

Qualification Pack



Merchandiser - Fashion, Made-Ups & Home Furnishings

QP Code: AMH/Q0911

Version: 2.0

NSQF Level: 5

Apparel, Madeups & Home Furnishing Sector Skill Council || Flat No. A-312 to A-323, 3rd Floor,
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AMH/Q0911: Merchandiser - Fashion, Made-Ups & Home Furnishings

Brief Job Description

Merchandiser (Made-up & Home Furnishing) plays major role right from the process beginning with strategic planning to execution of plan from order booking to final shipment. The span of tasks for merchandiser involves getting the right merchandise, in the right place, at the right time, in the right quantities at the right price.

Personal Attributes

A merchandiser performs in a fast pace environment full of challenges and unpredictability. He is thus expected to adapt to changes quickly and respond rationally. He is expected to think critically and work well under pressure. He/she needs to have excellent communication skills, be a good team player and have interest and predilection analyzing data

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles](#)
2. [AMH/N0901: Analyze Product and establish merchandising objectives in accordance with business plans](#)
3. [AMH/N0912: Communicate with client and manage merchandising documents](#)
4. [AMH/N0904: Organize and Coordinate for pre-production as per merchandising objectives](#)
5. [AMH/N0103: Maintain health, safety and secure work place with Gender and PwD Sensitization](#)
6. [AMH/N0903: Develop and present merchandising plan](#)
7. [AMH/N0905: Factory Coordination and managing shipment](#)

Qualification Pack (QP) Parameters

Sector	Apparel
Sub-Sector	Made-Ups & Home Furnishing
Occupation	Merchandising

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Country	India
NSQF Level	5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7533.9900
Minimum Educational Qualification & Experience	Graduate with 3 Years of experience in relevant field OR Certificate-NSQF (Level 4) with 2 Years of experience as Assistant Designer
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Training in HR/Operations/Marketing Management, Communication Skills in Foreign Languages, preferably
Minimum Job Entry Age	20 Years
Last Reviewed On	27/01/2022
Next Review Date	30/12/2024
Deactivation Date	30/12/2024
NSQC Approval Date	30/12/2021
Version	2.0
Reference code on NQR	2021/APR/AMHSSC/04769
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	30/12/2021
Next Review Date	30/12/2024
NSQF Clearance Date	30/12/2021

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AMH/N0901: Analyze Product and establish merchandising objectives in accordance with business plans

Description

This unit is about how a merchandiser needs to be aware of the business plans, market target and design brief / techpack well captured from the design team and sets objectives to develop the product selected, with respect to work flow and norms followed

Scope

The scope covers the following :

- Market trend assessment
- Determine key criteria for design brief and analyze the design brief received from design team,
- Identification of Vendor /Supplier
- Preparation of the BOM
- Evaluation of different Parameters

Elements and Performance Criteria

Market trend assessment

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

- PC1.** Conduct research and keep track along with design/product development department regarding market trends, target market, fabrics, trims and accessories; better or new sources /suppliers for procurement.
- PC2.** Review previous designs & samples developed by the business to assess relevance to current design/samples.

Determine key criteria for design brief

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

- PC3.** Identify business processes and client goals
- PC4.** Identify quality standards for designs, budget, cost points and timing constraints
- PC5.** Check the techpack received and identify it with the design brief given by the designer and also check for any discrepancy in the techpack and clarify the same

Identification of Vendor/Supplier

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

- PC6.** Identify the vendors for initial development and also be able to confirm on for bulk if approved; and update the vendor database accordingly
- PC7.** Co-ordinate with design team and collect relevant swatches to meet the design brief from fabrics and trims and get confirmation on the same
- PC8.** Consult appropriate personnel and confirm feasibility and appropriateness of techpack

Preparation of the BOM& evaluation

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

- PC9.** Prepare a detailed BOM (bill of material) for each of the styles in the collection with all data about raw material, parts, quantities required for manufacture

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- PC10.** Initial costing of the sampling derived
- PC11.** Appropriate personnel identified for the construction along with the involvement of pattern maker and tailor are identified
- PC12.** Monitoring procedures and checking points are determined
- PC13.** Techpack sent to appropriate personnel (I.E. department) to calculate the SAM (standard allowed minute) of the sample
- PC14.** Time constraints met to make the sample and also develop a TNA (time and action) calendar with the estimated details on the delivery date after confirmation on the sample

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizational policies, procedures, guidelines and standards for dealing with buyers/clients
- KU2.** Recognizing and adapting to cultural differences in the workplace, including modes of behavior and interactions
- KU3.** Production capacity and processes of business and identify scope of improvements
- KU4.** Completing work systematically with attention to detail without causing any damage to goods and equipment
- KU5.** Awareness of intellectual property rights
- KU6.** Garment construction techniques and processes, range of fabrics and trims
- KU7.** An understanding on the cost process involved in making an apparel
- KU8.** Associated vendors and stakeholders
- KU9.** Industrial and organizational compliance standards
- KU10.** Protocol to obtain more information on work related tasks.
- KU11.** Details of the job role and responsibilities and the limits in relation to IT service requests/ incidents
- KU12.** Appropriate personnel to consult to refer problems to when they are outside the limit of your authority
- KU13.** Organizational equipment, templates and processes for preparing the techpack and how to use these
- KU14.** Your organizations knowledge base - how to use and update this and reporting structure
- KU15.** Detailed knowledge of fabrics/apparels and garments and knowledge on sewing and pattern making techniques to put across the ideology to the tailor master for making the product
- KU16.** Concept of product life cycle, pricing and costing procedures
- KU17.** Quality and workplace practices
- KU18.** Vendor /supplier identification and updation and collecting different swatches from vendors
- KU19.** Preparation of the BOM with accuracy in making the right BOM for each styles
- KU20.** Different parameters evaluated: capability, cost and delivery

Generic Skills (GS)

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

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- GS1.** Accurately complete written work with attention to detail.
- GS2.** Able to communicate with others in the company and to clients in writing, as this is crucial for a merchandiser.
- GS3.** Follow guidelines/procedures/rules and service level agreements.
- GS4.** Read and understand the buyer/clients requirements.
- GS5.** Listen effectively and orally communicate information accurately.
- GS6.** Ask for clarification and advice from relevant personnel.
- GS7.** To be able to speak in different languages and also if possible the local language wherever applicable.
- GS8.** Follow rule-based decision-making processes and make decisions on a suitable course of action or response
- GS9.** Plan and organize your work to achieve targets and deadlines.
- GS10.** Plan processes and encourage interchange of ideas/designs
- GS11.** Work independently in a team environment and contribute to the quality of team working
- GS12.** Assess/evaluate design processes and clarify the same with team members
- GS13.** Communicate effectively within the workplace and pass on relevant information to concerned personnel.
- GS14.** Analyze the market trends and targets for the season and understand production and shipment plans
- GS15.** Analyze the design and techpack making process
- GS16.** Analyze needs, requirements and dependencies in order to meet your work requirements
- GS17.** Provide opinions on work in a detailed and constructive way to relevant personnel
- GS18.** Apply balance judgments to different situations

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Market trend assessment</i>	3	6	3	2
PC1. Conduct research and keep track along with design/product development department regarding market trends, target market, fabrics, trims and accessories; better or new sources /suppliers for procurement.	2	3	3	1
PC2. Review previous designs & samples developed by the business to assess relevance to current design/samples.	1	3	-	1
<i>Determine key criteria for design brief</i>	5	9	-	3
PC3. Identify business processes and client goals	2	1	-	1
PC4. Identify quality standards for designs, budget, cost points and timing constraints	1	3	-	1
PC5. Check the techpack received and identify it with the design brief given by the designer and also check for any discrepancy in the techpack and clarify the same	2	5	-	1
<i>Identification of Vendor/Supplier</i>	3	7	2	-
PC6. Identify the vendors for initial development and also be able to confirm on for bulk if approved; and update the vendor database accordingly	1	3	-	-
PC7. Co-ordinate with design team and collect relevant swatches to meet the design brief from fabrics and trims and get confirmation on the same	1	3	2	-
PC8. Consult appropriate personnel and confirm feasibility and appropriateness of techpack	1	1	-	-
<i>Preparation of the BOM& evaluation</i>	9	13	10	5
PC9. Prepare a detailed BOM (bill of material) for each of the styles in the collection with all data about raw material, parts, quantities required for manufacture	3	5	5	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. Initial costing of the sampling derived	2	3	5	1
PC11. Appropriate personnel identified for the construction along with the involvement of pattern maker and tailor are identified	1	2	-	-
PC12. Monitoring procedures and checking points are determined	1	1	-	1
PC13. Techpack sent to appropriate personnel (I.E. department) to calculate the SAM (standard allowed minute) of the sample	1	1	-	1
PC14. Time constraints met to make the sample and also develop a TNA (time and action) calendar with the estimated details on the delivery date after confirmation on the sample	1	1	-	1
NOS Total	20	35	15	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0901
NOS Name	Analyze Product and establish merchandising objectives in accordance with business plans
Sector	Apparel
Sub-Sector	Apparel
Occupation	MERCHANDISING
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	30/12/2024
NSQC Clearance Date	30/12/2021

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AMH/N0912: Communicate with client and manage merchandising documents

Description

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to communicate effectively with client and managing all correspondence for records, follow up and reference.

Scope

The scope covers the following :

- Communication related to product features, price, quantity as enquiry asked by client, order booking and progress, ordered material procurement and managing records of correspondence and order progress.

Elements and Performance Criteria

Communication related to product features, price, quantity as enquiry asked by client, order booking and progress, ordered material procurement and managing records of correspondence and order progress

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

- PC1.** Collect sample order as per design catalogue and receive order confirmation or PO from the client
- PC2.** Collect information of style and quantity of materials and information about labels, tags, packaging methods, etc. from the buyer
- PC3.** Approval and updation of all work sheets like the trims sheet, fabric sheet, consumption sheet (fabric and thread) this also includes in techpack, if any, required
- PC4.** Communicate with the buyer and get approval of samples at different stages of manufacturing like proto sample, pre- production sample, etc.
- PC5.** Maintain complete set of merchandising documents with all information including communications, proto samples, test reports and compliances and maintain records of past orders received and fulfilled.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Knowledge about organizations protocol for exchange of information
- KU2.** Knowledge about managing sensitive information related to product design, compliance and capability
- KU3.** Knowledge about the organizations reporting structure and the protocol to obtain more information on work related tasks.
- KU4.** Knowledge/awareness of the intellectual property rights
- KU5.** Knowledge about statistical data, collections and recording
- KU6.** Knowledge about concepts of product life cycle and pricing

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KU7. Knowledge on quality and workplace practices

Generic Skills (GS)

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

- GS1.** Document records related to vendors and stakeholders
- GS2.** Keep a track of all the documents related to samples developed, client's comments, approvals, etc.
- GS3.** Write letters, memos, mails in clear, comprehensible and unequivocal English
- GS4.** Read and comprehend written instructions describing product features, specifications, logistics and all relevant design details related to procurement.
- GS5.** Keep abreast with latest trend in market for design and availability of fabrics & trims by reading magazine, journals etc.
- GS6.** Discuss task details, process schedules, etc. with sampling team
- GS7.** Communicate with all relevant information in logical sequence
- GS8.** Able to speak in vernacular with the workers and in English with clients or wherever required
- GS9.** Take decision with business acumen to optimize cost, quality and availability in procurement of fabric and trims
- GS10.** Plan and organize the tasks as per recorded in the merchandising documents to achieve targets and meet deadline
- GS11.** Plan processes and encourage exchange of ideas/inputs
- GS12.** Effective and detailed communication with buyers to avoid confusion and build understanding of trust and loyalty
- GS13.** Clarification on product features for design to be developed with the team member
- GS14.** Assess /evaluate the client requirements as per the organizations ability to fulfil them
- GS15.** Communicate effectively with team and provide clarification to unclear workers in a detailed and constructive way
- GS16.** Analyze the vendor details and act accordingly
- GS17.** Analyze the sample developed with the techpack received
- GS18.** Define in advance production and shipment plan
- GS19.** Clarify and check task related information

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communication related to product features, price, quantity as enquiry asked by client, order booking and progress, ordered material procurement and managing records of correspondence and order progress</i>	20	25	-	10
PC1. Collect sample order as per design catalogue and receive order confirmation or PO from the client	3	2	-	2
PC2. Collect information of style and quantity of materials and information about labels, tags, packaging methods, etc. from the buyer	3	5	-	2
PC3. Approval and updation of all work sheets like the trims sheet, fabric sheet, consumption sheet (fabric and thread) this also includes in techpack, if any, required	3	6	-	2
PC4. Communicate with the buyer and get approval of samples at different stages of manufacturing like proto sample, pre- production sample, etc.	3	2	-	2
PC5. Maintain complete set of merchandising documents with all information including communications, proto samples, test reports and compliances and maintain records of past orders received and fulfilled.	8	10	-	2
NOS Total	20	25	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0912
NOS Name	Communicate with client and manage merchandising documents
Sector	Apparel
Sub-Sector	Made-Ups & Home Furnishing
Occupation	Merchandising
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	30/12/2024
NSQC Clearance Date	30/12/2021

Qualification Pack

AMH/N0904: Organize and Coordinate for pre-production as per merchandising objectives

Description

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

Scope

The scope covers the following :

- Follow the Time & Action Calendar (TNA)
- Prepare pre-production file and address important issues in pre-production meeting

Elements and Performance Criteria

Follow the Time & Action Calendar (TNA)

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

- PC1.** Be updated on the TNA prepared and ensure TNA prepared is updated regularly and duly checked
- PC2.** Prepare a well-formed BOM (bill of material) for each of the styles in the collection
- PC3.** 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
- PC4.** Calculate initial costing of the sample derived

Prepare pre-production file and address important issues in pre-production meeting

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

- PC5.** Ensure production file is complete for all information like approved sample, techpack, comments, trim cards, test reports 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, TNA chart and important mail conversations.
- PC6.** Identify and clarify issues raised by any of the concerned department personnel attending the meeting
- PC7.** Hand over to be done and minutes of the meeting sent to all involved
- PC8.** Monitor order progress and communicate with buyer if any clarification is required

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Knowledge about shipment scheduling
- KU2.** Knowledge about the organizations protocol for the presence of various supervisors and workers during the client comments discussion meeting
- KU3.** Knowledge about the organizations knowledge base and how to use and update this
- KU4.** Knowledge about project tools and techniques like work study, gantt chart, etc.

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- KU5.** Knowledge about the software used for updating TNA like ERP, etc.
- KU6.** Knowledge of making accurate BOM for each styles
- KU7.** The organizations policies and procedures and the protocol to obtain more information on work related tasks.
- KU8.** The limits of your role and responsibilities in relation to IT service requests/incidents
- KU9.** Who to refer problems to when they are outside the limit of your authority
- KU10.** Your organizations equipment, templates and processes for preparing the techpack and how to use these
- KU11.** Details of the job role and responsibilities and reporting structure
- KU12.** Your organizations knowledge base and how to use and update this
- KU13.** Knowledge / awareness of intellectual property rights
- KU14.** Knowledge of fabrics/apparels and garments and types of fabrics/apparel that require any special stitching/equipment
- KU15.** Knowledge on sewing and pattern making techniques to put across ideology the tailor master to make the same
- KU16.** Concept of product life cycle, pricing and costing procedures
- KU17.** Knowledge on quality and workplace practices
- KU18.** Able to coordinate well with all the departments

Generic Skills (GS)

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

- GS1.** Document records for all process steps of product manufacturing with targets and person responsible
- GS2.** Maintain records related to the work assigned to each team member
- GS3.** Read and comprehend written instructions related to task progress and target achievement as per defined calendar/TNA.
- GS4.** Seek information from in-house team members to understand progress and take updates in a proper way
- GS5.** Communicate effectively at workplace with all relevant information in logical sequence
- GS6.** Able to speak in foreign and local languages as per need
- GS7.** Follow rule-based decision making process and make decision in suitable course of actions
- GS8.** Plan and organize tasks to achieve targets and meet deadline
- GS9.** Plan processes and encourage exchange of ideas/inputs
- GS10.** Developing products, the look, feel and fit of which are customer friendly and acceptable
- GS11.** Understand customer requirements and priorities and responding as per their needs
- GS12.** Clarification on the design to be developed with the team members
- GS13.** Provide clarification to ambiguous workers regarding their tasks
- GS14.** Analyze the working of the team members as per their skill set
- GS15.** Define in advance production and shipment plan and analyze the work targets accordingly

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- GS16.** Provide opinions on work in a detailed and constructive way and clarify and check task related information
- GS17.** Complete written work accurately with attention to detail
- GS18.** Follow guidelines/procedures/rules and service level agreements
- GS19.** Apply problem-solving approaches in different situations
- GS20.** Refer anomalies to the design head
- GS21.** Seek clarification on problems from authorized personnel
- GS22.** Analyze needs, requirements and dependencies in order to meet your work requirements

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow the Time & Action Calendar (TNA)</i>	26	24	-	7
PC1. Be updated on the TNA prepared and ensure TNA prepared is updated regularly and duly checked	5	4	-	2
PC2. Prepare a well-formed BOM (bill of material) for each of the styles in the collection	8	8	-	2
PC3. 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	5	4	-	1
PC4. Calculate initial costing of the sample derived	8	8	-	2
<i>Prepare pre-production file and address important issues in pre-production meeting</i>	19	16	-	8
PC5. Ensure production file is complete for all information like approved sample, techpack, comments, trim cards, test reports 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, TNA chart and important mail conversations.	5	4	-	2
PC6. Identify and clarify issues raised by any of the concerned department personnel attending the meeting	5	4	-	2
PC7. Hand over to be done and minutes of the meeting sent to all involved	4	4	-	2
PC8. Monitor order progress and communicate with buyer if any clarification is required	5	4	-	2
NOS Total	45	40	-	15

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0904
NOS Name	Organize and Coordinate for pre-production as per merchandising objectives
Sector	Apparel
Sub-Sector	Apparel
Occupation	MERCHANDISING
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	30/12/2024
NSQC Clearance Date	30/12/2021

Qualification Pack

AMH/N0103: Maintain health, safety and secure work place with Gender and PwD Sensitization

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 procedures to prevent, control and minimize risk to self and others

Scope

The scope covers the following :

- Potential risks associated with hazardous processes and guidelines for medical emergencies.

Elements and Performance Criteria

Hazards and potential risks associated with the process, guidelines for medical emergencies and evacuation process; gender & PwD sensitization

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

- PC1.** Comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.
- PC2.** Actively participate in mock drills/evacuation procedures and group discussions related to a safe and secure work place.
- PC3.** Training sensitization programs for gender and PwD awareness organized at the workplace.
- PC4.** Use and maintain materials and equipment as per protocol.
- PC5.** Capable to perform first-aid, firefighting or any other emergency response procedures and follow organization procedures for shutdown and evacuation when required
- PC6.** Monitor the work place and processes for potential risks/ threats to supervisors or other authorized personnel and ensure gender equality and PwD (People with disability) security.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** The importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior
- KU2.** How to accommodate employees with disabilities; etiquette to adhere to and proper language and terminology
- KU3.** How to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs.
- KU4.** Promote a safe, accessible and healthy workplace for disabled employees.
- KU5.** Health and safety related practices applicable at the workplace.
- KU6.** Potential hazards, risks and threats based on nature of operations; the ways to minimize these and response to these scenarios.

Qualification Pack

- KU7.** The code of conduct (COC) and Social Accountability standards followed by the organization/ industry
- KU8.** Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points.
- KU9.** Reporting protocol and documentation required.
- KU10.** The occupational health and safety risks and methods; importance of personal protective equipment and method of use.
- KU11.** Identification, handling and storage of hazardous substances.
- KU12.** Proper disposal system for waste and by-products.
- KU13.** Signage related to health and safety and their meaning.
- KU14.** The importance of personal health and hygiene and the ill effects of usage of intoxicants such as alcohol, tobacco and drugs.

Generic Skills (GS)

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

- GS1.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee.
- GS2.** Actively take part in any discussion/workshop organized for gender sensitization training
- GS3.** Read and comprehend written instructions related to gender equality and Pwd awareness/issues in the organization
- GS4.** Identify and report any harassment or inappropriate behavior towards any employee
- GS5.** Identify and report any distinction, exclusion, harassment or inappropriate behavior towards any employee
- GS6.** Document and report any health and safety related incidents/ accidents to the authorized personnel.
- GS7.** Read all organizational and equipment related health and safety manuals and documents
- GS8.** Read instructions, guidelines/procedures/rules related to the worksite and machine operations
- GS9.** Keep abreast with the latest developments for innovative safety services and tools by reading brochures, pamphlets, magazines etc
- GS10.** Discuss the latest approach for safety and security with the team
- GS11.** Evaluate and use correct PPE kit and other safety gear while at the workplace
- GS12.** Work with supervisors/ team mates to carry out work related tasks as per schedule
- GS13.** Keep work area free from potential hazards
- GS14.** Follow organizational procedures pertaining to health and safety.
- GS15.** Take appropriate actions during emergencies, accidents or fire at the workplace
- GS16.** Resolve issues pertaining to malfunctions in machineries and report if required
- GS17.** Identify emergency situations; their cause & effect relationship and suggest probable solutions
- GS18.** Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

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- GS19.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee
- GS20.** Actively take part in any discussion/workshop organized for gender sensitization training
- GS21.** Read and comprehend written instructions related to gender equality issues in the organization

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Hazards and potential risks associated with the process, guidelines for medical emergencies and evacuation process; gender & PwD sensitization</i>	22	12	-	6
PC1. Comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.	4	2	-	1
PC2. Actively participate in mock drills/evacuation procedures and group discussions related to a safe and secure work place.	4	2	-	1
PC3. Training sensitization programs for gender and PwD awareness organized at the workplace.	4	2	-	1
PC4. Use and maintain materials and equipment as per protocol.	3	2	-	1
PC5. Capable to perform first-aid, firefighting or any other emergency response procedures and follow organization procedures for shutdown and evacuation when required	4	2	-	1
PC6. Monitor the work place and processes for potential risks/ threats to supervisors or other authorized personnel and ensure gender equality and PwD (People with disability) security.	3	2	-	1
NOS Total	22	12	-	6

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0103
NOS Name	Maintain health, safety and secure work place with Gender and PwD Sensitization
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing, Sewing, Specialized Sewing, Sampling, Ironing, Hand Embroidery, Production Supervision, Computerized Embroidery, Laying, Quality Control
NSQF Level	4
Credits	TBD
Version	5.0
Last Reviewed Date	30/12/2021
Next Review Date	30/12/2024
NSQF Clearance Date	30/12/2021

Qualification Pack

AMH/N0903: Develop and present merchandising plan

Description

This unit is about how the merchandiser plans and prepares for product development, starting with sample development as per design brief, analyzing it and getting it confirmed for bulk production. Furthermore, preparing the plan and process for production and getting it confirmed with authorized personnel.

Scope

The scope covers the following :

- Oversee Prototype Preparation
- Confirmation of merchandise plan

Elements and Performance Criteria

Oversee Prototype Preparation

To be competent, the user/individual on the job 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 with concerned personnel; patterns checked for shrinkage report, tested and received
- PC3.** Collect information of style and quantity of materials and information about labels, tags, packaging methods, etc. from the buyer
- PC4.** Assembled products are checked according to specification sheet, accepted assembly techniques
- PC5.** Prototype sent for testing either according to company norms or as per the buyers standards requested

Confirmation of merchandise plan

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

- 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) etc.
- PC9.** Actual TNA updated and sent for approval
- PC10.** Maintain complete set of documents with all information including communications, proto samples, test reports and compliances and maintain records of past orders received and fulfilled

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- KU1.** The organizations policies and procedures and the protocol to obtain more information on work related tasks
- KU2.** The limits of your role and responsibilities in relation to IT service requests/incidents
- KU3.** Who to refer problems to when they are outside the limit of your authority
- KU4.** Organizational equipment, templates and processes for preparing the tech pack and how to use these
- KU5.** Details of the job role and responsibilities and reporting structure
- KU6.** Organization's knowledge base and how to use and update this
- KU7.** Knowledge / awareness of intellectual property rights
- KU8.** Knowledge of fabrics/apparels and garments and types of fabrics/apparels that require stitching by hand or machine stitching
- KU9.** Knowledge on sewing and pattern making techniques to put across ideology the tailor master to make the same
- KU10.** Concept of product life cycle; pricing and costing procedures
- KU11.** Knowledge on quality and workplace practices
- KU12.** Able to coordinate well with all the departments

Generic Skills (GS)

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

- GS1.** Document records related to vendors, clients or any other relevant personnel
- GS2.** Keep a track of all the documents related to samples developed, client's comments, approvals, etc.
- GS3.** Write official letters, memos, mails in clear, comprehensible and unequivocal English
- GS4.** Read and comprehend written instructions describing product features, specifications, logistics and all relevant design details related to procurement.
- GS5.** Keep abreast with latest trend in market for design and availability of fabrics & trims by reading magazine, journals etc.
- GS6.** Discuss task details, process schedules, etc. with relevant personnel and communicate with all relevant information in logical sequence
- GS7.** Able to speak in vernacular with the workers and in English with clients/buyers
- GS8.** Take decision with business acumen to optimize cost, quality and availability in procurement of fabric and trims
- GS9.** Plan and organize the tasks as per recorded in the merchandising documents to achieve targets and meet deadline and make relevant decisions in suitable course of actions
- GS10.** Plan processes and encourage exchange of ideas/inputs
- GS11.** Effective and detailed communication with buyers and vendors to avoid confusion
- GS12.** Clarification on product features for design to be developed with the team member
- GS13.** Assess /evaluate the client requirements as per the organizations ability to fulfill these
- GS14.** Communicate effectively with team and provide clarification to unclear workers
- GS15.** Analyze the vendor details and act accordingly
- GS16.** Analyze the sample developed with the techpack received

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- GS17.** Define in advance production and shipment plan and provide opinions on work in a detailed and constructive way
- GS18.** Follow guidelines/procedures/rules and service level agreements
- GS19.** Listen effectively and orally communicate (wherever required) information accurately
- GS20.** Ask for clarification and advice from others in the team and heads
- GS21.** Follow rule-based decision-making processes and make decisions on a suitable course of action or response
- GS22.** Apply problem-solving approaches in different situations
- GS23.** Refer anomalies to the superiors and seek clarification on problems
- GS24.** Analyze needs, requirements and dependencies in order to meet your work requirements

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Oversee Prototype Preparation</i>	10	10	5	5
PC1. Check the specification sheet prepared in accordance with standard format	2	2	5	1
PC2. Preparation and cutting of patterns and detailed drawings, mini markers are checked/ confirmed with concerned personnel; patterns checked for shrinkage report, tested and received	2	2	-	1
PC3. Collect information of style and quantity of materials and information about labels, tags, packaging methods, etc. from the buyer	2	2	-	1
PC4. Assembled products are checked according to specification sheet, accepted assembly techniques	2	2	-	1
PC5. Prototype sent for testing either according to company norms or as per the buyers standards requested	2	2	-	1
<i>Confirmation of merchandise plan</i>	10	15	10	5
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.	2	4	-	1
PC7. Raise and receive P.O. (purchase order) & P.I (Performa invoice) after confirmation on the costing to buyer and vendor	3	2	5	1
PC8. Approval and updation of all the work sheets, like the trims sheet, fabric sheet, consumption sheet (fabric and thread) etc.	2	3	-	1
PC9. Actual TNA updated and sent for approval	1	5	5	1
PC10. Maintain complete set of documents with all information including communications, proto samples, test reports and compliances and maintain records of past orders received and fulfilled	2	1	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	20	25	15	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0903
NOS Name	Develop and present merchandising plan
Sector	Apparel
Sub-Sector	Apparel
Occupation	MERCHANDISING
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	30/12/2024
NSQC Clearance Date	30/12/2021

Qualification Pack

AMH/N0905: Factory Coordination and managing shipment

Description

This unit is about how the merchandiser coordinates with the factory to ensure smooth production of the bulk order to meet the deadline. The merchandiser needs to be present during shipment while the quality check is done and all approved.

Scope

The scope covers the following :

- Coordination and management of shipment.

Elements and Performance Criteria

Coordination and management of shipment

To be competent, the user/individual on the job 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, in case any issue is raised during production is and not well identified internally
- PC3.** Coordinate with buying house QA or 3rd party QA for initial/mid and final inspection of shipment
- PC4. .** Ensuring all inspections are done in a timely manner
- PC5. .** Work closely with logistics and help shipping department with timely dissemination of information about packing reports for preparation of shipping documents
- PC6..** Coordinate with shipping and documentation department for forwarding the approved shipment

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** The organizations policies and procedures and the protocol to obtain more information on work related tasks.
- KU2.** The limits of your role and responsibilities in relation to IT service requests/incidents
- KU3.** Your organizations equipment, templates and processes for preparing the techpack and how to use these
- KU4.** Details of the job role and responsibilities and who to refer problems to when they are outside the limit of your authority
- KU5.** Your organizations knowledge base and how to use and update this
- KU6.** Reporting structure
- KU7.** Knowledge / awareness of intellectual property rights
- KU8.** Knowledge of fabrics/apparels and garments and types of fabrics/apparel that require stitching by hand or machine stitching

Qualification Pack

- KU9.** Knowledge on sewing and pattern making techniques to put across ideology the tailor master to make the same
- KU10.** Concept of product life cycle; pricing and costing procedures
- KU11.** Knowledge on quality and workplace practices
- KU12.** Able to coordinate well with all the departments

Generic Skills (GS)

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

- GS1.** Complete written work accurately with attention to detail
- GS2.** Communicate with others in writing (wherever applicable)
- GS3.** Follow guidelines/procedures/rules and service level agreements
- GS4.** Listen effectively and orally communicate information accurately
- GS5.** Ask for clarification and advice from others in the team and respective heads and refer anomalies to authorized personnel
- GS6.** Follow rule-based decision-making processes and make decisions on a suitable course of action or response
- GS7.** Maintain records related to the work assigned to each team member
- GS8.** Plan and organize your work to achieve targets and deadlines
- GS9.** Apply problem-solving approaches in different situations
- GS10.** Analyze needs, requirements and dependencies in order to meet your work requirements
- GS11.** Apply balanced judgments to different situations

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Coordination and management of shipment</i>	25	30	-	10
PC1.. Check execution of orders, whether it is running on time	5	5	-	1
PC2. Coordinate with buyer or buying house if any clarification is required, in case any issue is raised during production is and not well identified internally	3	5	-	2
PC3. Coordinate with buying house QA or 3rd party QA for initial/mid and final inspection of shipment	4	5	-	2
PC4. . Ensuring all inspections are done in a timely manner	5	4	-	1
PC5. . Work closely with logistics and help shipping department with timely dissemination of information about packing reports for preparation of shipping documents	5	8	-	2
PC6.. Coordinate with shipping and documentation department for forwarding the approved shipment	3	3	-	2
NOS Total	25	30	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0905
NOS Name	Factory Coordination and managing shipment
Sector	Apparel
Sub-Sector	Apparel
Occupation	MERCHANDISING
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	30/12/2024
NSQC Clearance Date	30/12/2021

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

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/N0901. Analyze Product and establish merchandising objectives in accordance with business plans	20	35	15	10	80	18
AMH/N0912. Communicate with client and manage merchandising documents	20	25	-	10	55	12
AMH/N0904. Organize and Coordinate for pre-production as per merchandising objectives	45	40	-	15	100	22
AMH/N0103. Maintain health, safety and secure work place with Gender and PwD Sensitization	22	12	-	6	40	9
AMH/N0903. Develop and present merchandising plan	20	25	15	10	70	16
AMH/N0905. Factory Coordination and managing shipment	25	30	-	10	65	14
Total	172	177	0	71	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

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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 organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational 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 (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 the context of the OS, these include communication related skills that are applicable to most job roles.
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