

Model Curriculum

Production Supervisor- Sewing

SECTOR: APPAREL, MADE-UP'S AND HOME FURNISHING
SUB-SECTOR: Apparel
OCCUPATION: Production Supervision
REF ID: AMH/Q2101, V1.0
NSQF LEVEL: 5



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: '**Production Supervisor- Sewing**'
QP No. '**AMH/Q2101 NSQF Level 5**'

1 Date of Issuance: May 2nd, 2019

1 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)

TABLE OF CONTENTS

1. Curriculum	01
2. Trainer Prerequisites	17
3. Annexure: Assessment Criteria	18

Production Supervisor- Sewing

CURRICULUM / SYLLABUS

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

Program Name	Production Supervisor- Sewing		
Qualification Pack Name & Reference ID	AMH/Q2101, v1.0		
Version No.	1.0	Version Update Date	02/05/2019
Pre-requisites to Training	Graduate, preferably		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Interpret production specification and process. • Plan production as per specifications and schedule. • Coordinate with various departments for facilitating the production process • Execute production parameters as per the plan, schedule and quality norms. • Monitor the production process as per the plan, schedule and quality norms. • Manage performance and relations with people in the group and out of the group. • Maintain tools, equipments and machinery. • Maintain health, safety and security at work place. • Comply with industry, regulatory and organizational essentials. 		

This course encompasses 7 out of 7 National Occupational Standards (NOS) of “Production Supervisor- Sewing” 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 roles and responsibilities of a ‘Production Supervisor- Sewing’. Describe various employment opportunities for a ‘Production Supervisor- Sewing’ in the apparel industry. Describe the apparel production process and the role that the ‘Production Supervisor- Sewing’ plays in the process. 	Training kit (Trainer guide, Presentations)
2	<p>Interpret Production Specification and Process</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 52:00</p> <p>Corresponding NOS Code AMH/N2101</p>	<ul style="list-style-type: none"> State the organization’s policies and procedures. State the organization’s standard operating procedures related to production. State compliance requirements for specific clients. Identify the manufacturing processes of the organisation. Describe the basic operation of machines used in the manufacturing operations. Identify alternative processes with same or similar output. Interpret the given techpack or specification sheet of the garment sample to be developed. State protocol to obtain more information on work related tasks. Describe skill and proficiency level for each manufacturing operation. Identify skill levels of the operators for the production line. Identify operators and assign them tasks as per their skill and proficiency levels. Identify the limits of own role and responsibilities. Identify who to refer problems to when they are outside the limit of own authority. 	Job Card, White/Black Board+Marker/chalk+Duster, Tailor’S Chalk (quantity may vary as per requirement), Students Chairs With Table Arms, Teacher’S Table & Chair , Industrial Single Needle Lock-Stitch sewing Machine with needle guard+stool, Personal Protective Equipment (thimble etc), Overlock Machine(5 Thread)+stool, Flat lock machine +stool, Button Tack Machine+stool, Feed of the Arm Machine+stool, Bar Tack machine+stool, Bottom Hemming Machine, Straight Knife Cutting Machine, Pressing Unit, Machine for Front Placket, Continuous Fusing Press Machine, Dress Form(size medium,one male & woman), Pattern making kit (eg,pattern paper,normal straight big ruler,hip curve,leg curve, L Scale, frenchcurve,pattern master as per req), Tracing Wheel, Storage Boxes/poches, Techpack Sample, Fabric/Accessories/trimsSwatch File, Hourly & Daily Production Report, Quality Control Check-List/AQL, Production & Ready

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>control limits.</p> <ul style="list-style-type: none"> • Explain the principles of basic trouble shooting of the manufacturing machines. • Describe basic elements of PMTS. • Identify operator rating. • Identify incentive system or wage plan of the organisation. 	<p>Techpack Sample, Fabric/Accessories/trims Swatch File, Hourly & Daily Production Report, Quality Control Check-List/AQL, Production & Ready Pattern, Record Maintenance Register, Basic Stationary Items(Pens, Pencils, Eraser, notebook), Quality Tag, Stopwatch, Defect List and samples, Dustbin, Machine Oil, First Aid Box, Students Notes, Fire Extinguisher, Dexterity Test Kit, Garment, Made ups and Home Furnishing Samples (qnt may vary), Pattern/cutting table, Sewing Machine attachments, Sewing Kit(eg: bobbin and bobbin case, trimmer, measuring tape, fabric cutting, seam ripper, scissors etc), Sewing Machine needles, Sewing thread (surplus needed, qnt may vary), Fabric(surplus, muslin compulsory, other types as per requirement), qnt may vary, trims and accessories, Sewing Machine Tool Kit, Projector /LCD, color matching light box.</p>
4	<p>Plan production as per specifications and schedule</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 76:00</p> <p>Corresponding NOS Code AMH/ N2102</p>	<ul style="list-style-type: none"> • Explain various types of fabrics and garments. • Describe the stitching process. • Explain basics of sewing and the various types of stitching required for various products. • Participate in pre-production meetings and communicate pro-actively to develop process and product understanding. • Set qualitative and quantitative output target for each operation. • Describe quality and compliance requirement of the organisation. • Identify buyer specific compliances. • Describe machinery and work aids used in the process. • Coordinate with planning /industrial engineering department for machine layout work aids. • Carry out pilot run or update 	<p>Job Card, White/Black Board+Marker/chalk+Duster, Tailor'S Chalk (quantity may vary as per requirement), Students Chairs With Table Arms, Teacher's Table & Chair, Industrial Single Needle Lock-Stitch sewing Machine with needle guard+stool, Personal Protective Equipment (thimble etc), Overlock Machine(5 Thread)+stool, Flat lock machine +stool, Button Tack Machine+stool, Feed of the Arm Machine+stool, Bar Tack machine+stool, Bottom Hemming Machine, Straight Knife Cutting Machine, Pressing Unit, Machine for Front Placket, Continuous Fusing Press Machine, Dress Form(size medium, one male & woman), Pattern making kit (eg, pattern paper, normal</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		the findings of the pilot run and sampling for the particular style.	straight big ruler,hip curve,leg curve, L Scale, frenchcurve,pattern master as per req), Tracing Wheel, Storage Boxes/poches, Techpack Sample, Fabric/Accessories/trimsSwatch File, Hourly & Daily Production Report, Quality Control Check-List/AQL, Production & Ready Pattern, Record Maintenance Register, Basic Stationary Items(Pens, Pencils,Eraser, notebook), Quality Tag, Stopwatch, Defect List and samples, Dustbin, Machine Oil, First Aid Box, Students Notes, Fire Extinguisher, Dexterity Test Kit, Garment , Made ups and Home Furnishing Samples (qnt may vary), Pattern/cutting table, Sewing Machine attachments, Sewing Kit(eg: bobbin and bobbin case, trimmer, measuring tape , fabric cutting , seam ripper, scissors etc), Sewing Machine needles, Sewing thread (surplus needed, qnt may vary), Fabric(surplus, muslin compolsory, other types as per requirement), qnt may vary, trims and accessories, Sewing Machine Tool Kit, Projector /LCD, color matching light box.
5	<p>Coordinate and Monitor production as per specifications and schedule</p> <p>Theory Duration (hh:mm) 35:00</p> <p>Practical Duration (hh:mm) 65:00</p> <p>Corresponding NOS Code AMH/ N2102</p>	<ul style="list-style-type: none"> Allocate the operators as per their skill level for various operations. Ensure availability of the right quantity and quality of material by coordinating with relevant departments. Set the process / line assembly/ batch in the sewing operation. Coordinate with stores/ cutting dept./ QC lab / manager in charge to ensure preparedness to meet the production target. Coordinate with quality control to check initial output and set quality check points. Describe various kinds of stitching and handling defects. 	<p>Job Card, White/Black Board+Marker/chalk+Duster, Tailor'S Chalk (quantity may vary as per requirement), Students Chairs With Table Arms, Teacher's Table & Chair , Industrial Single Needle Lock-Stitch sewing Machine with needle guard+stool, Personal Protective Equipment (thimble etc), Overlock Machine(5 Thread)+stool, Flat lock machine +stool, Button Tack Machine+stool, Feed of the Arm Machine+stool, Bar Tack machine+stool, Bottom Hemming Machine, Straight Knife Cutting Machine, Pressing Unit, Machine for</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Identify alternatives for trouble shooting. Identify the escalation hierarchy. Explain elements of IT literacy and specific tools. Ensure process for accuracy of input and output with regard to inter departmental movement, vendor movement, incoming material and outgoing material. Monitor production targets using the recording systems used in the organisation. Maintain organization specific ERP and reports. 	<p>Front Placket, Continuous Fusing Press Machine, Dress Form(size medium,one male & woman), Pattern making kit (eg,pattern paper,normal straight big ruler,hip curve,leg curve, L Scale, frenchcurve,pattern master as per req), Tracing Wheel, Storage Boxes/poches, Techpack Sample, Fabric/Accessories/trimsSwatch File, Hourly & Daily Production Report, Quality Control Check-List/AQL, Production & Ready Pattern, Record Maintenance Register, Basic Stationary Items(Pens, Pencils,Eraser, notebook), Quality Tag, Stopwatch, Defect List and samples, Dustbin, Machine Oil, First Aid Box, Students Notes, Fire Extinguisher, Dexterity Test Kit, Garment , Made ups and Home Furnishing Samples (qnt may vary), Pattern/cutting table, Sewing Machine attachments, Sewing Kit(eg: bobbin and bobbin case, trimmer, measuring tape , fabric cutting , seam ripper, scissors etc), Sewing Machine needles, Sewing thread (surplus needed, qnt may vary), Fabric(surplus, muslin compolsory, other types as per requirement), qnt may vary, trims and accessories, Sewing Machine Tool Kit, Projector /LCD, color matching light box.</p>
6	<p>Execute production as per the plan, schedule and quality norms</p> <p>Theory Duration (hh:mm) 25:00</p> <p>Practical Duration (hh:mm) 80:00</p>	<ul style="list-style-type: none"> State the organization's rules, codes, guidelines and standards. Identify the procedures for operating stitching machine. List main types of products manufactured by the company. Setup machines in such an arrangement which makes it easier and effective for material handling. State statutory responsibilities of a 'Production Supervisor' under health, safety and environmental legislation and 	<p>Job Card, White/Black Board+Marker/chalk+Duster, Tailor'S Chalk (quantity may vary as per requirement), Students Chairs With Table Arms, Teacher's Table & Chair , Industrial Single Needle Lock-Stitch sewing Machine with needle guard+stool, Personal Protective Equipment (thimble etc), Overlock Machine(5 Thread)+stool, Flat lock machine +stool, Button Tack Machine+stool, Feed of the</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Corresponding NOS Code AMH/N2103</p>	<p>regulations.</p> <ul style="list-style-type: none"> • Ensure all machinery work aids and handling aids are in proper condition. • Ensure all accessories are in the store ready for issue. • Identify the contact person in case of queries on procedure or products. 	<p>Arm Machine+stool, Bar Tack machine+stool, Bottom Hemming Machine, Straight Knife Cutting Machine, Pressing Unit, Machine for Front Placket, Continuous Fusing Press Machine, Dress Form(size medium,one male & woman), Pattern making kit (eg,pattern paper,normal straight big ruler,hip curve,leg curve, L Scale, frenchcurve,pattern master as per req), Tracing Wheel, Storage Boxes/poches, Techpack Sample, Fabric/Accessories/trimsSwatch File, Hourly & Daily Production Report, Quality Control Check-List/AQL, Production & Ready Pattern, Record Maintenance Register, Basic Stationary Items(Pens, Pencils,Eraser, notebook), Quality Tag, Stopwatch, Defect List and samples, Dustbin, Machine Oil, First Aid Box, Students Notes, Fire Extinguisher, Dexterity Test Kit, Garment , Made ups and Home Furnishing Samples (qnt may vary), Pattern/cutting table, Sewing Machine attachments, Sewing Kit(eg: bobbin and bobbin case, trimmer, measuring tape , fabric cutting , seam ripper, scissors etc), Sewing Machine needles, Sewing thread (surplus needed, qnt may vary), Fabric(surplus, muslin compulsory, other types as per requirement), qnt may vary, trims and accessories, Sewing Machine Tool Kit, Projector /LCD, color matching light box.</p>
7	<p>Monitor production as per the plan, schedule and quality norms</p> <p>Theory Duration (hh:mm) 15:00</p>	<ul style="list-style-type: none"> • Ensure all quality checkpoints are in place for incoming intermediate and final stages. • Follow up and check the incoming material for the first few pieces for every operation. • Seek approval of the initial pieces from the quality control department. • Describe method to handle 	<p>Monitoring and recording tools and equipment.</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Practical Duration (hh:mm) 60:00</p> <p>Corresponding NOS Code AMH/N2103</p>	<p>tools and equipment safely and the health and safety implications of not doing so.</p> <ul style="list-style-type: none"> • Ensure that preventive maintenance schedules are followed. • State statistical quality control systems and their applications. • Describe the elements of quality management systems. • Describe basic arithmetic and numeric calculations for analysis related to work. • Ensure that the product is as per the spec sheet. • Ensure that all comments from the buyer have been updated in the product by the merchandiser. • Ensure that the cost and wastage is minimum. • Ensure that losses such as breakdown time, waiting time etc. are minimum. • Create a mechanism / arrange for updating output periodically. • Explain machine settings and elementary repair in case of breakdown. • Explain types of defects in the product and their root causes. • Identify the escalation hierarchy relating to technical issues. • Monitor periodic output in order to maintain it as per target (qualitative and quantitative). • Ensure that specified organisational procedures are followed in case of contingencies. • Participate in organizational level initiatives on quality and productivity. 	
8	<p>Manage performance and relations with people in the group and out of the group</p> <p>Theory Duration (hh:mm) 38:00</p>	<ul style="list-style-type: none"> • State various responsibilities and line of reporting within the work area. • Identify work target and review mechanism. • Receive work instructions and feedback from reporting manager or other seniors in a 	Same as above

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Practical Duration (hh:mm) 60:00</p> <p>Corresponding NOS Code AMH/N2104</p>	<p>proactive manner.</p> <ul style="list-style-type: none"> • Communicate targets and get concurrence on targets from team members. • Communicate to reporting superior about process-flow improvements. • Describe elements of work ethics and non-discrimination values. • Describe how to use work aids and handling techniques to enhance productivity. • Describe elements of systematic training to improve productivity. • Identify techniques to foster team building and team productivity. • Describe how to improve motor coordination or handling techniques. • Organise team members in order to motivate them to achieve the desired results. • Monitor each individual's performance and provide feedback for improvement. • Ensure that the group members are aware of the effects of absenteeism and low productivity. • Identify method of obtaining/ giving feedback related to performance. • Describe the process for offering/ obtaining work related assistance. • State the protocol and format for reporting work related risks/ problems. • Communicate and sensitize about the defects and anticipated difficulties. • Sensitize about the defects received from previous process and the losses on account of the same. • Communicate to reporting superior about the shortages or performance related targets. • Re-work based on feedback provided by superior on product, process and people. 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Work with colleagues of other departments to ensure smooth process flow of input and output. Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement. Receive the feedback from other departments, given if any, and rework in order to complete work on time. Represent collective concerns to appropriate authorities. Identify documentation required as part of the process. State statutory laws and their relevant provisions. Describe wage plans and the method of calculation. 	
9	<p>Maintain tools equipment's and machinery</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 25:00</p> <p>Corresponding NOS Code AMH/N2105</p>	<ul style="list-style-type: none"> Explain production set up, machine layout and processes. Explain basic ergonomics and the after effects of non-compliance. Identify ergonomics in working on various operation. Ensure that the machines are laid out as per the consensus between production, planning and industrial engineering. Ensure ambient lighting is appropriate. Identify the role of central utilities like pneumatic, electrical, boilers in the production process. State organizational procedures for safe handling of equipment and machine operations. Ensure that the machines, work stations are in a satisfactory working condition. Carry out pilot run or refer to findings of pilot run if already done. Describe potential risks due to own actions and methods to minimize these. Identify layout of the plant, details of emergency exits, escape routes, emergency 	Same as above

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>equipment and assembly points.</p> <ul style="list-style-type: none"> • Ensure work aids and attachments are as per specifications and working condition. • Ensure that pathways and workflow areas are as per compliance requirements. • Describe basic principles of the production systems being used in the organization. • Ensure placement of special check points on critical operations. • Create and use templates for enhancing productivity. • Describe method to make use of the information detailed in the job card. • Interpret garment construction instructions and specifications accurately. • Carry out basic and advanced machine settings. • Carry out machine settings with reference to utilities. • Describe different ways of minimising wastage. • State the importance of running regular maintenance. • Explain various maintenance procedures. • Ensure preventive maintenance schedules are complied with. • State the importance of taking action when problems are identified. • Describe various types of common faults with equipment and the method to rectify them. • Ensure minimum loss of productivity during equipment breakdowns. • Replace faulty equipment when required. • Ensure work in process is maintained at an optimal level. • Ensure the storage areas are clean and clear and have been marked or labelled clearly. • Ensure that the materials and equipment are stored in line 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>with manufacturer's and organizational requirements.</p> <ul style="list-style-type: none"> • Ensure that storage is done as per requirement. • Ensure that handling is done as per standards. • Ensure that special provisions of handling like shade sorting, size sorting is maintained. • Ensure that bundle tickets or identity of goods is maintained. 	
10	<p>Maintain health, safety and security at workplace</p> <p>Theory Duration (hh:mm) 17:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code AMH/N0103</p>	<ul style="list-style-type: none"> • Explain health and safety related practices applicable at the workplace. • Describe layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points. • State environmental management system related procedures at the workplace. • Follow environment management system related procedures. • List potential hazards, risks and threats based on nature of operations and methods to minimize these. • Monitor the workplace and work processes for potential risks and threats. • Ensure the work area is free from potential hazards. • Report hazards and potential risks/ threats to supervisors or other authorized personnel. • Seek clarifications, from supervisors or other authorized personnel in case of perceived risks. • State reporting protocol and documentation required. • State organizational procedures for safe handling of equipment and machine operations. • Use appropriate personal protective equipment as per protocol. • Explain identification, handling and storage of hazardous substances. • Describe elements of proper 	<p>Training kit (Trainer guide, Presentations), appropriate personal protective equipment (PPE), First aid box with all contents.</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>disposal system for waste and by-products.</p> <ul style="list-style-type: none"> • Identify signage related to health and safety and their meaning. • List details of personnel trained in first aid, fire-fighting and emergency response. • Participate in mock drills/evacuation procedures organized at the workplace. • Undertake first aid, fire-fighting and emergency response training. • Take action based on instructions in the event of fire, emergencies or accidents. • Follow organization procedures for shutdown and evacuation when required. • Identify and correct (if possible) malfunctions in machinery and equipment. • Report any service malfunctions that cannot be rectified. • Store materials and equipment in line with manufacturer's and organizational requirements. • Safely handle and move waste and debris. • State importance of sound health, hygiene and good habits. • Describe ill-effects of alcohol, tobacco and drugs. • Maintain a healthy lifestyle and guard against dependency on intoxicants. • Demonstrate basic first aid. • Demonstrate basic CPR. 	
11	<p>Comply with industry, regulatory and organizational essentials</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 10:00</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 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 	Training kit (Trainer guide, Presentations).

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Corresponding NOS Code AMH/N1505</p>	<p>legal, regulatory and ethical requirements of the organisation are not met.</p> <ul style="list-style-type: none"> 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. Report any possible deviation to regulatory requirements to the concerned department. Seek clarifications on policies and procedures, from the supervisor or other authorized personnel. Follow the organisational policies and procedures within limits of self-authority. Provide support to the supervisor and team members in enforcing the organisational considerations. 	
12	<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 resume and prepare your resume. Prepare for interviews. 	White /Black Board with Marker & Chalk, Duster
	<p>Total Duration</p> <p>Theory Duration 210:00</p>	<p>Unique Equipment Required: Job Card, White/Black Board+Marker/chalk+Duster, Tailor's Chalk (quantity may vary as per requirement), Students Chairs With Table Arms, Teacher's Table, & Chair , Industrial Single Needle</p>	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Practical Duration 510:00</p>	<p>Lock-Stitch sewing Machine with needle guard+stool, Personal Protective Equipment (thimble etc), Overlock Machine(5 Thread)+stool, Flat lock machine +stool, Button Tack Machine+stool, Feed of the Arm Machine+stool, Bar Tack machine+stool, Bottom Hemming Machine, Straight Knife Cutting Machine, Pressing Unit, Machine for Front Placket, Continuous Fusing Press Machine, Dress Form(size medium,one male & woman), Pattern making kit (eg,pattern paper,normal straight big ruler,hip curve,leg curve, L Scale, frenchcurve,pattern master as per req), Tracing Wheel, Storage Boxes/poches, Techpack Sample, Fabric/Accessories/trims, Swatch File, Hourly & Daily Production Report, Quality Control Check-List/AQL, Production & Ready Pattern, Record Maintenance Register, Basic Stationary Items(Pens, Pencils,Eraser, notebook), Quality Tag, Stopwatch, Defect List and samples, Dustbin, Machine Oil, First Aid Box, Students Notes, Fire Extinguisher, Dexterity Test Kit, Garment , Made ups and Home Furnishing Samples (qnt may vary), Pattern/cutting table, Sewing Machine attachments, Sewing Kit(eg: bobbin and bobbin case, trimmer, measuring tape , fabric cutting , seam ripper, scissorsetc), Sewing Machine needles, Sewing thread(surplus needed, qnt may vary), Fabric(surplus, muslin compulsory, other types as per requirement), qnt may vary, trims and accessories, Sewing Machine Tool Kit, Projector /LCD, color matching light box.</p>	

Grand Total Course Duration: **720 Hours, 0 Minutes**

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

Trainer Prerequisites for Job role: “Production Supervisor- Sewing” mapped to Qualification Pack: “AMH/Q2101 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/Q2101</u> ”
2	Personal Attributes	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	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>Production Supervisor- Sewing</u> ” mapped to QP: “ <u>AMH/Q2101, v1.0</u> ”. 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.

4.AMH/N2104 Manage performance and relations with people in the group and out of the group	PC1. Receive work instructions and feedback from reporting manager or other seniors in a proactive manner.	45	3	1	1	1
	PC2. Communicate targets and get concurrence on targets from team members.		3	1	1	1
	PC3. Communicate to reporting superior about process flow improvements.		3	1	1	1
	PC4. communicate and sensitize about the defects and anticipated difficulties		4	1	2	1
	PC5. sensitize about the defects received from previous process and the losses on account of the same		3	1	1	1
	PC6. communicate to reporting superior about the shortages or performance related targets		4	1	2	1
	PC7. re-work based on feedback provided by superior on product, process and people		3	1	1	1
	PC8. motivate and organize team members to achieve the desired results		3	1	1	1
	PC9. sensitize group members on the effects of absenteeism and low productivity		3	1	1	1
	PC10.monitor each individual for his performance and assist him for improvement		4	1	2	1
	PC11.represent collective concerns to appropriate authorities		3	1	1	1
	PC12.work with colleagues of other departments to ensure smooth process flow of input and output		3	1	1	1
	PC13.communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		3	1	1	1
	PC14.receive the feedback from other departments, given if any, and rework in order to complete work on time		3	1	1	1
Total	45	14	17	14		
5.AMH/N2105 Maintaining Tools equipments and machinery	PC1. ensure the machines are laid out as per the consensus between production, planning , industrial engineering	4	1	2	1	
	PC2. ensure the machines, work stations are in a satisfactory working condition	3	1	1	1	
	PC3. refer to findings of pilot run or carryout pilot run	3	1	1	1	

	PC4. ensure work aids and attachments are as per specifications and working condition		3	1	1	1
	PC5. pathways and workflow areas as per compliance requirements		3	1	1	1
	PC6. ensure preventive maintenance schedules are complied with		3	1	1	1
	PC7. during production ensure that breakdown does not consume much time and equipment is replaced in case of extraordinary delays		3	1	1	1
	PC8. store materials and equipment are in line with manufacturer's and organizational requirements		4	1	2	1
	PC9. ensure work in process is maintained at an optimal level		3	1	1	1
	PC10. ensure the storage areas are clean and clear and have been marked or labeled clearly	65	3	1	1	1
	PC11. ensure that storage is done as per requirement		3	1	1	1
	PC12. ensure that handling is done as desired		3	1	1	1
	PC13. ensure that bundle tickets or identity of goods is maintained		3	1	1	1
	PC14. ensure that special provisions of handling like shade sorting, size sorting is maintained		3	1	1	1
	PC15. ensure ambient and required lighting is appropriate		3	1	1	1
	PC16. put special check points on critical operations		3	1	1	1
	PC17. develop & use templates for enhancing productivity		3	1	1	1
	PC18. identify the role of central utilities like pneumatic, electrical, boilers in the production process		3	1	1	1
	PC19. carry out basic and advanced machine settings		3	1	1	1
	PC20. carry out machine settings with reference to utilities		3	1	1	1
	PC21. understand ergonomics in working on various operation		3	1	1	1
	Total		65	21	23	21
6.AMH/N0103						
Maintain health, safety and	PC1. Comply with health and safety related instructions applicable to the workplace		3	1	1	1

security at work place	PC2. Use and maintain personal protective equipment as per protocol	55	3	1	1	1
	PC3. Carry out own activities in line with approved guidelines and procedures		3	1	1	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		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		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 any		3	1	1	1
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		4	1	2	1
	PC15. Participate in mock drills/evacuation procedures organized at the workplace		3	1	1	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		3	1	1	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		3	1	1	1
	PC18. Follow organization procedures for shutdown and evacuation when required		3	1	1	1
			Total	55	18	19

7. AMH/N1505 Comply with industry regulatory and organizational requirements	PC1. comply with health and safety related instructions applicable to the workplace	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	15	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			350	115	125	110