

# Model Curriculum

## 1. Sampling Coordinator

**SECTOR: APPAREL, MADE-UP'S AND HOME FURNISHING**  
**SUB-SECTOR: Apparel**  
**OCCUPATION: SAMPLING COORDINATION**  
**REF ID: AMH/Q1801**  
**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**

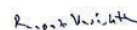
For the  
**MODEL CURRICULUM**

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: "**Sampling Coordinator**" QP No.  
**'AMH/Q1801 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



Dr. Roopak Vasishtha  
Chief Executive Officer (Apparel  
Made-ups Home Furnishing Sector  
Skill Council)

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# Sampling Coordinator

## CURRICULUM / SYLLABUS

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

Program Name	Sampling Coordinator		
Qualification Pack Name & Reference ID.	Sampling Coordinator; AMH/Q1801		
Version No.	1.0	Version Update Date	As per QP
Pre-requisites to Training	Graduate in any sector, preferably		
Training Outcomes	<ul style="list-style-type: none"> <li>• Preparing for Sampling</li> <li>• Coordinate the flow of samples</li> <li>• Maintain the records</li> <li>• Maintain health, safety and security at workplace</li> </ul>		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Sampling Coordinator” Qualification Pack issued by “APPAREL, MADE-UPS AND HOME FURNISHING SECTOR SKILL COUNCIL”.

Sr. No	Module	Key Learning Outcomes	Equipment Required
1	<b>Introduction and Orientation</b>  <b>Theory Duration</b> (hh:mm) 02:00  <b>Practical Duration</b> (hh:mm) 00:00  <b>Corresponding NOS Code</b>  Bridge Module	The candidate will be able to : <ul style="list-style-type: none"> <li>• Know about the Apparel Sector in India</li> <li>• Understand and follow roles and responsibilities of a Sampling coordinator</li> </ul>	White/Black Board, Marker And Duster, Computer And Computer Peripherals and projector
2	<b>Preparing for Sampling</b>  <b>Theory Duration</b> (hh:mm) 30:00  <b>Practical Duration</b> (hh:mm) 90:00  <b>Corresponding NOS Code</b> AMH/N1801	The candidate will be able to know <ul style="list-style-type: none"> <li>• Garment construction techniques and processes.</li> <li>• Detailed knowledge of a range of fabrics and trims</li> <li>• An understanding on the cost process involved in making an apparel</li> <li>• Knowledge on basic sampling principles</li> <li>• Characteristics of materials sampled and common contaminants and related conditions under which contamination is likely to occur</li> <li>• Procedures for preparing samples</li> </ul>	Computer And Computer Peripherals and projector Printer ( Laser Printer)/Photocopier Mannequin(preferably woman Size M) "Industrial Single Needle Lock Stitch Sewing Machine With Needle Guard with stools " 5 thread Over Lock Machine with stools Specialised Industrial Sewing Machines with stools beside overlock (as per req) Ironing Workstation with stools Irons Made-ups and home furnishing samples Sample Greyscale ( for shade matching ) Types Of Scales,normal straight big ruler,hip curve,leg curve, L Scale, frenchcurve etc. Grading Scale ( Transparent material) Designer's Scale Flexible rule (for measuring armhole etc.) Hand Needle(all gauges.The quantity may vary) Machine Needle, various sizes(qnt may vary) Fire Extinguisher Sewing Kit,Includes thread clipper/ thumb trimmer ,mesasuring tape, thimble,Tracing wheel and needle threader if required, fabric cutting scissor,seam ripper etc) Thread(surplus, qty and qlt may

			<p>vary) Tailor's Square ( twin arm metal ruler) Hanger (wooden and plastic material) Tag Pins Tagging Gun Fabric Yardages, surplus fabric,good quaity muslin madatory , other optional, qnt may vary) "Trims And Accessorieslike laces , buttons , zippers,(assortment , qnt may vary) " Pin Cushion Dustbin Boxes/baskets/pouches For Storing Items Student'S Chair With Table Arm Teacher'S Table &amp; Chair White Board Eraser &amp; Marker/Chalk Push Pins Dress Maker'S Pin Fabric Pins Highlighter Basic stationary Carbon Paper Design Transferring Paper Paper Cutter Labels / Stickers (The quantity and variety may vary) Shears /Pinking Shears Scissors Paper Cutting Marking Chalk (in different colour ,quantity may vary as per requirement) Tailor'S Chalk (quantity may vary as per requirement) Stapler (small and big size) Staple Pins (Small and big size. The quantity may vary) Glue Stick/Fevicol/Adhesive Fabric Glue Cello-Tape ( Transparent and Foam Double sided tapes, Single sided tapes) Garment Sample Files and folders Punching Machine White Board/Black Board Company Quality Standards Handbook/ Guidelines Pantone Shade Cards Students Notes Fashion Forecasting Books/Journals/Magazines Fabric/Accessories/trims/embroidery Swatch File Buyer Requirement/ comment Sheet Measurement Sheet/ Size Chart Trims/Accessory Fabric and swatches Tech Pack/ Specification Sheet Garments manufacturing books</p>
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<p>3</p>	<p><b>Coordinate the flow of samples</b></p> <p><b>Theory Duration</b> (hh:mm) 30:00</p> <p><b>Practical Duration</b> (hh:mm) 80:00</p> <p><b>Corresponding NOS Code</b> AMH/N1802</p>	<p>The candidate will be able to know</p> <ul style="list-style-type: none"> <li>• fabrics and garments</li> <li>• Basic sampling principles, including the importance of following the sampling plan to obtain representative sampling reflecting characteristics of source material, the sample characteristics and related preservation, handling and storage requirements, and the labeling system purpose and requirements</li> <li>• Tests to be conducted on samples and related handling and Preparation requirements and responsibilities</li> <li>• Procedures and responsibility for reporting and recording sampling information, such as legislative requirements</li> <li>• Knowledge on quality and workplace practices</li> </ul>	<p>Same as above</p>
<p>4</p>	<p><b>Maintain the records</b></p> <p><b>Theory Duration</b> (hh:mm) 23:00</p> <p><b>Practical Duration</b> (hh:mm) 70:00</p> <p><b>Corresponding NOS Code</b> AMH/N1803</p>	<p>The candidate will be able to know</p> <ul style="list-style-type: none"> <li>• fabrics / garments, trims and embellishments</li> <li>• Concepts of product and pricing life cycle</li> <li>• Pricing and costing procedures</li> <li>• Knowledge on quality and workplace practices</li> <li>• Able to coordinate well with all the departments</li> </ul>	<p>Same as above tools and equipment as stated above</p>
<p>5</p>	<p><b>Maintain health, safety and security at work place</b></p> <p><b>Theory Duration</b> (hh:mm) 10:00</p> <p><b>Practical Duration</b> (hh:mm) 15:00</p> <p><b>Corresponding NOS Code</b> AMH/N0103</p>	<p>The candidate will be able to know how to</p> <ul style="list-style-type: none"> <li>• Comply with health and safety related instructions applicable to the workplace</li> <li>• Use and maintain personal protective equipment as per protocol</li> <li>• Maintain a healthy lifestyle and guard against dependency on intoxicants</li> <li>• Follow environment management system related procedures</li> <li>• Identify and correct if possible) malfunctions in machinery and equipment</li> <li>• Report any service malfunctions that cannot be</li> </ul>	<p>Same as above</p>

		<p>rectified</p> <ul style="list-style-type: none"> <li>• Store materials and equipment in line with manufacturer's and organizational requirements</li> <li>• Safely handle and move waste and debris</li> <li>• Minimize health and safety risks to self and others due to own actions</li> <li>• Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</li> <li>• Monitor the workplace and work processes for potential risks and threats</li> <li>• Carryout periodic walk-through to keep work area free from hazards and obstructions, if assigned</li> <li>• Report hazards and potential risks/threats to supervisors or other authorized personnel</li> <li>• Participate in mockdrills/evacuation procedures organized at the workplace</li> <li>• Undertake firstaid, fire-fighting and emergency response training, if asked to do so</li> <li>• Take action based on instructions in the event of fire,</li> <li>• Follow organization procedures</li> </ul>	
6	<p><b>Soft Skills</b></p> <p><b>Theory Duration</b> (hh:mm) 03:00</p> <p><b>Practical Duration</b> (hh:mm) 02:00</p> <p><b>Corresponding NOS Code</b></p> <p>Bridge Module</p>	<p>The candidate will</p> <ul style="list-style-type: none"> <li>• Understand importance of effective communication</li> <li>• Communicate effectively with others</li> <li>• Identify and follow personal grooming and hygiene</li> <li>• Follow organization procedures and maintain personal health and hygiene and avoid habits like ghutka, tobacco etc.</li> <li>• Interact effectively in a group</li> <li>• Manage time effectively</li> <li>• Understand importance of resume and prepare your resume</li> <li>• Prepare for interviews</li> </ul>	<p>White/Black Board, Marker And Duster, Computer And Computer Peripherals Projector (Optinal)</p>



7	<p><b>First aid and CPR</b></p> <p><b>Theory Duration</b> (hh:mm) 02:00</p> <p><b>Practical Duration</b> (hh:mm) 03:00</p> <p><b>Corresponding NOS Code</b></p> <p>Bridge Module</p>	<p>The candidate will</p> <ul style="list-style-type: none"> <li>• Identify methods of first aid</li> <li>• Undertake basic first aid,</li> <li>• Undertake basic CPR</li> </ul>	First Aid Kit, CPR
	<p><b>Theory Duration</b> 100:00 <b>Practical Duration :</b> 260Hrs <b>Total Duration 360Hrs</b></p>		

Grand Total Course Duration: **360 Hours**

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

## Trainer Prerequisites for Job role: “Sampling Coordinator” mapped to Qualification Pack: “AMH/Q1801, version 1.0”

Sr. No.	Area	Details
1	<b>Job Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack “AMH/Q1801”
2	<b>Personal Attributes</b>	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	<b>Minimum Educational Qualifications</b>	<ul style="list-style-type: none"> <li>The candidate should be 10th pass with minimum six years supervisory experience in relevant trade</li> <li>Certificate in relevant trade of minimum 6 months duration</li> <li>Diploma in the relevant trade of minimum 1 year duration</li> <li>ITI in relevant trade</li> <li>Graduation in relevant trade</li> </ul>
4a	<b>Domain Certification</b>	Certified for Job Role: “Sampling Coordinator” mapped to QP: “AMH/Q1801”, version 1.0. Minimum accepted score as per SSC guidelines is 80%.
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402” with scoring of minimum 80%.
5	<b>Experience</b>	<ul style="list-style-type: none"> <li>The candidate should be 10th pass with six years supervisory experience in relevant trade</li> <li>Certificate of minimum six months duration in relevant trade with minimum 4 years of work experience in relevant trade</li> <li>Diploma of minimum 1 year duration in the relevant trade with Minimum 2 years of work experience in relevant trade</li> <li>ITI in relevant trade with minimum 2 years of work experience in relevant trade</li> <li>Graduation in relevant trade with minimum 2 years of work experience in relevant trade,</li> <li>He should be able to communicate in English and local Language. He should have knowledge of equipment, tools, Material, Safety, Health &amp; Hygiene.</li> </ul>

## Annexure: Assessment Criteria

<b>Assessment Criteria for Pressman</b>	
<b>Job Role</b>	<b>Sampling Coordinator</b>
<b>Qualification Pack</b>	<b>AMH/Q1801, version 1.0</b>
<b>Sector Skill Council</b>	<b>APPAREL, MADE-UP'S AND HOME FURNISHING</b>

<b>Sr. No.</b>	<b>Guidelines for Assessment</b>
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
<b>1.AMH/N1801</b>  <b>Preparing for sampling</b>	PC1. Conduct research on target market, materials, trims and identify better or new sources /suppliers for procurement	<b>100</b>	<b>11</b>	5	4	2
	PC2. Plan according to sample delivery dates		<b>11</b>	6	3	2
	PC3. Identify sampling requirements in accordance with the sampling plan		<b>11</b>	6	3	2
	PC4. Check the specification sheet prepared, in accordance with standard format		<b>11</b>	6	3	2
	PC5. Review previous designs & samples developed by the business to assess relevance to current Design / samples.		<b>11</b>	3	6	2
	PC6. Check the preparation and cutting of patterns and detailed drawings and confirm it in coordination with concerned personnel		<b>12</b>	4	4	4
	PC7. Verify sample work order and ensure that all the specifications are incorporated		<b>11</b>	2	6	3
	PC8. Ensure that the approvals are got from concerned personnel for print/embroidery, over dye/wash etc		<b>11</b>	2	6	3
	PC9. Ensure that all depts. concerned are given all the necessary items to prepare the proto sample		<b>11</b>	5	4	2
			<b>Total</b>	<b>100</b>	<b>39</b>	<b>39</b>
<b>2. AMH/N1802</b>  <b>Coordinate the flow of samples</b>	PC1. Check the assembled garments in accordance to specification sheet	<b>100</b>	<b>14</b>	6	1	7
	PC2. Communicate assembly issues to appropriate production personnel for necessary adjustments		<b>14</b>	6	1	7
	PC3. Test fit finished proto-type and compare based on specification sheet		<b>14</b>	5	5	4
	PC4. Give instructions to concerned personnel to make the necessary alterations in accordance with the revised specification sheet		<b>14</b>	5	5	4
	PC5. Incorporate the comments received from buyer and make fit sample with actual trims and fabric		<b>12</b>	5	5	2

	PC6. Check the size set samples made accordingly to ensure proper grading done as per the buyer's specifications		<b>12</b>	4	4	4
	PC7. Ensure that all the corrections and comments from buyer's on the final approved sample are to be incorporated, before handing over to the next department		<b>20</b>	9	6	5
		<b>Total</b>	<b>100</b>	<b>40</b>	<b>27</b>	<b>33</b>
<b>3AMH/N1803</b>	PC1. Ensure that all the records are well maintained	<b>90</b>	<b>15</b>	6	5	4
<b>Maintain the records</b>	PC2. Ensure that all the given formats are to be got in respect to making the samples like the Sample requisition, for creation of sample work order.		<b>15</b>	6	5	4
	PC3. Ensure detailed techpack is received to prepare for the fabric ,trims and garment to be developed for proto		<b>15</b>	7	3	5
	PC4. Maintain a proper sample plan, as this a plan for all the styles for the month		<b>14</b>	7	5	2
	PC5. Ensure that all the counter samples of the particular season are returned		<b>15</b>	6	5	4
	PC6. Prepare a counter sample – returning chart for future reference		<b>16</b>	6	7	3
			<b>Total</b>	<b>90</b>	<b>38</b>	<b>30</b>
<b>4. AMH/N0103</b>	PC1. Comply with health and safety related instructions applicable to the workplace		<b>3</b>	1	1	1
<b>Maintain health, safety and security at work place</b>	PC2. Use and maintain personal protective equipment as per protocol		<b>3</b>	1	1	1
	PC3. Carry out own activities in line with approved guidelines and procedures		<b>4</b>	1	2	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		<b>3</b>	1	1	1
	PC5. Follow environment management system related procedures		<b>3</b>	1	1	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		<b>4</b>	1	2	1
	PC7. Report any service malfunctions that cannot be rectified		<b>3</b>	1	1	1
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		<b>4</b>	1	2	1
	PC9. Safely handle and move waste and debris		<b>3</b>	1	1	1

	PC10. Monitor the workplace and work processes for potential risks and threats		3	1	1	1
	PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	1	1	1
	PC12. Report hazards and potential risks/ threats to supervisors or other authorized personnel		3	1	1	1
	PC13. Minimize health and safety risks to self and others due to own actions		3	1	1	1
	PC14. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		4	1	2	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 so		3	1	1	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		4	1	2	1
	PC18. Follow organization procedures for shutdown and evacuation when required		3	1	1	1
		<b>Total</b>	<b>60</b>	<b>18</b>	<b>24</b>	<b>18</b>
<b>Grand Total</b>			<b>350</b>	<b>135</b>	<b>120</b>	<b>95</b>



**Apparel, Made-Ups & Home Furnishing Sector Skill Council**  
**Indian Building Congress, First Floor, Sector-6, R.K. Puram, KamaKoti Marg, New Delhi-110022**