

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 Fashion Designer

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

SUB-SECTOR: Apparel

OCCUPATION: Assistant Fashion Designer

REFERENCE ID: AMH/Q1210

ALIGNED TO: NCO-2004 / NIL

An Assistant Fashion Designer is a job role committed to study, analysis, conceptualization, anticipation and finally creation of designs that appeal.

Brief Job Description: The span of jobs for an executive fashion designer involves market study, perceiving trends underline, predict and forecast trends setting in for season forthcoming, identify theme, create mood board based on theme, develop designs for entire range of products in relation to the theme and subsequently to generate techpack for each style within the range of products. Finally to work with team to develop a prototype based on techpack.

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

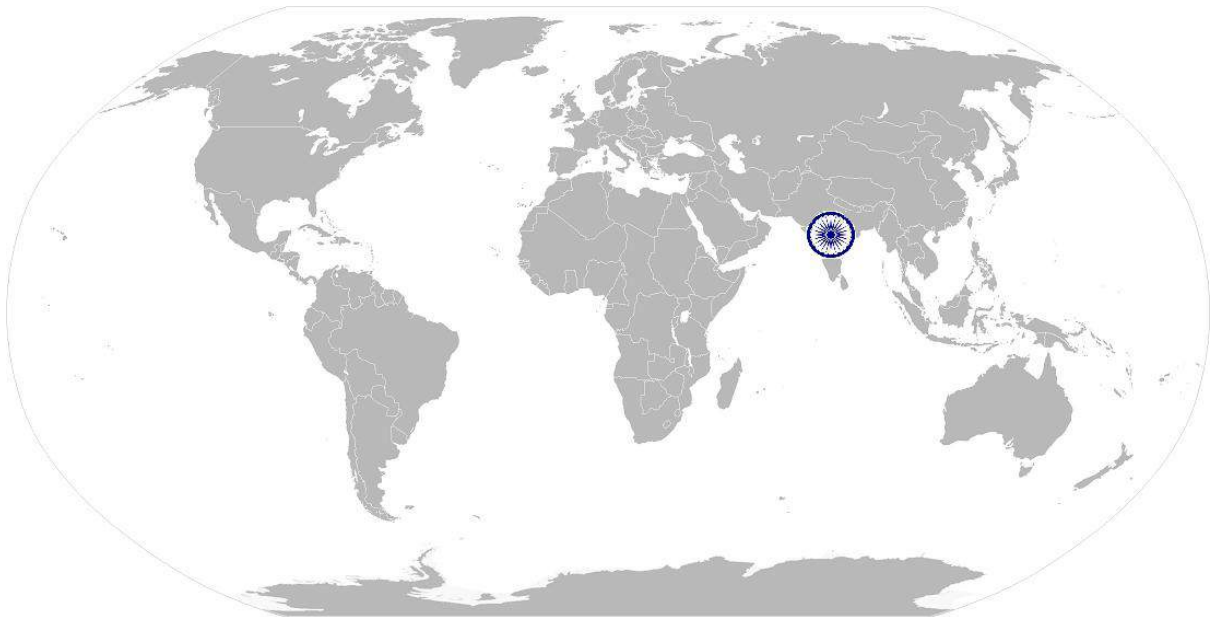
Job Details	Qualifications Pack Code	AMH/Q1210		
	Job Role	Assistant Fashion Designer		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-up's and Home Furnishing	Drafted on	17/03/15
	Sub-sector	Apparel	Last reviewed on	30/04/15
	Occupation	Designing	Next review date	21/03/16
	NSQC Clearance on*	N.A		
Job Role	Assistant Fashion Designer			
Role Description	To study market, analyse trend, perceive fashion setting in and develop collections for forthcoming season for products belonging to Apparels only. Designing of textiles and accessories is beyond the purview of this QP.			
NSQF level	4			
Minimum Educational Qualifications	Preferably, Standard XII			
Maximum Educational Qualifications	N.A			
Training (Suggested but not mandatory)	Preferably having certificates/diploma in garmenting 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)	Compulsory: <ol style="list-style-type: none"> AMH/N1210 Plan and prepare design collections of garments for a season AMH/N1211 Develop proto and fit samples AMH/N1222 Evaluate the 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 Optional: Not Applicable			
Performance Criteria	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 Context	Organizational Context includes the way the organization is structured 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 a set enabling one to plan and prepare design collections of garments for a season.

AMH/N1210 Plan and prepare design collections of garments for a season

National Occupational Standard

Unit Code	AMH/ N1210
Unit Title (Task)	Plan and prepare design collections of garments for a season
Description	This unit is about quantification and measurement of skills and competencies enabling one to work satisfactorily in designing collections for apparel and garment products based on the forecast and theme/inspiration taken by the designer targeting for a season and subsequently getting it finalized to proceed to next stage for developing prototype.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Carry out research on fashion design trends, analysis and consolidation of trend & forecast, developing design brief and getting it approved
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Carry out research on fashion design trends, analysis and consolidation of trend and forecast, developing design brief and getting it approved	<p>PC1. Conduct market research for trends and forecast from various sources such as forecasting sites like WGSN, forecast catalogues, etc. for garment design and extract a theme/inspiration from them</p> <p>PC2. Develop theme, client, forecast and mood boards and extract the key elements from them which is intended to be put in the garment designs as per the instructions given</p> <p>PC3. Identify, develop, collect and maintain the swatches of the fabrics, trims and accessories that are required for design development</p> <p>PC4. Identify fabric (print, embroidery and dye) and garment manufacturing techniques and process steps in converting a design to a garment</p> <p>PC5. Get approval from the concerned heads in context of the design collection made, fabrics, trims and accessories intended to use and the manufacturing techniques to be used to develop a garment</p>
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 capability and expertise in developing select design range for specific garment category KA2. Knowledge about the previous designs manufactured in the organization KA3. Knowledge about the availability of the machines, equipments and skilled labor to develop a garment 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 various types of garments (shirts, skirts, trousers, etc.) and the types of garment parts like types of sleeves, collars, necklines, etc. KB2. Knowledge about fabric and garment manufacturing processes and technology KB3. Knowledge about AutoCAD, CorelDraw, Photoshop, etc. for digital design development KB4. Knowledge about measurement tools and the procedure of taking body

AMH/N1210 Plan and prepare design collections of garments for a season

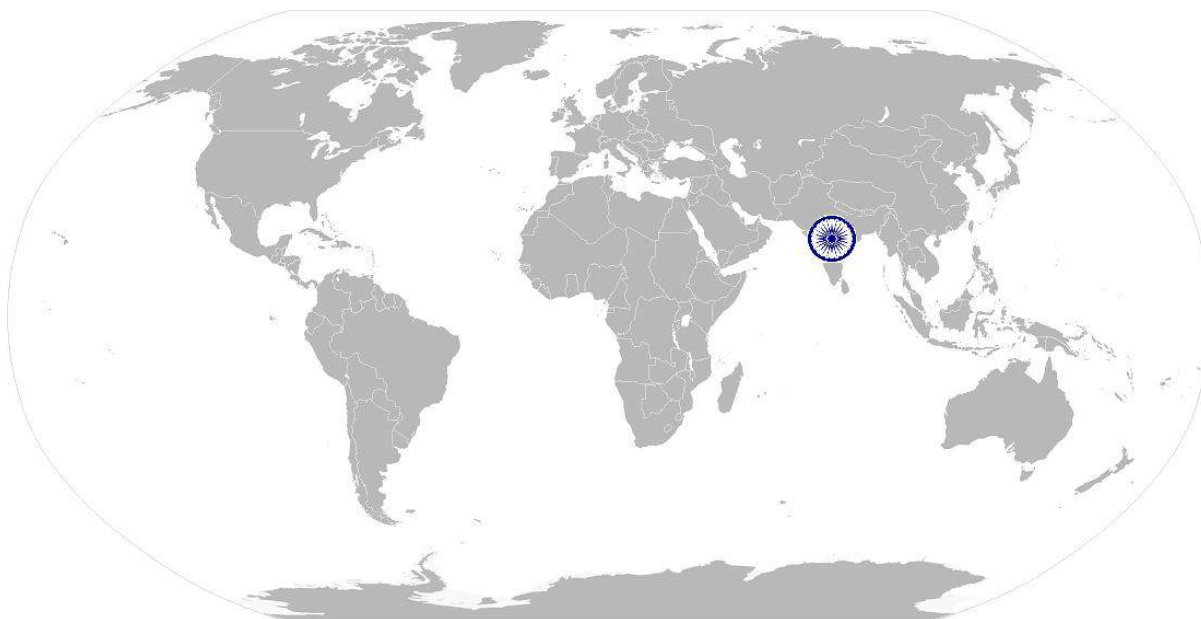
	<p>measurements</p> <p>KB5. Knowledge about various national and international standard sizes</p> <p>KB6. Knowledge about pattern making and garment construction tools, equipment and the sequence of carrying out these procedures</p> <p>KB7. Knowledge about the types of fabrics, accessories, trims and their trade names</p> <p>KB8. Knowledge about different compliance requirements related to design like azo-free dyes, metamerism effect, etc.</p>
Skills (S)	
<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 customer requirements, product designs and their requirements as per the fabrics, trims and accessories to be used</p> <p>SA2. Keep a record of all the designs that have been made and developed for future references</p> <p>SA3. Document and record the requirements made with other concerned departments like merchandising, sampling, etc.</p>
	<p>Reading Skills</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SA4. read and comprehend written instructions describing new design details from 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 incorporating them in the design</p>
	<p>Oral Communication (Listening and Speaking skills)</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 well with the other concerned departments and provide give a detailed description of the requirements in case of any repetition, fabric swatch requirement, etc.</p> <p>SA8. Speaking in vernacular would serve as an advantage while communicating with the workers</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 decisions while deciding a particular garment design with respect to it being repeated or already being out and available in the market</p> <p>SB2. Follow organization rule-based decision making process while creating garment designs</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 design collections with respect to customer requirements and the forecast</p>	

AMH/N1210 Plan and prepare design collections of garments for a season

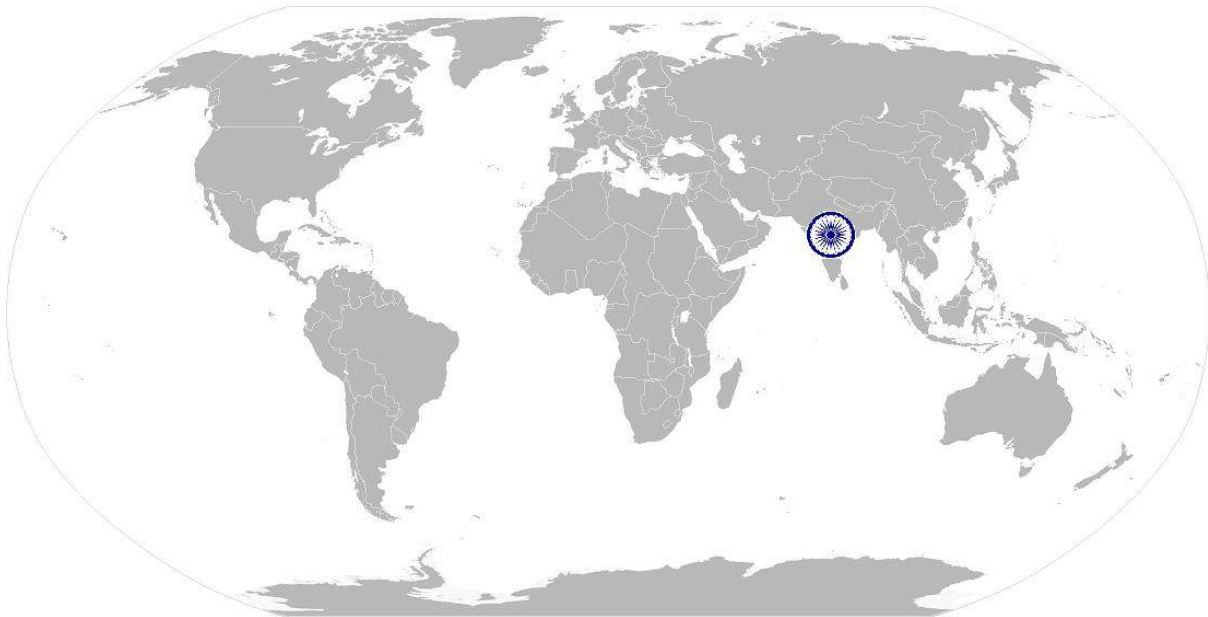
	SB4. Plan and organize the fabrics, trims and accessories swatches according to the design created
	SB5. Plan and organize the collection designed on the basis of targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB6. Develop designs which meet customer requirements as well as some elements from the forecast
	SB7. Maintain friendly relations with customers while conducting market research to extract as much information as possible in with respect to the current trends and preferences
	Problem Solving
	The user/individual on the job needs to know and understand:
	SB8. Seek clarification in evaluating the forecast from the concerned supervisors
	SB9. Maintain inter-departmental relations in order to receive information in context to the repetition of the designs or availability of a particular machine for developing a particular style
SB10. Adopt methods and solutions converting a difficult and unique design to more production friendly	
Analytical Thinking	
The user/individual on the job needs to know and understand:	
SB11. Analyze the customer requirements, trends and forecast before designing the garments	
SB12. Analyze the design created if it matches with customer requirements, trends and forecast	
SB13. Analyze the design with respect to it not being repeated or being available in the market	
Critical Thinking	
The user/individual on the job needs to know and understand:	
SB14. critically evaluate design inputs in relation to product intended	
SB15. Critically evaluate the design developed with respect to its sales, after sales, likeability, demand, etc. when it'll be out in the market	

AMH/N1210 Plan and prepare design collections of garments for a season
NOS Version Control

NOS Code	AMH/N1210		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-up's and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel	Last reviewed on	30/04/15
Occupation	Assistant Fashion Designer	Next review date	21/03/16



National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to develop techpack and then proceed further to develop proto and fit sample garments for entire collection.

AMH/N1211
Develop proto and fit samples

Unit Code	AMH/ N1211
Unit Title (Task)	Develop proto and fit samples
Description	This unit is about measurement of skills and competencies enabling one to work satisfactorily in developing techpack and then further making proto and fit samples for entire range of collections
Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Developing techpack, proto and fit samples as per customer requirements
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Developing techpack, proto and fit samples as per customer requirements	<p>PC1. Prepare techpack with details like specs of the garment, type of fabric, colour of fabric, type of trims and accessories, etc. including processes used and materials employed</p> <p>PC2. Review techpack in consultation with the client and design review team with respect to the availability of the concerned materials in the market, organization's ability to manufacture that design, labour skills, etc.</p> <p>PC3. Identify and summarize the involvement of pattern maker, tailor, merchandiser, sourcing supervisor, etc. with respect to developing proto and fit samples</p> <p>PC4. Develop proto and fit samples as per the revised techpack for a particular style</p> <p>PC5. Fill the cost sheet of the style in the given format after consulting various departments</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 defining review team as per organization protocol</p> <p>KA2. Knowledge about the availability of the machines and equipments in the organization while making modifications in the techpack</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge about the fabric properties like its drape, fall, etc. when worn</p> <p>KB2. Knowledge about the customer requirements in context of the chemical usage while dyeing and/or printing fabric</p> <p>KB3. Knowledge about color theory, print motifs, embroideries and other ornamentations as applicable to fashion garments and this style</p> <p>KB4. Knowledge about the garment manufacturing flowchart</p> <p>KB5. Knowledge about the sequence while assembling the cut panels during stitching</p> <p>KB6. Knowledge about types of samples</p> <p>KB7. Knowledge about basic costing of garment</p>
Skills (S) w.r.t the scope	
A. Core Skills/ Generic	Writing Skills
	The user/ individual on the job needs to know and understand how to:

AMH/N1211

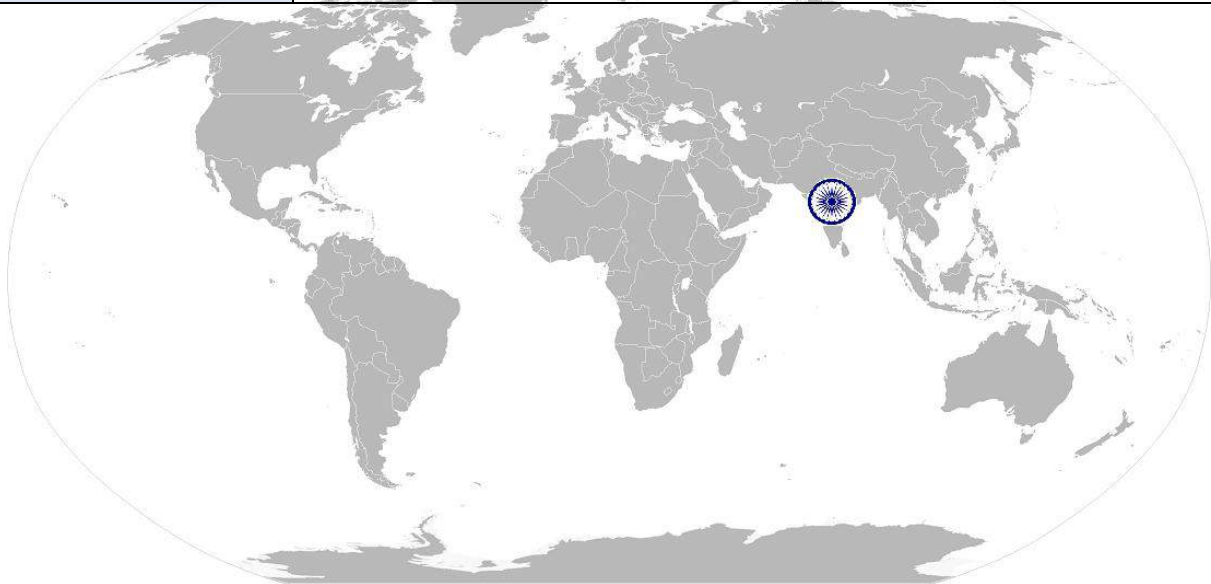
Develop proto and fit samples

Skills	SA1. document records for all process steps and specification related to proto development
	SA2. Document the cost sheet developed for the sample
	SA3. Record the specifications of the proto sample of each style being developed
	SA4. Record all the modifications being done in the proto and fit samples for reference while evaluating it
	Reading Skills
A. Professional Skills	The user/individual on the job needs to know and understand: SA5. read thoroughly and understand the specifications mentioned in the techpack and act accordingly
	SA6. Read and understand the modifications done by the client and incorporate them while developing the proto and fit samples
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA7. seek information from supervisors of designing and other departments in case of any doubt
	SA8. 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
	SA9. Speaking in vernacular with the workers in the sampling department would smoothen the proto sample development process
A. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand: SB1. follow organization rule-based decision making process while making changes in the proto sample at own discretion
	SB2. take decision bykeeping the customer's requirements in mind as well
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. Plan and organize to get the sample developed
	SB4. Plan and organize the justifications to be made while evaluating the proto sample during the proto and fit sample development only to avoid further confusions
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB5. manage relationships with customers with intent on satisfying its requirements for product quality and product delivery
	SB6. Develop the product and fit samples keeping the customer requirements as main priority
	Problem Solving
The user/individual on the job needs to know and understand: SB7. identify innovative solution to develop garment design which facilitates manufacturing	

AMH/N1211

Develop proto and fit samples

	SB8. assess/evaluate the proto and fit samples development processes
	SB9. communicate effectively with aids of soft skill tools and techniques
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB10. Analyze the proto and fit samples with respect to the techpack developed SB11. Analyze the samples with respect to the forecast and market research conducted
	Critical Thinking
	The user/individual on the job needs to know and understand: SB12. critically evaluate design inputs in relation to the garment intended SB13. Critically evaluate the proto and fit sample with respect to its functional and aesthetic behavior SB14. Critically evaluate the modifications done while developing proto and fit samples for justification during its evaluation

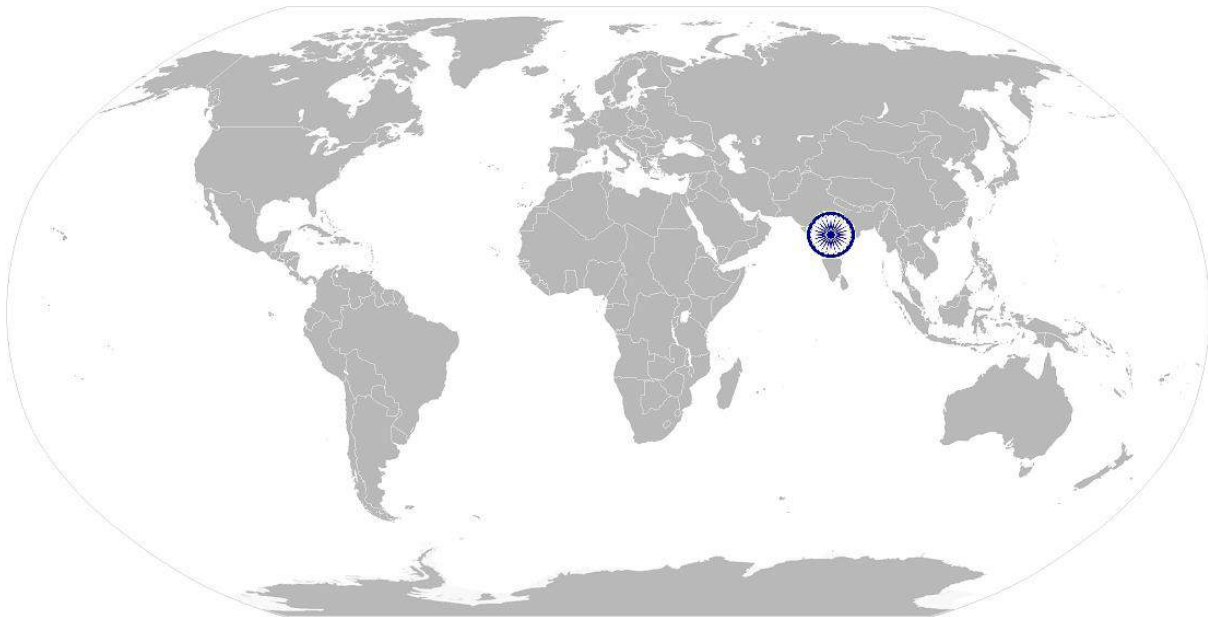


AMH/N1211

Develop proto and fit samples

NOS Version Control

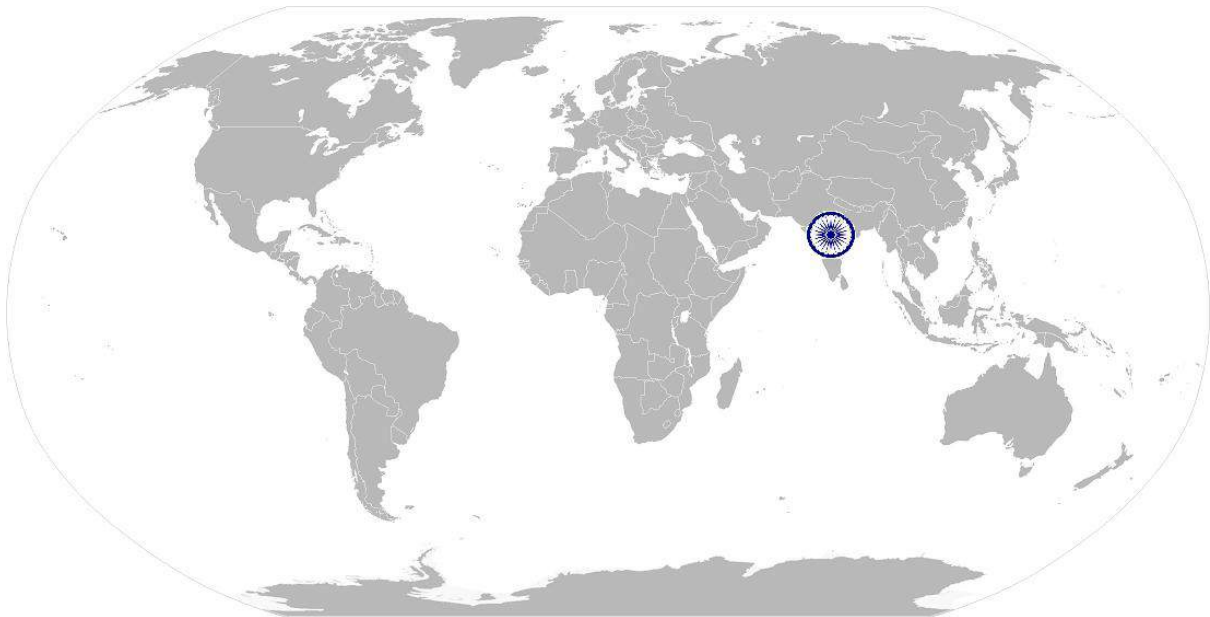
NOS Code	AMH/N1211		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-up's and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel	Last reviewed on	30/04/15
Occupation	Assistant Fashion Designer	Next review date	21/03/16



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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

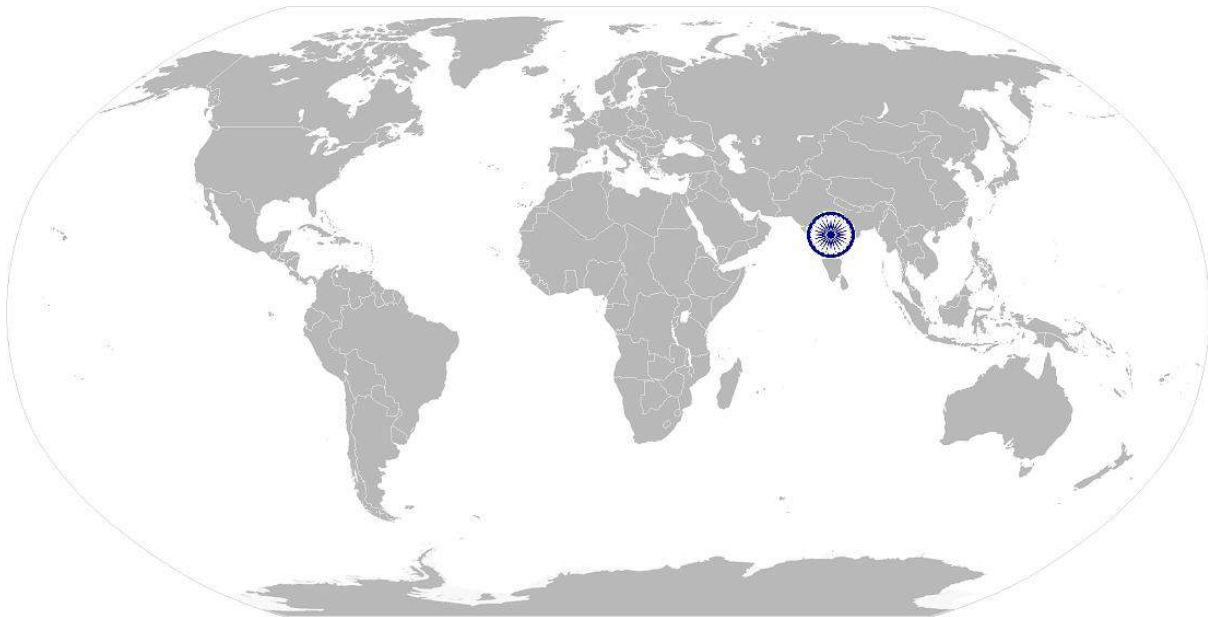
National Occupational Standard	Unit Code	AMH/ N1222
	Unit Title (Task)	Evaluate the proto sample developed related to specific product class
	Description	This unit is about quantification and measurement of skills and competencies enabling one to review proto sample, take client's comments, make amendments accordingly and get it approved from the client
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Evaluation the design development process and complete documentation
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Evaluation the design development process and complete documentation	<p>PC1. Check proto sample in relation to techpack and/or client's input with respect to the measurements</p> <p>PC2. Check proto sample for design (woven/print), and attributes like washability, utility, etc.</p> <p>PC3. Review proto sample in consultation with the client and/or review team</p> <p>PC4. Amend/modify proto sample as per review inputs</p> <p>PC5. Get approval of the proto sample from client</p> <p>PC6. Prepare file of the approved sample containing approved fabric swatches, accessories, techpack, costsheet etc.</p>
	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

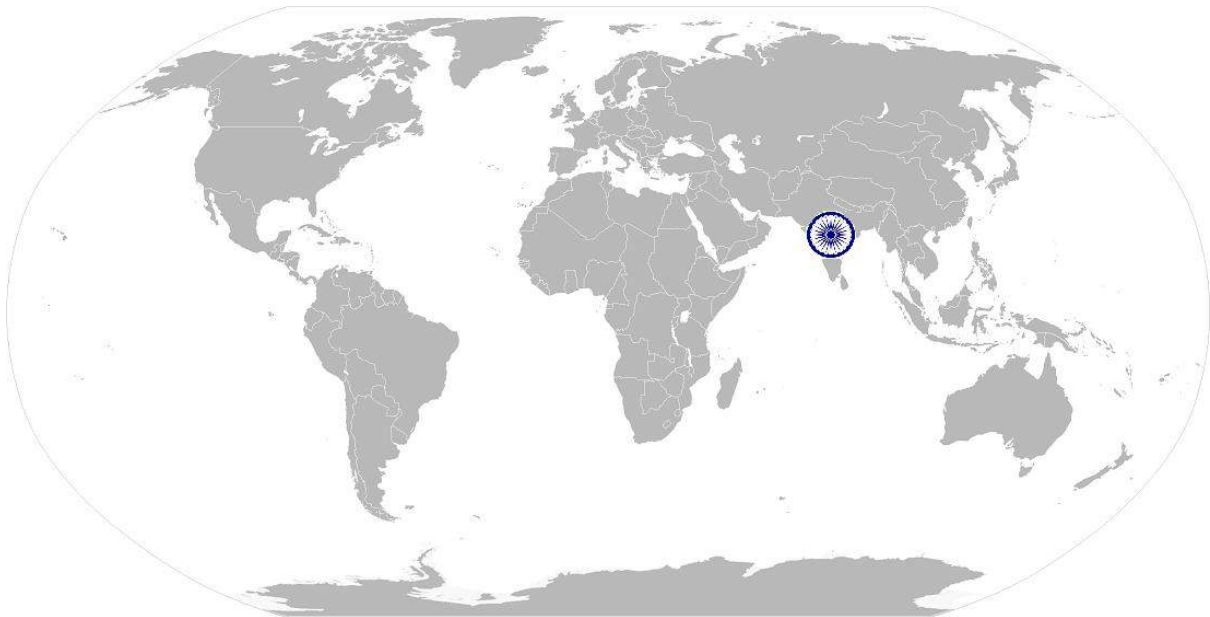
AMH/N1222 Evaluate the proto sample developed related to specific product class
NOS Version Control

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	Apparel	Last reviewed on	20/05/15
Occupation	Assistant Fashion 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

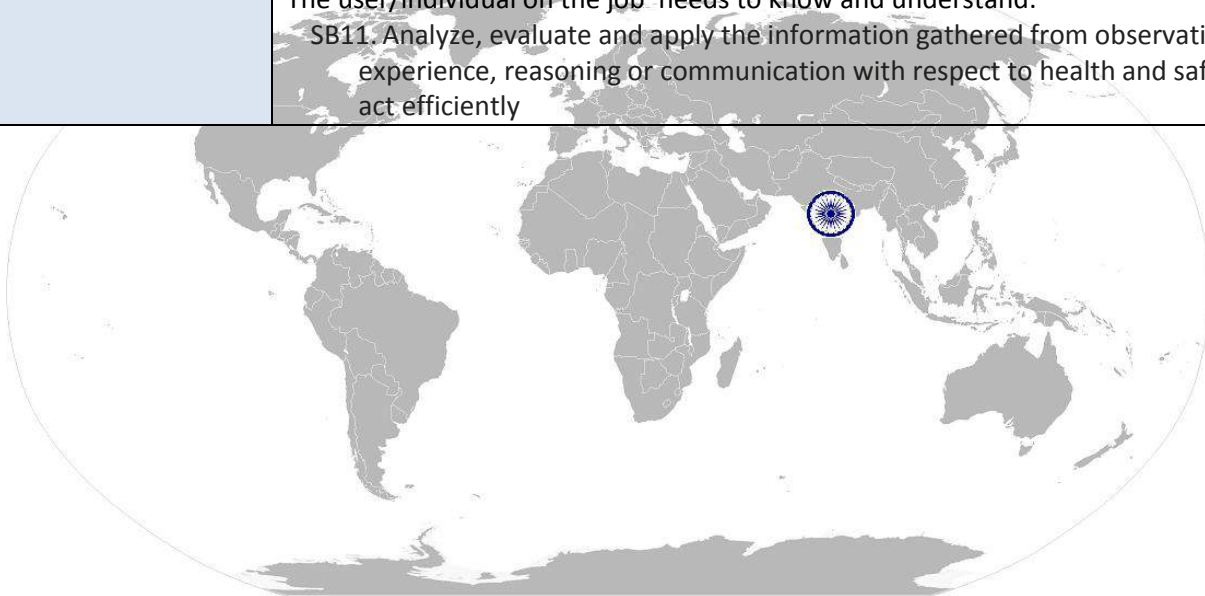
National Occupational Standard	Unit Code	AMH/ N1223
	Unit Title (Task)	Maintain health, safety and security in the designing department
	Description	This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to comply with health, safety and security requirements 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

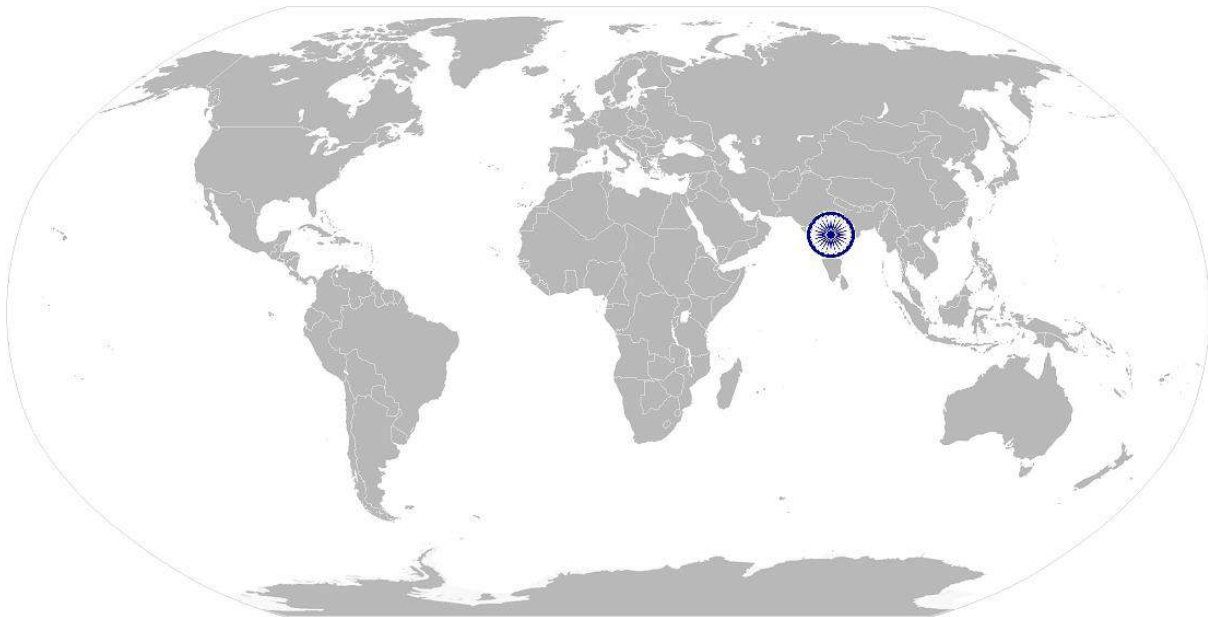
	SB6. Ensure and follow the health and safety norms as per the customer while designing a product in context of the dyes and chemicals to be used in the product
	Problem Solving
	The user/individual on the job needs to know and understand: SB7. Take appropriate actions during emergencies, accidents or 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	



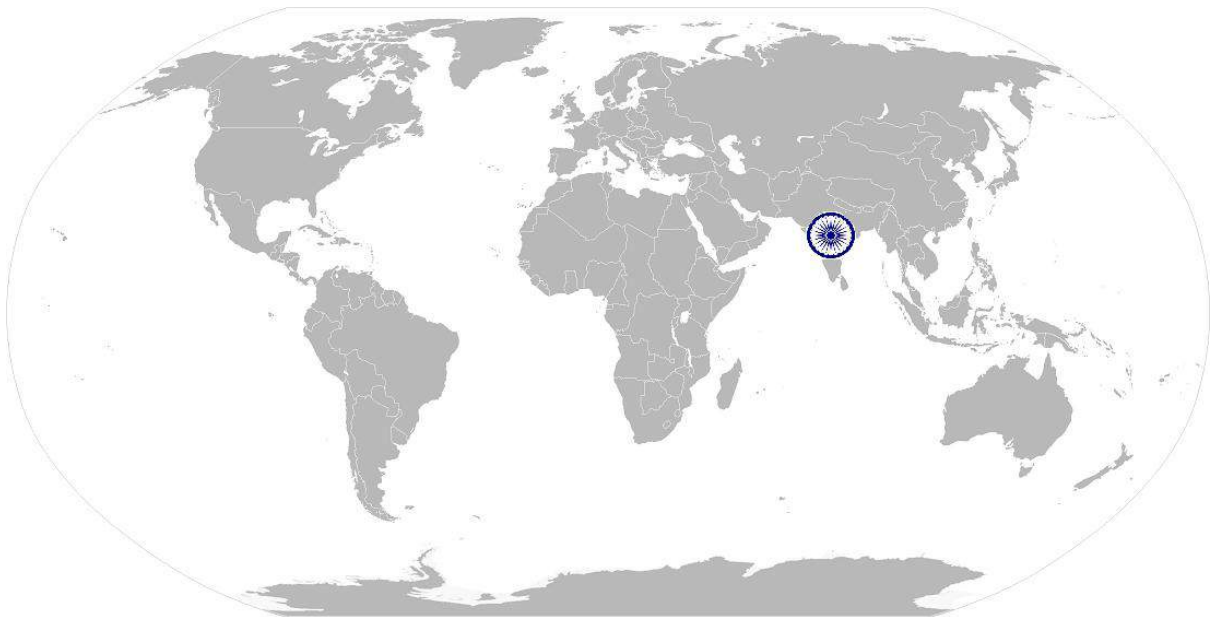
AMH/N1223 Maintain health, safety and security in the designing department

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	Apparel	Last reviewed on	20/05/15
Occupation	Assistant Fashion Designer	Next review date	21/03/16



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

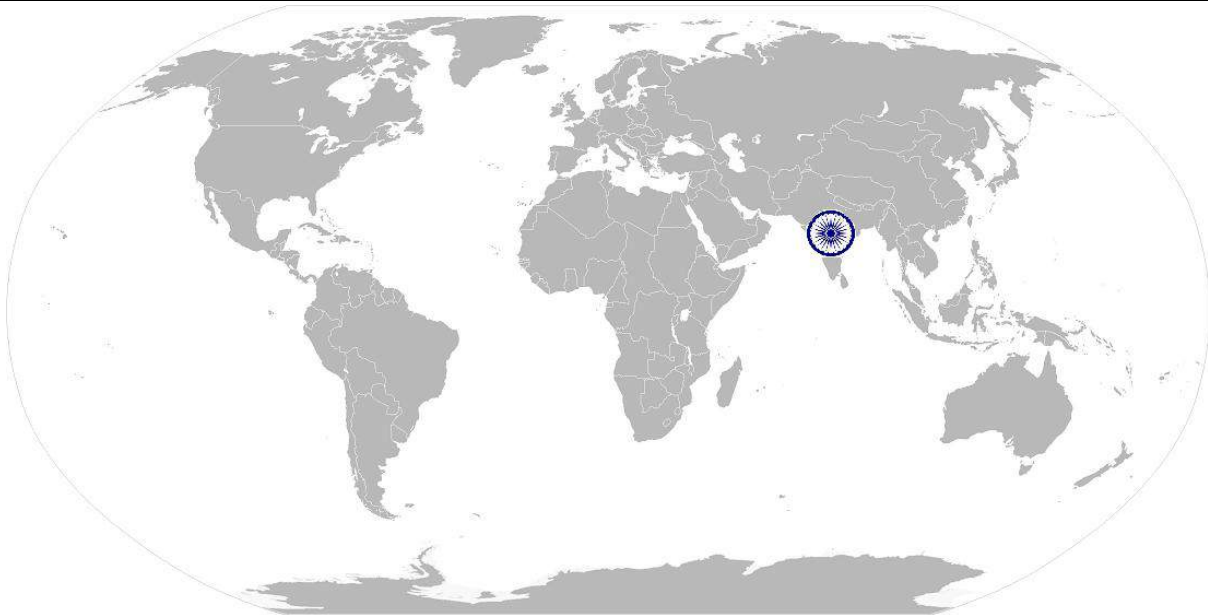
National Occupational Standard	Unit Code	AMH/ N0104
	Unit Title (Task)	Comply with industry, regulatory and organizational requirements
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory and ethical requirements 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"> Legal and ethical requirements 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 		

	<p>machine and operating manuals, job cards, visual cards, etc.</p> <p>SA4. Read in the local language as applicable</p> <p>SA5. 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>SA6. Positively influence the team members into following procedures</p>
B. Professional Skills	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take appropriate decisions related to responsibilities</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Plan and manage work routine based on company procedure</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Ensure and follow organizational procedures and policies</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Evaluate and seek and obtain clarification from the superiors</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Apply balanced judgment to different situations</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently</p>

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	Apparel	Last reviewed on	20/05/15
Occupation	Assistant Fashion Designer	Next review date	21/03/16



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Assistant Fashion Designer

Qualification Pack AMH/Q1210

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/N1210 (Plan and prepare design collections)	PC1. Conduct market research for trends and forecast from various sources such as forecasting sites like WGSN, forecast catalogues, etc. for garment design and extract a theme/inspiration from them	90	20	8	11	1
	PC2. Develop theme, client, forecast and mood boards and extract the key elements from them which is intended to be put in the garment design as per the instructions given		18	4	13	1
	PC3. Identify, develop, collect and maintain the swatches of the fabrics, trims and accessories that are required for design development		18	4	13	1
	PC4. Identify fabric (print, embroidery and dye) and garment manufacturing techniques and process steps in converting a design to a garment		22	8	12	2

	PC5. Get approval from the concerned heads in context of the design collection made, fabrics, trims and accessories intended to use and the manufacturing techniques to be used to develop a garment		12	4	7	1
			90	28	56	6
2. AMH/N1211 Develop proto and fit samples)	PC1. Prepare techpack with details like specs of the garment, type of fabric, color of fabric, type of trims and accessories, etc. including processes used and materials employed	100	21	8	11	2
	PC2. Review techpack in consultation with the client and design review team with respect to the availability of the concerned materials in the market, organization's ability to manufacture that design, labour skills, etc.		24	9	13	2
	PC3. Identify and summarize the involvement of pattern maker, tailor, merchandiser, sourcing supervisor, etc. with respect to developing proto and fit samples		18	5	12	1
	PC4. Develop proto and fit samples as per the revised techpack for a particular style		19	3	15	1
	PC5. Fill the cost sheet of the style in the given format after consulting various departments		18	7	9	2
			100	32	60	8
3. AMH/N1222 (Evaluate design development process)	PC1. Check proto sample in relation to techpack and/or client's input with respect to the measurements	95	17	6	10	1
	PC2. Check proto sample for design (woven/print), and attributes like washability, utility, etc.		16	3	12	1
	PC3. Review proto sample in consultation with the client and/or review team		19	7	11	1
	PC4. Amend/modify proto sample as per review inputs		21	5	15	1

	PC5. Get approval of the proto sample from client		12	5	6	1
	PC6. Prepare file of the approved sample conatining approved fabric swatches, accessories, techpack, cost sheet, etc.		10	2	6	2
			95	28	60	7
4. 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	1	2	2
	PC3. Check the workplace and work processes for potential risks and threats like fire, electric shock, etc.		7	2	3	2
	PC4. Participate in mock-drills/evacuation procedures organized at the workplace		6	1	3	2
	PC5. Undertake first-aid, fire-fighting and emergency response training		6	2	3	1
			30	7	14	9
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	2	4	1
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		6	2	3	1
	PC3. Apply and follow these policies and procedures within your work practices		7	2	4	1
	PC4. Provide support to your supervisor and team members in enforcing these considerations		7	1	5	1
	PC5. Identify and report any possible deviation to these requirements		8	3	4	1
	Total Marks			35	10	20
		350	350	105	210	35

