# Model Curriculum

**QP Name:  Specialised Sewing Machine Operator**

**QP Code: AMH/Q2301**

**QP Version: 2.0**

**NSQF Level: 4**

**Model Curriculum Version: 2.0**

Apparel,Made-ups & Homefurnishing Sector Skill Council |Flat No. A312 To A323, Third Floor Somdatt Chamber –I Bikhaji Cama Place, Africa Avenue Ned Delhi-110066,

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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 | Minimum 8th Class and 2 Years of relevant experience OR NSQF Level 3 (Sewing Machine Operator) with one year of relevant experience |
| Pre-Requisite License or Training | NA |
| Minimum Job Entry Age | 18 Years |
| Last Reviewed On | |
| Next Review Date | |
| NSQC Approval Date | |
| QP Version | 2.0 |
| Model Curriculum Creation Date | 27/08/2021 |
| Model Curriculum Valid Up to Date | |
| Model Curriculum Version | 2.0 |
| Minimum Duration of the Course | 315 |
| Maximum Duration of the Course | 315 |

# 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 |
|---|---|---|---|---|---|
| **Module 1 Introduction and Orientation- Bridge Module** | 2:00 | 0 | NA | NA | 02:00 |
| **Module 2 AMH/N0102: Maintain workarea, tools and machines and Greening of Job Roles** Maintain workarea, tools and machines and Greening of Job Roles | 12:00 | 08:00 | NA | NA | 20:00 |
| **AMH/N0103: Maintain health, safety and security at work place with Gender and PwD Sensitization** **Module 3** Maintain health, safety and security at work place with Gender and PwD Sensitization | 18:00 | 10:00 | NA | NA | 28:00 |
| **AMH/N2301: Carry out different types of stitches using an specialized sewing machine** **Module 4** Prepare for the stitching operation | 15:00 | 20:00 | NA | NA | 35:00 |
| **Module 5** Stitch the product using specialized sewing machine | 10:00 | 80:00 | | | 90:00 |
| **Module 6 AMH/N2302: Contribute to achieve quality in sewing work** Identify methods to contribute to achieve quality in sewing work | 20:00 | 55:00 | NA | NA | 75:00 |
| **Module 7 Soft Skills (Bridge Module)** | 03:00 | 02:00 | NA | NA | 05:00 |
| | 80 | 175 | | | 255 |

# Module Details

## Module Name 1: 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' plays in the process.
- Understand the production process

| Duration: <2:00> | Duration: <00:00> |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>Identify the scenario of apparel sector.</li><li>Identify roles and responsibilities of a</li><li>Specialized Sewing Machine Operator.</li></ul> | |
| **Classroom Aids:** ||
| **Charts, Models, Flip Chart, White-Board/Smart Board, Marker, Duster** ||
| **Tools, Equipment and Other Requirements** ||
| **training kit (trainer guide, presentations)**<br><br>  **Unique Equipment Required:** ||

# Module Name 2 : Maintain a healthy, safe and secure working environment with Gender and PwD Sensitization

## Maped to (AMH/N0102) V2.0

**Terminal Outcomes:**

- Demonstrate the process involved to keep up the Saftety and secure working environment
- Discussed the importants of PWD & Gender Sensitivy

| Duration: 018:00 | Duration: 10:00 |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>Explain health and safety related practices applicable at the workplace.</li><li>Explain importance of complying with health, safety, gender and PwD related instructions applicable to workplace</li><li>Explain gender equality in apparel industry and methods.</li><li>Describe hazards like physical injuries, electric shock, etc. associated with operation and handling of sewing machines.</li><li>State compliance requirements related to stitching.</li><li>State organizational procedures for safe handling of equipment and machine operations.</li><li>Check the workplace and work processes for potential risks and threats like physical injuries from the machine and tools, fire, etc.</li><li>Describe various personal protective equipment like nose mask, lock guard, etc.</li><li>Discribe the organizational standards, greening solutions, procedures, policies, legislation and regulations.</li></ul> | <ul><li>Discuss importance of training sensitization programs for gender, and PwD awareness organized at workplace.</li><li>Identify signage related to health and safety measures.</li><li>Identify the best use of materials to minimize waste.</li><li>Carryout running maintenance within agreed schedules.</li><li>Carry out maintenance and cleaning of tools and equipment within ones responsibility.</li><li>Make sure that the correct machine guards are in place.</li><li>Choose the correct posture of working in a comfortable position.</li><li>Select cleaning equipment and methods appropriate for the work.</li><li>Dispose waste safely in the designated location.</li><li>Store cleaning equipment safely after use.</li><li>Identify how to use different tools and equipment related to stitching like scissors, thread cutters, etc. safely and securely.</li></ul> |
| **Classroom Aids:** | |
| Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster | |
| **Tools, Equipment, and Other Requirements** | |
| Sewing Machines and related equipment | |

# Module Name 3: Comply with industry, regulatory and organizational requirements and Greening of Job roles

## AMH/N0103 V2.0

**Terminal Outcomes:**

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

| *Duration: 18:00* | *Duration:10:00* |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>Discuss the significance of specified usage of resources at work area</li><li>Evaluate the different ways to conserve energy in Apparel sector</li><li>State the importance of having an ethical and value based approach to governance.</li><li>State benefits to self and the organisation due to the practice of values and ethics.</li><li>State the importance of punctuality and attendance.</li><li>Interpret correctly legal, regulatory and ethical requirements specific to the apparel industry.</li><li>State customer specific requirements mandated as a part of the work process.</li><li>State country/customer specific regulations for the apparel sector and their importance.</li><li>State reporting procedure of the organisation in case of deviations.</li><li>State limits of personal responsibility.</li><li>Follow the organisational policies and procedures within limits of own responsibility.</li><li>Provide support to the supervisor and team members in enforcing the organisationalconsiderations</li></ul> | <ul><li>Identify different ways of minimizing wastage.</li><li>Discussed the importance of energy</li><li>Discussed how to save energy</li><li>Switchof the machine when not in use.</li><li>Carrying out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.</li><li>Demonstrate the method of handling and storage of waste materials such as paper, sketches, colouring tools, electronic waste, etc</li><li>Identify procedures to follow if legal, regulatory and ethical requirements of theorganisation are not met.</li><li>Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures.</li><li>Identify and report any possible deviation to regulatory requirements.</li><li>Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel.</li><li>Identify methods to be vigilant for potential risks and threats associated with the workplace and equipment such as physical injuries from scissors, etc.</li><li>Perform emergency procedures such as first-aid and Cardio Pulmonary Resuscitation (CPR).</li></ul> |
| **Classroom Aids:** | |
| Charts, Flip Chart, White-Board/SmartBoard, Marker, Duster | |
| **Tools, Equipment, and Other Requirements** <br> First Aid kit, Fire Extinguisher , machinery and equipment | |

# Module Name 4: Preparation for stitching operations

## Maped to (AMH/N2301) V2.0

**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 jobcard
- Responsibilities under health, safety and environmental legislation
- Guidelines for storage and disposal of waste material
- Discribe the Job role and responsibilities
- Discribe the documentation and reporting formats

| Duration: 15:00 | Duration: 20:00 |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>State the organization's policies and procedures.</li><li>on apparels and other related areas.</li><li>Describe the range of techniques most suited to the different types of apparel.</li><li>Describe various parts of a garment such as pockets, fronts, backs, collars, cuffs, sleeves, etc.</li><li>Describe how to assemble various garment parts to make the final product. or machine stitching.</li><li>Optimize the positioning and layout of materials to ensure a smooth and rapid throughput.</li><li>Report faults in the materials.</li><li>Describe the method of sharing domain related information with team members.</li><li>Select the fabric as per the specs in the tech-pack.</li><li>Select the sewing machine , tools and equipment as per the requirement of the garment construction**.**</li></ul> | <ul><li>Explain various types of fabrics/apparels and garments.</li><li>Explain the use of a specification chart.</li><li>Explain the characteristics of the fabric materials and how they differ with each other.</li><li>Identify various apparels and their parts.</li><li>Identify various sources of updates</li><li>Identify the respective types of fabrics/apparels that require stitching by hand</li><li>Identify the potential hazards associated with the machines and the safety precautions that must be taken.</li><li>Identify different types of raw material like fabrics, trims , accessories used for garment construction.</li><li>Identify the various types of garments and their components.</li><li>Identify the different types of tools , equipment and sewing machines usedfor garment construction.</li><li>Explain the garment construction process.</li><li>Analyse the specifications given in the tech-pack.</li><li>Identify the types of stich classes in garment construction.</li><li>Identify the types of seam classes in the garment construction.</li><li>Check that the raw material like fabric , thread os free from defect.</li><li>Demonstrate the measurement techniques for a garment.</li><li>⬜ Check that the garment components free from defects and marked properly.</li></ul> |

**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 5: Stitch the product using specialized sewing machine

## Maped to (AMH/N2301) V2.0

**Terminal Outcomes:**

- Understand the diffrant componants of garment
- Importance of diffrant type of seams
- Adujectment of Machine parts as per the garmet
- Defrince between two parts of apparel

| *Duration: 10:00* | *Duration: 80:00* |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>Demonstrate the fixing of the attachment to the sewing machine whenever required.</li><li>Match the notches of the components before stitching.</li><li>Follow the instructions & specifications given in the techpack to stitch the sample</li><li>Report faults in the materials or any damaged work to the relevant personnel</li></ul> | <ul><li>Demonstrate threading of the sewing machine.</li><li>Set the controls of the sewing machine as per the requirement of garment construction.</li><li>Carry out the test sews.</li><li>Construct different types of seams using different stitch classes.</li><li>Identify the different types of stitching defects.</li><li>Identify the methods to ectify those stitching defects.</li><li>Adjust the thread tension wherever required.</li><li>Replace the broken needle during stitching.</li><li>Replace the worn out part during stitching.</li><li>Apply the trims using machine or hand.</li><li>Inspect the finally stitched garment/component for any stitching defect.</li><li>Check that the type of stitching defects.</li><li>Check that the stitched product conforms to the specifications given in the tech-pack.</li><li>Carryout alteration in the garment incase of any stitching defect.</li><li>Dispose the waste material in the desired manner.</li><li>Shut off the machine in a proper manner after completing the stitching operation.</li><li>Check the needle and the thread regularly</li><li>Assemble the garment components like sleeves, pockets, collar as per the sequence of the garment construction using sewing machine.</li><li>Check that the stitching is done on the seam line.</li><li>Check regularly that the required seam allowance is maintained throughout thegarment.</li><li>Inspect the component regularly during stitching.</li><li>Choose the attachment to be fixed in sewing machine as per the stitching operation.</li></ul> |
| **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 6 : Identify methods to contribute to achieve quality in sewing work

## Maped to AMH/N2302 V2.0

**Terminal Outcomes:**

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

| *Duration: 22:00* | *Duration: 55:00* |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>Report and replace faulty materials and component parts which do not meet the specifications.</li><li>Complete documentation.</li><li>Maintain the documents in desired format.</li><li>Report to the responsible person when the work flow of other production areas disrupts work</li></ul> | <ul><li>Identify types of stitches (over lock ,flat lock etc.) hems/finishes and their uses.</li><li>Identify and use materials based on the specifications.</li><li>Identify different techniques and methods used to detect faults/consequences of incorrect setting in specialized sewing machines.</li><li>Identify modifiable defects and work on them.</li><li>Carry out work safely and at a rate which maintains the work flow.</li><li>Test, sort, track feed and examine work in progress.</li><li>Carry out quality checks at specified intervals according to instructions.</li><li>Apply tolerances appropriately.</li><li>Identify faults in materials and components for creased, stained, damaged and incorrect component parts.</li><li>Rectify the mendable defects using machine or hand.</li><li>Maintain the required productivity and quality levels.</li></ul> |

| 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 7: Soft Skills

## Maped to (Bridge Module) *V2.0*

**Terminal Outcomes:**

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

| Duration: 03:00 | Duration: 02:00 |
|---|---|
| **Theory – Key Learning Outcomes** | **Practical – Key Learning Outcomes** |
| <ul><li>Illustrate the steps followed for personal grooming and hygiene.</li><li>Apply organization procedures and maintain personal health and hygiene and avoid habits like gutkha, tobacco etc.</li><li>Write your resume</li></ul> | <ul><li>Prepare for interviews.</li><li>Interact effectively in a group.</li><li>Identify and follow personal grooming and hygiene.</li><li>Demonstrate effective interaction with the group.</li><li>Demonstrate time management in the work.</li><li>Demonstrate the preparation for the interviews.</li></ul> |
| **Classroom Aids:** | |
| Charts, Models, Flip Chart, White-Board/SmartBoard, Marker, Duster | |
| **Tools, Equipment, and Other Requirements** | |
| Basic Stationery | |

# 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 year | 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 operations, stitching garments etc. The candidate should be able to communicate in English and local language. He /she should have knowledge of equipment, tools, material, Safety, Health & hygiene. |
| **Trainer Certification** | | | | | | |
| **Domain Certification** | | | **Platform Certification** | | | |
| Certificate for Job Role: **"Specialised Sewing Machine Operator''mapped to QP: "AMH/Q2301"** | | | Certified for Job Role: **"Trainer " mapped to QP: "MEP/Q2601"; V:1.0** | | | |

## Assessor Requirements

| Assessor Prerequisites | | | | | |
|---|---|---|---|---|---|
| Minimum Educational Qualification | Specialization <br> *<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 & homefurnishing products, merchandising process,merchandising documents ,equipment, tools, material, inspection techniques of garments, computer knowledge ,Safety, Health & hygiene and other requirements of relevent jobrole.The candidate should be able to communicate in English and local language. |

| Assessor Certification | |
|---|---|
| **Domain Certification** | **Platform Certification** |
| 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** |

## Assessment Strategy

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. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS. examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each.
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on these criteria.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

## 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. |