

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR APPAREL, MADE-UP'S AND HOME FURNISHING

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack – Pattern Master

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

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

OCCUPATION: Pattern Master

REFERENCE ID: AMH/Q1105

ALIGNED TO: NCO-2004 / NIL

The Pattern master develops pattern for cutting fabric spread in layers into various components as per requirement for a particular style and garment size.

Brief Job Description: Pattern Master uses ordinary and basic hand operated equipment and tools for measuring, marking and cutting to create pattern on non-textile cheaper substrate (usually hard paper board) for each size within given range of apparel and/or garment design, made-ups and home furnishing articles. A complete pattern consists of various components cut to size and thus a full pattern for a particular garment, made-ups and home furnishing article comprises various shapes and sizes of paper boards cut and preserved as set.

Personal Attributes: He/she should have flair for art and drawings and should have basic mathematical skills, particularly making calculations and measuring. He/she should possess good written and oral communication skills. He/she should be patient and tenacious for long hours of standing work in a calm atmosphere. He should be imaginative, creative and analytic.

Job Details	Qualifications Pack Code	AMH/Q1105		
	Job Role	Pattern Master		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-up's and Home Furnishing	Drafted on	17/03/15
	Sub-sector	Apparel, Made-up's and Home Furnishing	Last reviewed on	30/04/15
	Occupation	Pattern Making	Next review date	21/03/16
	NSQC Clearance on*	N.A		

Job Role	Pattern Master
Role Description	This unit covers the skills and knowledge required to create patterns out of ordinary tools and materials without using sophisticated specialty design software packages of Auto CAD
NSQF level	5
Minimum Educational Qualifications	Preferably, Standard XII
Maximum Educational Qualifications	N.A.
Training (Suggested but not mandatory)	Preferably, having certificates/diploma in garmenting or textile
Minimum Job Entry Age	21 years
Experience	Preferably having worked 1-2 years in a apparel, made ups and home furnishings factory
National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> AMH/N1105(Plan and prepare for process of pattern making as per techpack received) AMH/N1106(Inspect and validate pattern) AMH/N1107(Maintain health,safetyand security in the pattern making workplace) AMH/N0102(Maintain workarea, tools and machines) AMH/N0104(Comply with industry, regulatory and organizational requirements) Optional: Not Applicable
Performance Criteria	As described in relevant NOS units

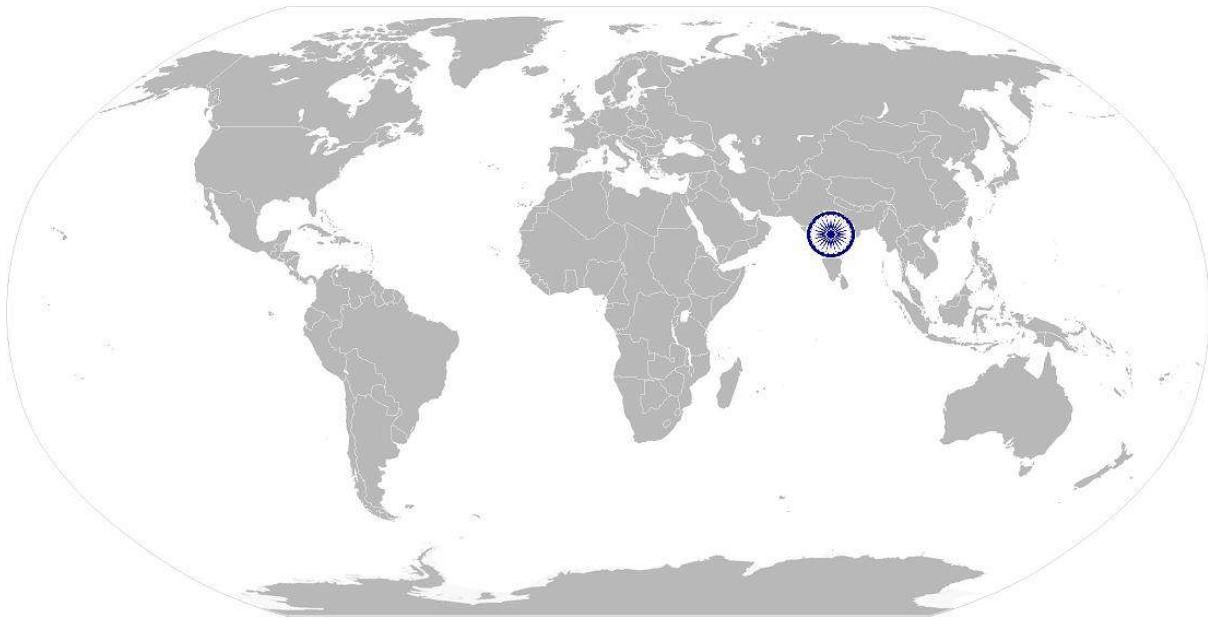
Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived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

	contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Substrate	Basic material used for creating pattern
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It is usually coined with specifically designated roles and responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills as set are group of skills. It is key to working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include mainly communication related skills that are applicable to most job roles.
Keywords /Terms	Description
SSC	Sector Skill Council
AMH	Apparel, Made-up's and Home Furnishings
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation

Acronyms

AMH/ N1105 Plan and Prepare for process of pattern making as per techpack received

National Occupational Standard



Overview

This unit is meant to capture skills, knowledge and personality attributes combined all together as set enabling one to plan and prepare for the process of pattern making.

AMH/ N1105 Plan and Prepare for process of pattern making as per techpack received

National Occupational Standard

Unit Code	AMH/ N1105
Unit Title (Task)	Plan and Prepare for process of pattern making as per techpack received
Description	This unit is about quantification and measurement of skills and competencies for planning for process of pattern making.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Preparation of pattern with simple hand-operated tools and equipment and navigation and measurement of competencies related to pattern making
Performance Criteria(PC) w.r.t. the Scope	
Elements	Performance Criteria
Preparation of pattern with simple hand-operated tools and equipment and navigation and measurement of competencies related to pattern making	PC1. Collect, Comprehend and Compile information from various sources viz. Designer/Buyer/Merchandiser PC2. Analyse information and translate inputs as per company procedure PC3. Coordinate with concerned Designer and Merchandiser for clarity of information against techpack received PC4. Incorporate and accommodate review inputs alongside the techpack PC5. Create paper patterns with all details like notches, parts marking (pockets, button holes, pleats, etc.), pattern marking for bulk production
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: KA1. Knowledge about customer requirements in context of organization capability
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Knowledge about interpreting information contained in techpack KB2. Knowledge about notations and symbols used in techpack KB3. Knowledge about operation handling of cutting and marking tools and equipments KB4. Knowledge about basic computer softwares like MS-Excel, MS-Word, etc. KB5. Knowledge about grading devices as per standard size chart KB6. Knowledge about different types of garments (tops, skirts, shirts, etc.) made ups and home furnishing articles and fabrics (woven's, knits, denim, etc.) KB7. Knowledge about sewing operations and techniques KB8. Knowledge of different methods of pattern making (flat pattern method, draping method and drafting method) and other methods such as reverse engineering. KB9. Knowledge of the size charts for the garments, made ups and home furnishing. KB10. Knowledge of different types of fabrics and textiles and the trade names of basic fabrics. KB11. Knowledge about measurement techniques and tools used for it. KB12. Knowledge about the types of grain-line
Skills (S)	

AMH/ N1105 Plan and Prepare for process of pattern making as per techpack received

A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Document records related to customer enquiries, product designs, pattern size etc. SA2. write letters, memos, etc. in clear, comprehensible and unequivocal English
	Reading Skills
	The user/individual on the job needs to know and understand: SA3. read and comprehend written instructions describing pattern details SA4. keep abreast with latest trend by reading brochures, pamphlets, magazines and product information sheets
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA5. seek information from customers and other sources in order to understand trend and customer requirements SA6. communicate with all relevant information in logical sequence
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand: SB1. follow organization rule-based decision making process when making patterns as per customer requirements SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. planning and organization of work to meet deadlines SB4. Plan and organize the tools and equipments for pattern making to have a smooth pattern making workflow
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB5. Prepare the tools for pattern making as per the customer requirements in the techpack SB6. build customer relationships and win confidence with customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand: SB7. seek and comprehend design related inputs as relevant to pattern development for clarification from superior SB8. assess/evaluate pattern making processes
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB9. apply domain information about product, processes and technical specifications
Critical Thinking	

AMH/ N1105 Plan and Prepare for process of pattern making as per techpack received

	The user/individual on the job needs to know and understand: SB10. critically evaluate design inputs in relation to the pattern intended SB11. develop holistic and comprehensive profile of products based on segregated discrete information available
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NOS Version Control

NOS Code	AMH/N1105		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Pattern Master	Next review date	21/03/16

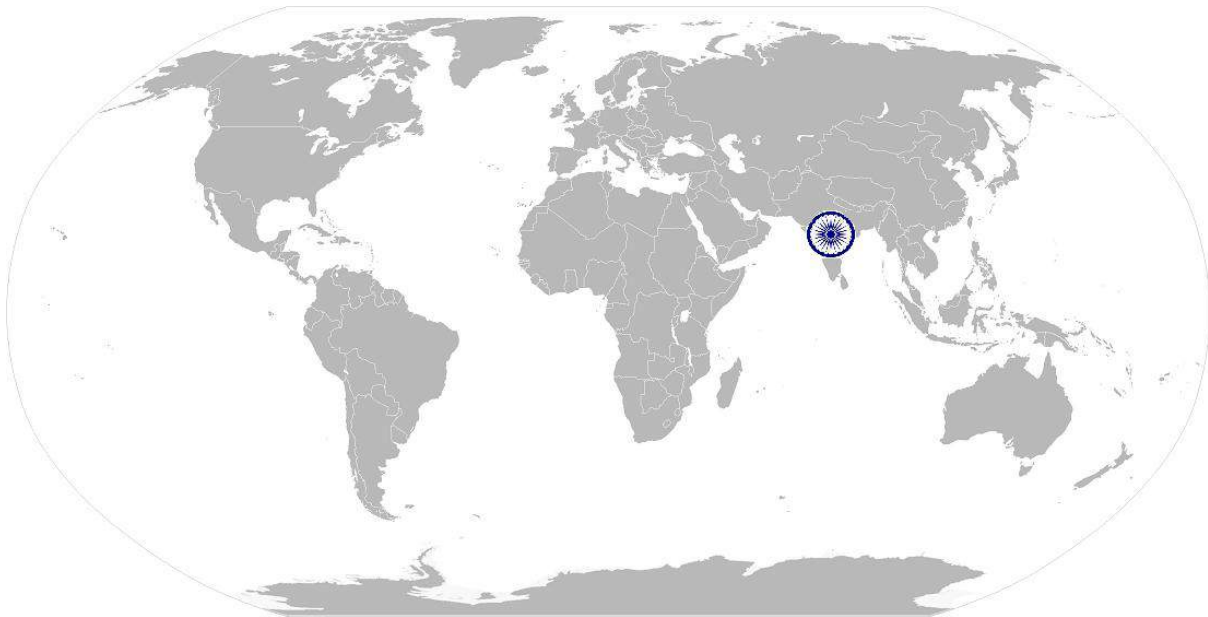


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AMH/ N1106

Inspect and validate pattern

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to inspect and validate pattern.

AMH/ N1106

Inspect and validate pattern

National Occupational Standard

Unit Code	AMH/ N1106
Unit Title (Task)	Inspect and validate pattern
Description	This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to inspect and validate the pattern for information contained in.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Checking the pattern for information contents, review and update
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Checking the pattern for information contents, review and update	PC1. Check sketches, design specifications to meet quantities, shapes and sizes of pattern parts PC2. Test pattern by making garment sample to check fit, fall, and other aesthetic attributes PC3. Review pattern against test performance PC4. Accommodate and incorporate changes in the pattern PC5. Create final pattern with all changes accommodated PC6. Create master pattern for different sizes of garments made ups and home furnishing articles within a style for mass production.
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: KA1. Knowledge about organization's capability of incorporating changes as per the result of inspection
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Knowledge about design sketches, and sample specifications KB2. Knowledge about calculating the consumption of fabric per garment
Skills (S) w.r.t the scope	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Document records related to tools and equipments used in the premises for calibration, precision and usability. SA2. Document records for the pattern developed for various styles, the amendments done and final approved pattern SA3. Document the fabric consumption after calculation
	Reading Skills
	The user/individual on the job needs to know and understand: SA4. Read and comprehend written instructions describing equipment specification and working principle. SA5. keep abreast with the latest equipment by reading brochures, pamphlets, magazines and product information sheets

AMH/ N1106

Inspect and validate pattern

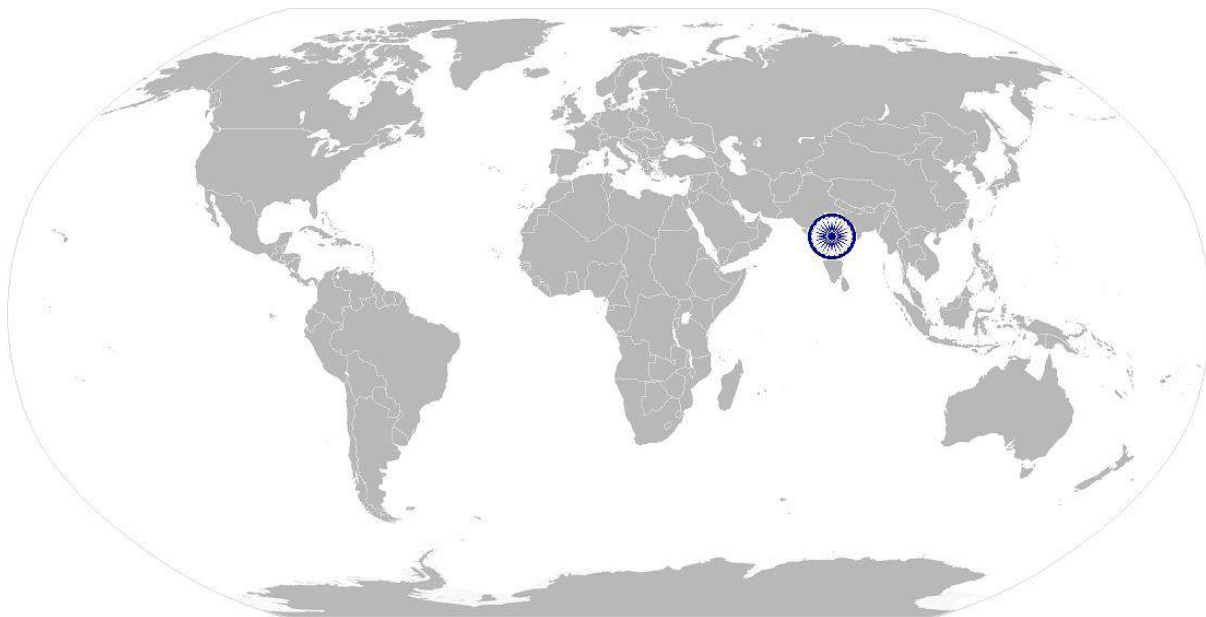
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA6. discuss details about handling of equipment to team assigned with the work SA7. seek information from user appropriately in order to understand the equipment suitability SA8. communicate with all relevant information in logical sequence
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand: SB1. follow organization rule-based decision making process when inspecting and validating the pattern made SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. Plan and organize the post pattern making processes so as to meet the target dates and deadlines and report to superiors
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. Tally the pattern with the customer requirements
	Problem Solving
	The user/individual on the job needs to know and understand: SB5. assess/evaluate significance of the process to upkeep of workarea, tools and equipment SB6. Provide clarification to unclear worker when making corrections in the pattern
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB7. Analyze the amendments done in the pattern after inspection SB8. Analyze the pattern made if it meets the customer requirements and the specifications mentioned in the techpack
Critical Thinking	
The user/individual on the job needs to know and understand: SB9. critically evaluate the pattern developed in all aspects SB10. develop holistic and comprehensive profile of process performances based on segregated discrete information available	

AMH/ N1106

Inspect and validate pattern

NOS Version Control

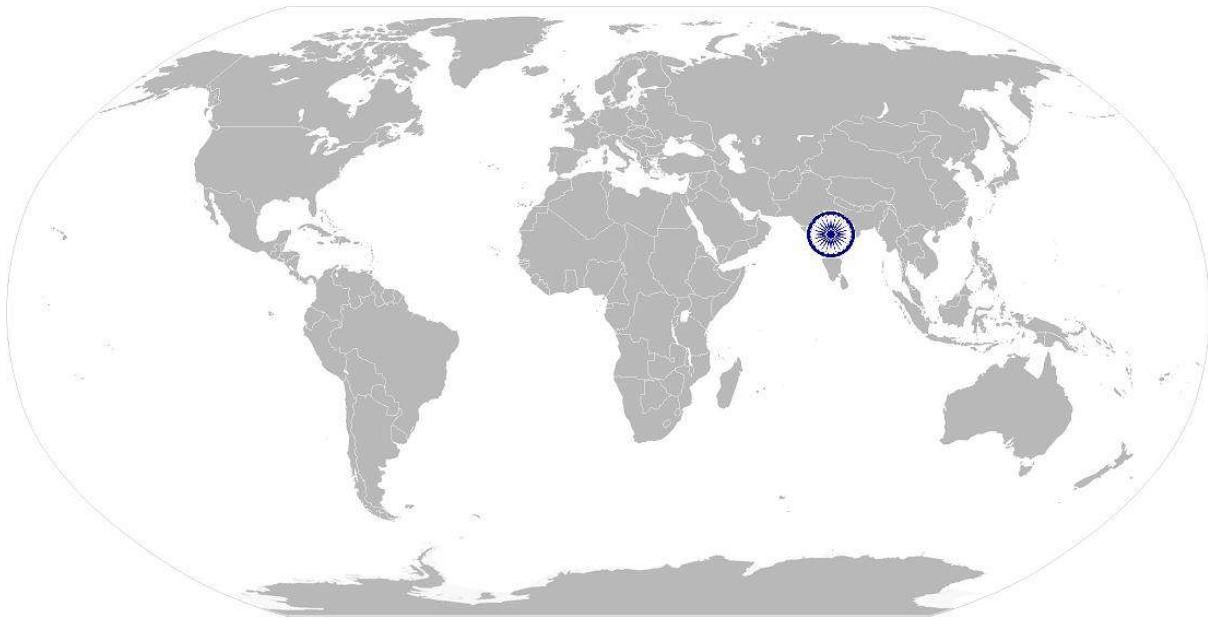
NOS Code	AMH/N1106		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Pattern Master	Next review date	21/03/16



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AMH/ N1107 Maintain health, safety and security in the pattern making workplace

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to maintain health, safety and security in the pattern making workplace.

AMH/ N1107 Maintain health, safety and security in the pattern making workplace

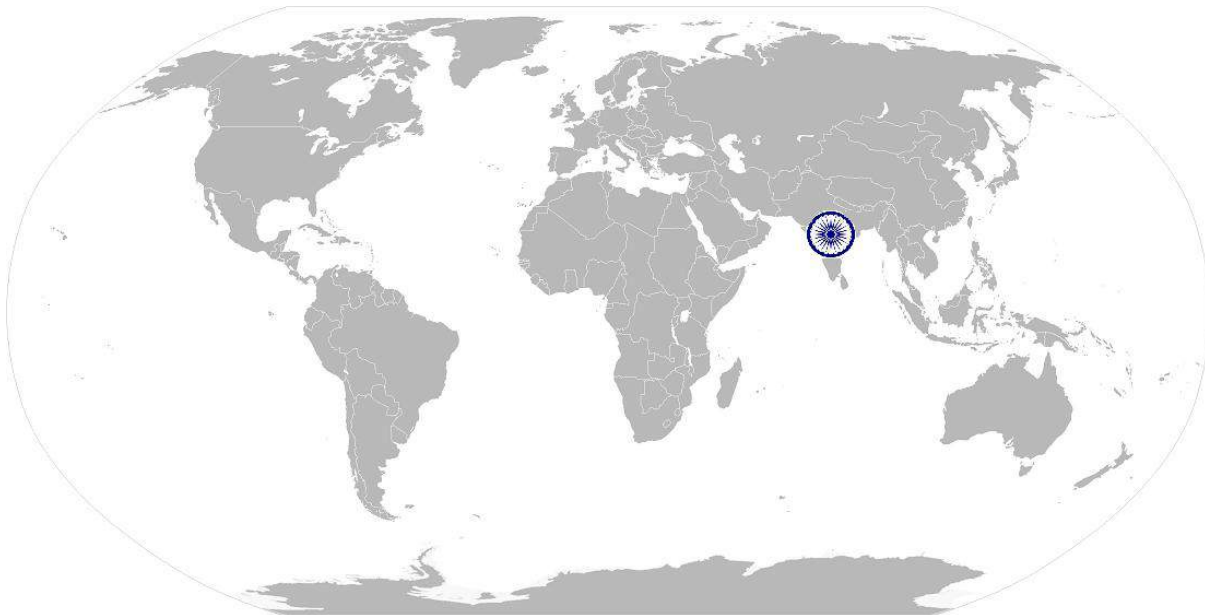
National Occupational Standard	Unit Code	AMH/ N1107
	Unit Title (Task)	Maintain health, safety and security in the pattern making workplace
	Description	This unit is about quantification and measurement of skills and competencies enabling one to ensure workarea conform to requirements of environmentally in compliance, safe, secure with no threats to health.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Involves identifying environmental needs and requirement to the workplace, health and safety hazards and ensuring mechanism to safeguard against hazards
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Involves identifying environmental needs and requirement to the workplace, health and safety hazards and ensuring mechanism to safeguard against hazards	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment PC2. Handle tools and equipments like cutters, scissors, etc. safely and securely PC3. Monitor the workplace and work processes for potential risks and threats PC4. Participate in mock-drills/evacuation procedures organized at the workplace PC5. Undertake first-aid, fire-fighting and emergency response training
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Knowledge about hazards related to damage to organization's assets and records KA2. Knowledge about health and safety signage
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge about different hazards at workplace like fire, etc. KB2. Knowledge about safe handling of tools and equipments related to pattern making
Skills (S)		
A. Core Skills /Generic Skills	Writing Skills	
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. document records related to health, safety and security related information SA2. write letter, memos, mails etc. in clear, comprehensible unequivocal English 	
	Reading Skills	
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA3. read and comprehend written instructions related to safety issues from concerned stakeholders and service providers 	

AMH/ N1107 Maintain health, safety and security in the pattern making workplace

	SA4. keep abreast with the latest developments for innovative safety services and tools by reading brochures, pamphlets, magazines etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA5. discuss task lists, task details, and schedules with team working to assess safety and security needs and sensitivity at workplace SA6. seek information appropriately in order to understand the requirements and concerns of personal protective equipments SA7. able to speak in vernacular with the workers when explaining them the importance of personal health and safety at workplace
	Decision Making
B. Professional Skills	On the job the individual needs to be able to: SB1. Make appropriate decisions apropos the concerned area of work SB2. Decisions related to pattern making operations should directly and closely involve safety requirements and protocols
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. plan processes and encourage exchange of ideas/inputs related to health, safety and security SB4. Keep work area free from potential work hazards by training workers on norms and practices related to health and safety
	CustomerCentricity
	The user/individual on the job needs to know and understand how to: SB5. Keep internal customers' (worker/pattern maker/supervisor) health and safety related concerns and processes paramount to ensure alignment with external customers' health and safety related expectations (local/global)
	Problem Solving
	The user/individual on the job needs to know and understand: SB6. clarification on the safety tools/processes to be used SB7. demonstrate the procedure of safely handling the equipment
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB8. Identify, record, report and rectify (if able to) the malfunctions of the tools and machines
	Critical Thinking
	The user/individual on the job needs to know and understand: SB9. Analyze, evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently

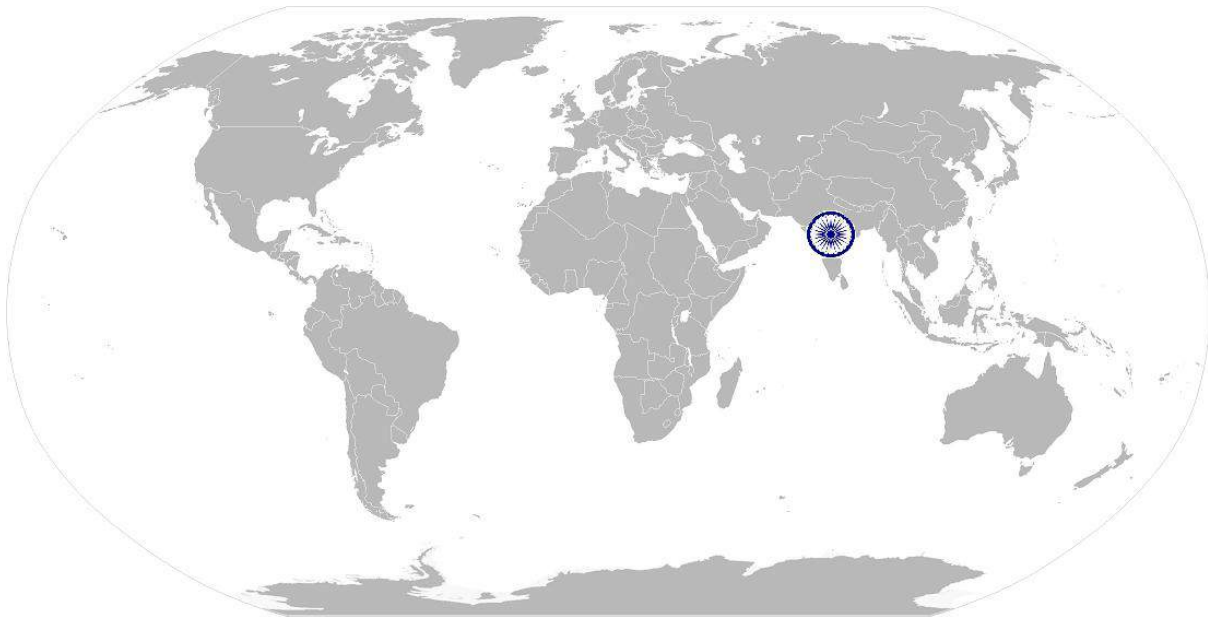
AMH/ N1107 Maintain health, safety and security in the pattern making workplace
NOS Version Control

NOS Code	AMH/N1107		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Pattern Master	Next review date	21/03/16



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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms

National Occupational Standard

AMH/ N0102		Maintain workarea, tools and machines	
Unit Code	AMH/ N0102		
Unit Title (Task)	Maintain workarea, tools and machines		
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms		
Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Maintain the work area tools, and machines 		
Performance Criteria (PC) w.r.t. the Scope			
Elements	Performance Criteria		
Maintain the workarea, tools and machines	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Handle materials, machinery, equipment and tools safely and correctly PC2. Use correct lifting and handling procedures PC3. Use materials to minimize waste PC4. Maintain a clean and hazard free working area PC5. Maintain tools and equipment PC6. Carry out running maintenance within agreed schedules PC7. Carry out maintenance and/or cleaning within one's responsibility PC8. Report unsafe equipment and other dangerous occurrences PC9. Ensure that the correct machine guards are in place PC10. Work in a comfortable position with the correct posture PC11. Use cleaning equipment and methods appropriate for the work to be carried out PC12. Dispose of waste safely in the designated location PC13. Store cleaning equipment safely after use PC14. Carry out cleaning according to schedules and limits of responsibility 		
Knowledge and Understanding (K)			
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Personal hygiene and duty of care KA2. Safe working practices and organizational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. The importance of effective communication with colleagues KA7. The lines of communication, authority and reporting procedures KA8. The organization's rules, codes and guidelines (including timekeeping) KA9. The company's quality standards KA10. The importance of complying with written instructions KA11. Equipment operating procedures / manufacturer's instructions 		
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Work instructions and specifications and interpret them accurately KB2. Method to make use of the information detailed in specifications and 		

AMH/ N0102

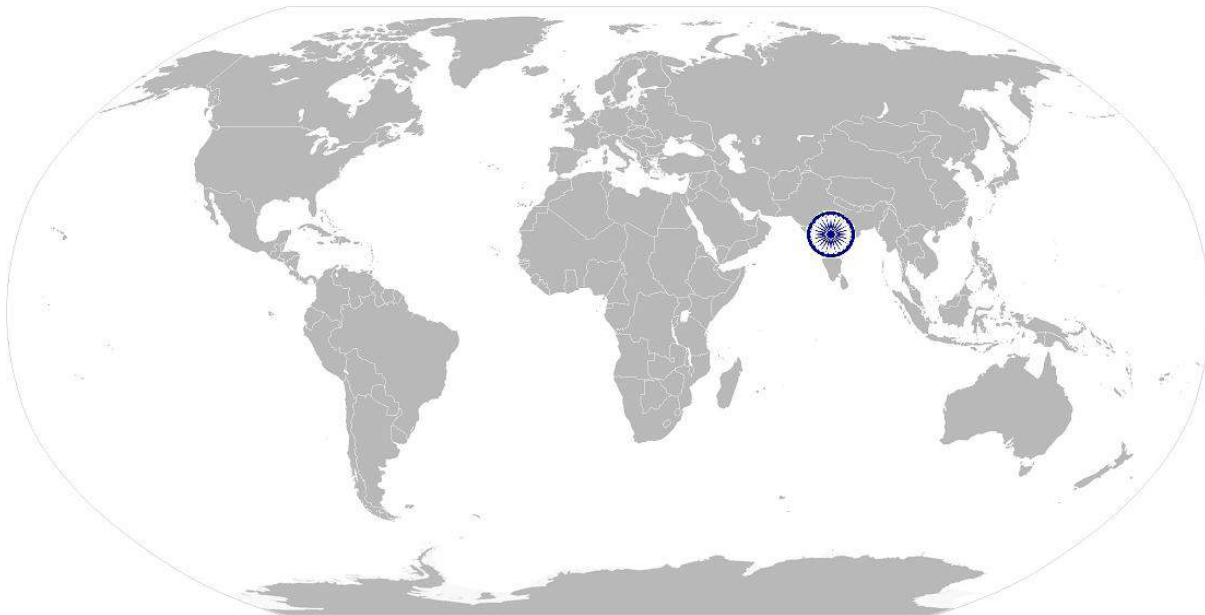
Maintain workarea, tools and machines

	<p>instructions</p> <p>KB3. Relation between work role and the overall manufacturing process</p> <p>KB4. The importance of taking action when problems are identified</p> <p>KB5. Different ways of minimizing waste</p> <p>KB6. The importance of running maintenance and regular cleaning</p> <p>KB7. Effects of contamination on products i.e. Machine oil, dirt</p> <p>KB8. Common faults with equipment and the method to rectify</p> <p>KB9. Maintenance procedures</p> <p>KB10. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB11. Different types of cleaning equipment and substances and their use</p> <p>KB12. Safe working practices for cleaning and the method of carrying them out</p>
Skills (S) w.r.t the scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards, etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Speak and communicate effectively to peers and supervisors SA5. Give clear instructions to co-workers, subordinates, others SA6. Use correct technical term while interacting with supervisor
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Take appropriate decisions regarding to responsibilities SB2. Assess for any damage/faulty component in the concerned machinery and take action accordingly SB3. Evaluate the decision and conduct basic trouble shooting
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB4. Plan and manage work routine based on company procedure SB5. Work with supervisors/team mates to carry out work related tasks SB6. Plan for cleaning and lubricating the concerned machinery daily SB7. Plan for cleaning the concerned tools and workplace daily before and after operations
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB8. Ensure and follow organizational procedures pertaining to health and safety are followed
	Problem Solving

AMH/ N0102

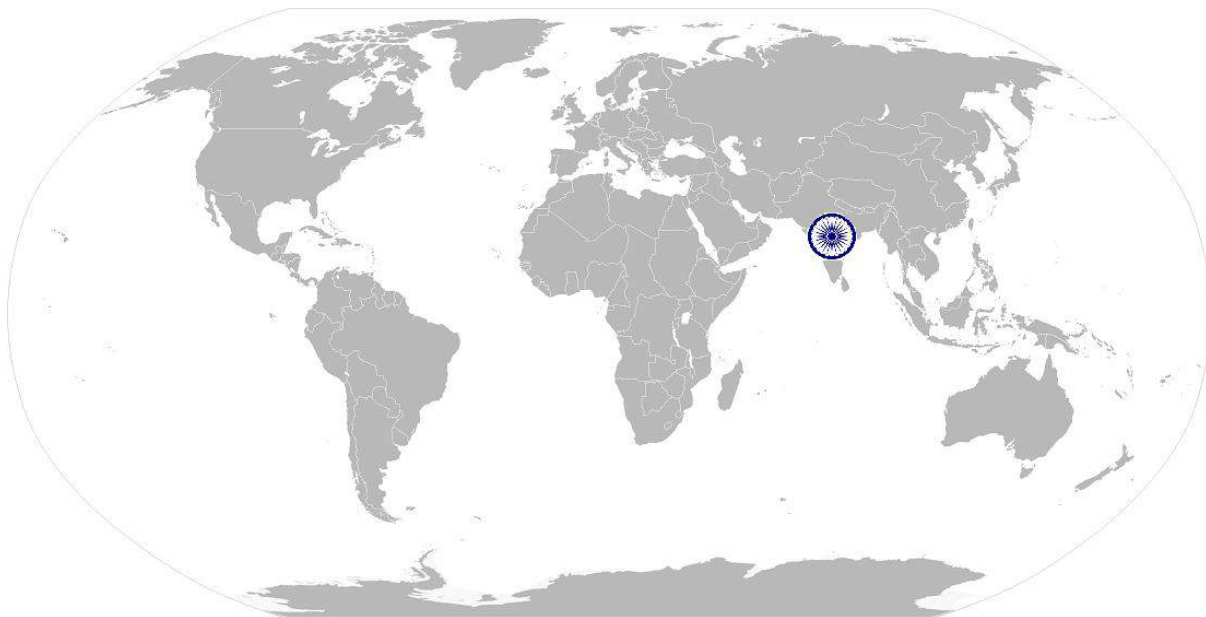
Maintain workarea, tools and machines

	The user/individual on the job needs to know and understand how to: SB7. Solve operational role related issues
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB9. Diagnose common problems in the machine based on visual inspection, sound, temperature, etc.
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB10. Analyze, evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently



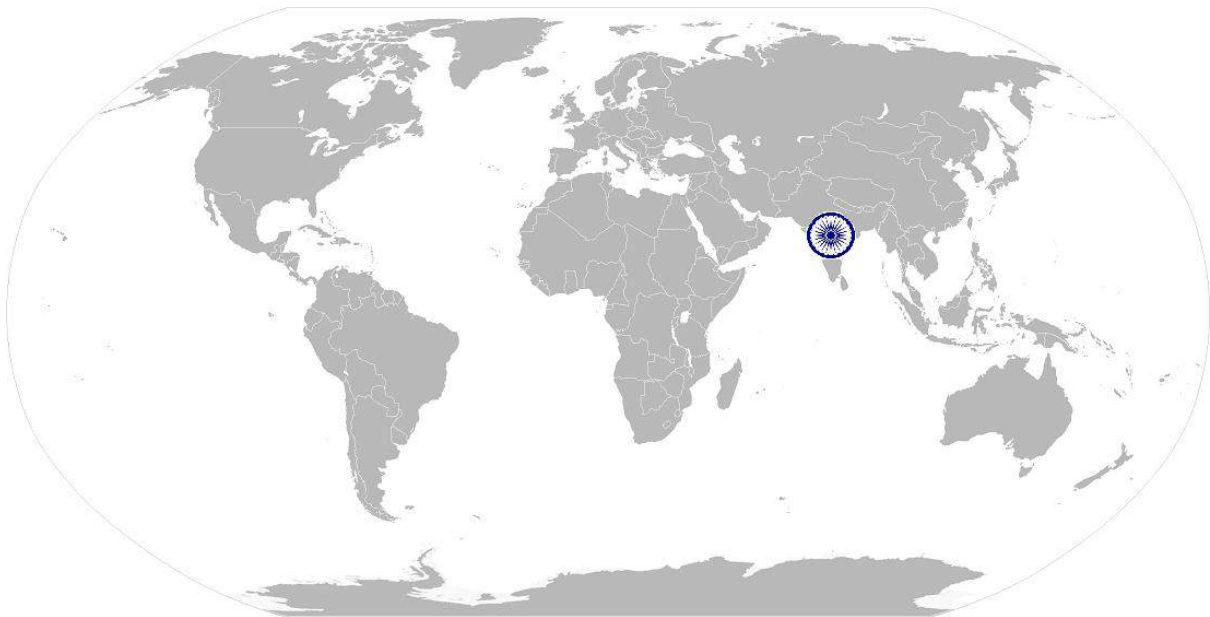
AMH/ N0102 Maintain workarea, tools and machines
NOS Version Control

NOS Code	AMH/N0102		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Pattern Master	Next review date	21/03/16



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National Occupational Standard



Overview

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

AMH/N0104 Comply with industry, regulatory and organizational requirements

National Occupational Standard

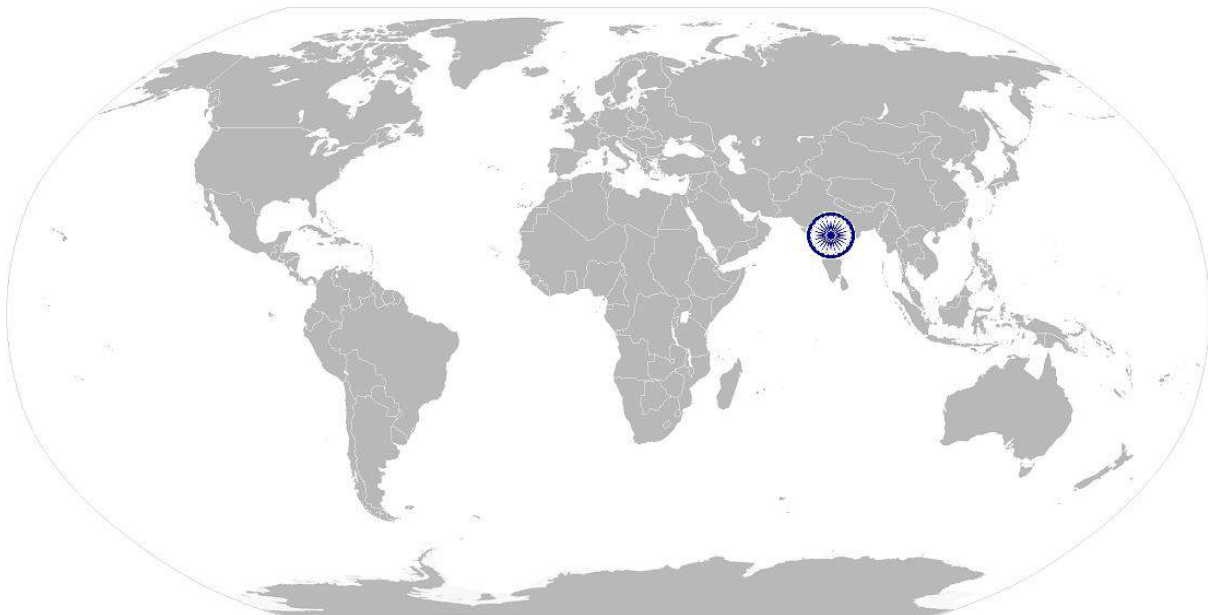
Unit Code	AMH/ N0104
Unit Title (Task)	Comply with industry, regulatory and organizational requirements
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory and ethical requirements at the workplace.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Comply with industry and organizational requirements
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Comply with industry, and organizational requirements	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel PC3. Apply and follow these policies and procedures within your work practices PC4. Provide support to your supervisor and team members in enforcing these considerations PC5. Identify and report any possible deviation to these requirements
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1.The importance of having an ethical and value-based approach to governance KA2.Benefits to your company and yourself due to practice of these procedures KA3.The importance of punctuality and attendance KA4.Specific to the industry/sector, know and understand: <ul style="list-style-type: none"> Legal and ethical requirements Procedures to follow if someone does not meet the requirements KA5.Customer specific requirements mandated as a part of your work process
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1.Country / customer specific regulations for your sector and their importance KB2.Reporting procedure in case of deviations KB3. Limits of personal responsibility
Skills (S) w.r.t the scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company
	Reading Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA2. Read and comprehend the organizational documents pertaining to rules and procedures SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc. SA4. Read in the local language as applicable

AMH/N0104 Comply with industry, regulatory and organizational requirements

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

AMH/N0104 Comply with industry, regulatory and organizational requirements
NOS Version Control

NOS Code	AMH/N0104		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Pattern Master	Next review date	21/03/16



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Pattern Master

Qualification Pack AMH/Q1105

Sector Skill Council Apparel, Made-up's and Home Furnishing

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions approved by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in a QP
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	Performance Criteria	Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
1. AMH/N1105 (Plan and Prepare for process of pattern making as per techpack received)	PC1. Collect, Comprehend and Compile information from various sources viz. Designer/Buyer/Merchandiser	115	22	8	12	2
	PC2. Analyse information and translate inputs as per company procedure		21	6	13	2
	PC3. Coordinate with concerned Designer and Merchandiser for clarity of information against techpack received		22	5	15	2
	PC4. Incorporate and accommodate review inputs alongside the techpack		24	9	13	2
	PC5. Create paper patterns with all details like notches, parts marking (pockets, button holes, pleats, etc.) for bulk production		26	7	17	2
			115	35	70	10

2. AMH/N1106 (Inspect and validate pattern)	PC1. Check sketches, design specifications to meet quantities, shapes and sizes of pattern parts	90	15	4	10	1
	PC2. Test pattern by making garment sample to check fit, fall, and other aesthetic and functional attributes		12	3	8	1
	PC3. Review pattern against test performance		14	5	7	2
	PC4. Accommodate and incorporate changes in the pattern		15	4	10	1
	PC5. Create final pattern with all changes accommodated		17	5	11	1
	PC6. Create master pattern for different sizes of garments, made-ups and home furnishing articles within a style for mass production		17	5	11	1
			90	26	57	7
3. AMH/N1107 (Maintain health, safety and security in the pattern making workplace)	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like cuts from cutters, scissors, shears, etc.	30	6	2.5	3	0.5
	PC2. Handle tools and equipments like cutters, scissors, etc. safely and securely		5	2.5	2	0.5
	PC3. Monitor the workplace and work processes for potential risks and threats		7	3	3	1
	PC4. Participate in mock-drills/evacuation procedures organized at the workplace		6	2.5	3	0.5
	PC5. Undertake first-aid, fire-fighting and emergency response training		6	2.5	3	0.5
			30	13	14	3
4. AMH/N0102 (Maintain workarea, tools and machines)	PC1. Handle materials, machinery, equipment and tools safely and correctly	40	3	1	2	0
	PC2. Use correct lifting and handling procedures		3	1	2	0

	PC3. Use materials to minimize waste	3	1	1	1	
	PC4. Maintain a clean and hazard free working area	3	1	2	0	
	PC5. Maintain tools and equipments	2	0	2	0	
	PC6. Carry out running maintenance within agreed schedules	4	1	2	1	
	PC7. Carry out maintenance and/or cleaning within one's responsibility	2	0	2	0	
	PC8. Report unsafe equipment and other dangerous occurrences	3	2	1	0	
	PC9. Ensure that the correct machine guards are in place	3	0	2	1	
	PC10. Work in a comfortable position with the correct posture	2	0	2	0	
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out	4	1	2	1	
	PC12. Dispose of waste safely in the designated location	2	0	2	0	
	PC13. Store cleaning equipment safely after use	2	0	2	0	
	PC14. Carry out cleaning according to schedules and limits of responsibility	4	1	2	1	
		40	9	26	5	
5. AMH/N0104 (Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	25	5	1	3	1
	PC2. Seek/Obtain/Provide clarifications on policies and procedures, from your supervisor or other authorized personnel		4	1	2	1
	PC3. Apply and follow these policies and procedures within your work practices		4	1	3	0

	PC4. Provide support to your supervisor and team members in enforcing these considerations		6	2	2	2
	PC5. Identify and report any possible deviation to these requirements		6	2	3	1
	Total Marks	300	25	7	13	5
			300	90	180	30