

Revised by NSDA 25th May, 2015

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

Apparel, Made ups & Home furnishing Sector Skill Council

Apparel House 4th Floor

Sector 44, Institutional Area

Gurgaon

Name and contact details of individual dealing with the submission

Name: Ms Nidhi Trehan / Mr. Atul Madan

Position in the organisation - Joint Director Projects / Deputy Director Projects & Training

Address if different from above

Tel number(s) 9999684164 / 9971932299

E-mail address - jdpro@sscammh.com / ddptv@sscammh.com

List of documents submitted in support of the Qualifications File

1. Qualification Pack
2. Occupational Map
3. Assessment Criteria
4. Industry Endorsements – already submitted

5. QUALIFICATION FILE SUMMARY

Qualification Title	Factory Compliance Auditor		
Body/bodies which will assess candidates	Apparels, Made ups & Home Furnishings Sector Skill Council		
Body/bodies which will award the certificate for the qualification.	Apparels, Made ups & Home Furnishings Sector Skill Council		
Body which will accredit providers to offer the qualification.	Apparels, Made ups & Home Furnishings Sector Skill Council		
Occupation(s) to which the qualification gives access	Auditing		
Proposed level of the qualification in the NSQF.	6		
Anticipated volume of training/learning required to complete the qualification.	360 hours		
Entry requirements / recommendations.	Graduate, with legal/social/technical specialization, preferably		
Progression from the qualification.	He can become Senior Factory Compliance Auditor		
Planned arrangements for RPL.	5 days (1-3 day – Capsule Training, 4 th – written test, 5 th day – practical)		
International Comparability	It is yet to be established		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/Optional	Estimated size (learning hours)	Level
AMH/N2201 (Evaluate information to determine compliance with standards)	Mandatory	110 Hrs	6
AMH/N2202 (Prepare audit report)	Mandatory	100 Hrs	6
AMH/N2203 (Check compliance with product protocol)	Mandatory	50 Hrs	6
AMH/N2204 (Maintain a healthy, safe and secure working environment)	Mandatory	50 Hrs	6
AMH/N2205 (Comply with industry, regulatory and organizational requirements)	Mandatory	50 Hrs	6

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.

Give details of the document here:

SECTION 1

ASSESSMENT

Name of assessment body:

If there will be more than one assessment body for this qualification, give details.

Apptex Manpower Development Services Ltd
Trendsetters Skill Assessment Pvt Ltd
METTL
Skill Mantra
Methods Apparel Consultancy India Pvt Ltd
PVR Skill Central Pvt Ltd
The Assessors Guild
Think Skills
Prima Competencies Pvt Ltd
Base Research
IQAG
Fashion Futures

Will the assessment body be responsible for RPL assessment?

Give details of how RPL assessment for the qualification will be carried out and quality assured.

The workers will be assessed by empaneled Assessing Bodies and skill gaps will be analyzed, Those who are not passing, for them based on skill gaps a short term training will be conducted for 1-5 days depending on the requirement, to bridge the gap. The workers will then be reassessed and after passing the assessment will be certified by AMHSSC.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

1. Introduction

1.1 This methodology is for "Assessing bodies & Assessors" to provide them a clear understanding of assessment policy for AMSSC certification of trainees.

1.2 For assessments to be fair, the assessment bodies are to ensure that the assessment process is valid, reliable, flexible and fair. Assessments are to be planned in conjunction with the training timelines and periodicity, as defined for specific trainings based on National Occupational Standards (NOS).

Assessors must ensure that assessment decisions involve collection and evaluation of sufficient evidence to enable a judgement to be made on the student's competence. An assessment should not place unnecessary demands on students which may prevent them from demonstrating competence.

2. Key Components of the Assessment Process

(a) Competence: Individuals are considered competent when they are able to consistently apply their knowledge and skills to the standard of performance required in the workplace. Both workplace and off the job training and assessment shall aim to ensure that individuals participating in the training have the competence to undertake their work role to the standard expected in a range of employment situations.

(b) Competency based Assessment: Is the process of collecting evidence and making judgements on whether competence has been achieved. This confirms that an individual can perform to the standard expected in the workplace as expressed in the National Occupational Standards.

(c) Collection of Evidence: Evidence collected may be direct, such as observation of workplace performance/hands on exercises or indirect, such as formal testing. The evidence gathered is to be valid,

sufficient, current and authentic.

(d) Judging Competence: An individual is considered competent after he/she has completed an assessment that verifies that all aspects of the Occupational Standards can be applied in an industry context. Assessment may involve a variety of assessment methods. Evidence is to be used by an assessor to make a judgement about whether a student is competent.

(e) Methodology of Assessment: Can vary from assessor to assessor. However, the process is to broadly comprise of Knowledge & Skill assessments, with the later involving practical's/on work assessment.

(f) Standards against which the students are to be assessed: National Occupational Standards pertaining to the concerned job role.

3. Planning Assessments

3.1 For assessments to be effective, the assessing body is to ensure following –

(a) Clear understanding Knowledge & Skills as defined in National Occupational Standards

(b) Selecting right assessment method. This is a key activity and would involve the following –

(i) Identify unit(s) of competency to cluster for assessment.

(ii) Develop competency profile.

(iii) Identify evidence requirements.

(iv) Review and select assessment methods.

(v) Select assessment tools and record evidence matrix.

(vi) Develop assessment plan.

3.2 The assessing body will have defined methods and mechanism to evaluate the competence of candidate's skill and knowledge.

(a) The assessing body shall have "question banks" for random selection of questions to evaluate knowledge levels for specific job roles. Process for regular maintenance and update the question bank should be defined.

(b) The assessing body shall have an appropriate mechanism to ensure that the assessors prepare results within stipulated time and send these to the assessing body.

(c) The assessing bodies shall have a mechanism to consolidate results and enter the result in web based software and communicate to concerned agencies.

3.3 Assessment: Assessments are to be a mix of knowledge and skills. For each job role, this mix is predefined in consultation with all stakeholders.

AMSSC decision will be final and binding in this regard.

3.4 Assesse details: The assessment agency is to obtain details of candidates to be assessed from training provider.

3.5 Assessment Plan : With all the above inputs, the assessing body is to have an assessment plan, covering the following :-

(a) what will be assessed, i.e., Performance criteria, Knowledge and Skills as defined in NOS

(b) how assessment will occur, i.e. the methods that will be used

(c) when the assessment will occur

(d) where the assessment will take place, i.e. the context of the assessment;

(e) the criteria for decision making, i.e. those aspects that will guide judgements; and

4. Empanelling of Assessors for AMSSC

4.1 Empanelling of assessors is the most crucial activity and is central to the success of the assessing process. The assessing body should have well-defined process for enrolling/empanelling assessors. The assessing body should have on-role/empanelled assessors with expertise in/similar to Apparel and Made ups domain or should be able to empanel such assessors within 60 days from affiliation. Due diligence is to be ensured by assessing bodies while empanelling the assessors.

4.2 The Assessor will be appointed on approval by the panel where the assessor will be judged on basis of his basic educational qualification, overall experience in the field, practical competency, market knowledge & his ability to handle the students/VTP(s).

4.3 Generic aspects for the assessors are to be ensured as follows –

(a) Familiarity with assessment schemes.

- (b) Thorough knowledge of the relevant assessment/ examination methods and examination documents.
- (c) fluent in communication in the language of examination, and
- (d) free from any interest so that they can make impartial and non-discriminatory judgment / assessment.

4.4 On successful evaluation, assessors will be affiliated with AMSSC for specific job roles/NVQF level. Each assessor will be awarded a unique identity number.

5. Conduct of Assessments

- 5.1 The assessments are to be conducted by pre-approved (by AMSSC) assessors for specific job roles.
- 5.2 Assessments are to be based on the criteria defined by AMSSC.
- 5.3 The theoretical assessments, if manual, are to follow different question paper for each candidate
- 5.4 Skill assessments are to be based on practical, hands-on work by candidates. For soft skills, role plays, structured activities, on-field assessments etc. are to be considered.
- 5.5 For candidates who are not literate, assessment should be done based on observation of practical skills.
- 5.5 Evidence gathering and recording of evidence is to be ensured.
- 5.6 The entire assessment process is to be video-graphed.

6. Assessment Records & Results

- 6.1 Record of all candidates having enrolled and gone through the training process is to be separately maintained by the assessing body.
- 6.2 Documentation, which needs to be maintained for each specific assessment include the following –
 - (a) Reference to relevant QP/NOS
 - (b) Competency profile for the job role
 - (c) Assessment tools, equipment, checklist
 - (d) Assessment plan & details of Assessor
 - (e) Record of evidence presented and assessed
 - (f) Records and reporting of assessment decision
 - (g) Appeals information
 - (h) Assessments filled by Assessor for trainees

The Process

1. Skill Assessment Examination Pattern

Theory and Practical assessment: The assessment will have 2 separate sections.

Section A – Theory

25 Objective type questions of 1 Marks each. Total 25 Marks. [Time duration – 45 min]

The objective type theory questions shall be drawn in prescribed format from the available question bank by AMSSC, Govt. of India or in case of unavailability of the same the expert assessors will make the question paper. For this work a team of educationalist (Teachers / Diploma / Degree holders / Professors / Ph.D) of the same field are contacted and they prepare the question bank.

Section B – Practical Exam and
Viva Voce

5 practical questions, the candidate has to perform any 3, each practical is of 20 marks. Total 60 marks.
[Time duration – 2 hrs for all given 3 practical tasks]

The marks will be distributed as per following –

Theory	Viva Voce	Practical Marks (60)			Total Marks
		Written & Practical	Quality & Safety	Attitude	
25	15	50	5	5	100

The candidate has to write the methodology adopted with tools used in a separate answer sheet.

The practical questions shall be drawn from the prescribed question bank by AMSSC, Govt. of India or in case of unavailability of the same the expert assessors will make the questions for the same.

2. Minimum passing marks for candidates

As per MES guidelines the minimum passing marks in each

Theory – 40%

Practical – 60%

In order to get certified the candidate has to secure minimum passing marks in theory and practical paper separately. Passing marks minimum 50% average.

3. The essential Documentation and procedures

a. Pre Exam

- Contacting VTPs for scheduling of the exam dates for generation of ABN nos.
- Allocation of Assessor for the particular ABN(s)
- Setting of theory and practical paper based on NOS curriculum & drawn from question banks provided by AMSSC, Govt. of India and in absence of the same will be set by the expert assessor's panel.
- Preparation of customised exam related documents, generation of attendance sheets & results sheets with other allied documents. Sealing of paper set envelopes (theory & practical) of various trades along with other necessary documents by the confidential section of the assessing agency.

b. During Examination

- Opening of the sealed question paper envelope/s in the presence of Principal/Centre Head with their signature and seal.
- Accountability statement/Guidelines for the invigilators/examiners/assessors (Annex – 1).
- Attendance of the candidates with verification (Annex – 1)
- Declaration by the candidate. (Annex – 1)
- After examination all the papers, documents (including practical madeups) will be sealed back in an envelope & will be taken back by the assessing body for valuation and post exam work.

c. Post Exam

- Valuation of theory papers/practical papers by the assessors: The theory paper and practical will be evaluated by the allocated authorised assessors on the same day and the marks will be entered in the

prescribed format. (Annex – 1)

- Preparation of results in prescribed format. (Annex – 1)
- Verification of results by Assessing body

4. Results

The result will be prepared by assessing agency within 3 days in prescribed format (as per guidelines) and the same will be send to AMSSC in soft copy.

Documentation required in the process of assessment

Accountability statement

Candidate Attendance Sheet

Declaration form to be filled by candidates

Exam Result Sheets

Practical Exam Sheets

Feedback Sheets (optional) for students & VTP

Assessor Empanelment Format

Observation Checklists

Tests (Written papers/records)

Evidence Record Sheets

Result Submission format

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as per the assessment criteria. Insert the required number of rows.

CRITERIA FOR ASSESSMENT OF TRAINEES

Factory Compliance Auditor

AMH/Q2201

AMHSSC

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% in every NOS.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

Assessable Outcome	Assessment Criteria	Total Marks 350	Out of	Marks Allocation		
				Theory	Skills Practical	Viva
1. AMH/N2201 Prepare for audit and Conduct compliance audit at the factory	PC1. Be updated with the system/industry regulations, policies and guidelines	100	6	3	1	2
	PC2. Analyse the standards which will be used to check the compliance		6	3	1	2
	PC3. Prepare an audit checklist		6	3	1	2
	PC4. Collect, analyse and evaluate the previous audit records		7	1	3	3
	PC5. Make a note of the areas to focus on when conducting the audit based on the previous records/audit history		7	1	3	3
	PC6. Collect the necessary tools/reference papers and other materials that would be required for conducting compliance audit		7	2	2	3

	PC7. Confirm and communicate the compliance audit plan with the relevant people		6	1	3	2
	PC8. Visit the factory and use the audit checklist to observe, gather information and evaluate the conformance with standards		7	1	3	3
	PC9. Verify the information received, and collect evidence for observations and audit findings		7	3	1	3
	PC10. Meet the relevant people associated with the factory operations & management and advise on the compliance standards		7	3	3	1
	PC11. Make a note of the areas of concern or non-conformities		7	3	3	1
	PC12. Communicate the audit findings to the relevant people		7	3	1	3
	PC13. Maintain integrity in the audit process		6	3	1	2
	PC14. Ensure all compliance points are checked and evaluated		7	3	1	3
	PC15. Make a note of all observations and findings		7	1	3	3
		Total	100	34	30	36
2.AMH/N 2202 Preparing Audit Report, and Record Keeping	PC1. Assess the information gathered during the audit.	100	9	5	2	2
	PC2. Categorize the findings as Conformance to standards or Non-Conformance, as the case maybe, for each of the areas inspected as per audit checklist.		9	5	2	2
	PC3. Attach supporting documents or fill in details regarding evidence.		9	2	2	5
	PC4. Identify and classify the non-conformances as major/minor or observation.		9	3	3	3
	PC5. Put in remarks and recommendations for each of the non-conformances or deviations.		9	3	5	1

	PC6. Ensure all areas of compliances are covered in the audit report.		9	3	2	4
	PC7. Use an approved template to create the audit report.		9	3	2	4
	PC8. Ensure the audit report is prepared and submitted on time to the concerned people, after the on-site audit.		9	3	3	3
	PC9. Keep the audit report in safe and secure condition		8	4	3	1
	PC10. Store the audit report in such a way that it can be retrieved whenever required.		10	5	3	2
	PC11. Maintain confidentiality of the audit report, wherever applicable.		10	3	5	2
		Total	100	39	32	29
3.AMH/N2203 Compliance with product protocol	PC1. Refer & analyse the Product Protocol with a reference sample to evaluate if the instructions & specifications given in the protocol have been followed		8	3	3	2
	PC2. Evaluate the Fabric / Accessories / Quality reports tested internally or externally		8	3	3	2
	PC3. Checks points where Quality Control has been exercised in Consultation with the immediate supervisor		8	3	3	2
	PC4. Communicate to all concerned the relevant standards with reference to the product protocol.		8	3	3	2
	PC5. Ensure that the standards have been clearly understood and seek confirmation of the same.		6	3	2	1
	PC6. Communicate proactively if the systems are not producing the desired outcome.		6	2	2	2
	PC7. Keep all the reference samples and reference manuals accessible and in a good condition.		6	3	2	1
		Total	50	20	18	12

4 AMH/N2204 Comply with health, safety and security requirements at work	PC1. Comply with health and safety related instructions applicable to the workplace	50	7	3	3	1
	PC2. Use and maintain personal protective equipment where required during inspection		7	3	1	3
	PC3. Carry out own activities in line with approved guidelines and procedures		7	2	3	2
	PC4. Maintain a healthy lifestyle		7	2	3	2
	PC5. Monitor the workplace and work processes for potential risks and threats		7	2	3	2
	PC6. Report hazards and potential risks/ threats to supervisors or other authorized personnel		5	2	2	1
	PC7. Take action based on instructions in the event of fire, emergencies or accidents		5	2	2	1
	PC8. Follow organization procedures for shutdown and evacuation when Required		5	2	2	1
		Total	50	18	19	13
5 AMH/N2205 Comply with industry, regulatory and organizational requirements	PC1. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel	50	12	4	5	3
	PC2. Apply and follow these policies and procedures within the work practices		12	4	3	5
	PC3. Provide support to the supervisor and team members in enforcing these considerations		13	3	4	6
	PC4. Identify and report any possible deviation to these requirements		13	3	4	6
		Total	50	14	16	20
	Grand Total		350	125	115	110

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

While collecting data from the companies for the occupational map, we also took feedback from industry, which was collected with respect to roles for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of AMHSSC gave final approval and endorsement for the same.

What is the estimated uptake of this qualification and what is the basis of this estimate?

Skills Gap analysis Reports for industry demand and secondary research data, though these do not lend to accurate demand projection.

- Feedback from industry for demand though again sample size may not lend to accurate figures
- Training duration, and current and potential training capacity envisaged
- An LMIS development initiative is being put in place to be more precise regarding the demand and supply

The employment in clothing and textile industry will be 21.54 million by 2022 and there is an incremental human resource requirement of 6.31 % from the year 2013 till year 2022. Manufacturing of wearing apparels will require 4.58 million people by the year 2022.

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

- NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work
- NSDC QRC team also confirmed the same

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

- Agencies have been appointed by the SSC to interact with training providers to gather feedback in implementation.
- Monitoring of results of assessments
- Employer feedback will be sought post-placement
- A formal review is scheduled in two year time

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

SECTION 3

SUMMARY EVIDENCE OF LEVEL

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF. Explain the reasons for allocating the level to the QP.

Generic NOS is/are linked to the overall authority attached to the job role.

Factory Compliance Auditor					
AMH/Q2201					
Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
<p>The skill of a Factory Compliance Auditor requires him to review an organisation's adherence to regulatory guidelines. He is required to review security polices, user access controls and risk management procedures and prepares an audit checklist . For this he has to visit the factory and use the audit checklist to observe, gather information and evaluate the conformance with standards. He should be able to verify the information received form relevant people , and collect evidence for observations and audit findings. He should meet . He is required to make a report on the</p>	<p>A Factory Compliance Auditor should have the knowledge and ability to conduct audits in accordance with this handbook and any other internal work procedures. He should be able to plan and prepare audit, collect the background information , compiling checklist. He should know how to plan on-site activities conduct an opening meeting ,collect audit evidence through gathering information, observations and interviews,</p>	<p>A Factory Compliance Auditor makes Identifies situation that need escalation on quality issues He plans and organizes work to achieve targets and deadlines. He consults and coordinates for effective delivery, applies problem-solving approaches in different situations. He refers anomalies to the particular personnel and seeks clarification on problems from others. He analyzes needs, requirements and dependencies in order to meet work requirements He conducts meeting and seeks participation of members from Quality, Production, Audit or any other team for</p>	<p>A Factory Compliance Auditor fills in the information required to communicate the level of quality and communicates with others in writing Using accurate terminology. He follows manuals/procedures/and compliance policies And regularly updates actively with modifications through written print and mail communication (digital) He listens effectively and accurately communicates the work related matters and reacts proactively especially on critical issues. He plans and manages work routine based on company procedure. He positively influences his team members into following procedures. He should have good analytical and report writing and presentation skills.</p>	<p>A Factory Compliance Auditor is responsible for conducting regular audits in the factory to check if the unit is functioning in accordance to the industry regulations, standards and policies. The Compliance Auditor prepares a detailed report of the audit findings with remarks on system adequacy, system conformance or deviation if any, and overall system performance. He is responsible for his own work and learning and full responsibility of other's work and learning.</p>	6

areas of concern or non-conformities . He should communicate the relevant findings with integrity to the concerned people and finally ensure that all compliance points are checked and evaluated and meet the requirement	and sampling. He should know the procedure of evaluating the audit evidence ,compiling a compliance audit report ,developing a follow-up action program and conducting regulatory review.	effective solutions He provides opinions on work in a detailed and constructive way to the concerned personnel . He maintains accurate records and documentation of the same . He works independently and collaboratively and takes appropriate decisions related to responsibilities He practices a customer service oriented approach			
Level 6	Level 6	Level 6	Level 6	Level 6	Level 6
Min. Entry Age : 18 years	Min. Entry Age : 18 years	Min. Entry Age : 18 years	Min. Entry Age : 18 years	Min. Entry Age : 18 years	Min. Entry Age : 18 years

OTHER EVIDENCE OF LEVEL [This need only be filled in where evidence other than primary outcomes was used to allocate a level] **(Optional)**

Summary of other evidence (if used):

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

The extent to which a labour is trained and educated effects its mobility. To ensure horizontal and vertical

mobility the Qualifications pack have been tailored in a manner that it states all the required skills for a particular job role and ensures increase in developmental level when skills are practiced over time. With experience a Factory Compliance Auditor can become a Senior Factory Compliance Auditor.

(Progression as per vertical mobility)

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here: