

Revised by NSDA May, 2015

QUALIFICATION FILE – CONTACT DETAILS OF SUBMITTING BODY

Name and address of submitting body:

Apparel, Made ups & Home furnishing Sector Skill Council

Apparel House 4th Floor

Sector 44, Institutional Area

Gurgaon

Name and contact details of individual dealing with the submission

Name: Ms Nidhi Trehan / Mr. Atul Madan

Position in the organisation - Joint Director Projects / Deputy Director Projects & Training

Address if different from above

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List of documents submitted in support of the Qualifications File

1. Qualification Pack
2. Occupational Map
3. Assessment Criteria
4. Industry Endorsements – already submitted

5. QUALIFICATION FILE SUMMARY

Qualification Title	Cutting Supervisor AMH/Q0610		
Body/bodies which will assess candidates	Apparels, Made ups & Home Furnishings Sector Skill Council		
Body/bodies which will award the certificate for the qualification.	Apparels, Made ups & Home Furnishings Sector Skill Council		
Body which will accredit providers to offer the qualification.	Apparels, Made ups & Home Furnishings Sector Skill Council		
Occupation(s) to which the qualification gives access	Cutting supervisor		
Proposed level of the qualification in the NSQF.	5		
Anticipated volume of training/learning required to complete the qualification.	300 Hours		
Entry requirements / recommendations.	Minimum education qualification -Preferably, Standard XII Minimum 18 years old (as nature of job is hazardous)		
Progression from the qualification.	Cutting manger (vertical mobility)		
Planned arrangements for RPL.	2 days general training followed by assessment.		
International Comparability	It is yet to be established		
Formal structure of the qualification			
Title of unit or other component (include any identification code used)	Mandatory/ Optional	Estimated size (learning hours)	Level
AMH/N0610Plan and organize cutting process	Mandatory	60 Hrs	5
AMH/N0611Preparatory processes for cutting	Mandatory	75 Hrs	5
AMH/N0612Supervise cutting operations	Mandatory	85 Hrs	5
AMH/ N0613Maintain health, safety and security in the cutting department	Mandatory	25 Hrs	5
AMH/ N0102Maintain workarea, tools and machines	Mandatory	35 Hrs	5
AMH/ N0104Comply with industry, regulatory and organizational requirements	Mandatory	20 Hrs	5

Please attach any document giving further detail about the structure of the qualification – eg a Curriculum or Qualification Pack.

Give details of the document here:

SECTION 1

ASSESSMENT

Name of assessment body:

If there will be more than one assessment body for this qualification, give details.

STAMP

Trendsetters Skill Assessment Pvt Ltd

METTL

Navriti Technologies Pvt Ltd

Skill Mantra

Methods Apparel Consultancy India Pvt Ltd

PVR Skill Central Pvt Ltd

The Assessors Guild

Think Skills

Prima Competencies Pvt Ltd

Base Research

IQAG

Fashion Futures

Multi Skills Assessors Guild(MSAG)

Aspiring Minds Assessment Pvt.Ltd.

AEMA

Manipal City and Guilds

Will the assessment body be responsible for RPL assessment?

Give details of how RPL assessment for the qualification will be carried out and quality assured.

Two days general orientation with special focus on NOS's is imparted to the employees having prior knowledge of that particular jobrole and the concerned employee, on successfully passing the criteria is certified. The affiliated Assessment Body shall conduct the assessments for RPL as per the set standards.

Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, consistent and fair and show that these are in line with the requirements of the NSQF:

1. Introduction

1.1 This methodology is for "Assessing bodies & Assessors" to provide them a clear understanding of assessment policy for AMSSC certification of trainees.

1.2 For assessments to be fair, the assessment bodies are to ensure that the assessment process is valid, reliable, flexible and fair. Assessments are to be planned in conjunction with the training timelines and periodicity, as defined for specific trainings based on National Occupational Standards (NOS).

Assessors must ensure that assessment decisions involve collection and evaluation of sufficient evidence to enable a judgement to be made on the student's competence. An assessment should not place unnecessary demands on students which may prevent them from demonstrating competence.

2. Key Components of the Assessment Process

(a) Competence: Individuals are considered competent when they are able to consistently apply their knowledge and skills to the standard of performance required in the workplace. Both workplace and off the job training and assessment shall aim to ensure that individuals participating in the training have the competence to undertake their work role to the standard expected in a range of employment situations.

(b) Competency based Assessment: Is the process of collecting evidence and making judgements on whether competence has been achieved. This confirms that an individual can perform to the standard expected in the workplace as expressed in the National Occupational Standards.

(c) Collection of Evidence: Evidence collected may be direct, such as observation of workplace

performance/hands on exercises or indirect, such as formal testing. The evidence gathered is to be valid, sufficient, current and authentic.

(d) Judging Competence: An individual is considered competent after the has completed an assessment that verifies that all aspects of the Occupational Standards can be applied in an industry context. Assessment may involve a variety of assessment methods. Evidence is to be used by an assessor to make a judgement about whether a student is competent.

(e) Methodology of Assessment: Can vary from assessor to assessor. However, the process is to broadly comprise of Knowledge & Skill assessments, with the later involving practical's/on work assessment.

(f) Standards against which the students are to be assessed: National Occupational Standards pertaining to the concerned job role.

3. Planning Assessments

3.1 For assessments to be effective, the assessing body is to ensure following –

(a) Clear understanding Knowledge & Skills as defined in National Occupational Standards

(b) Selecting right assessment method. This is a key activity and would involve the following –

(i) Identify unit(s) of competency to cluster for assessment.

(ii) Develop competency profile.

(iii) Identify evidence requirements.

(iv) Review and select assessment methods.

(v) Select assessment tools and record evidence matrix.

(vi) Develop assessment plan.

3.2 The assessing body will have defined methods and mechanism to evaluate the competence of candidate's skill and knowledge.

(a) The assessing body shall have “question banks” for random selection of questions to evaluate knowledge levels for specific job roles. Process for regular maintenance and update the question bank should be defined.

(b) The assessing body shall have an appropriate mechanism to ensure that the assessors prepare results within stipulated time and send these to the assessing body.

(c) The assessing bodies shall have a mechanism to consolidate results and enter the result in web based software and communicate to concerned agencies.

3.3 Assessment: Assessments are to be a mix of knowledge and skills. For each job role, this mix is predefined in consultation with all stakeholders.

AMSSC decision will be final and binding in this regard.

3.4 Assesse details: The assessment agency is to obtain details of candidates to be assessed from training provider.

3.5 Assessment Plan : With all the above inputs, the assessing body is to have an assessment plan, covering the following :-

(a) what will be assessed, i.e., Performance criteria, Knowledge and Skills as defined in NOS

(b) how assessment will occur, i.e. the methods that will be used

(c) when the assessment will occur

(d) where the assessment will take place, i.e. the context of the assessment;

(e) the criteria for decision making, i.e. those aspects that will guide judgements; and

4. Empanelling of Assessors for AMHSSC

4.1 Empanelling of assessors is the most crucial activity and is central to the success of the assessing process. The assessing body should have well-defined process for enrolling/empanelling assessors. The assessing body should have on-role/empanelled assessors with expertise in Apparel, Made ups and home furnishing domain or should be able to empanel such assessors within 60 days from affiliation. Due diligence is to be ensured by assessing bodies while empanelling the assessors.

4.2 The Assessor will be appointed on approval by the panel where the assessor will be judged on basis of his basic educational qualification, overall experience in the field, practical competency, market knowledge & his ability to handle the students/VTP(s).

4.3 Generic aspects for the assessors are to be ensured as follows –

(a) Assessors should have education and minimum 5 years of experience in the related field. They will be screened by AMHSSC .

(b) Familiarity with assessment schemes.

(c) Thorough knowledge of the relevant assessment/ examination methods and examination documents.

(d) fluent in communication in the language of examination, and

(e) free from any interest so that they can make impartial and non-discriminatory judgment / assessment.

4.4 On successful evaluation, assessors will be affiliated with AMHSSC. Each assessor will be awarded a unique identity number.

5. Conduct of Assessments

5.1 The assessments are to be conducted by pre-approved (by AMHSSC) assessors for specific job roles.

5.2 Assessments are to be based on the criteria defined by AMHSSC.

5.3 Skill assessments are to be based on practical, hands-on work by candidates.

5.4 For candidates who are not literate, assessment should be done based on observation of practical Skills or Viva.

5.5 Evidence gathering and recording of evidence is to be ensured.

5.6 The entire assessment process is to be video-graphed.

6. Assessment Records & Results

6.1 Record of all candidates having enrolled and gone through the training process is to be separately maintained by the assessing body.

6.2 Documentation, which needs to be maintained for each specific assessment include the following –

(a) Reference to relevant QP/NOS

(b) Competency profile for the job role

(c) Assessment tools, equipment, checklist

(d) Assessment plan & details of Assessor

(e) Record of evidence presented and assessed

(f) Records and reporting of assessment decision

(g) Appeals information

(h) Assessments filled by Assessor for trainees

The Process

1. Skill Assessment Examination Pattern

Theory and Practical assessment: The assessment will have 2 separate sections.

Section A – Theory

Objective type questions example – MCQ, fill in the blanks, True/False etc.

Subjective type questions can also be framed of 3 or 4 marks each.

Section B – Practical Exam and
Viva Voce

5 practical questions, the candidate has to perform any 3, each practical is of 20 marks. Total 60 marks.

[Time duration – 2 hrs for all given 3 practical tasks]

The marks will be distributed NOS wise as per the job role –

Theory	Viva Voce	Practical Marks (60)			Total Marks
		Practical	Quality & Safety	Aptitude	
30	10	50	5	5	100

The above is an example and marks distributed will change according to the NOS for each Job role.

The candidate has to write the methodology adopted with tools used in a separate answer sheet.

The Question bank containing theory/practical and viva questions will be prepared by the assessment body which will further share it with AMHSSC for approval one month in advance from the date of assessment.

2. Minimum passing marks for candidates

As per MES guidelines the minimum passing marks in each

Theory – 30%

Practical – 60% + 10% Viva

In order to get certified the candidate has to secure minimum passing marks that is 70% cumulative (theory + viva + practical) for each NOS.

3. The essential Documentation and procedures

a. Pre Exam

- Contacting VTPs for scheduling of the exam dates for generation of ABN nos.
- Allocation of Assessor for the particular ABN(s)
- Setting of theory and practical paper based on NOS curriculum & drawn from question banks prepared by Assessing body which will be shared with AMHSSC for approval 1 month before assessment.
- Preparation of customised exam related documents, generation of attendance sheets & results sheets with other allied documents. Sealing of paper set envelopes (theory & practical) of various trades along with other necessary documents by the confidential section of the assessing agency.

b. During Examination

- Opening of the sealed question paper envelope/s in the presence of Principal/Centre Head with their signature and seal.
- Accountability statement/Guidelines for the invigilators/examiners/assessors (Annex – 1).
- Attendance of the candidates with verification (Annex – 1)
- Declaration by the candidate. (Annex – 1)
- After examination all the papers, documents (including practical madeups) will be sealed back in an envelope & will be taken back by the assessing body for valuation and post exam work.

c. Post Exam

- Valuation of theory papers/practical papers by the assessors: The theory paper and practical will be

evaluated by the allocated authorised assessors on the same day and the marks will be entered in the prescribed format. (Annex – 1)

- Preparation of results in prescribed format. (Annex – 1)
- Verification of results by Assessing body

4. Results

The result will be prepared by assessing agency within 3 days in prescribed format (as per guidelines) and the same will be send to AMSSC in soft copy.

Documentation required in the process of assessment

Accountability statement

Candidate Attendance Sheet

Declaration form to be filled by candidates

Exam Result Sheets

Practical Exam Sheets

Feedback Sheets (optional) for students & VTP

Assessor Empanelment Format

Observation Checklists

Tests (Written papers/records)

Evidence Record Sheets

Result Submission format

Please attach any documents giving further information about assessment and/or RPL.

Give details of the document(s) here:

ASSESSMENT EVIDENCE

Complete the following grid for each grouping of NOS, assessment unit or other component as per the assessment criteria. Insert the required number of rows.

CRITERIA FOR ASSESSMENT OF TRAINEES

Cutting Supervisor

AMH/Q0610

AMHSSC

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 approved 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 a 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

NOS	Performance Criteria	Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
1. AMH/N0610 (Plan and organize cutting process)	PC1. Review orders received from Production Planning for cutting as per style/product category/class	70	12	6	5	1
	PC2. Check materials availability in suitable form and quantity		12	3	8	1
	PC3. Allocate cutting tables as per plan and priority		12	5	6	1
	PC4. Allocate spreaders and cutters as per style, quality and cutting skills availability		13	5	7	1
	PC5. Set cutting targets and required quality standards		11	4	6	1

	PC6. Allocate manpower (operators, helpers, relievers etc.) based on skillset and suitability for cutting processes or sub-processes		10	4	5	1
	Total		70	27	37	6
2. AMH/N0611 (Preparatory processes for cutting)	PC1. Ensure fabric received for cutting is checked for visible faults like stains, slub, etc.	85	15	4	10	1
	PC2. Ensure fabric specific to cutting plan assigned to definite styles/quality is allocated to same quality/style.		11	3	7	1
	PC3. Ensure the marker received is complete in all aspects like grain line, notches, part name, clarity of markings, complete for all components etc.		15	5	8	2
	PC4. Ensure fabrics are laid with due consideration to the prints (if present) defects detected in texture/style		15	5	9	1
	PC5. Ensure the patterns and marker are laid properly on the fabric		11	2	8	1
	PC6. Ensure availability and appropriate cutting tools and equipment for cutting		18	6	10	2
			85	25	52	8
3. AMH/N0612 (Supervise cutting operations)	PC1. Ensure the workflow of the cutting process is smooth and fast	100	12	4	8	0
	PC2. Ensure the workload for cutting is equitably distributed as per operator skillset and performance		13	4	8	1

	PC3. Ensure materials are processed as per priority against delivery schedule		13	4	8	1
	PC4. Ensure standards, reference sample, templates, dies etc. are available near cutting		13	4	8	1
	PC5. Ensure that the fabric is cut with precision		16	3	13	0
	PC6. Ensure that all the trims and accessories for the product are cut as per the requirement		16	6	10	0
	PC7. Ensure that the cut fabric is properly ticketed and bundled and delivered to respective departments		17	5	10	2
	Total		100	30	65	5
4. AMH/N0613 (Maintain health, safety and security in the cutting department)	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, knife, stain removers etc.	30	5	1	3	1
	PC2. Ensure appropriate PPE is used while operating the handheld electrical cutter with the help of mesh gloves, etc.		5	2	2	1
	PC3. Establish and Ensure Process compliance to its requirements		6	2	2	2
	PC4. Monitor the workplace and work processes for potential risks and threats		6	2	3	1
	PC5. Participate in mock-drills/evacuation procedures organized at the workplace		4	1	3	0
	PC6. Undertake first-aid, fire-fighting and emergency response training if asked to do so		4	1	3	0

			30	9	16	5
5. AMH/N0102 (Maintain workarea, tools and machines)	PC1. Handle materials, machinery, equipment and tools safely and correctly	40	3	1	2	0
	PC2. Use correct lifting and handling procedures		3	0	2	1
	PC3. Use materials to minimize waste		3	1	1	1
	PC4. Maintain a clean and hazard free working area		3	1	2	0
	PC5. Maintain tools, equipments and machines		2	0	2	0
	PC6. Carry out running maintenance within agreed schedules		4	1	2	1
	PC7. Carry out maintenance and/or cleaning within one's responsibility		2	0	2	0
	PC8. Report unsafe equipment and other dangerous occurrences		3	2	1	0
	PC9. Ensure that the correct machine guards are in place		3	1	2	0
	PC10. Work in a comfortable position with the correct posture		2	0	2	0
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		4	1	2	1
	PC12. Dispose of waste safely in the designated location		2	0	2	0
	PC13. Store cleaning equipment safely after use		2	0	2	0

	PC14. Carry out cleaning according to schedules and limits of responsibility		4	1	2	1	
			40	9	26	5	
6. AMH/N0104 (Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	25	5	1	3	1	
	PC2. Seek/Obtain/Provide clarifications on policies and procedures, from your supervisor or other authorized personnel		4	1	2	1	
	PC3. Apply and follow these policies and procedures within your work practices		4	1	3	0	
	PC4. Provide support to your supervisor and team members in enforcing these considerations		6	1	3	2	
	PC5. Identify and report any possible deviation to these requirements		6	1	3	2	
	Total Marks		360	25	5	14	6
	Total		350	350	105	210	35

SECTION 2

EVIDENCE OF NEED

What evidence is there that the qualification is needed?

While collecting data from the companies for the occupational map, we also took feedback from industry, which was collected with respect to roles for which qualification packs development, was to be prioritized. This was largely based on volume of people required, quantitative and qualitative shortfall which the Industry feels they face. Governing council of AMHSSC gave final approval and endorsement for the same. The number of industries which validated the job role are 30. (Small – 10 , Medium – 10 and Large – 10)

What is the estimated uptake of this qualification and what is the basis of this estimate?

Skills Gap analysis Reports for industry demand and secondary research data, though these do not lend to accurate demand projection.

- Feedback from industry for demand though again sample size may not lend to accurate figures
- Training duration, and current and potential training capacity envisaged
- An LMIS development initiative is being put in place to be more precise regarding the demand and supply

The employment in clothing and textile industry will be 21.54 million by 2022 and there is an incremental human resource requirement of 6.31 % from the year 2013 till year 2022. Manufacturing of wearing apparels will require 4.58 million people by the year 2022.

What steps were taken to ensure that the qualification(s) does/do not duplicate already existing or planned qualifications in the NSQF?

- NSDC list of Approved and Under-Development QPs was checked prior to commissioning the work
- NSDC QRC team also confirmed the same

What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

- Agencies have been appointed by the SSC to interact with training providers to gather feedback in implementation.
- Monitoring of results of assessments
- Employer feedback will be sought post-placement
- A formal review is scheduled in two year time

Please attach any documents giving further information about any of the topics above.

Give details of the document(s) here:

SECTION 3

SUMMARY EVIDENCE OF LEVEL

Justify the NSQF level allocated to the QP by building upon the five descriptors of NSQF. Explain the reasons for allocating the level to the QP.

Generic NOS is/are linked to the overall authority attached to the job role.

Cutting Supervisor

AMH/Q0610

Process required	Professional Knowledge	Professional Skills	Core Skills	Responsibility	Level
<p>The Cutting Supervisor in Apparel, Made-Ups and Home furnishing Sector is required in carrying out tasks as overall incharge of the cutting department function ,monitoring production and quality of cutting processes using various types of cutting machines .</p> <p>He is required to have the skill and the knowledge of cutting the fabrics with precision ,as per the given style, fabric, marker/pattern and the instruction of the customer and further instruct the whole working to his juniors.</p>	<p>Cutting Supervisor should have the knowledge of types of fabrics(wovnes, knits, non- woven), trims and accessories, their texture , trade names. He should also know about operation and handling of cutting tools like electrical straight blade cutter, rotary cutter, side cutter etc.</p> <p>He should also have fair knowledge of pattern making, and the specifications mentioned on it, symbols, types of markers, marker efficiency and notations on marker KB5. Basic knowledge about the operation and functioning of AutoCAD. He should know the fabric layering techniques, and placement of pattern/ marker on the fabrics depending on the style of the garment, home furnishing and made-up's article. les and their construction. He should know the process of ticketing and bundling the cut components</p>	<p>A cutting supervisor plans and organizes, man power, equipments and tools required for cutting, cutting processes and sub-processes to achieve targets and meet deadlines. He encourages exchange of ideas/inputs during cutting that are beneficial to the process of product making as well as to the organization. He analyzes the contemporary progress in knowledge to develop, enhance productivity, quality and performance of cutting operation . He analyzes skill-set of team members and assign them work accordingly for a better and faster output He makes appropriate decisions apropos the supervision in the cutting department like change of cutting machines if required, change the type of fabric lay if it gives lesser wastage, etc.He plans and supervises the cutting process as per the production requirement while maintaining quality. He monitors the work keeping in mind the health and the safety norms and the</p>	<p>A cutting Supervisor documents records for all process steps and specification related to product design. He maintains and records the cutting document related to workers performance and current working status. He uses basic mathematics to arrive at and check required calculations while working on the cutting processes and to calculate the number of lays to be laid for a particular style . He documents records related to customer requirements/complain ts, task lists, He reads and comprehends written instructions describing the patterns to be cut and their sequence discuss task lists and work/assignment to team working under his/her supervision communicate with all relevant information in relation to the task of cutting in a logical sequence and ask for team's feedback/input regarding the job</p> <p>He is able to speak in basic English and local languages. He reads and communicates the health and safety norms according to the company's rules and regulations.</p>	<p>Cutting supervisor in Apparel, Made-Ups and Home furnishing Sector directs, organizes, plans, and assigns all cutting department operations including cutting, trim cutting, marking, pressing of the raw material to be cut, identifying the faults in the fabric to be cut, and bundling by performing the following duties and also supervising the junior. He is responsible for the implementation of all departmental policies, practices, and procedures pertaining to cutting department personnel while working as a team. He is responsible for own work and learning and has some responsibility for other's work and learning.</p>	Level 5

	according to the styles. He should have the organisational knowledge for allocating the manpower and other resources and monitoring them for meeting the target , in the desired quality while following the safety norms.	company procedures.			
Level 5	Level 5	Level 5	Level 5	Level 5	Level 5

OTHER EVIDENCE OF LEVEL [This need only be filled in where evidence other than primary outcomes was used to allocate a level] **(Optional)**

Summary of other evidence (if used):

SECTION 4

EVIDENCE OF RECOGNITION OR PROGRESSION

What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

The extent to which a labour is trained and educated effects its mobility. To ensure horizontal and vertical mobility the Qualifications pack have been tailored in a manner that it states all the required skills for a particular job role and ensures increase in developmental level when skills are practiced over time. He will become Cutting Manager (Vertical Mobility) with experience.

Please attach any documents giving further information about any of the topics above.
Give details of the document(s) here: