

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 – Sourcing Manager

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

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

OCCUPATION: Sourcing Manager

REFERENCE ID: AMH/Q0920

ALIGNED TO: NCO-2004 / NIL

The Sourcing Manager procures and purchases right materials, at right quantity, at right price and at optimal lead time.

Brief Job Description: Sourcing Manager in an apparel, made-ups and home furnishing industry is primarily concerned with procurement of fabrics, trims & accessories as per design needs and/or as per sample requirements received from merchandiser. The role is supervising the functionary of purchase departments. He/she is concerned with identifying suitable suppliers for materials assessed on the basis of price, quality, reliability, time and long term business relations.

Personal Attributes: He/she should be well versed with business scenario, well-informed about various manufacturers and suppliers, systematic and abreast of business environment changes affecting product availability, price and quality. He/she should be extrovert and highly communicative. He should be able to work under pressure.

Job Details	Qualifications Pack Code	AMH/Q0920		
	Job Role	Sourcing Manager		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-up's and Home Furnishing	Drafted on	17/03/15
	Sub-sector	Apparel, Made-up's and Home Furnishing	Last reviewed on	30/04/15
	Occupation	Manager- Sourcing	Next review date	21/03/16
	NSQC Clearance on*	N.A		

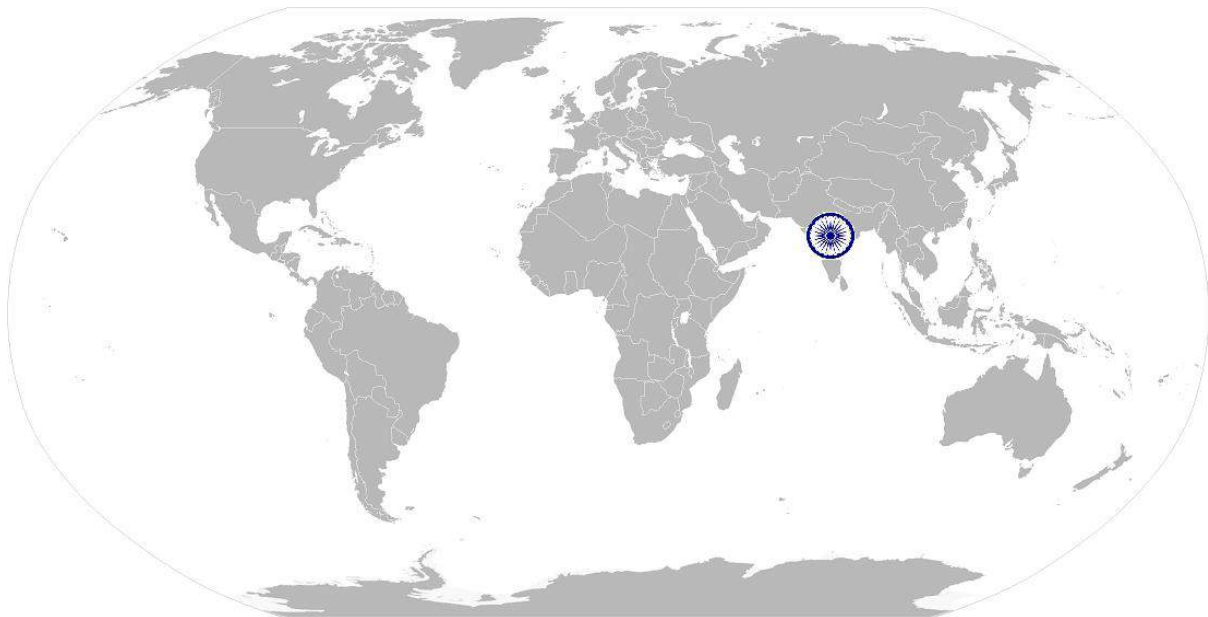
Job Role	Sourcing Manager
Role Description	This unit covers the skills and knowledge required to procure, check, analyze, negotiate and finally conclude deal with suppliers for items as per need received from merchandiser/designer. The roles related to procurement of items of regular use like dyes & chemicals, stationery items etc. are beyond the scope of this QP.
NSQF level	7
Minimum Educational Qualifications	Preferably, Diploma/Degree in textile engineering
Maximum Educational Qualifications	N.A.
Training (Suggested but not mandatory)	Preferably having certificates/diploma in Management/Accounting/Science
Minimum Job Entry Age	23years
Experience	Preferably having worked 1-2 years in a garment or apparel industry
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> AMH/N0920(Plan for the procurement of materials as per garment design requirements) AMH/N0921(Procure materials from national and international suppliers related to fabrics, trims and accessories) AMH/N0922(Supervise and evaluate performance of subordinates) AMH/N0923(Maintain records about procurement of materials) AMH/N0924(Maintain health, safety and security in the sourcing department) AMH/N0104 (Comply with industry, regulatory and organizational requirements) <p>Optional: Not Applicable</p>
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.
Inventory	The stock of materials kept and maintained in store
Sample	A small number of products selected from a lot to represent the attributes of lot. It is tested to estimate lot characteristics without going for 100% Testing/Inspection.
Lot	The total amount of a particular materials arriving in store and marked as on unit. It contains many pieces goods discretely separated as distinguishable entity.
ABC Analysis	ABC analysis is an inventory categorization method which consists in dividing items into three categories, A, B and C: A being the most valuable items, C being the least valuable ones. This method aims to draw managers' attention on the critical few (A-items) and not on the trivial many (C-items).
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
MSL	Minimum Stock Level
EOQ	Economic Order Quantity
AQL	Acceptable Quality Level
MIS	Management Information System

AMH/ N0920 Plan for the procurement of materials as per garment design requirements

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 satisfactorily for sourcing of materials.

AMH/ N0920 Plan for the procurement of materials as per garment design requirements

National Occupational Standard

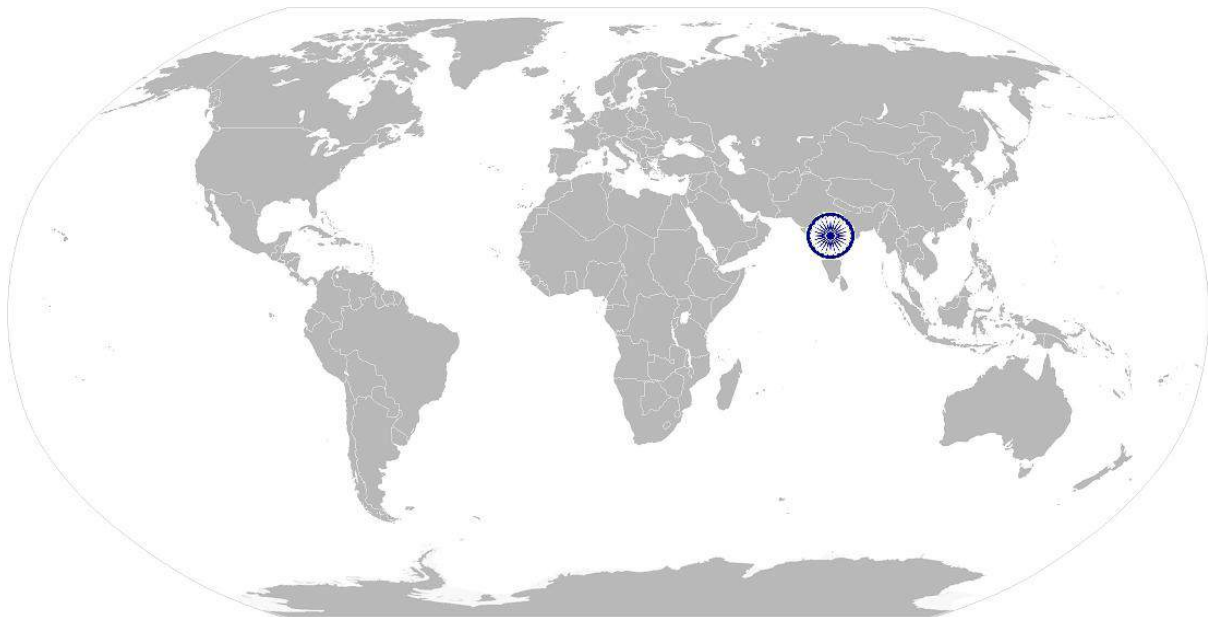
Unit Code	AMH/ N0920
Unit Title (Task)	Plan for the procurement of materials as per garment design requirements
Description	This unit is about quantification and measurement of skills and competencies of a person working for sourcing of materials.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Planning for procurement of materials
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Planning for procurement of materials	<p>PC1. Work with team members and conduct general market research in various categories of garments, made ups and home furnishing</p> <p>PC2. Collect information about sourcing needs for materials like fabrics, trims and accessories from designing and merchandising department</p> <p>PC3. Plan the procurement strategy</p> <p>PC4. Identify suppliers for materials like fabrics, trims and accessories</p> <p>PC5. Evaluate suppliers for the capability of supplying materials with respect to price, quality, quantity, etc.</p> <p>PC6. Estimate lead time and the quantity with respect to material procurement</p> <p>PC7. Negotiate with supplier to ensure the deal at a competitive price</p> <p>PC8. Assess, manage and mitigate risks associated with the procurement</p> <p>PC9. Identify the changes of balance in buyer supplier power by analysing the forecasting and the trend</p> <p>PC10. Monitor and forecast upcoming levels of demand</p> <p>PC11. Perform cost analysis and its benchmark</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 organization's policies related to procurement</p> <p>KA2. Knowledge about the standard lead time taken by the organization</p> <p>KA3. Knowledge about the regular material suppliers of the organization</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge about the different types of woven and knit fabrics and their trade names like georgette, chiffon, silk, cotton Lycra, cotton knit jersey, etc.</p> <p>KB2. Knowledge about different types of trims and accessories</p> <p>KB3. Knowledge about the garment manufacturing process</p> <p>KB4. Knowledge about made ups and home furnishing products and their construction process</p> <p>KB5. Knowledge about negotiation skills</p> <p>KB6. Basic mathematical knowledge of calculating the average requirement of fabrics, trims and accessories according to the style order received</p> <p>KB7. Knowledge about supply chain management</p> <p>KB8. Knowledge about national and international markets, prevailing prices, documents etc.</p>

AMH/ N0920 Plan for the procurement of materials as per garment design requirements

Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand: SA1. Document records of previous suppliers for reference and future business dealings SA2. Document the requirements of each style simultaneously to avoid confusion
	Reading Skills
	The user/individual on the job needs to know and understand: SA3. Read and understand thoroughly the materials required for each style in detail like fabric weight, ligne for buttons, zip sizes, etc. SA4. read and comprehend written instructions related to the rules and regulations to procurement documents SA5. Read, comprehend national and international laws & regulations etc. and act accordingly
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA6. excellent communication skills when interacting with the supplier SA7. communicate with superiors, colleagues and juniors appropriately SA8. Appropriate communication skills while clarifying doubts from various departments
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand: SB1. Decide the suppliers on the basis of the organization's capacity SB2. Decide the material procurement strategy for an efficient workflow
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. Plan and organize the swatches of the materials as per the style to be procured SB4. Plan and organize the material procurement strategy for a smooth, fast and efficient workflow
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB5. Plan the materials' procurement as per the customer requirements SB6. build customer understanding of trust and cooperativeness
	Problem Solving
	The user/individual on the job needs to know and understand: SB7. seek and comprehend material procurement related inputs for clarification SB8. assess/evaluate steps and processes for material storage, inspection, issue and inventory SB9. communicate effectively with the suppliers with detailed information to avoid confusions
	Analytical Thinking

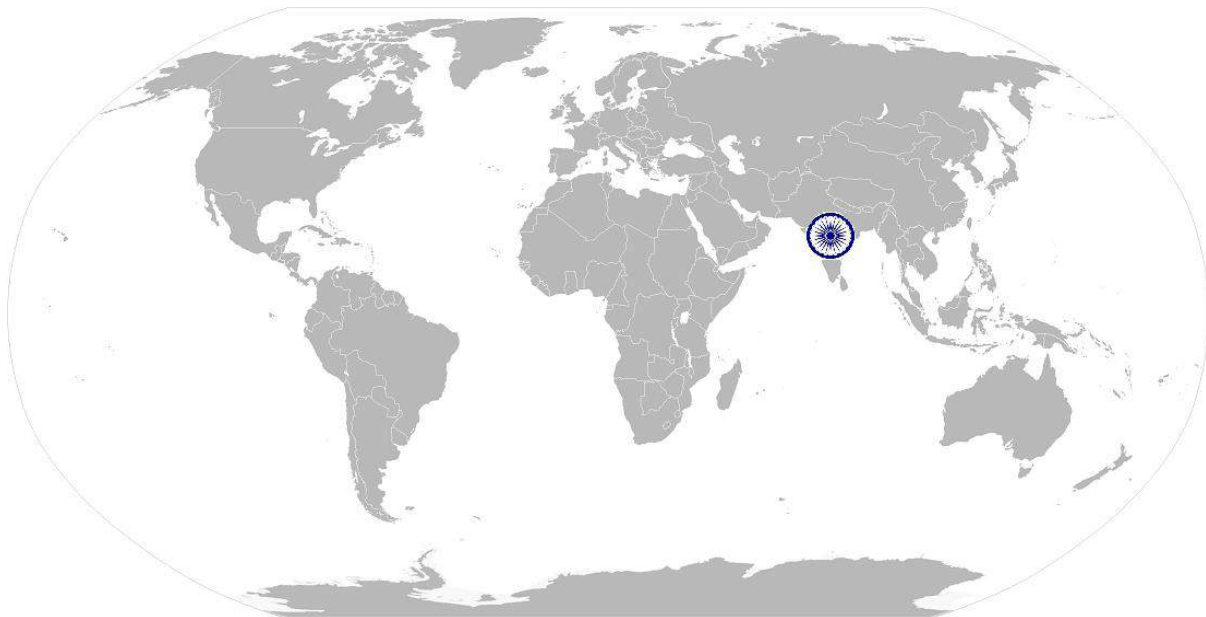
AMH/ N0920 Plan for the procurement of materials as per garment design requirements

	<p>The user/individual on the job needs to know and understand:</p> <p>SB10. Analyze the suppliers capability with respect to the materials that have to be procured</p> <p>SB11. Analyze which supplier will be most suitable for a particular material</p> <p>SB12. Analyze and evaluate the garment design requirements and plan for material procurement accordingly</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB13. critically evaluate design inputs in relation to product intended</p> <p>SB14. Critically evaluate the plan made for procurement of materials with respect to the quantity, quality and lead time offered by the suppliers</p>



AMH/ N0920 Plan for the procurement of materials as per garment design requirements
NOS Version Control

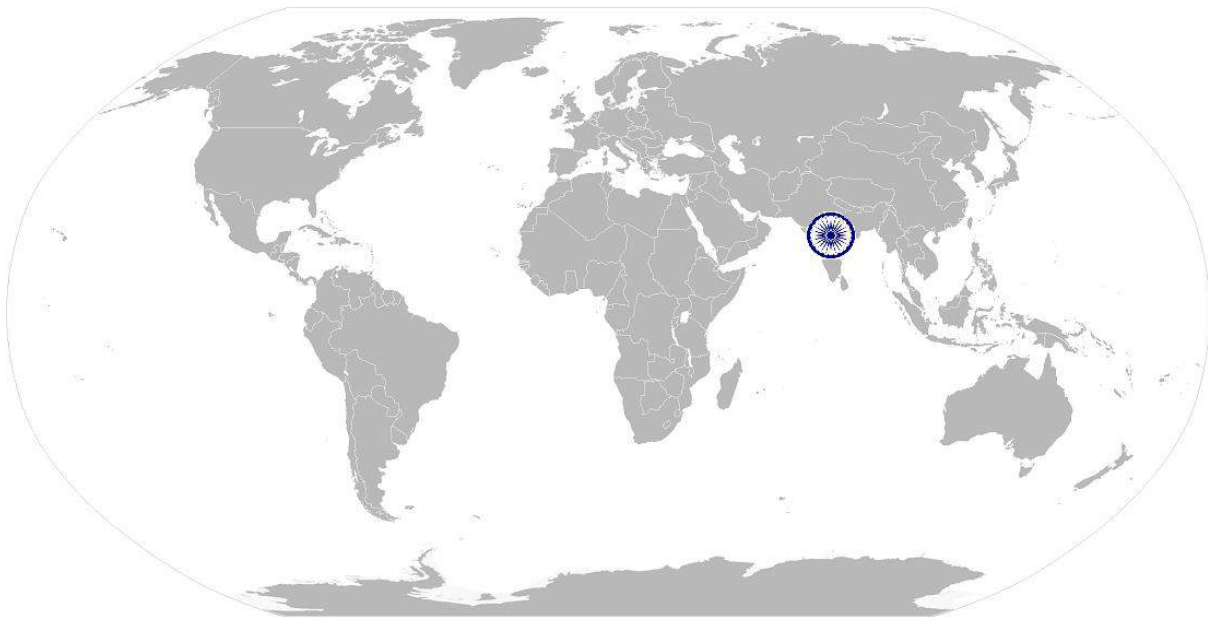
NOS Code	AMH/N0920		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Sourcing Manager	Next review date	21/03/16



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AMH/ N0921 Procure materials from national and international suppliers related to fabrics, trims and accessories

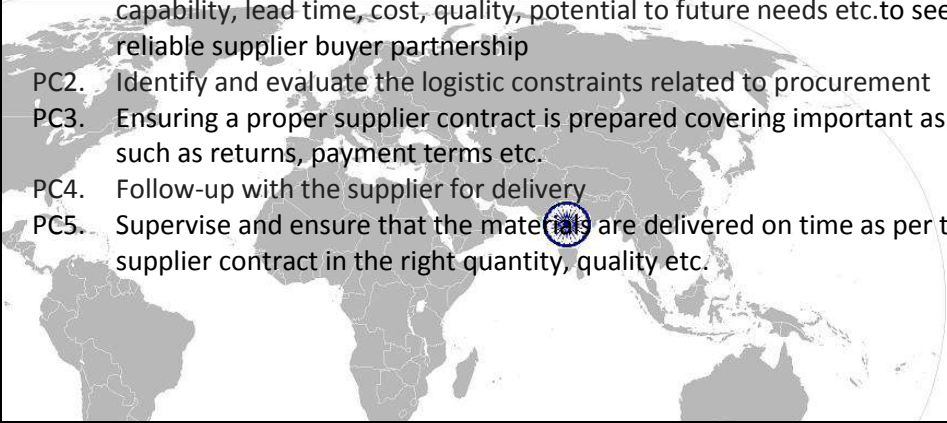
National Occupational Standard



Overview

This unit is meant to capture skills, knowledge and personality attributes combined all together as a set enabling one to procure materials (fabrics and accessories) from national and international suppliers.

AMH/ N0921 Procure materials from national and international suppliers related to fabrics, trims and accessories

National Occupational Standard	Unit Code	AMH/ N0921
	Unit Title (Task)	Procure materials from national and international suppliers related to fabrics, trims and accessories
	Description	This unit is about quantification and measurement of skills and competencies required for procurement of materials from suppliers of national and international origins.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Locating supplier for materials as per new items identified for procurement based on buyer sample, specifications and/or newly developed design sample, Checking for price, quality, reliability and time for items and Comparative analysis of suppliers
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Locating supplier for materials as per new items identified for procurement based on buyer sample, specifications and/or newly developed design sample, Checking for price, quality and reliability and time for items and Comparative analysis of suppliers	 <p> PC1. Compare suppliers on various index defined in a matrix like supplier capability, lead time, cost, quality, potential to future needs etc. to seek a reliable supplier buyer partnership PC2. Identify and evaluate the logistic constraints related to procurement PC3. Ensuring a proper supplier contract is prepared covering important aspects such as returns, payment terms etc. PC4. Follow-up with the supplier for delivery PC5. Supervise and ensure that the materials are delivered on time as per the supplier contract in the right quantity, quality 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 organization's preference for market related to procurement KA2. Knowledge about the standard lead time of the organization
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge about currencies KB2. Knowledge about procurement tools and techniques like Tally, MS-Office, etc. KB3. Knowledge about cost and budget KB4. Knowledge about supply chain management, logistics and business administration
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA1. document records related to materials received and issued SA2. Document records of the suppliers dealt with and their performance 	

AMH/ N0921 Procure materials from national and international suppliers related to fabrics, trims and accessories

	Reading Skills
	<p>the user/individual on the job needs to know and understand:</p> <p>SA3. read and comprehend written instructions related to the process of material procurement</p> <p>SA4. Read and comprehend the different offers offered by various suppliers and decide the best of them</p>
	Oral Communication (Listening and Speaking skills)
	<p>the user/individual on the job needs to know and understand:</p> <p>SA5. communicate with superiors, colleagues and juniors appropriately</p> <p>SA6. Communicate appropriately with the suppliers during negotiation</p>
B. Professional Skills	Decision Making
	<p>the user/individual on the job needs to know and understand:</p> <p>SB1. follow organization rule-based decision making process while finalizing a supplier for a particular material</p> <p>SB2. Make quick and logical decisions in case of any uncertainty from the supplier</p>
	Plan and Organize
	<p>the user/individual on the job needs to know and understand:</p> <p>SB3. Plan and organize the material procurement to meet the target dates and deadlines</p> <p>SB4. Plan and set the back-up options in case of any last minute uncertainty form the finalized suppliers</p>
	Customer Centricity
	<p>the user/individual on the job needs to know and understand how to:</p> <p>SB5. Ensure that the materials areprocured as per the client specifications mentioned in the techpack</p> <p>SB6. build customer understanding of trust and cooperativeness by fulfilling their requirements</p>
	Problem Solving
	<p>the user/individual on the job needs to know and understand:</p> <p>SB7. seek and comprehend clarifications while facing difficulties in material procurement</p> <p>SB8. Seek clarifications in case of any doubt from the concerned managers</p> <p>SB9. communicate effectively with the national and international suppliers to avoid confusions</p>
	Analytical Thinking
	<p>The user/individual on the job needs to know and understand:</p> <p>SB10. Analyze the problems faced during material procurement and provide a well-backed solution</p> <p>SB11. Analyze the materials procured with respect to the particulars stated by the supplier</p>

AMH/ N0921 Procure materials from national and international suppliers related to fabrics, trims and accessories

	Critical Thinking
	The user/individual on the job needs to know and understand: SB12. critically evaluate the performance of each supplier SB13. Critically evaluate the materials received with respect to the customer requirements

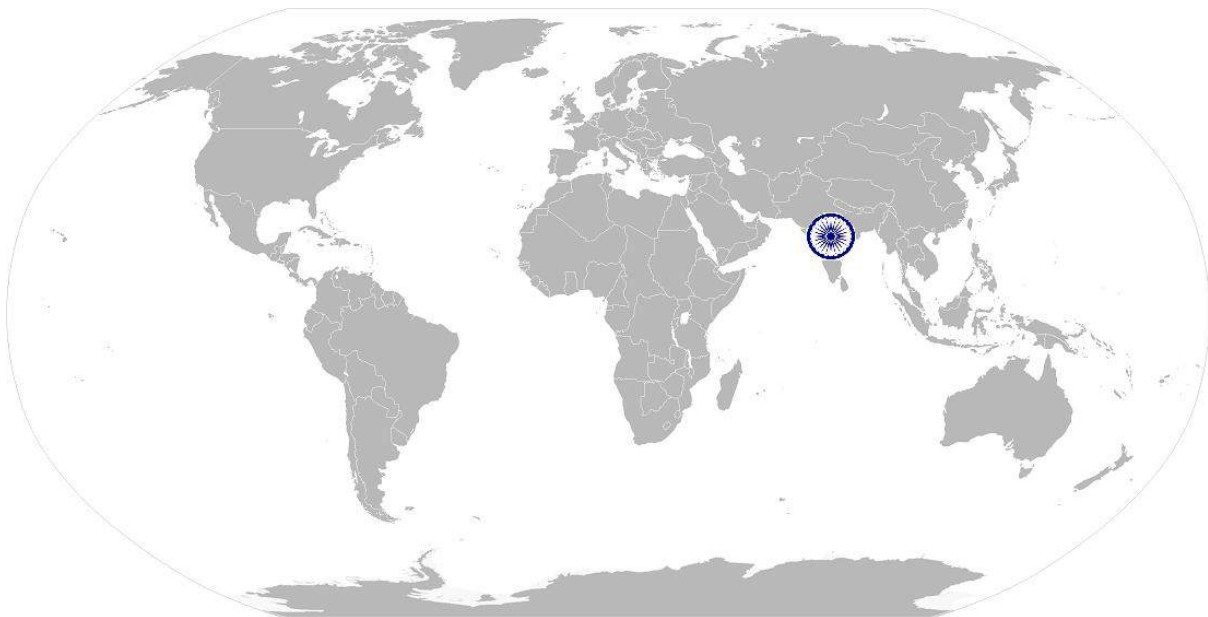
NOS Version Control

NOS Code	AMH/N0921		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Sourcing Manager	Next review date	21/03/16



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National Occupational Standard



Overview

This unit is about working as a Manager and evaluating team working to ensure spirited performance.

AMH/ N0922 Supervise and evaluate performance of subordinates

Unit Code	AMH/N0922
Unit Title (Task)	Supervise and evaluate performance of subordinates
Description	This NOS unit is about supervising and evaluating the performance of subordinates to ensure sustained and spirited performance by the team.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Supervise & evaluate and ensure & implement strict adherence on all activities performed by subordinates as per organizational guidelines
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Supervise and evaluate and ensure and implement strict adherence on all activities performed by subordinates as per organizational guidelines	PC1. Set goals and targets for its subordinates as per organizational directives PC2. Create quantified measures and metrics to analyze the performance delivered by subordinates PC3. Ensure and implement strict adherence of all activities performed by subordinates to organizational guidelines PC4. Conduct appraisal as per respective performance documents
Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Knowledge about organization's laid down procedure for performance appraisal system KA2. Knowledge about the organization's laid down norms regarding the work distribution/classification amongst subordinates
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge about different appraisal systems like qualitative, quantitative, teamwork, problem solving, etc. KB2. Knowledge about work targets for subordinates KB3. Knowledge about different tools to measure performance like KRA, etc.
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA1. Complete accurate well written work with attention to detail SA2. communicate with subordinates in writing when distributing work SA3. Keep a record of all the work distributed among the subordinates and their achievements with respect to the work assigned
	Reading Skills
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA4. read instructions, guidelines, procedures and rules SA5. Read and understand customer specifications SA6. read reviews from subordinates in terms of their requirements, queries and feedbacks

AMH/ N0922

Supervise and evaluate performance of subordinates

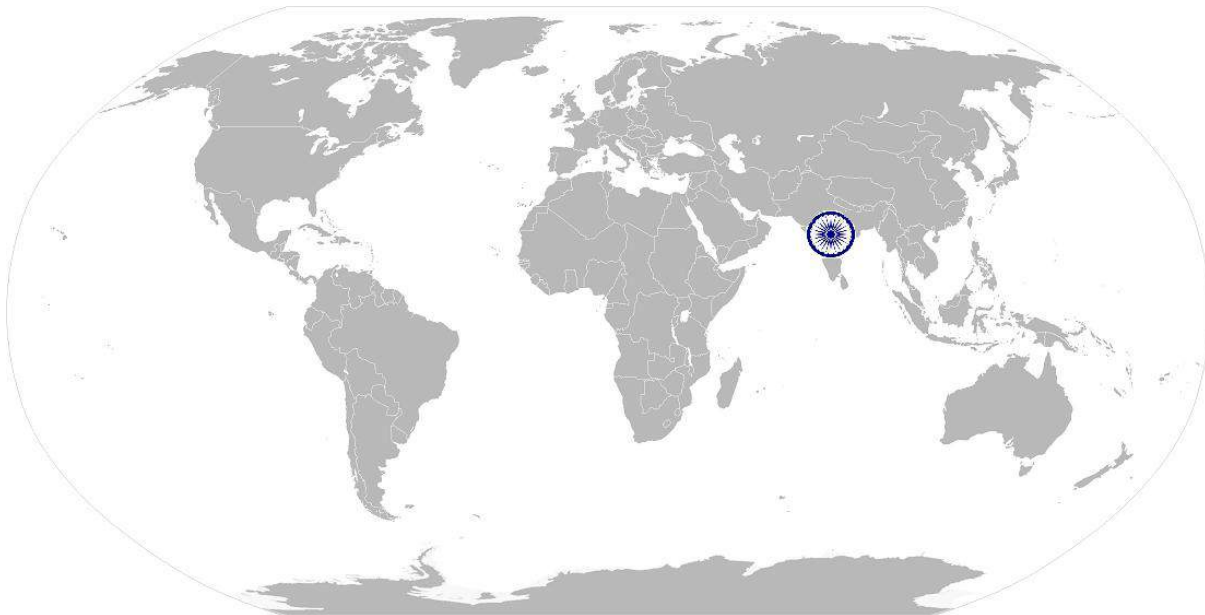
	SA7. read appraisal documents related with subordinate position
	SA8. read policies and regulations pertinent to the job
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand:
	SA9. interact with all subordinates to understand their requirements, queries and feedbacks on various aspects within the organization
	SA10. interact with organization's internal stakeholders to ensure efficient performance evaluation of the subordinates leading to higher levels of satisfaction and motivation
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand:
	SB1. Follow organization rule-based decision making process while distributing work among subordinates
	SB2. Take decision with systematic course of actions and/or response during appraisals
	Plan and Organize
	The user/individual on the job needs to know and understand:
	SB3. Plan and organize work distribution with respect to the target dates and guidelines
	SB4. Plan the appraisal of the subordinates once their target work is completed
	SB5. Plan the job distribution on the basis of the skill set of the workers
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB6. Distribute the task among workers on the basis of customer requirements
	SB7. Build customer understanding of trust and cooperativeness
	Problem Solving
The user/individual on the job needs to know and understand:	
SB8. Provide a detailed clarification to unclear workers	
SB9. Resolve conflicts among workers and build a healthy relationship among workers	
SB10. Communicate effectively with workers to understand their expectations and requirements as well	
Analytical Thinking	
The user/individual on the job needs to know and understand:	
SB11. Analyze the work done by each worker	
SB12. Analyze the workers' behavior amongst each other	
SB13. Analyze the worker's final contribution to the organization during appraisals	
Critical Thinking	
The user/individual on the job needs to know and understand:	
SB14. Critically evaluate working strategy adopted by the workers to complete their task	

AMH/ N0922 Supervise and evaluate performance of subordinates

	SB15. Critically evaluate the work done by the subordinates
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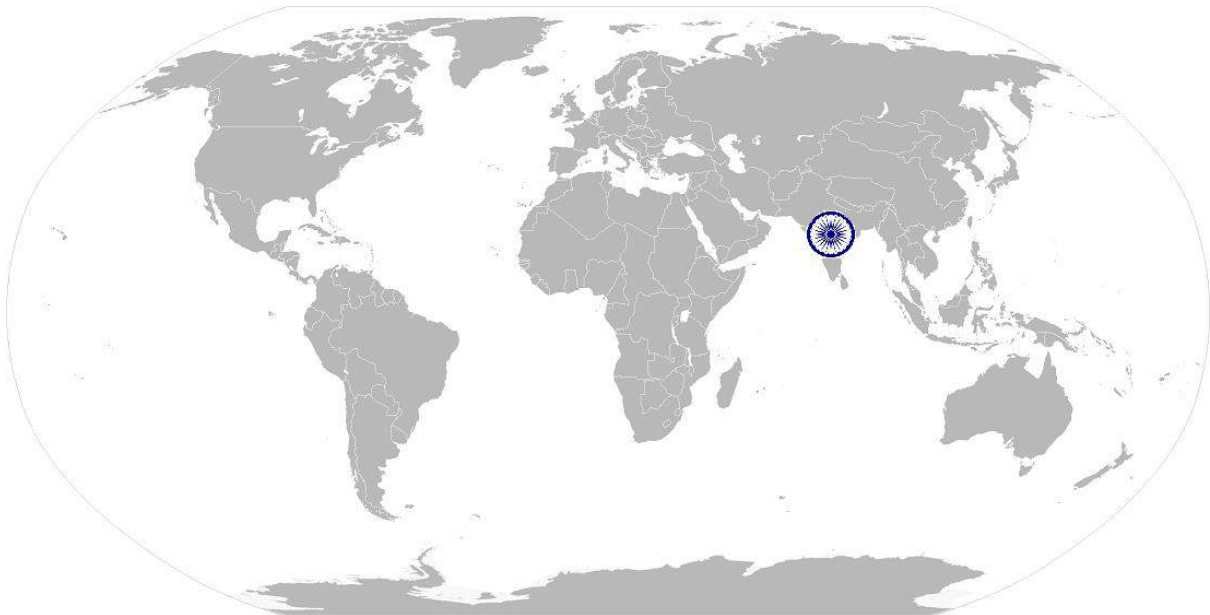
NOS Version Control

NOS Code	AMH/ N0922		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	21/03/15
Occupation	Sourcing Manager	Next review date	21/03/16



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National Occupational Standard



Overview

This unit is about defining process of maintaining records related to procurement of materials (fabrics and accessories).

AMH/ N0923

Maintain records about procurement of materials

National Occupational Standard	Unit Code	AMH/N0923
	Unit Title (Task)	Maintain records about procurement of materials
	Description	This unit is about identification, maintenance and managing of records related to procurement of materials (fabrics and accessories).
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Procedure for maintaining records and identifying and maintaining records for processes related to procurement
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Procedure for maintaining records and identifying and maintaining records for processes related to procurement	PC1. Adhere to work instructions defined for maintaining records of internal and external communications PC2. Maintain updated records of approved vendors PC3. Maintain records related to communications with suppliers PC4. Maintain records related to interdepartmental communications for material requirements PC5. Maintain records related to complaints for purchased items and follow up for compensation/resolving issues
	Knowledge and Understanding (K)	
	A. Organizational Context	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Knowledge about organization's procedures related to record keeping KA2. Knowledge about organization's procedures for disposal of old records
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge of Computer specially spreadsheet KB2. Knowledge for maintaining old records
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills	
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA1. write letters, memos, applications regarding team needs and performance in simple language SA2. update report for material movements SA3. write grievance/complaint application 	
	Reading Skills	
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA4. comprehend written instructions SA5. read any application sent by other colleagues and team members SA6. Read and record all the information provided by the suppliers SA7. Read and check the records maintained at regular intervals for future reference 	
	Oral Communication (Listening and Speaking skills)	
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA8. communicate with superior, colleagues and juniors appropriately SA9. Communicate appropriately with the subordinates while confirming the 	

AMH/ N0923

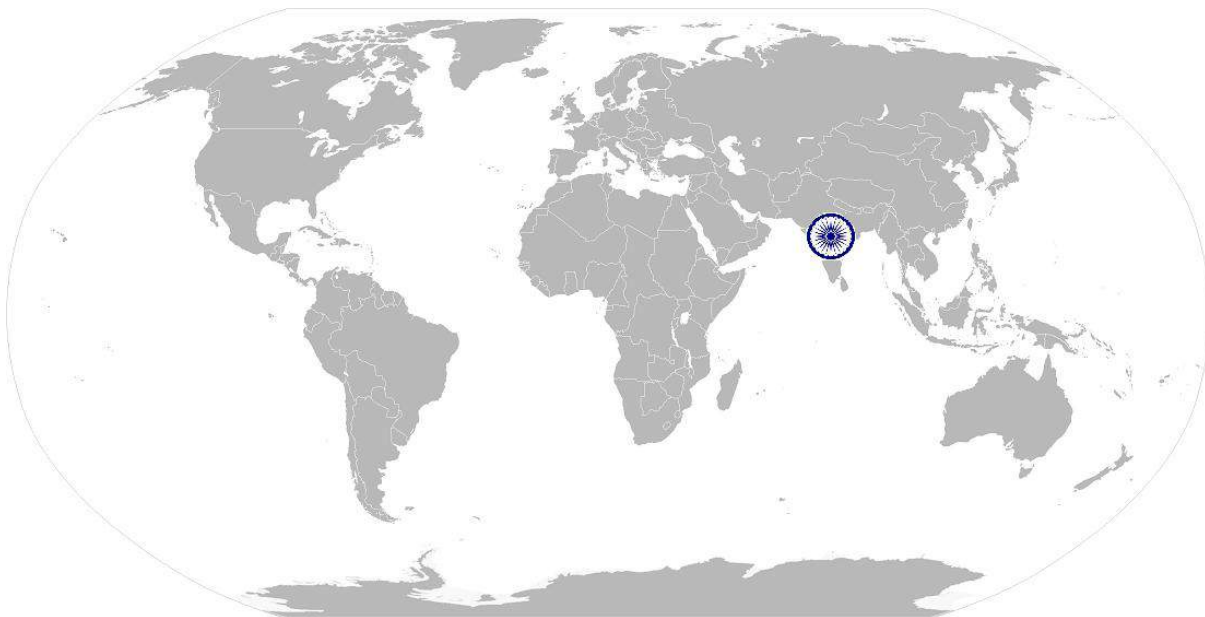
Maintain records about procurement of materials

	particulars that are to be mentioned in the record-keeping document
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand: SA1. Write letters, memos, applications regarding various recording needs of recording and communication of data/information related to records. SA2. update records for material transaction, communication, purchasing & procurement, material claims etc.
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. plan and organize the work to achieve shared objectives of the team SB4. Plan and organize the storage of the records for future reference SB5. Plan and organize the particulars that have to be entered in the record keeping document
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB6. Manage the records with the client's information as well for future reference SB7. build with customer a relationship of trust and cooperation in achieving team goal
	Problem Solving
	The user/individual on the job needs to know and understand: SB8. apply problem-solving approaches when facing problems in maintaining records SB9. seek clarification to problems from the concerned managers when in doubt
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB10. Identify root cause of problem split to utmost level of circumstances, personality etc. SB11. Analyze the inputs being put in the records and amendments being done
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB12. Critically evaluate the changes if being done SB13. Be critical while recording a new entry	

AMH/ N0923 Maintain records about procurement of materials

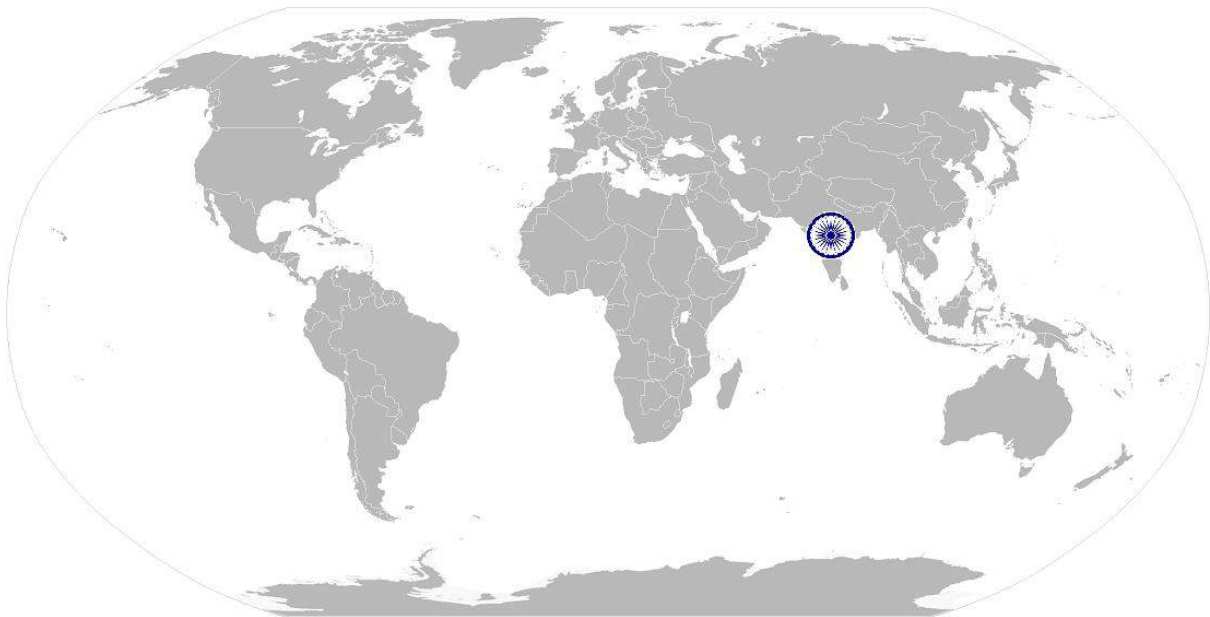
NOS Version Control

NOS Code	AMH/ N0923		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	21/03/15
Occupation	Sourcing Manager	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 maintain health, safety and security in the sourcing department.

AMH/N0924 Maintain health, safety and security in the sourcing department

National Occupational Standard

Unit Code	AMH/ N0924
Unit Title (Task)	Maintain health, safety and security in the sourcing department
Description	This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to maintain health, safety and security in the sourcing department
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Involves identifying environmental needs and requirement to the workplace, health and safety hazards and ensuring mechanism to safeguard against hazards
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Involves identifying environmental needs and requirement to the workplace, health and safety hazards and ensuring mechanism to safeguard against hazards	PC1. Keep vigilance for potential risks and threats associated with workplace and equipments like cutters, shears, adhesives, etc. PC2. Handle tools and equipments safely and securely PC3. Monitor the workplace and work processes for potential risks and threats like fire, physical injuries from sharp objects, etc. PC4. Ensure self and workers' participation in mock-drills/evacuation procedures organized at the workplace PC5. Ensure the workers undertake first-aid, fire-fighting and emergency response training
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: KA1. Knowledge about hazards related to damage to organization's assets and records like fire, shot circuit, etc. KA2. Knowledge about health and safety signage put in the organization
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Knowledge about different hazards at workplace like fire, etc. KB2. Knowledge and usage about the various safety equipments by self and subordinates like nose mask, 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: SA1. Write letters, memos, applications regarding various requirements of health and safety equipments SA2. Maintain records for any incident/accident that takes place
	Reading Skills
	The user/individual on the job needs to know and understand: SA3. comprehend written instructions related to health and safety SA4. Read, comprehend and follow the health and safety signage installed in the company
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand:

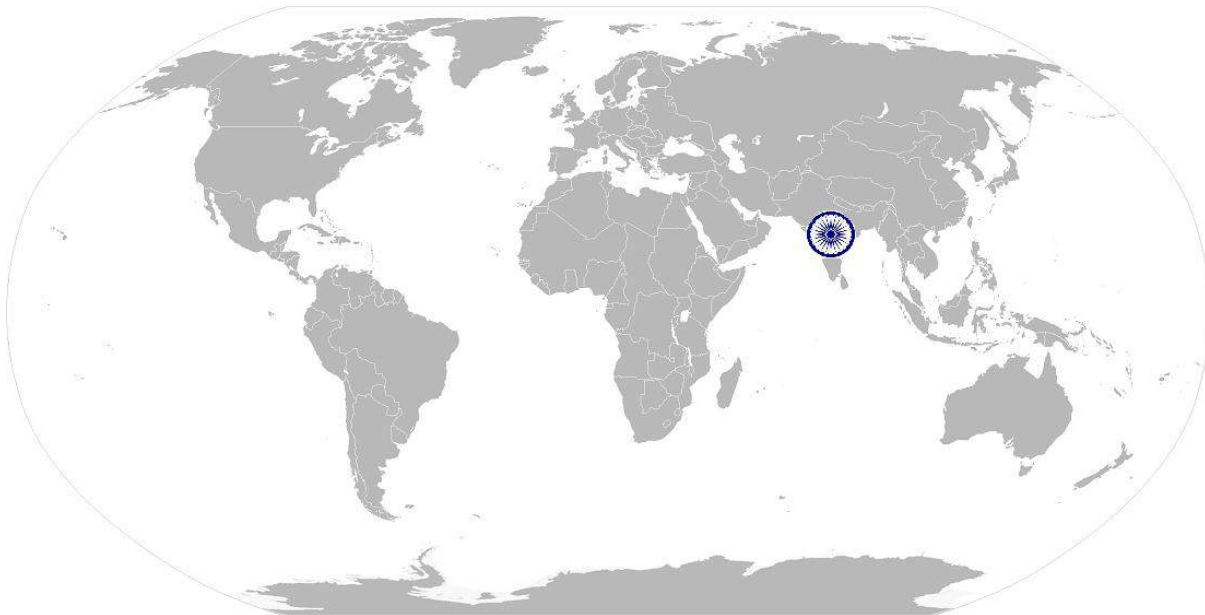
AMH/N0924

Maintain health, safety and security in the sourcing department

	SA5. communicate the importance of health and safety equipments and signage to subordinates
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand:
	SB1. Make appropriate and timely decision in responding to emergencies/ accidents in line with organization
	SB2. Evaluate and use correct PPE and other safety gear while at the workplace
	Plan and Organize
	The user/individual on the job needs to know and understand:
	SB3. Plan health and safety drills according to the required schedule
	SB4. Work with managers/workers to carry out health and safety measures
	SB5. Keep work area free from potential hazards like fire, shot circuit, etc.
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
SB6. Ensure and follow organizational procedures pertaining to health and safety are followed	
Problem Solving	
The user/individual on the job needs to know and understand:	
SB7. Resolve issues pertaining to malfunctions in machineries and report if required	
SB8. Take appropriate actions during emergencies, accidents or fire at the workplace	
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. Critically evaluate the root cause of any mishappening and the level of its impact	

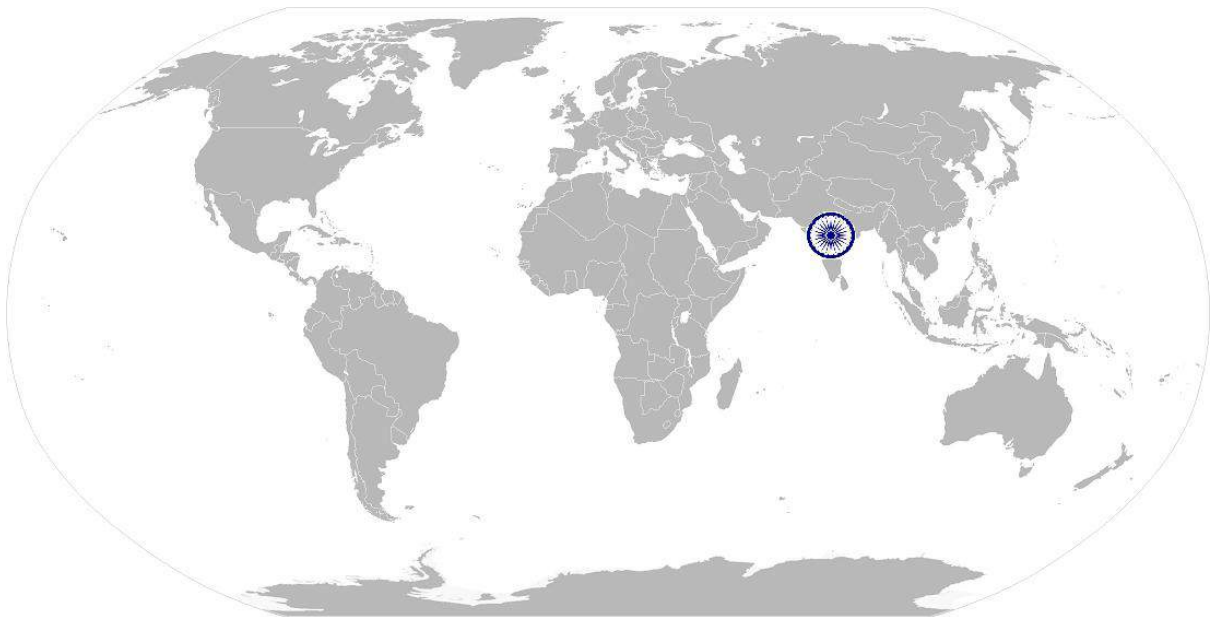
AMH/N0924 Maintain health, safety and security in the sourcing department
NOS Version Control

NOS Code	AMH/N0924		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	21/03/15
Occupation	Sourcing Manager	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, regulatory 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, regulatory 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 Manager or other authorized personnel PC3. Apply and follow these policies and procedures within your work practices PC4. Provide support to your Manager 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 KA5.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. SA4. Read in the local language as applicable

AMH/N0104 Comply with industry, regulatory and organizational requirements

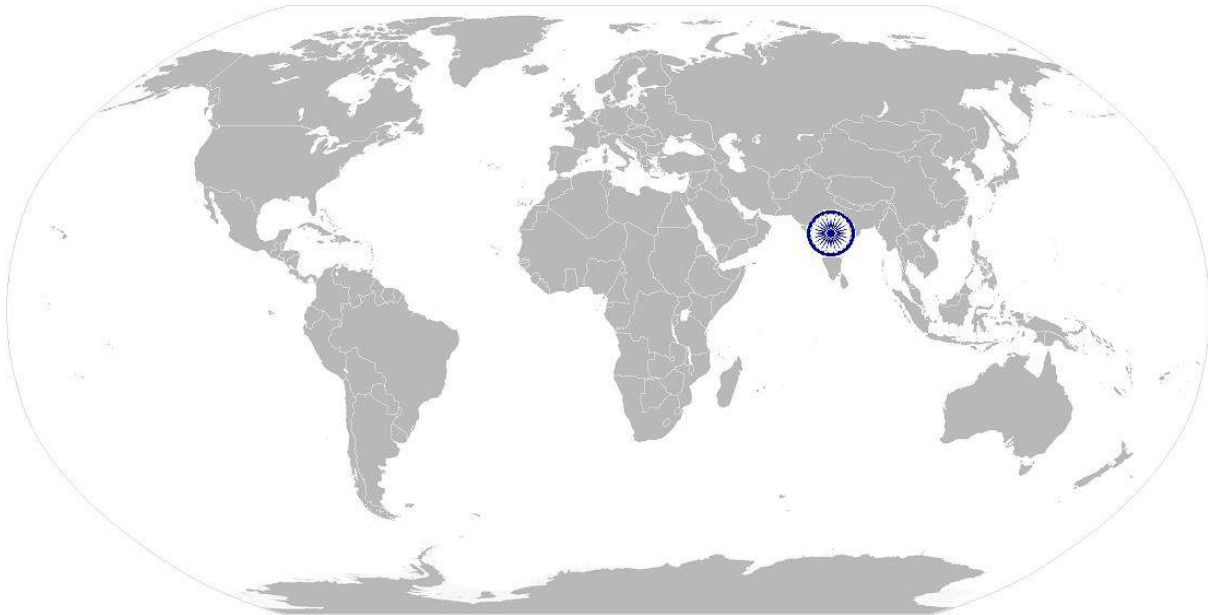
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	The user/individual on the job needs to know and understand how to: SA6. Positively influence the team members into following procedures
	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	Apparel, Made-ups and Home Furnishing	Last reviewed on	21/03/15
Occupation	Sourcing Manager	Next review date	21/03/16



Job Role Sourcing Manager

Qualification Pack AMH/Q0920

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/N0920 (Plan for the procurement of materials as per garment design requirements)	PC1. Work with team members and conduct general market research in various categories of garments, made-ups and home furnishing	75	9	2	6	1
	PC2. Collect information about sourcing needs for materials like fabrics, trims and accessories from designing and merchandising department		9	3	5	1
	PC3. Plan the procurement strategy		8	5	2	1
	PC4. Identify suppliers for materials like fabrics, trims and accessories		9	3	4	2
	PC5. Evaluate suppliers for the capability of supplying materials with respect to price, quality, quantity, etc.		10	4	5	1
	PC6. Estimate lead time and the quantity with respect to material procurement		5	3	1	1

	PC7. Negotiate with supplier to ensure the deal at a competitive price		8	2	5	1
	PC8. Assess, manage and mitigate risks associated with the procurement		6	1	4	1
	PC9. Identify the changes of balance in buyer supplier power by analyzing the forecasting and the trend		5	3	1	1
	PC10. Monitor and forecast upcoming levels of demand		3	2	1	0
	PC11. Perform cost analysis and its benchmark		3	2	1	0
			75	30	35	10
2. AMH/N0921 (Procure materials from national and international suppliers related to fabrics, trims and accessories)	PC1. Compare suppliers on various index defined in a matrix like supplier capability, lead time, cost, quality, potential to future needs etc. to seek a reliable supplier buyer partnership	85	18	8	9	1
	PC2. Identify and evaluate the logistic constraints related to procurement		15	7	7	1
	PC3. Ensuring a proper supplier contract is prepared covering important aspects such as returns, payment terms, etc.		18	9	8	1
	PC4. Follow-up with the supplier for delivery		17	3	13	1
	PC5. Supervise and ensure that the materials are delivered on time as per the supplier contract in the right quantity, quality, etc.		17	3	13	1
			85	30	50	5
3. AMH/N0922 (Supervise and Evaluate performance of subordinates)	PC1. Set goals and targets for its subordinates as per organizational directives	90	23	6	15	2
	PC2. Create quantified measures and metrics to analyze the performance delivered by subordinates		23	8	14	1

	PC3. Ensure and implement strict adherence of all activities performed by subordinates to organizational guidelines		23	3	19	1
	PC4. Conduct appraisal as per respective performance documents		21	8	12	1
			90	25	60	5
4. AMH/N0923 (Maintain records about procurement of materials)	PC1. Adhere to work instructions defined for maintaining records of internal and external communications	85	18	4	12	2
	PC2. Maintain updated records of approved vendors		15	4	9	2
	PC3. Maintain records related to communications with suppliers		17	6	9	2
	PC4. Maintain records related to interdepartment communications for material requirements		18	6	10	2
	PC5. Maintain records related to complaints for purchased items and follow up for compensation/resolving issues		17	5	10	2
			85	25	50	10
5. AMH/N924 (Maintain health, safety and security in the sourcing department)	PC1. Keep vigilance for potential risks and threats associated with workplace and equipments like cutters, shears, adhesives, etc.	30	6	1	4	1
	PC2. Handle tools and equipments safely and securely		5	1	3	1
	PC3. Monitor the workplace and work processes for potential risks and threats like fire, physical injuries from sharp objects, etc.		7	1	5	1
	PC4. Ensure self and workers' participation in mock-drills/evacuation procedures organized at the workplace		6	1	4	1

	PC5. Ensure the workers undertake first-aid, fire-fighting and emergency response training		6	1	4	1
			30	5	20	5
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	1	5	1
	PC2. Seek and obtain clarifications on policies and procedures, from your Manager or other authorized personnel		6	1	4	1
	PC3. Apply and follow these policies and procedures within your work practices		7	1	5	1
	PC4. Provide support to your Manager and team members in enforcing these considerations		7	1	5	1
	PC5. Identify and report any possible deviation to these requirements		8	1	6	1
	Total Marks		400	35	5	25
	Total	400	400	120	220	40