

Model Curriculum

Sewing Machine Operator

SECTOR: APPAREL, MADE-UP'S AND HOME FURNISHING
SUB-SECTOR: Apparel / Made-Up's / Home Furnishing
OCCUPATION: Sewing
REF ID: AMH/Q0301, V1.0
NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

APPAREL MADE-UPS AND HOME FURNISHING SECTOR SKILL COUNCIL

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: '**Sewing Machine Operator**'
QP No. '**AMH/Q0301 NSQF Level 4**'

Date of Issuance: **May 2nd, 2019**

Valid up to*: **May 2nd, 2023**

**Valid up to the next review date of the Qualification Pack*


Authorised Signatory
(Apparel Made-ups And Home Furnishing Sector Skill Council)

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Sewing Machine Operator

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Sewing Machine Operator”, in the “Apparel, Made-Ups and Home Furnishing” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Sewing Machine Operator		
Qualification Pack Name & Reference ID	AMH/Q0301, V1.0		
Version No.	1.0	Version Update Date	02/05/2019
Pre-requisites to Training	Preferably Class V		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Prepare for stitching operations. • Stitch components to produce apparels. • Contribute to achieve product quality in stitching operations. • Maintain the work area, tools and machines. • Maintain health, safety and security at the workplace. • Comply with the industry, regulatory and organizational requirements. 		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Sewing Machine Operator” Qualification Pack issued by “Apparel, Made-Ups and Home Furnishing Sector Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction and Orientation</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Describe the size and scope of the apparel industry. Explain the roles and responsibilities of a ‘Sewing Machine Operator’. Describe various employment opportunities for a ‘Sewing Machine Operator’ in the apparel industry. Describe the apparel production process and the role that the ‘Sewing Machine Operator’ plays in the process. Identify the various job roles and responsibilities in the organisation. 	Training kit (Trainer guide, Presentations)
2	<p>Preparation for stitching operations</p> <p>Theory Duration (hh:mm) 19:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code AMH/N0301</p>	<ul style="list-style-type: none"> State the organization’s policies and procedures. Identify own responsibilities under health, safety and environmental legislation. Explain various types of fabrics/apparels and garments. Identify various apparels and their parts. Identify various sources of updates on apparels and other related areas. Explain the use of a specification chart. Describe the range of techniques most suited to the different types of apparel. Explain the characteristics of the fabric materials and how they differ with each other. Describe various parts of a garment such as pockets, fronts, backs, collars, cuffs, sleeves, etc. Describe how to assemble various garment parts to make the final product. Identify the respective types of fabrics/apparels that require stitching by hand or machine stitching. Identify the potential hazards associated with the machines and the safety precautions that must be taken. Ensure that the work area is free from hazards. Follow the instructions on the work ticket/ job card in line with the responsibilities of the respective job role. Identify the protocol to obtain more information on work related tasks. Agree upon work targets with your supervisor and check for special instructions, if any. Check with incharge /others when unsure of new product details. 	Industrial Single Needle Lock Stitch Sewing Machine set With Needle Guard , 5 thread Over Lock Machine set, Pressing Table, Iron/Press, Computer, Computer Peripherals, Printer, Projector /LCD, Design Patterns template (Quantity and variety may vary), Scissors (paper cutting), Tracing Wheel, Tailor’s Chalk, Pins & Safety Pins , Dress Maker’s Pin, Pin Cushion (One set), Scale, variety (eg: L scale, straight scale, French curve, hip curve, can be used depending on type of garments etc), Bobbin (Good Quality and industrial sewing machine bobbin, Quantity may vary as per requirement), Bobbin Case (Good Quality and industrial sewing machine bobbin, Quantity may vary as per requirement), Personal Protective Equipment (One each type (Nose mask & Goggles)), Mannequin (Male or female , Size M), Hanger,

		<ul style="list-style-type: none"> • Explain common factors which affect stitching. • Conform to company quality standards. • Identify the manufacturer's instructions for setting up, adjusting and operating the equipment. • Check that equipment is safe and set up in readiness for use. • Optimize the positioning and layout of materials to ensure a smooth and rapid throughput. • Explain various parts of a sewing machine and their application. • Identify various equipment required to stitch an item and their capabilities. • Identify common hazards in the work area and workplace procedures for dealing with them. • Explain various safety precautions to be taken when stitching. • Use the correct tools and equipment. • Select the correct component part for the style being worked on. • Check that the materials to be used are free from faults. • Ensure the materials used meet the specification matching within a product and between a pair of products where applicable. • Report faults in the materials. • Perform a test run to ensure that the machine is operating correctly. • Identify the process for offering/ obtaining work related assistance. • Describe the method of sharing domain related information with team members. • Identify the protocol and format for reporting work related risks/ problems. • Identify the method of obtaining/ giving feedback related to performance. • Identify the importance of teamwork and harmonious working relationships. • Identify the contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment. 	<p>Cleaning Cloth, Sewing Threads (Surplus thread is used),thread packaging, variety may vary as per requirement), Hand Needle (Various gauges, the quantity may vary depending on type of fabric, usage, breakage), Machine Needle, (Various Gauges, the quantity may vary depending on type of fabric, usage, breakage. The quantity and sizes may vary), Needle Threader, Garment (various styles, quantity may vary as per requirement), Made-ups Sample (various styles, quantity may vary as per requirement), Home Furnishing Sample (various styles, quantity may vary as per requirement), Fabric Yardages, surplus fabric, good quality muslin mandatory , other optional, quantity may vary), Required Trims/accessory , Machine Folders with Attachments , Students Stools For Sewing, Teacher's Table, Teacher's Chair, Dustbin, Small Baskets For storing & Keeping Trims, First Aid Box, Machine Oil, Sewing Kit Includes thread clipper/ thumb trimmer ,seam ripper , tracing wheel ,measuring tape etc), Small screws with screw drivers, Fire Extinguisher, Stationary Set , Documents set (Tech Pack Sheets, size chart, trim card ,fabric work sheet, style confirmation sheet, fabric consumption chart, fabric requirement sheet, trims requirement sheet, buyers comment sheet, record maintenance sheet etc), Seam Samples</p>
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			<p>/ Different Fabrics swatch file, Participant Manual, Student's Chair With Table Arm, White/Black Board Marker/Chalk & Duster, Dexterity Test Kit, White/Black Board, Fusing, (woven/nonwoven, quantity and variety may vary), Cutting Table, Fabric Cutting Scissors.</p>
3	<p>Stitch components to produce apparels</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 78:00</p> <p>Corresponding NOS Code AMH/N0301</p>	<ul style="list-style-type: none"> • Operate machines safely and in accordance with guidelines. • Check the equipment prior to stitching, including correct tools, correct attachments, changing needles, changing threads, changing awls, correct timing. • Stitch the correct materials in the right sequence as required by the product specification. • Ensure stitched product conforms to shape and size requirement. • Ensure stitched products meet the specification in terms of labels and trimmings. • Inspect stitched products against specifications. • Identify different types of needles. • Describe the procedure to follow in case the needle breaks. • Interpret various thread thickness, shade and sizes and parts of needles. • Estimate the expected length of time for the process role. • Set up the machine (Apparel Sewing machine) according to manufacturers' instructions and production requirements. • Set machine controls for the materials being stitched. • Explain the importance of machine, needle, foot needle guard and spool checks. • Explain how to adjust the top tension. • Explain the procedure of setting up and adjusting machine controls. • Increase and decrease the foot pressure as applicable. • Explain the procedure to set the stitch size. • Cut the thread appropriately. • Thread the needle in the machine and adjust the needle as per the requirement. • Describe various attachments used in the 	<p>Industrial Single Needle Lock Stitch Sewing Machine set With Needle Guard , 5 thread Over Lock Machine set, Pressing Table, Iron/Press, Computer, Computer Peripherals, Printer, Projector /LCD, Design Patterns template (Quantity and variety may vary), Scissors(paper cutting), Tracing Wheel, Tailor's Chalk, Pins & Safety Pins , Dress Maker's Pin, Pin Cushion (One set), Scale, variety(eg: L scale, straight scale, French curve, hip curve, can be used depending on type of garments etc), Bobbin (Good Quality and industrial sewing machine bobbin, Quantity may vary as per requirement), Bobbin Case (Good Quality and industrial sewing machine bobbin, Quantity may vary as per requirement), Personal Protective Equipment (One each type (Nose mask & Goggles)), Mannequin(Male or female , Size M), Hanger, Cleaning Cloth, Sewing Threads (Surplus thread is used .The quantity ,</p>

		<p>machine.</p> <ul style="list-style-type: none"> • Explain the working of bobbins and its parts and procedures to adjust bobbins. • Identify procedures to use bobbin winder. • Explain how to use a treadle. • Check needles, awls and threads regularly. • Check if fabric / Component is correctly marked and pieces cut as required. • Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly. • Carry out test sews. • Identify the typical faults of stitching machines and methods to rectify them. • Describe the actions to take in the event of a machine ceasing to function correctly. • Describe the problems encountered when stitching different types of apparels. • Identify various types of defects. • Follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately. • Report any damaged work to the concerned department/ personnel. • Report defective machines, tools and/or equipment to the concerned personnel/department. • Interpret documentation and reporting formats of the organisation. • Complete forms, records and other documentation. • State the guidelines for storage and disposal of waste materials. • Minimise and dispose the waste materials in the approved manner. • Sort and place work to assist the next stage of production and minimize the risk of damage. • Respond accordingly where stitched items do not meet production specification. • Seek feedback from team mates on work related performance. • Report risks/ problems likely to affect services to the relevant person promptly and accurately. • Carry out Operations at a rate which maintains workflow and meets production targets. • Leave work area safe and secure when work is complete. • Identify the manufacturer's specifications and instructions for maintenance of equipment. • Describe the process of maintenance, adjustment and replacement of worn parts on the machines required for different types of 	<p>thread packaging, variety may vary as per requirement), Hand Needle (Various gauges, the quantity may vary depending on type of fabric, usage, breakage), Machine Needle, (Various Gauges, the quantity may vary depending on type of fabric, usage, breakage. The quantity and sizes may vary), Needle Threader, Garment (various styles, quantity may vary as per requirement), Made-ups Sample (various styles, quantity may vary as per requirement), Home Furnishing Sample (various styles, quantity may vary as per requirement), Fabric Yardages, surplus fabric, good quality muslin mandatory , other optional, quantity may vary), Required Trims/accessory , Machine Folders with Attachments , Students Stools For Sewing, Teacher Table, Teacher's Chair, Dustbin, Small Baskets For storing & Keeping Trims, First Aid Box, Machine Oil, Sewing Kit Includes thread clipper/ thumb trimmer ,seam ripper , tracing wheel ,measuring tape etc), Small screws with screw drivers , Fire Extinguisher, Stationary Set, Documents set(Tech Pack Sheets, size chart, trim card ,fabric work sheet, style confirmation sheet, fabric consumption chart, fabric requirement sheet, trims requirement sheet, buyers comment sheet, record maintenance sheet etc), Seam Samples / Different Fabrics swatch file , Participant Manual,</p>
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		<p>attachment.</p> <ul style="list-style-type: none"> • Clean and make machines safe after use. • Carry out basic maintenance of own machines. 	<p>Student's Chair With Table Arm, White/Black Board Marker/Chalk &Duster, Dexterity Test Kit, White/Black Board, Fusing, (woven/nonwoven, quantity and variety may vary), Cutting Table, Fabric Cutting Scissors.</p>
4	<p>Contribute to achieve product quality in stitching operations</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 45:00</p> <p>Corresponding NOS Code AMH/N0302</p>	<ul style="list-style-type: none"> • Describe safe working practices and organizational procedures. • Explain quality systems in sewing processes practiced in the organization. • Identify own responsibilities at work during production. • Interpret equipment operating procedures / manufacturer's instructions. • Identify the materials required based on the job card/ work ticket. • Explain types of problems with quality and how to report them to appropriate people. • Respond as per organisational procedure when materials do not conform to company quality standards. • Report and replace identified faulty materials and component parts which do not meet specifications. • Perform work with safety and at a rate which maintains workflow. • Explain the methods to present any ideas for improvement to the line manager. • State the importance of complying with written instructions. • Identify the limits of personal responsibility. • Identify the reporting procedure in case of faults in own/ other processes. • Report to the concerned department/ personnel when the workflow of other production areas disrupts work. • Test, sort, track feed and examine work in progress. • Carry out quality checks at specified intervals according to instructions. • Identify the different types of faults that are likely to be found and how to put them right. • Describe different techniques and methods used to detect faults. • Explain the types of faults which may occur, how they are identified and methods to deal with it. • Fault-find materials and components for creased, stained, damage and incorrectly made up component parts. • Identify faults and take appropriate action for rectification. 	<p>Industrial Single Needle Lock Stitch Sewing Machine set With Needle Guard , 5 thread Over Lock Machine set, Pressing Table, Iron/Press, Computer, Computer Peripherals, Printer, Projector /LCD, Design Patterns template (Quantity and variety may vary), Scissors(paper cutting), Tracing Wheel, Tailor's Chalk, Pins & Safety Pins , Dress Maker's Pin, Pin Cushion (One set), Scale, variety(eg: L scale, straight scale, French curve, hip curve, can be used depending on type of garments etc), Bobbin (Good Quality and industrial sewing machine bobbin, Quantity may vary as per requirement), Bobbin Case (Good Quality and industrial sewing machine bobbin, Quantity may vary as per requirement), Personal Protective Equipment (One each type (Nose mask & Goggles)), Mannequin(Male or female , Size M), Hanger, Cleaning Cloth, Sewing Threads (Surplus thread is used .The quantity , thread packaging, variety may vary as per requirement), Hand Needle (Various gauges, the quantity may vary depending on type of fabric, usage, breakage),</p>

		<ul style="list-style-type: none"> • Adhere to the allowed tolerance limit. • Identify various types of defects. • Identify modifiable defects and rework on them. • Report faults in the processes to the concerned department/ personnel. • Describe the consequences of stitching components out of sequence and how to prevent it from occurring. • Identify various types of seams/hems/finish used and the purpose they serve. • Describe the effect of seams/hems not sewn to specifications. • Explain the reasons for keeping stitched items out of contamination. • Identify the importance of marking and segregating rejects. • Identify mark and place rejects in the designated locations. • Carry out alterations to meet customer requirements. • Pass the stitched item to the next stage in the manufacturing process after validation. • Identify various inspection methods that can be used. • Interpret viable solutions for particular faults. • Identify the consequences of not rectifying problems. • Explain the types of adjustments suitable for specific types of faults. • Identify own quality and production targets and the effect of not meeting these on self and/or the team manufacturer's instructions. • Ensure the adherence of the product to specifications by applying appropriate adjustments. • Maintain the required productivity and quality levels. • Describe the importance of documentation. • Complete and maintain documentation. 	<p>Machine Needle, (Various Gauges, the quantity may vary depending on type of fabric, usage, breakage. The quantity and sizes may vary), Needle Threader, Garment (various styles, quantity may vary as per requirement), Made-ups Sample (various styles, quantity may vary as per requirement), Home Furnishing Sample (various styles, quantity may vary as per requirement), Fabric Yardages, surplus fabric, good quality muslin mandatory , other optional, quantity may vary), Required Trims/accessory , Machine Folders with Attachments , Students Stools For Sewing, Teacher Table, Teacher's Chair, Dustbin, Small Baskets For storing & Keeping Trims, First Aid Box, Machine Oil, Sewing Kit Includes thread clipper/ thumb trimmer ,seam ripper , tracing wheel ,measuring tape etc), Small screws with screw drivers , Fire Extinguisher, Stationary Set, Documents set (Tech Pack Sheets, size chart, trim card ,fabric work sheet, style confirmation sheet, fabric consumption chart, fabric requirement sheet, trims requirement sheet, buyers comment sheet, record maintenance sheet etc), Seam Samples / Different Fabrics swatch file , Participant Manual, Student's Chair With Table Arm, White/Black Board Marker/Chalk &Duster, Dexterity Test Kit, White/Black Board, Fusing, (woven/nonwoven,</p>
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			quantity and variety may vary), Cutting Table, Fabric Cutting Scissors.
5	<p>Maintain work area, tools and machines</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code AMH/N0102</p>	<ul style="list-style-type: none"> Describe safe working practices for the cleaning and maintenance of equipment. Describe the effects of contamination on products i.e. Machine oil, dirt etc. Identify different types of cleaning equipment and substances and their use. Handle materials and tools safely and correctly. Use cleaning equipment and methods appropriate for the work to be carried out. Use correct lifting and handling procedures. Carry out regular running maintenance of tools and equipment within agreed schedules and limits of responsibility. Carry out safe working practices for the cleaning and maintenance of equipment. Maintain a comfortable position with correct posture while working. Identify different ways of minimizing wastage. Dispose off waste safely in the designated location. Carry out cleaning according to schedules and limits of responsibility. Store cleaning equipment safely at the designated place after use. 	<p>Training kit (trainer guide, presentations).</p>
6	<p>Maintain health, safety and security at the workplace</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code AMH/N0103</p>	<ul style="list-style-type: none"> Identify environmental management system related procedures at the workplace. Identify signage related to health and safety and their meaning. Explain occupational health and safety risks and methods. Describe hazards like physical injuries, electric shock, etc. associated with operation and handling of sewing machines. State compliance requirements related to stitching. State organizational procedures for safe handling of equipment and machine operations. Check the workplace and work processes for potential risks and threats like physical injuries from the machine and tools, fire, etc. Describe various personal protective equipment like nose mask, lock guard, etc. Use and maintain personal protective equipment as per protocol like nose masks, lock guard, etc. Identify how to use different tools and equipment related to stitching like scissors, thread cutters, etc. safely and securely. Ensure safe and secure handling of stitching machines and related tools and equipment like thread cutters, shears, seam rippers, etc. 	<p>Personal protective equipment, various types of fire extinguishers.</p>

		<ul style="list-style-type: none"> Identify and correct (if possible) malfunctions in sewing machines and other related equipment like a loose stitch, missing parts, etc. Participate in mock drills/evacuation procedures organized at the workplace. Undertake first aid, fire-fighting and emergency response training. 	
7	<p>Comply with industry, regulatory and organizational requirements</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 05:00</p> <p>Corresponding NOS Code AMH/N0104</p>	<ul style="list-style-type: none"> State the importance of having an ethical and value based approach to governance. State benefits to self and the organisation due to the practice of values and ethics. State the importance of punctuality and attendance. Interpret correctly legal, regulatory and ethical requirements specific to the apparel industry. Identify procedures to follow if legal, regulatory and ethical requirements of the organisation are not met. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures. State customer specific requirements mandated as a part of the work process. State country/customer specific regulations for the apparel sector and their importance. State reporting procedure of the organisation in case of deviations. State limits of personal responsibility. Identify and report any possible deviation to regulatory requirements. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel. Follow the organisational policies and procedures within limits of own responsibility. Provide support to the supervisor and team members in enforcing the organisational considerations. 	Training kit (trainer guide, presentations).
8	<p>Soft Skills</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Explain the importance of effective communication. Communicate effectively with others. Identify and follow personal grooming and hygiene. Follow organization procedures and maintain personal health and hygiene and avoid habits like ghutka, tobacco etc. Interact effectively in a group. Manage time effectively. Explain the importance of a resume. Prepare a resume. Prepare for interviews. 	White /Black Board with Marker & Chalk, Duster
	<p>Total Duration 270:00</p>	<p>Unique Equipment Required: Industrial Single Needle Lock Stitch Sewing Machine set With Needle Guard, 5 thread Over Lock Machine set, Pressing Table, Iron/Press, Computer, Computer Peripherals, Printer, Projector /LCD, Design Patterns template</p>	

<p>Theory Duration 80:00</p> <p>Practical Duration 190:00</p>	<p>(Quantity and variety may vary), Scissors(paper cutting), Tracing Wheel, Tailor's Chalk, Pins & Safety Pins , Dress Maker's Pin, Pin Cushion (One set), Scale, variety(eg: L scale, straight scale, French curve, hip curve, can be used depending on type of garments etc), Bobbin (Good Quality and industrial sewing machine bobbin, Quantity may vary as per requirement), Bobbin Case (Good Quality and industrial sewing machine bobbin, Quantity may vary as per requirement), Personal Protective Equipment (One each type (Nose mask & Goggles)), Mannequin(Male or female , Size M), Hanger, Cleaning Cloth, Sewing Threads (Surplus thread is used .The quantity , thread packaging, variety may vary as per requirement), Hand Needle (Various gauges, the quantity may vary depending on type of fabric, usage, breakage), Machine Needle, (Various Gauges, the quantity may vary depending on type of fabric, usage, breakage. The quantity and sizes may vary), Needle Threader, Garment (various styles, quantity may vary as per requirement), Made-ups Sample (various styles, quantity may vary as per requirement), Home Furnishing Sample (various styles, quantity may vary as per requirement), Fabric Yardages, surplus fabric, good quality muslin mandatory , other optional, quantity may vary), Required Trims/accessory , Machine Folders with Attachments , Students Stools For Sewing, Teacher Table, Teacher's Chair, Dustbin, Small Baskets For storing & Keeping Trims, First Aid Box, Machine Oil, Sewing Kit Includes thread clipper/ thumb trimmer ,seam ripper , tracing wheel ,measuring tape etc), Small screws with screw drivers , Fire Extinguisher, Stationary Set, Documents set(Tech Pack Sheets, size chart, trim card ,fabric work sheet, style confirmation sheet, fabric consumption chart, fabric requirement sheet, trims requirement sheet, buyers comment sheet, record maintenance sheet etc), Seam Samples / Different Fabrics swatch file , Participant Manual, Student's Chair With Table Arm, White/Black Board Marker/Chalk &Duster, Dexterity Test Kit, White/Black Board, Fusing, (woven/nonwoven, quantity and variety may vary), Cutting Table, Fabric Cutting Scissors.</p>
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Grand Total Course Duration: 270 Hours, 0 Minutes

(This syllabus/ curriculum has been approved by [Apparel, Made-Ups and Home Furnishing Sector Skill Council](#))

Trainer Prerequisites for Job role: “Sewing Machine Operator” mapped to Qualification Pack: “AMH/Q0301, V1.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack “ <u>AMH/Q0301, V1.0</u> ”
2	Personal Attributes	The candidate should have an aptitude for conducting training, pre /post work to ensure competent, employable candidates at the end of training. Strong communication skills, interpersonal skills, ability to work as a team; diligent and is passionate for maintaining the quality in content and training delivery methodology. Candidate should have a basic understanding of the English language; however, this should not be a restrictive criterion as long as the candidate is willing and open to learning. He/she must be able to speak, read and write in the local language.
3	Minimum Educational Qualifications	<ul style="list-style-type: none"> • The candidate should be 10th pass with six years supervisory experience in relevant trade • Certificate in relevant trade of minimum 6 months duration • Diploma of minimum 1-year duration in the relevant trade • ITI in relevant trade • Graduate in the relevant trade
4a	Domain Certification	Certified for Job Role: “ <u>Sewing Machine Operator</u> ” mapped to QP: “ <u>AMH/Q0301, V1.0</u> ”. The minimum accepted score is 80%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “ <u>Trainer</u> ”, mapped to the Qualification Pack: “ <u>MEP/Q2601</u> ”. Minimum accepted score as per MEPSC guidelines is 80%.
5	Experience	<ul style="list-style-type: none"> • The candidate should be 10th pass with six years supervisory experience in relevant trade • Certificate of minimum six months duration in relevant trade with 4 years of work experience in relevant trade • Diploma of minimum 1-year duration in the relevant trade with 2 years of work experience in relevant trade • ITI in relevant trade with minimum 2 years of work experience in relevant trade • Graduation in relevant trade with minimum 2 years of work experience in relevant trade, • He should be able to communicate in English and local language. He should have knowledge of equipment, tools, material, Safety, Health & Hygiene.

Annexure: Assessment Criteria

Job Role Sewing Machine Operator **Qualification Pack** AMH/Q0301, version 1.0 **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 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.
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 QP
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

		Marks Allocation				
		Total Marks 400	Out Of	Theory	Skills Practical	Viva
1. AMH/N0301 (Carryout Stitching activities using machine or by hand)	PC1. Make sure the work area is free from hazards		3	1	1	1
	PC2. Follow the instructions on the work ticket/ job card in line with the responsibilities of respective job role		3	1	1	1
	PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear		3	1	1	1
	PC4. Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any		3	1	1	1
	PC5. Use the correct tools and equipment		3	1	1	1
	PC6. Check that equipment is safe and set up in readiness for use		1	1	1	1

	PC7. Select the correct component parts for the style being worked on	210	3	1	1	1
	PC8. Check that the materials to be used are free from faults		5	1	3	1
	PC9. Ensure the materials used meet the specification matching		3	1	1	1
	a. Within a product		4	1	2	1
	b. Between a pair of products where applicable		4	1	2	1
	PC10. Carry out test sews		4	1	2	1
	PC11. Check needles, awls and threads Regularly		4	1	2	1
	PC12. Check if fabric / Component is correctly marked and pieces cut as Required		4	1	2	1
	PC13. Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for Assembly		4	1	2	1
	PC14. Report faults in the materials		3	1	1	1
	PC15. Conform to company quality Standards		3	1	1	1
	PC16. Report any damaged work to the responsible person		3	1	1	1

	PC17. Follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and Accurately		4	1	2	1
	PC18. Sort and place work to assist the next stage of production and minimize the risk of damage		3	1	1	1
	PC19. Leave work area safe and secure when work is complete		4	1	2	1
	PC20. Complete forms, records and other documentation		4	2	1	1
	PC21. Examine the specific item to identify what type of stitching is best suited		4	1	2	1
	PC22. Estimate the expected length of time for the process		4	1	1	2
	PC23. Set up machine (Apparel Sewing machine) according to manufacturers' instructions and production requirements		4	1	2	1
	PC24. Set machine controls for the materials being stitched		5	1	3	1
	PC25. Cut the thread appropriately		4	1	2	1
	PC26. Thread the needle in the machine and adjust the needle as per the requirements		4	1	2	1
	PC27. Perform a test run to ensure machine is operating correctly		4	1	2	1
	PC28. Report defective machines, tools and/or equipment to the responsible person		4	1	2	1
	PC29. Operate machines safely and in accordance with guidelines		5	1	3	1
	PC30. Optimize the positioning and layout of materials to ensure a smooth and rapid throughput		6	1	4	1
	PC31. Check the equipment prior to making the stitching, including:		3	1	1	1
	a) Correct controls		4	1	2	1
	b) Correct attachments		4	1	2	1
	c) Changing needles		4	1	2	1
	d) Changing threads		4	1	2	1
	e) Changing awls		4	1	2	1
	f) Correct Timing		4	1	2	1

PC32. Stitch the correct materials in the right sequence as required by the production specification	6	1	4	1
PC33. Ensure stitched product conforms to shape and size	4	1	2	1
PC34. Ensure stitched products meets specification in terms of labels and trimmings	4	1	2	1
PC35. Inspect stitched products against specifications	4	1	2	1
PC36. Identify mark and place rejects in the designated locations	4	1	2	1
PC37. Carry out alterations to meet customer requirements	4	1	2	1
PC38. Pass the stitched item to the next stage in the manufacturing process after validation	4	1	2	1
PC39. Respond accordingly where stitched items do not meet production specification	4	1	2	1
PC40. Minimize and dispose the waste materials in the approved Manner	4	1	2	1
PC41. Seek feedback from team mates on work related performance	3	1	1	1
PC42. Check with in charge /others when unsure of new product details	4	1	2	1
PC43. Clean and make safe machines after use	5	1	3	1
PC44. Carry out basic maintenance of own machines	4	1	2	1
PC45. Report risks/ problems likely to affect services to the relevant person promptly and accurately	4	1	2	1
PC46. Carry out Operations at a rate which maintains workflow and meets production targets	4	1	2	1
Total	210	55	100	55

2. AMH/N0302 (Contribute to achieve product quality in stitching operations)	PC1. Identify and use materials required based on the job card/ work Ticket		4	2	1	1
	PC2. Take the necessary action when materials do not conform to company quality standards		4	1	2	1
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		4	1	2	1
	PC4. Identify modifiable defects and rework on them		5	1	3	1
	PC5. Carry out work safely and at a rate which maintains work flow		4	1	2	1
	PC6. Report to the responsible person when the work flow of other production areas disrupt work	65	4	1	2	1
	PC7. Test, sort, track feed and examine work in progress		5	1	3	1
	PC8. Carry out quality checks at specified intervals according to instructions		5	1	3	1
	PC9. Apply the allowed tolerances		4	1	2	1
	PC10. Identify faults and take appropriate action for rectification		5	1	3	1
	PC11. Make adjustments promptly to return product to specification		4	1	2	1
	PC12. Fault-find materials and components for creased, stained, damage and incorrectly made up component parts		4	1	2	1
	PC13. Report faults in other processes to the appropriate person		4	1	2	1
	PC14. Maintain the required productivity and quality levels		5	1	3	1
	PC15. Complete and maintain documentation		4	1	2	1

		Total	65	16	34	15
3. AMH/N0102 Maintain work area, tools and Machines	PC1. Handle materials, machinery, equipment and tools safely and Correctly	50	3	1	1	1
	PC2. Use correct lifting and handling procedures		3	1	1	1
	PC3. Use materials to minimize waste		3	1	1	1
	PC4. Maintain a clean and hazard free working area		4	1	2	1
	PC5. Maintain tools and equipment		4	1	2	1
	PC6. Carry out running maintenance within agreed schedules		4	1	2	1
	PC7. Carry out maintenance and/or cleaning within one's responsibility		4	1	2	1
	PC8. Report unsafe equipment and other dangerous occurrences		3	1	1	1
	PC9. Ensure that the correct machine guards are in place		3	1	1	1
	PC10. Work in a comfortable position with the correct posture		4	1	2	1
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		3	1	1	1
	PC12. Dispose of waste safely in the designated location		4	1	2	1
	PC13. Store cleaning equipment safely after use		4	1	2	1
	PC14. Carry out cleaning according to schedules and limits of responsibility		4	1	2	1
			Total	50	14	22

4. AMH/N0103 Maintain health, safety and security at Workplace	PC1. Comply with health and safety related instructions applicable to the Workplace	60	3	1	1	1
	PC2. Use and maintain personal protective equipment as per protocol		4	1	2	1
	PC3. Carry out own activities in line with approved guidelines and procedures		4	1	2	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		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		4	1	2	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		4	1	2	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		3	1	1	1
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		3	1	1	1
	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	1	1	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		4	1.5	2	0.5

	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		4	1.5	2	0.5
	PC17. Take action based on instructions in the event of fire, emergencies or Accidents		3	1.5	1	0.5
	PC18. Follow organization procedures for shutdown and evacuation when required		3	1.5	2	0.5
		Total	60	20	24	16
5.AMH/N0104 Comply with industry, regulatory and Organizational Requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	15	3	1	1	1
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		3	1	1	1
	PC3. Apply and follow these policies and procedures within your work Practices		3	1	1	1
	PC4. Provide support to your supervisor and team members in enforcing these considerations		3	1	1	1
	PC5. Identify and report any possible deviation to these requirements		3	1	1	1
		Total	15	5	5	5
	Grand Total		400	110	185	105