

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 –Assistant Designer - Madeups

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

SUB-SECTOR: Made-up's

OCCUPATION: ASSISTANT Designer– Made-ups

REFERENCE ID: AMH/Q1230

ALIGNED TO: NCO-2004 / NIL

An Assistant Designer (Madeups) is a job role committed to study, analysis, conceptualization, anticipation and finally creation of designs to various textile products from pillow & cushion to varieties of home textile products which carry utility, reflect personality and add beauty to dwellings.

Brief Job Description: The span of jobs for an Assistant Designer (Madeups) include 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. He should be able to read and understand inspiration boards etc. given by client and hence should be able to build a production friendly range based on them.

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 should be able to create designs that are production friendly which can easily be replicated in large numbers. 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. He should be cost efficient sourcing in sourcing of fabrics especially for accessories. He should be extremely well organized and meticulous and adhere to timelines.

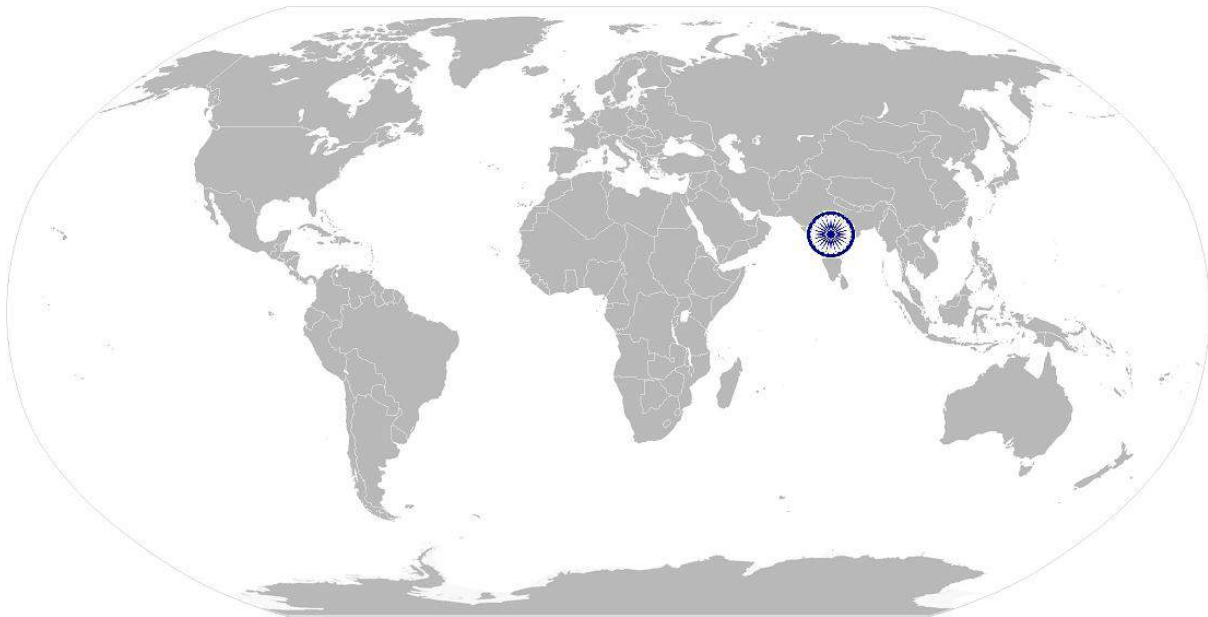
Job Details	Qualifications Pack Code	AMH/Q1230		
	Job Role	Assistant Designer - Madeups		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-up's and Home Furnishing	Drafted on	17/03/15
	Sub-sector	Made-up's	Last reviewed on	20/05/15
	Occupation	Designing	Next review date	21/03/16
	NSQC Clearance on*	N.A		
Job Role	Assistant Designer – Madeups			
Role Description	To study market, analyse trend, perceive fashion setting in and develop collections for range of home textiles that belong to madeups.			
NSQF level	4			
Minimum Educational Qualifications	Preferably, Standard XII			
Maximum Educational Qualifications	N.A.			
Training (Suggested but not mandatory)	Preferably having certificates/diploma in made -ups or textile			
Minimum Job Entry Age	19 years			
Experience	Preferably having worked 1-2 years in a garment or apparel factory			
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> AMH/N1230 Plan and prepare design collections for made-ups AMH/N2001 Selection of Fabrics, trims and accessories as per specific product category AMH/N1221 Develop proto sample AMH/N1222 Evaluate proto sample developed related to specific product class AMH/N1223 Maintain health, safety and security in the designing department AMH/N0104 Comply with industry, regulatory and organizational requirements <p>Optional: Not Applicable</p>			
Performance Criteria	As described in relevant NOS units		2	

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.
Keywords /Terms	Description
SSC	Sector Skill Council
AMH	Apparel, Made-up's and Home Furnishings
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation
Techpack	Technical Specifications

Acronyms

National Occupational Standard



Overview

This unit is meant to capture skills, knowledge and personality attributes combined all together as set enabling one to develop a range of design collections for made-ups.

AMH/N1230
Plan and prepare design collections for made-ups

Unit Code	AMH/ N1230
Unit Title (Task)	Plan and prepare design collections for made-ups
Description	This unit is about measurement of skills and competencies enabling one to work satisfactorily in planning and preparing a range of collection of designs of products belonging to the class of made-ups and subsequently getting it finalized to proceed to next stage of developing prototype.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Carry out research on design trends and forecast and analysis of trend, extraction of key elements and consolidation to develop a range of designs
Performance Criteria(PC) w.r.t. the Scope	
Elements	Performance Criteria
Carry out research on design trends and forecast and analysis of trend, extraction of key elements and consolidation to develop a range of designs	PC1. Carry out market research and thorough study of the forecast for the product category of made-ups through various forecasting sites, brochures, etc. PC2. Identify, evaluate and extract the key elements from the research and forecast that is intended to be put in the design PC3. Identify fabrics, trims and accessories required for the product development based on the forecast PC4. Identify manufacturing techniques and process steps in developing the design of the made-ups PC5. Get these designs, colours, manufacturing techniques, etc. approved from the concerned heads and supervisors
Knowledge and Understanding (K)	
A. Organizational Context (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"> KA1. Knowledge about organization's expertise and capabilities for developing a particular design for the product category of made-ups KA2. Knowledge about the availability of the machines and equipments in the organization to develop a design KA3. Knowledge about the previous designs developed by the organization KA4. Knowledge about the organization's regular clients, their tastes and preferences
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge about the different articles that come under the category of made-ups like mosquito nets, umbrellas, mittens, etc. KB2. Knowledge about various manufacturing equipments and processes used to develop products that fall in the category of made-ups KB3. Knowledge about auto-CAD, CorelDraw, Photoshop, etc. for digital design development KB4. Knowledge about the types of natural and synthetic fabrics, trims, accessories used in developing made-ups and their latest blends and trade names and their availability in market KB5. Knowledge about the standard and grading sizes of the products that fall under made-ups KB6. Knowledge about made-ups' pattern making and sewing processes

AMH/N1230

Plan and prepare design collections for made-ups

Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. document records related to customer requirements, product designs and their requirements in context of fabrics, trims and accessories SA2. write reports, documents, memos, etc. in clear, comprehensible and unequivocal English
	Reading Skills
	The user/individual on the job needs to know and understand: SA3. keep abreast with latest made-ups trends by reading brochures, magazines and product forecast sites SA4. read and comprehend written instructions describing new design details from clients and also from external forums such as websites and blogs
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA5. seek information from customers and other sources in order to understand trend and customer requirements in context of made-ups SA6. Communicate with all relevant information and requirements with the concerned departments in a logical sequence SA7. Speaking in vernacular would serve as an advantage while discussing the manufacturing techniques with the workers
	Decision Making
	The user/individual on the job needs to know and understand: SB1. follow organization rule-based decision making process while developing the designs for made-ups SB2. take decision while making designs and its requirements as per the organization's ability and capacity in terms of machines, equipments and skilled labor
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. Plan and organize the design making process as per the customer requirements and forecast SB4. Plan and organize the designing and swatch collection work as per the targets and deadlines SB5. Plan and organize the fabric, trims and accessories requirements according to each design
	Customer Centricity
	SB6. designing made-ups products keeping in mind the tastes and preferences of the customers with respect to the forecast SB7. managing customer relationship by meeting their needs from time to time without much hassle SB8. Maintain friendly relations with customers while conducting market research
B. Professional Skills	Problem Solving
	The user/individual on the job needs to know and understand:

AMH/N1230

Plan and prepare design collections for made-ups

- SB9. Seek and implement corrections at the initial designing stages only by keeping the supervisors in view
- SB10. Use a creative approach in case of repetition of design and forecast
- SB11. Adopt ways of converting a difficult design to a more production friendly design

Analytical Thinking

The user/individual on the job needs to know and understand:

- SB12. Analyze the customer requirements, trends and forecast before developing product designs
- SB13. Analyze the design with respect to repetition, availability in the market, customer centric, etc.
- SB14. Analyze the design with respect to aesthetic and functional aspects before sending it for approval

Critical Thinking

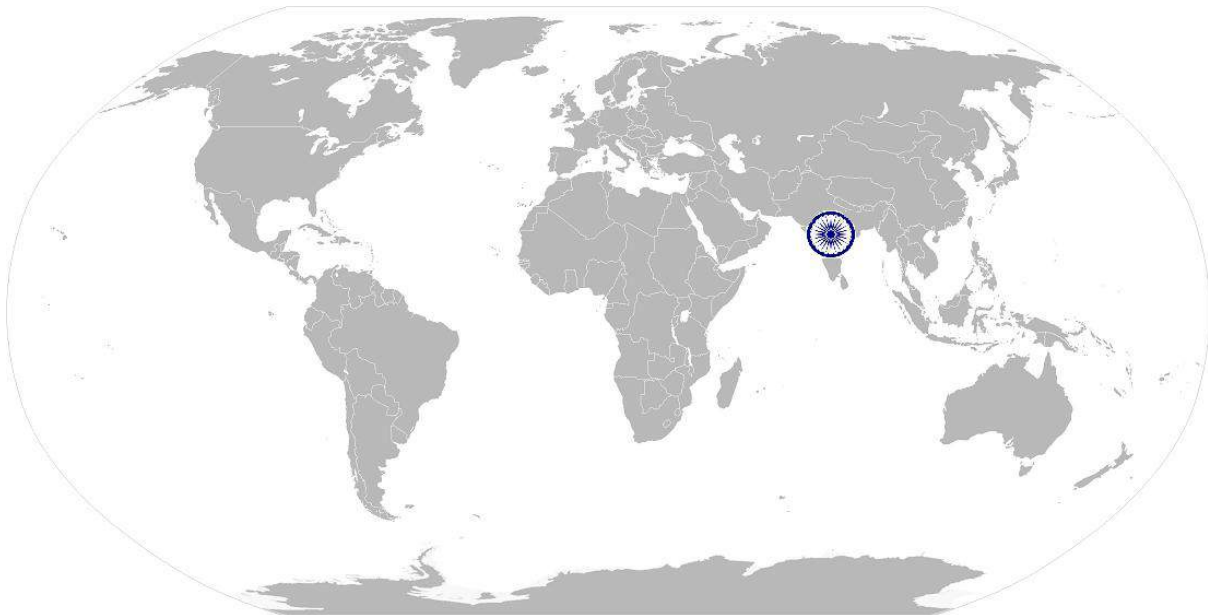
The user/individual on the job needs to know and understand:

- SB15. critically evaluate design inputs in relation to product intended
- SB16. Critically evaluate the design developed for made-ups in context of its sales, after sales, demand, likeability, etc. when it is out in the market



AMH/N1230 Plan and prepare design collections for made-ups
NOS Version Control

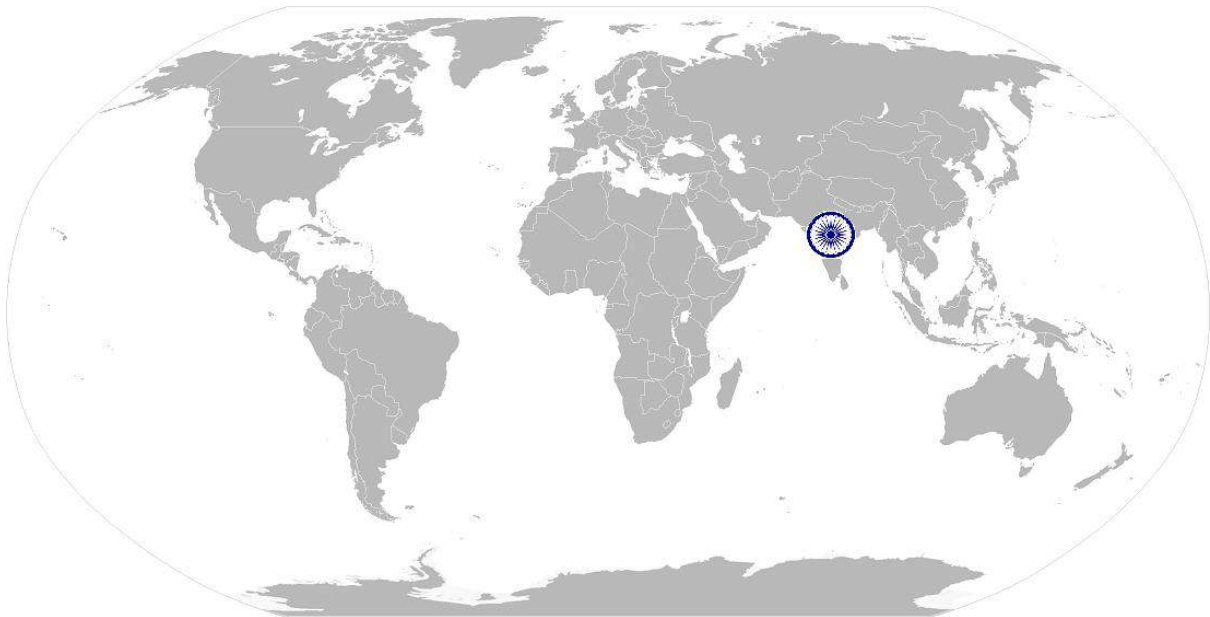
NOS Code	AMH/N1230		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Made-ups	Last reviewed on	20/05/15
Occupation	Assistant Designer	Next review date	21/03/16



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

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

National Occupational Standard

Unit Code	AMH/ N2001
Unit Title (Task)	Select fabrics, trims and accessories as per specific product category
Description	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
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Selection of fabrics, trims and accessories based on attributes making them suitable for the product class that is to be developed
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Selection of fabrics, trims and accessories based on attributes making them suitable for the product class that is to developed	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.
Knowledge and Understanding (K)	
A. Organizational Context (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"> KA1. Knowledge about organization's experience working with various types of fabrics like woven, knits, etc. KA2. Knowledge about the organization's expertise in the select class of fabrics KA3. Knowledge about the availability of machines with respect to the type of fabric being worked upon
B. Technical Knowledge	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> KB1. Knowledge about the types of fabrics, trims and accessories used in the select product category, their trade names and availability in the market KB2. Knowledge about fabric characteristics with reference to product category like construction, dimensional properties, launder-ability, etc. KB3. Knowledge about fabric sew-ability as measured by SIRO FAST KB4. Knowledge about the embroidery, dyeing or printing process that is to be availed in order to develop the relevant fabric
Skills (S) w.r.t the scope	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Document records related to the past experience of the company with the types of fabrics used. SA2. write letter, memos, mails in clear, comprehensible and unequivocal English
	Reading Skills
The user/individual on the job needs to know and understand:	

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

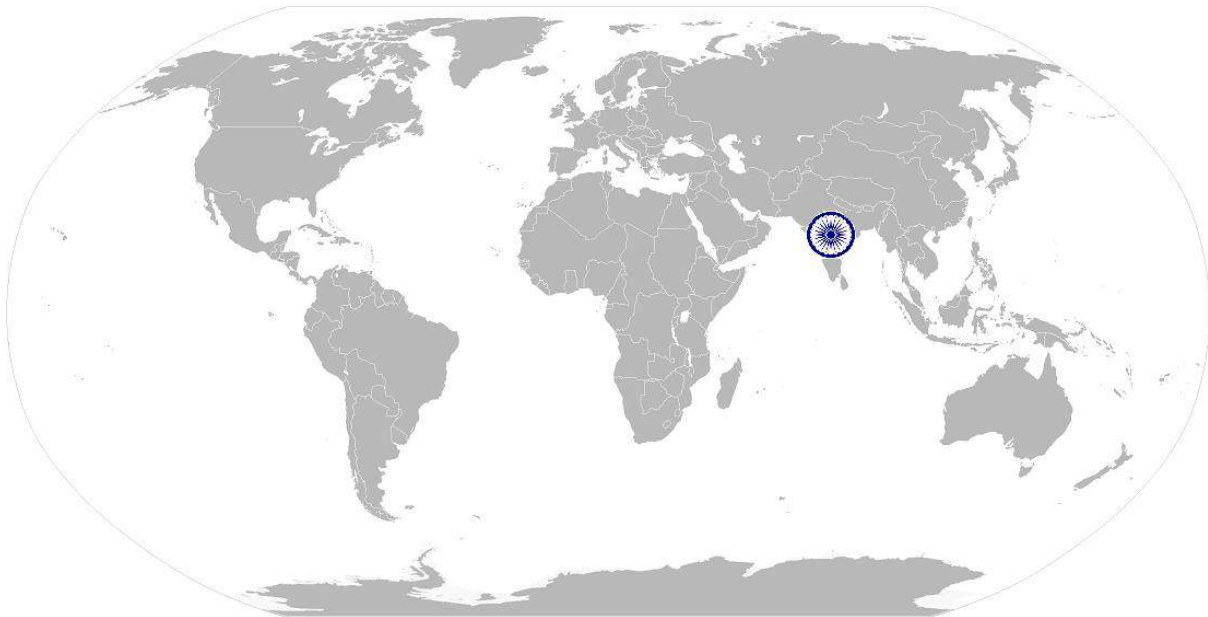
	<p>SA3. Read and comprehend the requirements in case of a unique fabric to be used and its availability in the market</p> <p>SA4. keep abreast with the latest fabrics by reading brochures, magazines and websites</p>
	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on 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. Professional Skills	<p>Decision Making</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>Plan and Organize</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>Customer Centricity</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>Problem Solving</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>Analytical Thinking</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>Critical Thinking</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

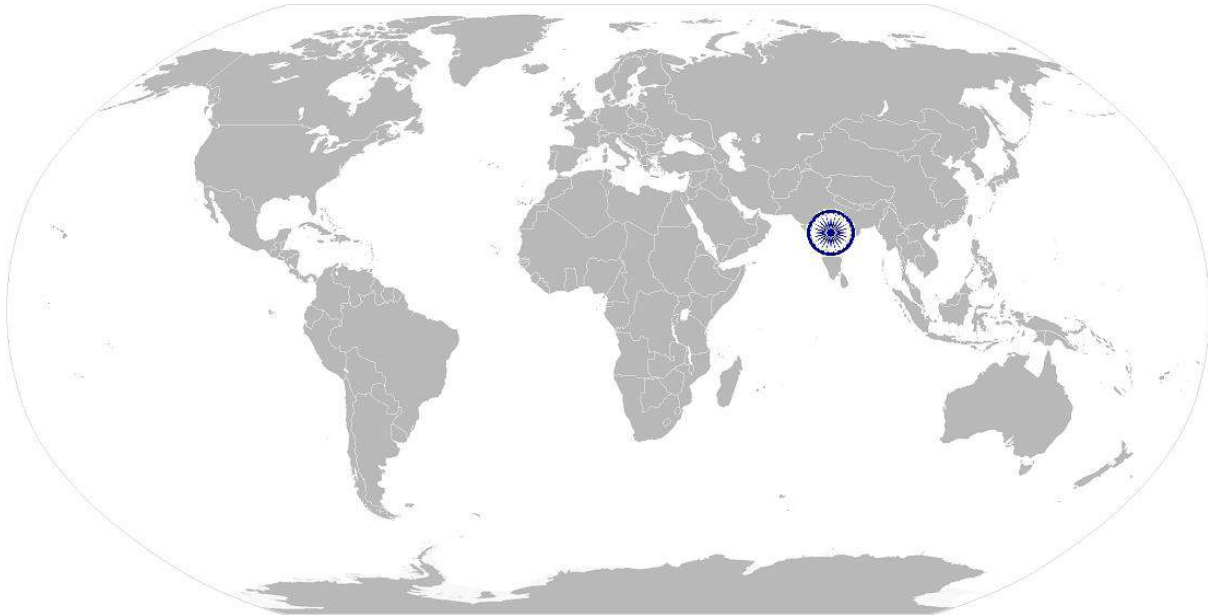
NOS Code	AMH/N2001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Made-ups	Last reviewed on	20/05/15
Occupation	Assistant Designer	Next review date	21/03/16



AMH/N1221

Develop proto sample

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

Unit Code	AMH/ N1221
Unit Title (Task)	Develop proto sample
Description	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
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Preparing techpack, developing proto sample and getting it approved
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Preparing techpack, developing proto sample and getting it approved	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
Knowledge and Understanding (K)	
A. Organizational Context (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"> KA1. Knowledge about defining review team as per organization protocol KA2. Knowledge about the organization's capacity when finalizing the techpack
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge about the specifications mentioned in the techpack like style name, style number, color, specs of the product and its sizes, etc. KB2. Knowledge about print motifs, embroideries and other ornamentations as applicable to the product category KB3. Knowledge about the sequence of assembling the cut panels during sewing KB4. Knowledge about the finishing and packaging procedure of the product
Skills (S) w.r.t the scope	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. document records for all process steps and specification related to proto development SA2. Record the specifications of the proto sample of each style being developed SA3. Write and document the fabrics, trims and accessories required as per the designs made
	Reading Skills
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA4. read thoroughly and understand the specifications mentioned in the

AMH/N1221

Develop proto sample

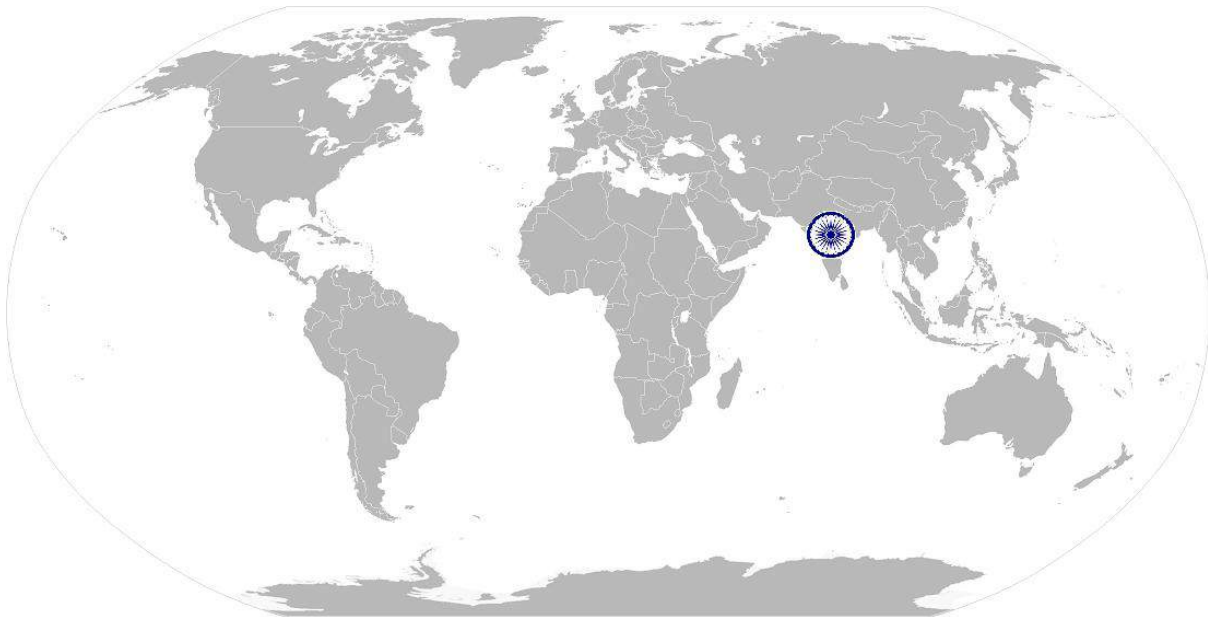
	techpack and act accordingly
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA5. seek information from supervisors of designing and other departments in case of any doubt SA6. communicate with all relevant information related to developing proto sample or any changes done in it with co-workers and supervisors in a logical sequence SA7. Speaking in vernacular with the workers in the sampling department would smoothen the proto sample development process
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. planning and Organization of Work to meet deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers with intent on satisfying its requirements for product quality and product delivery SB5. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand: SB6. identify innovative solution to develop design which facilitates manufacturing SB7. communicate effectively with aids of soft skill tools and techniques
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB8. Apply domain information about Product, Processes and technical specifications to identify critical aspect related to techpack.
Critical Thinking	
The user/individual on the job needs to know and understand: SB9. critically evaluate design inputs in relation to product intended SB10. develop holistic and comprehensive profile of products based on segregated discrete information available	

AMH/N1221

Develop proto sample

NOS Version Control

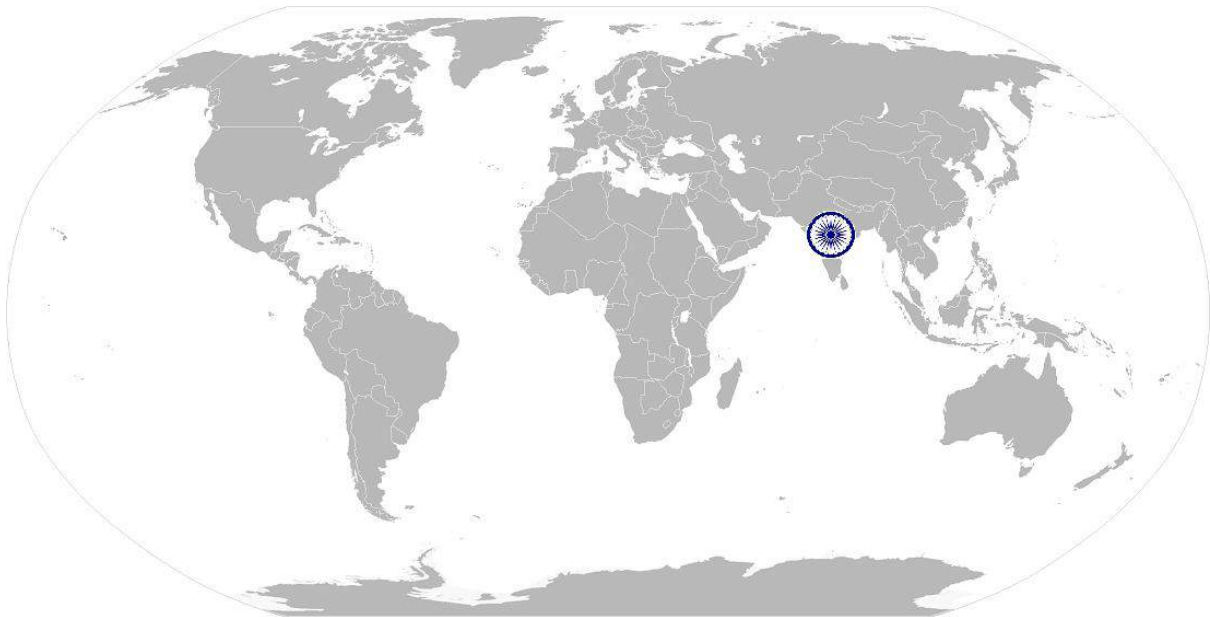
NOS Code	AMH/N1221		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Made-ups	Last reviewed on	20/05/15
Occupation	Assistant Designer	Next review date	21/03/16



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


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

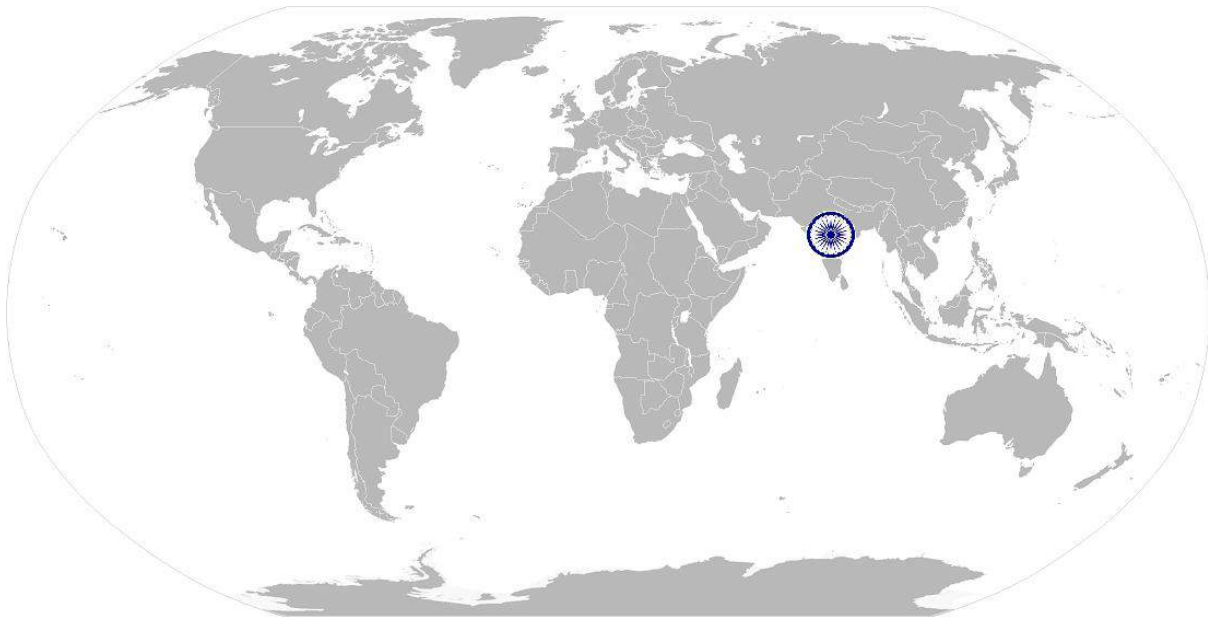
National Occupational Standard	Unit Code	AMH/ N1222
	Unit Title (Task)	Evaluate the proto sample developed related to specific product class
	Description	This unit is about quantification and measurement of skills and competencies enabling one to review proto sample, take client's comments, make amendments accordingly and get it approved from the client
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Evaluation of Design Development Processes and complete documentation of Design Development Processes
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Evaluation of design development processes and Complete documentation of design development processes	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 
	Knowledge and Understanding (K)	
	A. Organizational Context (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"> KA1. Knowledge about the organization's protocol for proto sample evaluation KA2. Knowledge about the organization's protocol for the team for proto sample evaluation KA3. Knowledge about progress of the team
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge about design development process steps like planning, concept development, etc.
Skills (S) w.r.t the scope		
A. Core Skills/ Generic Skills	Writing Skills	
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. document records related to evaluation of the proto sample SA2. Manage records regarding the changes done in a particular style for future references 	
	Reading Skills	
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA3. read and comprehend written instructions describing design details and manufacturing processes related to sampling SA4. Read and understand the major and minor changes to be done in the proto sample. 	

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

	Oral Communication (Listening and Speaking skills)
	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. Professional Skills	Decision Making
	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
	Plan and Organize
	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
	Customer Centricity
	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
	Problem Solving
	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
	Analytical Thinking
	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
	Critical Thinking
	The user/individual on the job needs to know and understand: SB12. critically evaluate design inputs in relation to product intended

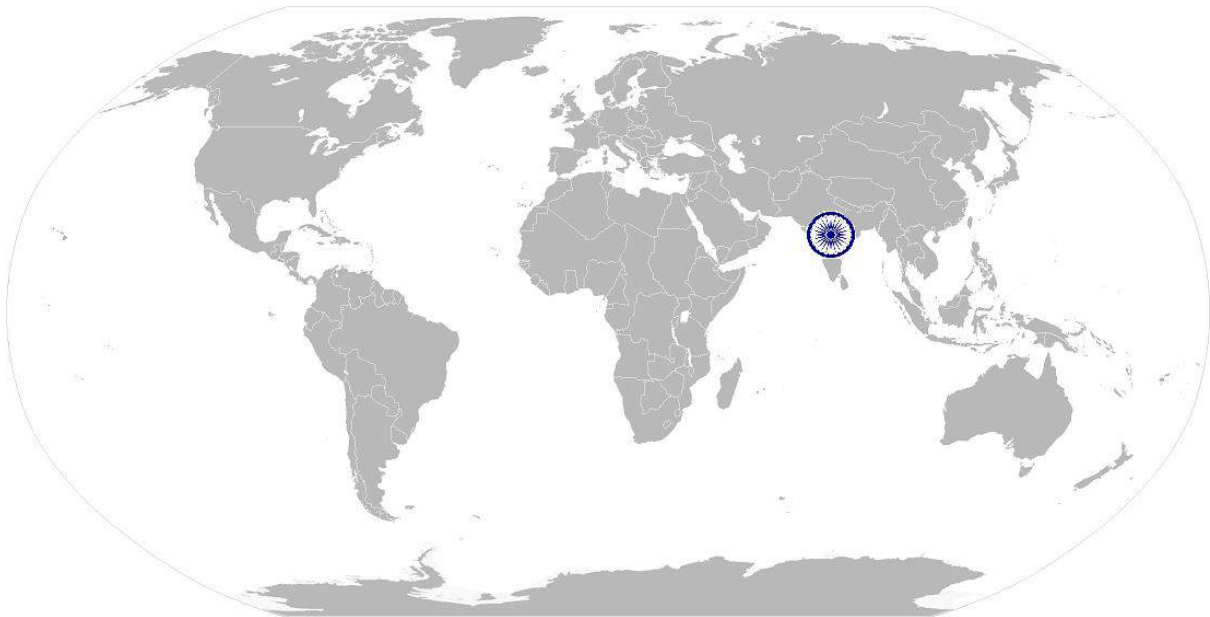
AMH/N1222 Evaluate the proto sample developed related to specific product class
NOS Version Control

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	Made-ups	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

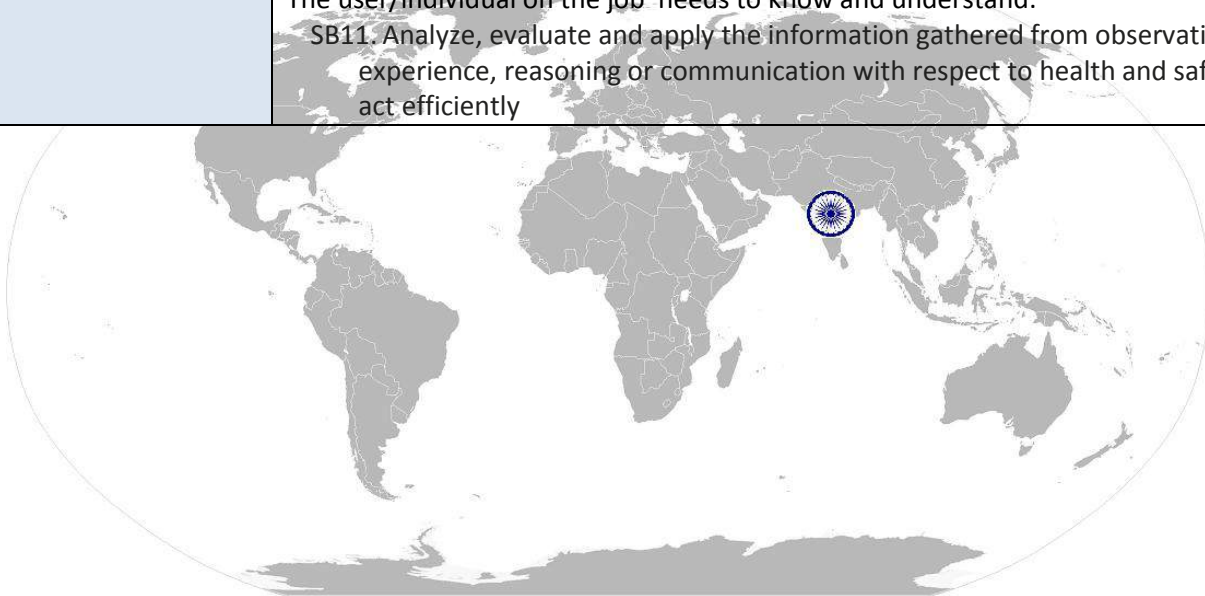
National Occupational Standard	Unit Code	AMH/ N1223
	Unit Title (Task)	Maintain health, safety and security in the designing department
	Description	This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to comply with health, safety and security requirements at the workplace. It also covers procedures to identify, prevent, control, minimize and eliminate hazards and risks to self and others in the organization.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Hazards and Risks associated with the process, medical emergencies and evacuation process 
	Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria	
Hazards and risks associated with the process, medical emergencies and evacuation process	<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>	
Knowledge and Understanding (K)		
A. Organizational Context (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. Technical Knowledge</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>
<p>Skills (S)</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. 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>Reading Skills</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>Oral Communication (Listening and Speaking skills)</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. Professional Skills</p>	<p>Decision Making</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>Plan and Organize</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>Customer Centricity</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

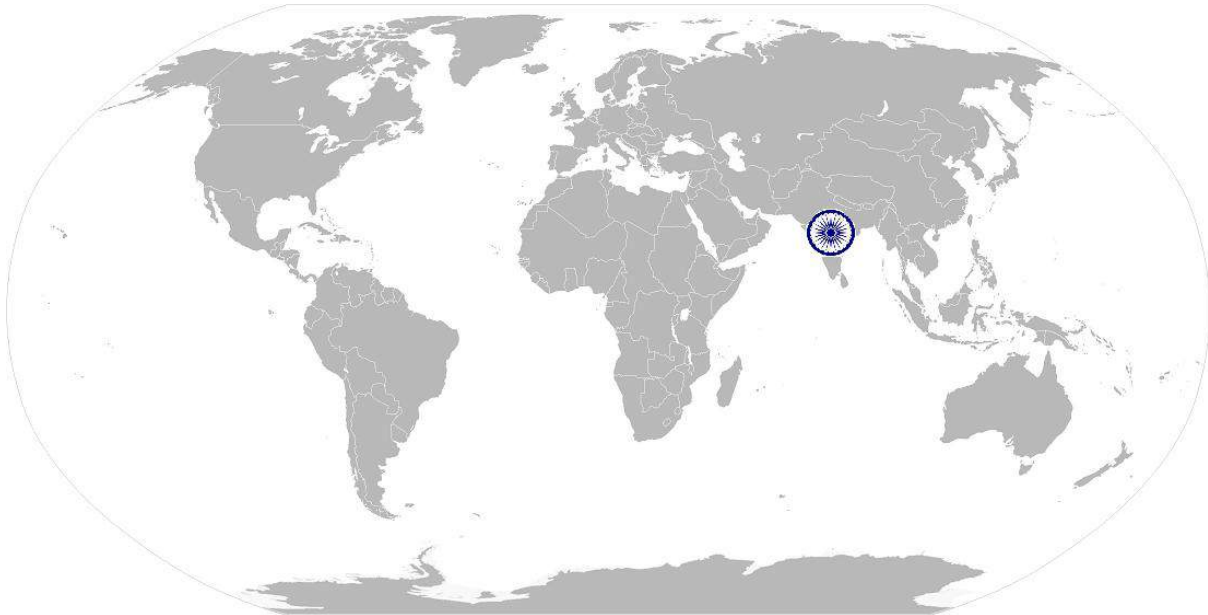
	SB6. Ensure and follow the health and safety norms as per the customer while designing a product in context of the dyes and chemicals to be used in the product
	Problem Solving
	The user/individual on the job needs to know and understand: SB7. Take appropriate actions during emergencies, accidents or fire at the workplace SB8. Resolve issues pertaining to malfunctions in machineries and report if required
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB9. Identify emergency situations SB10. Identify cause effect relationship for the emergencies
	Critical Thinking
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

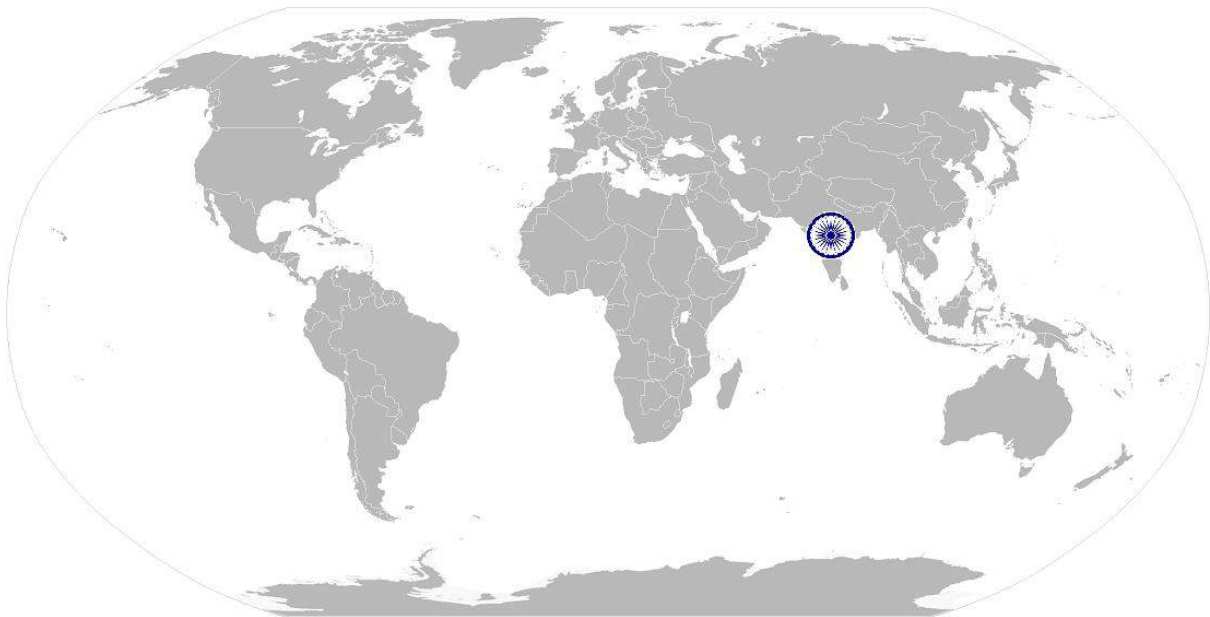
NOS Version Control

NOS Code	AMH/N1223		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Made-ups	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 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	Unit Code	AMH/ N0104
	Unit Title (Task)	Comply with industry, regulatory and organizational requirements
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory and ethical requirements at the workplace.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Comply with industry and organizational requirements
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Comply with industry, and organizational requirements	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel PC3. Apply and follow these policies and procedures within your work practices PC4. Provide support to your supervisor and team members in enforcing these considerations PC5. Identify and report any possible deviation to these requirements
	Knowledge and Understanding (K)	
	A. Organizational Context (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"> KA1.The importance of having an ethical and value-based approach to governance KA2.Benefits to your company and yourself due to practice of these procedures KA3.The importance of punctuality and attendance KA4.Specific to the industry/sector, know and understand: <ul style="list-style-type: none"> KA5. Legal and ethical requirements KA6. Procedures to follow if someone does not meet the requirements KA7.Customer specific requirements mandated as a part of your work process
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1.Country / customer specific regulations for your sector and their importance KB2.Reporting procedure in case of deviations KB3. Limits of personal responsibility
Skills (S) w.r.t the scope		
Elements	Skills	
A. Core Skills/ Generic Skills	Writing Skills	
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company 	
	Reading Skills	
The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA2. Read and comprehend the organizational documents pertaining to rules and procedures SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc. 		

AMH/N0104 Comply with industry, regulatory and organizational requirements

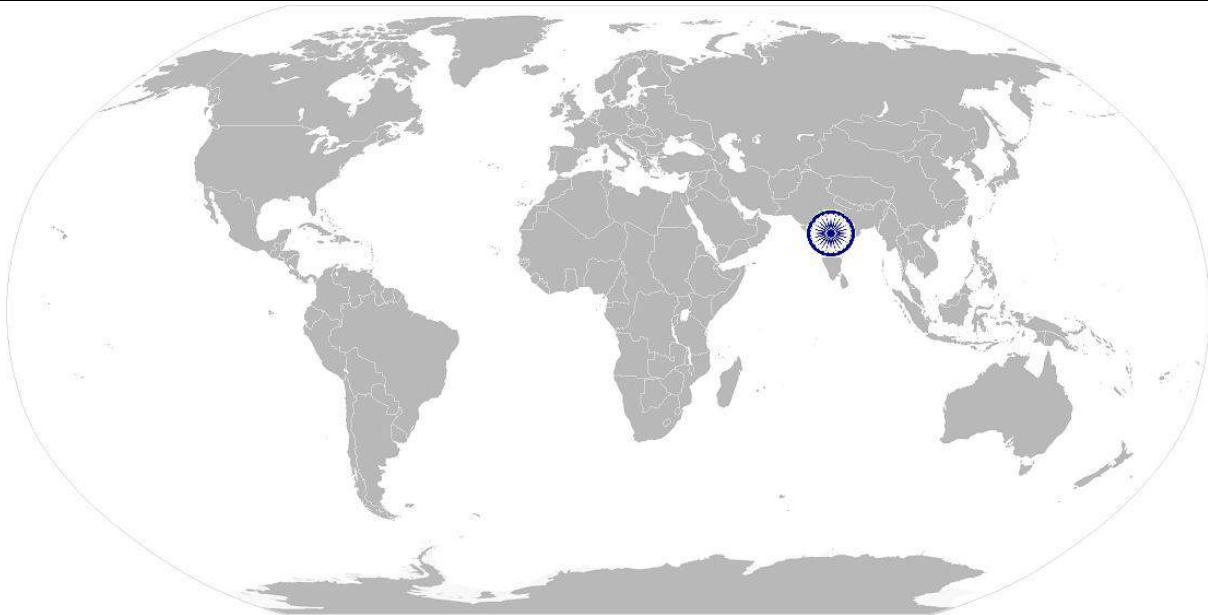
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA6. Positively influence the team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

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



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Assistant Designer – Madeups

Qualification Pack AMH/Q1230

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
1. AMH/N1230 (Plan and prepare design collections for made-ups)	PC1. Carry out market research and thorough study of the forecast of the product category of made-ups through various forecasting sites, brochures, etc.	100	22	8	12	2
	PC2. Identify, evaluate and extract the key elements from the research and forecast that is intended to be put in the design		20	7	12	1
	PC3. Identify fabrics, trims and accessories required for the product development based on the forecast		20	7	12	1
	PC4. Identify manufacturing techniques and process steps in developing a design of the made-ups		24	6	16	2
	PC5. Get these designs, colors, manufacturing techniques, etc. approved from the concerned heads and supervisors		14	5	8	1
			100	33	60	7

2. AMH/N2001 (Select fabrics, trims and accessories as per specific product category)	PC1. Identify and select fabric suitability with respect to construction, color and design like plain, check, jacquard, embroidered etc.	60	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
			60	18	36	6
3. AMH/N1221 (Develop proto sample)	PC1. Prepare techpack as per inputs from clients	80	15	6	8	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	4	10	1
	PC3. Identify and summarize the involvement of pattern maker, tailor, merchandiser, sourcing supervisor, etc.		13	3	9	1
	PC4. Brief team with process details for developing proto sample		14	5	8	1
	PC5. Develop proto sample as per revised techpack		12	2	9	1
	PC6. Fill the cost sheet in the prescribed format after consulting superiors		11	2	8	1
			80	22	52	6

4. AMH/N1222 (Evaluate the proto sample developed related to specific product class)	PC1. Check proto sample in relation to techpack and/or client's input with respect to the measurements	95	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	9	2
	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	3	6	1
			95	30	58	7
5. AMH/N1223 (Maintain Health, Safety and Security in the designing department)	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like physical injuries from scissors, shears, etc.	30	6	1	3	2
	PC2. Handle tools and equipments like cutter, scissors, shear, etc. safely and securely		5	2	2	1
	PC3. Check the workplace and work processes for potential risks and threats fire, electric shock, etc.		7	2	3	2
	PC4. Participate in mock-drills/evacuation procedures organized at the workplace		6	1	4	1
	PC5. Undertake first-aid, fire-fighting and emergency response training		6	1	3	2
			30	7	15	8
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	2	4	1
PC5. Identify and report any possible deviation to these requirements		8	2	4	2
Total Marks	400	35	10	19	6
		400	120	240	40