

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR APPAREL MADE-UPS & HOME FURNISHING SECTOR

What are Occupational Standards(OS)?

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



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Introduction

Qualifications Pack – Hand Embroiderer

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

SUB-SECTOR: APPAREL

OCCUPATION: EMBROIDER

REFERENCE ID: AMH/Q 1001

ALIGNED TO: NCO-2004 / 7436.15

Brief Job Description: A Hand Embroiderer embroiders decorative designs on fabric & other materials by hand, using needle & thread. The hand embroiderer uses a variety of sewing techniques to create different kinds of embroidery stitches & effects such as Cross stitch, French knot stitch, Bullion knot stitch, Shade work, Applique work, English Smocking etc. The job requires the hand embroiderer to have the skills to stitch a variety of Flat stitches, Loop stitches and Knotted stitches.

Personal Attributes: A Hand Embroiderer should have good eyesight, hand-eye coordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

Job Details	Qualifications Pack Code	AMH/Q 1001		
	Job Role	Hand Embroiderer		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-Up's and Home Furnishing	Drafted on	18/08/14
	Sub-sector	Apparel	Last reviewed on	17/10/14
	Occupation	Embroider	Next review date	30/12/15
Job Role	Hand Embroiderer			
Role Description	To embroider decorative designs on fabric & other material by hand using needle & thread			
NSQF level	4			
Minimum Educational Qualifications	5 th standard, preferably			
Maximum Educational Qualifications	N/A			
Training (Suggested but not mandatory)	Training in sewing operations			
Experience	Preferably 1-2 years of work experience in stitching & embroidery work			
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> AMH/N 1001 (Carry out different types of embroidery stitches – Flat, Loop & Knotted stitches) AMH/N 1002 (Embroider decorative designs using a combination of stitches & work styles) AMH/N 1003 (Contribute to achieve quality in embroidery work) AMH/N 1004 (Maintain work area & tools) AMH/N 1005 (Maintain health, safety and security at workplace) <p>Optional: N/A</p>			
Performance Criteria	As described in the relevant OS units			

Glossary of Key Terms

Table 1: Glossary of Key Terms

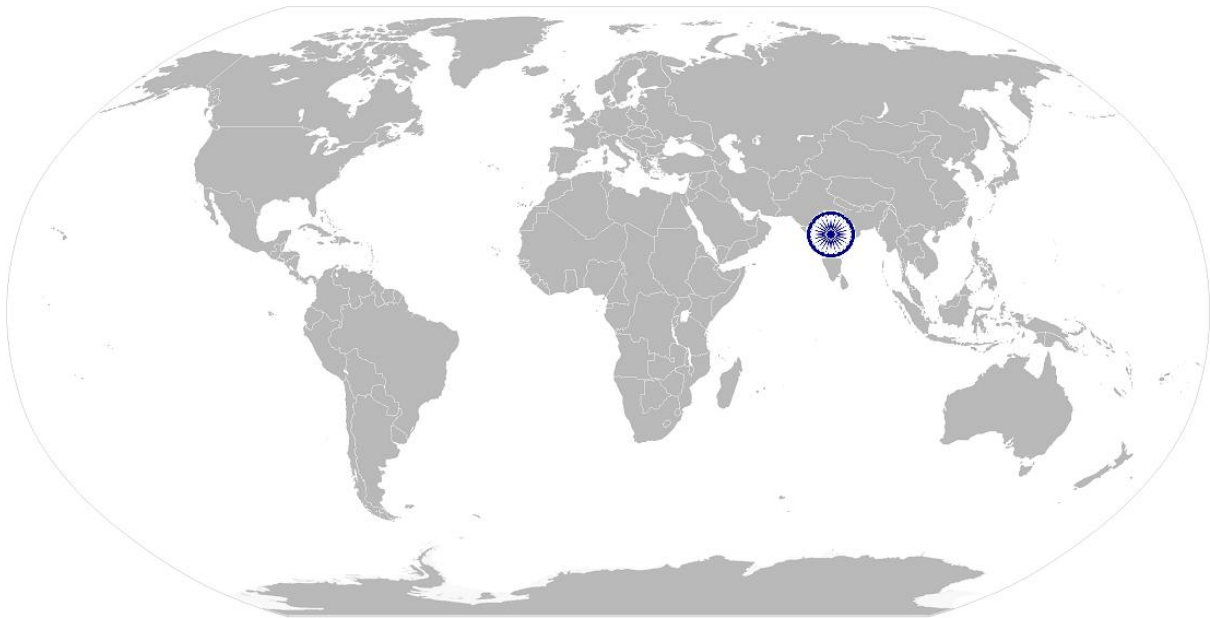
Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
	Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
	Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
	Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
	Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
	Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
	Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
	Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.	
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.	
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.	
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or an 'N'.	
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.	

Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS , these include communication related skills that are applicable to most job roles.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

Acronyms

AMH/N 1001 Carry out different types of embroidery stitches – Flat, Loop & Knotted stitches

National Occupational Standard



Overview

This unit is about carrying out different types of embroidery stitches such as Flat stitches, Loop stitches & Knotted stitches.

AMH/N 1001 Carry out different types of embroidery stitches – Flat, Loop & Knotted stitches

National Occupational Standard	Unit Code	AMH/N 1001
	Unit Title (Task)	Carry out different types of embroidery stitches – Flat, Loop & Knotted stitches
	Description	This unit is about carrying out different types of embroidery stitches such as Flat stitches, Loop stitches & Knotted stitches.
	Scope	This unit/task covers the following: 1. Prepare for embroidery 2. Different Types of Basic Embroidery Stitches
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Prepare for embroidery	To be competent, you must be able to: PC1. Analyze & interpret the given design which needs to be embroidered & the type of embroidery that is required to be done PC2. Check the materials required for embroidery with the given specifications PC3. Trace design on fabric/material to be embroidered if required PC4. Select appropriate needle & thread for the type of embroidery to be done, according to the texture & fibre of the material
	Carry out Different Types of Flat Stitches	PC5. Use needle & thread to carry out Running stitch on a given material as per the given specifications & quality standards PC6. Carry out Back stitch & Stem stitch on fabric PC7. Carry out Satin stitch & kashmiri stitch to embroider different patterns PC8. Use couching stitch in hand embroidery as per given design/art work PC9. Use cross stitch technique to embroider different designs PC10. Use herringbone stitch technique for embroidery
	Carry out Different Types of Loop Stitches	PC11. Carry out different types of Loop stitches for creating embroidery patterns/ designs such as: ▪ Chain Stitch ▪ Button hole Stitch ▪ Blanket Stitch ▪ Fishbone Stitch ▪ Feather Stitch ▪ fly Stitch
	Carry out Different Types of Knotted Stitches	PC12. Carry out different types of knotted stitches such as French knot, Double knot and Bullion knot stitch PC13. Check with in charge /others when unsure of new product details PC14. Minimise and dispose the waste materials in the approved manner PC15. Carry out Operations at a rate which maintains workflow PC16. Respond appropriately if the embroidery do not meet product/design specification & take corrective action
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company/	You need to know and understand: KA1. your organization's policies, procedures, guidelines and standards for quality KA2. Safe working practices and organisational procedures KA3. Quality systems and other processes practiced in the organization	

AMH/N 1001 Carry out different types of embroidery stitches – Flat, Loop & Knotted stitches

<p>organization and its processes)</p>	<p>KA4. Types of problems with quality and how to report them to appropriate people KA5. The importance of complying with written instructions KA6. Reporting procedure in case of faults in own/ other processes KA7. who to refer problems to when they are outside the limit of your authority KA8. your organization’s tools, templates and processes for embroidery related operations in production</p>
<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <p>KB1. Different types of hand embroidery techniques & associated stitch type</p> <p>KB2. <u>Flat Stitches</u></p> <ul style="list-style-type: none"> ▪ Running Stitch ▪ Back Stitch ▪ Stem Stitch ▪ Satin Stitch ▪ Kashmiri Stitch ▪ Couching Stitch ▪ Cross Stitch ▪ Herringbone Stitch <p><u>Loop Stitches</u></p> <ul style="list-style-type: none"> ▪ Chain Stitch ▪ Lazy-daisy Stitch ▪ Button hole Stitch ▪ Blanket Stitch ▪ Fishbone Stitch ▪ Feather Stitch ▪ fly Stitch <p><u>Knotted Stitches</u></p> <ul style="list-style-type: none"> ▪ French knot Stitch ▪ Double knot Stitch ▪ Bullion knot Stitch <p>KB3. Categories of basic stitches of hand embroidery-their techniques and applications</p> <p>KB4. Embroidery threads and their classification</p> <p>KB5. Required tools & materials for different types of embroidery</p> <p>KB6. Colour combination/usage of thread as per the given design</p> <p>KB7. Knowledge of different types of fabrics & other materials and accessories used in embroidery</p> <p>KB8. Technical terms associated with different kinds of embroidery work</p> <p>KB9. The characteristics of the embroidery materials and how they differ</p> <p>KB10. Thread thickness, shade and sizes</p> <p>KB11. Types of needles & their suitability</p> <p>KB12. Different types of trims used in embroidery</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>You need to know and understand how to:</p> <p>SA1. Write in local language</p>

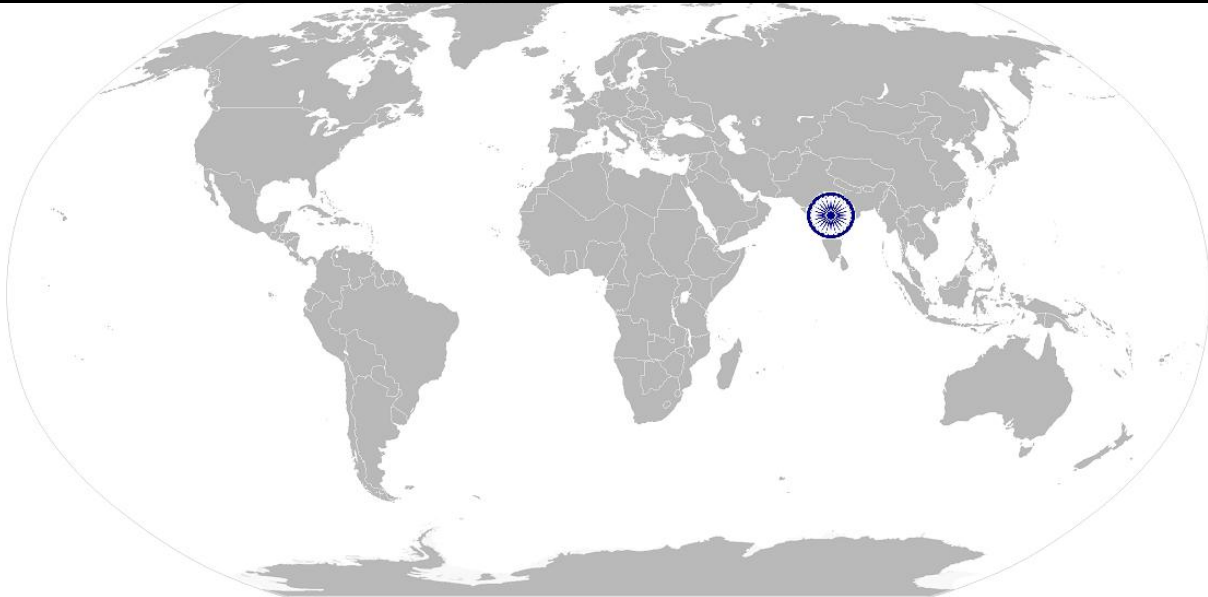
AMH/N 1001 Carry out different types of embroidery stitches – Flat, Loop & Knotted stitches

	<p>Reading Skills</p> <p>You need to know and understand how to:</p> <p>SA2. Read a design specifications sheet</p> <p>SA3. Read art work details for the type of embroidery</p>
	<p>Oral Communication (Listening and Speaking skills)</p> <p>You need to know and understand how to:</p> <p>SA4. listen effectively and orally communicate information accurately</p> <p>SA5. ask for clarification and advice from others</p>
B. Professional Skills	<p>Decision Making</p> <p>You need to know and understand how to:</p> <p>SB1. follow rule-based decision-making processes</p> <p>SB2. make decisions on a suitable course of action or response</p>
	<p>Plan and Organize</p> <p>You need to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p>
	<p>Problem Solving</p> <p>You need to know and understand how to:</p> <p>SB4. apply problem-solving approaches in different situations</p> <p>SB5. refer anomalies to the supervisor</p> <p>SB6. seek clarification on problems from others</p>
	<p>Analytical Thinking</p> <p>You need to know and understand how to:</p> <p>SB7. analyze data and activities</p> <p>SB8. pass on relevant information to others</p>
	<p>Critical Thinking</p> <p>You need to know and understand how to:</p> <p>SB9. provide opinions on work in a detailed and constructive way</p> <p>SB10. apply balance judgments to different situations</p>
	<p>Attention to Detail</p> <p>You need to know and understand how to:</p> <p>SB11. apply good attention to detail</p> <p>SB12. check your work is complete and free from errors</p>
	<p>C. Technical Skills</p> <p>You need to know and understand how to:</p> <p>SC1. Prepare the tools and materials required for the embroidery work</p> <p>SC2. Technique of Flat stitches, Loop stitches & Knotted stitches for embroidery</p> <p>SC3. Achieve required quality in the embroidery work</p> <p>SC4. Embroider as per the design specifications by hand using needle & thread</p>

AMH/N 1001 Carry out different types of embroidery stitches – Flat, Loop & Knotted stitches

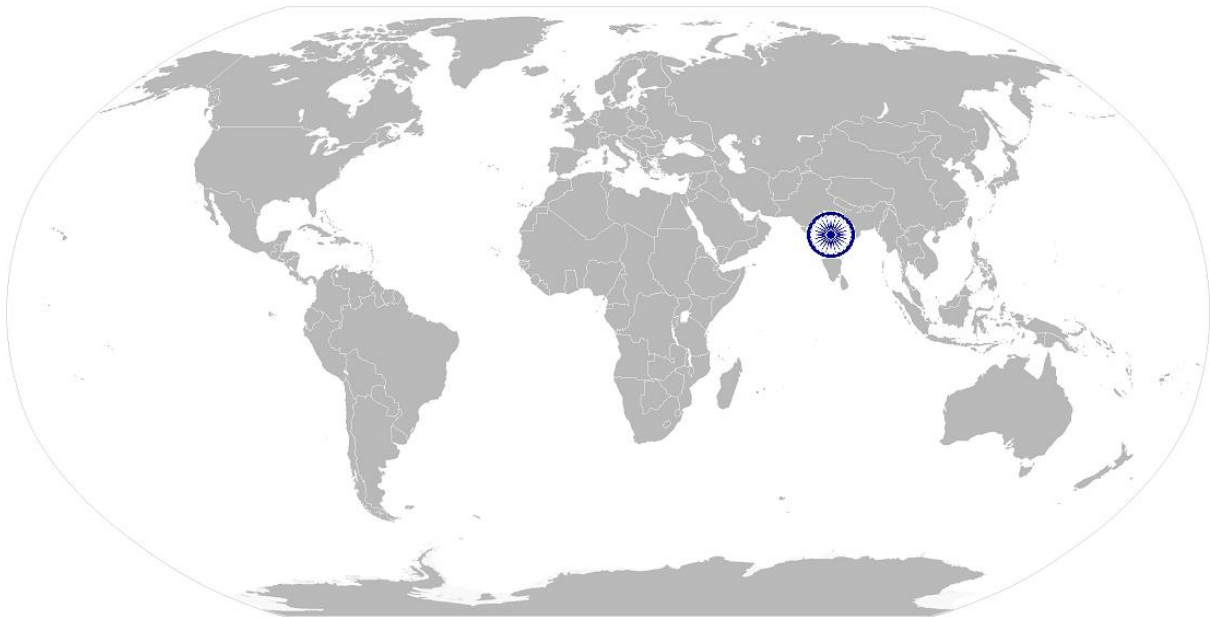
NOS Version Control

NOS Code	AMH/N 1001		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Embroider	Next review date	30/12/15



AMH/N 1002 Embroider decorative designs using a combination of stitches & work styles

National Occupational Standard



Overview

This unit is about using various hand embroidery techniques to embroider decorative design on fabric or a given material as per the design specifications

AMH/N 1002 Embroider decorative designs using a combination of stitches & work styles

National Occupational Standard	Unit Code	AMH/N 1002
	Unit Title (Task)	Embroider decorative designs using a combination of stitches & work styles
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to embroider decorative designs using a combination of hand embroidery stitches & work styles .
	Scope	<p>This unit/task covers the following:</p> <ol style="list-style-type: none"> 1. Prepare for embroidery related operations 2. Use the different types of hand embroidery techniques – stitches & work styles skillfully to achieve the requisite quality of embroidery work in various hand embroidered articles
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Prepare for embroidery related operations	<p>To be competent on the job, you must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Select thread and needle according to the texture & fibre of material</p> <p>PC3. Follow the instructions & design specifications given for the embroidery to be done</p> <p>PC4. If required, trace the embroidery design accurately & neatly on the fabric</p> <p>PC5. Ask questions to obtain more information on tasks when the instructions you have are unclear</p> <p>PC6. Use the correct tools and materials</p> <p>PC7. Select the correct component parts/fabric/material for embroidery</p> <p>PC8. Check that the materials to be used are free from faults</p> <p>PC9. Ensure the materials used meet the specification matching</p> <ol style="list-style-type: none"> a. Embroidery Artwork b. Design sample of the embroidered product <p>PC10. Report faults in the materials</p> <p>PC11. Conform to company quality standards</p> <p>PC12. Report any damaged work to the responsible person</p>
	Use the different types of hand embroidery techniques	<p>Make Satin, chain, button hole stitches & different types of edges (hem stitch, scallops, lace & rolled hem)</p> <p>PC13. Make Long & short, shade work, satin & French knot stitches</p> <p>PC14. Carry out Applique work as per design details</p> <p>PC15. Use & combine different hand embroidery techniques to create decorative designs such as:</p> <ul style="list-style-type: none"> ▪ Cross Stitch ▪ Tapestry Stitch ▪ Shadow work ▪ Mirror work ▪ English Smocking ▪ Cut work

AMH/N 1002 Embroider decorative designs using a combination of stitches & work styles

	<ul style="list-style-type: none"> ▪ Sindhi Work <p>PC16. Ensure the embroidered design conforms to the artwork specifications PC17. Inspect embroidered products against specifications PC18. Perform all embroidery operations with precision & accuracy</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. The organisation's policies and procedures KA2. Responsibilities under health, safety and environmental legislation KA3. Guidelines for storage and disposal of waste materials KA4. Potential hazards associated with the machines and the safety precautions that must be taken KA5. Protocol to obtain more information on work related tasks KA6. Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment KA7. Details of the job role and responsibilities KA8. Documentation and reporting formats KA9. Work target and review mechanism with your supervisor KA10. Protocol and format for reporting work related risks/ problems KA11. Method of obtaining/ giving feedback related to performance KA12. Importance of team work and harmonious working relationships KA13. Process for offering/ obtaining work related assistance</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. Knowledge of different types of embroidery KB2. Use of design specification sheet & understanding the artwork KB3. Range of techniques most suited to the different types of fabrics/materials KB4. Combination of basic stitches & workstyles KB6. Common factors affecting stitching & embroidery KB7. Different types of needles KB8. Thread thickness, shade and sizes and parts of needles KB9. The actions to take in the event of damaged tool/material KB10. Common hazards in the work area and workplace procedures for dealing with them KB11. The characteristics of the materials to be embroidered and how they differ KB12. The problems encountered when working on different types of materials KB13. Different types of defects KB14. Knowledge of the embroidery styles, design & colour concepts</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>You need to know and understand how to:</p> <p>SA1. Write the required measurements where applicable</p>
	Reading Skills
	<p>You need to know and understand how to:</p>

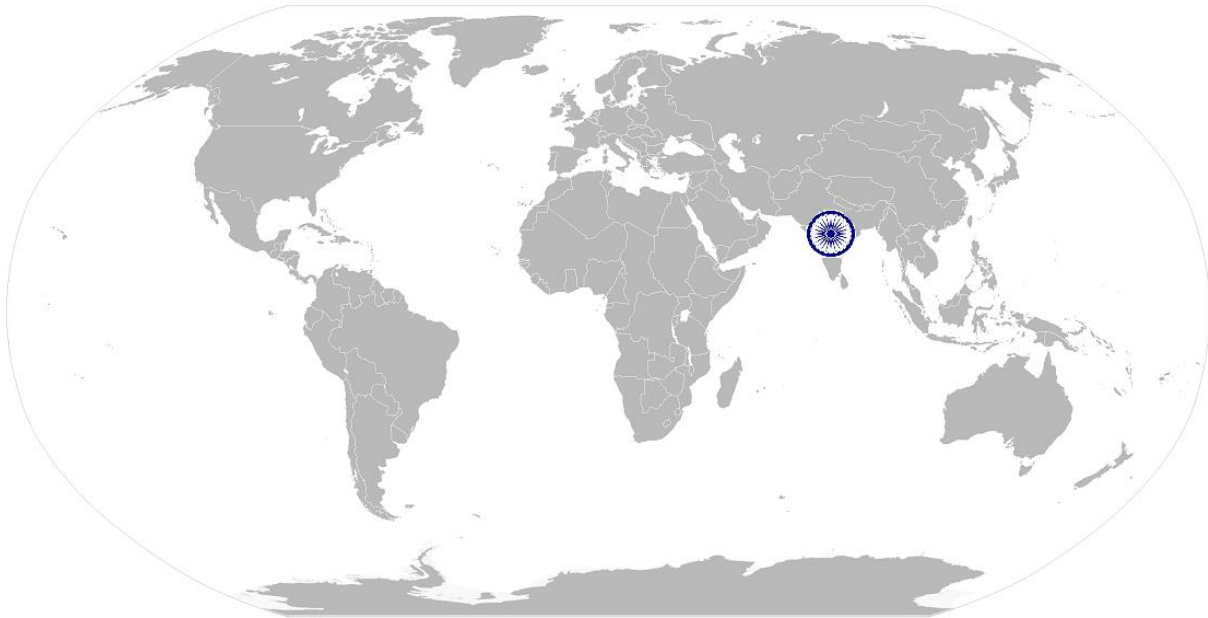
AMH/N 1002 Embroider decorative designs using a combination of stitches & work styles

	SA2. read instructions, guidelines, procedures and rules
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to:
	SA3. communicate orally with colleagues
	Problem Solving
	SB1. seek clarification on problems from others
	Analytical Thinking
	You need to know and understand how to:
	SB2. provide relevant information to others SB3. analyze needs, requirements and dependencies in order to meet your work requirements
C. Technical Skills	<p>You need to know and understand:</p> <p>KB15. Ironing & finishing of the embroidered articles</p> <p>KB16. Shade work, its kinds, techniques & characteristics</p> <p>KB17. Smocking –its kinds and uses</p> <p>KB18. Quilting (Hand Work)</p> <ul style="list-style-type: none"> ○ English Quilting ○ Italian Quilting ○ Shadow Quilting <p>KB19. Applique Work (Hand work)</p> <ol style="list-style-type: none"> i. Simple Applique ii. Cut Applique iii. Felt Applique iv. Embroidered Applique v. Net Applique vi. Shadow Applique <p>KB20. Applique & Cut work- its kinds and uses</p> <p>KB21. Basic stitches of hand embroidery-their techniques and applications</p> <p>KB22. Fancy work: sequences in Simple Line, Overlapping Line, Use of Beads & other accessories</p> <p>KB23. The typical faults in hand embroidery and methods to rectify them</p> <p>KB24. Beading work (hand work):</p> <ul style="list-style-type: none"> ○ Single Beading ○ Double Beading ○ Zigzag beading

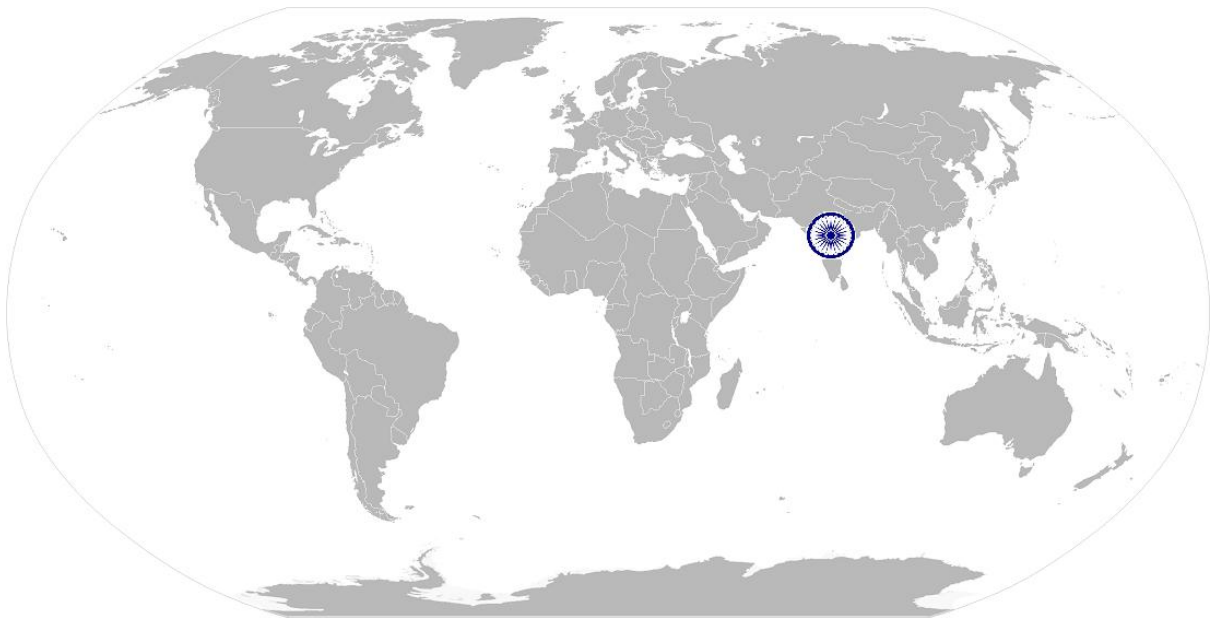
AMH/N 1002 Embroider decorative designs using a combination of stitches & work styles

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NOS Code	AMH/N 1002		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Embroider	Next review date	30/12/15



National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to ensure the embroidery work meets the quality standards

AMH/N 1003

Contribute to achieve quality in embroidery work

National Occupational Standard	Unit Code	AMH/N1003
	Unit Title (Task)	Contribute to achieve quality in embroidery work
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while undertaking embroidery related activities to ensure that the embroidered work meet specifications.
	Scope	This unit/task covers the following: 1. Contribute to achieving the quality in Hand embroidery related operations
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Contribute to achieving the product quality in embroidery work	To be competent, the user/individual on the job must be able to: PC1. Identify and use materials required based on the specifications PC2. Take the necessary action when materials do not conform to quality standards PC3. Report and replace identified faulty materials and component parts which do not meet specification PC4. Identify modifiable defects and rework on them PC5. Carry out work safely and at a rate which maintains work flow PC6. Report to the responsible person when the work flow of other production areas disrupts work PC7. Carry out quality checks at specified intervals according to instructions PC8. Apply the allowed tolerances PC9. Identify faults and take appropriate action for rectification PC10. Make adjustments promptly to ensure the embroidery work matches the specification PC11. Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts PC14. Maintain the required productivity and quality levels
	Knowledge and Understanding (K) w.r.t the Scope	
	Elements	Knowledge and Understanding
	A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: KA1. Safe working practices and organisational procedures KA2. The organisation's procedures and guidelines KA3. Quality systems and machine embroidery processes practiced in the organization KA4. Equipment operating procedures / manufacturer's instructions KA5. Types of problems with quality and how to report them to appropriate people KA6. Methods to present any ideas for improvement to line manager KA7. The importance of complying with written instructions

AMH/N 1003

Contribute to achieve quality in embroidery work

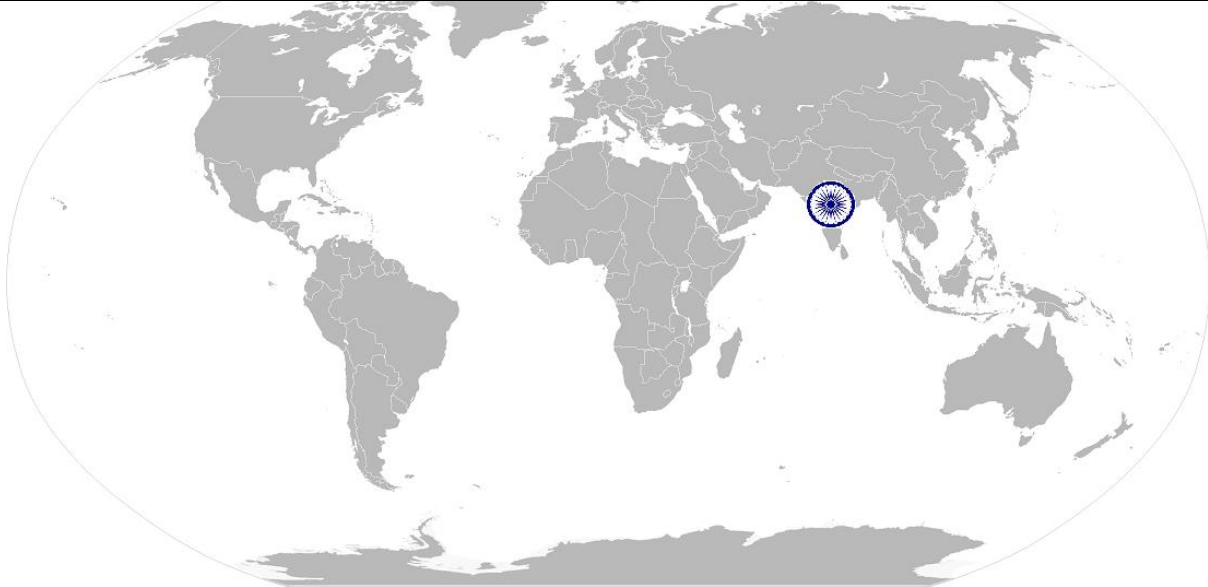
<p>B. Technical / Domain Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different types of faults that are likely to be found and how to put them right</p> <p>KB2. Different techniques and methods used to detect faults</p> <p>KB3. Consequences of using incorrect tools for hand embroidery</p> <p>KB4. Types of decorative stitches, embroidery styles & techniques</p> <p>KB6. Types of faults which may occur, how they are identified and methods to deal with it</p> <p>KB7. Different types of defects</p> <p>KB8. Reasons for keeping stitched/embroidered items out of contamination</p> <p>KB9. The importance of marking and segregating rejects</p> <p>KB10. Inspect embroidered products against specifications</p> <p>KB11. Identify mark and place rejects in the designated locations</p> <p>KB12. Appropriate inspection methods that can be used</p> <p>KB14. Acceptable solutions for particular faults</p> <p>KB15. The consequences of not rectifying problems</p> <p>KB16. The types of adjustments suitable for specific types of faults</p> <p>KB17. Own responsibilities at work</p>
<p>Skills (S) w.r.t the Scope</p>	
<p>Elements</p>	<p>Skills</p>
<p>A. Core Skills / Generic Skills</p>	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Effective reading and oral communication skills in local language</p> <p>SA2. Plan and manage work routine based on company procedure</p>
<p>B. Professional Skills</p>	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Use inspection methods appropriate to the work</p> <p>SB2. Identify various hand embroidery tools</p> <p>SB4. Set up an efficient work area</p> <p>SB5. Identify faults, the causes and rectification</p> <p>SB6. Apply the allowed tolerances</p> <p>SB7. Differentiate between correctable and non-correctable faults</p> <p>SB8. Identify hand embroidery tools maintenance requirements and maintenance procedure</p> <p>SB9. Handling techniques for different materials</p>

AMH/N 1003

Contribute to achieve quality in embroidery work

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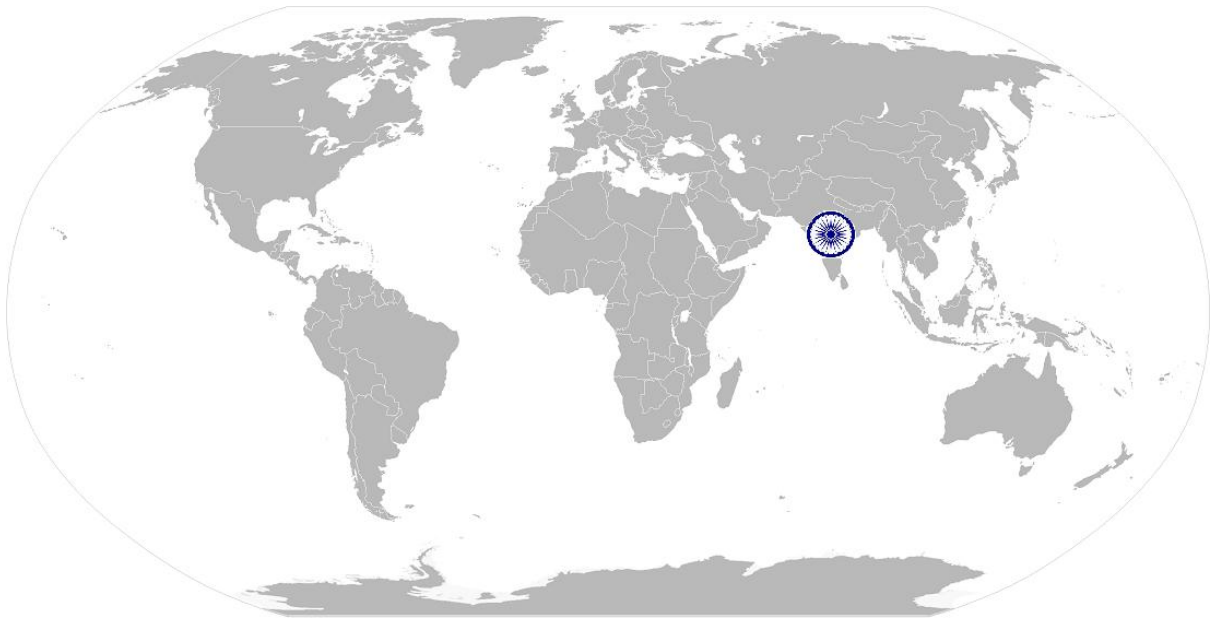
NOS Code	AMH/N 1003		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Embroider	Next review date	30/12/15



AMH/N 1004

Maintain work area and tools

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure hand embroidery tools are maintained as per norms

AMH/N 1004

Maintain work area and tools

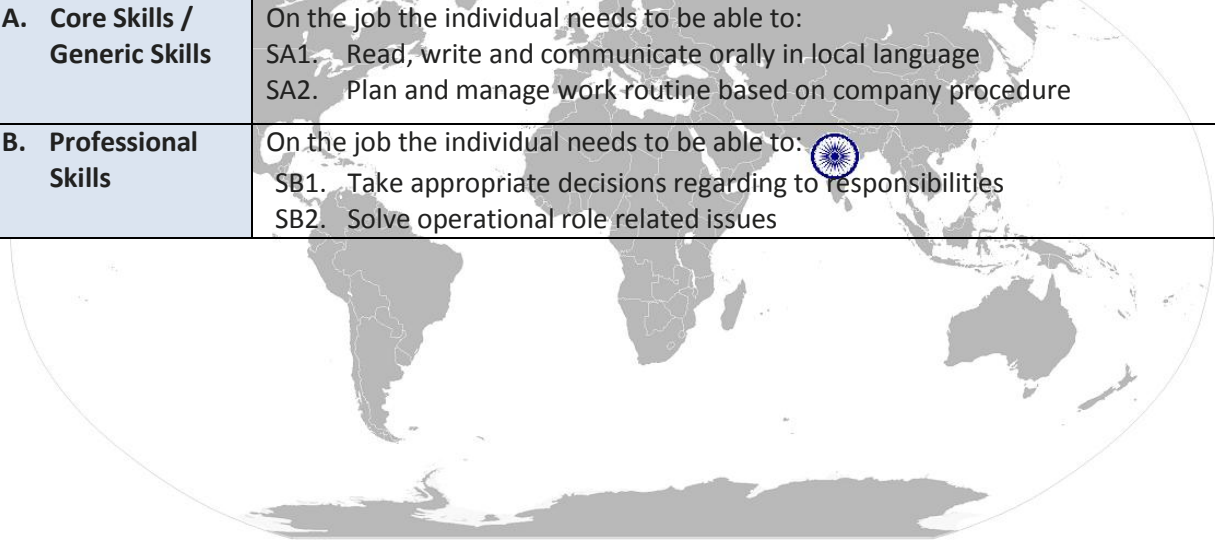
National Occupational Standard

Unit Code	AMH/N 1004
Unit Title (Task)	Maintain work area and tools
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure hand embroidery tools are maintained as per norms
Scope	This unit/task covers the following: 1. Maintain the work area and tools
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Maintain the work area, tools and machines	To be competent, the user/individual on the job must be able to: PC1. Handle materials and tools safely and correctly PC2. Use correct lifting and handling procedures PC3. Use materials to minimize waste PC4. Maintain a clean and hazard free working area PC5. Maintain the hand embroidery tools PC6. Carry out maintenance and/or cleaning within one's responsibility PC7. Report damaged tools & materials PC8. Ensure that the correct tools, needle, thread & trims required for hand embroidery are in place PC9. Work in a comfortable position with the correct posture PC10. Use cleaning equipment and methods appropriate for the work to be carried out PC11. Dispose of waste safely in the designated location PC12. Store cleaning equipment safely after use PC13. Carry out cleaning according to schedules and limits of responsibility
Knowledge and Understanding (K) w.r.t the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: KA1. Personal hygiene and duty of care KA2. Safe working practices and organisational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. The importance of effective communication with colleagues KA7. The lines of communication, authority and reporting procedures KA8. The organisation's rules, codes and guidelines (including timekeeping) KA9. The company's quality standards KA10. The importance of complying with written instructions

AMH/N 1004

Maintain work area and tools

B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications and instructions</p> <p>KB3. Relation between work role and the overall manufacturing process</p>
	<p>KB4. The importance of taking action when problems are identified</p> <p>KB5. Different ways of minimising waste</p> <p>KB7. Effects of contamination on products</p> <p>KB8. Common faults with embroidery and the method to rectify</p> <p>KB9. Tools Maintenance procedures</p> <p>KB10. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB11. Different types of cleaning substances and their use</p> <p>KB12. Safe working practices for cleaning and the method of carrying them out</p>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	<p>On the job the individual needs to be able to:</p> <p>SA1. Read, write and communicate orally in local language</p> <p>SA2. Plan and manage work routine based on company procedure</p>
B. Professional Skills	<p>On the job the individual needs to be able to:</p> <p>SB1. Take appropriate decisions regarding to responsibilities</p> <p>SB2. Solve operational role related issues</p>

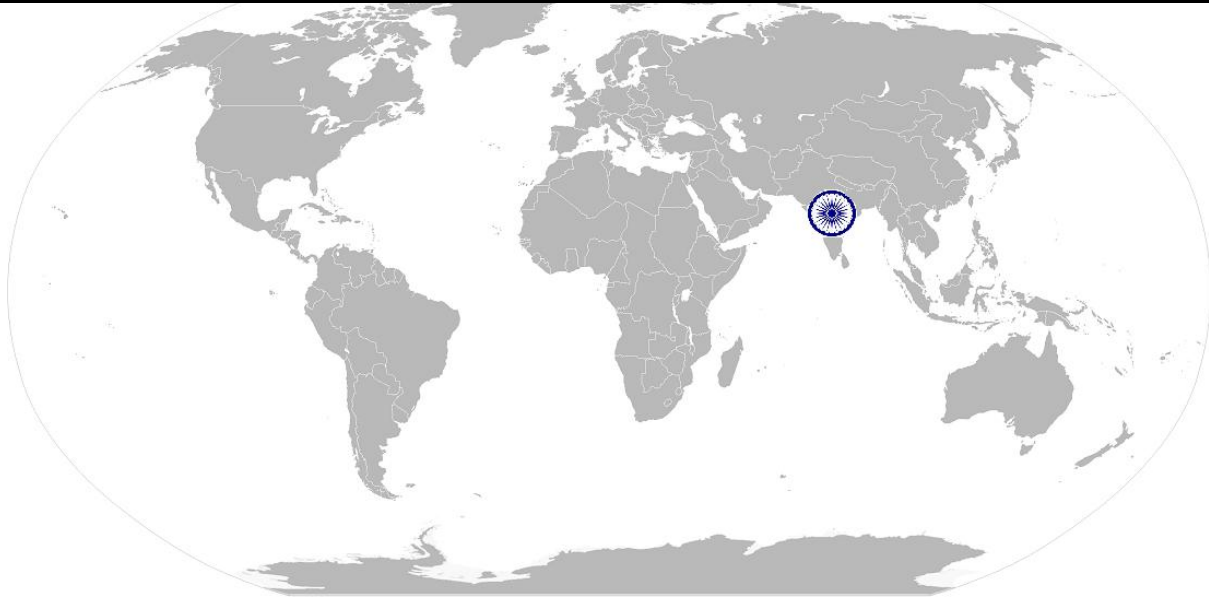


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Maintain work area and tools

NOS Version Control

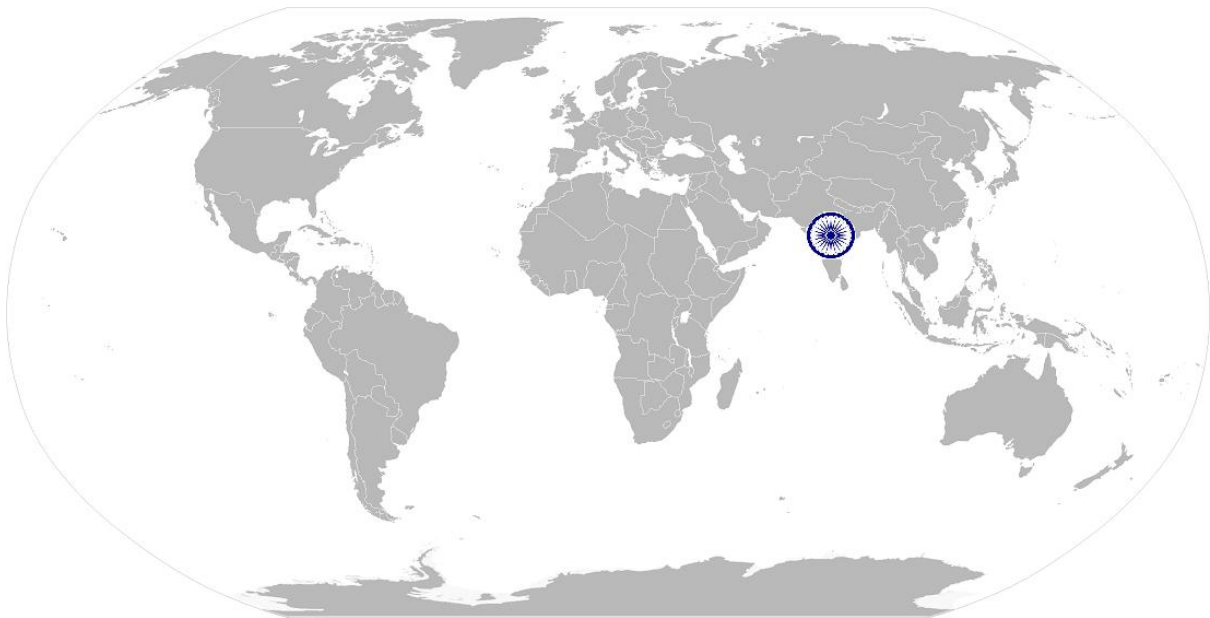
NOS Code	AMH/N 1004		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Embroider	Next review date	30/12/15



AMH/N 1005

Maintain health, safety and security at workplace

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimise risk to self and others.

AMH/N 1005

Maintain health, safety and security at workplace

National Occupational Standard

Unit Code	AMH/N 1005
Unit Title (Task)	Maintain health, safety and security at workplace
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimise risk to self and others.
Scope	This unit/task covers the following: 1. Comply with health, safety and security requirements at work
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Comply with health, safety and security requirements at work	To be competent, the user/individual on the job must be able to: PC1. Comply with health and safety related instructions applicable to the workplace PC2. Use and maintain personal protective equipment as per protocol PC3. Carry out own activities in line with approved guidelines and procedures PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants PC5. Follow environment management system related procedures PC6. Store materials and tools in line with manufacturer's and organisational requirements PC7. Safely handle and move waste and debris PC8. Minimize health and safety risks to self and others due to own actions PC9. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC10. Monitor the workplace and work processes for potential risks and threats PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC12. Report hazards and potential risks/ threats to supervisors or other authorized personnel PC13. Participate in mock drills/ evacuation procedures organized at the workplace PC14. Undertake first aid, fire-fighting and emergency response training, if asked to do so PC15. Take action based on instructions in the event of fire, emergencies or accidents PC16. Follow organisation procedures for evacuation when required
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context	The user/individual on the job needs to know and understand:

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Maintain health, safety and security at workplace

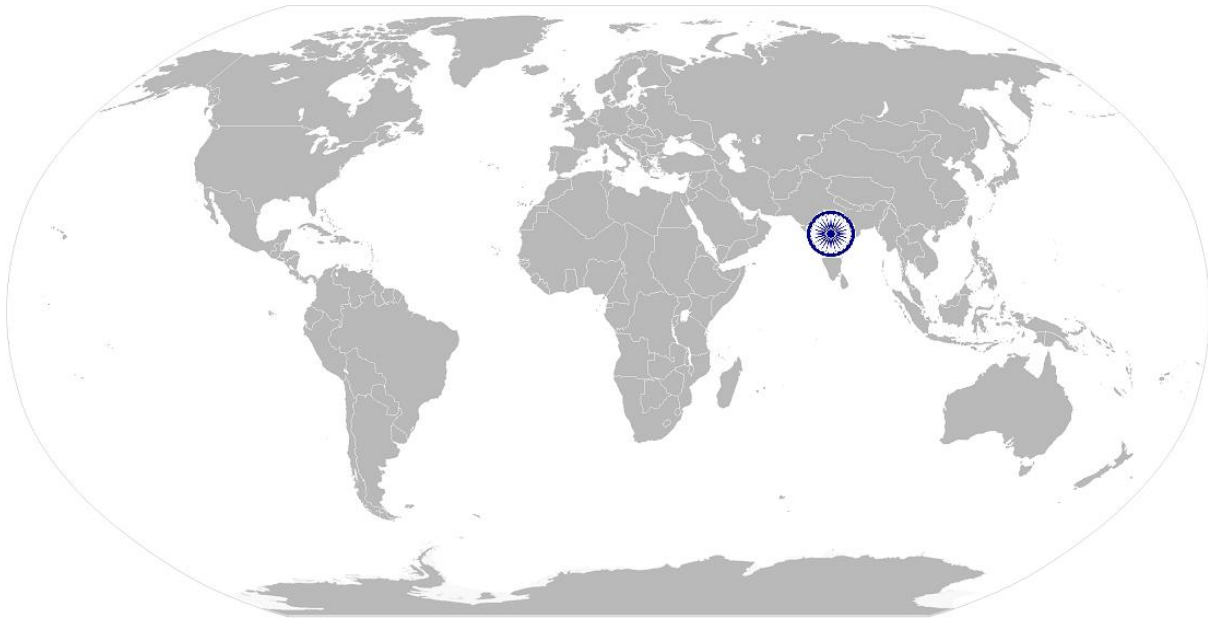
<p>(Knowledge of the company / organisation and its processes)</p>	<p>KA1. Health and safety related practices applicable at the workplace KA2. Potential hazards, risks and threats based on nature of operations KA3. Organizational procedures for safe handling of tools KA4. Potential risks due to own actions and methods to minimize these KA5. Environmental management system related procedures at the workplace KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA7. Potential accidents and emergencies and response to these scenarios KA8. Reporting protocol and documentation required KA9. Details of personnel trained in first aid, fire-fighting and emergency response KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
<p>B. Technical / Domain Knowledge</p>	<p>The user/individual on the job needs to know and understand: KB1. Occupational health and safety risks and methods KB2. Personal protective equipment and method of use KB3. Identification, handling and storage of hazardous substances KB4. Proper disposal system for waste and by-products KB5. Signage related to health and safety and their meaning KB6. Importance of sound health, hygiene and good habits KB7. Ill-effects of alcohol, tobacco and drugs</p>
<p>Skills (S) w.r.t the Scope</p>	
<p>Elements</p>	<p>Skills</p>
<p>A. Core Skills / Generic Skills</p>	<p>The user/ individual on the job needs to know and understand how to: SA1. Respond to emergencies, accidents or fire at the workplace SA2. Evacuate the premises and help others in need while doing so SA3. The value of physical fitness, personal hygiene and good habits</p>
<p>B. Professional Skills</p>	<p>The user/ individual on the job needs to know and understand how to: SB1. Raise alarm SB2. Safe and correct procedure of handling tools SB3. Identify, report damage in tools and materials and correct them if possible SB4. Keep work area free from potential hazards SB5. Report to supervisors and other authorized personnel for assistance</p>

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Maintain health, safety and security at workplace

NOS Version Control

NOS Code	AMH/N 1005		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Embroider	Next review date	30/12/15



SSC	QPCode	Name of the QP	NSQF Level	Equipment Name	Minimum number of Equipment required (per batch of 30 trainees)	Unit Type	Is this a mandatory Equipment to be available at the Training Center (Yes/No)	Dimension/Specification/Description of the Equipment/ ANY OTHER REMARK
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Thread Various Material . Count And Ply	5	packs	Yes	5packs for each(, anchor thread.) ,wool,Silk, Jari ,Cotton threads,2 ply, 3 ply etc The quantity may vary.
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Novelty, Fancy Yarns	5	packs	Yes	5packs for each(type of variety). The quantity may vary.
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Fabric yardage and Surface Embellishments	300	mtrs	Yes	cotton fabric etc , The quantity and variety may vary
	AMH/Q1001	Hand Embroiderer	4	Surface Embellishments	10	packs	Yes	10 packs each type(Badges,Stickers,Patches, beads , sequins etc.
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Masking Tape	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Needles	10	packs	Yes	Various sizes accroding to types of fabrics and quantity may vary
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Thimbles	30		Yes	Plastic and plated (for the thumb)
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Measuring Scale	10		Yes	Metallic,Transparent plastic in 12"

Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Measuring Tape	30		Yes	150 cm
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Hip Curve,French Curve	2		Yes	Metallic,Transparent plastic.1 hip curve and one french curve for a batch of 30
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	L-Scale	1		Yes	Metallic , plastic
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Punch Needles	10	packs	Yes	All gauges. The quantity may vary
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Scissors Fabric Cutting And Paper Cutting	10		Yes	5 paper cutting & 5 fabric cutting for 30 studentPaper cutting,Fabric Cutting 8"
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Frame	30	sets	Yes	Round & square Various Diameters and Square Various dimensions
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Pattern Making Paper	1	roll	Yes	various width. The quantity may vary
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Tracing Paper	10	packs	Yes	Good Quality. The quantityt may vary
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Carbon Paper	10	packs	Yes	various colours. The quantity may vary
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Kerosene	5	ltrs	Yes	the quantity may vary

Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Cotton Swabs/Dabber	10	packs	Yes	The quantity may vary
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Hand Held Thread Trimmer	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Seam Ripper	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Dexterity Test Kit	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Fire Extinguisher	1		Yes	always filled
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Glue	3	packs	Yes	Fabric and super Glue. The quantity may vary
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Bent Neck,Metallic Tweezer	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Basic Stationary	30		Yes	Ink,Pencils (HB,2B,4B),pens,notebook etc
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Pick Glass	3		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Students Manual/Book	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	First Aid Box	1		Yes	

Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Tracing Wheel	5		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Tailor'S Chalk	3	Box	Yes	The quantity may vary
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Pins & Safety Pins & Dress Maker'S Pins	6	Boxes	Yes	3 boxes each type. The quantity may vary
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Pin Cushion	3	boxes	Yes	The quantity may vary
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Needle Threader	30		No	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Backing Paper	10	packs	Yes	Non woven Non fusible,Non Woven Fusible. The variety and quantity may vary
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Hand Embroidery Motives Book	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Student'S Chair With Table Arm	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Teacher'S Table	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Teacher'S Chair	1		Yes	

Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	White/Black Board	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Boxes/Pouches For Storing Items	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	White Board Marker/Chalk	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Labels / Stickers	3	sets	Yes	The quantity may vary
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Board Eraser	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Cupboard	1		Yes	Metallic/wooden
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	File Cabinet	1		No	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Dress Forms	1		no	size medium
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Hanger	36		No	Wooden or plastic material
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Dustbin	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Carpet	300	mtrs	Yes	The quantity may vary depending on size of room

Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Ink	5	bottles	Yes	The quantity may vary
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Adda For Embroidery	1		No	
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Samples , Garments, Made Ups And Home Furnishing	1		Yes	each type
Apparel, Made-ups & Home Furnishing	AMH/Q1001	Hand Embroiderer	4	Iron Unit	1		Yes	