

Model Curriculum

1. Production Supervisor- Sewing

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



Certificate

1. CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

Is hereby issued by the
APPAREL MADE-UPS HOME FURNISHING SECTOR SKILL COUNCIL

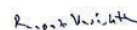
For the
MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Production Supervisor-Sewing' QP No.
'AMH/Q2201 NSQF Level 5'

Date of Issuance: **December 15, 2016**

Valid up to: **December 15, 2017**

* Valid up to the next review date of the Qualification Pack



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Chief Executive Officer (Apparel
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Production Supervisor- Sewing

CURRICULUM / SYLLABUS

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

Program Name	Production Supervisor-Sewing		
Qualification Pack Name & Reference ID.	Production Supervisor-Sewing; AMH/Q2101		
Version No.	1.0	Version Update Date	As per QP
Pre-requisites to Training	Preferably Graduate,		
Training Outcomes	<ul style="list-style-type: none"> • Understand production specification and process • Coordinate and plan production as per specifications and schedule • Execute and monitor production as per the plan, schedule and quality norms • Manage performance and relations with people in the group and out of the group) • Maintaining tools equipments and machinery • Maintain health, safety and security at work place • Comply with industry, regulatory and organizational essentials 		

This course encompasses 7 out of 7 National Occupational Standards (NOS) of “Production Supervisor-Sewing” Qualification Pack issued by “APPAREL, MADE-UPS AND HOME FURNISHING SECTOR SKILL COUNCIL”.

Sr. No	Module	Key Learning Outcomes	Equipment Required
1	Introduction and Orientation Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Know about the Apparel Sector in India Understand and follow roles and responsibilities of a Production Supervisor-Sewing 	White & black board, marker, duster
2	Understand Production Specification and Process Theory Duration (hh:mm) 40:00 Practical Duration (hh:mm) 105:00 Corresponding NOS Code AMH/N2101	<ul style="list-style-type: none"> The manufacturing processes skill and proficiency level for each operation operating machines and basic trouble shooting alternative processes with same or similar output materials required by each type of product manufactured by the organization The raw materials defects and handling defects The organizations standard operating procedures How to identify the process and product problem Understanding of pmts Understanding operator rating Understanding incentive system or wage plan 	Job Card White/Black Board+Marker/chalk+Duster Tailor'S Chalk (quantity may vary as per requirement) "Students Chairs With Table Arms" "Teacher'S Table & Chair " Industrial Single Needle Lock-Stitch sewing Machine with needle guard+stool Personal Protective Equipment (thimble etc) Overlock Machine(5 Thread)+stool Flat lock machine +stool Button Tack Machine+stool Button Hole Machine+stool Feed of the Arm Machine+stool Bar Tack machine+stool Straight Knife Cutting Machine Pressing Unit Dress Form(size medium,one male & woman) Pattern making set (eg,normal straight big ruler,hip curve,leg curve, L Scale, frenchcurve as per req) Tracing Wheel Storage Boxes/poches Techpack Sample Fabric/Accessories/trimsSwatch File Hourly & Daily Production Report Quality Control Check-List/AQL Production & Ready Pattern Record Maintenance Register Basic Stationary Items(Pens, Pencils,Eraser, notebook) Quality Tag Stopwatch Defect List and samples Dustbin Machine Oil

			First Aid Box Students Notes Fire Extinguisher Dexterity Test Kit Garment , Made ups and Home Furnishing Samples (qnt may vary) Checking/cutting table Sewing Machine attachments Sewing Kit(eg: bobbin and bobbin case, trimmer, measuring tape , fabric cutting , seam ripper, scissorsetc) Sewing Machine needles Sewing thread(surplus needed, qnt may vary) Fabric(surplus, muslin cumpolsory, other types as per requirement), qnt may vary trims and accessories Sewing Machine Tool Kit
3	Coordinate and Plan production as per specifications and schedule Theory Duration (hh:mm) 30:00 Practical Duration (hh:mm) 100:00 Corresponding NOS Code AMH/N2102	<ul style="list-style-type: none"> • Knowledge of fabrics and garments • The stitching process • Knowledge of sewing and the various types of stitching required for various products. • Machinery and work aids used in the process • Organization's standard operating procedures • Stitching defects and handling defects • Knowledge of quality and compliance requirement • Buyer specific compliances • The escalation hierarchy OPTIONAL • IT Literacy and Specific tools • Organization Specific ERP and reports to be maintained 	Same as aboves

4	<p>Execute and monitor production as per the plan, schedule and quality norms</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 100:00</p> <p>Corresponding NOS Code AMH/N2103</p>	<ul style="list-style-type: none"> Basic Arithmetic and Numeric Calculations for analysis related to work Machine Settings and elementary repair in case of breakdown Organization's standard operating procedures Defects and their root causes Identification of the process and product problems The escalation hierarchy relating to technical issues Statistical Quality Control Systems and their applications Quality Management Systems 	Same as above
5	<p>Manage performance and relations with people in the group and out of the group</p> <p>Theory Duration (hh:mm) 28:00</p> <p>Practical Duration (hh:mm) 60:00</p> <p>Corresponding NOS Code AMH/N2104</p>	<ul style="list-style-type: none"> Use of work aids and handling techniques to enhance productivity Techniques to foster team building and team productivity Knowledge on Sewing and the various types of stitching required by various products. Improving motor coordination or handling techniques Systematic Training to improve productivity Organization's standard operating procedures Stitching defects and handling defects Knowledge on quality The escalation hierarchy 	Same as above
6	<p>Maintain tools equipment's and machinery</p> <p>Theory Duration (hh:mm) 40:00</p> <p>Practical Duration (hh:mm) 95:00</p> <p>Corresponding NOS Code AMH/N2105</p>	<ul style="list-style-type: none"> Garment construction instructions and specifications and interpret them accurately Method to make use of the information detailed in specifications and explain the instructions Relation between work role and the overall manufacturing process The importance of taking action when problems are identified Different ways of minimising waste The importance of running maintenance. Common faults with equipment and the method to rectify Maintenance procedures 	Same as above
7	<p>Maintain health, safety and security at workplace</p> <p>Theory Duration (hh:mm)</p>	<ul style="list-style-type: none"> Comply with health and safety related instructions applicable to the workplace Use and maintain personal protective equipment as per protocol Maintain a healthy lifestyle and guard against dependency on 	Same as above

	<p>25:00</p> <p>Practical Duration (hh:mm) 35:00</p> <p>Corresponding NOS Code AMH/N0103</p>	<p>intoxicants</p> <ul style="list-style-type: none"> Follow environment management system related procedures Identify and correct if possible) malfunctions in machinery and equipment Report any service malfunctions that cannot be rectified Store materials and equipment in line with manufacturer's and organizational requirements Safely handle and move waste and debris Minimize health and safety risks to self and others due to own actions Seek clarifications, from supervisors or other authorized personnel in case of perceived risks Monitor the workplace and work processes for potential risks and threats Carryout periodic walk-through to keep work area free from hazards and obstructions, if assigned Report hazards and potential risks/threats to supervisors or other authorized personnel Participate in mock drills/evacuation procedures organized at the workplace 	
8	<p>Comply with industry, regulatory and organizational essentials</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code AMH/N1505</p>	<ul style="list-style-type: none"> Carryout work functions in accordance with legislation and regulations, organizational guidelines and procedures Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel Apply and follow these policies and procedures within your work practices Provide support to your supervisor and team members in enforcing these considerations Identify and report any possible deviation to these requirement 	Same as above
9	<p>Soft Skills</p> <p>Theory Duration (hh:mm) 03:00</p> <p>Practical Duration (hh:mm) 02:00</p> <p>Bridge Module</p>	<ul style="list-style-type: none"> Understand importance of effective communication Communicate effectively with others Identify and follow personal grooming and hygiene Follow organization procedures and maintain personal health and hygiene and avoid habits like ghutka, tobacco etc. Interact effectively in a group Manage time effectively Understand importance of resume and prepare your resume 	White & Black board, marker, Duster

		<ul style="list-style-type: none"> Prepare for interviews 	
10	<p>First aid and CPR</p> <p>Theory Duration (hh:mm) 02:00</p> <p>Practical Duration (hh:mm) 03:00</p> <p>Bridge Module</p>	<ul style="list-style-type: none"> Identify methods of first aid Undertake basic first aid, Undertake basic CPR 	First Aid Kit
	<p>Theory Duration 210:00</p> <p>Practical Duration 510:00</p> <p>Total Duration 720Hrs</p>		

Grand Total Course Duration: **720 Hours**

(This syllabus/ curriculum has been approved by APPAREL, MADE-UP'S AND HOME FURNISHING SECTOR SKILL COUNCIL)

Trainer Prerequisites for Job role: “Production Supervisor- Sewing” mapped to Qualification Pack: “AMH/Q2101, version 1.0”

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack “AMH/Q 2101”
2	Personal Attributes	The candidate should have aptitude for conducting training, pre /post work to ensure competent, employable candidates at the end of training. Strong communication skills, interpersonal skills, ability to work as team; diligent and is passionate for maintaining the quality in content and training delivery methodology. Candidate should have basic understanding of English language; however this should not be a restrictive criterion as long as the candidate is willing and open to learn. He/she must be able to speak, read and write in the local language.
3	Minimum Educational Qualifications	<ul style="list-style-type: none"> • Diploma of minimum 1 year duration in the relevant trade • ITI in relevant trade • Graduate in the relevant trade
4a	Domain Certification	Certified for Job Role: “Production Supervisor-Sewing” mapped to QP: “AMH/Q2101”, version 1.0. Minimum accepted score as per SSC guidelines is 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402” with scoring of minimum 80%.
5	Experience	<ul style="list-style-type: none"> • Diploma of minimum 1 year duration in the relevant trade with 2 years of work experience in relevant trade • ITI in relevant trade with minimum 2 years of work experience in relevant trade • Graduation in relevant trade with minimum 2 years of work experience in relevant trade, • He should be able to communicate in English and local language. He should have knowledge of equipment, tools, material, Safety, Health & Hygiene.

Annexure: Assessment Criteria

Assessment Criteria for Pressman	
Job Role	Production Supervisor-Sewing
Qualification Pack	AMH/Q2101, version 1.0
Sector Skill Council	APPAREL, MADE-UP'S AND HOME FURNISHING

Sr. No.	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 70% aggregate in QP
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	Marks Allocation				
		Total Marks	Out Of	Theory	Skills Practical	Viva
1.AMH/N2101 Understand production specification and process	PC1. Analyse & interpret the given tech pack or specification sheet of the garment sample to be developed	60	5	2	1	2
	PC2. collate the required details regarding production planning and scheduling		5	2	1	2
	PC3. ensure conformance of samples pattern & cut pieces as per the given specification sheet		4	1	1	2
	PC4. analyze schedules and throughput of various styles		5	2	2	1
	PC5. evaluate the consumption of material and accessories		4	2	1	1
	PC6. get update about the bill of material for the job order		5	3	1	1
	PC7. breakdown operations and prepare or interpret operation bulletin		5	2	2	1
	PC8. understand machinery layout requirements for the specific products		4	2	1	1
	PC9. plan quality check points and control limits		3	1	1	1
	PC10. plan reduction of material and start-up losses		4	1	1	2
	PC11. conduct or refer findings of pilot run		4	1	2	1
	PC12. ensure all concerned people are updated of all the changes in buyer's specification		4	1	2	1
	PC13. identify skill levels of the operators for the production line		4	1	2	1
	PC14. identify operators and assign them tasks as per their skill and proficiency levels		4	1	2	1
	Total	60	22	20	18	
2.AMH/N2102 Coordinate and plan production as per specifications and schedule	PC1. participate in pre-production meetings and communicate pro-actively to develop process and product understanding		6	2	2	2
	PC2. set qualitative and quantitative output target for each operation		5	2	1	2

	PC3. carryout pilot run or update with the findings of the pilot run and sampling for the particular style		4	1	2	1
	PC4. coordinate with planning /industrial engineering / for machine layout work aids		5	1	2	2
	PC5. coordinate with corresponding departments for ensuring the right quantity and quality of material is received	55	4	2	1	1
	PC6. allocate the operators as per their skill level for various operations		5	1	2	2
	PC7. coordinate with stores/ cutting dept./ qc lab / manager in charge to ensure preparedness to meet the production target		5	2	2	1
	PC8. set the process / line assembly/ batch in the sewing operation		6	1	3	2
	PC9. coordinate with quality control to check initial output and set quality check points		5	2	2	1
	PC10. ensure process for accuracy of input and output with regards to interdepartmental movement, vendor movement, incoming material and outgoing material.		5	2	2	1
	PC11. creating or complying with recording systems being used for monitor production targets		5	1	2	2
	Total		55	17	21	17
3.AMH/N2103	PC1. layout / set up machines in an arrangement that makes it easier and effective for material handling		4	1	2	1
Execute and monitor production as per the plan, schedule and quality norms	PC2. ensure all machinery work aids and handling aids are in proper condition		3	1	1	1
	PC3. ensure all accessories are in the store ready for issue		4	1	2	1
	PC4. ensure all quality checkpoints are in place for incoming intermediate and final stages		3	1	1	1
	PC5. follow up and check the incoming material for the first few pieces		3	1	1	1
	PC6. follow up and check first few pieces coming out of every operation		3	1	1	1
	PC7. approve the pieces from the quality control department		3	1	1	1
	PC8. verify the product as per the spec sheet		3	1	1	1
	PC9. verify the product through the merchandiser for ensuring all comments from the buyer have been updated	55	3	1	1	1

	PC10.minimize losses such as breakdown time, waiting time etc.		3	1	1	1
	PC11.create a mechanism / arrange for updating output periodically		3	1	1	1
	PC12.monitor and maintain periodic output as per target.(qualitative and quantitative)		4	1	2	1
	PC13.motivate and support team members to achieve and improve the desired level of output		3	1	1	1
	PC14.make necessary changes in case of contingencies		3	1	1	1
	PC15.control cost and wastage		4	2	1	1
	PC16.collaborate in organizational level initiatives on quality & productivity		3	1	1	1
	PC17.ensure preventive maintenance schedules are followed		3	1	1	1
		Total	55	18	20	17
4.AMH/N2104 Manage performance and relations with people in the group and out of the group	PC1. Receive work instructions and feedback from reporting manager or other seniors in a proactive manner.	45	3	1	1	1
	PC2. Communicate targets and get concurrence on targets from team members.		3	1	1	1
	PC3. Communicate to reporting superior about process flow improvements.		3	1	1	1
	PC4. communicate and sensitize about the defects and anticipated difficulties		4	1	2	1
	PC5. sensitize about the defects received from previous process and the losses on account of the same		3	1	1	1
	PC6. communicate to reporting superior about the shortages or performance related targets		4	1	2	1
	PC7. re-work based on feedback provided by superior on product, process and people		3	1	1	1
	PC8. motivate and organize team members to achieve the desired results		3	1	1	1
	PC9. sensitize group members on the effects of absenteeism and low productivity		3	1	1	1
	PC10.monitor each individual for his performance and assist him for improvement		4	1	2	1
	PC11.represent collective concerns to appropriate authorities		3	1	1	1
	PC12.work with colleagues of other departments to ensure smooth process flow of input and output		3	1	1	1
	PC13.communicate and discuss work flow related difficulties in order to find solutions with mutual		3	1	1	1

	PC14.receive the feedback from other departments, given if any, and rework in order to complete work on time		3	1	1	1
		Total	45	14	17	14
5.AMH/N2105 Maintaining Tools equipments and machinery	PC1. ensure the machines are laid out as per the consensus between production, planning , industrial engineering		4	1	2	1
	PC2. ensure the machines, work stations are in a satisfactory working condition		3	1	1	1
	PC3. refer to findings of pilot run or carryout pilot run		3	1	1	1
	PC4. ensure work aids and attachments are as per specifications and working condition		3	1	1	1
	PC5. pathways and workflow areas as per compliance requirements		3	1	1	1
	PC6. ensure preventive maintenance schedules are complied with		3	1	1	1
	PC7. during production ensure that breakdown does not consume much time and equipment is replaced in case of extraordinary delays		3	1	1	1
	PC8. store materials and equipment are in line with manufacturer's and organizational requirements		4	1	2	1
	PC9. ensure work in process is maintained at an optimal level		3	1	1	1
	PC10.ensure the storage areas are clean and clear and have been marked or labeled clearly		3	1	1	1
	PC11.ensure that storage is done as per requirement		3	1	1	1
	PC12.ensure that handling is done as desired		3	1	1	1
	PC13.ensure that bundle tickets or identity of goods is maintained		3	1	1	1
	PC14.ensure that special provisions of handling like shade sorting, size sorting is maintained	65	3	1	1	1
	PC15.ensure ambient and required lighting is appropriate		3	1	1	1
	PC16.put special check points on critical operations		3	1	1	1
	PC17.develop & use templates for enhancing productivity		3	1	1	1
	PC18.identify the role of central utilities like pneumatic,electrical, boilers in the production process		3	1	1	1
	PC19.carry out basic and advanced machine settings		3	1	1	1

	PC20. carry out machine settings with reference to utilities		3	1	1	1
	PC21. understand ergonomics in working on various operation		3	1	1	1
		Total	65	21	23	21
6.AMH/N0103						
Maintain health, safety and security at work place	PC1. Comply with health and safety related instructions applicable to the workplace		3	1	1	1
	PC2. Use and maintain personal protective equipment as per protocol		3	1	1	1
	PC3. Carry out own activities in line with approved guidelines and procedures		3	1	1	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	1	1	1
	PC5. Follow environment management system related procedures		3	1	1	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		3	1	1	1
	PC7. Report any service malfunctions that cannot be rectified		3	1	1	1
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements	55	3	1	1	1
	PC9. Safely handle and move waste and debris		3	1	1	1
	PC10. Minimize health and safety risks to self and others due to own actions		3	1	1	1
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		3	1	1	1
	PC12. Monitor the workplace and work processes for potential risks and threats		3	1	1	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions if any		3	1	1	1
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		4	1	2	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		3	1	1	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		3	1	1	1

	PC17. Take action based on instructions in the event of fire, emergencies or accidents		3	1	1	1
	PC18. Follow organization procedures for shutdown and evacuation when required		3	1	1	1
		Total	55	18	19	18
7. AMH/N1505 Comply with industry , regulatory and organizational requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	15	3	1	1	1
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		3	1	1	1
	PC3. Apply and follow these policies and procedures within your work practices		3	1	1	1
	PC4. Provide support to your supervisor and team members in enforcing these considerations		3	1	1	1
	PC5. Identify and report any possible deviation to these requirements		3	1	1	1
		Total	15	5	5	5
Grand Total			350	115	125	110



Apparel, Made-Ups & Home Furnishing Sector Skill Council
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