

# Model Curriculum

## Packer

**SECTOR: APPAREL, MADE-UPS AND HOME FURNISHING**  
**SUB-SECTOR: Apparel, Made-Ups and Home Furnishing**  
**OCCUPATION: Quality Control**  
**REF ID: AMH/Q1407, v1.0**  
**NSQF LEVEL: 3**



## 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: '**Packer**' QP No. '**AMH/Q1407 NSQF Level 3**'

Date of Issuance: **May 2<sup>nd</sup>, 2019**

Valid up to\*: **May 2<sup>nd</sup>, 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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# Packer

## CURRICULUM / SYLLABUS

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

<b>Program Name</b>	<b>Packer</b>		
<b>Qualification Pack Name &amp; Reference ID.</b>	AMH/Q1407, v1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	02/05/2019
<b>Pre-requisites to Training</b>	Preferably, Standard VIII		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• Plan and organize packing processes.</li> <li>• Carry out the process of packing.</li> <li>• Maintain health, safety and security in the packing department.</li> <li>• Maintain work area, tools and machines.</li> <li>• Comply with industry, regulatory and organizational requirements.</li> </ul>		

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

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<b>Introduction and Orientation</b>  <b>Theory Duration</b> (hh:mm) 02:00  <b>Practical Duration</b> (hh:mm) 00:00  <b>Corresponding NOS Code</b> Bridge Module	<ul style="list-style-type: none"> <li>Describe the size and scope of the apparel industry.</li> <li>Explain roles and responsibilities of a ‘Packer’.</li> <li>Describe various employment opportunities for a ‘Packer’ in the apparel industry.</li> <li>Describe the apparel production process and the role that the ‘Packer’ plays in the process.</li> </ul>	Training kit (Trainer guide, Presentations)
2	<b>Plan and Organize packing processes</b>  <b>Theory Duration</b> (hh:mm) 12:00  <b>Practical Duration</b> (hh:mm) 34:00  <b>Corresponding NOS Code</b> AMH/N1407	<ul style="list-style-type: none"> <li>Describe customer defined and/or organization norms and tolerance for packing standards and its conformance.</li> <li>Describe how to organize processes for efficient operation and to build overall performance of the organization.</li> <li>Explain operation and handling of packing tools and equipment like sealing equipment, poly packing, tagging, labelling, specialty packing modes etc.</li> <li>Describe various garment styles and assortments related to packing.</li> <li>Interpret the job card to understand packing mode and styles as per product category/class/customer instructions.</li> <li>Describe different types and sizes of cartons.</li> <li>Identify tasks required to perform packing operation.</li> <li>Describe various types of packing methods like poly packing, hanger packing, etc.</li> <li>Arrange various materials and accessories as per requirement to do the task of packing.</li> <li>Define a checklist for different tasks within specified area of packing.</li> </ul>	Tech Pack/ (buyers requirement sheet for packing) Record Maintenance Sheet Tags Tag Pins Tagging Gun Packing Trims with Accessories (assortment) Dustbin Labels And Stickers sheets (assortment) Stapler (small and big size) Staple Pins (Small and big size. The quantity may vary) Files and folders Push Pins Paper Cutter Glue Stick Cello Tape White Board Marker / Chalk Magnetic White Board Eraser Cartons (various sizes) Polybags (assortment in sizes and variety) Reporting Formats Job Card Stool for Trainees Measuring Tape Packing Table Students Chairs with Table Arms Trainers Table, Trainers Chair Student Manual

Sr. No.	Module	Key Learning Outcomes	Equipment Required
			Basic Stationary set White Board/ Black Board Fire Extinguisher First Aid Box Calculator Garments Made Ups And Home Furnishing Articles (qnt may vary)
3	<p><b>Carry out the process of packing</b></p> <p><b>Theory Duration</b> (hh:mm) 20:00</p> <p><b>Practical Duration</b> (hh:mm) 56:00</p> <p><b>Corresponding NOS Code</b> AMH/N1408</p>	<ul style="list-style-type: none"> <li>Follow checklist defined for packing.</li> <li>Describe how to do packing as per invoice.</li> <li>Adhere to the specifications mentioned in the job card while packing materials.</li> <li>Classify goods as damaged/defective.</li> <li>Escalate damaged/defective goods/pieces to quarantine.</li> <li>Ensure rectification of repairable faults like crease removal, stain removal etc.</li> <li>Follow supervisor instructions in case of doubts.</li> <li>Describe different types of customer labels, washing labels, tags etc.</li> <li>Explain how to mark basic packing details on cartons.</li> <li>Describe the weighing methods of packed goods.</li> <li>Identify the final shipment dates.</li> <li>Identify the importance of in-time support and creative ideas to enhance productivity and reduce wastage.</li> </ul>	<p>Tech Pack/ (buyers requirement sheet for packing) Record Maintenance Sheet Tags , Tag Pins Tagging Gun Packing Trims with Accessories (assortment) Dustbin, Labels And Stickers sheets (assortment) Stapler (small and big size) Staple Pins (Small and big size. The quantity may vary) Files and folders Push Pins Paper Cutter Glue Stick Cello Tape White Board Marker / Chalk Magnetic White Board Eraser Cartons (various sizes) Polybags (assortment in sizes and variety) Reporting Formats Job Card Stool for Trainees Measuring Tape Packing Table Students Chairs with Table Arms Trainers Table, Trainers Chair Student Manual Basic Stationary set White Board/ Black Board Fire Extinguisher First Aid Box Calculator Garments Made</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
			Ups And Home Furnishing Articles (qnt may vary)
4	<p><b>Maintain Health, Safety and Security at Workplace</b></p> <p><b>Theory Duration (hh:mm)</b> 05:00</p> <p><b>Practical Duration (hh:mm)</b> 10:00</p> <p><b>Corresponding NOS Code</b> AMH/1409</p>	<ul style="list-style-type: none"> <li>Identify hazards related to damage to organization's assets and records.</li> <li>Maintain the workplace and work processes for potential risks and threats like fire, physical injuries, etc.</li> <li>Maintain correct posture while working.</li> <li>Describe hazards related to equipment like electric iron for electrical shock and heat burn.</li> <li>Identify potential risks and threats associated with workplace and equipment like, hot iron, stain removers, stationery items etc.</li> <li>Describe safe handling of tools and equipment like scissors, thread cutter etc.</li> <li>Ensure handling of tools and equipment like scissors, cutters, etc. safely and securely.</li> <li>State the importance of fire-fighting drills.</li> <li>Participate in mock-drills/evacuation procedures organized at the workplace.</li> <li>Undertake first-aid, fire-fighting and emergency response training.</li> <li>Identify methods of first aid.</li> <li>Demonstrate how to perform basic first aid.</li> <li>Demonstrate how to perform basic CPR.</li> </ul>	Training kit (Trainer guide, Presentations), appropriate personal protective equipment (PPE), first aid box with all contents, first aid kit.
5	<p><b>Maintain work area, tools and machines</b></p> <p><b>Theory Duration (hh:mm)</b> 10:00</p> <p><b>Practical Duration (hh:mm)</b> 10:00</p> <p><b>Corresponding NOS code</b> AMH/N0102</p>	<ul style="list-style-type: none"> <li>Describe the organization's rules, codes and guidelines (including timekeeping).</li> <li>Describe safe working practices and organizational procedures.</li> <li>Describe personal hygiene requirements and duty in reference to own area of work.</li> <li>Describe the production process and the specific work activities that relate to the whole process.</li> <li>Describe the lines of communication, authority and reporting procedures.</li> <li>Identify the limits of own responsibility.</li> <li>Explain the importance of taking action when problems are identified.</li> <li>Explain the importance of complying with written instructions.</li> <li>Describe the company's quality standards.</li> <li>Handle materials and tools safely and correctly.</li> <li>Maintain tools and equipment.</li> <li>Describe work instructions and</li> </ul>	Training kit (Trainer guide, Presentations), dress form (size medium, male or female), basic stationary, trimmer ,Hip curve, hanger plastic/ wooden, cleaning cloth, pens/ chawks, duster, fabric cutting shears.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>specifications and interpret them accurately</p> <ul style="list-style-type: none"> <li>• Explain the importance of running maintenance and regular cleaning.</li> <li>• Describe the effects of contamination on products i.e. Machine oil, dirt.</li> <li>• Carry out cleaning according to schedules and limits of responsibility.</li> <li>• Describe common faults with equipment and the method to rectify.</li> <li>• Report unsafe equipment and other dangerous occurrences.</li> <li>• Carry out maintenance and/or cleaning within one's responsibility.</li> <li>• Describe different ways of minimizing waste.</li> <li>• Describe hazards likely to be encountered when conducting routine maintenance.</li> <li>• Carry out running maintenance within agreed schedules.</li> <li>• Use materials considerably to minimize waste.</li> <li>• Dispose off waste safely in the designated location.</li> <li>• Describe different types of cleaning equipment and substances and their use.</li> <li>• Describe safe working practices for cleaning and the method of carrying them out.</li> <li>• Use cleaning equipment and methods appropriate for the work to be carried out.</li> <li>• Store cleaning equipment safely after use.</li> <li>• Maintain a clean and hazard free working area.</li> </ul>	
6	<p><b>Comply with Industry, regulatory and organizational requirements</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 08:00</p> <p><b>Corresponding NOS Code</b> AMH/N0104</p>	<ul style="list-style-type: none"> <li>• State the importance of having an ethical and value-based approach.</li> <li>• State the benefits of following organisational norms for values and ethics.</li> <li>• State the importance of punctuality and marking timely attendance.</li> <li>• Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures.</li> <li>• State customer specific requirements mandated as a part of the work process.</li> <li>• State country/customer specific regulations for the apparel sector and their importance.</li> </ul>	Training kit (Trainer guide, Presentations).



Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> <li>State reporting procedure of the organisation in case of deviations.</li> <li>Identify and report any possible deviation to regulatory requirements.</li> <li>Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel.</li> <li>Follow the organisational policies and procedures within limits of self-authority.</li> <li>Provide support to the supervisor and team members in enforcing the organisational considerations.</li> </ul>	
7	<p><b>Soft Skills</b></p> <p><b>Theory Duration</b> (hh:mm) 03:00</p> <p><b>Practical Duration</b> (hh:mm) 02:00</p> <p><b>Corresponding NOS Code</b> Bridge Module</p>	<ul style="list-style-type: none"> <li>Explain the importance of effective communication.</li> <li>Communicate effectively with others.</li> <li>Identify and follow personal grooming and hygiene.</li> <li>Follow organization procedures and maintain personal health and hygiene and avoid habits like ghutka, tobacco etc.</li> <li>Interact effectively in a group.</li> <li>Manage time effectively.</li> <li>Explain the importance of resume and prepare your resume.</li> <li>Prepare for interviews.</li> </ul>	White /Black Board with Marker & Chalk, Duster
	<p><b>Total Duration</b> <b>180:00</b></p> <p><b>Theory Duration</b> <b>60:00</b></p> <p><b>Practical Duration</b> <b>120:00</b></p>	<p><b>Unique Equipment Required:</b> Training kit (Trainer guide, Presentations), measurement tape Tailor chalk, size chart, spec sheet, tech-pack garment (various types), made-ups sample, home furnishing sample Sticker ticket, checking table, dress form (size medium, male or female), basic stationary, trimmer, hip curve and other scales, record maintenance sheet, check list and reporting format, defect samples, black/white board, pens/ chawks, duster, fabric cutting shears, teacher's table, teacher's chair, students chair with table arms, fire safety equipment, hanger plastic/wooden, cleaning cloth, dustbin, tags. Patterns (sampling patterns), job card &amp; stickers, student notes/manual, trainee's stools, first aid box, projector /LCD, dress form (size medium, male or female), hanger plastic/wooden, cleaning cloth, fabric cutting shears, personal protective equipment (PPE), first aid box with all contents.</p>	

**Grand Total Course Duration: 180 Hours, 0 Minutes**

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

## Trainer Prerequisites for Job role: “Packer” mapped to Qualification Pack: “AMH/Q1407, v1.0”

Sr. No.	Area	Details
1	<b>Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack “ <u>AMH/Q1407</u> ”
2	<b>Personal Attributes</b>	The candidate should have 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 team; diligent and is passionate for maintaining the quality in content and training delivery methodology. Candidate should have basic understanding of English language; however, this should not be a restrictive criterion as long as the candidate is willing and open to learn. He/she must be able to speak, read and write in the local language.
3	<b>Minimum Educational Qualifications</b>	<ul style="list-style-type: none"> <li>• The candidate should be 10th pass with six years supervisory experience in relevant trade</li> <li>• Certificate in relevant trade of minimum 6 months duration</li> <li>• Diploma of minimum 1-year duration in the relevant trade</li> <li>• ITI in relevant trade</li> <li>• Graduate in the relevant trade</li> </ul>
4a	<b>Domain Certification</b>	Certified for Job Role: “ <u>Packer</u> ” mapped to QP: “ <u>AMH/Q1407, v1.0</u> ”. Minimum accepted score as per SSC guidelines is 80%.
4b	<b>Platform Certification</b>	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	<b>Experience</b>	<ul style="list-style-type: none"> <li>• The candidate should be 10th pass with six years supervisory experience in relevant trade</li> <li>• Certificate of minimum six months duration in relevant trade with 4 years of work experience in relevant trade</li> <li>• Diploma of minimum 1-year duration in the relevant trade with 2 years of work experience in relevant trade</li> <li>• ITI in relevant trade with minimum 2 years of work experience in relevant trade</li> <li>• Graduation in relevant trade with minimum 2 years of work experience in relevant trade</li> <li>• He should be able to communicate in English and local language. He should have knowledge of equipment, tools, material, Safety, Health &amp; Hygiene</li> </ul>

## Assessment Criteria

### Job Role Packer

### Qualification Pack AMH/Q1407, version 1.0

### Sector Skill Council Apparel, Made-ups and Home Furnishing

#### 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 50% aggregate in QP
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

		Marks Allocation				
		Total Marks	Out Of	Theory	Skills Practical	Viva
<b>1. AMH/N1407</b> <b>Plan and organize packing processes</b>	PC1. Read job card to understand packing mode and styles as per product category/class/customer instructions	<b>60</b>	16	8	7	1
	PC2. Identify components of tasks required to do the packing		14	5	8	1
	PC3. Identify and arrange materials and accessories required to do the task of packing		15	4	10	1
	PC4. Develop checklist for different tasks within specified area of packing		15	5	9	1
	<b>Total</b>		<b>60</b>	<b>22</b>	<b>34</b>	<b>4</b>
<b>2. AMH/N1408</b> <b>Carry out the process of packaging</b>	PC1. Pack materials as per job card details	<b>85</b>	22	6	15	1
	PC2. Follow supervisor instructions for packing		14	4	9	1
	PC3. Follow checklist defined for packing		14	4	9	1
	PC4. Segregate and quarantine damage/defective goods/pieces		15	4	10	1

	PC5. Rectify/correct repairable faults like crease removal, stain removals etc.		20	5	14	1
	<b>Total</b>	<b>85</b>	<b>23</b>	<b>57</b>	<b>5</b>	
<b>3. AMH/N1409 Maintain health, safety and security in the packing department</b>	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, stain removers, stationery items etc.	<b>30</b>	6	2.5	3	0.5
	PC2. Ensure handling of tools and equipment's like scissors, cutters, etc. safely and securely		5	2	2	1
	PC3. Monitor the workplace and work processes for potential risks and threats		7	2.5	3	1.5
	PC4. Participate in mock-drills/ evacuation procedures organized at the workplace		6	2	3	1
	PC5. Undertake first-aid, fire-fighting and emergency response training if asked to do so		6	2	3	1
	<b>Total</b>	<b>30</b>	<b>11</b>	<b>14</b>	<b>5</b>	
<b>4. AMH/N0102 Maintain work area, tools and machines</b>	PC1. Handle materials, machinery, equipment and tools safely and correctly	<b>40</b>	3	0	2	1
	PC2. Use correct lifting and handling procedures		3	1	2	0
	PC3. Use materials to minimize waste		3	1	1	1
	PC4. Maintain a clean and hazard free working area		3	1	2	0
	PC5. Maintain tools and Equipment's		2	0	2	0
	PC6. Carry out running maintenance within agreed schedules		4	1	2	1
	PC7. Carry out maintenance and/or cleaning within one's responsibility		2	0	2	0
	PC8. Report unsafe equipment and other dangerous occurrences		3	2	1	0
	PC9. Ensure that the correct machine guards are in place		3	0	2	1
	PC10. Work in a comfortable position with the correct posture		2	0	2	0
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		4	1	2	1
	PC12. Dispose of waste safely in the designated location		2	0	2	0

	PC13. Store cleaning equipment safely after use		2	0	2	0
	PC14. Carry out cleaning according to schedules and limits of responsibility		4	1	2	1
	<b>Total</b>		<b>40</b>	<b>8</b>	<b>26</b>	<b>6</b>
<b>5. AMH/N0104 Comply with industry, regulatory and organizational requirements</b>	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	<b>35</b>	7	2	4	1
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		6	2	3	1
	PC3. Apply and follow these policies and procedures within your work practices		7	2	4	1
	PC4. Provide support to your supervisor and team members in enforcing these considerations		7	2	4	1
	PC5. Identify and report any possible deviation to these requirements		8	3	4	1
	<b>Total</b>		<b>35</b>	<b>11</b>	<b>19</b>	<b>5</b>
<b>Grand Total</b>			<b>250</b>	<b>75</b>	<b>150</b>	<b>25</b>