



# Sampling Coordinator

QP Code: AMH/Q1801

Version: 2.0

NSQF Level: 5

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## AMH/Q1801: Sampling Coordinator

### Brief Job Description

The role of a sampling coordinator is to plan, handled and monitor new product development, regular follow up with all sampling like proto sample, size sets, fit samples and photo shoot samples. He/She acts as a liaison between vendors, buyers and internal team on the status of samples for the product being developed. And, document and maintain a tracking system of samples.

### Personal Attributes

As a sampling coordinator one must be highly motivated, with technical flair good communication skills and a can-do attitude Should have strong knowledge about sourcing (fabrics, trims/embellishments) and general process of sampling which would intern be having knowledge in garment construction as well. He/she should possess high level of attention to detail and be capable to handle multiple deadlines and balance time constraints simultaneously.

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [AMH/N0103: Maintain health, safety and secure work place with Gender and PwD Sensitization](#)
2. [AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles](#)
3. [AMH/N1801: Preparing for sampling](#)
4. [AMH/N1802: Coordinate the flow of Samples](#)
5. [AMH/N1803: Maintain the records](#)

### Qualification Pack (QP) Parameters

|                                      |                    |
|--------------------------------------|--------------------|
| <b>Sector</b>                        | Apparel            |
| <b>Sub-Sector</b>                    | Apparel            |
| <b>Occupation</b>                    | Sampling           |
| <b>Country</b>                       | India              |
| <b>NSQF Level</b>                    | 5                  |
| <b>Aligned to NCO/ISCO/ISIC Code</b> | NCO-2015/8153.9900 |

|                                                           |                                                                                                                                                                                                          |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum Educational Qualification &amp; Experience</b> | 12th Class with 4 Years of experience in relevant field<br>OR<br>Graduate with 2 Years of experience in relevant field<br>OR<br>Certificate-NSQF (Level 4) with 2 Years of experience as Sampling Tailor |
| <b>Minimum Level of Education for Training in School</b>  |                                                                                                                                                                                                          |
| <b>Pre-Requisite License or Training</b>                  | NA                                                                                                                                                                                                       |
| <b>Minimum Job Entry Age</b>                              | 18 Years                                                                                                                                                                                                 |
| <b>Last Reviewed On</b>                                   | 30/12/2021                                                                                                                                                                                               |
| <b>Next Review Date</b>                                   | 30/12/2024                                                                                                                                                                                               |
| <b>Deactivation Date</b>                                  | 30/12/2024                                                                                                                                                                                               |
| <b>NSQC Approval Date</b>                                 |                                                                                                                                                                                                          |
| <b>Version</b>                                            | 2.0                                                                                                                                                                                                      |

## 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 hazardous processes and guidelines for medical emergencies.

### Elements and Performance Criteria

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

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

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

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

- 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 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <i>Hazards and potential risks associated with the process, guidelines for medical emergencies and evacuation process; gender &amp; PwD sensitization</i>                                        | <b>22</b>    | <b>12</b>       | -             | <b>6</b>   |
| <b>PC1.</b> Comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.                                                                 | 4            | 2               | -             | 1          |
| <b>PC2.</b> Actively participate in mock drills/evacuation procedures and group discussions related to a safe and secure work place.                                                             | 4            | 2               | -             | 1          |
| <b>PC3.</b> Training sensitization programs for gender and PwD awareness organized at the workplace.                                                                                             | 4            | 2               | -             | 1          |
| <b>PC4.</b> Use and maintain materials and equipment as per protocol.                                                                                                                            | 3            | 2               | -             | 1          |
| <b>PC5.</b> 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          |
| <b>PC6.</b> 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          |
| <b>NOS Total</b>                                                                                                                                                                                 | <b>22</b>    | <b>12</b>       | -             | <b>6</b>   |



## National Occupational Standards (NOS) Parameters

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

## 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.
- 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

## 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>                                                                                                                 | <b>20</b>    | <b>10</b>       | -             | <b>10</b>  |
| <b>PC1.</b> Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.                                               | 2            | 1               | -             | 1          |
| <b>PC2.</b> Apply and follow organizational policies and procedures and inculcate sustainable consumption practices.                                                                                   | 2            | 1               | -             | 1          |
| <b>PC3.</b> Actively get involved in improving the performance of the organization and support adaptation to environmentally friendly processes.                                                       | 2            | 1               | -             | 1          |
| <b>PC4.</b> 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          |
| <b>PC5.</b> Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and deal with work interruptions effectively.                                               | 3            | 1               | -             | 1          |
| <b>PC6.</b> Report unsafe equipment and other dangerous occurrences to concerned personnel.                                                                                                            | 2            | 1               | -             | 1          |
| <b>PC7.</b> Use cleaning equipment and methods appropriate for the work to be carried out.                                                                                                             | 2            | 1               | -             | 1          |
| <b>PC8.</b> 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          |
| <b>PC9.</b> All soft copies of design work to be maintained in files as well for future reference                                                                                                      | 2            | 1               | -             | 1          |
| <b>NOS Total</b>                                                                                                                                                                                       | <b>20</b>    | <b>10</b>       | -             | <b>10</b>  |

## National Occupational Standards (NOS) Parameters

|                         |                                                                                                                                            |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>NOS Code</b>         | AMH/N0104                                                                                                                                  |
| <b>NOS Name</b>         | Comply with industry, regulatory and organizational requirements and Greening of Job roles                                                 |
| <b>Sector</b>           | Apparel                                                                                                                                    |
| <b>Sub-Sector</b>       | Apparel, Made-Ups & Home Furnishing                                                                                                        |
| <b>Occupation</b>       | Sewing, Ironing, Export Operations, Designing, Boutique Operations, Quality Control, Sewing, Laying, Inventory Management, Hand Embroidery |
| <b>NSQF Level</b>       | 4                                                                                                                                          |
| <b>Credits</b>          | TBD                                                                                                                                        |
| <b>Version</b>          | 5.0                                                                                                                                        |
| <b>Next Review Date</b> | 31/03/2025                                                                                                                                 |

## AMH/N1801: Preparing for sampling

### Description

This unit is about how a sampling coordinator prepares to get a design sampled according to the buyers request and as per the requisition provided from the concerned dept to do so

### Scope

The scope covers the following :

- Sample Plan
- Identified Specification Sheets well received Proper coordination with all concerned depts to get the right sample

### Elements and Performance Criteria

#### *Sample Plan*

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

- PC1.** Conduct research on target market, materials, trims and identify better or new sources /suppliers for procurement
- PC2.** • Identify and plan sampling requirements in accordance with the sampling plan and delivery dates  
• Specification sheet

#### *Specification sheet*

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

- PC3.** Check the specification sheet prepared, in accordance with standard format and relevant details
- PC4.** Review previous designs & samples developed by the business to assess relevance to current design/samples.
- PC5.** Check the preparation and cutting of patterns and detailed drawings and confirm it in coordination with concerned personnel
- PC6.** Verify sample work order and ensure that all the specifications are incorporated

#### *Coordination with concerned departments*

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

- PC7.** Obtain approvals from concerned personnel for print/embroidery, over dye/wash etc
- PC8.** Ensure that all depts. concerned are given all the necessary items to prepare the proto sample

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Your organizations policies, procedures, guidelines and standards for dealing with buyers/clients
- KU2.** Recognizing and adapting to cultural differences in the workplace including modes of behaviour and interactions
- KU3.** Identifying improvements.

- KU4.** Completing work systematically with attention to detail without damage to goods and equipment
- KU5.** Garment construction techniques and processes
- KU6.** Detailed knowledge of a range of fabrics and trims
- KU7.** An understanding on the cost process involved in making an apparel
- KU8.** Basic sampling principles
- KU9.** Characteristics of materials sampled and common contaminants and related conditions under which contamination is likely to occur
- KU10.** Procedures for preparing samples

### Generic Skills (GS)

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

- GS1.** Complete complete accurate well written work with attention to detail
- GS2.** Able to communicate with others in the company and to clients in writing
- GS3.** Follow guidelines/procedures/rules and service level agreements
- GS4.** Read and understand the buyer/clients requirements
- GS5.** Listen effectively and orally communicate information accurately
- GS6.** Ask for clarification and advice from others
- GS7.** To be able to speak in different language and local language (wherever applicable)
- GS8.** Follow rule-based decision-making processes
- GS9.** Make decisions on a suitable course of action or response
- GS10.** Plan and organize your work to achieve targets and deadlines
- GS11.** Plan processes and encourage interchange of ideas/designs
- GS12.** Clarification on the design to be developed with the team members
- GS13.** Assess/evaluate design processes
- GS14.** Analyze the sample making process
- GS15.** Pass on relevant information to others
- GS16.** To be able to advice on sampling requirements
- GS17.** Provide opinions on work in a detailed and constructive way
- GS18.** Clarify and check task related information

## Assessment Criteria

| Assessment Criteria for Outcomes                                                                                                          | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <i>Sample Plan</i>                                                                                                                        | <b>10</b>    | <b>34</b>       | -             | <b>4</b>   |
| <b>PC1.</b> Conduct research on target market, materials, trims and identify better or new sources /suppliers for procurement             | 4            | 10              | -             | 2          |
| <b>PC2.</b><br>• Identify and plan sampling requirements in accordance with the sampling plan and delivery dates<br>• Specification sheet | 6            | 24              | -             | 2          |
| <i>Specification sheet</i>                                                                                                                | <b>10</b>    | <b>42</b>       | -             | <b>5</b>   |
| <b>PC3.</b> Check the specification sheet prepared, in accordance with standard format and relevant details                               | 3            | 17              | -             | 2          |
| <b>PC4.</b> Review previous designs & samples developed by the business to assess relevance to current design/samples.                    | 2            | 8               | -             | 1          |
| <b>PC5.</b> Check the preparation and cutting of patterns and detailed drawings and confirm it in coordination with concerned personnel   | 3            | 7               | -             | 1          |
| <b>PC6.</b> Verify sample work order and ensure that all the specifications are incorporated                                              | 2            | 10              | -             | 1          |
| <i>Coordination with concerned departments</i>                                                                                            | <b>4</b>     | <b>4</b>        | -             | <b>2</b>   |
| <b>PC7.</b> Obtain approvals from concerned personnel for print/embroidery, over dye/wash etc                                             | 2            | 2               | -             | 1          |
| <b>PC8.</b> Ensure that all depts. concerned are given all the necessary items to prepare the proto sample                                | 2            | 2               | -             | 1          |
| <b>NOS Total</b>                                                                                                                          | <b>24</b>    | <b>80</b>       | -             | <b>11</b>  |



## National Occupational Standards (NOS) Parameters

|                           |                        |
|---------------------------|------------------------|
| <b>NOS Code</b>           | AMH/N1801              |
| <b>NOS Name</b>           | Preparing for sampling |
| <b>Sector</b>             | Apparel                |
| <b>Sub-Sector</b>         | Apparel                |
| <b>Occupation</b>         | Sampling               |
| <b>NSQF Level</b>         | 5                      |
| <b>Credits</b>            | TBD                    |
| <b>Version</b>            | 2.0                    |
| <b>Last Reviewed Date</b> | 30/12/2021             |
| <b>Next Review Date</b>   | 30/12/2024             |

## AMH/N1802: Coordinate the flow of Samples

### Description

This unit is about how the sampling coordinator checks the different samples and ensure that the final approved sample is to be documented, maintained and handed over for production

### Scope

The scope covers the following :

- Collect samples.
- Incorporate all the required changes on the sample as per buyer's request.

### Elements and Performance Criteria

#### *Collect samples*

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

- PC1.** Check the assembled garments in accordance to specification sheet
- PC2.** • Communicate assembly issues to appropriate production personnel for necessary adjustments  
• Test fit of samples
- PC3.** Test fit finished proto-type and compare w.r.t specification sheet
- PC4.** Give relevant instructions to concerned personnel to make the necessary alterations in accordance with the revised specification sheet

#### *Incorporate all the required changes on the sample as per buyer's request*

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

- PC5.** Incorporate the comments received from buyer and make fit sample with actual trims and fabric
- PC6.** Check the size set samples made accordingly to ensure proper grading done as per the buyer's specifications
- PC7.** Ensure all the corrections and comments from buyer on the final approved sample are incorporated, before handing over to the next department.
- PC8.** Report any quality-related problems encountered during preparing samples to QC

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** The organizations policies and procedures; knowledge base and how to use and update this
- KU2.** Protocol to obtain more information on work related tasks
- KU3.** Who to refer problems to when they are outside the limit of your authority
- KU4.** Your organizations templates and processes for preparing the sampling plan and arranging for the necessary items to make the sample
- KU5.** Details of the job role and responsibilities and limitations
- KU6.** Reporting structure
- KU7.** Fabrics and garments

- KU8.** Basic sampling principles, including the importance of following the sampling plan to obtain representative sampling reflecting characteristics of source material, the sample characteristics and related preservation, handling and storage requirements, and the labeling system purpose and requirements
- KU9.** Tests to be conducted on samples and related handling and preparation requirements and responsibilities
- KU10.** Procedures and responsibility for reporting and recording sampling information, such as legislative requirements
- KU11.** Quality and workplace practices

## Generic Skills (GS)

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

- GS1.** Complete accurate well written work with attention to detail
- GS2.** Communicate with others in writing (wherever applicable)
- GS3.** Follow guidelines/procedures/rules and service level agreements
- GS4.** Listen effectively and orally communicate information accurately
- GS5.** Ask for clarification and advice from others in the team and heads
- 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 design head
- GS11.** Seek clarification on problems from others
- GS12.** Analyze the techpack and sample making process
- GS13.** Analyze needs, requirements and dependencies in order to meet your work requirements
- GS14.** Provide opinions on work in a detailed and constructive way to the merchandiser and if necessary to the sampling tailor and pattern master
- GS15.** Apply balance judgments to different situations

## Assessment Criteria

| Assessment Criteria for Outcomes                                                                                                                          | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <i>Collect samples</i>                                                                                                                                    | <b>14</b>    | <b>38</b>       | -             | <b>6</b>   |
| <b>PC1.</b> Check the assembled garments in accordance to specification sheet                                                                             | 5            | 18              | -             | 2          |
| <b>PC2.</b><br>• Communicate assembly issues to appropriate production personnel for necessary adjustments<br>• Test fit of samples                       | 2            | 4               | -             | 1          |
| <b>PC3.</b> Test fit finished proto-type and compare w.r.t specification sheet                                                                            | 5            | 16              | -             | 2          |
| <b>PC4.</b> Give relevant instructions to concerned personnel to make the necessary alterations in accordance with the revised specification sheet        | 2            | -               | -             | 1          |
| <i>Incorporate all the required changes on the sample as per buyer's request</i>                                                                          | <b>10</b>    | <b>42</b>       | -             | <b>5</b>   |
| <b>PC5.</b> Incorporate the comments received from buyer and make fit sample with actual trims and fabric                                                 | 2            | 12              | -             | 1          |
| <b>PC6.</b> Check the size set samples made accordingly to ensure proper grading done as per the buyer's specifications                                   | 3            | 15              | -             | 2          |
| <b>PC7.</b> Ensure all the corrections and comments from buyer on the final approved sample are incorporated, before handing over to the next department. | 3            | 10              | -             | 1          |
| <b>PC8.</b> Report any quality-related problems encountered during preparing samples to QC                                                                | 2            | 5               | -             | 1          |
| <b>NOS Total</b>                                                                                                                                          | <b>24</b>    | <b>80</b>       | -             | <b>11</b>  |

## National Occupational Standards (NOS) Parameters

|                           |                                |
|---------------------------|--------------------------------|
| <b>NOS Code</b>           | AMH/N1802                      |
| <b>NOS Name</b>           | Coordinate the flow of Samples |
| <b>Sector</b>             | Apparel                        |
| <b>Sub-Sector</b>         | Apparel                        |
| <b>Occupation</b>         | Sampling                       |
| <b>NSQF Level</b>         | 5                              |
| <b>Credits</b>            | TBD                            |
| <b>Version</b>            | 2.0                            |
| <b>Last Reviewed Date</b> | 30/12/2021                     |
| <b>Next Review Date</b>   | 30/12/2024                     |

## AMH/N1803: Maintain the records

### Description

This unit is about how the sampling coordinator is to ensure that they have all the documents and information before the sample is made and maintenance of all the records for future use, related to the particular counter sample. Manage internal tracking/documenting system for real time status of samples, from order to delivery across departments and through final archiving

### Scope

The scope covers the following :

- Identify formats and maintain records.

### Elements and Performance Criteria

#### *Identify formats and maintain records*

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

- PC1..** Ensure that all the records are well maintained
- PC2.** Ensure that all the given formats are in respect to making the samples like the sample requisition, for creation of sample work order
- PC3.** Ensure detailed techpack is received to prepare for the fabric ,trims and garment to be developed for protocol
- PC4.** Maintain a proper sample plan, as this a plan for all the styles for the month
- PC5..** Ensure smooth management of samples including ordering, receiving, organizing, distributing and tracking (both internal and with the buyer)
- PC6..** Document and maintain a tracking system to have real time status of samples

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Protocol to obtain more information on work related tasks.
- KU2.** The limits of your role and responsibilities in relation to incidents
- KU3.** Who to refer problems to when they are outside the limit of your authority
- KU4.** Your organizations templates and processes for preparing the sampling plan
- KU5.** Reporting structure
- KU6.** Fabrics/garments, trims and embellishments
- KU7.** Concepts of product and pricing life cycle
- KU8.** Pricing and costing procedures
- KU9.** Quality and workplace practices
- KU10.** Able to coordinate well with all the departments
- KU11.** Quality management system procedures related to record keeping
- KU12.** Classifying and indexing records

- KU13.** Organization procedure of providing unique numbering system to records
- KU14.** Maintaining old records destroying or archiving finished data/records
- KU15.** Keeping the records safe and secure in a proper place with a locking system
- KU16.** Providing access to records and files to the appropriate personnel

## Generic Skills (GS)

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

- GS1.** Complete accurate well written work with attention to detail
- GS2.** Communicate with others in writing (wherever applicable)
- GS3.** Follow guidelines/procedures/rules and service level agreements
- GS4.** Listen effectively and orally communicate information accurately
- GS5.** Ask for clarification and advice from others in the team and heads
- 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 design head
- GS11.** Seek clarification on problems from others
- GS12.** Analyze the techpack and sample making process
- GS13.** Analyze needs, requirements and dependencies in order to meet your work requirements
- GS14.** Provide opinions on work in a detailed and constructive way to the merchandiser and if necessary to the sampling tailor and pattern master
- GS15.** Apply balance judgments to different situations

## Assessment Criteria

| Assessment Criteria for Outcomes                                                                                                                         | Theory Marks | Practical Marks | Project Marks | Viva Marks |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|---------------|------------|
| <i>Identify formats and maintain records</i>                                                                                                             | <b>18</b>    | <b>63</b>       | -             | <b>9</b>   |
| <b>PC1..</b> Ensure that all the records are well maintained                                                                                             | 2            | 7               | -             | 1          |
| <b>PC2.</b> Ensure that all the given formats are in respect to making the samples like the sample requisition, for creation of sample work order        | 3            | 7               | -             | 1          |
| <b>PC3.</b> Ensure detailed techpack is received to prepare for the fabric ,trims and garment to be developed for protocol                               | 3            | 8               | -             | 2          |
| <b>PC4.</b> Maintain a proper sample plan, as this a plan for all the styles for the month                                                               | 3            | 16              | -             | 2          |
| <b>PC5..</b> Ensure smooth management of samples including ordering, receiving, organizing, distributing and tracking (both internal and with the buyer) | 4            | 15              | -             | 2          |
| <b>PC6..</b> Document and maintain a tracking system to have real time status of samples                                                                 | 3            | 10              | -             | 1          |
| <b>NOS Total</b>                                                                                                                                         | <b>18</b>    | <b>63</b>       | -             | <b>9</b>   |



## National Occupational Standards (NOS) Parameters

|                           |                      |
|---------------------------|----------------------|
| <b>NOS Code</b>           | AMH/N1803            |
| <b>NOS Name</b>           | Maintain the records |
| <b>Sector</b>             | Apparel              |
| <b>Sub-Sector</b>         | Apparel              |
| <b>Occupation</b>         | Sampling             |
| <b>NSQF Level</b>         | 5                    |
| <b>Credits</b>            | TBD                  |
| <b>Version</b>            | 2.0                  |
| <b>Last Reviewed Date</b> | 30/12/2021           |
| <b>Next Review Date</b>   | 30/12/2024           |

## 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              | -             | 6          | 40          | 10         |
| AMH/N0104.Comply with industry, regulatory and organizational requirements and Greening of Job roles | 20           | 10              | 0             | 10         | 40          | 10         |
| AMH/N1801.Preparing for sampling                                                                     | 24           | 80              | -             | 11         | 115         | 29         |
| AMH/N1802.Coordinate the flow of Samples                                                             | 24           | 80              | -             | 11         | 115         | 29         |
| AMH/N1803.Maintain the records                                                                       | 18           | 63              | -             | 9          | 90          | 22         |
| <b>Total</b>                                                                                         | <b>108</b>   | <b>245</b>      | <b>0</b>      | <b>47</b>  | <b>400</b>  | <b>100</b> |

## Acronyms

|             |                                                 |
|-------------|-------------------------------------------------|
| <b>NOS</b>  | National Occupational Standard(s)               |
| <b>NSQF</b> | National Skills Qualifications Framework        |
| <b>QP</b>   | Qualifications Pack                             |
| <b>TVET</b> | Technical and Vocational Education and Training |
| <b>NOS</b>  | National Occupational Standard(s)               |
| <b>NSQF</b> | National Skills Qualifications Framework        |
| <b>QP</b>   | Qualifications Pack                             |
| <b>TVET</b> | Technical and Vocational Education and Training |
| <b>NOS</b>  | National Occupational Standard(s)               |
| <b>NSQF</b> | National Skills Qualification Framework         |
| <b>QP</b>   | Qualification Pack                              |
| <b>TVET</b> | Technical and Vocational Education and Training |
| <b>NOS</b>  | National Occupational Standard(s)               |
| <b>NSQF</b> | National Skills Qualification Framework         |
| <b>QP</b>   | Qualification Pack                              |
| <b>TVET</b> | Technical and Vocational Education and Training |
| <b>NOS</b>  | National Occupational Standard(s)               |
| <b>NSQF</b> | National Skills Qualification Framework         |
| <b>QP</b>   | Qualification Pack                              |
| <b>TVET</b> | Technical and Vocational Education and Training |

## Glossary

|                                              |                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sector</b>                                | 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.                                                                      |
| <b>Sub-sector</b>                            | Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.                                                                                                                                                                                     |
| <b>Occupation</b>                            | Occupation is a set of job roles, which perform similar/ related set of functions in an industry.                                                                                                                                                                                                |
| <b>Job role</b>                              | Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.                                                                                                                                                                                |
| <b>Occupational Standards (OS)</b>           | 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. |
| <b>Performance Criteria (PC)</b>             | Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.                                                                                                                                                                    |
| <b>National Occupational Standards (NOS)</b> | NOS are occupational standards which apply uniquely in the Indian context.                                                                                                                                                                                                                       |
| <b>Qualifications Pack (QP)</b>              | 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.                                                                                                                       |
| <b>Unit Code</b>                             | Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'                                                                                                                                                                                                        |
| <b>Unit Title</b>                            | Unit title gives a clear overall statement about what the incumbent should be able to do.                                                                                                                                                                                                        |
| <b>Description</b>                           | 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.                                                                                                                   |
| <b>Scope</b>                                 | 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.                                                                                            |
| <b>Knowledge and Understanding (KU)</b>      | 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.                                                                         |

|                                         |                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Organisational Context</b>           | 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.                                                                                                                                                                       |
| <b>Technical Knowledge</b>              | Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.                                                                                                                                                                                                                                                               |
| <b>Core Skills/ Generic Skills (GS)</b> | 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. |
| <b>Electives</b>                        | 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.                                                                            |
| <b>Options</b>                          | 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.                                                                                                                                                          |
| <b>Sector</b>                           | 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.                                                                                                                                            |
| <b>Sub-sector</b>                       | Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.                                                                                                                                                                                                                                                           |
| <b>Occupation</b>                       | Occupation is a set of job roles, which perform similar/related set of functions in an industry.                                                                                                                                                                                                                                                                       |
| <b>Job role</b>                         | Job role defines a unique set of functions that together form a unique employment opportunity in an organization.                                                                                                                                                                                                                                                      |
| <b>Occupational Standards (OS)</b>      | 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.                                                                       |
| <b>Performance Criteria (PC)</b>        | Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.                                                                                                                                                                                                                                          |
| <b>National Occupational Standard</b>   | NOS are occupational standards which apply uniquely in the Indian context.                                                                                                                                                                                                                                                                                             |
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|                                       |                                                                                                                                                                                                                                                                                                 |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Unit Code</b>                      | Unit code is a unique identifier for an Occupational Standard, which is denoted by an N                                                                                                                                                                                                         |
| <b>Unit Title</b>                     | Unit title gives a clear overall statement about what the incumbent should be able to do.                                                                                                                                                                                                       |
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| <b>National Occupational Standard</b> | NOS are occupational standards which apply uniquely in the Indian context.                                                                                                                                                                                                                      |
| <b>Qualification Pack QP</b>          | 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 qualification pack code                                                                                                                        |
| <b>Unit Code</b>                      | Unit code is a unique identifier for an Occupational Standard, which is denoted by an N                                                                                                                                                                                                         |
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|                                        |                                                                                                                                                                                                                                                                                                 |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Scope</b>                           | 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                                                                                            |
| <b>Knowledge and Understanding (K)</b> | 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                                                                         |
| <b>Organisational Context</b>          | 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                                                                                                 |
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|                                        |                                                                                                                                                                                                                                                                                            |
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|                                        |                                                                                                                                                                                                                                                                                                 |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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|                                               |                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
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