

Qualification Pack



Sourcing Manager

QP Code: AMH/Q0920

Version: 2.0

NSQF Level: 6

Apparel, Madeups & Home Furnishing Sector Skill Council || Flat No. A-312 to A-323, 3rd Floor,
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AMH/Q0920: Sourcing Manager

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. He/ She must supervise all negotiations and prepare appropriate documents for same.

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 have sound understanding of market dynamics and business judgement. He/she should be extrovert and highly communicative. He should be able to work under pressure.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of job roles](#)
2. [AMH/N0920: Plan for the procurement of materials as per garment design requirements](#)
3. [AMH/N0921: Procure materials from national and international suppliers related to fabrics, trims and accessories](#)
4. [AMH/N0922: Supervise and evaluate performance of subordinates](#)
5. [AMH/N0923: Maintain records about procurement of materials](#)
6. [AMH/N0924: Maintain health, safety and security in the sourcing department with Gender and PwD Sensitization](#)

Qualification Pack (QP) Parameters

Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Export Operations

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Country	India
NSQF Level	6
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL
Minimum Educational Qualification & Experience	Diploma (Minimum 1 Year Govt. Body Approved) OR Certificate-NSQF (Level 5) with 1 Year of experience as Merchandiser
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Preferably Having Certificates/Diploma in Management/Accounting/Science
Minimum Job Entry Age	23 Years
Last Reviewed On	30/09/2021
Next Review Date	30/09/2024
Deactivation Date	30/09/2024
NSQF Approval Date	30/09/2021
Version	2.0
Reference code on NQR	2021/APR/AMHSSC/04578
NQR Version	1.0

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AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory organizational requirements.

Scope

The scope covers the following :

- Observe organizational norms and follow green procedures at workplace.

Elements and Performance Criteria

Comply with industry, and organizational requirements and greening of job roles

To be competent, the user/individual on the job must be able to:

- PC1.** Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.
- PC2.** Apply and follow organizational policies and procedures and inculcate sustainable consumption practices.
- PC3.** Actively get involved in improving the performance of the organization and support adaptation to environmentally friendly processes.
- PC4.** Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes
- PC5.** Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and deal with work interruptions effectively.
- PC6.** Report unsafe equipment and other dangerous occurrences to concerned personnel.
- PC7.** Use cleaning equipment and methods appropriate for the work to be carried out.
- PC8.** Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software
- PC9.** All soft copies of design work to be maintained in files as well for future reference

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Conscious and sustainable decisions/information for achieving an effective and green workplace.
- KU2.** The importance of safe working practices and code of conduct (COC) and Social Accountability standards followed by the organization/ industry
- KU3.** The production procedures and the specific work activities relate to the whole process.

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- KU4.** The organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)
- KU5.** The work instructions and specifications and interpret them accurately
- KU6.** To make use of the information detailed in specifications and instructions
- KU7.** The importance of taking action when problems are identified
- KU8.** The importance of running maintenance and regular cleaning and Maintenance procedures
- KU9.** Effects of contamination on products i.e., Machine oil, dirt and different ways of minimizing waste.
- KU10.** The common faults with equipment and the method to rectify.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Make conscious and sustainable decisions that help reduce, reuse, and recycle the company resources.
- GS2.** Identify and replace processes that create unnecessary waste
- GS3.** Communicate with others in writing (wherever applicable)
- GS4.** Use the accurate terminology
- GS5.** Follow manuals/procedures/and compliance policies
- GS6.** Update actively with modifications through written print and mail communication (digital)
- GS7.** Listen effectively and orally communicate information accurately and Make decisions on a suitable course of action or response.
- GS8.** Communicate proactively on critical issues and Follow rule-based decision-making processes
- GS9.** Identify situation that need escalation on quality issues and seek intervention
- GS10.** Plan and organize your work to achieve targets and deadlines and consult/coordinate for effective delivery.
- GS11.** Apply problem-solving approaches in different situations
- GS12.** Refer anomalies to the particular personnel
- GS13.** Analyze needs, requirements and dependencies in order to meet your work requirements
- GS14.** Seek participation of members from Quality, Production, Audit or any other team for effective solutions
- GS15.** Provide opinions on work in a detailed and constructive way to the concerned personnel

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with industry, and organizational requirements and greening of job roles</i>	20	10	-	10
PC1. Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	2	1	-	1
PC2. Apply and follow organizational policies and procedures and inculcate sustainable consumption practices.	2	1	-	1
PC3. Actively get involved in improving the performance of the organization and support adaptation to environmentally friendly processes.	2	1	-	1
PC4. Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes	3	2	-	2
PC5. Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and deal with work interruptions effectively.	3	1	-	1
PC6. Report unsafe equipment and other dangerous occurrences to concerned personnel.	2	1	-	1
PC7. Use cleaning equipment and methods appropriate for the work to be carried out.	2	1	-	1
PC8. Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software	2	1	-	1
PC9. All soft copies of design work to be maintained in files as well for future reference	2	1	-	1
NOS Total	20	10	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0104
NOS Name	Comply with industry, regulatory and organizational requirements and Greening of Job roles
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing, Ironing, Export Operations, Designing, Boutique Operations, Quality Control, Sewing, Laying, Inventory Management, Hand Embroidery
NSQF Level	4
Credits	TBD
Version	5.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
Deactivation Date	30/09/2024
NSQC Clearance Date	30/09/2021

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AMH/N0920: 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

The scope covers the following :

- Planning for procurement of materials

Elements and Performance Criteria

Planning for procurement of materials

To be competent, the user/individual on the job must be able to:

- PC1..** Work with team members and conduct general market research in various categories of garments, made ups and home furnishing
- PC2.** Collect information about sourcing needs for materials like fabrics, trims and accessories from designing and merchandising department
- PC3.** Plan an efficient and flexible procurement strategy
- PC4. .** Identify trustworthy and competent suppliers for materials like fabrics, trims and accessories
- PC5. .** Evaluate suppliers for the capability of supplying materials with respect to price, quality, quantity, lead time etc.
- PC6..** Estimate lead time and the quantity with respect to material procurement
- PC7. .** Negotiate with supplier to ensure the deal at a competitive price
- PC8. .** Assess, manage and mitigate risks associated with the procurement
- PC9. .** Identify the changes of balance in buyer supplier power by analyzing the forecasting and the trend
- PC10. .** Monitor and forecast upcoming levels of demand
- PC11. .** Perform cost analysis and its benchmark

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizations policies related to procurement
- KU2.** The standard lead time taken by the organization
- KU3.** The regular material suppliers of the organization
- KU4.** The different types of woven and knit fabrics and their trade names like georgette, chiffon, silk, cotton lycra, cotton knit jersey, etc.

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- KU5.** Different types of trims and accessories
- KU6.** The garment manufacturing process
- KU7.** Made ups and home furnishing products and their construction process
- KU8.** Negotiation skills
- KU9.** Basic mathematical knowledge of calculating the average requirement of fabrics, trims and accessories according to the style order received
- KU10.** Supply chain management
- KU11.** National and international markets, prevailing prices, documents etc.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Document records of previous suppliers for reference and future business dealings
- GS2.** Document the requirements of each style simultaneously to avoid confusion
- GS3.** Read and understand thoroughly the materials required for each style in detail like fabric weight, ligne for buttons, zip sizes, etc.
- GS4.** Read and comprehend written instructions related to the rules and regulations to procurement documents
- GS5.** Read, comprehend national and international laws & regulations etc. and act accordingly
- GS6.** Excellent communication skills when interacting with the supplier, superiors, colleagues and juniors appropriately
- GS7.** Appropriate communication skills while clarifying doubts from various departments
- GS8.** Decide the suppliers on the basis of the organizations capacity and materials that have to be procured
- GS9.** Decide the material procurement strategy for an efficient workflow
- GS10.** Plan and organize the swatches of the materials as per the style to be procured
- GS11.** Plan and organize the material procurement strategy for a smooth, fast and efficient workflow
- GS12.** Plan the materials procurement as per the customer requirements
- GS13.** Build customer understanding of trust and cooperativeness
- GS14.** Seek and comprehend material procurement related inputs for clarification
- GS15.** Assess/evaluate steps and processes for material storage, inspection, issue and inventory
- GS16.** Analyze which supplier will be most suitable for a particular material
- GS17.** Analyze and evaluate the garment design requirements and plan for material procurement accordingly
- GS18.** Critically evaluate design inputs in relation to product intended
- GS19.** Critically evaluate the plan made for procurement of materials with respect to the quantity, quality and lead time offered by the suppliers.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Planning for procurement of materials</i>	25	80	-	15
PC1.. Work with team members and conduct general market research in various categories of garments, made ups and home furnishing	1	2	-	1
PC2. Collect information about sourcing needs for materials like fabrics, trims and accessories from designing and merchandising department	2	5	-	2
PC3. Plan an efficient and flexible procurement strategy	5	10	-	2
PC4. . Identify trustworthy and competent suppliers for materials like fabrics, trims and accessories	1	5	-	1
PC5. . Evaluate suppliers for the capability of supplying materials with respect to price, quality, quantity, lead time etc.	2	10	-	2
PC6.. Estimate lead time and the quantity with respect to material procurement	5	15	-	2
PC7. . Negotiate with supplier to ensure the deal at a competitive price	1	3	-	1
PC8. . Assess, manage and mitigate risks associated with the procurement	1	5	-	1
PC9. . Identify the changes of balance in buyer supplier power by analyzing the forecasting and the trend	2	5	-	1
PC10. . Monitor and forecast upcoming levels of demand	2	5	-	1
PC11. . Perform cost analysis and its benchmark	3	15	-	1
NOS Total	25	80	-	15

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0920
NOS Name	Plan for the procurement of materials as per garment design requirements
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	SAMPLING
NSQF Level	6
Credits	TBD
Version	2.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
Deactivation Date	30/09/2024
NSQC Clearance Date	30/09/2021

Qualification Pack

AMH/N0921: 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

The scope covers the following :

- Procure materials from national and international suppliers related to fabrics, trims and accessories

Elements and Performance Criteria

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

To be competent, the user/individual on the job must be able to:

- PC1..** Compare suppliers on various index like supplier capability, credibility, lead time, cost, quality, order minimum, certification (if any), potential to future needs etc.to seek a reliable supplier buyer partnership
- PC2.** Identify and evaluate the logistic constraints and possible risks related to procurement
- PC3.** Negotiate with supplier for best price to secure profitable deal
- PC4. .** Ensuring a proper supplier contract is prepared covering important aspects such as order minimum, returns, delivery and payment terms etc.
- PC5. .** Follow-up with the supplier to supervise and ensure timely delivery as per the supplier contract in the right quantity, quality etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizations preference for market related to procurement
- KU2.** The standard lead time of the organization
- KU3.** Currencies, foreign trade, business processes, industry dynamics
- KU4.** Procurement tools and techniques like tally, MS-office, etc.
- KU5.** Cost and budget
- KU6.** Supply chain management, logistics and business administration
- KU7.** Ability to work with various levels of supplier from both local and international market.

Generic Skills (GS)

User/individual on the job needs to know how to:

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- GS1.** Document records related to materials received and issued; suppliers dealt with and their performance
- GS2.** Read and comprehend written instructions related to the process of material procurement
- GS3.** Read and comprehend the different deals offered by various suppliers and decide the best of them
- GS4.** Communicate with vendors, superiors, colleagues and juniors appropriately
- GS5.** Excellent negotiation strategies to secure the best deal
- GS6.** Follow organization rule-based decision-making process while finalizing a supplier for a particular material
- GS7.** Make quick and logical decisions in case of any uncertainty from the supplier
- GS8.** Plan and organize the material procurement to meet the target dates and deadlines
- GS9.** Plan and set alternative options in case of any last-minute uncertainty from the finalized suppliers
- GS10.** Ensure that the materials are procured as per the client specifications mentioned in the techpack
- GS11.** Build customer understanding of trust and cooperativeness by fulfilling their requirements
- GS12.** Seek and comprehend clarifications while facing difficulties in material procurement
- GS13.** Seek clarifications in case of any doubt from the concerned managers
- GS14.** Analyze the problems faced during material procurement and provide a well-backed solution
- GS15.** Analyze the materials procured with respect to the particulars stated by the supplier
- GS16.** Critically evaluate the performance of each supplier
- GS17.** Critically evaluate the materials received with respect to the customer requirements

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Procure materials from national and international suppliers related to fabrics, trims and accessories</i>	25	60	-	10
PC1.. Compare suppliers on various index like supplier capability, credibility, lead time, cost, quality, order minimum, certification (if any), potential to future needs etc.to seek a reliable supplier buyer partnership	7	20	-	2
PC2. Identify and evaluate the logistic constraints and possible risks related to procurement	7	15	-	2
PC3. Negotiate with supplier for best price to secure profitable deal	5	5	-	2
PC4. . Ensuring a proper supplier contract is prepared covering important aspects such as order minimum, returns, delivery and payment terms etc.	3	15	-	2
PC5. . Follow-up with the supplier to supervise and ensure timely delivery as per the supplier contract in the right quantity, quality etc.	3	5	-	2
NOS Total	25	60	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0921
NOS Name	Procure materials from national and international suppliers related to fabrics, trims and accessories
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	SAMPLING
NSQF Level	6
Credits	TBD
Version	2.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
Deactivation Date	30/09/2024
NSQC Clearance Date	30/09/2021

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AMH/N0922: 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

The scope covers the following :

- Supervise and evaluate performance of subordinates

Elements and Performance Criteria

Supervise and evaluate performance of subordinates

To be competent, the user/individual on the job must be able to:

- PC1..** Set goals and targets for subordinates as per organizational directives, job role and assigned duties
- 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 (KU)

The individual on the job needs to know and understand:

- KU1.** Organizations laid down procedure for performance appraisal system
- KU2.** The organizations laid down norms regarding the work distribution/classification amongst subordinates
- KU3.** Different appraisal systems like qualitative, quantitative, teamwork, problem solving, etc.
- KU4.** Work targets for subordinates
- KU5.** Different tools to measure performance like KRA, etc.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Complete accurate well written work with attention to detail
- GS2.** Communicate with subordinates in writing when distributing work
- GS3.** Keep a record of all the work distributed among the subordinates and their achievements with respect to the work assigned
- GS4.** Read instructions, guidelines, procedures and rules

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- GS5.** Read reviews from subordinates in terms of their requirements, queries and feedbacks
- GS6.** Read appraisal documents related with subordinate position
- GS7.** Read policies and regulations pertinent to the job
- GS8.** Interact with all subordinates to understand their requirements, queries and feedbacks on various aspects within the organization
- GS9.** Interact with organizations internal stakeholders to ensure efficient performance evaluation of the subordinates leading to higher levels of satisfaction and motivation
- GS10.** Follow organization rule-based decision-making process while distributing work among subordinates take decision with systematic course of actions and/or response during appraisals
- GS11.** Take decision with systematic course of actions and/or response during appraisals
- GS12.** Plan and organize work distribution with respect to the target dates and guidelines, skill set of subordinates and customer requirements
- GS13.** Plan the appraisal of the subordinates once their target work is completed
- GS14.** Build customer understanding of trust and cooperativeness
- GS15.** Provide a detailed clarification to unclear workers
- GS16.** Resolve conflicts among workers and build a healthy relationship among workers
- GS17.** Analyze the work done by each worker and their final contribution to the organization during appraisals
- GS18.** Analyze the workers behavior amongst each other
- GS19.** Critically evaluate working strategy adopted by the workers to complete their task

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Supervise and evaluate performance of subordinates</i>	25	50	-	10
PC1.. Set goals and targets for subordinates as per organizational directives, job role and assigned duties	5	8	-	2
PC2. Create quantified measures and metrics to analyze the performance delivered by subordinates	10	20	-	3
PC3. Ensure and implement strict adherence of all activities performed by subordinates to organizational guidelines	4	7	-	2
PC4. . Conduct appraisal as per respective performance documents	6	15	-	3
NOS Total	25	50	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0922
NOS Name	Supervise and evaluate performance of subordinates
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	SAMPLING
NSQF Level	6
Credits	TBD
Version	2.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
Deactivation Date	30/09/2024
NSQC Clearance Date	30/09/2021

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AMH/N0923: 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

The scope covers the following :

- Procedure for maintaining records and identifying and maintaining records for processes related to procurement

Elements and Performance Criteria

Procedure for maintaining records and identifying and maintaining records for processes related to procurement

To be competent, the user/individual on the job must be able to:

- PC1..** Maintain records of internal and external communications as per organization standards
- PC2.** Maintain updated records of approved vendors
- PC3.** Maintain records related to interdepartmental communications for material requirements
- PC4. .** Maintain records related to complaints for purchased items and follow up for compensation/resolving issues
- PC5. .** Maintain letter of credit documents and coordinate with finance department to ensure timely financial obligations

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizations procedures related to record keeping
- KU2.** Organizations procedures for disposal of old records
- KU3.** Computer and MS office (word, excel, PowerPoint) etc.
- KU4.** Maintaining old records about maintaining appropriate filing system
- KU5.** Internal software used (if any) pertaining to record keeping

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Write letters, memos, applications regarding team needs and performance in simple language
- GS2.** Update report for material movements
- GS3.** Write grievance/complaint application

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- GS4.** Comprehend written instructions
- GS5.** Read and comprehend any application sent by other colleagues and team members
- GS6.** Read and record all the information provided by the suppliers
- GS7.** Read and check the records maintained at regular intervals for future reference
- GS8.** Communicate with superior, colleagues and juniors appropriately
- GS9.** Communicate appropriately with the subordinates while confirming the particulars that are to be mentioned in the record-keeping document
- GS10.** Write letters, memos, applications regarding various recording needs of recording and communication of data/information related to records.
- GS11.** Update records for material transaction, communication, purchasing & procurement, material claims etc.
- GS12.** Plan and organize the work to achieve shared objectives of the team
- GS13.** Plan and organize the storage of the records for future reference
- GS14.** Plan and organize the particulars that have to be entered in the record keeping document
- GS15.** Manage the records with the client's information as well for future reference
- GS16.** Build with customer a relationship of trust and cooperation in achieving team goal
- GS17.** Apply problem-solving approaches when facing problems in maintaining records
- GS18.** Seek clarification to problems from the concerned managers when in doubt
- GS19.** Identify root cause of problem split to utmost level of circumstances, personality etc.
- GS20.** Analyze the inputs being put in the records and amendments being done
- GS21.** Critically evaluate the changes if being done
- GS22.** Be critical while recording a new entry

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Procedure for maintaining records and identifying and maintaining records for processes related to procurement</i>	25	50	-	10
PC1.. Maintain records of internal and external communications as per organization standards	3	4	-	2
PC2. Maintain updated records of approved vendors	5	13	-	2
PC3. Maintain records related to interdepartmental communications for material requirements	5	13	-	2
PC4. . Maintain records related to complaints for purchased items and follow up for compensation/resolving issues	5	13	-	2
PC5. . Maintain letter of credit documents and coordinate with finance department to ensure timely financial obligations	7	7	-	2
NOS Total	25	50	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0923
NOS Name	Maintain records about procurement of materials
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	SAMPLING
NSQF Level	6
Credits	TBD
Version	2.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
Deactivation Date	30/09/2024
NSQC Clearance Date	30/09/2021

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AMH/N0924: Maintain health, safety and security in the sourcing department with Gender and PwD Sensitization

Description

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to maintain health, safety and security in the sourcing department and compliance standards to identify to prevent, control and minimize and eliminate hazards and potential risk to self and others.

Scope

The scope covers the following :

- Involves identifying environmental needs and requirement to the workplace, health and safety hazards and ensuring mechanism to safeguard against hazards

Elements and Performance Criteria

Involves identifying environmental needs and requirement to the workplace, health and safety hazards and ensuring mechanism to safeguard against hazards with gender and PwD sensitization

To be competent, the user/individual on the job must be able to:

- PC1.** Keep vigilance for potential risks and threats associated with workplace and equipment like cutters, shears, adhesives, etc.
- PC2.** Handle tools and equipment 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
- PC6.** Follow organization procedures for shutdown and evacuation when required

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Hazards related to damage to organizations assets and records like fire, short circuit, etc.
- KU2.** The code of conduct (COC) and social accountability standards followed by the organization/ industry
- KU3.** Different hazards at workplace like fire, etc.; the ways to minimize these and response to these scenarios
- KU4.** Usage about the various safety equipment by self and subordinates like nose mask, etc.
- KU5.** The importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior

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- KU6.** How to accommodate employees with disabilities, etiquette to adhere to and proper language and terminology
- KU7.** How to communicate, offer help, respecting space, parking etc. For people with disabilities or special needs
- KU8.** Promoting a safe, accessible and healthy workplace for disabled employees

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Write letters, memos, applications regarding various requirements of health and safety equipment
- GS2.** Maintain records for any incident/accident that takes place
- GS3.** Comprehend written instructions related to health and safety
- GS4.** Read, comprehend and follow the health and safety signage installed in the company
- GS5.** Communicate the importance of health and safety equipment and signage to subordinates
- GS6.** Make appropriate and timely decision in responding to emergencies/ accidents in line with organization
- GS7.** Evaluate and use correct PPE and other safety gear while at the workplace
- GS8.** Plan health and safety drills according to the required schedule
- GS9.** Work with managers/workers to carry out health and safety measures
- GS10.** Keep work area free from potential hazards like fire, short shot circuit, etc.
- GS11.** Ensure and follow organizational procedures pertaining to health and safety are followed
- GS12.** Resolve issues pertaining to malfunctions in machineries and report if required
- GS13.** Identify emergency situations and take appropriate actions during emergencies, accidents or fire at the workplace
- GS14.** Identify cause effect relationship for the emergencies
- GS15.** Critically evaluate the root cause of any mishappening and the level of its impact
- GS16.** Keep abreast with the latest developments for innovative safety services and tools by reading brochures, pamphlets, magazines etc.
- GS17.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee with disability or special needs
- GS18.** Actively take part in any discussion/workshop organized for disability sensitization training
- GS19.** Read and comprehend written instructions related to equality issues in the organization related to disabled persons
- GS20.** Identify and report any distinction, exclusion, harassment or inappropriate behavior towards any employee

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Involves identifying environmental needs and requirement to the workplace, health and safety hazards and ensuring mechanism to safeguard against hazards with gender and PwD sensitization</i>	5	15	-	5
PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like cutters, shears, adhesives, etc.	1	2	-	0.5
PC2. Handle tools and equipment safely and securely	1	5	-	1
PC3. Monitor the workplace and work processes for potential risks and threats like fire, physical injuries from sharp objects, etc.	1	2	-	1
PC4. Ensure self and workers participation in mock-drills/evacuation procedures organized at the workplace	0.5	2	-	1
PC5. Ensure the workers undertake first-aid, fire-fighting and emergency response training	1	2	-	0.5
PC6. Follow organization procedures for shutdown and evacuation when required	0.5	2	-	1
NOS Total	5	15	-	5

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0924
NOS Name	Maintain health, safety and security in the sourcing department with Gender and PwD Sensitization
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	SAMPLING
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
Deactivation Date	30/09/2024
NSQC Clearance Date	30/09/2021

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS. examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each.
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP.

Qualification Pack

7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AMH/N0104. Comply with industry, regulatory and organizational requirements and Greening of Job roles	20	10	0	10	40	9
AMH/N0920. Plan for the procurement of materials as per garment design requirements	25	80	0	15	120	27
AMH/N0921. Procure materials from national and international suppliers related to fabrics, trims and accessories	25	60	0	10	95	21
AMH/N0922. Supervise and evaluate performance of subordinates	25	50	0	10	85	19
AMH/N0923. Maintain records about procurement of materials	25	50	0	10	85	19
AMH/N0924. Maintain health, safety and security in the sourcing department with Gender and PwD Sensitization	5	15	0	5	25	5
Total	125	265	0	60	450	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business 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.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) 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 (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by 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 a 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 quality of performance required.

Qualification Pack

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation 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 (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment 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.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
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Qualification Pack

National Occupational Standard	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by 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 a 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 quality of performance required.
Knowledge and Understanding	Knowledge and Understanding (KU) 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.
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