

Model Curriculum

Hand Embroiderer

SECTOR: APPAREL, MADE-UPS AND HOME FURNISHING
SUB-SECTOR: APPAREL / MADE-UPS / HOME FURNISHING
OCCUPATION: EMBROIDERY
REF ID: AMH/Q1001
NSQF LEVEL: 4



Certificate

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: 'Hand Embroiderer' OP No. 'AMH/Q1001 NSQF Level 4'

Date of Issuance: **December 15, 2015**

Valid up to: **December 15, 2016**

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

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Hand Embroiderer

CURRICULUM / SYLLABUS

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

Program Name	Hand Embroiderer		
Qualification Pack Name & Reference ID.	Hand Embroiderer ; AMH/Q1001		
Version No.	1.0	Version Update Date	14-12 – 2016
Pre-requisites to Training	Preferably Class V		
Training Outcomes	1. Carry out different types of embroidery stitches – Flat, Loop & Knotted stitches		
	2. Embroider decorative designs using a combination of stitches & work styles		
	3. Contribute to achieve quality in embroidery work		
	4. Maintaining work premises & tools		
	5. Maintain health, safety and security at workplace		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Hand Embroiderer” Qualification Pack issued by “APPAREL, MADE-UPS AND HOME FURNISHING SECTOR SKILL COUNCIL”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction: Ice Breaking session.</p> <p>General Rules to be Followed in institute</p> <p>Carry out different types of embroidery stitches – Flat, loop and knotted stitches</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 45:00</p> <p>Corresponding NOS Code AMH/N1001, AMH/N1002, AMH/N1004</p>	<p>The individual will be able to know and understand</p> <ul style="list-style-type: none"> • Importance of hand embroidery • Types of hand embroidery • Technical terms associated with different kinds of embroidery work <p>A. After going through this session the individual will be able to :</p> <p>a. recognize tools and materials for different types of embroidery</p> <p>b. gain knowledge of different types of fabrics , other materials and accessories used in embroidery like :</p> <ul style="list-style-type: none"> • Different types of trims • Thread, thread thickness, shades and sizes • Types of needles and their suitability <p>c. gain knowledge about different types of embroidery material and how they differ</p> <p>d. know different categories of basic stitches of hand embroidery- their techniques and application</p> <p>e. types of defects and the procedure to check the materials required for embroidery with the given specification and free from faults</p> <p>f. understand the artwork and follow the instructions and design specifications given for the embroidery to be done.</p> <p>g. analyse and interpret the given design which needs to be embroidered and type of embroidery that is required to be done</p> <p>h. trace design on fabric/material to be embroidered</p> <p>i. select appropriate needle and thread for the type of embroidery to be carried out according to the texture and fibre material.</p> <p>j. identify color combination/usage of thread as per the given design</p> <p>k. handle the materials and tools safely and correctly</p> <p>l. use correct lifting and handling procedures</p>	<p>Thread, various materials, count and ply, Novelty Yarns, Badges, stickers, patches and other surface embellishments, Masking Tape, Needles of various sizes, Thimbles, Measuring tape 150cm, Scissors – paper cutting/fabric cutting, Frame/square round – various diameters, Tracing paper, Carbon Paper (Various colours), Kerosene, Cotton Swabs/Dabber, Ink, Hand held thread trimmer, Seam Ripper, Pencils (HB, 2B, 4B), Pick glass, pens, Tracing Wheel, Tailor’s Chalk, Pins & safety pins, Dress maker’s Pin, Nonwoven Non-fusible Backing Paper, Nonwoven Fusible Backing Paper, Hand embroidery workbook, Student’s Chair with Table Arm, Teacher’s Table, Display Board (6X3ft), Boxes for storing items, White Board, White Board Marker, Labels and Stickers, Metallic Cupboard, File cabinet, Dress Form (Various sizes of Male/Female/Kids), Hanger (wooden or plastic material), Dustbin, Swatch Files, Trim Files, Embroidery Design Templates, Design Specification sheet</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>m. carry out the following stitches –</p> <ul style="list-style-type: none"> • Running stitch • Back stitch • Stem stitch • Satin stitch • Kashmiri stitch • Couching stitch • Cross stitch technique • Herringbone stitch • Different type of loop stitches • Different types of knotted stitches <p>n. check with in charge, when unsure of new product details</p> <p>o. minimise and dispose the waste materials in the approved manner</p> <p>p. Carry out operations at a rate which maintains the flow</p> <p>q. respond appropriately if the embroidery do not meet product/design specification & take corrective action</p> <p>r. take action in the event of damaged tool/material</p>	
2	<p>Embroider decorative designs using a combination of stitches and work styles</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 35:00</p> <p>Corresponding NOS Code AMH/N1002</p>	<p>The session will impart knowledge about combination of stitches and the individual will be able to :</p> <p>a. make sure that the work area is free from hazards</p> <p>b. ensure the materials used meet the specification matching –</p> <ul style="list-style-type: none"> • Embroidery artwork • Design sample of the embroidered product <p>c. select the correct component parts/fabric/material/tool for embroidery</p> <p>d. trace the embroidery design accurately & neatly on the fabric</p> <p>e. make satin, chain, buttonhole stitches and different types of edges(hem stitch, scallops, lace & rolled hem)</p> <p>f. make long and short, shade work, satin and french knot stitches</p> <p>g. carry out applique work as per design details</p> <p>h. use and combine different hand embroidery techniques to creative decorative designs such as –</p> <ul style="list-style-type: none"> • Cross stitch • Tapestry stitch • Shadow work 	same as above

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • Mirror work • English smocking • Cut work • Sindhi work <p>i. ensure the embroidered design conform to the artwork specifications</p> <p>j. inspect embroidered product against specifications</p> <p>k. perform all embroidery functions with accuracy and precision and conform to the company quality standards.</p> <p>l. understand common factors affecting stitching and embroidery</p> <p>m. identify problems and hazards encountered when working on different types of materials, and the procedures for dealing with them</p>	
3	<p>Contribute to achieve quality in embroidery work</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code AMH/N1003</p>	<p>The session will help the individual to understand the importance of quality standards and the methods to maintain them. He will be able to :</p> <p>a. identify and use materials based on the specifications</p> <p>b. take necessary actions when the material does not conform to the quality standards by identifying different types of defects, techniques to detect them. The techniques are:</p> <ul style="list-style-type: none"> • carrying out quality checks at the specified intervals according to the instructions • finding materials and components for creased, stained, damaged and incorrectly made up components parts • marking / segregating/ replacing rejects or components part that do not match the specification, in the designated locations • identifying the modifiable defects and work on them <p>c. understand the consequences of using incorrect tools for hand embroidery</p> <p>d. carry out work safely and at a rate which maintains workflow</p> <p>e. Test sort, track feed and examine the work in progress</p> <p>f. report about the faults to the appropriate person</p>	same as above

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>g. apply the allowed tolerances</p> <p>i. make adjustments promptly to ensure the embroidery work matches the specifications</p> <p>j. maintain the required productivity and quality levels.</p> <p>k. complete and maintain documents</p>	
4	<p>Maintaining work premises and tools</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 15:00</p> <p>Corresponding NOS Code AMH/N1004</p>	<p>The session will impart knowledge about importance and the method to maintain the tools and work premises and the individual will be able to :</p> <p>a. Maintain clean and hazard free working area</p> <p>b. Maintain the hand embroidery tools</p> <p>c. Adopt Safe working practices for cleaning and the method of carrying them out</p> <p>d. Report damaged tools and materials</p> <p>e. Ensure that the correct tools, needles, threads, trims required for hand embroidery are in place.</p> <p>f. Know the ways of minimising waste</p> <p>g. Understand the hazards that are likely to be encountered when conducting routine maintenance</p> <p>h. Know different types of cleaning substances and their uses</p> <p>i. Effects of contamination on products</p>	<p>Masking Tape, Needles, various sizes, Thimbles, Measuring tape 150cm, Scissors – paper cutting/fabric cutting, frame/square round – various diameters, Tracing paper, Carbon Paper (Various colours), Kerosene, Cotton Swabs/Dabber, Ink, Hand held thread trimmer, Seam Ripper, Tracing Wheel, Tailor’s Chalk, Pins & safety pins, Dress maker’s Pin, Nonwoven Non-fusible Backing Paper, Nonwoven Fusible Backing Paper</p>
5	<p>Maintain health, safety and security at workplace</p> <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 15:00</p> <p>Corresponding NOS Code AMH/N0103</p>	<p>After going through the session , the individual will be able to know and learn the importance of maintaining health safety and security at Work place by identifying the need to :</p> <p>a. Comply with health and safety related instructions applicable to the workplace</p> <p>b. Use and maintain personal protective equipment as per protocol</p> <p>c. Maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>d. Follow environment management system related procedures</p> <p>e. Identify and correct if possible) malfunctions in machinery and equipment</p>	<p>Student's Chair with Table Arm, Teacher's Table, Display Board (6X3ft), Boxes for storing Items, White Board, White Board Marker, Labels and Stickers, Metallic Cupboard, documents related to health and safety measures</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>f. Report any service malfunctions that cannot be rectified</p> <p>g. Store materials and equipment in line with manufacturer's and organizational requirements</p> <p>h. Safely handle and move waste and debris</p> <p>i. Minimize health and safety risks to self and others due to own actions</p> <p>j. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>k. Monitor the workplace and work processes for potential risks and threats</p> <p>l. Carryout periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>m. Report hazards and potential risks/threats to supervisors or other authorized personnel</p> <p>n. Participate in mock drills/evacuation procedures organized at the workplace</p> <p>o. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>p. Take action based on instructions in the event of fire,</p> <p>q. Follow organization procedures</p>	
	<p>Total Duration: 200Hrs</p> <p>Theory Duration 60Hrs</p> <p>Practical Duration 140Hrs</p>	<p>Unique Equipment Required Thimbles, Frame/square round – various diameters, Pick glass</p>	

Grand Total Course Duration: 200 Hours

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

Trainer Prerequisites for Job role: “Hand Embroiderer” mapped to Qualification Pack: “AMH/Q1001,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 “Q1001”
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. The candidate should be able to communicate in English, Hindi and local language
3	Minimum Educational Qualifications	ITI/Diploma/ Certificate Course in Costume Designing with Hand Embroidery as main subject
4a	Domain Certification	Certified for Job Role: “Hand Embroiderer” mapped to QP: “AMH/Q1001”, version 1.0. Minimum accepted score as per SSC guidelines is 90%.
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	5 years' experience in the same area.

Annexure: Assessment Criteria

Assessment Criteria for Hand Embroiderer	
Job Role	Hand Embroiderer
Qualification Pack	AMH/Q1001, 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

		Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
1. AMH/N 1001 (Carryout different types of embroidery stitches –Flat, Loop & Knotted stitches)	PC1. Analyze & interpret the given design which needs to be embroidered & the type of embroidery that is required to be done	100	6	2	2	2
	PC2. Check the materials required for embroidery with the given specifications		4	1	2	1
	PC3. Trace design on fabric/material to be embroidered if required		8	1	6	1
	PC4. Select appropriate needle & thread for the type of embroidery to be done, according to the texture & fibre of the material Carry out Different Types of Flat Stitches		6	1	4	1
	PC5. Use needle & thread to carryout Running stitch on a given material as per the given specifications & Quality standards		6	2	3	1
	PC6. Carryout Back stitch & Stem stitch on fabric		6	2	3	1
	PC7. Carryout Satin stitch & Kashmiri stitch to Embroider different patterns		6	1	4	1
	PC8. Use couching stitch in hand embroidery as per		6	1	4	1
	PC9. Use cross stitch technique to embroider Different designs		6	1	4	1
	PC10. Use herring bone stitch technique for Embroidery		6	1	4	1
	PC11. Carryout different types of Loop stitches for creating embroidery patterns/designs such as:- Chain Stitch - Button hole Stitch - Blanket Stitch - Fishbone Stitch - Feather Stitch - fly Stitch Carry out Different Types of Knotted Stitches		6	1	4	1
	PC12. Carryout different types of knotted stitches such as French knot, Double knot and Bullion knot Stitch		6	1	4	1
	PC13. Check with in charge/others when unsure of		6	1	3	2
	PC14. Minimise and dispose the waste materials in the approved manner		8	3	4	1
	PC15. Carry out Operations at a rate which maintains Workflow		8	2	5	1

		Marks Allocation				
		Total Marks	Out Of	Theory	Skills Practical	Viva
	PC16. Respond appropriately if the embroidery do Not meet product/ design specification & take corrective action		6	1	4	1
		Total	100	22	60	18
2.AMH/N1002 (Embroider decorative designs using a combination of stitches & work styles)	PC1. Make sure the work area is free from hazards	100	5	1	3	1
	PC2. Select thread and needle according to the Texture & fibre of material		5	3	1	1
	PC3. Follow the instructions & design specifications given for the embroidery to be done		5	1	2	2
	PC4. If required, trace the embroidery design accurately & neatly on the fabric		5	1	3	1
	PC5. Ask questions to obtain more information on tasks when the instructions you have are unclear		5	3	1	1
	PC6. Use the correct tools and materials		5	1	3	1
	PC7. Select the correct component parts/fabric/material for embroidery		7	1	4	2
	PC8. Check that the materials to be used are free From faults		5	1	3	1
	PC9. Ensure the materials used meet the Specification matching a. Embroidery Artwork b. Design sample of the embroidered product		8	3	3	2
	PC10. Report faults in the materials		4	1	2	1
	PC11. Conform to company quality standards		5	1	3	1
	PC12. Report any damaged work to the responsible person		5	1	3	1
	PC13. Make Satin, chain, buttonhole stitches & Different type so fedges (hemstitch, scallops, lace & ...)		4	1	2	1
	PC14. Make Long & short, shade work, satin & French knot stitches		5	1	3	1
PC15. Carry out Applique work as per design details	5	1	3	1		

		Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
	PC16. Use & combine different hand embroidery Techniques to create decorative designs such as: - Cross Stitch - Tapestry Stitch - Shadow work - Mirror work - English Smocking - Cutwork - Sindhi Work		5	1	3	1
3. AMH/N1003 (Contribute to achieve quality in embroidery work)	PC1. Identify and use materials required based on the specifications	90	8	4	2	2
	PC17. Ensure the embroidered design conforms to the artwork specifications		5	1	3	1
	PC18. Inspect embroidered products against Specifications		8	2	3	3
	PC19. Perform all embroidery operations with Precision & accuracy		4	1	2	1
			10	26	5	2
	PC5. Carryout work safely and at a rate which Maintains workflow		9	1	5	3
	PC6. Report to the responsible person when the work flow of other production are as disrupts work		5	1	3	1
	PC7. Test, sort, track feed and examine work in progress		5	1	3	1
	PC8. Carry out quality checks at specified intervals according to instructions		5	1	3	1
	PC9. Apply the allowed tolerances		6	1	4	1
	PC10. Identify faults and take appropriate action for		6	1	4	1
	PC11. Make adjustments promptly to ensure the embroidery work matches the specification		8	3	3	2
	PC12. Fault-find materials and components for creased, stained, damage and incorrectly made-up		8	4	2	2
	PC13. Report faults in other processes to the appropriate person		4	1	2	1
	PC14. Maintain the required productivity and quality		5	1	3	1
PC15. Complete and maintain documentation	5	1	3	1		
	Total	90	25	45	20	

		Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
4.AMH/N1004 (Maintaining work premises and tools)	PC1. Handle materials, machinery, equipment and tools safely and correctly	50	4	1	2	1
	PC2. Use correct lifting and handling procedures		3	1	1	1
	PC3. Use materials to minimize waste		4	1	2	1
	PC4. Maintain a clean and hazard free working area		4	1	2	1
	PC5. Maintain hand embroidery tools		4	1	2	1
	PC6. Carry out maintenance and/or cleaning within		4	1	2	1
	PC7. Carryout running maintenance within agreed schedule		3	1	1	1
	PC8.. Report damaged tools & materials		4	1	2	1
	PC9. Ensure that the correct tools, needle, thread & trims required for hand embroidery are in place		3	1	1	1
	PC10. Work in a comfortable position with the correct posture		3	1	1	1
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		3	1	1	1
	PC12. Dispose of waste safely in the designated Location		4	1	2	1
	PC13. Store cleaning equipment safely after use		4	1	2	1
	PC14. Carry out cleaning according to schedules and		3	1	1	1
Total		50	14	22	14	
5.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		4	1	2	1
	PC4. Maintain a healthy life style and guard against Dependency on intoxicants		4	1	2	1
	PC5. Follow environment management system related procedures		3	1	1	1

		Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
	PC6. Identify and correct (if possible) malfunctions in Machinery and equipment		4	1	2	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 organisational requirements		3	1	1	1
	PC9. Safely handle and move waste and debris		4	1	1	2
	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		4	1	2	1
	PC12. Monitor the work place and work processes For Potential risks and threats		3	1	1	1
	PC13. Carryout periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	1	1	1
	PC14. Report hazards and potential risks/ threats to Supervisors or other authorized personnel		3	1	1	1
	PC15. Participate in mock drills/evacuation Procedures organized at the workplace		4	1	2	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do		3	1.5	0.5	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		3	1	1	1
	PC18. Follow organisation procedures for shutdown And evacuation when required		3	0.5	1.5	1
		Total	60	18	23	19
	Grand Total		400	105	200	95



Apparel Made-ups and Home Furnishing Sector Skill Council
Apparel House, Institutional Area, Sector-44, Gurgaon-122003, Haryana