

Qualification Pack



Cutting Supervisor

QP Code: AMH/Q0610

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/Q0610: Cutting Supervisor

Brief Job Description

Supervisor (cutting) is responsible for monitoring cutting operations, quality and smooth running of cutting processes with junior management cadres working as a team. He/she needs to supervise and coordinate activities of workers engaged in cutting fabric as per buyer specifications.

Personal Attributes

He/she should have good interpersonal skills, vigilant and good eye sight to detect minute and sophisticated visual defects. He/she should have basic mathematical skills, particularly making arithmetical calculations and measurement. He/she should possess good oral communication skills in vernacular. Supervisor to be able to balance time constraints and a heavy workload while managing other employees and projects

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AMH/N0102: Maintain work area, tools and machines](#)
2. [AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles](#)
3. [AMH/N0610: Plan and organize cutting process](#)
4. [AMH/N0611: Preparatory Processes for cutting](#)
5. [AMH/N0612: Supervise cutting operations](#)
6. [AMH/N0613: Maintain health, safety and security in the cutting department with Gender and PwD Sensitization](#)

Qualification Pack (QP) Parameters

Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Cutting
Country	India

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NSQF Level	5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7532.9900
Minimum Educational Qualification & Experience	12th Class with 2 Years of experience in relevant field OR Certificate-NSQF (Level 4) with 1 Year of experience as Fabric cutter
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	21 Years
Last Reviewed On	30/09/2021
Next Review Date	30/09/2024
Deactivation Date	30/09/2024
NSQC Approval Date	30/09/2021
Version	2.0
Reference code on NQR	2021/APR/AMHSSC/04551
NQR Version	1.0

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AMH/N0102: Maintain work area, 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. It also covers procedures and compliance standards to identify, prevent, control, minimize and eliminate hazards and potential risks to self and others at the workplace.

Scope

The scope covers the following :

- Maintain the work area, handle tools and machines

Elements and Performance Criteria

Maintain the work area, handle tools and machines

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

- PC1.** Handle materials, machinery, equipment and tools safely and correctly to maintain a clean and hazard free working area
- PC2.** Use correct lifting and handling procedures
- PC3.** Use materials efficiently to minimize wastage and dispose off waste safely at the designated location.
- PC4.** Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules
- PC5.** Report any unsafe or damaged equipment and other dangerous occurrences to the authorized personnel
- PC6.** Ensure that the correct machine guards are in place
- PC7.** Work in a comfortable position and maintain correct posture
- PC8.** Use cleaning equipment and methods appropriate for the work to be carried out

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Importance of good health, personal hygiene and duty of care
- KU2.** Importance of safe working practices and code of conduct (COC) and Social Accountability standards followed by the organization/ industry
- KU3.** The limits of your own responsibility
- KU4.** The production process and the specific work activities that relate to the whole process
- KU5.** The line and importance of effective communication with superiors and colleagues
- KU6.** The organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)
- KU7.** The importance of complying with written instructions

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- KU8.** The instructions of equipment operating procedures / manufacturer's
- KU9.** The work instructions and specifications and interpret them accurately
- KU10.** Method to make use of the information detailed in specifications and instructions
- KU11.** Relation between work role and the overall manufacturing process
- KU12.** The importance of taking action when problems are identified
- KU13.** Different ways of minimizing waste and proper disposal system for waste and by-products
- KU14.** The importance of running maintenance and regular cleaning
- KU15.** Effects of contamination on products i.e., Machine oil, dirt
- KU16.** Common faults with equipment and the method to rectify
- KU17.** Maintenance procedures
- KU18.** Hazards likely to be encountered when conducting routine maintenance
- KU19.** Different types of cleaning equipment and substances and their use
- KU20.** Safe working practices for cleaning and the method of carrying them out

Generic Skills (GS)

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

- GS1.** Write and document appropriate technical forms, job cards, inspection sheets as per the required format of the company
- GS2.** Read and comprehend basic English to interpret indicators in the operating manuals, job cards, visual cards
- GS3.** Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
- GS4.** Speak and communicate effectively with to peers and supervisors
- GS5.** Give clear detailed instructions to co-workers, subordinates and others
- GS6.** Use correct technical terms while interacting with supervisor
- GS7.** Take appropriate decisions regarding your responsibilities
- GS8.** Assess for any damaged faulty component in the concerned machinery and take action accordingly
- GS9.** Evaluate the decision and conduct basic trouble shooting
- GS10.** Plan and manage work routine based on company procedure
- GS11.** Work with supervisors/ team mates to carry out work related tasks
- GS12.** Plan for cleaning and lubricating the concerned machinery, tools, and workplace daily before and after operations
- GS13.** Ensure and follow organizational procedures pertaining to health and safety are followed
- GS14.** Solve operational role related issues
- GS15.** Diagnose common problems in the machine based on visual inspection, sound, temperature etc.
- GS16.** Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain the work area, handle tools and machines</i>	14	49	-	7
PC1. Handle materials, machinery, equipment and tools safely and correctly to maintain a clean and hazard free working area	3	10	-	1
PC2. Use correct lifting and handling procedures	2	7	-	1
PC3. Use materials efficiently to minimize wastage and dispose off waste safely at the designated location.	2	4	-	1
PC4. Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules	2	10	-	1
PC5. Report any unsafe or damaged equipment and other dangerous occurrences to the authorized personnel	1	2	-	0.5
PC6. Ensure that the correct machine guards are in place	2	2	-	0.5
PC7. Work in a comfortable position and maintain correct posture	1	7	-	1
PC8. Use cleaning equipment and methods appropriate for the work to be carried out	1	7	-	1
NOS Total	14	49	-	7

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0102
NOS Name	Maintain work area, tools and machines
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing, Finishing, Cutting, Production Supervision, Sampling, Quality Control, Quality Assurance, Ironing, Tailoring, Machine Embroidery Operation
NSQF Level	4
Credits	TBD
Version	3.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
Deactivation Date	30/09/2024
NSQC Clearance Date	30/09/2021

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

Description

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

Scope

The scope covers the following :

- Observe organizational norms and follow green procedures at workplace.

Elements and Performance Criteria

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

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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

Generic Skills (GS)

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

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

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Assessment Criteria

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

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National Occupational Standards (NOS) Parameters

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

Qualification Pack

AMH/N0610: Plan and organize cutting process

Description

This unit describes inputs that make one plan and organize for process of cutting of apparels, made-ups and/or home furnishing textile products

Scope

The scope covers the following :

- Planning the process for cutting

Elements and Performance Criteria

Planning the process for cutting

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

- PC1..** Review orders received from production planning for cutting as per style/product category/class
- PC2.** Check material availability in suitable form and quantity
- PC3.** Allocate cutting tables as per plan and priority
- PC4. .** Allocate spreaders and cutters as per style, quality and cutting skills availability.
- PC5. .** Set cutting targets and required quality standards as per forecasted weekly cutting schedule
- PC6..** Allocate manpower (operators, helpers, relievers etc.) based on skill-set and suitability for cutting processes or sub-processes.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Customer defined and/or organization norms and tolerance for quality
- KU2.** Organize processes related to cutting that support building overall organizational performance.
- KU3.** Operation and handling of cutting tools like electrical straight blade cutter, rotary cutter, side cutter etc.
- KU4.** Different types of woven (cambric, georgette, chiffon, satin etc.), knit (Lycra, interlock, etc.), and upholstery (jacquard, polyester, blends, etc.) fabrics and their basic structure, construction and trade names
- KU5.** Basic knowledge about pattern making, markings and the specifications mentioned on it
- KU6.** Symbols, types of markers, marker efficiency and notations on marker
- KU7.** Basic knowledge about the operation and functioning of Auto CAD.
- KU8.** Types of garments, made ups and home furnishing articles and their construction
- KU9.** Various trims and accessories

Generic Skills (GS)

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

- GS1.** Document records related to customer requirements/complaints, task lists, etc
- GS2.** Use basic mathematics to arrive at and check required calculations while working on the cutting processes and to calculate the number of lays to be laid for a particular style
- GS3.** Read and comprehend written instructions describing the patterns to be cut and their sequence
- GS4.** Discuss task lists and work/assignment to team working under his/her supervision
- GS5.** Communicate with all relevant information in relation to the task of cutting in a logical sequence
- GS6.** Make appropriate decisions as per cutting requirement.
- GS7.** Plan and organize cutting processes and sub-processes to achieve targets and meet deadlines
- GS8.** Encourage exchange of ideas/inputs during cutting that are beneficial to the process of product making as well as to the organization
- GS9.** Plan and organize the manpower for cutting process
- GS10.** Build customer relationships and use customer centric approach
- GS11.** Provide Clarification on the design to be developed to the team members
- GS12.** Demonstrate sensitivity to customer needs and concerns
- GS13.** Analyse the contemporary progress in knowledge to develop enhance productivity and performance of cutting operation
- GS14.**
 - Critically evaluate the procedures and requirements adopted for building a better process performance of cutting
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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Planning the process for cutting</i>	15	52	-	8
PC1.. Review orders received from production planning for cutting as per style/product category/class	1	4	-	1
PC2. Check material availability in suitable form and quantity	3	10	-	2
PC3. Allocate cutting tables as per plan and priority	2	10	-	1
PC4. . Allocate spreaders and cutters as per style, quality and cutting skills availability.	2	10	-	2
PC5. . Set cutting targets and required quality standards as per forecasted weekly cutting schedule	4	10	-	1
PC6.. Allocate manpower (operators, helpers, relievers etc.) based on skill-set and suitability for cutting processes or sub-processes.	3	8	-	1
NOS Total	15	52	-	8

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0610
NOS Name	Plan and organize cutting process
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Department Supervision
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
Deactivation Date	30/09/2024
NSQC Clearance Date	30/09/2021

Qualification Pack

AMH/N0611: Preparatory Processes for cutting

Description

This Unit is about qualification and measurement of skills and competencies enabling one to work satisfactorily in ensuring preparatory processes for cutting are executed satisfactorily.

Scope

The scope covers the following :

- Different preparatory process steps for cutting

Elements and Performance Criteria

Different preparatory process steps for cutting

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

- PC1..** Ensure fabric received for cutting is checked for visible faults like stains, slub, etc.
- PC2.** Ensure fabric specific to cutting plan assigned to definite styles/quality is allocated to same quality/style.
- PC3.** Ensure the marker received is complete in all aspects like grain line, notches, part name, clarity of markings, complete for all components etc.
- PC4.** Ensure fabrics, patterns and marker are laid with due consideration to the prints (if present) and defects detected in texture/style
- PC5. .** Ensure availability and appropriate cutting tools and equipment for cutting
- PC6. .** Ensure optimum utilization and minimum wastage during cutting

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Customer defined and/or organization norms and tolerance for quality
- KU2.** Organize processes related to cutting that support building overall organizational performance
- KU3.** Organize the raw materials for different styles as per the organization's rules
- KU4.** Different types of fabric faults like stains, slub, etc.
- KU5.** Different types of fabric layering techniques like face over face, face over back, etc.
- KU6.** Different mechanism of spreading like manual spreading, mechanical spreader, etc.
- KU7.** Pattern marker precautions required for cutting of specialty fabric design/motif like check designs, plaids, prints etc.
- KU8.** Techniques to ensure optimum utilization of fabric and minimum wastage during cutting

Generic Skills (GS)

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

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- GS1.** Document records for all process steps and specification related to product designs
- GS2.** Read and comprehend written instructions describing design development cutting process details
- GS3.** Tally the customer requirements with the instructions received
- GS4.** Communicate with all relevant information and ask for teams' feedback/input regarding the job
- GS5.** Able to speak in basic English and local languages
- GS6.** Make appropriate decisions to the concerned area of work.
- GS7.** Plan and organize tasks to achieve targets and meet deadlines
- GS8.** Build customer relationships and use customer centric approach
- GS9.** Provide clarification on the design to be developed to the team members
- GS10.** Build inter-departmental relations for a smooth workflow
- GS11.** Analyse the process to enhance productivity and performance of cutting operation
- GS12.** Analyse skill-set of team members and assign them work accordingly for a better and faster output
- GS13.** Critically evaluate the preparatory processes and sub-processes for building strong and appropriate performance of cutting

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Different preparatory process steps for cutting</i>	20	60	-	8
PC1.. Ensure fabric received for cutting is checked for visible faults like stains, slub, etc.	5	12	-	2
PC2. Ensure fabric specific to cutting plan assigned to definite styles/quality is allocated to same quality/style.	5	4	-	1
PC3. Ensure the marker received is complete in all aspects like grain line, notches, part name, clarity of markings, complete for all components etc.	3	12	-	2
PC4. Ensure fabrics, patterns and marker are laid with due consideration to the prints (if present) and defects detected in texture/style	2	12	-	1
PC5. . Ensure availability and appropriate cutting tools and equipment for cutting	2	5	-	1
PC6. . Ensure optimum utilization and minimum wastage during cutting	3	15	-	1
NOS Total	20	60	-	8

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0611
NOS Name	Preparatory Processes for cutting
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Department Supervision
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
Deactivation Date	30/09/2024
NSQC Clearance Date	30/09/2021

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AMH/N0612: Supervise cutting operations

Description

This unit is about quantification on and measurement of skills and competencies enabling one to supervise the activities of cutting operations.

Scope

The scope covers the following :

- Supervision of the operation of cutting processes.

Elements and Performance Criteria

Supervision of the operation of cutting processes

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

- PC1.** Ensure the workflow of the cutting process is smooth and fast; and as per production planning and delivery schedule
- PC2.** Ensure the workload for cutting is equitably distributed as per operator skill-set and performance
- PC3.** Ensure standards, reference sample, templates, dies etc. are available near cutting
- PC4.** Ensure that the fabric, trims and accessories are cut with precision and as per the requirement
- PC5.** Ensure that the cut fabric is properly ticketed and bundled and delivered to respective departments
- PC6.** Ensure productivity in cutting department, by minimizing cutting wastage and optimum utilization of materials and manpower
- PC7.** Ensure a smooth, uninterrupted, regular supply to the sewing sections
- PC8.** Maintain relevant reports and documentation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Supervising processes with in-time supports and creative ideas to enhance productivity and reduce wastages
- KU2.** Computer software like MS-office, internet, etc
- KU3.** Production planning
- KU4.** Training subordinates for maximum efficiency and minimum cutting losses.

Generic Skills (GS)

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

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- GS1.** Maintaining and recording the cutting document related to workers performance and current working status
- GS2.** Read and comprehend written instructions describing design details and manufacturing processes related to cutting
- GS3.** Discuss task details, process schedules, etc. with cutting team and encourage exchange of ideas/inputs
- GS4.** Communicate with all relevant information in logical sequence
- GS5.** Make appropriate decisions apropos the supervision in the cutting department like change of cutting machines if required, change the type of fabric lay if it gives lesser wastage, etc.
- GS6.** Plan and organize work depending on the workers capability and production schedule
- GS7.** Plan and supervise the cutting process as per the production requirement while maintaining quality
- GS8.** Build customer relationships and use customer centric approach
- GS9.** Clarification on the cutting to be done with the team members
- GS10.** Analyse the supervision strategies adopted for the betterment of the workflow
- GS11.** Critically evaluate the supervisory processes required for cutting

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Supervision of the operation of cutting processes</i>	15	50	-	7
PC1. Ensure the workflow of the cutting process is smooth and fast; and as per production planning and delivery schedule	1	1	-	1
PC2. Ensure the workload for cutting is equitably distributed as per operator skill-set and performance	1	1	-	1
PC3. Ensure standards, reference sample, templates, dies etc. are available near cutting	1	10	-	1
PC4. Ensure that the fabric, trims and accessories are cut with precision and as per the requirement	3	10	-	1
PC5. Ensure that the cut fabric is properly ticketed and bundled and delivered to respective departments	3	10	-	1
PC6. Ensure productivity in cutting department, by minimizing cutting wastage and optimum utilization of materials and manpower	2	10	-	0.5
PC7. Ensure a smooth, uninterrupted, regular supply to the sewing sections	1	3	-	1
PC8. Maintain relevant reports and documentation	3	5	-	0.5
NOS Total	15	50	-	7

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0612
NOS Name	Supervise cutting operations
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Department Supervision
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
Deactivation Date	30/09/2024
NSQC Clearance Date	30/09/2021

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AMH/N0613: Maintain health, safety and security in the cutting department with Gender and PwD Sensitization

Description

This Unit is about quantification and measurement of skills and competencies enabling one to identify health safety and security needs and meeting its compliance.

Scope

The scope covers the following :

- Maintain the work area as compliant to health, safety and security needs and requirements; Sensitization of Gender & PwD concerns.

Elements and Performance Criteria

Maintain the work area as compliant to health, safety and security needs and requirements; Sensitization of Gender & PwD concerns

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

- PC1..** Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, knife, stain removers etc.
- PC2.** Ensure appropriate PPE is used while operating the hand-held electrical cutter with the help of mesh gloves, etc.
- PC3.** Comply with health safety, gender and PwD (People with disability) related instructions applicable to the workplace
- PC4.** Monitor workplace and work processes for potential risks and threats like physical injuries or disabilities, etc.
- PC5. .** Participate in mock-drills/evacuation procedures organized at the workplace; group discussions, training sensitization programs for gender and PwD awareness
- PC6. .** Undertake first-aid, fire-fighting and emergency response training if asked to do so

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Hazards related to damage to organization's assets and records
- KU2.** Fire-fighting drills
- KU3.** Hazards related to cutting equipment like electrical cutter
- KU4.** Safe handling of tools and equipment like scissors, knives, etc.
- KU5.** Correct use of PPE i.e., stainless steel mesh gloves
- KU6.** The importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behaviour
- KU7.** How to accommodate employees with disabilities etiquette to adhere to and proper language and terminology

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- KU8.** How to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs
- KU9.** Promoting a safe, accessible and healthy workplace for disabled employees

Generic Skills (GS)

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

- GS1.** Document and report any health and safety related incidents/accidents
- GS2.** Read and comprehend written instructions describing safety measures to be adopted while operating the cutting equipment.
- GS3.** Read and comprehend the safety signage for personal and workplace safety and security
- GS4.** Discuss details about safety from equipment to team assigned with the work
- GS5.** Give clear instructions to co-workers about their health, safety and security pre, post and during cutting processes
- GS6.** Make appropriate decisions apropos the concerned area of work
- GS7.** Decisions related to cutting operations should directly and closely involve safety requirements and protocols
- GS8.** Plan processes and encourage exchange of ideas/inputs related to health, safety and security
- GS9.** Keep work area free from potential work hazards by training workers on norms and practices related to health and safety
- GS10.** Keep internal customers (worker/cutter/supervisor) health and safety related concerns and processes paramount to ensure alignment with external customers health and safety related expectations (local/global)
- GS11.** Clarification on the safety tools/processes to be used
- GS12.** Demonstrate the procedure of safely handling the equipment
- GS13.** Identify, record, report and rectify (if able to) the malfunctions of the tools and machines
- GS14.** Analyse, evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently
- GS15.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee
- GS16.** Actively take part in any discussion/workshop organized for gender sensitization training
- GS17.** Read and comprehend written instructions related to gender equality issues in the organization
- GS18.** Identify and report any harassment or inappropriate behaviour towards any employee
- GS19.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee with disability or special needs
- GS20.** Actively take part in any discussion/workshop organized for disability sensitization training.
- GS21.** Read and comprehend written instructions related to equality issues in the organization related to disabled persons
- GS22.** Identify and report any distinction, exclusion, harassment or inappropriate behaviour towards any employee

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain the work area as compliant to health, safety and security needs and requirements; Sensitization of Gender & PwD concerns</i>	11	39	-	5
PC1.. Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, knife, stain removers etc.	1	2	-	0.5
PC2. Ensure appropriate PPE is used while operating the hand-held electrical cutter with the help of mesh gloves, etc.	3	8	-	1
PC3. Comply with health safety, gender and PwD (People with disability) related instructions applicable to the workplace	1	2	-	0.5
PC4. Monitor workplace and work processes for potential risks and threats like physical injuries or disabilities, etc.	1	4	-	1
PC5. . Participate in mock-drills/evacuation procedures organized at the workplace; group discussions, training sensitization programs for gender and PwD awareness	2	9	-	1
PC6. . Undertake first-aid, fire-fighting and emergency response training if asked to do so	3	14	-	1
NOS Total	11	39	-	5

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0613
NOS Name	Maintain health, safety and security in the cutting department with Gender and PwD Sensitization
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Department Supervision
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
Deactivation Date	30/09/2024
NSQC Clearance Date	30/09/2021

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS. examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each.
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP.

Qualification Pack

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

Minimum Aggregate Passing % at QP Level : 70

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AMH/N0102.Maintain work area, tools and machines	14	49	0	7	70	18
AMH/N0104.Comply with industry, regulatory and organizational requirements and Greening of Job roles	20	10	0	10	40	10
AMH/N0610.Plan and organize cutting process	15	52	0	8	75	19
AMH/N0611.Preparatory Processes for cutting	20	60	0	8	88	22
AMH/N0612.Supervise cutting operations	15	50	0	7	72	18
AMH/N0613.Maintain health, safety and security in the cutting department with Gender and PwD Sensitization	11	39	0	5	55	13
Total	95	260	-	45	400	100

Qualification Pack

Acronyms

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.

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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.