

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

Contact Us:

AMHSSC, Apparel House, Sector – 44, Institutional Area, Gurgaon 122003, Haryana
E-mail: ceo@sscamh.in



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Introduction

Qualifications Pack – Hand Embroiderer (Addawala)

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

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

OCCUPATION: Hand Embroiderer (Adda wala)

REFERENCE ID: AMH/Q1010

ALIGNED TO: NCO-2004 / 7436.15

The Hand embroiderer (Addawala) works in group to create design as per tracings (khaka) provided on to the fabric. They use hand embroidery along with stones and other similar elements to embellish the design.

Brief Job Description: Hand embroiderer (Addawala) is responsible for creating design along with the tracings done on to the fabric. The hand embroiderer uses variety of sewing techniques to create different kinds of embroidery stitches & effects such as Cross stitch, French knot stitch, Bullion knot stitch, Shade work, Appliqué work, English Smocking etc. as well as uses decorative stones to fix for embellishments. The job requires the hand embroiderer to have the skills to stitch a variety of Flat stitches, Loop stitches and Knotted stitches.

Personal Attributes: He/she should be hard working for long hours of sedentary work. He/she should have sense for aesthetics and eye for creativity, have good eyesight, hand-eyecoordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

Job Details	Qualifications Pack Code	AMH/Q1010		
	Job Role	Hand Embroiderer (Addawala)		
	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	25/05/15
	Occupation	Hand Embroidery	Next review date	21/03/16
NSQC Clearance on*	N.A			

Job Role	Hand Embroiderer (Addawala)
Role Description	This unit covers skills and knowledge required to perform the task of various types of hand embroidery like loop stitch, knotted stitch, flat stitch, etc. as per the khaka provided or with one's own creativity.
NSQF level	3
Minimum Educational Qualifications	Preferably, Standard V
Maximum Educational Qualifications	N.A.
Training (Suggested but not mandatory)	Preferably having some sewing knowledge and skills
Minimum Job Entry Age	18 years
Experience	Preferably having worked 1-2years in embroidery
National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> AMH/N1010 Plan and organize for process of hand embroidery (addawala) AMH/N1011 Carry out the process of embroidery as per customer requirements AMH/N1012 Maintain health, safety and security at the embroidery workplace (adda) AMH/N0102 Maintain workarea, tools and machines AMH/N0104 Comply with industry, regulatory and organizational requirements Optional: Not Applicable
Performance Criteria	As described in relevant OS units

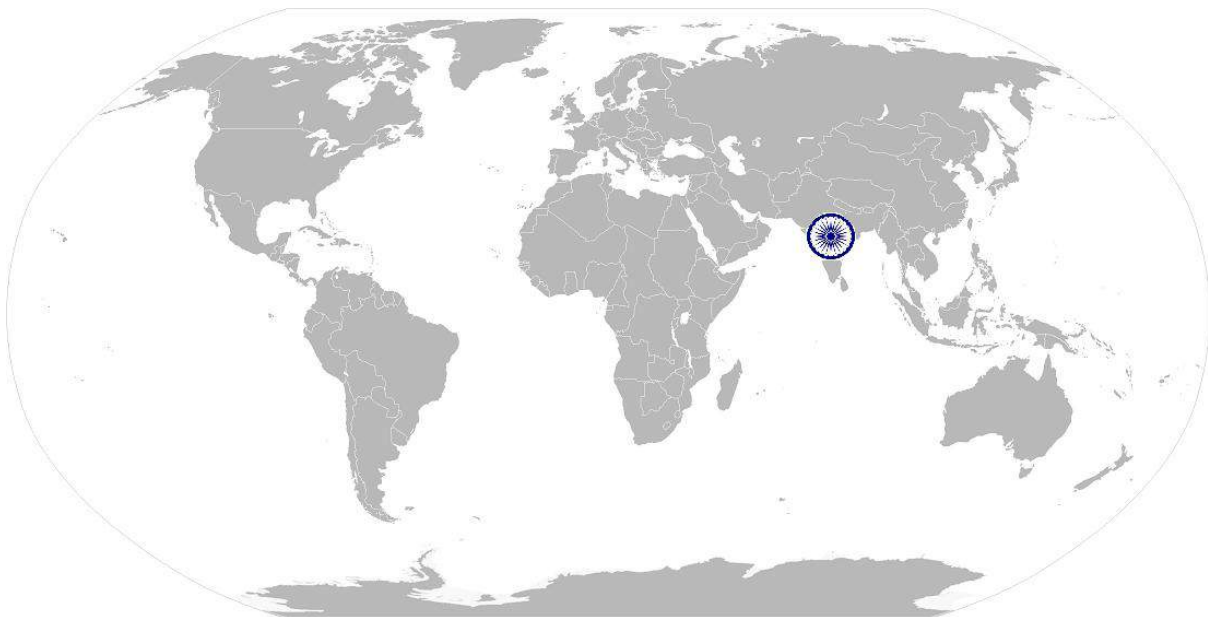
Keywords /Terms	Description	
Definitions	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived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

Context	and how it operates. It includes elements of operational knowledge contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
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.

Acronyms	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	

AMH/ N1010 Plan and organize for process of hand embroidery (addawala)

National Occupational Standard



Overview

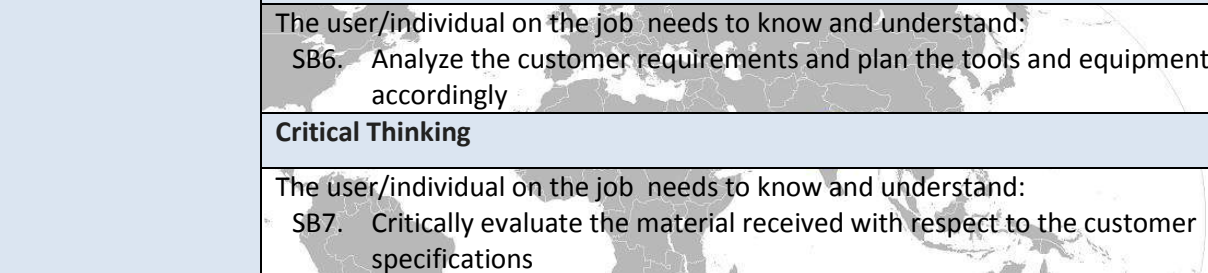
This unit is meant to capture skills, knowledge and personality attributes combined all together as set enabling one to carry out planning and organization of the process of hand embroidery with specific reference to adda.

AMH/ N1010 Plan and organize for process of hand embroidery (addawala)

National Occupational Standard

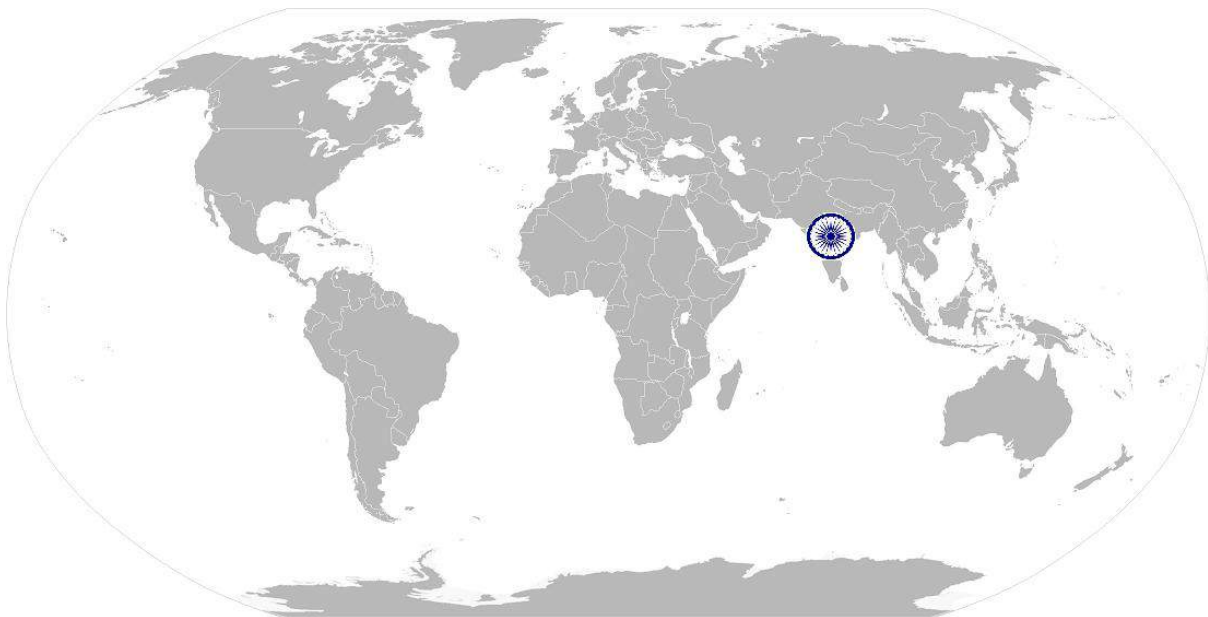
Unit Code	AMH/ N1010
Unit Title (Task)	Plan and organize for process of hand embroidery (addawala)
Description	This unit is about skills required to carry out the task of planning for process of hand embroidery.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> To plan for processes of embroidery and to organize the activities within the plan
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
To plan for processes of embroidery and to organize the activities within the plan	PC1. Inspect base fabric to check against presence of any objectionable defects PC2. Check tracing (khaka) for clarity of the markings (tracing lines) PC3. Check the fabric is fixed on the frames with requisite amount of tension or tautness PC4. Check availability of tools and accessories needed for embroidery
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. Basic knowledge about customer requirements/standards for design/motif KA2. Knowledge about organizing the plan to ensure the consumption of sequins, beads, threads, etc. is reduced to minimum KA3. Knowledge about the availability of equipments in the organization as per the style order received
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Knowledge of khaka making process KB2. Knowledge about the effect of fabric fixation on the process of embroidery KB3. Knowledge about fabric types, their trade names like georgette, cotton, satin, etc. and its impact on embroidery
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand: SA1. document records related to tools and equipments required for each style SA2. Document the styles being worked upon simultaneously for future reference
	Reading Skills
	The user/individual on the job needs to know and understand: SA3. read and comprehend written instructions related to the process of embroidery (adda work)
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA4. Seek clarifications from the concerned supervisor in case of any doubt
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand:

AMH/ N1010 Plan and organize for process of hand embroidery (addawala)

	SB1. follow organization rule-based decision making norms while planning all the tools and equipments for the hand embroidery work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. Plan and organize the pre-embroidery work to have a smooth workflow while physically performing the task of embroidery, hence meeting the targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand: SB3. Plan the tools, equipments and fabrics as per specifications
	Problem Solving
	The user/individual on the job needs to know and understand: SB4. Provide solutions in case of any fault in the order specifications SB5. Seek clarification from the concerned supervisor/co-workers when in doubt
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB6. Analyze the customer requirements and plan the tools and equipments accordingly
	Critical Thinking
The user/individual on the job needs to know and understand: SB7. Critically evaluate the material received with respect to the customer specifications	

AMH/ N1010 Plan and organize for process of hand embroidery (addawala)
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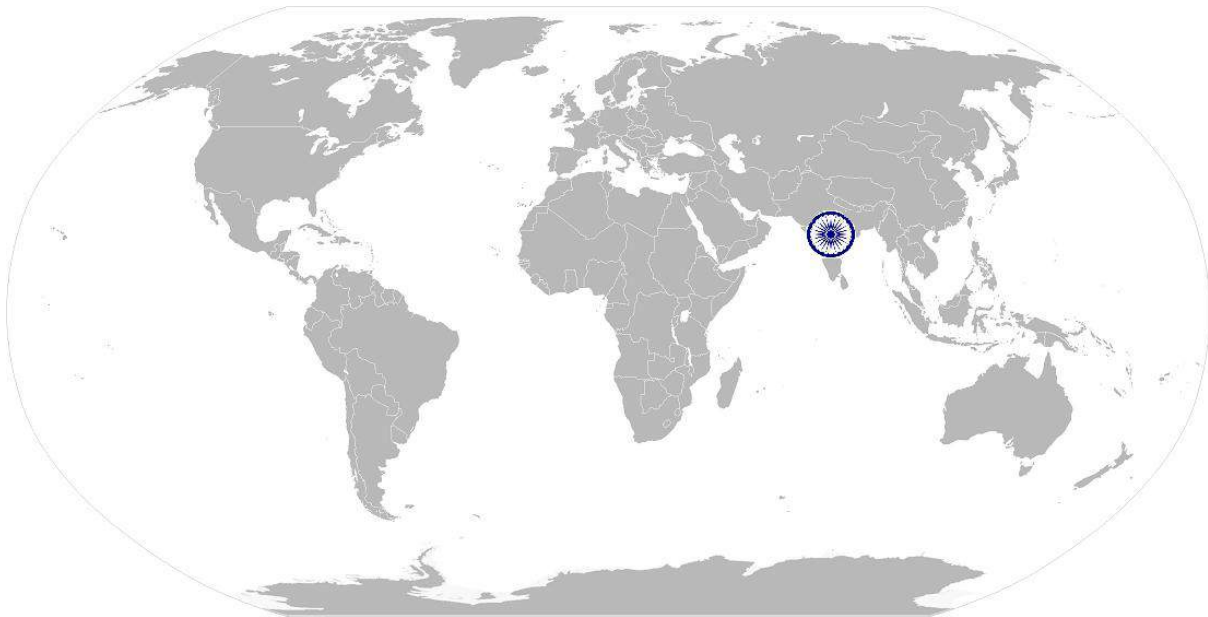
NOS Code	AMH/ N1010		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	25/05/15
Occupation	Hand Embroiderer	Next review date	21/03/16



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AMH/N1011 Carry out the process of embroidery as per customer requirements

National Occupational Standard



Overview

This NOS describes about skills and knowledge needed for carrying out the process of hand embroidery so as to meet customer specified requirement for design/motifs.

AMH/N1011 Carry out the process of embroidery as per customer requirements

National Occupational Standard

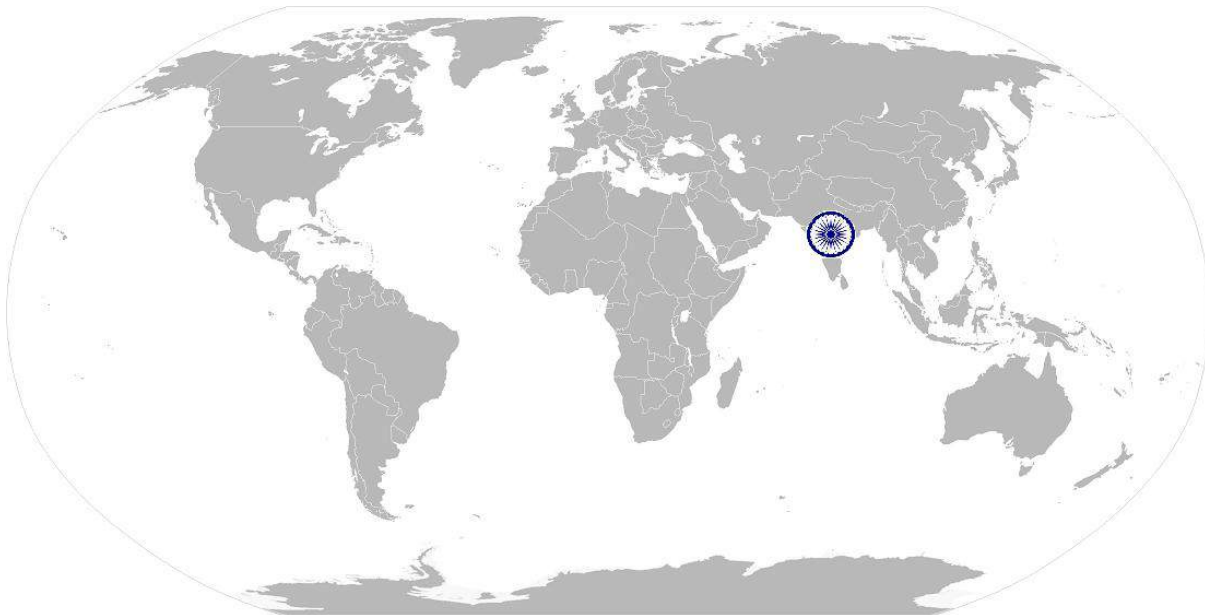
Unit Code	AMH/ N1011
Unit Title (Task)	Carry out the process of embroidery as per customer requirements
Description	This unit provides performance criteria, knowledge & understanding, skills &abilities required to embroider designs by using different stitches and work styles.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Carrying out the embroidery processes, techniques for using different types of hand embroidery stitches and checking for quality of embroidery works
Elements	Performance Criteria
Carrying out the embroidery processes, techniques for using different types of hand embroidery, stitches and checking for quality of embroidery works	<p>PC1. Trace the khakha on the fabric</p> <p>PC2. Select the appropriate needle and the thread according to the texture, fibre of the materials and the embroidery to be done.</p> <p>PC3. Check with the senior when unsure of the product details.</p> <p>PC4. Carry out flat stitches like back stitch, stem stitch, satin stitch, Kashmiri stitch etc.</p> <p>PC5. Carry out loop stitches like chain stitch, button hole stitch, blanket stitch, etc.</p> <p>PC6. Carry out sequins work and knotted stitch like French knot, double knot, etc.</p> <p>PC7. Check to ensure the embroidery matches with the design as per sample given</p> <p>PC8. Check the embroidery is free from defects like skip stitch, loose stitch, etc.</p> <p>PC9. Check the embroidered piece is free from surface defects like oil stains, dirt stains, etc.</p> <p>PC10. Minimise and dispose the waste materials in the approved and appropriate manner.</p> <p>PC11. Respond appropriately if the embroidery does not match the specifications of the product.</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 of operating the process which ensures higher productivity KA2. Knowledge about the value of the hand embroidery being done in terms of costing of the product
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge of different types of stitches like flat stitches, looped stitches, knotted stitches, etc. KB2. Knowledge of using combinations of embroidery techniques like cross stitch, tapestry stitch, etc. KB3. Knowledge of needle types with respect to the stitch types KB4. Identification of defects arising due to embroidery process like loose stitch, skip stitch, etc. KB5. Knowledge of rectifying embroidery stitching defects KB6. Identification of defects arising due to embroidery faulty tools and materials
Skills (S)	
A. Core Skills/	Writing Skills

AMH/N1011 Carry out the process of embroidery as per customer requirements

Generic Skills	The user/individual on the job needs to know and understand: SA1. Document the embroidery specifications style wise
	Reading Skills
	The user/individual on the job needs to know and understand: SA2. read and comprehend written instructions received in the job card and act accordingly
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	The user/individual on the job needs to know and understand: SA3. Communicate with superiors and co-workers appropriately SA4. Convey detailed information to supervisors/co-workers
	Decision Making
	The user/individual on the job needs to know and understand: SB1. Decide working process to perform the task of embroidery that gives a faster output
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. Plan and organize the process of embroidery to meet the target dates and deadlines SB3. Organize the material requirements simultaneously while embroidering the fabric panels to avoid delay in the work
	Customer Centricity
	The user/individual on the job needs to know and understand: SB4. Develop the embroidered designs as per the customer specifications/approved sample received
	Problem Solving
	The user/individual on the job needs to know and understand: SB5. Try and rectify the problems arising while embroidering the panels like loose stitches, etc. SB6. Seek clarifications from the concerned supervisor/co-workers with regard to the embroidery process
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB8. Analyze the embroidered piece with the customer specifications/approved sample received SB9. Analyze the reason behind the problems arising during embroidery like loose stitches, fabric yarn breakage, etc.
	Critical Thinking
	The user/individual on the job needs to know and understand: SB9. Critically evaluate the embroidery process with the job card received SB10. Be critical while performing the embroidery task to better the workflow and the quality

AMH/N1011 Carry out the process of embroidery as per customer requirements
NOS Version Control

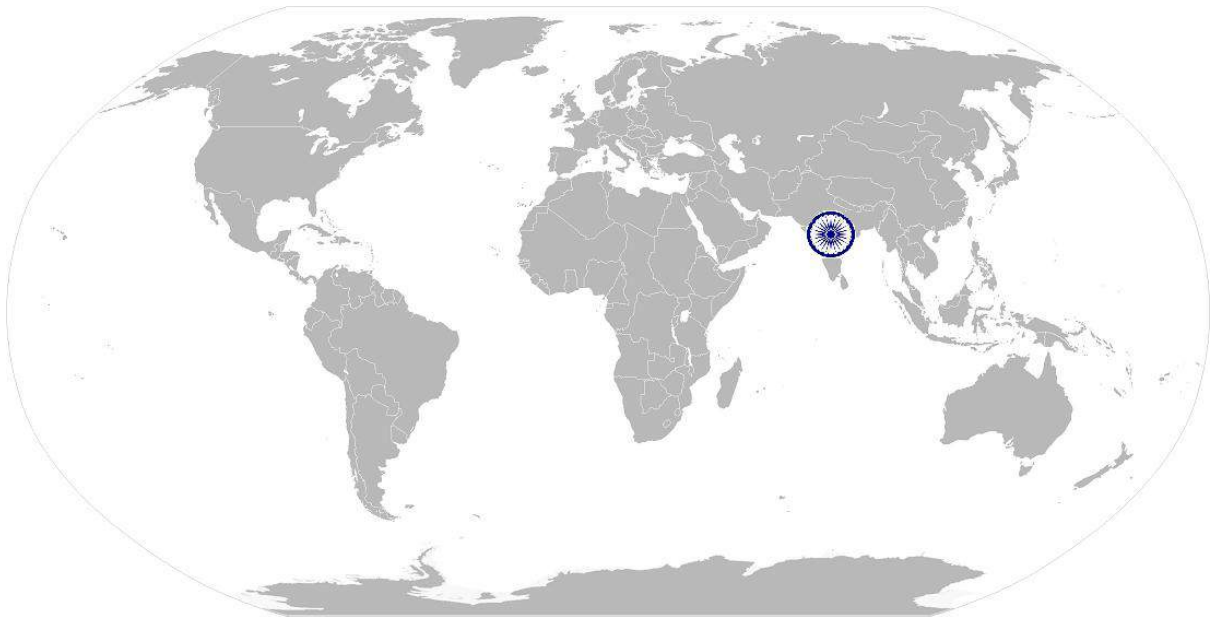
NOS Code	AMH/ N1011		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	25/05/15
Occupation	Hand Embroiderer	Next review date	21/03/16



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AMH/N1012 Maintain health, safety and security at the embroidery workplace (adda)

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to ensure the health, safety and security in the workarea is maintained properly.

AMH/N1012 Maintain health, safety and security at the embroidery workplace (adda)

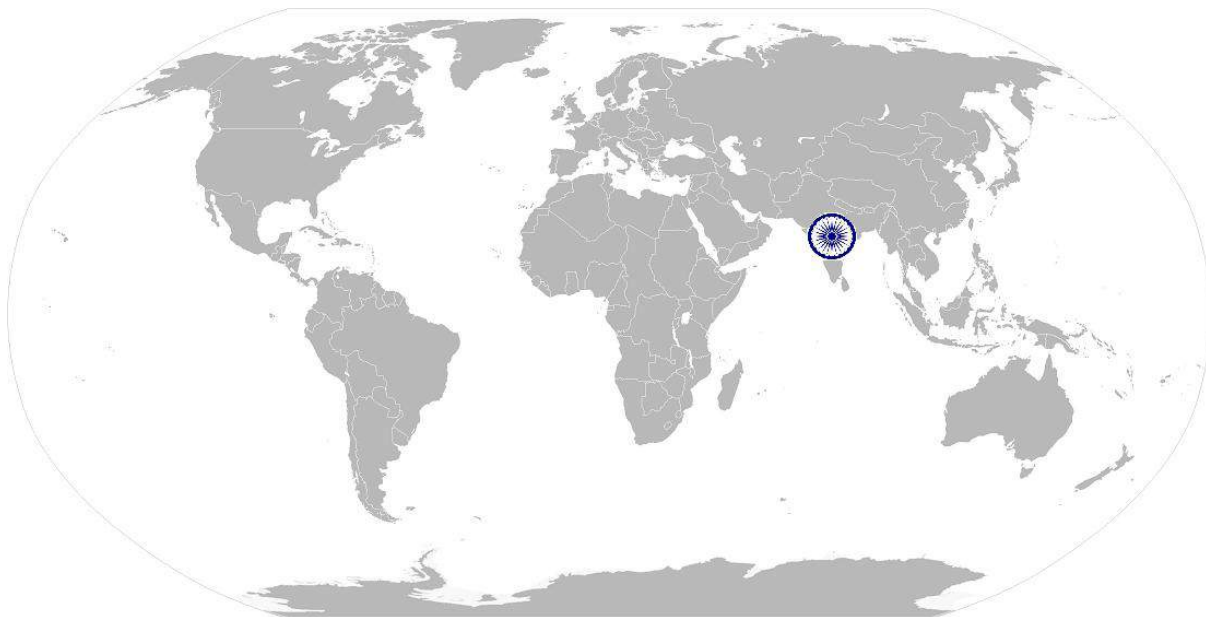
National Occupational Standard	Unit Code	AMH/ N1012
	Unit Title (Task)	Maintain health, safety and security at the embroidery workplace (adda)
	Description	This unit provides performance criteria, knowledge & understanding, skills &abilities required to check and ensure the embroidery workarea is safe and secure.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> The elements of health, safety, and security concerns related to the embroidery workplace
	Performance Criteria(PC) w.r.t the Scope	
	Elements	Performance Criteria
	The elements of health, safety and security concerns related to the embroidery workplace	PC1. Ensure safe and secure handling of needles, pins, beads, sequins, etc. PC2. Ensure storage of materials and equipments in line with manufacturer's and organizational requirements PC3. Check the workplace and work processes for potential risks and threats like fire, physical injuries, etc. PC4. Participate in mock-drills/evacuation procedures organized at the workplace PC5. 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 the layout of the work area and details of emergency exits, escape routes, etc.
	B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Knowledge of various personal protective equipments like nose masks, thimbles, etc. KB2. Knowledge of hazards associated with materials and processes like needles, nails or pins, etc.
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills	
	The user/ individual on the job needs to know and understand how to: SA1. Document records in case of any incident/accident that occurs in the embroidery workplace	
	Reading Skills	
	The user/individual on the job needs to know and understand: SA2. Read and comprehend instructions related to health and safety SA3. Read, understand and follow the health, safety and cleanliness signage put in the organization	
Oral Communication (Listening and Speaking skills)		
The user/individual on the job needs to know and understand: SA4. Seek information appropriately in order to understand the requirements and concerns of health and safety		

AMH/N1012 Maintain health, safety and security at the embroidery workplace (adda)

	SA5. Use correct technical terms while discussing safety and security with the supervisor/co-workers
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. Use correct personal protective equipments and other safety gear like nose masks, thimbles, etc. while at the workplace
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. Work with supervisors/co-workers to carry out health and safety measures SB4. Plan health and safety drills according to the required schedule 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. Take appropriate actions during emergencies at the workplace SB8. Resolve issues pertaining to malfunctions in tools and equipments and report if required
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB9. Identify emergency situations SB10. Analyze the cause for an emergency situation for personal understanding
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	

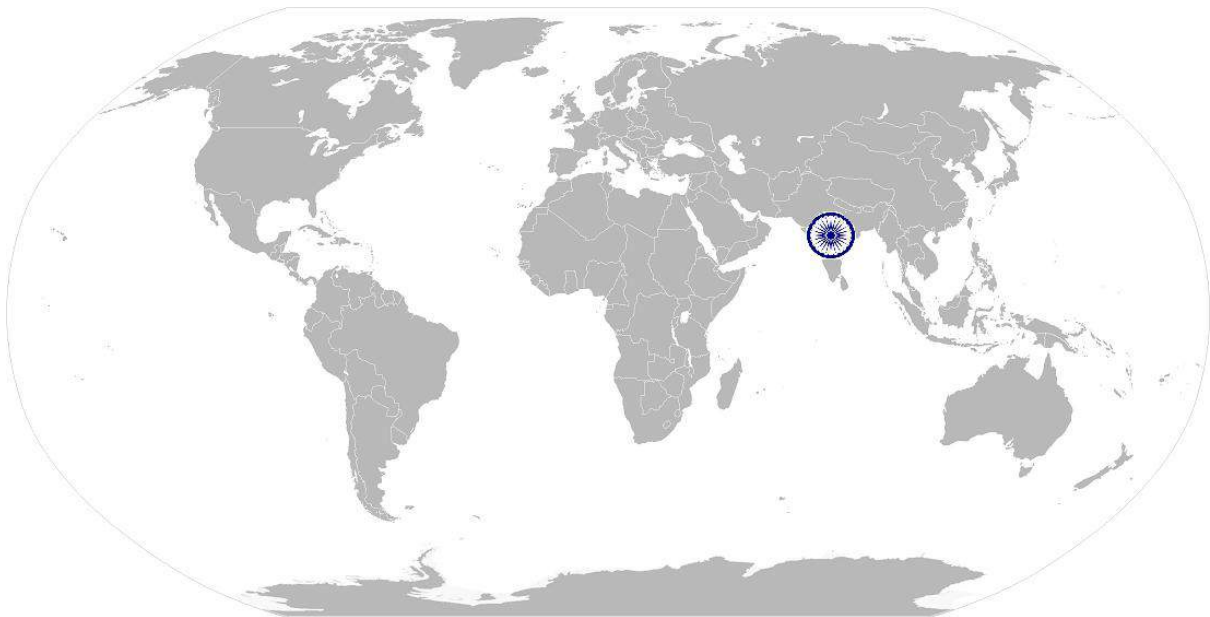
AMH/N1012 Maintain health, safety and security at the embroidery workplace (adda)
NOS Version Control

NOS Code	AMH/ N1012		
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	25/05/15
Occupation	Hand Embroiderer	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 to organize/ maintain activities to ensure tools, equipments and machines are maintained as per norms.

AMH/ N0102

Maintain workarea, tools and machines

National Occupational Standard	Unit Code	AMH/ N0102
	Unit Title (Task)	Maintain workarea, tools and machines
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Maintain the work area tools, and machines
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Maintain the workarea tools and machines	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Handle materials, machinery, equipment and tools safely and correctly</p> <p>PC2. Use correct lifting and handling procedures</p> <p>PC3. Use materials to minimize waste</p> <p>PC4. Maintain a clean and hazard free working area</p> <p>PC5. Maintain tools and equipment</p> <p>PC6. Carry out running maintenance within agreed schedules</p> <p>PC7. Carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. Report unsafe equipment and other dangerous occurrences</p> <p>PC9. Ensure that the correct machine guards are in place</p> <p>PC10. Work in a comfortable position with the correct posture</p> <p>PC11. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. Dispose of waste safely in the designated location</p> <p>PC13. Store cleaning equipment safely after use</p> <p>PC14. Carry out cleaning according to schedules and limits of responsibility</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. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organizational procedures</p> <p>KA3. Limits of your own responsibility</p> <p>KA4. Ways of resolving with problems within the work area</p> <p>KA5. The production process and the specific work activities that relate to the whole process</p> <p>KA6. The importance of effective communication with colleagues</p> <p>KA7. The lines of communication, authority and reporting procedures</p> <p>KA8. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. The company's quality standards</p> <p>KA10. The importance of complying with written instructions</p> <p>KA11. Equipment operating procedures / manufacturer's instructions</p>
	B. Technical	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p>

AMH/ N0102

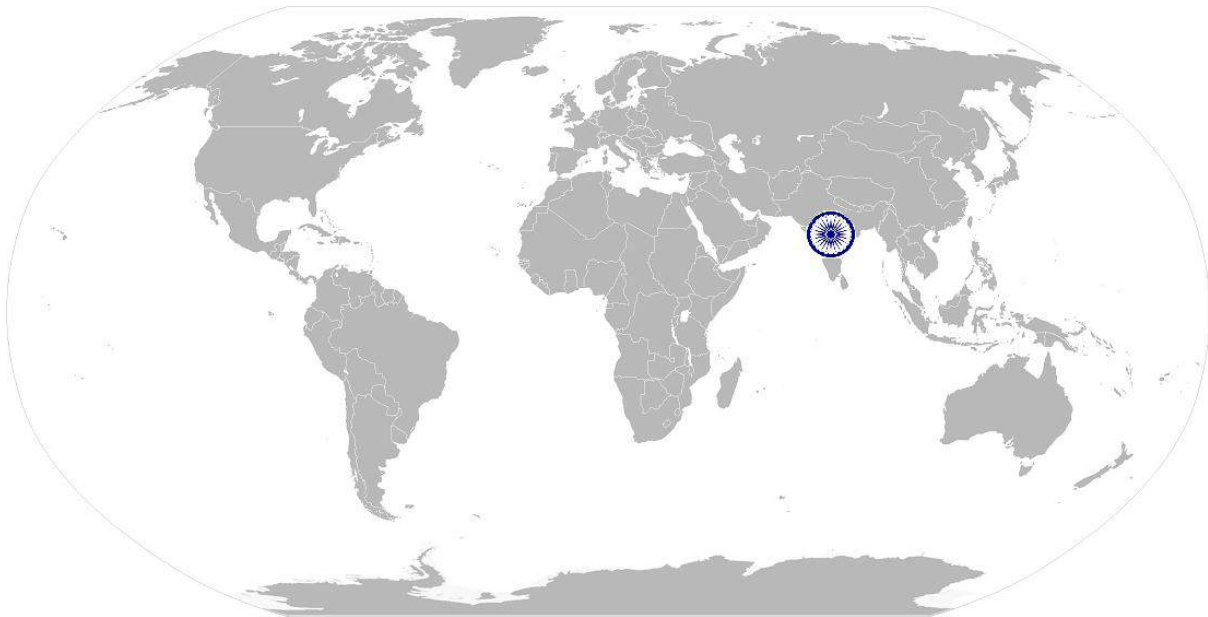
Maintain workarea, tools and machines

Knowledge	<p>KB2. Method to make use of the information detailed in specifications and instructions</p> <p>KB3. Relation between work role and the overall manufacturing process</p> <p>KB4. The importance of taking action when problems are identified</p> <p>KB5. Different ways of minimizing waste</p> <p>KB6. The importance of running maintenance and regular cleaning</p> <p>KB7. Effects of contamination on products i.e. Machine oil, dirt</p> <p>KB8. Common faults with equipment and the method to rectify</p> <p>KB9. Maintenance procedures</p> <p>KB10. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB11. Different types of cleaning equipment and substances and their use</p> <p>KB12. Safe working practices for cleaning and the method of carrying them out</p>
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: 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: SA2. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards, etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Speak and communicate effectively to peers and supervisors SA5. Give clear instructions to co-workers, subordinates, others SA6. Use correct technical term while interacting with supervisor
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Take appropriate decisions regarding to responsibilities SB2. Assess for any damage/faulty component in the concerned machinery and take action accordingly SB3. Evaluate the decision and conduct basic trouble shooting
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB4. Plan and manage work routine based on company procedure SB5. Work with supervisors/team mates to carry out work related tasks SB6. Plan for cleaning and lubricating the concerned machinery daily SB7. Plan for cleaning the concerned tools and workplace daily before and after operations
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB8. Ensure and follow organizational procedures pertaining to health and safety are followed

AMH/ N0102

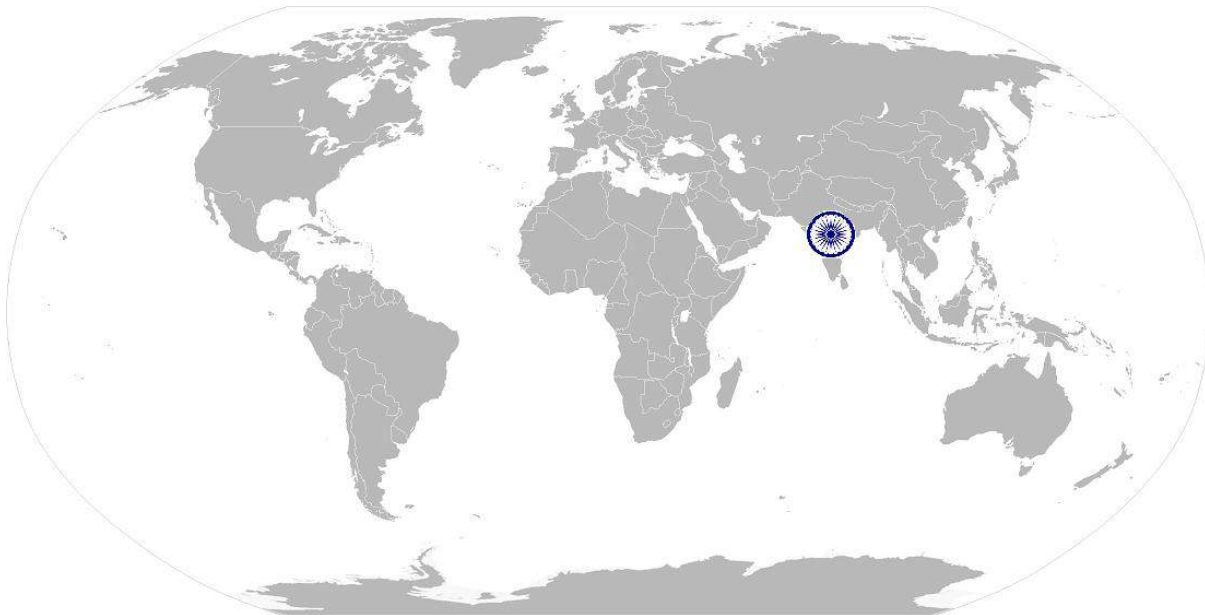
Maintain workarea, tools and machines

	Problem Solving
	The user/individual on the job needs to know and understand how to: SB9. Solve operational role related issues
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB10. Diagnose common problems in the machine based on visual inspection, sound, temperature, etc.
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB11. Analyze, evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently



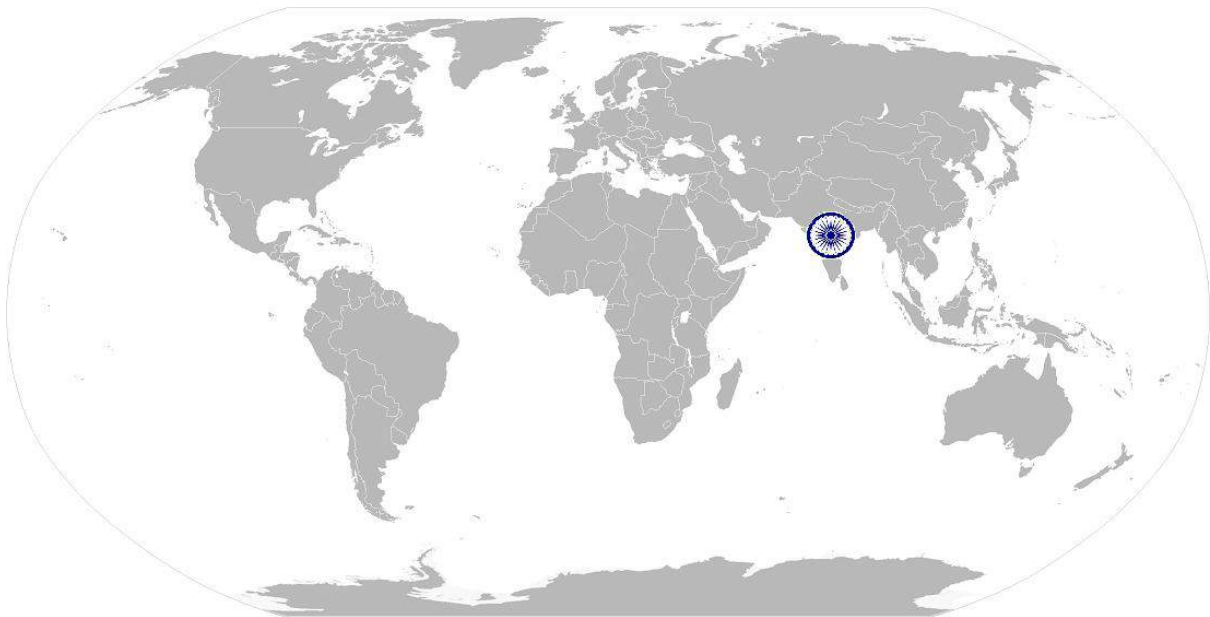
AMH/ N0102 Maintain workarea, tools and machines
NOS Version Control

NOS Code	AMH/N0102		
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	25/05/15
Occupation	Hand Embroiderer	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, 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 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

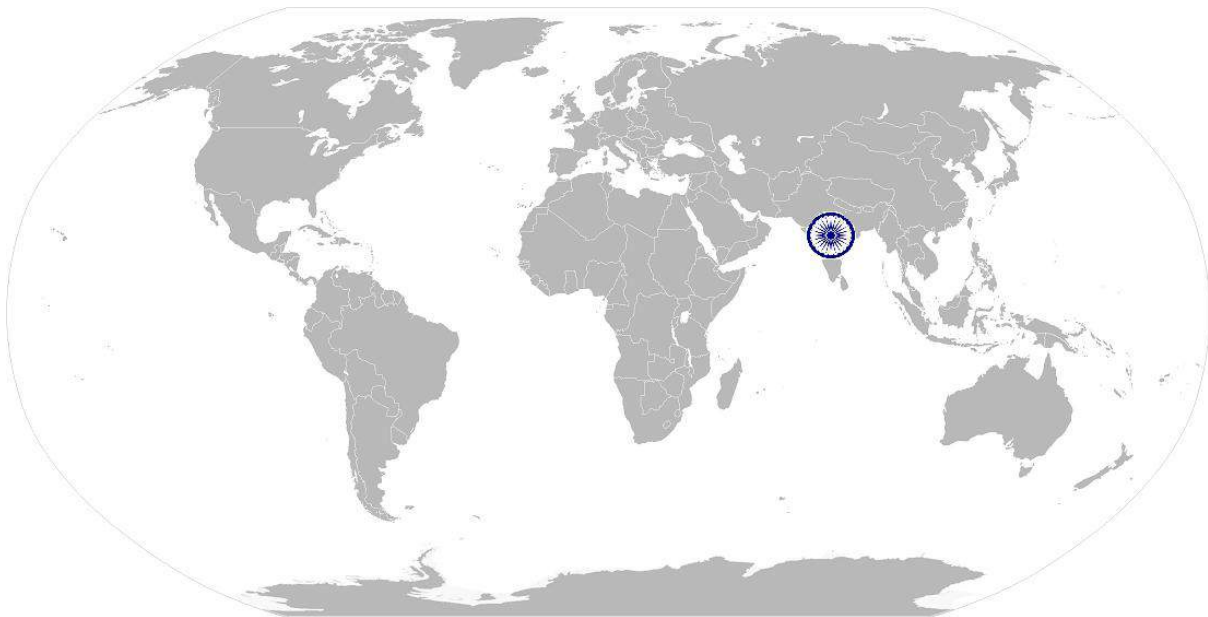
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	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. Positively influence the team members into following procedures
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Take appropriate decisions related to responsibilities
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. Plan and manage work routine based on company procedure
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. Ensure and follow organizational procedures and policies
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. Evaluate and seek and obtain clarification from the superiors
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. Apply balanced judgment to different situations
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB6. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

AMH/N0104 Comply with industry, regulatory and organizational requirements

NOS Version Control

NOS Code	AMH/N0104		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	25/05/15
Occupation	Hand Embroiderer	Next review date	21/03/16



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Hand Embroiderer (Addawala)

Qualification Pack AMH/Q1010

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 50% 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/N1010 (Plan and organize the process of hand embroidery (adda wala))	PC1. Inspect base fabric to check against presence of any objectionable defects	90	25	6	17	2
	PC2. Check tracing (khaka) for clarity of the markings (tracing lines)		23	5	16	2
	PC3. Check the fabric is fixed on the frames with requisite amount of tension or tautness		25	8	16	1
	PC4. Check availability of tools and accessories needed for embroidery		17	5	11	1
			90	24	60	6
2. AMH/N1011 (Carry out the process of embroidery as per customer requirements)	PC1. Trace the khakha on the fabric	110	11	4	7	0
	PC2. Select the appropriate needle and the thread according to the texture, fibre of the materials and the embroidery to be done		12	3	7	2

	PC3. Check with the senior when unsure of the product details		12	5	5	2
	PC4. Carry out flat stitches like back stitch, stem stitch, satin stitch, Kashmiri stitch, etc.		13	3	9	1
	PC5. Carry out loop stitches like chain stitch, button hole stitch, blanket stitch, etc.		13	3	9	1
	PC6. Carry out sequins work and knotted stitch like French knot, double knot, etc.		13	3	9	1
	PC7. Check to ensure the embroidery matches with the design as per sample given		7	2.5	4	0.5
	PC8. Check the embroidery is free from defects like skip stitch, loose stitch, etc.		7	2.5	4	0.5
	PC9. Check the embroidered piece is free from surface defects like oil stains, dirt stains, etc.		7	2.5	4	0.5
	PC10. Minimise and dispose the waste materials in the approved and appropriate manner		7	2.5	4	0.5
	PC11. Respond appropriately of the embroidery does not match the specifications of the product		8	3	4	1
			110	34	66	10
3. AMH/N1012 (Maintain health, safety and security at the embroidery workplace (adda))	PC1. Ensure safe and secure handling of needles, pins, beads, sequins, etc.	30	6	2	3	1
	PC2. Ensure storage of materials and equipments in line with manufacturer's and organizational requirements		5	2	2	1
	PC3. Check the workplace and work processes for potential risks and threats like fire, physical injuries, etc.		7	3	3	1
	PC4. Participate in mock-drills/evacuation procedures organized at the workplace		6	2	3	1
	PC5. Undertake first-aid, fire-fighting and emergency response training		6	2	3	1

			30	11	14	5
4. AMH/N0102 (Maintain workarea, tools and machines)	PC1. Handle materials, machinery, equipment and tools safely and correctly	40	3	1	2	0
	PC2. Use correct lifting and handling procedures		3	1	2	0
	PC3. Use materials to minimize waste		3	1	1	1
	PC4. Maintain a clean and hazard free working area		3	0	2	1
	PC5. Maintain tools and equipments		2	0	2	0
	PC6. Carry out running maintenance within agreed schedules		4	1	2	1
	PC7. Carry out maintenance and/or cleaning within one's responsibility		2	0	2	0
	PC8. Report unsafe equipment and other dangerous occurrences		3	2	1	0
	PC9. Ensure that the correct machine guards are in place		3	1	2	0
	PC10. Work in a comfortable position with the correct posture		2	0	2	0
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		4	1	2	1
	PC12. Dispose of waste safely in the designated location		2	0	2	0
	PC13. Store cleaning equipment safely after use		2	0	2	0
	PC14. Carry out cleaning according to schedules and limits of responsibility		4	1	2	1
		40	9	26	5	
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	30	6	2	3	1
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		5	2	2	1

	PC3. Apply and follow these policies and procedures within your work practices		5	2	3	0
	PC4. Provide support to your supervisor and team members in enforcing these considerations		7	3	3	1
	PC5. Identify and report any possible deviation to these requirements		7	3	3	1
	Total Marks	300	30	12	14	4
			300	90	180	30