



Model Curriculum

QP Name: Specialized Sewing Machine Operator(Divyangjan)-LD

QP Code: PWD / AMH/Q2301

QP Version: 3.0

NSQF Level: 4

Model Curriculum Version: 3.0

Expository: Speech and Hearing Impairment (E004)

**Skill Council for Person with Disability || Address: 501-City Centre, Plot No 5, Sector -12, Dwarka,
New Delhi-110076**

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Training Parameters

Sector	Apparels
Sub-Sector	Apparel
Occupation	Specialized Sewing
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8153.0103
Minimum Educational Qualification and Experience	12th grade pass OR 11th grade pass with 1 year experience OR Completed 2nd year of 3-year diploma (after 10th) and pursuing regular diploma OR 10th grade pass plus 1-year NTC/ NAC plus 1 year experience OR 10th Grade pass with 2 year NTC (after 10th) OR 10th Grade Pass with 2 year relevant experience OR 8th grade pass plus 2-year NTC (after 8th) plus 1 Year NAC/CITS with 1 year of relevant experience OR Previous relevant Qualification of NSQF Level 3.0 with minimum education as 8th Grade pass with 3 year of relevant experience 10th Grade Pass with no experience OJT/internship of 8 months *8th grade pass with no experience with No exp- additional OJT of 16 months *Previous relevant Qualification of NSQF Level 3.0 with minimum education as 8th Grade pass with No exp- additional OJT of 12 months
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	17-11-2022
Next Review Date	17-11-2026
NSQC Approval Date	3/05/2023

QP Version	3.0
Model Curriculum Creation Date	09/10/2022
Model Curriculum Valid Up to Date	17-11-2026
Model Curriculum Version	3.0
Minimum Duration of the Course	510 Hours, 0 Minutes
Maximum Duration of the Course	510 Hours, 0 Minutes

Program Overview

This section summarizes the end objectives of the program along with its duration.

Training Outcomes

At the end of the program, the learner should have acquired the listed knowledge and skills.

- Prepare for the stitching operation
- Stitch the product using specialized sewing machine
- Identify methods to contribute to achieve quality in sewing work
- Maintain the work area, tools and machines
- Maintain health, safety and security at work place

Compulsory Modules

The table lists the modules, their duration and mode of delivery.

NOS and Module Details	Theory Duration	Practical Duration	On-the-Job Training Duration (Mandatory)	On-the-Job Training Duration (Recommended)	Total Duration
Bridge Module (PwD)	60:00	30:00	0:00	0:00	90:00
Module 1 Learn Basic Indian Sign Language (ISL) Bridge Module (PwD)	15:00	12:00	0:00	0:00	27:00
Module 2 Use Basic English Bridge Module (PwD)	27:00	12:00	0:00	0:00	39:00
Module 3 Personal and Social Skill Bridge Module (PwD)	09:00	03:00	0:00	0:00	12:00
Module 4 Professional & Ethical Behavior in the Workplace Bridge Module (PwD)	09:00	03:00	0:00	0:00	12:00
Module 5 Introduction and Orientation- Bridge Module and Soft Skills	15:00	15:00	NA	NA	30:00
Module 6 Maintain work area, tools and machines and Greening of Job Roles AMH/N0102: Maintain work area, tools and machines and Greening of Job Roles	15:00	15:00	NA	NA	30:00
Module 7 Maintain health, safety and security at work place with Gender and PwD Sensitization AMH/N0103: Maintain health, safety and security at work place with Gender and PwD Sensitization	15:00	15:00	NA	NA	30:00
Module 8 Prepare for the stitching operation AMH/N2301: Carry out different types of stitches using an specialized sewing machine	30:00	30:00	NA	NA	60:00

Module 9 Stitch the product using specialized sewing machine AMH/N2301: Carry out different types of stitches using an specialized sewing machine	30:00	90:00	NA	NA	120:00
Module 10 Identify methods to contribute to achieve quality in sewing work AMH/N2302: Contribute to achieve quality in sewing work	45:00	45:00	NA	NA	90:00
Module 11 Employability Skills DGT/VSQ/N0102	60:00	00:00	00:00	00:00	60:00
Introduction to Employability Skills	1.5	0:00	0:00	0:00	1.5
Constitutional values – Citizenship	1.5	0:00	0:00	0:00	1.5
Becoming a Professional in the 21st Century	2.5	0:00	0:00	0:00	2.5
Basic English Skills	10	0:00	0:00	0:00	10
Career Development & Goal Setting	2	0:00	0:00	0:00	2
Communication Skills	5	0:00	0:00	0:00	5
Diversity & Inclusion	2.5	0:00	0:00	0:00	2.5
Financial and Legal Literacy	5	0:00	0:00	0:00	5
Essential Digital Skills	10	0:00	0:00	0:00	10
Entrepreneurship	7	0:00	0:00	0:00	7
Customer Service	5	0:00	0:00	0:00	5
Getting Ready for Apprenticeship & Jobs	8	0:00	0:00	0:00	8
Total Duration	270:00	240:00	0:00	0:00	510:00

Module Details

Module 1: Learn Basic Indian Sign Language (ISL)

Mapped to: Bridge Module

Terminal Outcomes:

- Communicate using basic Indian Sign Language.

Duration: 15:00	Duration: 12:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
- Discuss the regional differences in signs used in Indian Sign Language. - Describe ways to greet and respond to others. - Explain significance of facial expressions and gestures in enhancing meaning of signed words. - Discuss the general sentence rules used while signing	- Demonstrate introductions and greetings using Indian Sign language - Demonstrate use of finger spellings in ISL (for example: names, places and abbreviations.) - Express simple actions and feeling using ISL. - Express information related to time, directions, numbers and currency using ISL. - Express information related to self-using ISL. (e.g., name, native place, city, state, family members, work etc.)
Classroom Aids	
Laptop, white board, marker, projector	
Tools, Equipment and Other Requirements	
LCD TV, Visual curricula, Assistive Aid/Service, Ai-Live, Captions First, Captions 2020, Closed Capp, Let's Talk	

Module 2: Use Basic English

Mapped to: Bridge Module

Terminal Outcomes:

- Apply knowledge of basic English to interpret information received and respond accordingly.
- Recognize familiar words and basic phrases concerning self, family members and immediate workplace.
- Read and write simple sentences in English about self, activities planned and events of the day.

Duration: 27:00	Duration: 12:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Recognise words and phrases related to formal and informal greetings. • Recognise simple personal information about self and others when shared in writing (e.g., name, age, place of residence etc.). • Recognise very simple words related to home, neighborhoods, everyday objects, market place, names of the days of the week, months, time, directions, clothes food and drinks. • Recognise simple pronouns (he/she/ we / they). • Comprehend basic hobby related verbs (like playing, singing, dancing). • Recognise common verbs related to movement of transport (e.g., buses run, boats sail). • Recognise words related to common feelings and emotions. (e.g., sad, unhappy, depressed, irritated, furious, angry). • Recognise familiar English words and phrases used in the workplace especially as instructions related to direction, safety instructions, date and time etc. (vocabulary: stop, close the door etc.).	• Write basic personal information about self and others such as names, date of birth, ID numbers, address, nationality, marital status). • Use simple words related to common diseases in sentences (e.g., cold, cough, headache, fever, pain etc). • Write simple sentences using names of everyday objects, places, directions. (e.g., I live in Delhi.). • Write words related to professions. (like vacancy, sale, associate, manager, supervisor, file etc.). • Write words and short phrases to describe travel, holidays and vacations. • Frame written answer to simple questions related to self, food preferences, feelings etc. • Identify and read health, safety, security signage in English at works and public places or on gadgets and appliances when accompanied by related images or graphics. • Read basic familiar words and phrases to identify areas of work, responsibilities and working relationships. • Read and write simple sentences describing activities planned for the next day/week/month etc.
Sample Classroom Aids	
Laptop, white board, marker, projector	
Tools, Equipment and Other Requirements	
LCD TV, Visual curricula, Assistive Aid/Service, Ai-Live, Captions First, Captions 2020, Closed Capp, Let's Talk	

Module 3: Personal and Social Skill

Mapped to: Bridge Module

Terminal Outcomes:

- Manage Professional and Social behaviour.

Duration: 09:00	Duration: 03:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Discuss the importance of professional appearance and behaviour at workplace. • Discuss the importance of following social etiquette in formal and informal settings. • Explain the principles of communication. • Discuss the barriers to effective communication and ways to overcome these. • Discuss the importance of managing stress.	• Display professional appearance. • Demonstrate formal and informal communication etiquettes/gestures/body language in dealing with seniors/peers or clients. • Demonstrate ways to manage stress as per choice like breathing exercises/ spending time with friends etc. • Create a method for stress management with reference to self by listing techniques/steps.
Classroom Aids	
Laptop, white board, marker, projector	
Tools, Equipment and Other Requirements	
LCD TV, Visual curricula, Assistive Aid/Service, Ai-Live, Captions First, Captions 2020, Closed Capp, Let's Talk	

Module 4: Professional & Ethical Behavior in the Workplace

Mapped to: Bridge Module

Terminal Outcomes:

- Maintain professional and ethical behavior in the work environment.

Duration: 9:00	Duration: 03:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Discuss the importance of completing task/assignments on time/ by prioritizing. • Discuss the importance and challenges of teamwork in an organization to achieve goals. • Discuss the importance of seeking assistance from peers and supervisor when required. • Outline the importance of maintaining privacy and confidentiality. • Discuss situations that may lead to conflict of interest with peers/organization and ways to resolves them.	• Prepare a work schedule prioritizing given tasks. • Demonstrate effective team behavior to accomplish a given task. • List activities/write application to seek assistance of supervisor/peers.
Classroom Aids	
Laptop, white board, marker, projector	
Tools, Equipment and Other Requirements	
LCD TV, Visual curricula, Assistive Aid/Service, Ai-Live, Captions First, Captions 2020, Closed Capp, Let's Talk	

Module Name 5: Introduction and Orientation to Specialised Sewing Machine Operator

Mapped to Bridge Module

Terminal Outcomes:

- Describe the outline of the Apparel industry in India
- Recognize various employment opportunities for a 'Specialised Sewing Machine operator' in the apparel industry.
- Identify apparel production process and the role that the 'Specialised Sewing Machine operator' plays in the process.
- Understand the production process

Mapped to Soft Skills

Terminal Outcomes:

- Explain the importance of effective communication.
- Communicate effectively with others.
- Understand the process of interviews

Duration: <15:00>	Duration: <15:00>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Identify the scenario of apparel sector. • Identify roles and responsibilities of a Specialized Sewing Machine Operator. Soft Skills • Explain the importance of effective communication. • Communicate effectively with others. • Follow organization procedures and maintain personal health and hygiene and avoid habits like ghutka, tobacco etc. • Manage time effectively. • Explain the importance of resume and prepare your resume. • Prepare for interviews.	• Prepare for interviews. • Interact effectively in a group. • Identify and follow personal grooming and hygiene.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment and Other Requirements	
training kit (trainer guide, presentations)	
Unique Equipment Required:	

Module Name 6: Maintain work area, tools and machines and Greening of Job Roles

Mapped to (AMH/N0102)

Terminal Outcomes:

- Importance of Green jobs in organisation
- Optimize usage of material and resources at workplace.
- Describe how to accommodate employees with disabilities; etiquette to adhere to and proper language and terminology
- Describe how to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs.

<i>Duration: 15:00</i>	<i>Duration:15:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Describe safe working practices for the cleaning and maintenance of equipment. • Describe the effects of contamination on products i.e. Machine oil, dirt etc. • Identify different types of cleaning equipment and substances and their use. • Identify different ways of minimizing wastage.	• Handle materials and tools safely and correctly. • Use cleaning equipment and methods appropriate for the work to be carried out. • Use correct lifting and handling procedures. • Carry out regular running maintenance of tools and equipment within agreed schedules and limits of responsibility. • Carry out safe working practices for the cleaning and maintenance of equipment. • Maintain a comfortable position with correct posture while working. • Dispose off waste safely in the designated location. • Carry out cleaning according to schedules and limits of responsibility. Store cleaning equipment safely at the designated place after use.
Classroom Aids:	
Charts, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment, and Other Requirements	
First Aid kit, Fire Extinguisher , machinery and equipment	

Module Name 7 : Maintain a healthy, safe and secure working environment with Gender and PwD Sensitization

Mapped to (AMH/N0103)

Terminal Outcomes:

- Demonstrate the process involved to keep up the Safety and secure working environment
- Discussed the important of PWD & Gender Sensitivity

Duration: 15:00	Duration: 15:00
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Explain health and safety related practices applicable at the workplace. • Explain importance of complying with health, safety, gender and PwD related instructions applicable to workplace • Explain gender equality in apparel industry and methods. • Describe hazards like physical injuries, electric shock, etc. associated with operation and handling of sewing machines. • State compliance requirements related to stitching. • State organizational procedures for safe handling of equipment and machine operations. • Check the workplace and work processes for potential risks and threats like physical injuries from the machine and tools, fire, etc. • Describe various personal protective equipment like nose mask, lock guard, etc. • Describe the organizational standards, greening solutions, procedures, policies, legislation and regulations. • Discuss importance of training sensitization programs for gender, and PwD awareness organized at workplace.	• Identify signage related to health and safety measures. • Identify the best use of materials to minimize waste. • Carryout running maintenance within agreed schedules. • Carry out maintenance and cleaning of tools and equipment within ones responsibility. • Make sure that the correct machine guards are in place. • Choose the correct posture of working in a comfortable position. • Select cleaning equipment and methods appropriate for the work. • Dispose waste safely in the designated location. • Store cleaning equipment safely after use. • Identify how to use different tools and equipment related to stitching like scissors, thread cutters, etc. safely and securely.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster	
Tools, Equipment, and Other Requirements Sewing Machines and related equipment	

Module Name 8: Preparation for stitching operations

Mapped to (AMH/N2301)

Terminal Outcomes:

- Understand the process of stitching
- Understand types of fabric
- Understand the parts of apparels
- Understand the common hazards in the work area
- Understand the job card
- Responsibilities under health, safety and environmental legislation
- Guidelines for storage and disposal of waste material
- Describe the Job role and responsibilities
- Describe the documentation and reporting formats

<i>Duration: 30:00</i>	<i>Duration:30:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• State the organization's policies and procedures. • on apparels and other related areas. • Describe the range of techniques most suited to the different types of apparel. • Describe various parts of a garment such as pockets, fronts, backs, collars, cuffs, sleeves, etc. • Describe how to assemble various garment parts to make the final product. or machine stitching. • Optimize the positioning and layout of materials to ensure a smooth and rapid throughput. • Report faults in the materials. • Describe the method of sharing domain related information with team members. • Select the fabric as per the specs in the tech-pack. • Select the sewing machine , tools and equipment as per the requirement of the garment construction.	• Explain various types of fabrics/apparels and garments. • Explain the use of a specification chart. • Explain the characteristics of the fabric materials and how they differ with each other. • Identify various apparels and their parts. • Identify various sources of updates • Identify the respective types of fabrics/apparels that require stitching by hand • Identify the potential hazards associated with the machines and the safety precautions that must be taken. • Identify different types of raw material like fabrics, trims , accessories used for garment construction. • Identify the various types of garments and their components. • Identify the different types of tools , equipment and sewing machines usedfor garment construction. • Explain the garment construction process. • Analyse the specifications given in the tech-pack. • Identify the types of stitch classes in garment construction. • Identify the types of seam classes in the garment construction. • Check that the raw material like fabric , thread os free from defect. • Demonstrate the measurement techniques for a garment. • Check that the garment components free from defects and marked properly.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster	
<u>Tools, Equipment, and Other Requirements</u>	
• Industrial Single Needle Lock Stitch Machine (SNLS) set with Needle Guard ,Specialized Industrial Sewing Machines sets(eg: over lock machine, feed of arm, chain stitch machine, flat lock machine, bar tack , button hole machine, button tack machine etc.), Sewing Machine Accessories And Attachments, Computer And Computer Peripherals, Printer, Projector, Design Patterns template, Shears , fabric cutting, Paper scissors, Trimmers, Seam Ripper, Tracing Wheel, Thimble, Pins And Safety Pins, Dress Maker's Pin, Pin Cushion, Scale , Measuring Tape, Bobbin And Bobbin Case(as per req),	

Different Type Of sewing machine , Needles, Needle Threader , Cleaning Cloth, Dress Form(size medium, preferably woman), Threads for sewing(bulk , qnt may vary), Personal Protective Equipment (Nose Mask & Goggles etc.), Thread Clipper, Fabric Yardages, knitted and cotton (surplus fabric, the quantity and variety may vary as per requirement), Required Trims/Accessory and fusing, Machine Folders with ,Attachments, Garment, Made Ups And Home Furnishing Sample, Student's Sewing Stools, Cutting Table, First Aid Box And Dustbin, Boxes And Pouches For Storing Items, Machine Oil, Stationary Items, Labels And Stickers, Carbon Paper , Documents set Tech pack, buyer's comment sheet, Style, Confirmation sheet, Fabric Requirement sheet (FRS),Trims Requirement sheet etc., Fabric /Seam Samples swatch file, Size Chart, Trim Card, Operation Bulletin, Fabric Worksheet, Dexterity Test Kit, Students Manual/notes, Dustbin, Screws and screw drivers, Hangers , "White/Black Board, Marker/Chalk And Duster"

Module Name 9: Stitch the product using specialized sewing machine

Maped to (AMH/N2301)

Terminal Outcomes:

- Understand the different components of garment
- Importance of different type of seams
- Adjustment of Machine parts as per the garment
- Difference between two parts of apparel

<i>Duration: 30:00</i>	<i>Duration: 90:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Demonstrate the fixing of the attachment to the sewing machine whenever required. • Match the notches of the components before stitching. • Follow the instructions & specifications given in the tech pack to stitch the sample • Report faults in the materials or any damaged work to the relevant personnel	• Demonstrate threading of the sewing machine. • Set the controls of the sewing machine as per the requirement of garment construction. • Carry out the test sews. • Construct different types of seams using different stitch classes. • Identify the different types of stitching defects. • Identify the methods to rectify those stitching defects. • Adjust the thread tension wherever required. • Replace the broken needle during stitching. • Replace the worn out part during stitching. • Apply the trims using machine or hand. • Inspect the finally stitched garment/component for any stitching defect. • Check that the type of stitching defects. • Check that the stitched product

	conforms to the specifications given in the tech- pack. • Carryout alteration in the garment incase of any stitching defect. • Dispose the waste material in the desired manner. • Shut off the machine in a proper manner after completing the stitching operation. • Check the needle and the thread regularly • Assemble the garment components like sleeves, pockets, collar as per the sequence of the garment construction using sewing machine. • Check that the stitching is done on the seam line. • Check regularly that the required seam allowance is maintained throughout the garment. • Inspect the component regularly during stitching. • Choose the attachment to be fixed in sewing machine as per the stitching operation.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster	

Tools, Equipment, and Other Requirements

- Industrial Single Needle Lock Stitch Machine (SNLS) set with Needle Guard ,Specialized Industrial Sewing Machines sets(eg: over lock machine, feed of arm, chain stitch machine, flat lock machine, bar tack , button hole machine, button tack machine etc.), Sewing Machine Accessories And Attachments, Computer And Computer Peripherals, Printer, Projector, Design Patterns template, Shears , fabric cutting, Paper scissors, Trimmers, Seam Ripper, Tracing Wheel, Thimble, Pins And Safety Pins, Dress Maker's Pin, Pin Cushion, Scale , Measuring Tape, Bobbin And Bobbin Case(as per req), Different Type Of sewing machine , Needles, Needle Threader , Cleaning Cloth, Dress Form(size medium, preferably woman), Threads for sewing(bulk , qnt may vary), Personal Protective Equipment (Nose Mask & Goggles etc.), Thread Clipper, Fabric Yardages, knitted and cotton (surplus fabric, the quantity and variety may vary as per requirement), Required Trims/Accessory and fusing, Machine Folders with ,Attachments, Garment, Made Ups And Home Furnishing Sample, Student's Sewing Stools, Cutting Table, First Aid Box And Dustbin, Boxes And Pouches For Storing Items, Machine Oil, Stationary Items, Labels And Stickers, Carbon Paper , Documents set Tech pack, buyer's comment sheet, Style, Confirmation sheet, Fabric Requirement sheet (FRS),Trims Requirement sheet etc., Fabric /Seam Samples swatch file, Size Chart, Trim Card, Operation Bulletin, Fabric Worksheet, Dexterity Test Kit, Students Manual/notes, Dustbin, Screws and screw drivers, Hangers , "White/Black Board, Marker/Chalk And Duster"

Module Name 10 : Identify methods to contribute to achieve quality in sewingwork

Mapped to AMH/N2302

Terminal Outcomes:

- Describe the working practices
- Identify of responsibilities in orgination
- Importance of reporting procedure
- Describe the Reporting procedure in case of faults
- Describe the types of faults likely to occur, their identification and rectification
- Identify the different techniques and methods used to detect faults
- Describe the consequences of incorrect settings in the specialized sewing machine
- Describe the types of defects and their rectification

<i>Duration: 45:00</i>	<i>Duration: 45:00</i>
Theory – Key Learning Outcomes	Practical – Key Learning Outcomes
• Report and replace faulty materials and component parts which do not meet the specifications. • Complete documentation. • Maintain the documents in desired format. • Report to the responsible person when the work flow of other production areas disrupts work	• Identify types of stitches (over lock ,flat lock etc.) hems/finishes and their uses. • Identify and use materials based on the specifications. • Identify different techniques and methods used to detect faults/consequences of incorrect setting in specialized sewing machines. • Identify modifiable defects and work on them. • Carry out work safely and at a rate which maintains the work flow. • Test, sort, track feed and examine work in progress. • Carry out quality checks at specified intervals according to instructions. • Apply tolerances appropriately. • Identify faults in materials and components for creased, stained, damaged and incorrect component parts. • Rectify the mendable defects using machine or hand. • Maintain the required productivity and quality levels.
Classroom Aids:	
Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster	
Tools, Equipment, and Other Requirements	
• Industrial Single Needle Lock Stitch Machine (SNLS) set with Needle Guard ,Specialized Industrial Sewing	

Machines sets(eg: over lock machine, feed of arm, chain stitch machine, flat lock machine, bar tack , button hole machine, button tack machine etc.), Sewing Machine Accessories And Attachments, Computer And Computer Peripherals, Printer, Projector, Design Patterns template, Shears , fabric cutting, Paper scissors, Trimmers, Seam Ripper, Tracing Wheel, Thimble, Pins And Safety Pins, Dress Maker's Pin, Pin Cushion, Scale , Measuring Tape, Bobbin And Bobbin Case(as per req), Different Type Of sewing machine , Needles, Needle Threader , Cleaning Cloth, Dress Form(size medium, preferably woman), Threads for sewing(bulk , qnt may vary), Personal Protective Equipment (Nose Mask & Goggles etc.), Thread Clipper, Fabric Yardages, knitted and cotton (surplus fabric, the quantity and variety may vary as per requirement), Required Trims/Accessory and fusing, Machine Folders with ,Attachments, Garment, Made Ups And Home Furnishing Sample, Student's Sewing Stools, Cutting Table,First Aid Box And Dustbin, Boxes And Pouches For Storing Items, Machine Oil, Stationary Items, Labels And Stickers, Carbon Paper , Documents set Tech pack, buyer's comment sheet, Style, Confirmation sheet, Fabric Requirement sheet (FRS),Trims Requirement sheet etc., Fabric /Seam Samples swatch file, Size Chart, Trim Card, Operation Bulletin, Fabric Worksheet, Dexterity Test Kit, Students Manual/notes, Dustbin, Screws and screw drivers, Hangers , "White/Black Board, Marker/Chalk And Duster"

Module Name 11 : Employability Skills DGT/VSQ/N0102

Mapped to (Bridge Module)

Terminal Outcomes:

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Duration: 60:00
Key Learning Outcomes
Introduction to Employability Skills Duration: 1.5 Hours After completing this programme, participants will be able to: 1. Discuss the Employability Skills required for jobs in various industries 2. List different learning and employability related GOI and private portals and their usage Constitutional values - Citizenship Duration: 1.5 Hours 3. Explain the constitutional values, including civic rights and duties, citizenship, responsibility towards society and personal values and ethics such as honesty, integrity, caring and respecting others that are required to become a responsible citizen 4. Show how to practice different environmentally sustainable practices. Becoming a Professional in the 21st Century Duration: 2.5 Hours 5. Discuss importance of relevant 21st century skills. 6. Exhibit 21st century skills like Self-Awareness, Behavior Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn etc. in personal or professional life. 7. Describe the benefits of continuous learning. Basic English Skills Duration: 10 Hours 8. Show how to use basic English sentences for everyday conversation in different contexts, in person and over the telephone 9. Read and interpret text written in basic English 10. Write a short note/paragraph / letter/e -mail using basic English Career Development & Goal Setting Duration: 2 Hours 11. Create a career development plan with well-defined short- and long-term goals

Communication Skills Duration: 5 Hours

12. Demonstrate how to communicate effectively using verbal and nonverbal communication etiquette.
13. Explain the importance of active listening for effective communication
14. Discuss the significance of working collaboratively with others in a team

Diversity & Inclusion Duration: 2.5 Hours

15. Demonstrate how to behave, communicate, and conduct oneself appropriately with all genders and PwD
16. Discuss the significance of escalating sexual harassment issues as per POSH act.

Financial and Legal Literacy Duration: 5 Hours

17. Outline the importance of selecting the right financial institution, product, and service
18. Demonstrate how to carry out offline and online financial transactions, safely and securely
19. List the common components of salary and compute income, expenditure, taxes, investments etc.
20. Discuss the legal rights, laws, and aids

Essential Digital Skills Duration: 10 Hours

21. Describe the role of digital technology in today's life
22. Demonstrate how to operate digital devices and use the associated applications and features, safely and securely
23. Discuss the significance of displaying responsible online behavior while browsing, using various social media platforms, e-mails, etc., safely and securely
24. Create sample word documents, excel sheets and presentations using basic features
25. utilize virtual collaboration tools to

work effectively Entrepreneurship Duration: 7 Hours

26. Explain the types of entrepreneurship and enterprises
27. Discuss how to identify opportunities for potential business, sources of funding and associated financial and legal risks with its mitigation plan
28. Describe the 4Ps of Marketing-Product, Price, Place and Promotion and apply them as per requirement
29. Create a sample business plan, for the selected business opportunity

Customer Service Duration: 5 Hours

30. Describe the significance of analyzing different types and needs of customers
31. Explain the significance of identifying customer needs and responding to them in a professional manner.
32. Discuss the significance of maintaining hygiene and dressing appropriately

Getting Ready for apprenticeship & Jobs Duration: 8 Hours

33. Create a professional Curriculum Vitae (CV)
34. Use various offline and online job search sources such as employment exchanges, recruitment agencies, and job portals respectively
35. Discuss the significance of maintaining hygiene and confidence during an interview
36. Perform a mock interview
37. List the steps for searching and registering for apprenticeship opportunities

Classroom Aids:

Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster

Tools, Equipment, and Other Requirements

1. Computer (PC) with latest configurations – and Internet connection with standard operating

system and standard word processor and worksheet software (Licensed) (all software should either be latest version or one/two version below) As required 2. UPS As required 3. Scanner cum Printer As required 4. Computer Tables As required 5. Computer Chairs As required 6. LCD Projector As required 7. White Board 1200mm x 900mm As required

Annexure

Trainer Requirements

Trainer Prerequisites						
Minimum Educational Qualification	Specialization	Relevant Industry Experience		Training Experience		Remarks
		Years	Specialization	Years	Specialization	
Diploma/Graduation/Post graduate diploma/Post Graduate Degree in relevant trade or sector	Sewing Machine Operator	1 Year Diploma=4 Years/2 Years Diploma=3 Years/3 Years Diploma or Degree= 2 Years/Post Graduate Diploma or Post Graduate degree= 1	Sewing Machine Operator	Minimum experience can be 0	Sewing Machine Operator	The candidate should possess good knowledge and experience of using sewing machines (eg: industrial single needle lock stitch machine etc) needles and their

		year				operations, stitching garments etc. The candidate should be able t o communicate in English and local language. He /she should have knowledge of equipment, tools, material, Safety, Health & hygiene.
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Trainer Certification		
Domain Certification	Platform Certification	Disability specific Top Up training
Certificate for Job Role: “Specialised Sewing Machine Operator” mapped to QP: “AMH/Q2301”	Certified for Job Role: “Trainer” mapped to QP: “MEP/Q2601”; V:2.0	The Inclusive Trainer should be certified in Disability Specific Top Up training PWD/Q0101, v1.0 Trainer-PwD conducted by SCPwD with minimum accepted score of 80% as per SCPwD guidelines. The Indian Sign Language Interpreter should be mandatory during the training, counselling and placement of Persons with Speech and Hearing Impairment. A Certification by Indian Sign Language Research and Training Centre (ISLRTC) or Ali Yavar Jung National Institute of Speech and Hearing Disabilities (Divyangjan) (AYJNISHD(D)) will be desirable.

Assessor Requirements

Assessor Prerequisites						
Minimum Educational Qualification	Specialization <Specify the areas of specialization that are desirable.>	Relevant Industry Experience		Training/Assessment Experience		Remarks
		Years	Specialization	Years	Specialization	
ITI/Diploma/Graduation/Post graduate diploma/Post Graduate Degree in relevant trade or sector	Sewing	ITI=4 years/1 Year Diploma= 4 Years/2 Years Diploma= 3 Years/3 Years Diploma or Degree= 2 Years/Post Graduate Diploma or Post Graduate degree= 1 year	Sewing		Sewing	The candidate should possess good communication skills with good knowledge of made-ups & Home furnishing products, merchandising process, merchandising documents, equipment, tools, material, inspection techniques of garments, computer knowledge, Safety, Health & hygiene and other requirements of relevant job role. The candidate should be able to communicate in English and local language.

Assessor Certification		
Domain Certification	Platform Certification	Disability specific Top Up training
“Certificate for Job Role: “Specialised Sewing Machine Operator” mapped to QP: “AMH/Q2301”	Certified for Job Role: “Assessor” mapped to QP: “MEP/Q2701; V:2.0	The Inclusive Assessor should be certified in Disability Specific Top Up Training conducted by SCPwD with minimum accepted score of 80% as per SCPwD guidelines.

Assessment Strategy

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the learner on the required competencies of the program.

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 laydown proportion of marks for each PC.
2. Each NOS will be assessed both for theoretical knowledge and practical
3. The assessment will be based on knowledge bank of questions created by the SSC.
4. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center
5. To pass the Qualification Pack, every trainee should score a minimum of 70% 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

Guidelines for Trainer

Accommodation Guideline recommended for Inclusive Trainers Persons
with Speech and Hearing Impairment

Characteristics

- Use other senses as mediums of learning. (Use gestures, body language, expressions, lip reading etc.). Writing.
- Use adapted material such as visual or sight vocabulary to provide first-hand experience.
- Use assistive devices such as hearing aid, loop system etc
- Teach how to access sound-based information.

Guidelines for Trainers

- Make sure you are aware of the learners 'language abilities and preferred learning style to ensure inclusion into the group.
- When you have a student with SHI in the group, reduce background noise or, request for a classroom that is away from noise. Make sure you have the whole group's attention before starting the session.
- Allow SHI students to sit where they wish. SHI students who can read the lip should sit near the front. (Optimum distance for lip-reading is considered to be about 6 feet.).
- Face the SHI student when speaking.
- Use clear speech.
- Make sure the room is well lit to allow the student with SHI to see your facial expression, signing and/or lip read.
- Use assistive device where available, to facilitate teaching-learning in the classroom.
- Arrange the classroom so that students can see each other, e.g. organizing the class in a circle or semicircle allows all students to see each other.
- Use shorter sentences, clearer speech.
- Associate words with real objects, pictures; for example, the colour concept.
- Use pictures (flash cards), real objects, real experiences, dramatization, and activities.
- You can write key points on the board or chart.
- Encourage other people or staff to develop communication strategies so that they can get into the style of students with SHI.

Acronyms and Abbreviations

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Glossary

Sector	Sector is a conglomeration of different business operations having similar business 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.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.

Performance Criteria (PC)	Performance Criteria (PC) 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 (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by 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 a 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 quality of performance required.
Knowledge and Understanding (KU)	Knowledge and Understanding (KU) 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.
Organisational Context	Organisational context includes the way the organisation 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 (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment 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.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.