सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

Framer - Computerized Embroidery Machine

QP Code: AMH/Q1301

Version: 2.0

NSQF Level: 3

Apparel, Madeups & Home Furnishing Sector Skill Council || Flat No. A-312 to A-323, 3rd Floor, Somdatt Chamber-1, Bhikaji Cama Place, Africa Avenue
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GOVERNMENT OF INDIA
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& ENTREPRENEURSHIP

AMH/Q1301: Framer - Computerized Embroidery Machine

Brief Job Description

The Framer of a Computerized Embroidery Machine is responsible for preparation & setup of the embroidery machine for embroidery and carries out hooping & framing operations. The Framer is also responsible for removal of frame and fabric panel once the embroidery has been completed. While the embroidery is done through the computerized embroidery machine, the Framer needs to monitor the progress, and ensure the required quality of embroidery is achieved.

Personal Attributes

A Computerized Embroidery Machine Framer should have good eyesight hand-eye coordination, motor skills and vision (including near vision, distance vision, colour peripheral vision, depth perception and ability to change focus)

Applicable National Occupational Standards (NOS)

Compulsory NOS:

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

2. AMH/N0102: .Maintain workarea, tools and machines and Greening of Job Roles

3. AMH/N1003: Contribute to achieve quality in embroidery work

4. AMH/N1301: Prepare for embroidery

5. AMH/N1302: Run the computerized embroidery machine

Qualification Pack (QP) Parameters

Sector	Apparel
Sub-Sector	Apparel
Occupation	Machine Embroidery Operation
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8153.0701

Minimum Educational Qualification & Experience	5th Class (and) with 1 Year of experience in relevant field OR Certificate-NSQF (Level 2) with 6 Months of experience as Layerman
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Training in Embroidery Operations, preferably
Minimum Job Entry Age	18 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/04546
NQR Version	1.0

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 hazardeous 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.

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

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

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Hazards and potential risks associated with the process, guidelines for medical emergencies and evacuation process; gender & PwD sensitization	**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**

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	30/09/2021
Next Review Date	30/09/2024
Deactivation Date	30/09/2024
NSQC Clearance Date	30/09/2021

AMH/N0102: .Maintain workarea, tools and machines and Greening of Job Roles

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

The scope covers the following :

- Maintainence of the work area, tools and machines and observe green processes in job roles

Elements and Performance Criteria

Maintain the workarea, tools and machines and Greening of Job Roles

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 and support adaptation to more environmentally friendly processes

PC2. Use correct lifting and handling procedures; and inculcate sustainable consumption practices and offer relevant greening solutions

PC3. Use materials efficiently to minimize wastage and dispose off waste safely at the designated location.

PC4. Carryout 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. 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. Knowledge about the organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)

KU7. The importance of complying with written instructions

KU8. Knowledge about equipment operating procedures / manufacturer's instructions

KU9. 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

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. Types of cleaning equipment and substances and their use

KU20. Safe working practices for cleaning and the method of carrying them out

KU21. Making conscious and sustainable decisions for achieving effective and green workplace.

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 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. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

GS17. Make conscious and sustainable decisions that help reduce, rescue, and recycle the company resources

GS18. Identify and replace processes that create unnecessary waste

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Maintain the workarea, tools and machines and Greening of Job Roles	**14**	**49**	**-**	**7**
PC1. Handle materials, machinery, equipment and tools safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes	2	5	-	1
PC2. Use correct lifting and handling procedures; and inculcate sustainable consumption practices and offer relevant greening solutions	2	5	-	1
PC3. Use materials efficiently to minimize wastage and dispose off waste safely at the designated location.	2	3	-	1
PC4. Carryout 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	2	3	-	0.5
PC6. Ensure that the correct machine guards are in place	2	3	-	1
PC7. Work in a comfortable position and maintain correct posture	1	10	-	0.5
PC8. Use cleaning equipment and methods appropriate for the work to be carried out	1	10	-	1
NOS Total	**14**	**49**	**-**	**7**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0102
NOS Name	.Maintain workarea, tools and machines and Greening of Job Roles
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing
NSQF Level	4
Credits	TBD
Version	11.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
Deactivation Date	30/09/2024
NSQC Clearance Date	30/09/2021

AMH/N1003: Contribute to achieve quality in embroidery work

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while undertaking embroidery related activities to ensure that the embroidered work meets specifications.

Scope

The scope covers the following :

- Achieving the product quality in embroidery work

Elements and Performance Criteria

Achieving the product quality in embroidery work

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

PC1. Identify and use materials required based on the specifications

PC2. Take the necessary action when materials do not conform to quality standards

PC3. Report and replace identified faulty materials and component parts which do not meet specification

PC4. Identify modifiable defects and rework on them

PC5. Carryout work safely and at a rate which maintains work flow

PC6. Report to the responsible person when the workflow of other production areas disrupts work

PC7. Test, sort, track feed and examine work in progress

PC8. Carry out quality checks at specified intervals according to instructions

PC9. Apply the allowed tolerances

PC10. Make adjustments promptly to ensure the embroidery work matches the specification

PC11. Identify materials and components for creased, stained, damage and in correctly made-up component parts

PC12. Report faults in other processes to the appropriate person

PC13. Maintain the required productivity and quality levels

PC14. Complete and maintain documentation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Safe working practices and organizational procedures

KU2. The organisation's procedures and guidelines

KU3. Quality systems and machine embroidery processes practiced in the organization

KU4. Equipment operating procedures/manufacturer's instructions

KU5. Types of problems with quality and how to report them to appropriate people

KU6. Methods to present any ideas for improvement to line manager

KU7. The importance of complying with written instructionsthe importance of complying with written instructions

KU8. Limits of personal responsibility

KU9. Reporting procedure in case of faults in own/other processes

KU10. Different types of faults that are likely to be found and how to put them right

KU11. Different techniques and methods used to detect faults

KU12. Consequences of incorrect settings in the embroidery machine

KU13. Types of decorative stitches, embroidery styles & techniques

KU14. Types of faults which may occur, how they are identified and methods to deal with it

KU15. Different types of defects

KU16. Reasons for keeping stitched/embroidered items away from contamination

KU17. The importance of marking and segregating rejects

KU18. Inspect embroidered products as per and/or standard inspection methods

KU19. Identify, mark and place rejects in the design at the designated locations

KU20. The consequences of not rectifying problems

KU21. The types of adjustments suitable for specific types of faults and acceptable solutions for particular faults

KU22. Own responsibilities at work during production

Generic Skills (GS)

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

GS1. Read and write in English/ local language as applicable

GS2. Maintain appropriate technical forms, process charts, activity logs in the prescribed format of the company

GS3. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.

GS4. Listen actively and communicate effectively with supervisors, managers, colleagues etc.

GS5. Set up an efficient work place

GS6. Use inspection methods appropriate to the work to identify faults, their causes and probable method of rectification

GS7. Apply the allowed tolerances

GS8. Differentiate between correctable and non-correctable faults

GS9. Identify various hand embroidery tools, their maintenance requirements and procedure

GS10. Understand handling techniques for different materials

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Achieving the product quality in embroidery work	**18**	**63**	**-**	**9**
PC1. Identify and use materials required based on the specifications	1	3	-	1
PC2. Take the necessary action when materials do not conform to quality standards	1	4	-	0.5
PC3. Report and replace identified faulty materials and component parts which do not meet specification	2	4	-	0.5
PC4. Identify modifiable defects and rework on them	1	7	-	1
PC5. Carryout work safely and at a rate which maintains work flow	1	3	-	0.5
PC6. Report to the responsible person when the workflow of other production areas disrupts work	1	3	-	0.5
PC7. Test, sort, track feed and examine work in progress	1	5	-	0.5
PC8. Carry out quality checks at specified intervals according to instructions	2	6	-	1
PC9. Apply the allowed tolerances	1	4	-	0.5
PC10. Make adjustments promptly to ensure the embroidery work matches the specification	-	3	-	0.5
PC11. Identify materials and components for creased, stained, damage and in correctly made-up component parts	4	10	-	1
PC12. Report faults in other processes to the appropriate person	1	2	-	0.5
PC13. Maintain the required productivity and quality levels	1	4	-	0.5
PC14. Complete and maintain documentation	1	5	-	0.5
NOS Total	**18**	**63**	**-**	**9**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1003
NOS Name	Contribute to achieve quality in embroidery work
Sector	Apparel
Sub-Sector	Apparel
Occupation	Generic
NSQF Level	3
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

AMH/N1301: Prepare for embroidery

Description

This unit is about carrying out the preparatory tasks for embroidery & initial setup for running the computerized embroidery machine effectively

Scope

The scope covers the following :

- Check Embroidery Specification
- Collecting the tools & materials required for machine embroidery

Elements and Performance Criteria

Check Embroidery Specification

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

PC1. Analyse & interpret the given design which needs to be embroidered & the type of embroidery to be done

PC2. Setup the computerized embroidery machine as per the embroidery to be done

PC3. Check the needle and machine bobbin

PC4. Check with in charge /others when unsure of new product/embroidery details

PC5. Minimise and dispose the waste materials in the approved manner

PC6. carry out operations at a rate which maintains workflow

Collecting the tools & materials required for machine embroidery

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

PC7. Collect the tools & materials required for embroidery

PC8. Check and arrange the materials required for embroidery with the given specifications

PC9. Check the thread to be used, and ensure proper threading of the machine

Framing preparation

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

PC10. Select the frame as per the embroidery requirements

PC11. Prepare and set the frame and carry out the hooping process

PC12. Ensure the machine is ready for embroidery as per specifications

PC13. Conform to company quality standards

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Your organizations policies, procedures, guidelines and standards for quality

KU2. Safe working practices and organisational procedures

KU3. Quality systems and other processes practiced in the organization

KU4. Types of problems with quality and how to report them to appropriate people

KU5. The importance of complying with written instructions

KU6. Reporting procedure in case of faults in own/ other processes

KU7. Who to refer problems to when they are outside the limit of your authority

KU8. Your organizations tools, templates and processes for embroidery related operations in production

KU9. Different types of embroidery techniques & associated stitch type :- Types of thread used in Machine Embroidery Threading of the machine Needle & bobbin check Machine faults & their remedies Relation Between Thread, Machine needle and Fabric Care & Maintenance of Embroidery Machine

KU10. Required machine setting for different types of embroidery

KU11. Understanding the buyers specifications

KU12. Checking the details in the specs sheet and techpack

KU13. Colour combination/usage of thread as per the given design

KU14. Different types of fabrics & other materials and accessories used in embroidery

KU15. Technical terms associated with different kinds of embroidery work

KU16. The characteristics of the embroidery materials and how they differ

KU17. Thread thickness, shade and sizes

KU18. Types of needles & their suitability

KU19. Types of trims

KU20. Tools & material requirements for embroidery as per given specifications

Generic Skills (GS)

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

GS1. Write in local language

GS2. Read a design specification sheet

GS3. Read art work details for the type of embroidery

GS4. Listen effectively and orally communicate information accurately

GS5. Ask for clarification and advice from others

GS6. Follow rule-based decision-making processes

GS7. Make decisions on a suitable course of action or response

GS8. Plan and organize your work to achieve targets and deadlines

GS9. Apply problem-solving approaches in different situations

GS10. Refer anomalies to the supervisor

GS11. Seek clarification on problems from others

GS12. Analyze data and activities

GS13. Pass on relevant information to others

GS14. Provide opinions on work in a detailed and constructive way.

GS15. Apply balance judgments to different situations

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Check Embroidery Specification	**7**	**30**	**-**	**4**
PC1. Analyse & interpret the given design which needs to be embroidered & the type of embroidery to be done	1	1	-	0.5
PC2. Setup the computerized embroidery machine as per the embroidery to be done	2	9	-	1
PC3. Check the needle and machine bobbin	1	6	-	1
PC4. Check with in charge /others when unsure of new product/embroidery details	1	1	-	0.5
PC5. Minimise and dispose the waste materials in the approved manner	1	1	-	0.5
PC6. carry out operations at a rate which maintains workflow	1	12	-	0.5
Collecting the tools & materials required for machine embroidery	**5**	**11**	**-**	**2**
PC7. Collect the tools & materials required for embroidery	1	2	-	0.5
PC8. Check and arrange the materials required for embroidery with the given specifications	3	7	-	1
PC9. Check the thread to be used, and ensure proper threading of the machine	1	2	-	0.5
Framing preparation	**6**	**22**	**-**	**3**
PC10. Select the frame as per the embroidery requirements	1	2	-	0.5
PC11. Prepare and set the frame and carry out the hooping process	3	15	-	1
PC12. Ensure the machine is ready for embroidery as per specifications	1	3	-	0.5
PC13. Conform to company quality standards	1	2	-	1
NOS Total	**18**	**63**	**-**	**9**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1301
NOS Name	Prepare for embroidery
Sector	Apparel
Sub-Sector	Apparel
Occupation	Computerized Embroidery
NSQF Level	3
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

AMH/N1302: Run the computerized embroidery machine

Description

This unit is about ensuring the computerized embroidery machine functions smoothly to embroider the decorative design on fabric as per the design specifications, and carry out the finishing operations post embroidery.

Scope

The scope covers the following :

- Monitoring the machine embroidery process
- Rectifying any error/breakdown during the machine embroidery process
- Carry out the finishing operation related to computerized machine embroidery

Elements and Performance Criteria

Monitoring the machine embroidery process

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

PC1. Make sure the work area is free from hazards

PC2. Check the equipment prior to starting the machine, including correct controls, attachments, needle & thread

PC3. Monitor the embroidery process once the machine has been started

PC4. Rectify any errors or make required adjustments if the embroidery does not meet the quality standards

PC5. Use the correct tools and equipment

PC6. Check needles and threads regularly

Rectifying any error/breakdow n during the machine embroidery process

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

PC7. Replace needle/thread if required during the embroidery process

PC8. Report faults in the materials

PC9. Follow company reporting procedures about defective tools and machines or any damaged work to the relevant person promptly and accurately

Carry out the finishing operations related to computerized machine embroidery

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

PC10. Follow the instructions & design specifications given for the embroidery to be done

PC11. Remove the frame from the machine after embroidery is completed

PC12. Take out the embroidered panels and remove stabilizer (if any)

PC13. Trim the extra thread

PC14. Ask questions to obtain more information on tasks when the instructions you have are unclear.

PC15. Leave work area safe and secure when work is complete

PC16. Work on embroidery machines safely and in accordance with guidelines

PC17. Inspect embroidered products against specifications

PC18. Sort and place work to assist the next stage of production and minimise the risk of damage

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. The organisations policies and procedures

KU2. Responsibilities under health, safety and environmental legislation

KU3. Guidelines for storage and disposal of waste materials

KU4. Potential hazards associated with the machines and the safety precautions that must be taken

KU5. Protocol to obtain more information on work related tasks

KU6. Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment

KU7. Details of the job role and responsibilities

KU8. Documentation and reporting formats

KU9. Work target and review mechanism with your supervisor

KU10. Protocol and format for reporting work related risks/ problems

KU11. Method of obtaining/giving feedback related to performance

KU12. Importance of teamwork and harmonious working relationships

KU13. Process for offering/obtaining work related assistance

KU14. Different types of embroidery

KU15. Use of designs specification sheet & understanding the artwork.

KU16. Range of techniques most suited to the different types of fabrics/materials

KU17. Handling & preparation of computerized embroidery machine

KU18. Common factors affecting stitching & embroidery

KU19. Different types of needles

KU20. Broken needle procedure

KU21. Thread thickness , shade sizes and parts of needles

KU22. Adjusting the to tension

KU23. Attachments used on the M/C

KU24. The actions to take in the event machine ceases to function correctly

KU25. Common hazards in the work area and work place procedures for dealing with them

KU26. The characteristics of the materials to be embroidered and how they differ

KU27. The problems encountered when working ondifferenttypes of materials

KU28. Different types of defects.

KU29. The embroidery machine parts and it sapplication

KU30. Maintenance , adjustment and replacement of worn parts on themachines required for different types of embroidery

Generic Skills (GS)

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

GS1. Write the required measurements where applicable

GS2. Read instructions, guidelines, procedures and rules

GS3. Read and understand techpacks, buyer specifications

GS4. Ask for clarification and advice from line managers

GS5. Communicate orally with colleagues

GS6. Follow rule-based decision-making processes

GS7. Make decisions on a suitable course of action or response

GS8. Plan and organize your work to achieve targets and deadlines

GS9. Apply problem-solving approaches in different situations

GS10. Refer anomalies to the supervisor

GS11. Seek clarification on problems from others

GS12. Analyse data and activities

GS13. Pass on relevant information to others

GS14. Provide opinions on work in a detailed and constructive way.

GS15. Apply balance judgments to different situations

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Monitoring the machine embroidery process	**6**	**24**	**-**	**3.5**
PC1. Make sure the work area is free from hazards	1	1	-	0.5
PC2. Check the equipment prior to starting the machine, including correct controls, attachments, needle & thread	1	5	-	0.5
PC3. Monitor the embroidery process once the machine has been started	1	1	-	0.5
PC4. Rectify any errors or make required adjustments if the embroidery does not meet the quality standards	1	9	-	0.5
PC5. Use the correct tools and equipment	1	5	-	1
PC6. Check needles and threads regularly	1	3	-	0.5
Rectifying any error/breakdow n during the machine embroidery process	**4**	**6**	**-**	**2**
PC7. Replace needle/thread if required during the embroidery process	1	3	-	0.5
PC8. Report faults in the materials	1	1	-	0.5
PC9. Follow company reporting procedures about defective tools and machines or any damaged work to the relevant person promptly and accurately	2	2	-	1
Carry out the finishing operations related to computerized machine embroidery	**12**	**47**	**-**	**5.5**
PC10. Follow the instructions & design specifications given for the embroidery to be done	1	1	-	1
PC11. Remove the frame from the machine after embroidery is completed	1	4	-	0.5
PC12. Take out the embroidered panels and remove stabilizer (if any)	2	10	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. Trim the extra thread	1	5	-	0.5
PC14. Ask questions to obtain more information on tasks when the instructions you have are unclear.	1	1	-	0.5
PC15. Leave work area safe and secure when work is complete	1	1	-	0.5
PC16. Work on embroidery machines safely and in accordance with guidelines	1	15	-	0.5
PC17. Inspect embroidered products against specifications	2	8	-	0.5
PC18. Sort and place work to assist the next stage of production and minimise the risk of damage	2	2	-	0.5
NOS Total	**22**	**77**	**-**	**11**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N1302
NOS Name	Run the computerized embroidery machine
Sector	Apparel
Sub-Sector	Apparel
Occupation	Computerized Embroidery
NSQF Level	3
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.

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/N0103.Maintain health, safety and secure work place with Gender and PwD Sensitization	22	12	0	6	40	10
AMH/N0102..Maintain workarea, tools and machines and Greening of Job Roles	14	49	0	7	70	17
AMH/N1003.Contribute to achieve quality in embroidery work	18	63	0	9	90	23
AMH/N1301.Prepare for embroidery	18	63	0	9	90	22
AMH/N1302.Run the computerized embroidery machine	22	77	0	11	110	28
Total	**94**	**264**	**0**	**42**	**400**	**100**

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

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.

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.
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Knowledge and Understanding (K	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organizational specifice knowledge that an individual needs in order to perform to the required standard
Organizational Context	Organizational context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility
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