

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR A FASHION DESIGNER

### What are Occupational Standards(OS)?

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

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## Introduction

### Qualifications Pack – Fashion Designer

**SECTOR:** APPAREL, MADE-UP'S AND HOME FURNISHING

**SUB-SECTOR:** Apparel

**OCCUPATION:** Designing

**REFERENCE ID:** AMH/Q1201

**ALIGNED TO:** NCO-2015/ 7532.0100

**Brief Job Description:** A Fashion Designer should have the skills and knowledge to develop fashion design briefs and manage the development of design concepts for commercial production. The initial process includes conducting market research and trend analysis for the particular season and identifying a theme for the collection; then creating a mood board and color board based on the theme, develop an entire range according to the business plan and as per the theme board. After finalization on the range with the team, create the techpack for each style. Work with different teams to create a prototype design based on the techpack. Evaluation of the sample and documentation of the same is also done by the designer.

**Personal Attributes:** This job requires the individual to visualize and create the design by hand or using illustration software (Corel Draw, Illustrator, Photoshop etc.). A designer should be up to date with emerging fashion trends, as well as general trends relating to fabrics, colours and shapes. He/she should also have good communication skills, good sense of aesthetics, sound knowledge of sewing and pattern making.

Job Details	Qualifications Pack Code	AMH/Q1201		
	Job Role	Fashion Designer		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
	Sub-sector	Apparel	Last reviewed on	11/02/19
	Occupation	Designing	Next review date	11/02/2023
	NSQC Clearance On*	20/07/15		

Job Role	Fashion Designer
Role Description	To study the market, trend analysis, & develop a collection for the given season with the organization's objectives
NSQF level	5
Minimum Educational Qualifications	12 <sup>th</sup> pass, preferably
Maximum Educational Qualifications	Post Graduate in Fashion Design & Clothing Technology
Training (Suggested but not mandatory)	Certification course in Fashion Design
Minimum Job Entry Age	18 years
Experience	1-2 years of work experience/internship in apparel field (either in boutique or an apparel manufacturing company) preferably
National Occupational Standards (NOS)	<b>Compulsory:</b> <ol style="list-style-type: none"> <li><a href="#">AMH/N1201 (Prepare to make a design collection)</a></li> <li><a href="#">AMH/N1202 (Prepare prototype garments for the collection)</a></li> <li><a href="#">AMH/N1203 (Evaluate the design development process)</a></li> <li><a href="#">AMH/N1204 (Maintain the work area, tools, machines and computers)</a></li> <li><a href="#">AMH/N0103 (Maintain health, safety and security at workplace)</a></li> </ol>
Performance Criteria	As described in the relevant OS units

## Glossary of Key Terms

Table 1: Glossary of Key Terms

Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
	Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
	Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
	Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
	Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
	Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
	Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
	Performance Criteria	Performance Criteria 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 Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
	Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
	Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or 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 the 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 the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific 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.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
<b>Keywords /Terms</b>	<b>Description</b>
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

**Acronyms**

AMH/N1201

Prepare to make a design collection

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# National Occupational Standard



## Overview

This unit is about how a designer designs a clothing range and gets it finalized to make the prototype garments.

**AMH/N1201**

**Prepare to make a design collection**

National Occupational Standard

<b>Unit Code</b>	<b>AMH/N1201</b>
<b>Unit Title (Task)</b>	<b>Prepare to make a design collection</b>
<b>Description</b>	This unit is about how a designer designs a clothing range and gets it finalized to make the prototype garments
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Conduct fashion design research</li> <li>Design Brief</li> <li>Range presentation</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
Conduct fashion design research & Determine key criteria for design brief	To be competent, you must be able to: PC1. Research on fashion trends and identify the emerging theme PC2. Product range and previous designs developed by the business are reviewed to assess relevance to current design. PC3. Business processes and client goals are identified. PC4. Research is conducted on target market, materials, designs, processes and marketing materials according to the needs of the design PC5. Quality standards for designs are identified.
Determine key criteria for design brief	PC6. Design themes and style requirements of design are determined PC7. Budget, cost points and timing constraints are identified. PC8. Requirements for use of fabrics, materials, suppliers and production processes are determined. PC9. Client Requirements are confirmed with the client
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>  (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. Your organization's policies, procedures, guidelines and standards for dealing with buyers/clients KA2. Recognizing and adapting to cultural differences in the workplace, including modes of behaviour and interactions KA3. Production capacity and processes of business are identified. KA4. Identifying improvements. KA5. Completing work systematically with attention to detail without damage to goods and equipments
<b>B. Technical Knowledge</b>	You need to know and understand: KB1. Garment construction techniques and processes. KB2. To do the design by hand sketches or by Computer Aided Design (CAD) KB3. Detailed knowledge of a range of fabrics and trims KB4. An understanding on the cost process involved in making an apparel KB5. Costing of created designs / product ensembles with knowledge of sale ability of a product designed KB6. Knowledge of Intellectual Property Rights with respect to designs



**AMH/N1201**

**Prepare to make a design collection**

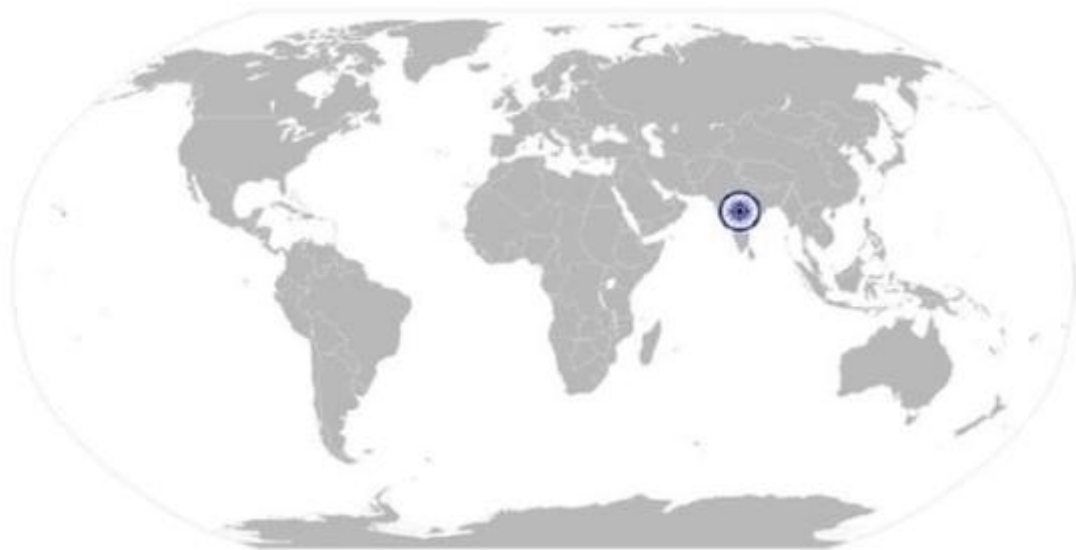
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. Complete accurate well written work with attention to detail SA2. Able to communicate with others in the company and to clients in writing
	<b>Reading Skills</b>
	You need to know and understand how to: SA3. Follow guidelines/procedures/rules and service level agreements SA4. Read and understand the buyer/client's requirements
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to: SA5. Listen effectively and orally communicate information accurately SA6. Ask for clarification and advice from others
<b>B. Professional Skills</b>	<b>Decision Making</b>
	You need to know and understand: SB1. Follow rule-based decision-making processes SB2. Make decisions on a suitable course of action or response
	<b>Plan and Organize</b>
	You need to know and understand how to: SB3. Plan and organize your work to achieve targets and deadlines SB4. Plan processes and encourage interchange of ideas/designs
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	You need to know and understand how to: SB1. Clarification on the design to be developed with the team members SB5. Assess /evaluate design processes SB6. Communicate effectively within the workplace
	<b>Analytical Thinking</b>
	You need to know and understand how to: SB7. Analyze the market trends and targets for the season SB8. Pass on relevant information to others
	<b>Critical Thinking</b>
	You need to know and understand how to: SB9. Provide opinions on work in a detailed and constructive way SB10. Clarify and check task related information

**AMH/N1201**

**Prepare to make a design collection**

**NOS Version Control**

NOS Code	AMH/N1201		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	09/08/14
Industry Sub-sector	Apparel	Last reviewed on	11/02/19
Occupation	Designing	Next review date	11/02/2023



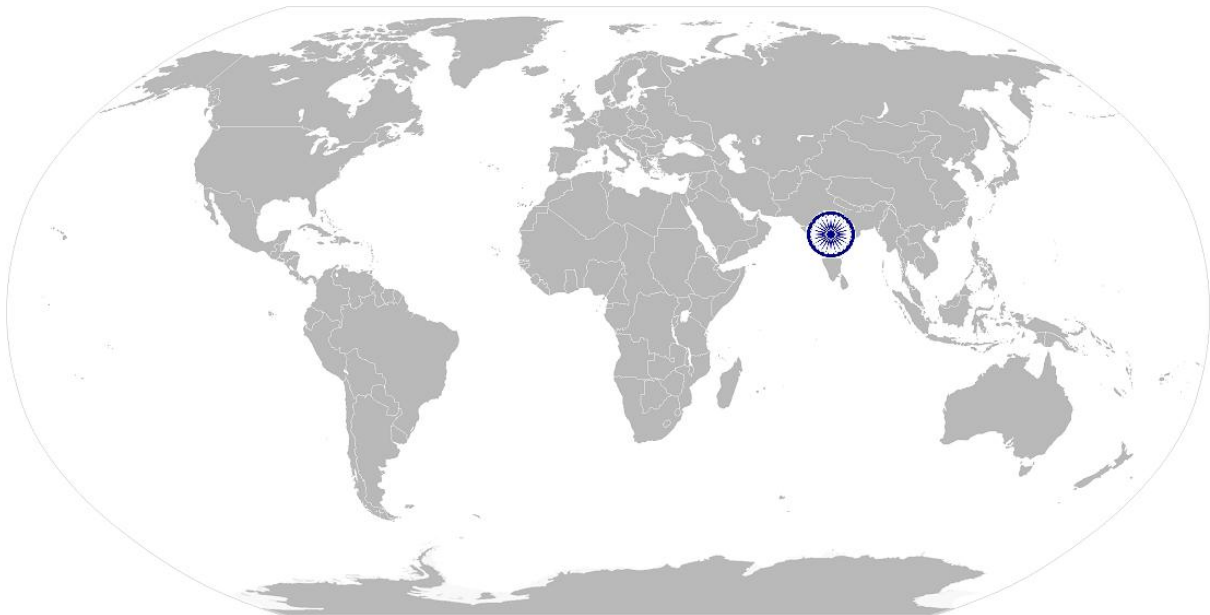


AMH/N 1202

Prepare prototype garments for the collection

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# National Occupational Standard



## Overview

This unit is about how technical package is made after garment range confirmation and process of how prototype garment is made for entire collection

**AMH/N1202**

**Prepare prototype garments for the collection**

National Occupational Standard

Unit Code	AMH/N1202
Unit Title (Task)	Prepare prototype garments for the collection
Description	This unit is about how technical package is made after garment range confirmation and process of how prototype garment is made for each range
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Confirming design brief</li> <li>Specify design processes</li> <li>Implement design processes</li> </ul>
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Confirm design brief	<p>To be competent, you must be able to:</p> <p>PC1. Create techpack which clearly conveys all guidelines for development of the sample</p> <p>PC2. Appropriate personnel are consulted with to confirm feasibility and appropriateness of techpack</p> <p>PC3. Sketches, drawings and samples are used to illustrate design requirements, as appropriate</p> <p>PC4. Given techpacks on the range to be finalised</p>
Specify design processes	<p>PC5. Required involvement of sampling merchandiser, patternmaker, tailor are identified, finalised and briefed about the collection</p> <p>PC6. Monitoring procedures and checking points are determined.</p> <p>PC7. Design development personnel selected are briefed and time constraints met</p> <p>PC8. Construct the prototype and given to concerned dept for better understanding on the product, if required</p>
Implement design processes	<p>PC9. Development of sample is monitored to ensure budget and time constraints are met</p> <p>PC10. Problems or inconsistencies in sample are identified and addressed.</p> <p>PC11. Evaluate the prototype sample received.</p>
Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. The organization's policies and procedures</p> <p>KA2. Protocol to obtain more information on work related tasks.</p> <p>KA3. the limits of your role and responsibilities in relation to IT service requests/incidents</p> <p>KA4. Who to refer problems to when they are outside the limit of your authority</p> <p>KA5. Your organization's equipments, templates and processes for preparing the techpack and how to use these</p> <p>KA6. Details of the job role and responsibilities</p> <p>KA7. Your organization's knowledge base and how to use and update this</p> <p>KA8. Method of obtaining/ giving feedback related to performance</p>
<b>B. Technical Knowledge</b>	<p>You need to know and understand:</p> <p>KB1. Knowledge of fabrics/apparels and garments and types of fabrics/apparels that require stitching by hand or machine stitching</p>

**AMH/N1202**

**Prepare prototype garments for the collection**

	<p>KB2. Knowledge on Sewing and Pattern making techniques to make techpack</p> <ul style="list-style-type: none"> <li>• Techpacks are made for the range collection</li> <li>• Use of CAD or hand sketches</li> <li>• Feasibility and appropriateness of techpack consulted and confirmed</li> <li>• Techpack finalised internally</li> </ul> <p>KB3. Elements of and principles of design and how they are used to create good design in the fashion industry, knowledge of embroidery by hand and machine</p> <p>KB4. Expertise of personnel , knowledge of dyeing and printing techniques</p> <p>KB5. Knowledge on quality and workplace practices</p> <p>KB6. Required involvement of sampling merchandiser ,patternmaker and sampling tailor identified , draping</p> <p>KB7. Identified personnel for prototype sample development briefed</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to:
	SA1. Complete accurate well written work with attention to detail
	SA2. Communicate with others in writing
	<b>Reading Skills</b>
	You need to know and understand how to:
<b>B. Professional Skills</b>	SA3. Follow guidelines/procedures/rules and service level agreements
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to:
	SA4. Listen effectively and orally communicate information accurately
	SA5. Ask for clarification and advice from others in the team and heads
	<b>Decision Making</b>
	You need to know and understand how to:
	SB1. Follow rule-based decision-making processes
	SB2. Make decisions on a suitable course of action or response
	<b>Plan and Organize</b>
	You need to know and understand how to:
	SB3. Plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	You need to know and understand how to:
	SB4. apply problem-solving approaches in different situations
	SB5. refer anomalies to the design head
	SB6. seek clarification on problems from others
	<b>Analytical Thinking</b>
	You need to know and understand how to:
	SB7. Analyze the design and techpack making process
	SB8. Analyze needs, requirements and dependencies in order to meet your work requirements

**AMH/N1202**

**Prepare prototype garments for the collection**

	Critical Thinking
	<p>You need to know and understand how to:</p> <p>SB9. Provide opinions on work in a detailed and constructive way to the merchandiser and if necessary to the sampling tailor and pattern master</p> <p>SB10. Apply balance judgments to different situations</p>

**NOS Version Control**

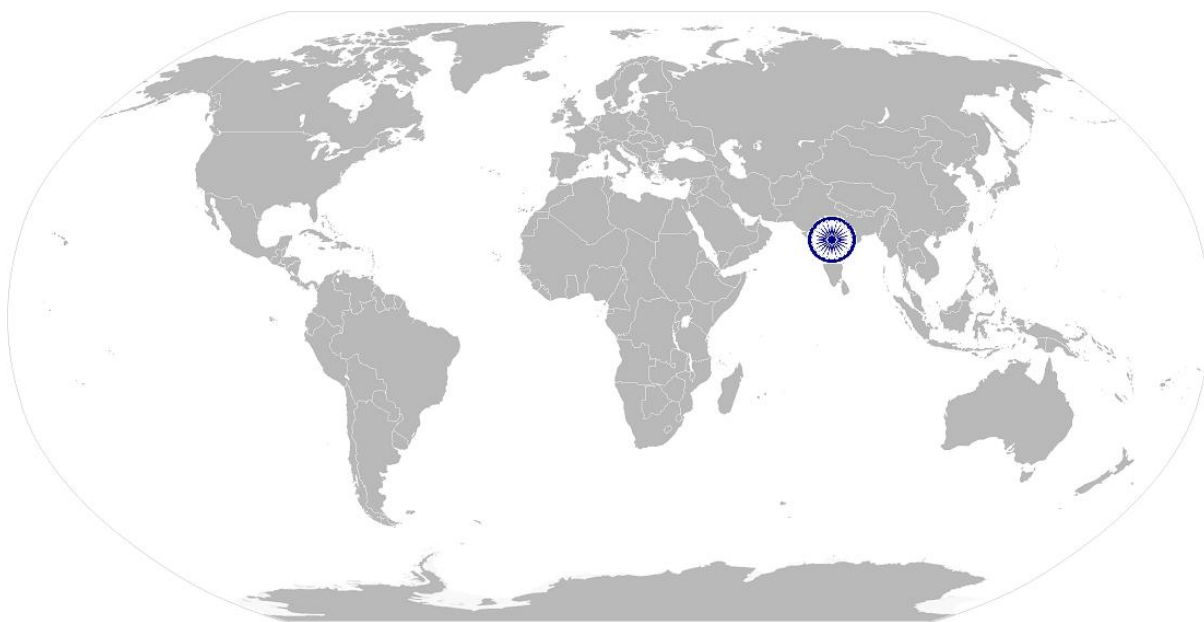
NOS Code	AMH/N1202		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	09/08/14
Industry Sub-sector	Apparel	Last reviewed on	11/02/19
Occupation	Designing	Next review date	11/02/2023

AMH/N1203

Evaluate Design Development Processes

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# National Occupational Standard



## Overview

This unit is about how to review the prototype garment developed for the collection

**AMH/N1203**

**Evaluate Design Development Processes**

National Occupational Standard

Unit Code	AMH/N1203
Unit Title (Task)	Evaluate design development processes
Description	This unit is about how to review the prototype garment developed for the collection
Scope	This unit/task covers the following: <ul style="list-style-type: none"> <li>Evaluate design development</li> <li>Complete documentation</li> </ul>
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Evaluate design development process	To be competent on the job, you must be able to: <ul style="list-style-type: none"> <li>PC1. Analyze the prototype sample alongwith the design team</li> <li>PC2. Coordinate along with design team to check sample against the techpack given to the sampling merchandiser, the look and feel and fit of the sample</li> <li>PC3. Identify the prototype for the feasibility of the garment in terms of sourcing of the fabric and the trims available for the span of production</li> <li>PC4. Identify various product testing to proceed with prototype</li> <li>PC5. Incorporate modification of the sample until approved for final production</li> <li>PC6. Get approval on the prototype/final techpack, agreement finalized with the client</li> </ul>
Complete documentation	<ul style="list-style-type: none"> <li>PC7. Document Design brief, development processes and outcomes</li> <li>PC8. Complete Documentation processes, including filing and storing</li> </ul>
Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	You need to know and understand: <ul style="list-style-type: none"> <li>KA1. Your organization's policies, procedures and priorities for your area of work and your role and responsibilities in carrying out your work</li> <li>KA2. Limits of your responsibilities when coordinating with other department</li> <li>KA3. Your specific work requirements and who these must be agreed with</li> <li>KA4. The importance of having a tidy work area and how to do this</li> <li>KA5. How to prioritize your workload according to urgency and importance and the benefits of this</li> <li>KA6. Your organization's policies and procedures for dealing with confidential information and the importance of complying with these</li> <li>KA7. The purpose of keeping others updated with the progress of your work</li> <li>KA8. Who to obtain guidance from and the typical circumstances when this may be required</li> <li>KA9. The purpose and value of being flexible and adapting work plans to reflect change</li> </ul>
<b>B. Technical Knowledge</b>	You need to know and understand: <ul style="list-style-type: none"> <li>KB1. The importance of understanding of the development process</li> <li>KB2. Appropriate timescales for completing your work and the implications of not meeting these for you and the organization</li> </ul>



**AMH/N1203**

**Evaluate Design Development Processes**

	<p>KB3. Ability to strengthen teams awareness</p> <p>KB4. Awareness to reduce development and company cost</p> <p>KB5. Resources needed for your work and how to obtain and use these</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to:
	SA1. Complete accurate work with attention to detail
	<b>Reading Skills</b>
	You need to know and understand how to:
	SA2. Read instructions, guidelines, procedures, rules and service level agreements
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to:
	SA3. Ask for clarification and advice from line managers
	SA4. Communicate orally with colleagues
	<b>Decision Making</b>
	You need to know and understand how to:
	SB1. Make decisions on suitable courses
	<b>Plan and Organize</b>
	You need to know and understand how to:
	SB2. Plan and organize your work to achieve targets and deadlines
	SB3. Agree objectives and work requirements
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	You need to know and understand how to:
	SB4. Refer anomalies to the line manager
	SB5. Seek clarification on problems from others
	<b>Analytical Thinking</b>
	You need to know and understand how to:
	SB6. Provide relevant information to others
	SB7. Analyze needs, requirements and dependencies in order to meet your work requirements
	<b>Critical Thinking</b>
	You need to know and understand how to:
	SB8. Apply judgments to different situations

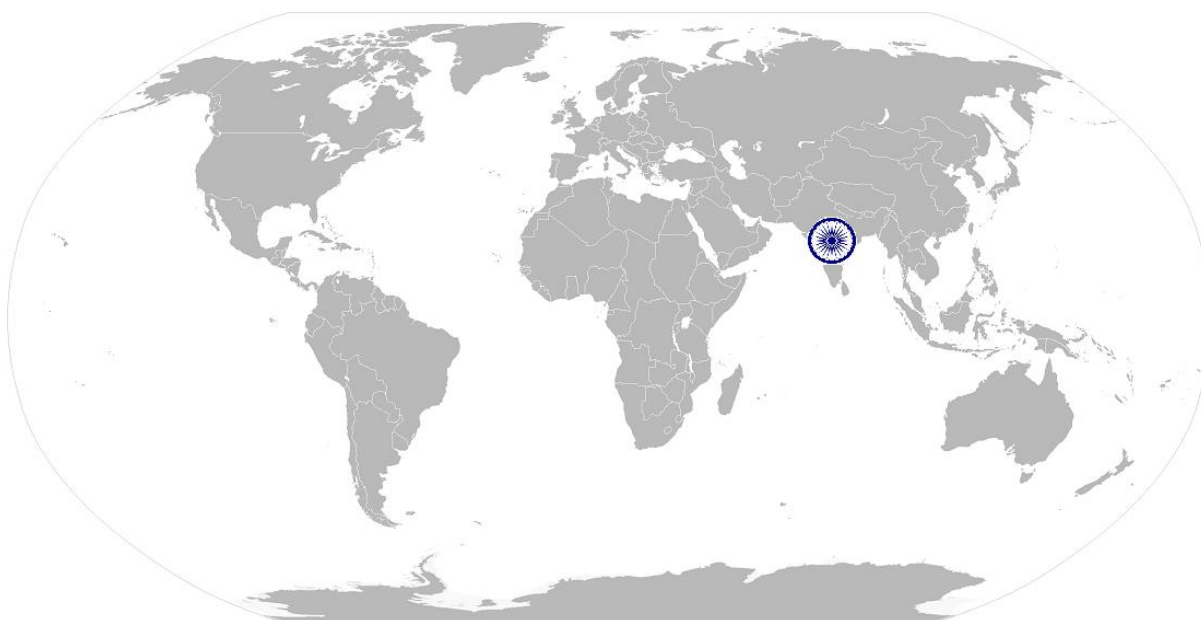


**AMH/N1203**

**Evaluate Design Development Processes**

**NOS Version Control**

NOS Code	AMH/N1203		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	11/08/2014
Industry Sub-sector	Apparel	Last reviewed on	11/02/19
Occupation	Designing	Next review date	11/02/23

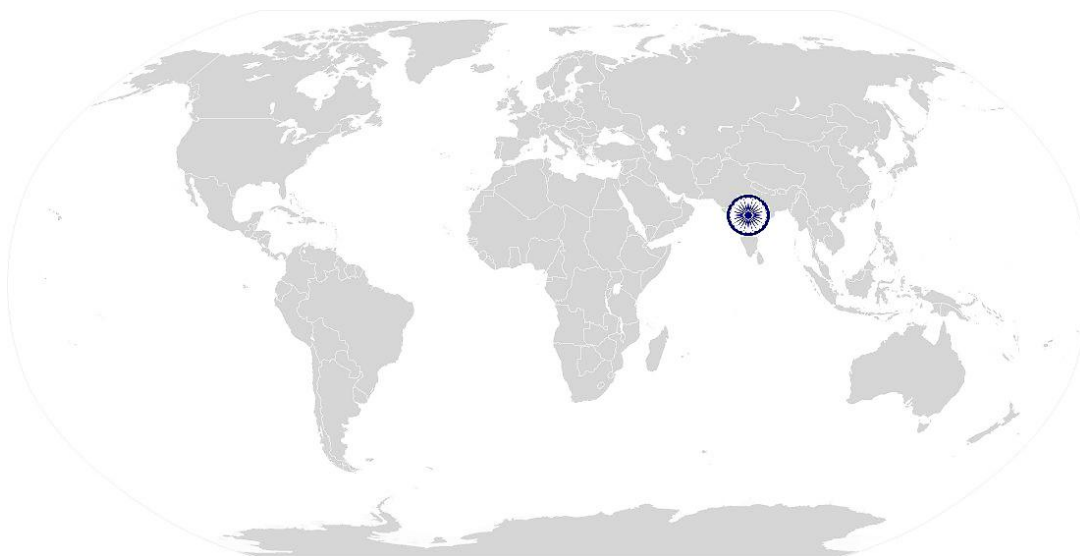


AMH/N1204

Maintain the workarea, tools, machines and computers

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# National Occupational Standard



## Overview

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

**AMH/N1204**

**Maintain the workarea, tools, machines and computers**

National Occupational Standard

<b>Unit Code</b>	<b>AMH/N1204</b>
<b>Unit Title (Task)</b>	<b>Maintain the workarea ,tools, machines and computers</b>
<b>Description</b>	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.
<b>Scope</b>	<b>This unit/task covers the following:</b> 1. Maintain the workarea, tools and machines
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Maintain the work area, tools and machines and computers</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Handle materials, drawing and pattern drafting tools, equipment and the system for computer designing with care</p> <p>PC2. Use correct handling procedures.</p> <p>PC3. Use material to minimize waste</p> <p>PC4. Use of measuring devices effectively</p> <p>PC5. Maintain tools and equipment</p> <p>PC6. Carry out running maintenance within agreed schedules</p> <p>PC7. Carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. Report unsafe equipment and other dangerous occurrences</p> <p>PC9. Work in a comfortable position with the correct posture</p> <p>PC10. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC11. Dispose of wastes safely in the designated location</p> <p>PC12. Carry out cleaning according to schedules and limits of responsibility</p> <p>PC13. Request for up gradation of system or softwares when required for effective working</p> <p>PC14. Always a backup file to be maintained when working on various design softwares</p> <p>PC15. All soft copies of design work to be maintained in files as well for future reference</p>
<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Knowledge and Understanding</b>

**AMH/N1204**

**Maintain the workarea, tools, machines and computers**

<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organizational procedures</p> <p>KA3. Limits of your own responsibility</p> <p>KA4. Ways of resolving with problems within the work area</p> <p>KA5. The production process and the specific work activities that relate to the whole process</p> <p>KA6. The importance of effective communication with colleagues</p> <p>KA7. The lines of communication, authority and reporting procedures</p>
<b>B. Technical/ Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications</p> <p>KB3. Relation between work role and the overall manufacturing process</p>
	<p>KB4. The importance of taking action when problems are identified</p> <p>KB5. Different ways of minimizing waste</p> <p>KB6. The importance of running maintenance and regular cleaning</p> <p>KB7. Effects of contamination on products i.e. Machine oil, dirt</p> <p>KB8. Common faults with equipment and the method to rectify</p> <p>KB9. Maintenance procedures</p> <p>KB10. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB11. Different types of cleaning equipment and substances and their use</p> <p>KB12. Safe working practices for cleaning and the method of carrying them out</p>

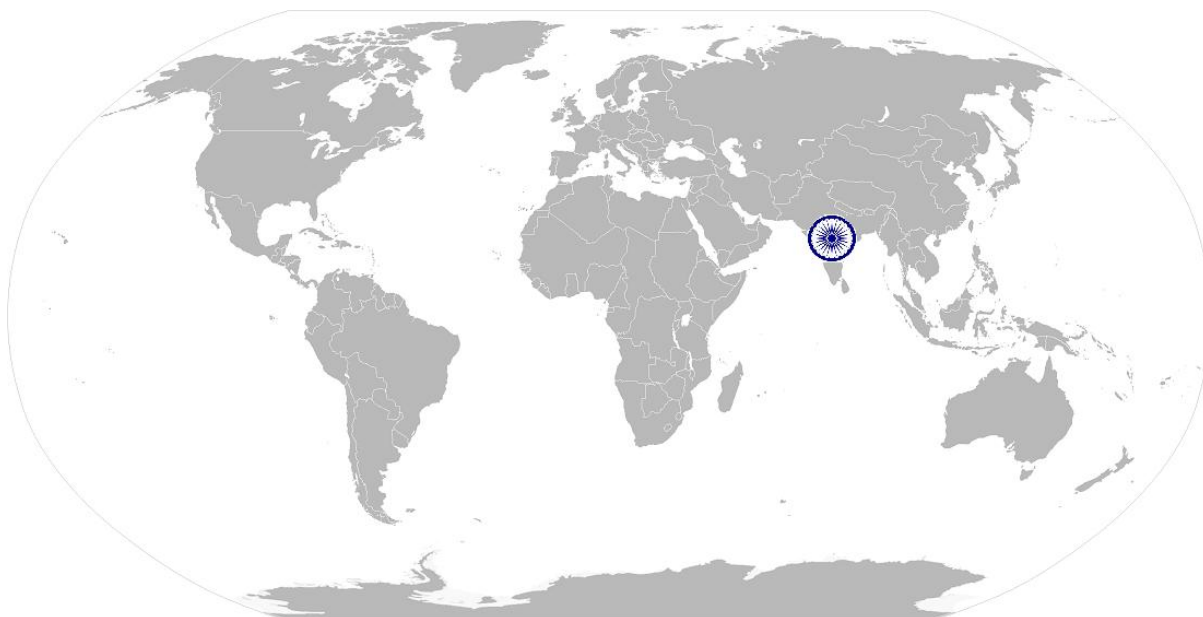
**Skills (S)**

<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>On the job the individual needs to be able to:</p> <p>SA1. Write the instructions in local language</p>
	<b>Reading Skills</b>
	<p>On the job the individual needs to be able to:</p> <p>SA2. Read all the regarding the machineries, working posture and tools in the local language also.</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>On the job the individual needs to be able to</p> <p>SA3. Communicate the with co-workers in local language</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>On the job the individual needs to be able to:</p> <p>SB1. Take appropriate decisions regarding to responsibilities</p>
	<b>Plan and Organize</b>
	<p>SB2. Plan and manage work routine based on company procedure</p>
	<b>Customer Centricity</b>

**AMH/N1204**

**Maintain the workarea, tools, machines and computers**

	NA
	<b>Problem Solving</b>
	On the job the individual needs to be able to: SB3. Solve operational role related issues
	<b>Analytical Thinking</b>
	NA
	<b>Critical Thinking</b>
	NA



**AMH/N1204**

**Maintain the workarea, tools, machines and computers**

**NOS Version Control**

NOS Code	AMH/N1204		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	11/08/2013
Industry Sub-sector	Apparel	Last reviewed on	11/02/19
Occupation	Designing	Next review date	11/02/2023



AMH/N0103(Maintain health, safety and security at workplace)

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# National Occupational Standard



## Overview

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.



**AMH/N0103 (Maintain health, safety and security at workplace)**

National Occupational Standard

<b>Unit Code</b>	<b>AMH/N0103</b>
<b>Unit Title (Task)</b>	<b>Maintain health, safety and security at workplace</b>
<b>Description</b>	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.
<b>Scope</b>	<b>This unit/task covers the following:</b> 1. Comply with health, safety and security requirements at work
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Comply with health, safety and security requirements at work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Use and maintain personal protective equipment as per protocol</p> <p>PC3. Carry out own activities in line with approved guidelines and procedures</p> <p>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. Follow environment management system related procedures</p> <p>PC6. Identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. Report any service malfunctions that cannot be rectified</p> <p>PC8. Store materials and equipment in line with manufacturer's and organizational requirements</p> <p>PC9. Safely handle and move waste and debris</p> <p>PC10. Minimize health and safety risks to self and others due to own actions</p> <p>PC11. Seek clarifications from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. Monitor the workplace and work processes for potential risks and threats</p> <p>PC13. Carry out periodic walk-through to keep work area free from hazards and obstruction, if assigned</p> <p>PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC15. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. Follow organisation procedures for shutdown and evacuation when required</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context (Knowledge of the)</b>	<p>KA1. Health and safety related practices applicable at the workplace</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p> <p>KA3. Organizational procedures for safe handling of equipment and machine</p>

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company/ organization and its processes)	<p>operations</p> <p>KA4. Potential risks due to own actions and methods to minimize these</p> <p>KA5. Environmental management system related procedures at the workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and methods</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to:
	SA1. write report on the hazards and risks / threats faced at workplace
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to:
	SA2. read the first aid ,health and safety instructions
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/ individual on the job needs to know and understand how to:
	SA3. respond to emergencies, accidents or fire at the workplace
	SA4. Communicate to others when and how to evacuate the premises
	SA5. communicate effectively the value of physical fitness, personal hygiene and good habits to workers
	<b>Decision Making</b>
<b>B. Professional Skills</b>	NA
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to:
	SB1. Keep work area free from potential hazards
	<b>Customer Centricity</b>
	NA
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to:
	SB2. Raise alarm
	SB3. Safe and correct procedure of handling equipment and machinery
	SB4. Report to supervisors and other authorized personnel for assistance

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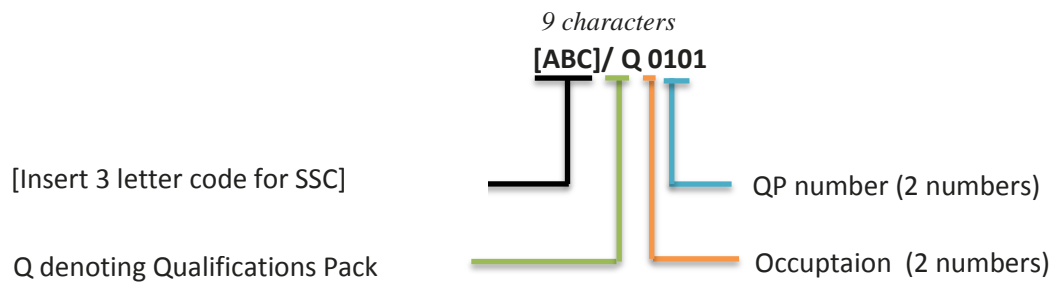
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB5. Identify and report service malfunctions and chemical leaks
	<b>Critical Thinking</b>
	NA

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<b>Industry</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>11/08/14</b>
<b>Industry Sub-sector</b>	<b>Apparel</b>	<b>Last reviewed on</b>	<b>11/02/19</b>
<b>Occupation</b>	<b>Designing</b>	<b>Next review date</b>	<b>11/02/2023</b>

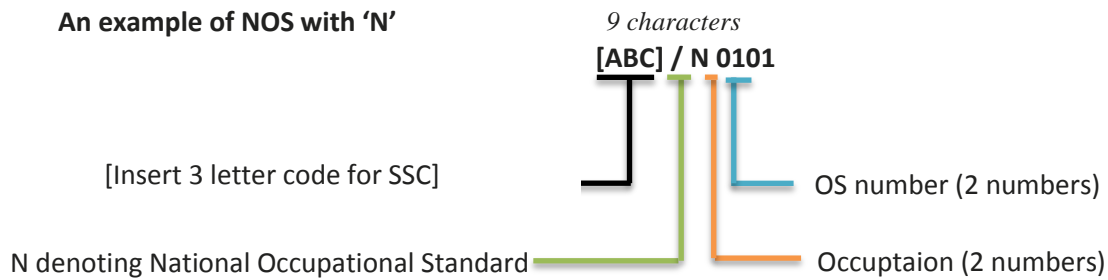
## Annexure

### Nomenclature for QP and NOS



### Occupational Standard

#### An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
<b>Apparel</b>	0-40
<b>Made-ups</b>	41-55
<b>Home Furnishing</b>	56-70
<b>Fututue Jobroles</b>	71-89
<b>Generic Job roles</b>	90-99

Sequence	Description	Example
<b>Three letters</b>	Industry name	AMH
<b>Slash</b>	/	/
<b>Next letter</b>	Whether <b>QP</b> or <b>NOS</b>	Q or N
<b>Next two numbers</b>	Occupation code	01
<b>Next two numbers</b>	OS number	01

## Criteria For Assessment Of Trainees

**Job Role** Fashion Designer

**Qualification Pack** AMH/Q1201

**Sector Skill Council** AMHSSC

### Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions approved by the SSC
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
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 a QP
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

		Total Marks	Out of	Marks Allocation		
				Theory	Skills Practical	Viva
1. AMH/N1201 Prepare to make a design collection	PC1. Research on fashion trends and identify the emerging theme	80	9	4	2	3
	PC2. Product range and previous designs developed by the business are reviewed to assess relevance to current design.		8	2	4	2
	PC3. Business processes and client goals are identified.		10	4	2	4
	PC4. Research is conducted on target market, materials, designs, processes and marketing materials according to the needs of the design		10	3	4	3
	PC5. Quality standards for designs are identified.		8	3	3	2
	PC6. Design themes and style requirements of design are determined		10	3	5	2
	PC7. Budget, cost points and timing constraints are identified.		8	4	2	2
	PC8. Requirements for use of fabrics, materials, suppliers and production processes are determined.		7	2	4	1
	PC9. Client Requirements are confirmed with the client		10	3	4	3
	Total		80	28	30	22

2. AMH/N1202 Prepare prototype garments for the collection	PC1. Create tech pack which clearly conveys all guidelines for development of the sample	110	10	3	5	2
	PC2. Appropriate personnel are consulted with to confirm feasibility and appropriateness of tech pack		10	2	5	3
	PC3. Sketches, drawings and samples are used to illustrate design requirements, as appropriate		10	2	5	3
	PC4. Given tech packs on the range to be finalised		10	3	5	2
	PC5. Required involvement of sampling merchandiser, patternmaker, tailor are identified, finalised and briefed about the collection		10	2	5	3
	PC6. Monitoring procedures and checking points are determined.		8	2	3	3
	PC7. Design development personnel selected are briefed and time constraints met		12	4	5	3
	PC8. Construct the prototype and given to concerned dept for better understanding on the product, if required		10	3	5	2
	PC9. Development of sample is monitored to ensure budget and time constraints are met		10	2	6	2
	PC10. Problems or inconsistencies in sample are identified and addressed.		10	3	4	3
	PC11. Evaluate the prototype sample received.		10	2	6	2
	Total		110	28	54	28
3. AMH/N1203 Evaluate design development process	PC1. Analyse the prototype sample along with the design team	120	12	4	5	3
	PC2. Coordinate along with design team to check sample against the tech pack given to the sampling merchandiser, the look and feel and fit of the sample		15	4	7	4
	PC3. Identify the prototype for the feasibility of the garment in terms of sourcing of the fabric and the trims available for the span of production		12	3	6	3
	PC4. Identify various product testing to proceed with prototype		15	2	7	6
	PC5. Incorporate modification of the sample until approved for final production		18	5	9	4
	PC6. Get approval on the prototype/final tech pack, agreement finalized with the client		18	6	8	4
	PC7. Document Design brief, development processes and outcomes		15	4	7	4



	PC8. Complete Documentation processes, including filing and storing		15	4	7	4
	Total		120	32	56	32
4. AMH/N1204 Maintain workarea, tools, machines and computers	PC1. Handle materials, drawing and pattern drafting tools, equipment and then system for computer designing with care	40	3	1	1	1
	PC2. Use correct handling procedures.		3	1	1	1
	PC3. Use materials to minimize waste		3	1	1	1
	PC4. Use of measuring devices effectively		3	1	1	1
	PC5. Maintain tools and equipment		2	0.5	1	0.5
	PC6. Carry out running maintenance within agreed schedules		3	1	1	1
	PC7. Carry out maintenance and/or cleaning within one's responsibility		3	1	1	1
	PC8. Report unsafe equipment and other dangerous occurrences		3	0.5	1	1.5
	PC9. Work in a comfortable position with the correct posture		2	0.5	1	0.5
	PC10. Use cleaning equipment and methods appropriate for the work to be carried out		3	1	1	1
	PC11. Dispose of waste safely in the designated location		2	0.5	1	0.5
	PC12. Carry out cleaning according to schedules and limits of responsibility		3	1	1	1
	PC13. Request for up gradation of system or software's when required for effective working		3	1	1	1
	PC14. Always a backup file to be maintained when working on various design software's		2	0.5	1	0.5
	PC15. All soft copies of design work to be maintained in files as well for future reference		2	0.5	1	0.5
	Total		40	12	15	13
5. AMH/N0103 Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace		3	1	1	1
	PC2. Use and maintain personal protective equipment as per protocol		3	1	1	1
	PC3. Carryout own activities in line with approved guidelines and procedures		3	1	1	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants	50	3	1	1	1
	PC5. Follow environment management system related procedures		3	1	1	1
	PC6. Identify and correct(if possible) malfunctions in machinery and equipment		3	1	1	1
	PC7. Report any service malfunctions that cannot be rectified		3	1	1	1
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		3	1	1	1
	PC9. Safely handle and move waste and debris		3	1	1	1

	PC10. Minimize health and safety risks to self and others due to own actions		2	0.5	1	0.5
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		3	0.5	2	0.5
	PC12. Monitor the workplace and work processes for potential risks and threats		3	1	1	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	0.5	1.5	1
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		3	1	1	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		3	1	1.5	0.5
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		2	0.5	1	0.5
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		2	0.5	1	0.5
	PC18. Follow organisation procedures for shutdown and evacuation when required		2	0.5	1	0.5
	Total		50	15	20	15
	Grand Total		<b>400</b>	<b>115</b>	<b>175</b>	<b>110</b>