

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR A MERCHANDISER

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



Contents

1. Introduction and Contents.....P.1
2. Qualifications Pack.....P.2
3. Glossary of Key Terms.....P.3
4. NOS Units.....P.5

Introduction

Qualifications Pack – Merchandiser

SECTOR: APPAREL, MADE-UP'S AND HOME FURNISHING

SUB-SECTOR: APPAREL

OCCUPATION: MERCHANDISING

REFERENCE ID: AMH/Q0901

ALIGNED TO: NCO-2004 /7436.90

Brief Job Description: The Merchandiser plays a major role right from order booking process to Shipment. The critical role of merchandising department can be divided into three major heads: Order Booking Process, Product Development Process and Pre – Production Process.

Personal Attributes: A merchandiser needs to thrive in a fast-paced environment and should be able to take up challenges and think critically. He/she needs to have effective communication skills, be a good team player, should be able to work well under pressure and have Interest in analysing data with skills in MS Office.

Contact Us:

AMH-SSC

E-mail:

ceo@sscamh.com

Job Details	Qualifications Pack Code	AMH/Q 0901		
	Job Role	Merchandiser		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-Up's and Home Furnishing	Drafted on	12/08/14
	Sub-sector	Apparel	Last reviewed on	17/10/14
	Occupation	Merchandising	Next review date	30/12/15
	NSQC Clearance On*	18/06/15		

Job Role	Merchandiser
Role Description	This unit covers the skills and knowledge to develop merchandising plans for fashion products
NSQF level	5
Minimum Educational Qualifications	Graduate, preferably
Maximum Educational Qualifications	Masters in Apparel Manufacturing & Merchandising
Training (Suggested but not mandatory)	NA
Minimum Job Entry Age	18 years
Experience	1-2 years of work experience/internship in apparelfeld(product development, production), preferably
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> AMH/N0901 (Analyze Product) AMH/N0902(Establish merchandising objectives) AMH/N0903 (Develop and present merchandising plan) AMH/N0904 (Organize and coordinate for pre- production) AMH/N0905(Factory Coordination and managing shipment) AMH/N0103 (Maintain health, safety and security at workplace) <p>Optional: Not Applicable</p>
Performance Criteria	As described in the relevant OS units

Glossary of Key Terms

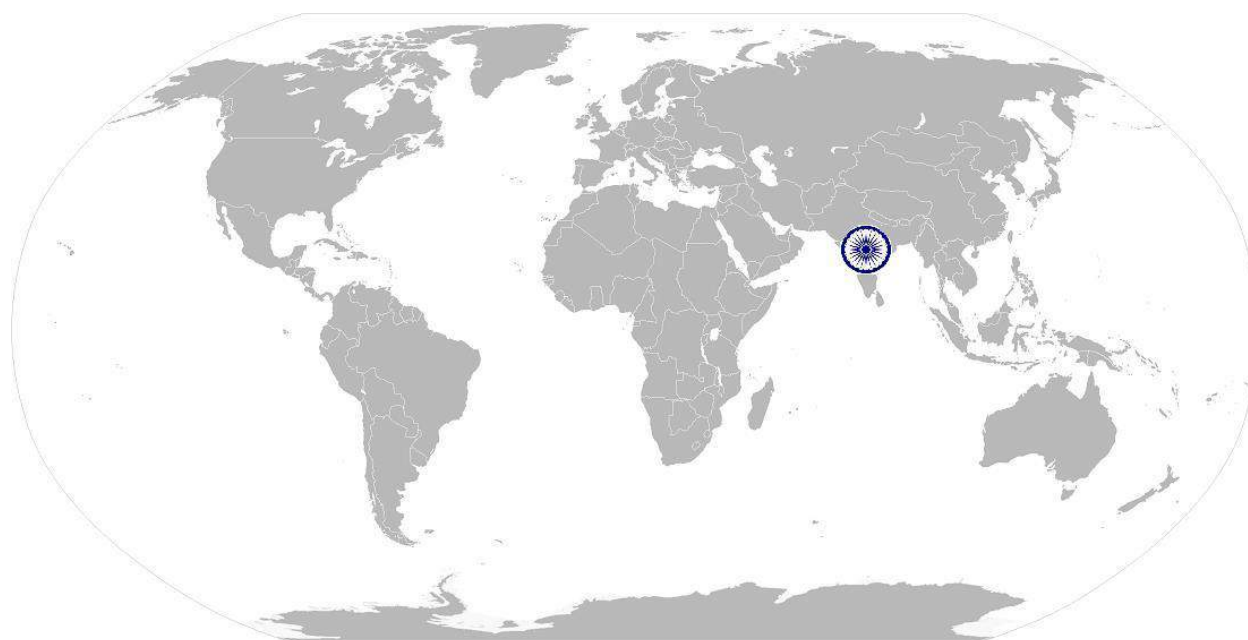
Table 1: Glossary of Key Terms

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 to fulfill the achieving the objectives of the function.
	Job role	Job role defines a 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 when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
	Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.	
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.	
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.	
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or an 'N'.	
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.	

Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

Acronyms

National Occupational Standard



Overview

This unit is about how a merchandiser is aware of what the business plans and market target is and design brief /techpack well captured from the design team

AMH/N0901 Analyze Product

National Occupational Standard	Unit Code	AMH/N0901
	Unit Title (Task)	Analyze Product
	Description	This unit is about how a merchandiser is aware of what the business plans and market target is and design brief /techpack well captured from the design team
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Market trend assessment: Determine key criteria for design brief: Design Brief well identified and analyzed from design team
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Market trend assessment	To be competent, you must be able to: PC1. Research on market trends PC2. Review previous designs& samples developed by the business to assess relevance to current design/samples.
	Determine key criteria for design brief	PC3. Identify business processes and client goals PC4. Conduct research on target market, materials, trims, better or new sources /suppliers for procurement PC5. Identify Quality standards for designs PC6. Identify budget, cost points and timing constraints PC7. Check the Techpack received and identify it with the design brief given by the designer and also checked if all specifications are there in the techpack, If not clarify and modify if needed.
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. Your organization's policies, procedures, guidelines and standards for dealing with buyers/clients KA2. Recognizing and adapting to cultural differences in the workplace, including modes of behavior and interactions KA3. Production capacity and processes of business are identified. KA4. Identifying improvements. KA5. Completing work systematically with attention to detail without damage to goods and equipment KA6. knowledge/ awareness of Intellectual Property rights
B. Technical Knowledge	You need to know and understand: KB1. Garment construction techniques and processes. KB2. Detailed knowledge of a range of fabrics and trims KB3. An understanding on the cost process involved in making an apparel KB4. Vendors KB5. Compliance Standards	
Skills (S)		
A. Core Skills/	Writing Skills	

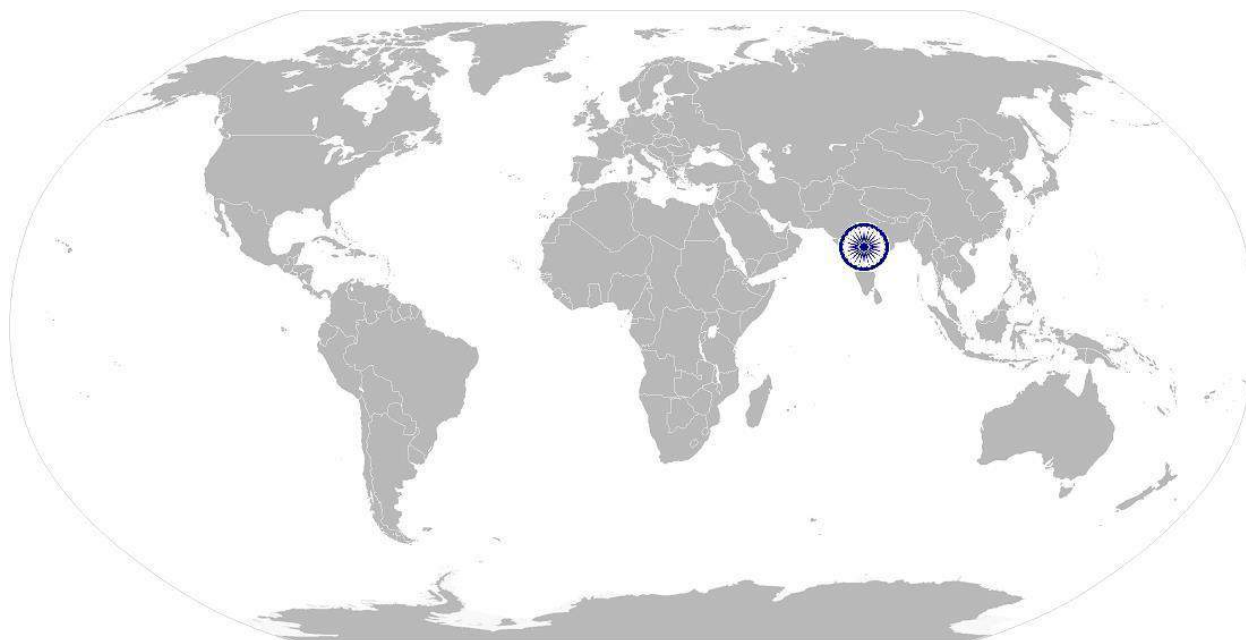
AMH/N0901 Analyze Product

Generic Skills	You need to know and understand how to: SA1. Complete accurate well written work with attention to detail SA2. Able to communicate with others in the company and to clients in writing,as this is very important for a merchandiser
	Reading Skills
	You need to know and understand how to: SA3. follow guidelines/procedures/rules and service level agreements SA4. Read and understand the buyer/client's requirements
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA5. listen effectively and orally communicate information accurately SA6. ask for clarification and advice from others SA7. To be able to speak in different language and also if possible the local language wherever placed
B. Professional Skills	Decision Making
	You need to know and understand: SB1. follow rule-based decision-making processes SB2. make decisions on a suitable course of action or response
	Plan and Organize
	You need to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines SB4. plan processes and encourage interchange of ideas/designs SB5. Work independently in a team environment SB6. Contribute to the quality of team working
	Customer Centricity
	NA
	Problem Solving
	You need to know and understand how to: SB7. Clarification on the design to be developed with the team members SB8. Assess /evaluate design processes SB9. Communicate effectively within the workplace
	Analytical Thinking
	You need to know and understand how to: SB10. analyze the market trends and targets for the season SB11. pass on relevant information to others SB12. Production and Shipment Plans
Critical Thinking	
You need to know and understand how to: SB13. provide opinions on work in a detailed and constructive way SB14. Clarify and check task related information	

AMH/N0901 Analyze Product

NOS Version Control

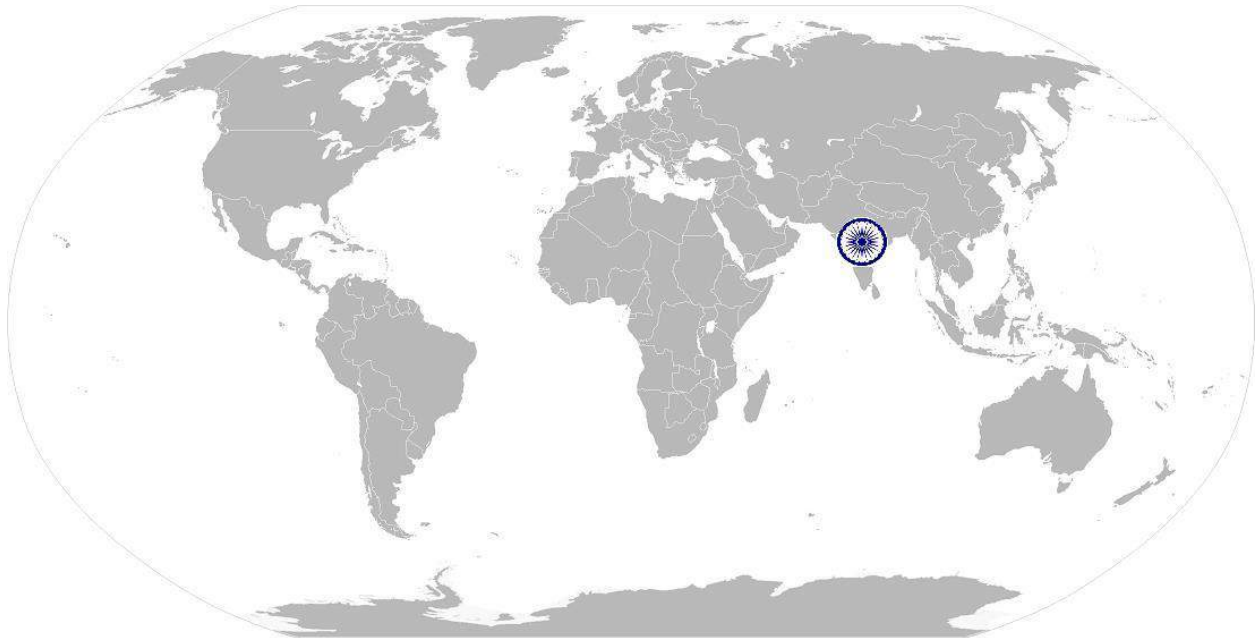
NOS Code	AMH/N0901		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	13/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Merchandising	Next review date	30/12/15



AMH/N0902

Establish merchandising objectives

National Occupational Standard



Overview

This unit is about how the merchandiser sets objectives to develop the product given, following the work flow and the norms required

AMH/N0902

Establish merchandising objectives

National Occupational Standard	Unit Code	AMH/N0902
	Unit Title (Task)	Establish merchandising objectives
	Description	This unit is about how the merchandiser sets objectives to develop the product given, following the work flow and the norms required
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Identification of Vendor /Supplier ▪ Preparation of the BOM ▪ Evaluation of Different Parameters
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Identification of Vendor/Supplier	To be competent, you must be able to: <ul style="list-style-type: none"> PC1. Identify the vendors for initial development and also be able to confirm on for bulk if approved PC2. Update the Vendor database PC3. Identify the Vendors PC4. Collect all kind of relevant swatches to meet the design brief from fabrics to trims and get confirmation on the same PC5. Appropriate personnel are consulted with to confirm feasibility and appropriateness of techpack
	Preparation of the BOM& evaluation	<ul style="list-style-type: none"> PC6. Prepare a well formed BOM (Bill of Material) for each of the styles in the collection. This is a critical and important element for a merchandiser and so should be able to specify all that is required like the raw material, parts, quantities of each needed to manufacture the end product. PC7. Initial costing of the sampling derived PC8. Appropriate personnel identified for the consumption to be made for making PC9. Required involvement of patternmaker and tailor are identified PC10. Monitoring procedures and checking points are determined. PC11. Techpack sent to appropriate personnel(IE Department) to calculate the SAM(Standard Allowed Minute)of the sample if BOM provided by buyer or this is done during the process of the development of the sample when the BOM is internally created by the merchandiser PC12. Time constraints met to make the sample and also a rough TNA(Time and Action)calendar made with the estimated details got to fix on the delivery date after confirmation on the sample
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: <ul style="list-style-type: none"> KA1. The organization's policies and procedures KA2. Protocol to obtain more information on work related tasks. KA3. the limits of your role and responsibilities in relation to IT service requests/incidents KA4. who to refer problems to when they are outside the limit of your authority

AMH/N0902	Establish merchandising objectives
	KA5. your organization’s equipment, templates and processes for preparing the techpack and how to use these KA6. Details of the job role and responsibilities KA7. your organization’s knowledge base and how to use and update this KA8. Reporting Structure KA9. knowledge/ awareness of Intellectual Property rights
B. Technical Knowledge	You need to know and understand: <ul style="list-style-type: none"> KB1. Knowledge of fabrics/apparels and garments and types of fabrics/apparel that require stitching by hand or machine stitching KB2. Knowledge on Sewing and Pattern making techniques to put across ideology the tailor master to make the same KB3. Concepts of product and pricing life cycle KB4. Pricing and costing procedures KB5. Knowledge on quality and workplace practices KB6. Vendor /Supplier Identified: <ul style="list-style-type: none"> • Vendor database updated • Collecting of different swatches from vendors KB7. Preparation of the BOM: <ul style="list-style-type: none"> • Accuracy in making the right BOM for each styles KB8. Different Parameters evaluated: <ul style="list-style-type: none"> • Capability • Cost • Delivery
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills You need to know and understand how to: <ul style="list-style-type: none"> SA1. complete accurate well written work with attention to detail SA2. communicate with others in writing Reading Skills You need to know and understand how to: <ul style="list-style-type: none"> SA3. follow guidelines/procedures/rules and service level agreements Oral Communication (Listening and Speaking skills) You need to know and understand how to: <ul style="list-style-type: none"> SA4. listen effectively and orally communicate information accurately SA5. ask for clarification and advice from others in the team and heads
B. Professional Skills	Decision Making You need to know and understand how to: <ul style="list-style-type: none"> SB1. follow rule-based decision-making processes SB2. make decisions on a suitable course of action or response Plan and Organize You need to know and understand how to: <ul style="list-style-type: none"> SB3. plan and organize your work to achieve targets and deadlines Customer Centricity NA

AMH/N0902

Establish merchandising objectives

	Problem Solving
	You need to know and understand how to: SB4. apply problem-solving approaches in different situations SB5. refer anomalies to the design head SB6. seek clarification on problems from others
	Analytical Thinking
	You need to know and understand how to: SB7. analyze the design and techpack making process SB8. Analyze needs, requirements and dependencies in order to meet your workrequirements
	Critical Thinking
	You need to know and understand how to: SB9. provide opinions on work in a detailed and constructive way to the merchandiser and if necessary to the sampling tailor and pattern master SB10. apply balance judgments to different situations

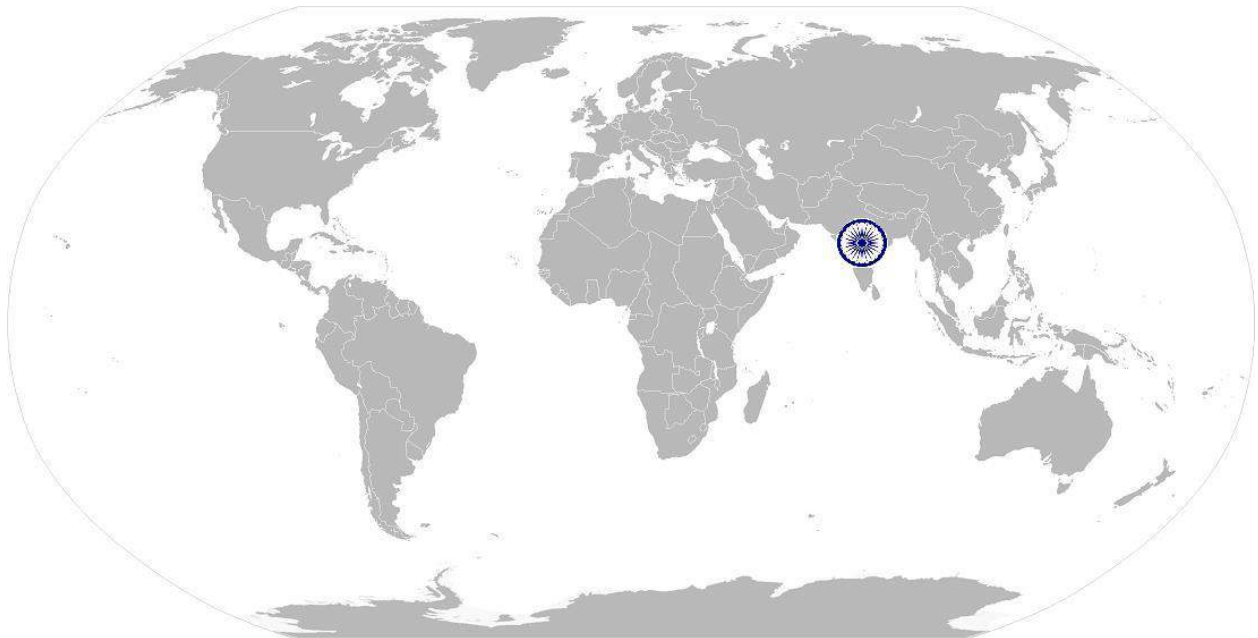
NOS Version Control

NOS Code	AMH/N0902		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	13/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Merchandising	Next review date	30/12/15

AMH/N0903

Develop and present merchandising plan

National Occupational Standard



Overview

This unit is about how a merchandiser gets the sample developed against the design brief for analyzing and getting it confirmed for bulk production. Also in the meantime getting the plan and process for production identified and confirmed.

National Occupational Standard

AMH/N0903		Develop and present merchandising plan	
Unit Code		AMH/N0903	
Unit Title (Task)		Develop and present merchandising plan	
Description		This unit is about how the merchandiser gets the sample developed against the design brief for analyzing and getting it confirmed for bulk production. Also in the meantime getting the plan and process for production identified and confirmed.	
Scope		This unit/task covers the following: <ul style="list-style-type: none"> ▪ Oversee Prototype Preparation ▪ Confirmation of Merchandise plan 	
Performance Criteria (PC) w.r.t. the Scope			
Elements		PerformanceCriteria	
Oversee Prototype Preparation		To be competent, you must be able to: PC1. Check the specification sheet prepared in accordance with standard format PC2. Preparation and cutting of patterns and detailed drawings,mini markers are checked/confirmed in coordination with concerned personnel PC3. Check if the patterns developed are according to the shrinkage report ,tested and received PC4. Assembled garments are checked according to specification sheet,accepted garment assembly techniques PC5. Prototype sent for Test report either according to company norms or as per the buyers standards requested	
Confirmation of merchandise plan		PC6. Prototype checked with design team and sent to buyer for approval and accordingly changes done if any and confirmed for production. Size sets approved internally PC7. Raise and Receive P.O(Purchase Order) &P.I (Performa Invoice)-after confirmation on the costing to buyer and vendor PC8. Approval and updation of all the work sheets, like the trims sheet, fabric sheet, consumption sheet(fabric and thread) this also includes in teckpack, if any, required PC9. Actual TNA updated and sent for approval	
Knowledge and Understanding (K)			
A. Organizational Context (Knowledge of the company/ organization and its processes)		You need to know and understand: <ul style="list-style-type: none"> KA1. Theorganization'spoliciesandprocedures KA2. Protocoltoobtain moreinformationonworkrelatedtasks. KA3. the limits of your role and responsibilities in relation to IT service requests/incidents KA4. who to refer problems to when they are outside the limit of your authority KA5. your organization's equipment, templates and processes for preparing the techpackand how to use these KA6. Details of the job role and responsibilities KA7. your organization's knowledge base and how to use and update this KA8. Reporting Structure KA9. knowledge/ awareness of Intellectual Property rights 	
B. Technical		You need to know and understand:	

AMH/N0903

Develop and present merchandising plan

Knowledge	<p>KB1. Knowledge of fabrics/apparels and garments and types of fabrics/apparels that require stitching by hand or machine stitching</p> <p>KB2. Knowledge on Sewing and Pattern making techniques to put across ideology the tailor master to make the same</p> <p>KB3. Concepts of product and pricing life cycle</p> <p>KB4. Pricing and costing procedures</p> <p>KB5. Knowledge on quality and workplace practices</p> <p>KB6. Able to coordinate well with all the departments</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. complete accurate well written work with attention to detail SA2. communicate with others in writing
	Reading Skills
	You need to know and understand how to: SA3. follow guidelines/procedures/rules and service level agreements
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	You need to know and understand how to: SA4. listen effectively and orally communicate information accurately SA5. ask for clarification and advice from others in the team and heads
	Decision Making
	You need to know and understand how to: SB1. follow rule-based decision-making processes SB2. make decisions on a suitable course of action or response
	Plan and Organize
	You need to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	NA
	Problem Solving
	You need to know and understand how to: SB4. apply problem-solving approaches in different situations SB5. refer anomalies to the design head SB6. seek clarification on problems from others
	Analytical Thinking
You need to know and understand how to: SB7. analyze the design and techpack making process SB8. Analyze needs, requirements and dependencies in order to meet your work requirements	
Critical Thinking	
You need to know and understand how to: SB9. provide opinions on work in a detailed and constructive way to the merchandiser and if necessary to the sampling tailor and pattern master SB10. apply balance judgments to different situations	

AMH/N0903

Develop and present merchandising plan

NOS Version Control

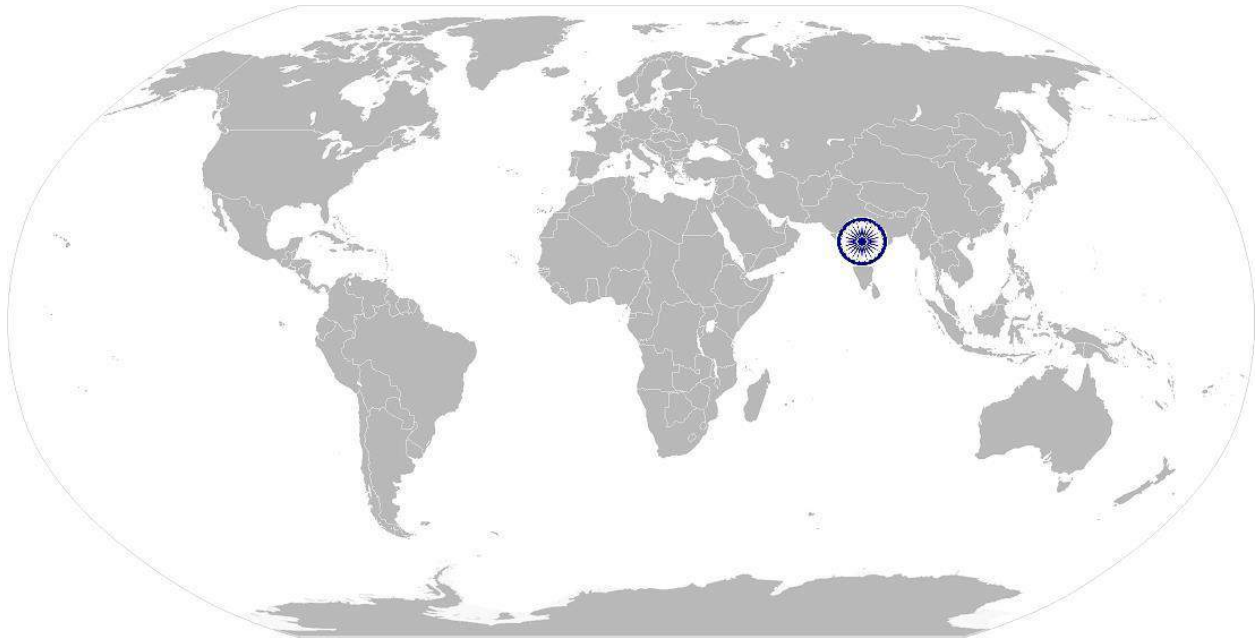
NOS Code	AMH/N0903		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	14/08/2014
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Merchandising	Next review date	30/12/15



AMH/N0904

Organize and Coordinate for pre-production

National Occupational Standard



Overview

This unit is about how a merchandiser organizes and coordinates for the pre-production meeting and handover of file.

AMH/N0904
Organize and Coordinate for pre-production

National Occupational Standard	Unit Code	AMH/N0904
	Unit Title (Task)	Organize and coordinate for pre-production
	Description	This unit is about how the merchandiser organizes and coordinates for the pre-production meeting and handover of file.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Following of the TNA ▪ A well prepared pre-production file ▪ PPM-Pre production Meeting
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	PerformanceCriteria
	Follow the Time & Action Calendar (TNA)	To be competent, you must be able to: PC1. Be updated on the TNA prepared PC2. Coordinate with all depts. Check on mainly with status on the warehouse to know if the raw materials, trims and all necessary ordered are getting in-house on time
	Prepare pre-production file and address important issues in pre-production meeting	PC3. When half the items are in-house then the PPM (pre-production meeting) is held and hand over of file takes place. Hence create a good accurate file. PC4. Sort out issue based PPM meeting, if any PC5. Content should be according to the usage or preference PC6. Ensure the file should have the techpack, production order sheet with size break up, cut plan and mini marker, packaging specification, washing instruction (if any), all the approved swatches and samples with strike offs if any, Test report, TNA Chart and important mail conversations. PC7. At Pre-production Meeting, the merchandiser clarifies and address any potential issues if any PC8. Identify any other issues, raised if any from the other department personnel attending the meeting PC9. Hand over to be done and minutes of the meeting sent to all involved
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. The organization's policies and procedures KA2. Protocol to obtain more information on work related tasks. KA3. the limits of your role and responsibilities in relation to IT service requests/incidents KA4. who to refer problems to when they are outside the limit of your authority KA5. your organization's equipment, templates and processes for preparing the techpack and how to use these KA6. Details of the job role and responsibilities KA7. your organization's knowledge base and how to use and update this KA8. Reporting Structure KA9. knowledge/ awareness of Intellectual Property rights
B. Technical	You need to know and understand:	

AMH/N0904

Organize and Coordinate for pre-production

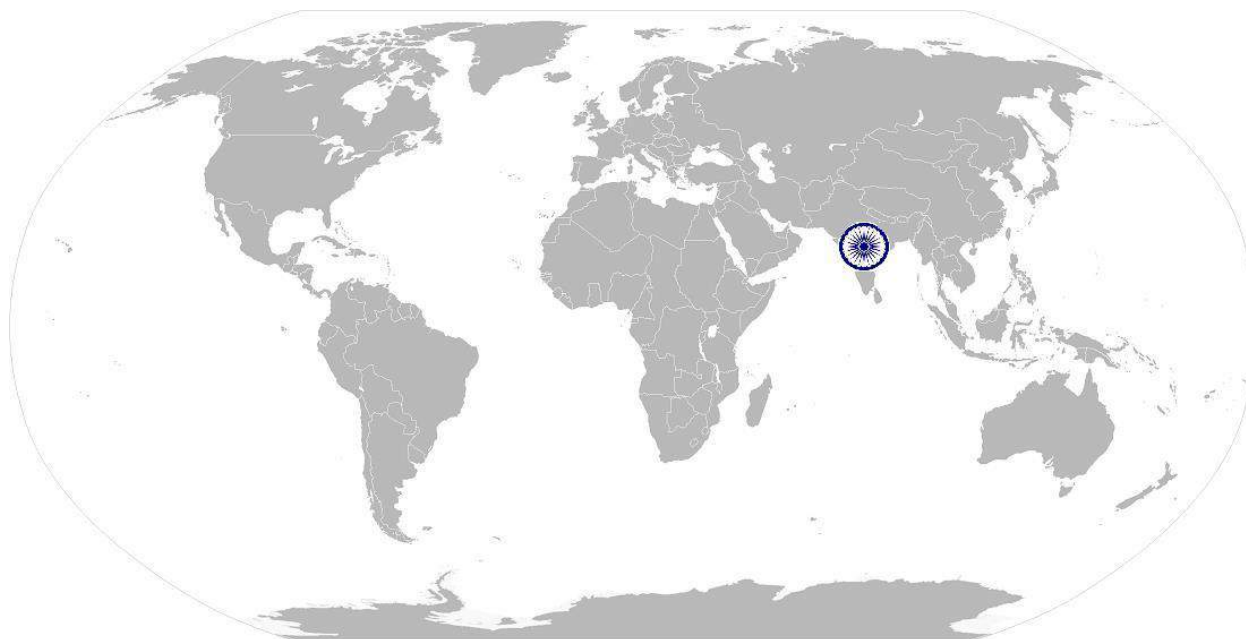
Knowledge	<p>KB1. Knowledge of fabrics/apparels and garments and types of fabrics/apparel that require stitching by hand or machine stitching</p> <p>KB2. Knowledge on Sewing and Pattern making techniques to put across ideology the tailor master to make the same</p> <p>KB3. Concepts of product and pricing life cycle</p> <p>KB4. Pricing and costing procedures</p> <p>KB5. Knowledge on quality and workplace practices</p> <p>KB6. Able to coordinate well with all the departments</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. complete accurate well written work with attention to detail SA2. communicate with others in writing
	Reading Skills
	You need to know and understand how to: SA3. follow guidelines/procedures/rules and service level agreements
	Oral Communication (Listening and Speaking skills)
You need to know and understand how to: SA4. listen effectively and orally communicate information accurately SA5. ask for clarification and advice from others in the team and heads	
B. Professional Skills	Decision Making
	You need to know and understand how to: SB1. follow rule-based decision-making processes SB2. make decisions on a suitable course of action or response
	Plan and Organize
	You need to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	NA
	Problem Solving
	You need to know and understand how to: SB4. apply problem-solving approaches in different situations SB5. refer anomalies to the design head SB6. seek clarification on problems from others
	Analytical Thinking
	You need to know and understand how to: SB7. analyze the design and techpack making process SB8. Analyze needs, requirements and dependencies in order to meet your work requirements
Critical Thinking	
You need to know and understand how to: SB9. provide opinions on work in a detailed and constructive way to the merchandiser and if necessary to the sampling tailor and pattern master SB10. apply balance judgments to different situations	

AMH/N0904

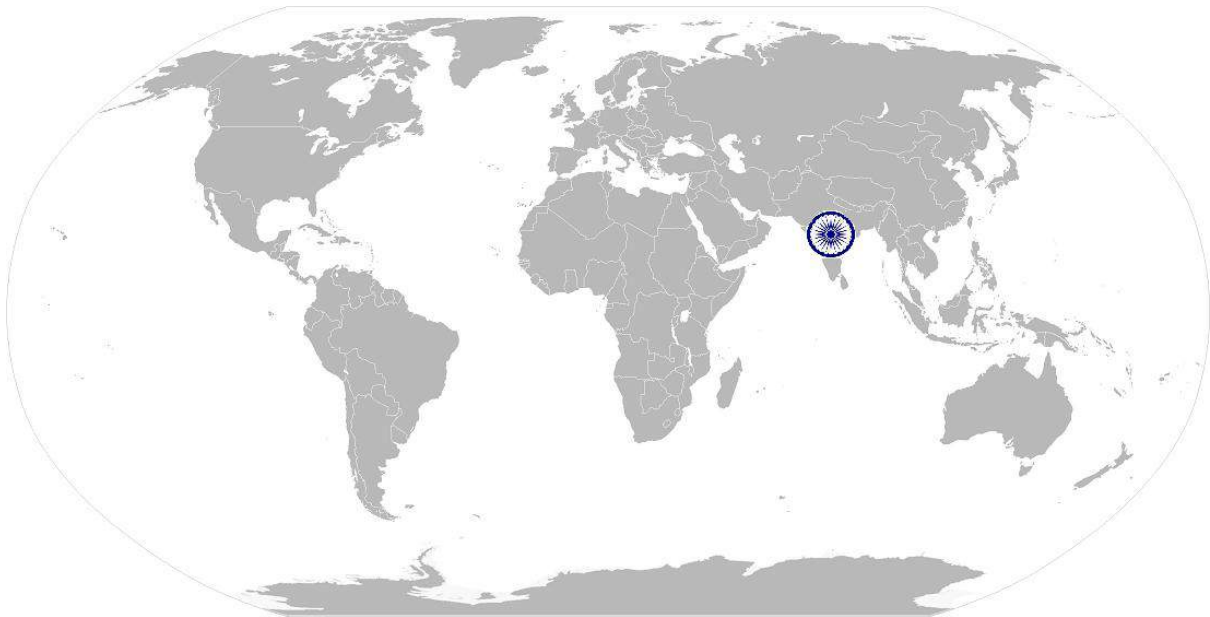
Organize and Coordinate for pre-production

NOS Version Control

NOS Code	AMH/N0904		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	14/08/2013
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Merchandising	Next review date	30/12/15



National Occupational Standard



Overview

This unit is about how the merchandiser coordinates with the factory to check on the smooth running of it to meet the delivery line. Be present during shipment while the quality check is done and all approved

AMH/N0905

Factory Coordination and managing shipment

National Occupational Standard	Unit Code	AMH/N0905
	Unit Title (Task)	Factory Coordination and managing shipment
	Description	This unit is about how the merchandiser coordinates with the factory to check on the smooth running of it to meet the delivery line. Be present during shipment while the quality check is done and all approved
	Scope	This unit/task covers the following: Coordinate and Manage orders, shipping & documentation processes
	Performance Criteria (PC) w.r.t. the Scope	
	Element	PerformanceCriteria
	Coordination and management of shipment	To be competent, you must be able to: PC1. Check execution of orders, whether it is running on time PC2. Coordinate with buyer or buying house if any clarification is required, that is if any issue raised during production is not well identified internally PC3. Coordinating with buying house QA or 3rd Party QA for initial/mid and final inspection of shipment. PC4. Taking responsibility of inspections PC5. Work closely with logistics and help shipping department with timely information of packing reports for preparation of shipping documents PC6. Coordinate with shipping and documentation department for forwarding the approved shipment
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. The organization's policies and procedures KA2. Protocol to obtain more information on work related tasks. KA3. the limits of your role and responsibilities in relation to IT service requests/incidents KA4. who to refer problems to when they are outside the limit of your authority KA5. your organization's equipment, templates and processes for preparing the techpack and how to use these KA6. Details of the job role and responsibilities KA7. your organization's knowledge base and how to use and update this KA8. Reporting Structure KA9. knowledge/ awareness of Intellectual Property rights
	B. Technical Knowledge	You need to know and understand: KB1. Knowledge of fabrics/apparels and garments and types of fabrics/apparels that require stitching by hand or machine stitching KB2. Knowledge on Sewing and Pattern making techniques to put across ideology the tailor master to make the same KB3. Concepts of product and pricing life cycle KB4. Pricing and costing procedures KB5. Knowledge on quality and workplace practices KB6. Able to coordinate well with all the departments

AMH/N0905

Factory Coordination and managing shipment

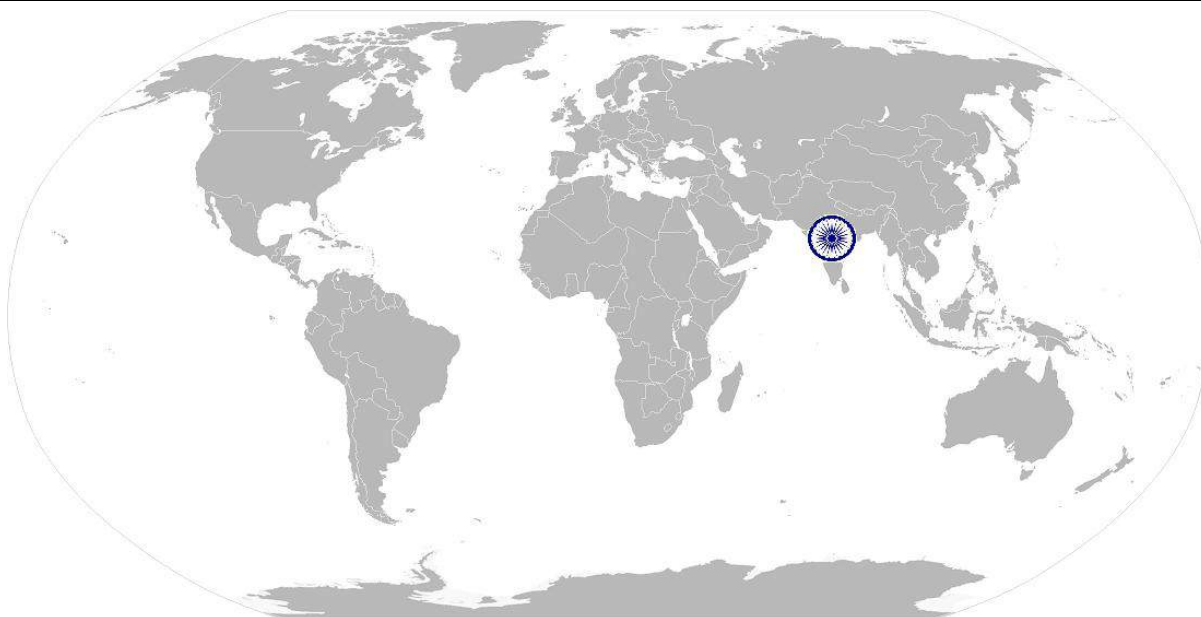
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. complete accurate well written work with attention to detail SA2. communicate with others in writing
	Reading Skills
	You need to know and understand how to: SA3. follow guidelines/procedures/rules and service level agreements
	Oral Communication (Listening and Speaking skills)
You need to know and understand how to: SA4. listen effectively and orally communicate information accurately SA5. ask for clarification and advice from others in the team and heads	
B. Professional Skills	Decision Making
	You need to know and understand how to: SB1. follow rule-based decision-making processes SB2. make decisions on a suitable course of action or response
	Plan and Organize
	You need to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	NA
	Problem Solving
	You need to know and understand how to: SB4. apply problem-solving approaches in different situations SB5. refer anomalies to the design head SB6. seek clarification on problems from others
	Analytical Thinking
	You need to know and understand how to: SB7. analyze the design and techpack making process SB8. Analyze needs, requirements and dependencies in order to meet your work requirements
Critical Thinking	
You need to know and understand how to: SB9. provide opinions on work in a detailed and constructive way to the merchandiser and if necessary to the sampling tailor and pattern master SB10. apply balance judgments to different situations	

AMH/N0905

Factory Coordination and managing shipment

NOS Version Control

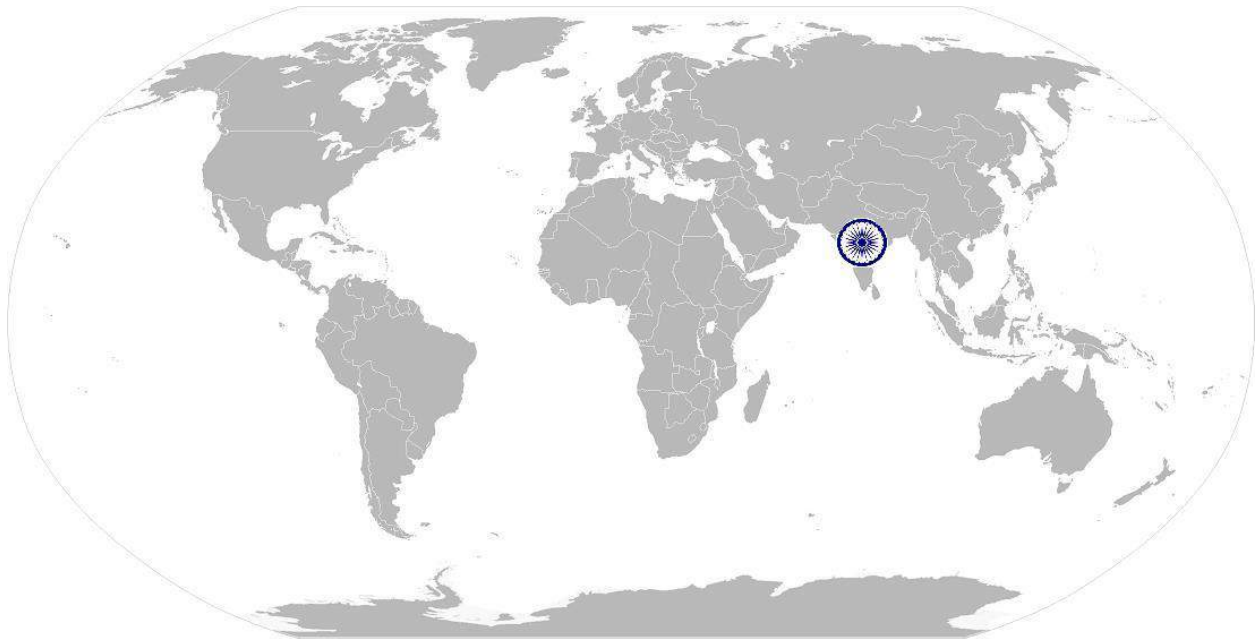
NOS Code	AMH/N0905		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	14/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Merchandising	Next review date	30/12/15



AMH/N0103

Maintain health, safety and security at workplace

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.

AMH/N0103 Maintain health, safety and security at workplace

National Occupational Standard	Unit Code	AMH/N0103
	Unit Title (Task)	Maintain health, safety and security at workplace
	Description	This unit provides Performance Criteria Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedure to prevent, control and minimize risk to self and others.
	Scope	This unit/task covers the following: 1. Comply with health, safety and security requirements at work
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Comply with health, safety and security requirements at work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Use and maintain personal protective equipment as per protocol</p> <p>PC3. Carry out own activities in line with approved guidelines and procedures</p> <p>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. Follow environment management system related procedures</p> <p>PC6. Identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. Report any service malfunction that cannot be rectified</p> <p>PC8. Store materials and equipment in line with manufacturer's and Organizational requirements</p> <p>PC9. Safely handle and move waste and debris</p> <p>PC10. Minimize health and safety risks to self and others due to own actions</p> <p>PC11. Seek clarifications from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. Monitor the workplace and work processes for potential risks and threats</p> <p>PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC15. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. Follow organisation procedures for shutdown and evacuation when required</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/	<p>KA1. Health and safety related practices applicable at the workplace</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p> <p>KA3. Organizational procedures for safe handling of equipment and machine operations</p>

AMH/N0103 Maintain health, safety and security at workplace

organization and its processes)	<p>KA4. Potential risks due to own actions and methods to minimize these</p> <p>KA5. Environmental management system related procedures at the workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and methods</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write report on the hazards and risks / threats faced at workplace</p> <p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. read the first aid ,health and safety instructions</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>SA3. respond to emergencies, accidents or fire at the workplace</p> <p>SA4. Communicate to others when and how to evacuate the premises</p> <p>SA5. communicate effectively the value of physical fitness, personal hygiene and good habits to workers</p>
B. Professional Skills	<p>Decision Making</p> <p>NA</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Keep work area free from potential hazards</p> <p>Customer Centricity</p> <p>NA</p> <p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Raise alarm</p> <p>SB3. Safe and correct procedure of handling equipment and machinery</p> <p>SB4. Report to supervisors and other authorized personnel for assistance</p>

AMH/N0103 Maintain health, safety and security at workplace

	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB5. Identify and report service malfunctions and chemical leaks
	SB6. Identify, report malfunctions in machinery and equipment and correct them if possible
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB7. Identify the problem related to health and security and find the solution.

NOS Version Control

NOS Code	AMH/N0103		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	13/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Merchandising	Next review date	30/12/15

CRITERIA FOR ASSESSMENT OF TRAINEES

Merchandiser

(AMH/Q0901)

AMHSSC

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 created 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 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

		Marks Allocation				
		Total Marks 350	Out of	Theory	Skills Practical	Viva
1. AMH/N0901 Analyze Product	PC1. Research on market trends	100	15	8	5	2
	PC2. Review previous designs & samples developed by the business to assess relevance to current design/samples.		15	5	8	2
	PC3. Identify business processes and client goals		15	3	10	2
	PC4. Conduct research on target market, materials, trims, better or new sources /suppliers for procurement		15	6	7	2
	PC5. Identify Quality standards for designs		15	8	4	3
	PC6. Identify budget, cost points and timing constraints		15	11	2	2
	PC7. Check the Techpack received and identify it with the design brief given by the designer and also checked if all specifications are there in the techpack, If not clarify and modify if needed.		10	4	4	2
	Total	100	45	40	15	
2. AMH/N0902 Establish merchandising objectives	PC1. Identify the vendors for initial development and also be able to confirm on for bulk if approved	50	5	1	3	1
	PC2. Update the Vendor database		4	1	2	1
	PC3. Identify the Vendors		4	1	2	1
	PC4. Collect all kind of relevant swatches to meet the design brief from fabrics to trims and get		4	1	2	1

	confirmation on the same					
	PC5. Appropriate personnel are consulted with to confirm feasibility and appropriateness of techpack		4	1	2	1
	PC6. Prepare a well formed BOM (Bill of Material) for each of the styles in the collection. This is a critical and important element for a merchandiser and so should be able to specify all that is required like the raw material, parts, quantities of each needed to manufacture the end product.		5	3	1	1
	PC7. Initial costing of the sampling derived		4	2	1	1
	PC8. Appropriate personnel identified for the consumption to be made for making		3	1	1	1
	PC9. Required involvement of patternmaker and tailor are identified		4	1	2	1
	PC10. Monitoring procedures and checking points are determined.		4	2	1	1
	PC11. Techpack sent to appropriate personnel(IE Department) to calculate the SAM(Standard Allowed Minute)of the sample if BOM provided by buyer or this is done during the process of the development of the sample when the BOM is internally created by the merchandiser		5	2	2	1
	PC12. Time constraints met to make the sample and also a rough TNA(Time and Action)calendar made with the estimated details got to fix on the delivery date after confirmation on the sample		4	2	1	1
		Total	50	18	20	12
3. AMH/N0903 Develop and present merchandising plan	PC1. Check the specification sheet prepared in accordance with standard format	50	12	7	3	2
	PC2. Preparation and cutting of patterns and detailed drawings, mini markers are checked/confirmed in coordination with concerned personnel		6	2	3	1
	PC3. Check if the patterns developed are according to the shrinkage report ,tested and received		4	1	2	1
	PC4. Assembled garments are checked according to specification sheet, accepted garment assembly techniques		6	2	3	1
	PC5. Prototype sent for Test report either according to company norms or as per the buyers standards requested		6	1	4	1
	PC6. Prototype checked with design team and sent to buyer for approval and accordingly changes done if any and confirmed for production. Size sets approved internally		4	1	2	1
	PC7. Raise and Receive P.O(Purchase Order) &P.I (Performa Invoice) after confirmation on the		4	2	1	1

	costing to buyer and vendor					
	PC8. Approval and updation of all the work sheets, like the trims sheet, fabric sheet, consumption sheet(fabric and thread) this also includes in teckpack, if any, required		4	2	1	1
	PC9. Actual TNA updated and sent for approval		4	2	1	1
		Total	50	20	20	10
4.AMH/N0904Orga nizeand coordinate for pre-production	PC1. Be updated on the TNA prepared	50	5	3	1	1
	PC2. Coordinate with all depts. Check on mainly with status on the warehouse to know if the raw materials, trims and all necessary ordered are getting in-house on time		4	1	2	1
	PC3. When half the items are in-house then the PPM (pre-production meeting) is held and hand over of file takes place. Hence create a good accurate file.		5	3	1	1
	PC4. Sort out issue based PPM meeting, if any		4	2	1	1
	PC5. Content should be according to the usage or preference		5	3	1	1
	PC6. Ensure the file should have the techpack, production order sheet with size break up, cut plan and mini marker, packaging specification, washing instruction (if any), all the approved swatches and samples with strike offs if any, Test report, TNA Chart and important mail conversations.		10	6	3	1
	PC7. At Pre-production Meeting, the merchandiser clarifies and address any potential issues if any		7	3	2	2
	PC8. Identify any other issues, raised if any from the other department personnel attending the meeting		5	3	1	1
	PC9. Hand over to be done and minutes of the meeting sent to all involved		5	1	3	1
			Total	50	25	15
5.AMH/N0905Fact ory coordination and managing shipment	PC1. Check execution of orders, whether it is running on time	50	10	5	4	1
	PC2. Coordinate with buyer or buying house if any clarification is required, that is if any issue raised during production is not well identified internally		10	7	2	1
	PC3. Coordinating with buying house QA or 3rd Party QA for initial/mid and final inspection of shipment.		10	5	4	1
	PC4. Taking responsibility of inspections		5	1	3	1

	PC5. Work closely with logistics and help shipping department with timely information of packing reports for preparation of shipping documents		10	2	5	3
	PC6. Coordinate with shipping and documentation department for forwarding the approved shipment		5	1	2	2
		Total	50	21	20	9
6.AMH/N0103	6.AMH/N0103					
Main	PC1. Comply with health and safety related instructions applicable to the workplace		3	1	1	1
tain health safety and security at workplace	PC2. Use and maintain personal protective equipment as per protocol		3	1	1	1
	PC3. Carryout own activities in line with approved guidelines and procedures		3	1	1.5	0.5
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	1	1	1
	PC5. Follow environment management system related procedures		3	1	1	1
	PC6. Identify and correct(if possible) malfunctions in machinery and equipment		3	0.5	2	0.5
	PC7. Report any service malfunctions that cannot be rectified	50	3	1	1	1
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		3	1	1	1
	PC9. Safely handle and move waste and debris		3	1	1	1
	PC10. Minimize health and safety risks to self and others due to own actions		3	1	1	1
	PC11. Seek clarifications, from supervisors or other authorized personnel incase of perceived risks		3	1	1	1
	PC12. Monitor the workplace and work processes for potential risks and threats		3	1	1.5	0.5
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	1.5	1	0.5
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		3	1	1	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		2	0.5	1	0.5
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		2	0.5	1	0.5
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		2	0.5	1	0.5
	PC18. Follow organization procedures for shutdown and evacuation when required		2	0.5	1	0.5
		Total	50	16	20	14
	Grand Total		350	145	135	70



*Qualifications Pack For
Merchandiser*

