended</p> <p>SB15. develop holistic and comprehensive profile of products based on segregated discrete information available</p>	

**AMH/ N1216**                      **Develop proto sample as per design inputs**  
**NOS Version Control**

NOS Code	AMH/N1216		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-up's and Home Furnishing	Last reviewed on	30/04/15
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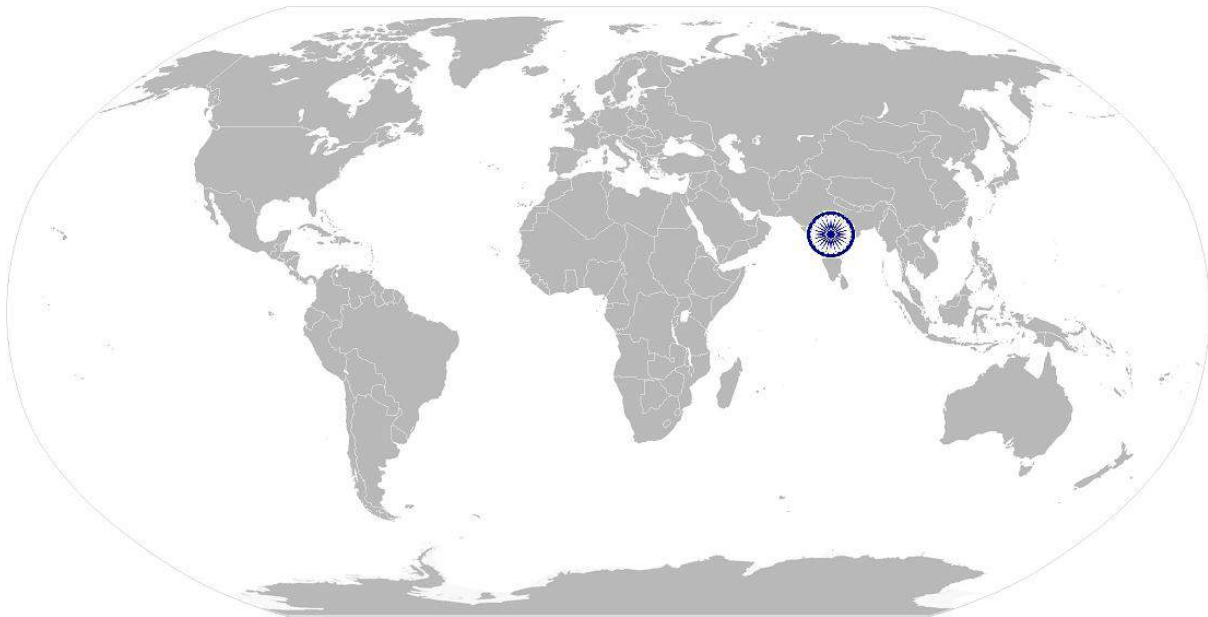
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AMH/ N1217

Evaluation of proto sample

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# National Occupational Standard



## Overview

This unit is about how to review the prototype design developed for the collection



**AMH/ N1217**

**Evaluation of proto sample**

National Occupational Standard

<b>Unit Code</b>	<b>AMH/ N1217</b>
<b>Unit Title (Task)</b>	<b>Evaluation of proto sample</b>
<b>Description</b>	This unit is about quantification and measurement of skills and competencies enabling one to evaluate designs.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>▪ Evaluation 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</b>	PC1. Check proto sample in relation to techpack and/or client's input PC2. Check proto sample for fit, fall and other attributes 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 proto sample from client PC6. Packaging of the garment according to the style to keep the quality intact.
<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 the organization's protocol related to the process of proto sample evaluation KA2. Knowledge about the organization's protocol for the presence of various people in the proto sample evaluation team
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. Knowledge about design development process steps KB2. Knowledge about product monitoring progress of the team KB3. Knowledge about the packaging techniques.
<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: SA1. Document feedback of the team and client in the prescribed format. SA2. Document records related to design development SA3. Document records in a clear and comprehensible English stating the comments of the clients and the sample review team and making the changes in the sample accordingly
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand: SA4. read and comprehend written instructions describing design details, changes to be made and related manufacturing processes related to sampling SA5. Keep abreast with latest approach in evaluation by reading magazines, journals, blogs, etc. SA6. Read the customers feedback
	<b>Oral Communication (Listening and Speaking skills)</b>
The user/individual on the job needs to know and understand:	



AMH/ N1217

Evaluation of proto sample

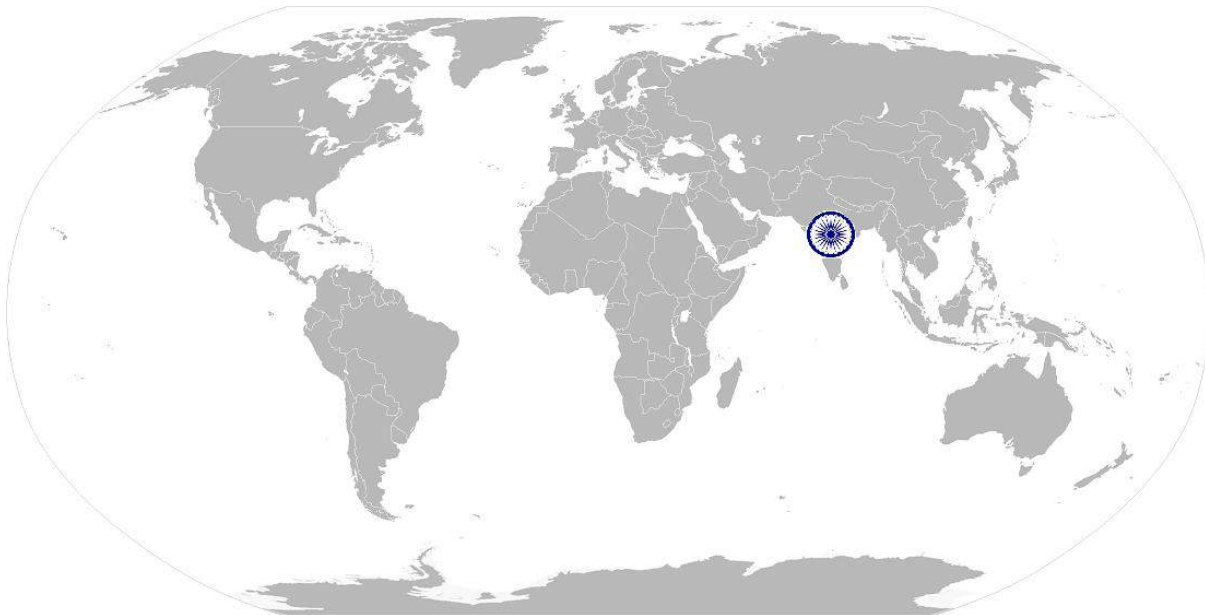
	<p>SA7. discuss task details, process schedules, etc. with sampling team</p> <p>SA8. communicate with all relevant information in logical sequence</p> <p>SA9. Speaking in English with the clients and vernacular speaking with workers would serve as an advantage</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB1. follow organization rule-based decision making process when making amendments in the proto sample</p> <p>SB2. take decision with systematic course of actions and/or response</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 amendments to be done in the proto sample accordingly</p> <p>SB4. Organize the client and design review team comments for reference when making changes and for future consultation</p>
	<p><b>Customer Centricity</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. design, develop and records information in suitable format as per needs of the customer in focus</p> <p>SB6. Develop the final proto sample as per the client requirements and comments given</p>
	<p><b>Problem Solving</b></p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB7. Refer the documents maintained or the concerned supervisors to clarify doubts</p> <p>SB8. identify innovative solutions to expedite evaluation process of design development</p>
	<p><b>Analytical Thinking</b></p>
	<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 problem with precision</p> <p>SB10. Analyze the final sample with client comments</p> <p>SB11. Analyze the proto sample with the design created and the techpack made</p>
	<p><b>Critical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB12. critically evaluate design inputs in relation to product intended</p> <p>SB13. Critically evaluate the changes done in the prototype to avoid such mistakes in future</p>

**AMH/ N1217**

**Evaluation of proto sample**

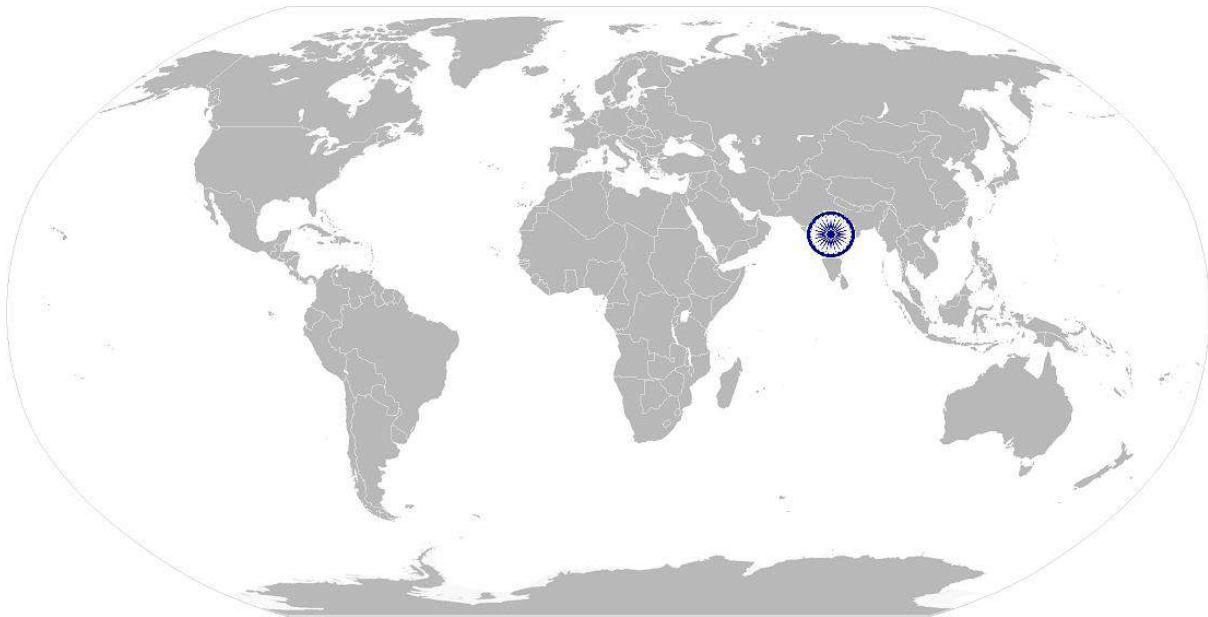
**NOS Version Control**

NOS Code	AMH/N1217		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-up's and Home Furnishing	Last reviewed on	30/04/15
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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding, skills & abilities required to ensure health, safety and security in the design studio.

**AMH/ N1218 Maintain health, safety and security in the design studio**

<b>Unit Code</b>	<b>AMH/ N1218</b>
<b>Unit Title (Task)</b>	<b>Maintain health, safety and security in the design studio</b>
<b>Description</b>	This unit is about quantification and measurement of skills and competencies enabling one to maintain health, safety and security in the design studio
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>▪ Maintain conformance to needs of health, safety and security as applicable in a design studio</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Maintain conformance to needs of health, safety and security as applicable in a design studio</b>	PC1. Handle softwares, tools and equipments like cutters, scissors, etc. safely and securely PC2. Monitor workplace and work processes for potential risks and threats like shot circuits, etc. PC3. Participate in mock-drills/evacuation procedures organized at the workplace PC4. Keep vigilance for potential risks and threats associated with workplace and equipment PC5. Undertake first-aid, fire-fighting and emergency evacuation training
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. Knowledge about hazards related to damage to organization's assets and records</li> <li>KA2. Knowledge about the safety signage installed in the organization</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 different hazards at workplace like fire, etc.</li> <li>KB2. Knowledge about safe handling of tools and equipments like scissors, shears, 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:
	SA1. document records related to health, safety and security related information
	SA2. Document records in case of any health and safety incident/accident
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand:
SA3. Read and comprehend written instructions related to safety issues	
SA4. Read, understand and follow the safety and cleanliness signage installed in the organization	
<b>Oral Communication (Listening and Speaking skills)</b>	
The user/individual on the job needs to know and understand:	
SA5. Give a detailed information about the importance of health and safety and their related equipments to the workers	
SA6. Seek information appropriately in order to understand the requirements and concerns of health and safety	

**AMH/ N1218**

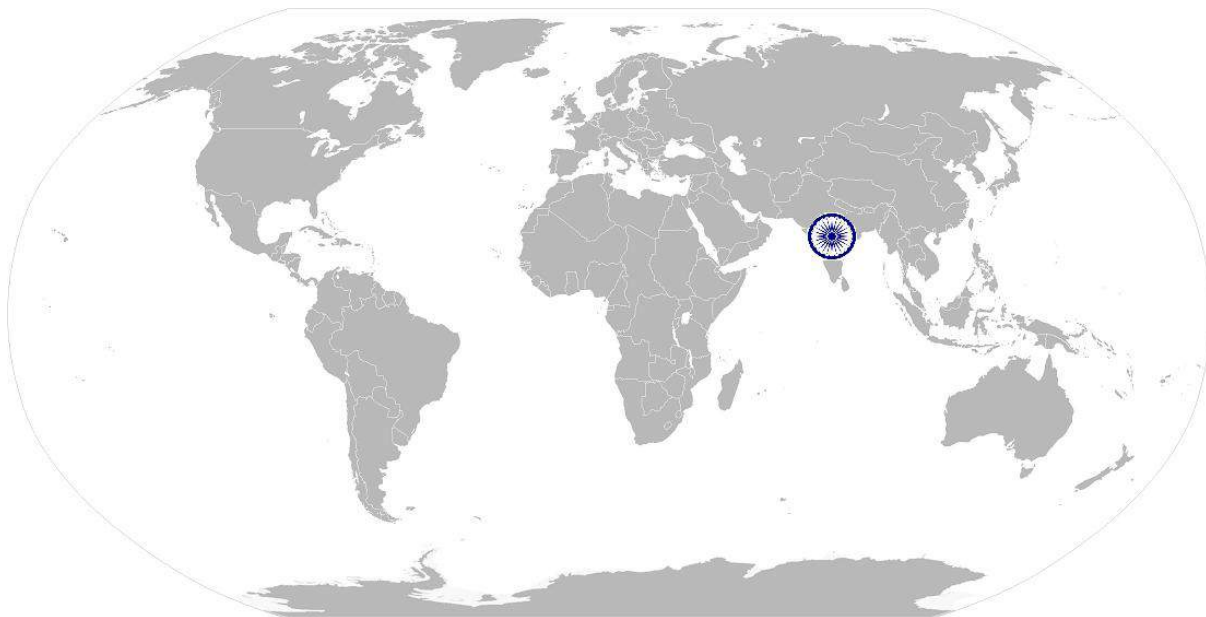
**Maintain health, safety and security in the design studio**

	SA7. Use correct technical terms while discussing safety and security with the workers
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand: SB1. Make appropriate and timely decision in responding to emergencies/ accidents in line with organization SB2. Evaluate and use correct PPE for self and concerned workers and other safety gear while at the workplace
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB1. Plan health and safety drills according to the required schedule SB2. Work with workers and team mates to carry out health and safety measures SB3. Keep work area free from potential hazards like fire, shot circuit, etc.
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. Ensure and follow organizational procedures pertaining to health and safety are followed SB5. Maintain customer safety and security during his/her presence in the organization SB6. Keep internal customers' (worker/cutter/supervisor) health and safety related concerns and processes paramount to ensure alignment with external customers' health and safety related expectations (local/global)
	<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 SB9. Provide clarifications to the workers who are in doubt
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand: SB10. Identify emergency situations SB11. Identify cause effect relationship for the emergencies
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand: SB12. Critically evaluate the root cause of any mishappening and the level of its impact

**AMH/ N1218 Maintain health, safety and security in the design studio**

**NOS Version Control**

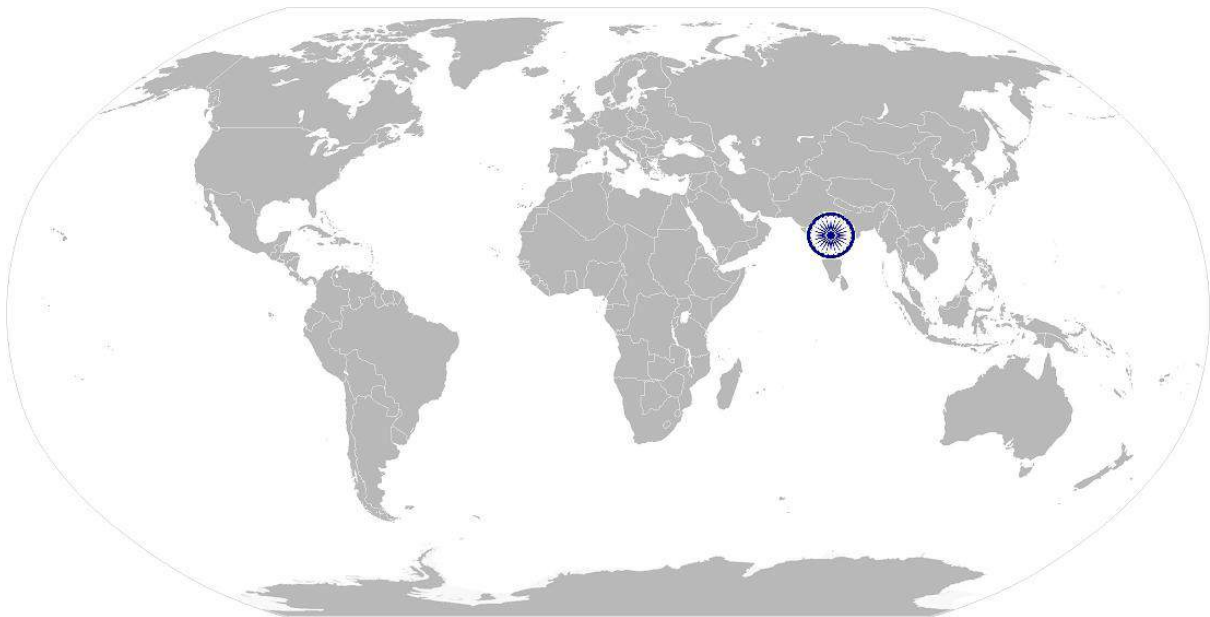
<b>NOS Code</b>	<b>AMH/N1218</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Apparel, Made-ups and Home Furnishing</b>	<b>Drafted on</b>	<b>17/03/15</b>
<b>Industry Sub-sector</b>	<b>Apparel, Made-up's and Home Furnishing</b>	<b>Last reviewed on</b>	<b>30/04/15</b>
<b>Occupation</b>	<b>Online Sample 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

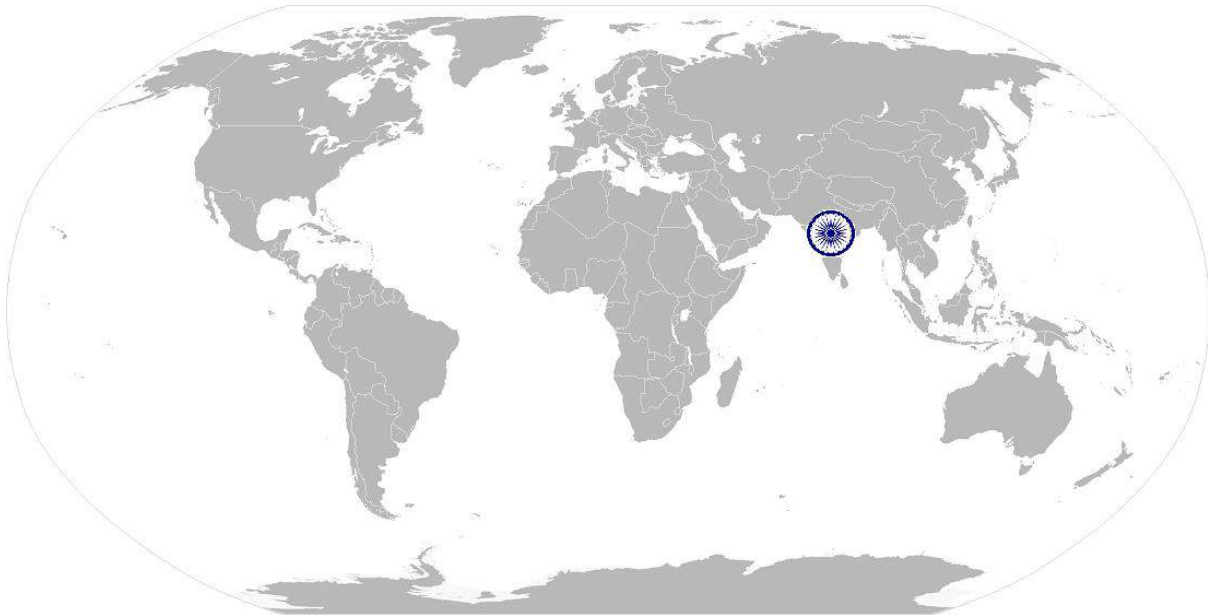
<b>Unit Code</b>	<b>AMH/ N0104</b>
<b>Unit Title (Task)</b>	<b>Comply with industry, regulatory and organizational requirements</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory and ethical requirements 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>Apparel, Made-up's and Home Furnishing</b>	<b>Last reviewed on</b>	<b>30/04/15</b>
<b>Occupation</b>	<b>Online Sample Designer</b>	<b>Next review date</b>	<b>21/03/16</b>



## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role** Online Sample Designer

**Qualification Pack** AMH/Q1215

**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	Vi va
<b>1. AMH/N1215 (Prepare and plan for designing and display products of designs online)</b>	PC1. Conduct market research for product trends and forecast	<b>100</b>	<b>20</b>	8	11	1
	PC2. Identify and evaluate quality elements related to design		<b>15</b>	5	9	1
	PC3. Identify requirements of trims, fabrics, materials, accessories, etc.		<b>20</b>	6	13	1
	PC4. Identify manufacturing techniques and process steps in creating design		<b>20</b>	8	11	1
	PC5. Create the design as per the requirement		<b>25</b>	8	16	1
			<b>100</b>	<b>35</b>	<b>60</b>	<b>5</b>

<b>2. AMH/N1216 (Develop proto sample as per design inputs)</b>	PC1. Prepare techpack as per inputs from clients and self-imagination	<b>100</b>	<b>20</b>	10	7	3
	PC2. Review techpack in consultation with the client and/or design review team		<b>20</b>	8	10	2
	PC3. Identify and summarize the involvement of pattern maker, tailor, etc.		<b>15</b>	4	9	2
	PC4. Brief team with process details for developing proto sample		<b>15</b>	4	10	1
	PC5. Develop proto sample as per revised techpack		<b>13</b>	2	10	1
	PC6. Deriving the cost of the garment		<b>17</b>	7	9	1
			<b>100</b>	<b>35</b>	<b>55</b>	<b>10</b>
<b>3. AMH/N1217 (Evaluation of Proto Sample)</b>	PC1. Check proto sample in relation to techpack and/or client's input	<b>100</b>	<b>17</b>	4	12	1
	PC2. Check proto sample for fit, fall and other attributes		<b>15</b>	4	10	1
	PC3. Review proto sample in consultation with the client and/or review team		<b>20</b>	7	10	3
	PC4. Amend/modify proto sample as per review inputs		<b>16</b>	4	11	1
	PC5. Get approval of proto sample from client		<b>17</b>	7	7	3
	PC6. Packaging of the garment according to the style to keep the quality intact		<b>15</b>	4	10	1
			<b>100</b>	<b>30</b>	<b>60</b>	<b>10</b>
<b>4. AMH/N1218 (Maintain health, safety and security in the desing studio)</b>	PC1. Handle softwares, tools and equipments like cutters, scissors, etc. safely and securely	<b>65</b>	<b>15</b>	4	10	1
	PC2. Monitor workplace and work processes for potential risks and threats like shot circuits, etc.		<b>14</b>	2	10	2



	PC3. Participate in mock-drills/evacuation procedures organized at the workplace		13	2	10	1
	PC4. Keep vigilance for potential risks and threats associated with workplace and equipment		10	2	6	2
	PC5. Undertake first-aid, fire-fighting and emergency response training if asked to do so		13	2	9	2
			65	12	45	8
5. 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	1	5	1
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		6	1	3	2
	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	2	3	2
	PC5. Identify and report any possible deviation to these requirements		8	2	5	1
			35	8	20	7
	<b>Total Marks</b>		<b>400</b>		<b>120</b>	<b>240</b>