

Model Curriculum

Assistant Fashion Designer

SECTOR: Apparel, Made-Ups And Home Furnishing
SUB-SECTOR: Apparel
OCCUPATION: Designing
REF ID: AMH/Q1210,V1.0
NSQF LEVEL: 4





Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the
APPAREL MADE-UPS AND HOME FURNISHING SECTOR SKILL COUNCIL
for the
MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: Assistant Fashion Designer QP No. AMH/Q1210 NSQF Level 4*

Date of Issuance: **Feb 11, 2019**

Valid up to: **Feb 11, 2023**

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



Authorized Signatory
(Apparel Made-ups And Home Furnishing Sector Skill Council)

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Assistant Fashion Designer

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Assistant Fashion Designer", in the "Apparel, Made Ups and Home Furnishing" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Assistant Fashion Designer		
Qualification Pack Name & Reference ID.	AMH/Q1210, V1.0		
Version No.	1.0	Version Update Date	11/02/2019
Pre-requisites to Training	Preferably Class XII		
Training Outcomes	After completing this program, participants will be able to: • Plan and prepare design collections of garments for a season • Develop proto and fit samples • Evaluate the proto sample developed related to specific product class • Maintain health, safety and security in the designing department • Comply with industry, regulatory and organizational requirements		





This course encompasses 5 out of 5 National Occupational Standards (NOS) of "Assistant Fashion Designer" Qualification Pack issued by "Apparel, Made-Ups and Home Furnishing Sector Skill Council".

Sr. No	Module	Key Learning Outcomes	Equipment Required
1	Introduction and Orientation Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	- Identify the trends in the apparel industry. - Identify roles and responsibilities of an Assistant Fashion Designer.	Whiteboard/blackboard, marker and duster, computer and computer peripherals projector



2	Plan and prepare design collections of garments for a season Theory Duration (hh:mm) 45:00 Practical Duration (hh:mm) 113:00 Corresponding NOS Code AMH/N1210	- Plan market research using various tools of research such as forecast magazines, fashion shows, market analysis etc. - Conduct market research for trends and forecast from various sources such as forecasting sites like WGSN, forecast catalogues, etc. for garment design. - Develop a mood/theme board based on the market research. - Extract the key elements from the mood board which is intended to be put in the garment design as per the instructions given and the clientele. - Identify various design elements. - Construct a design using the various elements of design. - Describe the various types of fiber, their properties, and textiles processes. - Follow compliance requirements related to usage of various types of dyes such as azo free dyes and garment construction process. - Identify swatches of the fabrics (print, embroidery, dyed etc.), trims and accessories that are required for design development. - Develop a file of the swatches collected. - Identify various types of garments (shirts, skirts, trousers, etc.) and the types of garment parts such as sleeves, collars, necklines, etc. - Identify various national and international standard sizes. - Illustrate various techniques of taking body measurement. - Drape the mannequin to construct the pattern in the required design. - Develop the pattern as per the draping done or using direct measurement. - Lay the pattern on the fabric. - Cut the garment as per the pattern. - Construct the cut components and assemble them to form a garment. - Embroider the constructed garment using different embroidery techniques. - Demonstrate different dyeing and printing techniques.	Computer and Computer Peripherals, Design software (Coral, photoshop etc.),Printer, Mannequin (Male or female, Size M) Sewing Machine with tables (domestic or industrial SNLS as per requirement),Stools for sewing depending on no. of machines, Over lock Machine (5 thread over lock machine) with stool, Cleaning cloth, Embroidery machine with stool and table, Press/iron (any type) with table, Machine tool kit (screw driver, screw etc.),Garment, Made ups and Home Furnishing Samples (qnt may vary), Drawing Board (any size wooden) Types Of Scales: normal straight big ruler, hip curve, leg shaper, pattern master, frenchcurve etc. "Sewing kit (Includes thread clipper/hand trimmer, seam ripper, fabric cutting scissors, tracing wheel, measuring tape etc.)" Machine tool kit (screw driver, screw etc.),Machine oil, Machine Needle and hand needles(Various Gauges),embroidery needles, Attachments for sewing machine (as per req),Button hole scissor Hand notcher (pattern notcher),Sewing Threads (Surplus thread is used .The quantity , thread packaging, variety may vary as per requirement) , embroidery thread as per req, Bobbins (qnt may vary)Bobbin case (qnt may vary)Hanger (wooden and plastic, material), Embroidery frame (various sizes and shapes qnt may vary)Fabric Yardages, surplus fabric, good quality muslin mandatory , other optional, qnt may vary), Trim/Accessory buttons, surface embellishments, zippers etc assorted ,qnt may vary) ,Pin Cushion (quantity may vary as per requirement),Dustbin, Boxes and pouches for storing items, Pattern Table /cutting table, Stools for cutting, Push Pins (quantity may vary as per requirement),Dress
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		Maker's Pin (quantity may vary as per requirement) Fabric Pins, Highlighter (quantity may vary as per requirement), Pencil (HB, 2B, H, 2H, 4H, 4B, 6B, 8B), Eraser, Note books Sharpener, Carbon Paper (Various Colours), Design Transferring Paper, Paper Cutter, Pattern Drafting Paper, Paper (Various quality and sizes), Labels & Stickers (Qty may vary as per requirement), Scissors (plastic handled scissor for cutting paper), Pinking Shears, Marking Chalk (yellow/pink/ green/ blue coloured), Tailor's Chalk, Carbon paper (A4, yellow, red and white carbon), Colour (Poster colour, Water colour, Acrylics, Pastels, fabric printing dyes and colors and materials etc) Paint Brushes (different sizes), Stapler (small and big size), Glue Stick/Fevicol /Adhesive, Fabric Glue, Cello-Tape (Transparent and Foam Double sided tapes, Single sided tapes), Punching Machine, Magnetic White Board/black board Eraser Blackboard /Whiteboard White /Black Board Marker Pantone Shade Card, Fashion Forecasting Books/Journals/Magazines Buyer Requirement/ comment Sheet, Measurement Sheet/ Size Chart, Trims/Accessory /fabric and embroideries samples/swatch file, Tech Pack/ Specification Sheet Chalk & marker (Chalks & markers of different colours) ,Dexterity Test Kit, Sewing Machine tool kit Students Notes
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3	Develop proto and fit samples. Theory Duration (hh:mm) 42:00 Practical Duration (hh:mm) 130:00 Corresponding NOS Code AMH/N1211	- Identify the various key elements covered in a techpack such as specs of the garment, type of fabric, color of fabric, type of trims and accessories, etc. including processes used and materials employed as per the customer's requirement, manufacturing process. - Prepare the techpack. - Construct pattern as per the techpack. - Construct proto and fit samples as per techpack as per the sequence of assembling the components. - Prepare the cost sheet of the style in the given format.	Computer and Computer Peripherals, Design software (Coral, photoshop etc), Printer, Mannequin (Male or female , Size M),Sewing Machine with tables (domestic or industrial SNLS as per requirement), Stools for sewing depending on no. of machines, Over lock Machine (5 thread over lock machine) with stool,Cleaning cloth, Embroidery machine with stool and table, Press/iron (any type) with table, Machine tool kit (screw driver, screw etc.),Garment , Made ups and Home Furnishing Samples ((qnt may vary),Drawing Board (any size wooden),Types Of Scales: normal straight big ruler, hip curve, leg shaper, pattern master, frenchcurve etc ,Sewing kit (Includes thread clipper/hand trimmer, seam ripper, fabric cutting scissors, tracing wheel, measuring tape etc),Machine tool kit (screw driver, screw etc.),Machine oil, Machine Needle and hand needles(Various Gauges),embroidery eedles, Attachments for sewing machine (as per req),Button hole scissor, Hand notcher (pattern notcher),Sewing Threads (Surplus thread is used .The quantity , thread packaging, variety may vary as per requirement) , embroidery thread as per req, Bobbins (qnt may vary),Bobbin case (qnt may vary),Hanger (wooden and plastic , material), Embroidery frame (various sizes and shapes qnt may vary),Fabric Yardages, surplus fabric, good quality muslin mandatory , other optional, qnt may vary), Trim/Accessory buttons, surface embellishments, zippers etc assorted ,qnt may vary) ,Pin Cushion (quantity may vary as per requirement),Dustbin, Boxes and pouches for storing Items, Pattern Table /cutting table,Stools for cutting, Push
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		Pins (quantity may vary as per requirement), Dress Maker's Pin (quantity may vary as per requirement), Fabric Pins, Highlighter (quantity may vary as per requirement), Pencil (HB, 2B, H, 2H, 4H, 4B, 6B, 8B), Eraser, Note books Sharpener, Carbon Paper (Various Colours), Design Transferring Paper, Paper Cutter, Pattern Drafting Paper, Paper (Various quality and sizes), Labels & Stickers (Qty may vary as per requirement), Scissors (plastic handled scissor for cutting paper), Pinking Shears, Marking Chalk (yellow/pink/ green/ blue coloured), Tailor's Chalk, Carbon paper (A4, yellow, red and white carbon), Colour (Poster colour, Water colour, Acrylics, Pastels, fabric printing dyes and colors and materials etc), Paint Brushes (different sizes), Stapler (small and big size), Glue Stick/Fevicol /Adhesive, Fabric Glue, Cello-Tape (Transparent and Foam Double sided tapes, Single sided tapes), Punching Machine, Magnetic White Board/black board Eraser Blackboard /White board White /Black Board Marker Pantone Shade Card Fashion Forecasting Books/Journals/Magazines Buyer Requirement/ comment Sheet, Measurement Sheet/ Size Chart , Trims/Accessory /fabric and embroideries samples/swatch file, Tech Pack/ Specification Sheet Chalk & marker (Chalks & markers of different colours) ,Dexterity Test Kit, Sewing Machine tool kit Students Notes
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4	Evaluate the proto sample developed Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 90:00 Corresponding NOS Code AMH/N1222	• Check the proto sample as per the instructions given in the techpack or by the client. • Check proto sample for design (woven/print), and attributes like washability, utility, etc. • Make corrections in the proto/fit sample as per review inputs. • Prepare the file of the approved sample containing approved fabric swatches, accessories, techpack, cost sheet etc.	Sewing Machines and tools, Sewing kit, Mannequin
5	Maintain health, safety and security in the designing department Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code AMH/N1223	• Identify methods to be vigilant for potential risks and threats associated with the workplace and equipment such as physical injuries from scissors, shears, etc. • Handle tools and equipment such as cutters, scissors, etc. safely and securely. • Check the workplace and work processes for potential risks and threats such as fire, electric shocks, etc. • Demonstrate the process involved in mock-drills and/or evacuation at the workplace in case of emergency • Perform emergency procedures such as first-aid and Cardio Pulmonary Resuscitation (CPR). • Demonstrate correct and safe handling of fire extinguishers. • Apply emergency response processes.	First Aid kit, Fire Extinguisher

6	Comply with industry, regulatory and organizational requirements Theory Duration (hh:mm) 23:00 Practical Duration (hh:mm) 05:00 Corresponding NOS Code AMH/N0104	• Apply legislation and regulations, organizational guidelines and procedures while carrying out work related functions. • Apply appropriate methods to seek clarifications pertaining to policies and procedures, from the supervisor or other authorized personnel.	Computer, Peripherals, related to Compliance Computer Documents
7	Soft Skills Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 02:00 Corresponding NOS Code Bridge Module	• Illustrate the steps followed for personal grooming and hygiene. • Apply organization procedures and maintain personal health and hygiene and avoid habits like gutkha, tobacco etc. • Demonstrate effective interaction with the group. • Demonstrate time management in the work. • Write your resume. • Demonstrate the preparation for the interviews.	White/Black Board, Marker And Duster, Computer And Computer Peripherals
	Total Duration 500:00 Theory Duration 150:00 Practical Duration : 350:00	Unique Equipment Required: Computer & Computer Peripherals, Design software (Coral, photoshop etc),Printer,Mannequin (Male or female, Size M),Sewing Machine with tables (domestic or industrial SNLS as per requirement),Stools for sewing depending on no. of machines, Over lock Machine (5 thread over lock machine) with stool, Cleaning cloth, Embroidery machine with stool and table, Press/iron (any type) with table, Machine tool kit (screw driver, screw etc.),Garment, Made ups and Home Furnishing Samples ((qnt may vary),Drawing Board (any size wooden),Types Of Scales :normal straight big ruler,hip curve, leg shaper, pattern master, french curve etc, "Sewing kit (Includes thread clipper/hand trimmer, seam ripper, fabric cutting scissors, tracing wheel, measuring tape etc)",Machine tool kit (screw driver, screw etc.),Machine oil, Machine Needle and hand needles(Various Gauges),embroidery needles, Attachments for sewing machine (as per req),Button hole scissor, Hand notcher (pattern notcher),Sewing Threads (Surplus thread is used .The quantity, thread packaging, variety may vary as per requirement), embroidery thread as per req, Bobbins (qnt may vary) Bobbin case (qnt may vary),Hanger (wooden and plastic, material), Embroidery frame (various sizes and shapes qnt may vary),Fabric Yardages, surplus fabric, good quality muslin mandatory, other optional, qnt may vary), Trim/Accessory buttons, surface embellishments, zippers etc assorted, qnt may vary),Pin Cushion (quantity may vary as per requirement),Dustbin Boxes and pouches for storing items, Pattern Table /cutting table, Stools for cutting, Push Pins (quantity may vary as per requirement), Dress Maker's Pin (quantity may vary as per requirement),Fabric Pins, Highlighter (quantity may vary as per requirement),Pencil (HB, 2B, H, 2H, 4H,4B, 6B, 8B),Eraser, Note books,Sharpener, Carbon Paper (Various Colours),Design Transferring Paper,Paper Cutter, Pattern Drafting Paper, Paper (Various quality and sizes),Labels & Stickers (Qty may vary as per requirement),Scissors (plastic handled scissor for cutting paper),Pinking Shears, Marking Chalk (yellow/pink/ green/ blue coloured),Tailor's Chalk, Carbon paper (A4, yellow, red and white carbon), Colour (Poster colour, Water colour, Acrylics, Pastels,	

	fabric printing dyes and colors and materials etc), Paint Brushes (different sizes), Stapler (small and big size), Glue Stick/Fevicol /Adhesive, Fabric Glue, Cello-Tape (Transparent and Foam Double sided tapes, Single sided tapes), Punching Machine, Magnetic White Board/black board Eraser ,Blackboard /Whiteboard, White /Black Board Marker, Pantone Shade Card, Fashion Forecasting Books/Journals/Magazines ,Buyer Requirement/ comment Sheet, Measurement Sheet/ Size Chart ,Trims/Accessory /fabric and embroideries samples/swatch file, Tech Pack/ Specification Sheet, Chalk & marker (Chalks & markers of different colours) ,Dexterity Test Kit, Sewing Machine tool kit, Students Notes
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Grand Total Course Duration: 500 Hrs

(This syllabus/ curriculum has been approved by Apparel, Made-Ups and Home Furnishing Sector Skill Council)

Trainer Prerequisites for Job role: "Assistant Fashion Designer" mapped to Qualification Pack: "AMH/Q1210, version 1.0"

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack "AMH/Q1210"
2	Personal Attributes	The candidate should have aptitude for conducting training, pre /post work to ensure competent, employable candidates at the end of training. Strong communication skills; interpersonal skills, ability to work as team; diligent and is passionate for maintaining the quality in content and training delivery methodology. Candidate should have basic understanding of English language; however this should not be a restrictive criterion as long as the candidate is willing and open to learn. He/she must be able to speak, read and write in the local language.
3	Minimum Educational Qualifications	- Diploma of minimum 1 year duration in the relevant trade - ITI in relevant trade - Graduate in the relevant trade
4a	Domain Certification	Certified for Job Role: "Assistant Fashion Designer" mapped to QP: "AMH/Q1210", version 1.0. Minimum accepted score as per SSC guidelines is 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q2601". Minimum accepted % as per respective SSC guidelines is 80%.
5	Experience	- Diploma of minimum 1 year duration in the relevant trade with 2 years of work experience in relevant trade - ITI in relevant trade with minimum 2 years of work experience in relevant trade - Graduation in relevant trade with minimum 2 years of work experience in relevant trade, - He should be able to communicate in English and local language. He should have knowledge of equipment, tools, material, Safety, Health & Hygiene.



Annexure: Assessment Criteria

Job Role Assistant Fashion Designer

Qualification Pack AMH/Q1210

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

		Marks Allocation				
		Total Marks 350	Out Of	Theory	Skills Practical	Viva
1.AMH/N1210 Plan and prepare design collections of garments for a season	PC1,Conduct market research for trends and forecast from various sources such as forecasting sites like WGSN, forecast catalogues, etc. for garment design and extract a theme/inspiration from them	90	20	8	11	1
	PC2. Develop theme, client, forecast and mood boards and extract the key elements from them which is intended to be put in the garment design as per the instructions given		18	4	13	1
	PC3. Identify, develop, collect and maintain the swatches of the fabrics, trims and accessories that are required for design development		18	4	13	1
	PC4.Identify fabric (print, embroidery and dye) and garment manufacturing techniques and process steps in converting a design to a garment		22	8	12	2



	PC5. Get approval from the concerned heads in context of the design collection made, fabrics, trims and accessories intended to use and the manufacturing techniques to be used to develop a garment		12	4	7	1
	Total		90	28	56	6
2.AMH/N1211 Develop proto and fit samples	PC1. Prepare techpack with details like specs of the garment, type of fabric, color of fabric, type of trims and accessories, etc. Including processes used and materials employed	100	21	8	11	2
	PC2. Review techpack in consultation with the client and design review team with respect to the availability of the concerned materials in the market, organization's ability to manufacture that design, labour skills, etc..		24	9	13	2
	PC3. Identify and summarize the involvement of pattern maker, tailor, merchandiser, sourcing supervisor, etc. with respect to developing proto and fit samples		18	5	12	1
	PC4. Develop proto and fit samples as per the revised techpack for a particular style		19	3	15	1
	PC5. Fill the cost sheet of the style in the given format after consulting various departments		18	7	9	2
	Total		100	32	60	8
3.AMH/N1222 Evaluate the proto sample developed related to specific product class	PC1. Check proto sample in relation to techpack and/or client's input with respect to the measurements	95	17	6	10	1
	PC2. Check proto sample for design (woven/print), and attributes like wash ability, utility, etc.		16	3	12	1
	PC3. Review proto sample in consultation with the client and/or review team		19	7	11	1
	PC4. Amend/modify proto sample as per review inputs		21	5	15	1
	PC5. Get approval of the proto sample from client		12	5	6	1

	PC6. Prepare file of the approved sample containing approved fabric swatches, accessories, techpack, cost sheet, etc.		10	2	6	2
		Total	95	28	60	7
4.AMH/N1223 Maintain health, safety and security in the designing department	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like physical injuries from scissors.	30	6	1	3	2
	PC2. Handle tools and equipment like cutter, scissors, shear, etc. safely and securely		5	1	2	2
	PC3. Check the workplace and work processes for potential risks and threats like fire, electric shock, etc.		7	2	3	2
	PC4. Participate in mockdrills/evacuation procedures organized at the workplace		6	1	3	2
	PC5. Undertake first-aid, fire-fighting and emergency response training		6	2	3	1
		Total	30	7	14	9
5. AMH/N0104 Comply with industry, regulatory and organizational requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	35	7	2	4	1
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		6	2	3	1
	PC3. Apply and follow these policies and procedures within your work practices		7	2	4	1
	PC4. Provide support to your supervisor and team members in enforcing these considerations		7	1	5	1
	PC5. Identify and report any possible deviation to these requirements		8	3	4	1
		Total	35	10	20	5
Grand Total			350	105	210	35

Model Curriculum

Multi Skill Technician (Food Processing)

SECTOR: FOOD PROCESSING
SUB-SECTOR: FRUITS & VEGETABLES, BREAD &
BAKERY, PACKAGED FOOD
OCCUPATION: PROCESSING
REF ID: FIC/Q9007, V1.0
NSQF LEVEL: 4



		
Certificate		
CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS		
Awarded to _____		
FOOD INDUSTRY CAPACITY AND SKILL INITIATIVE (FICSI)		
At _____		
MODEL CURRICULUM		
Complies to National Occupational Standard of Job Role/Qualification Pack: Multi-skill Technician (Food Processing) QP No. FIC/Q9007_NSQF Level A		
DATE OF ISSUANCE	DATE OF TEST	 Head of Institution
_____	_____	
_____	_____	 Head of Institution
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Multi Skill Technician (Food Processing)

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Multi Skill technician (Food Processing)", in the "Food Processing" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Multi Skill Technician (Food Processing)		
Qualification Pack Name & Reference ID. ID	FIC/Q9007, v1.0		
Version No.	1.0	Version Update Date	02/08/2017
Pre-requisites to Training	Preferably Class 8		
Training Outcomes	After completing this programme, participants will be able to: - Sort and grade fruits, vegetables, nuts based on colour, size, appearance, feel and smell - Process fruits and vegetables to produce jam, jelly and ketchup manually or mechanically; - Operate various mechanical or automated machineries for canning; - Prepare and process various fruits and vegetables manually or in machine-operated units for pickle-making; - Process fruits and vegetables to produce squash and juice manually or mechanically; - Plan, organize, prioritize, inspect, and calculate production requirements and maintain process parameters to achieve the desired quality and quantity; - Prepare baked products in artisan bakeries and patisseries, conforming to all quality standards as per standard operating procedures - Operate oven and machineries/equipment - Maintain process parameters to attain the desired quality and quantity; - Follow and maintain food safety and hygiene in the work environment - Knowledge of working in a team		

This course encompasses 13 out of 13 National Occupational Standards (NOS) of "Multi Skill Technician (Food Processing)" Qualification Pack FIC/Q9007, Version 1.0 issued by Food Industry Capacity and Skill Initiative".

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Prepare and Maintain Work Area and Process Machineries for production of final products Theory Duration (hh:mm) 07:00 Practical Duration (hh:mm) 46:00 Corresponding NOS Code FIC/N9023	- Identify different equipments used in food processing - State the materials and equipments used in cleaning and maintenance of the work area and machineries - State the cleaning processes used to clean the work - Demonstrate the use of different tools and machineries used for jam, jelly and Ketchup final products - Demonstrate the appropriate method for cleaning and maintain a work area Ensure the work area is safe and hygienic for food processing - Identify and set the machines and tools required for production in working condition - Maintain cleanliness of the process machineries required for production using recommended sanitizers	Laptop, white board, marker, chart papers, projector, trainer's guide and student handbook, authorized sanitizers, cleansers, all equipments for demonstration
2	Sort and Grade Produce Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 31:30 Corresponding NOS Code FIC/N0129	- State the process of sorting and grading agricultural produce - State the storage procedures for incoming produce, packaging materials and packed produce - State the chemicals used for washing fruits and vegetables - State the method of washing fruits and vegetables - Explain the standards for grades of agricultural produce - State the types of rejects for each produce - Identify rejects and handle rejects as per defined procedures - Demonstrate the process of receiving and washing agricultural produce - Demonstrate the process of sorting and grading agricultural produce - List the types of packaging materials - Demonstrate the process of packaging the graded produce - Demonstrate the process of cleaning the work area and machineries after production	SOP, Weighing balance (Digital); Thermometer, pump, water spray system, sorting line conveyors, grading line conveyors, sensors in electronic sorting machines, packaging machines Laboratory weighing balance (Digital); Deep fridge; screw gauge; Verner callipers; sorter; grader, Fruit tray; Cutting knives; head caps, protective gloves, aprons, safety goggles, safety boots, mouth masks, sanitizer.
3	Canning fruits and vegetables Duration Theory Duration (hh:mm) 17:00 Practical Duration (hh:mm) 50:00	- State the production process used for canning fruits and vegetables - List the types of containers used for packing canned products - State the method of storing cans Demonstrate the process of preparing fruits and vegetables for canning - Demonstrate the process of preparing the preserving solution - Demonstrate the process of canning fruits and vegetables	SOP; cutting knives, weighing machine, tray, hydrometer, cans, heaters, brinometer, brix index meter/ refractometer, thermometer, Mechanical peeler/ Batch type for fruit and vegetable peeling; Shredder for slicing of fruit and vegetable Liquid filling machine, cooker/sterilizing machine, blancher, slicer, filer,

Multi Skill Technician (Food Processing)



Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code FIC/N0126	- Demonstrate the process of sterilization and storage - State the method of managing waste - Demonstrate the process of cleaning the work area and machineries after production	sealer, freezers, coolers, different types of canned packaging material, store house protective gloves, head caps, aprons, safety goggles, safety boots, mouth masks, sanitizer, safety manual
4	Produce fruit pulp from various fruits Theory Duration (hh:mm) 14:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code FIC/N0122	- Explain the process of pulping fruit Define ripening - Explain fruit ripening process Demonstrate the process of ripening, sorting, and deseeding fruit - State the procedures used to create the fruit pulp - Demonstrate the process of fruit pulping State the methods of sterilizing fruit pulp - List the quality control parameters for checking fruit pulp - State the basic categories of packing State the various types of packaging materials used for packing fruit pulp - State the factors for selecting packaging materials - Explain aseptic packaging in fruit processing industry - Define canning and its purpose - State the process of canning - Demonstrate the canning process of fruit pulp - State the methods for storing raw materials for later use - Explain the process of storing packaged fruit pulp - State the process of maintaining storage conditions - Demonstrate the process of cleaning the work area and machineries after production organizational standards	SOP, pH meter(Digital); Thermometer (Digital); Beakers; Measuring Cylinder; Measuring flask; Brinometer; Salinometer, Hydrometer; Weighing Balance (Digital); Brix Meter/ Refractometer; Deep fridge: refrigerator; Gas burner with cylinder; Fruit tray; Stainless steel mug; Pilfer proof capping machine; Cutting knives; mixer/electric mixer; water tank; fruit slicing machine; sealing machine; Vacuum gauge; pressure gauge; seam checking gauge or screw gauge; pressure cooker; coring Knives; Pitting knives; Juice extractor, crown corking machine; pulper; fruit mill; vacuum pan; mechanical peeler/ batch type of fruit and vegetable peeling; steam jacket kettle; baby boiler/ exhausting box; shredder for slicing of fruit and vegetable; liquid filling machine; Autoclaves S.S vessels with lids; micrometer seam checking gauge; bottle brush washer; protective gloves, head caps, aprons, safety goggles, safety boots, mouth masks, sanitizer, safety manual
5	Produce Squash and Juice Theory Duration (hh:mm) 19:00 Practical Duration (hh:mm) 34:00 Corresponding NOS Code FIC/N0103	- Explain the processing of Squash and Juice - Demonstrate the pre-extraction processes of fruits - State the procedures used to extract the fruit and vegetable juice/pulp - Describe enzyme activity in fruit processing - State the procedure for preparing juice and squash - Describe pasteurization process for fruit processing industry - Describe sterilization process for fruit processing industry - State the methods of sterilizing fruit juice - Demonstrate the method of clarifying fruit juice	SOP, pH meter(Digital); Thermometer (Digital); Beakers; Measuring Cylinder; Measuring flask; Brinometer; Salinometer, Hydrometer; Weighing Balance (Digital); Brix Meter/ Refractometer; Deep fridge; refrigerator; Gas burner with cylinder; Fruit tray; Stainless steel mug; Pilfer proof capping machine; Cutting knives; mixer/electric mixer; water tank; fruit slicing machine; sealing machine;

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		- List the quality parameters of squash and fruit juice - Explain aseptic packaging in fruit processing industry - Demonstrate the process of packaging squash and juice - State the methods for storing raw materials for later use - Explain the process of storing packaged fruit pulp - State the process of maintaining storage conditions as per organizational standards - State kinds of waste produced and its disposal - Demonstrate the process of cleaning the work area and machines after production	Vacuum gauge; pressure gauge; seam checking gauge or screw gauge; pressure cooker; coring Knives; Pitting knives; Juice extractor, crown corking machine; pulper; fruit mill; vacuum pan; mechanical peeler/ batch type of fruit and vegetable peeling; steam jacket kettle; baby boiler/ exhausting box; shredder for slicing of fruit and vegetable; liquid filling machine; Autoclaves S.S vessels with lids; micrometer seam checking gauge; bottle brush washer; protective gloves, head caps, aprons, safety goggles, safety boots, mouth masks, sanitizer, safety manual
6	Execution of Drying/Dehydration Process Theory Duration (hh:mm) 17:00 Practical Duration (hh:mm) 22:00 Corresponding NOS Code FIC/N0118	- State the various production processes used for drying/dehydrating fruits and vegetables - Demonstrate the process of preparing fruits and vegetables for drying/dehydration - Demonstrate the process of sulphurizing fruits and vegetables - Demonstrate the process of sun drying fruits and vegetables - Demonstrate the process of hot air drying fruits and vegetables Demonstrate the process of freeze drying fruits and vegetables Demonstrate the process of inspecting dried fruits and vegetables - Explain the method of packing dried fruits and vegetables - Explain the process of storing packaged fruits and vegetables - Demonstrate the process of packaging and storing dried fruits and vegetables State the method of managing waste - Demonstrate the process of cleaning the work area and machineries after production	PH Meter (Digital), Thermometer (Digital), Beakers of different sizes, Conical flasks, Measuring cylinder, Measuring flask, Burette of assorted sizes with burette stands, Pipettes of assorted sizes, Glass funnels of assorted sizes, Test tubes with test tube stand, Glass rod, Petri dish with cover, Glass slides, Microscope, Brinometer, Hydrometer, Weighing balance (Digital with capacity upto 50 kg), Laboratory weighing balance (Digital), Brixs meter/refractometer, Deep fridge, Refrigerator, Gas burner with cylinder, Fruit tray, Stainless steel mug, Pilfer proof capping machine, Cutting knives, Electric mixer, Water tank, Fruit slicing machine, Sealing machine, Weighing balance (analogue), Oven (drying), Solar dryer (cabinet type) complete with solar box. Size app 6'x3', Mechanical peeler/ Batch type for fruit and vegetable peeling, Steam jacket kettle, Baby Boiler/Diesel fuel/capacity of boiler as per capacity of steam jacket kettle, Shredder for slicing of fruit and vegetable

Sr. No.	Module	Key Learning Outcomes	Equipment Required
			capacity 5kg/hour, Heat Sealing Machine Hand Operated, Moisture meter
7	Execution of pickle making process Theory Duration (hh:mm) 26:00 Practical Duration (hh:mm) 33:00 Corresponding NOS Code FIC/N0107	- Check the raw material for quality and grade - Prepare the raw material for production - State the process for curing raw material and storing cured raw material - State the different methods of preparation of pickle - Demonstrate the process of preparation of pickle in oil - Demonstrate the process of preparation of pickle in brine - Demonstrate the process of preparation of pickle in vinegar	SOP; pH meter(Digital); Thermometer (Digital); Beakers; Measuring Cylinder; Measuring flask; Brinometer; Salinometer; Hydrometer; Weighing Balance (Digital); Brix Meter/ Refractometer; Deep fridge; refrigerator; Gas burner with cylinder; Fruit tray; Stainless steel mug; Cutting knives; mixer/electric mixer; water tank; fruit slicing machine; sealing machine; pickle mixer, protective gloves; head caps; aprons; safety goggles; safety boots; mouth covers; approved sanitizers; quality and safety manual
8	Produce Jam, Jelly and Ketchup Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 30:00 Corresponding NOS Code FIC/N0111	- Explain the processing of Jam - Explain the processing of Jelly - Explain the processing of Ketchup - Demonstrate the pre-pulping processes of fruit and vegetables - State the procedures used to extract the fruit and vegetable juice/pulp - Demonstrate the process of fruit and vegetable pulping - Demonstrate the process to extract juice - Describe enzyme activity in fruit processing - Describe pectin's role - Demonstrate the process to prepare jam - Demonstrate the process to prepare jelly - Demonstrate the process to prepare Ketchup - Describe pasteurization process for fruit processing industry - Describe sterilization process for fruit processing industry - State the methods of sterilizing fruit juice - Demonstrate the process of Ketchup preparation - State the methods of sterilizing fruit juice - State the quality control of a product - List the quality parameters of fruit pulp, jam, jelly and ketchup - Explain aseptic packaging in fruit processing industry - Demonstrate the process of packaging jam and jelly - Demonstrate the process of packaging ketchup - State the methods for storing raw materials for later use	SOP; pH meter(Digital); Thermometer (Digital); Beakers; Measuring Cylinder; Measuring flask; Brinometer; Salinometer; Hydrometer; Weighing Balance (Digital); Brix Meter/ Refractometer; Deep fridge; refrigerator; Gas burner with cylinder; Fruit tray; Stainless steel mug; Pilfer proof capping machine; Cutting knives; mixer/electric mixer; water tank; fruit slicing machine; sealing machine; Vacuum gauge; pressure gauge; seam checking gauge or screw gauge; pressure cooker; coring Knives; Pitting knives; Juice extractor; crown corking machine; pulper; fruit mill; vacuum pan; mechanical peeler/ batch type of fruit and vegetable peeling; steam jacket kettle; baby boiler/ exhausting box; shredder for slicing of fruit and vegetable; liquid filling machine; Autoclaves S.S vessels with lids; micrometer seam checking gauge; bottle brush washer; protective gloves, head caps, aprons, safety goggles, safety boots, mouth masks, sanitizer, safety manual

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		- Explain the process of storing packaged fruit pulp - State the process of maintaining storage conditions as per organizational standards - State kinds of waste produced and its disposal - Demonstrate the process of cleaning the work area and machines after production	
9	Produce Baked Products Theory Duration (hh:mm) 16:00 Practical Duration (hh:mm) 23:00 Corresponding NOS Code FIC/N5007	- Demonstrate the process for mixing and preparing dough - Demonstrate the process for fermenting and proofing dough - Demonstrate the process for rolling, shaping, cutting and moulding biscuits and cookies - Demonstrate the process for making mould batter for cakes - Demonstrate the process for baking products in an oven - Demonstrate the process for designing and developing specialty bakery products - Identify if the final product meets the quality parameters - State the process of cooling baked products - State the process of packaging of baked products - State the method of storing raw materials - State the method of storing finished products	Ovens (Diesel), Ovens (Gas), Baking sheet & Racks, Commercial Mixers, Wire whiskers, Refrigerator, Fryer, Baking Pan, Cooling racks, Bread slicer manual, Bread slicer mechanical, Cake decorative tools, Knives, Spatula, Utensils, Mixing bowl, Work table, Sinks, Measuring Cup & spoon, Thermometer, Timer, Digital Hygrometer, Lab equipment for testing, Lab chemicals for testing and glassware, Packing, wraps rolls, Packing wraps rolls, Aprons, Cleaning tools, Weighing Scale, Gas Burner (LPG), LPG cylinders, Heat resistant Gloves, Protective Gloves, Fire extinguishers, High speed exhausts, Masks – Head cover, mouth cover, ingredients and raw material as per recipe to be prepared
10	Complete documentation and record keeping Theory Duration (hh:mm) 12:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code FIC/N9024	- State the need for documenting and maintaining records of raw materials, processes and finished products - State the method of documenting and recording the details of raw material to final finished product - Document daily records in the ERP system effectively	Laptop, white board, marker, chart papers, projector, trainer's guide and student handbook, logbooks, internal audit register, food safety manual, quality policy etc.
11	Food Safety, Hygiene and Sanitation Theory Duration (hh:mm) 12:00 Practical Duration (hh:mm) 20:00	- State the importance of safety, hygiene and sanitation in the baking industry - Follow the industry standards to maintain a safe and hygiene workplace - Follow HACCP principles to eliminate food safety hazards in the process and products - Follow safety practices in the work area	Laptop, white board, marker, chart papers, projector, trainer's guide and student handbook, protective gloves, head caps, aprons, safety goggles, safety boots, mouth covers, sanitizer, safety manual, logbooks etc.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code FIC/N9001		
12	Developing Entrepreneurial Skills Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 30:30 Corresponding NOS Code FIC/N9005	• Work out the feasibility and viability of setting up micro enterprises • Assess demand and supply of products/services in markets • Seek information regarding subsidies/loans available through the government • Avail loan from the financial institutions • Identify & develop appropriate marketing channels • Track prices prevailing in the market and formulate competitive pricing mechanism • Maintain book of accounts • Calculate B:C ratio • Comply with relevant regulations in marketing and sale of produce • Deal effectively with all the stakeholders • Continuously improve and streamline the processes • Look out for new opportunities	
13	Working in a team and learning team ethics Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 30:00 Corresponding NOS Code FIC/N9024	• On job communication with team members including superiors • Setting up meetings regularly • Knowledge sharing on techniques and products • Feedback management to improve performance • Co-ordination with other team members to improve performance of the organization • Addressing team related issues that come during the course of work • Attending periodic training to enhance skills	
	Total Duration 600:00 Theory Duration 200:00 Practical Duration 400:00	Unique Equipment Required: SOP; pH meter(Digital); Thermometer (Digital); Beakers; Measuring Cylinder; Measuring flask; Brinometer; Salinometer, Hydrometer; Weighing Balance (Digital); Brix Meter/ Refractometer; Deep fridge; refrigerator; Gas burner with cylinder; Fruit tray; Stainless steel mug; Pilfer proof capping machine; Cutting knives; mixer/electric mixer; water tank; fruit slicing machine; sealing machine; Vacuum gauge; pressure gauge; seam checking gauge or screw gauge; pressure cooker; coring Knives; Pitting knives; Juice extractor, crown corking machine; pulper; fruit mill; vacuum pan; mechanical peeler/ batch type of fruit and vegetable peeling; steam jacket kettle; baby boiler/ exhausting box; shredder for slicing of fruit and vegetable; liquid filling machine; Autoclaves S.S vessels with lids; micrometer seam checking gauge; bottle brush washer	

Grand Total Course Duration: 600 Hours, 0 Minutes

(This syllabus/ curriculum has been approved by SSC: Food Industry Capacity and Skill Initiative)

Trainer Prerequisites for Job role: "Multi Skill Technician (Food Processing) " mapped to Qualification Pack: "FIC/Q9007, v1.0"

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack "FIC/Q9007", Version 1.0
2	Personal Attributes	An aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training, and pre/post work to ensure competent, employable candidates at the end of the training. Strong communication skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned fields.
3	Minimum Educational Qualifications	- Diploma in Food Technology or Food Engineering with 4 years of hands on experience in a fruit and vegetable industry/bakery industry or - B.Sc/B.Tech/BE in Food Technology or Food Engineering with 2-3 years of hand on experience in a fruit and vegetable industry/bakery industry or - M.Sc/M.Tech/ME in Food Engineering or Dairy Technology with 1-2 years of hand on experience in a fruit and vegetable industry/bakery industry
4a	Domain Certification	Certified for Job Role: "Multi skill Technician (Food Processing)" mapped to QP: "FIC/Q9007, v1.0". Minimum accepted score is 80%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted SCORE IS 80 % as per SSC guidelines.
5	Experience	- Diploma in Food Technology or Food Engineering with 4 years of hands on experience in a fruit and vegetable industry/bakery industry or - B.Sc/B.Tech/BE in Food Technology or Food Engineering with 2-3 years of hand on experience in a fruit and vegetable industry/bakery industry or - M.Sc/M.Tech/ME in Food Engineering or Dairy Technology with 1-2 years of hand on experience in a fruit and vegetable industry/bakery industry

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Multi Skill Technician (Food Processing)
Qualification Pack	FIC/Q9007, v1.0
Sector Skill Council	Food Processing

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% in every NOS.
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 Pract
1. FIC/N9023: Prepare and maintain work area and process machineries for the production of final products	PC1. Clean and maintain the cleanliness of the work area using approved sanitizers and keep it free from dust, waste, flies and pests	100	25	10	15
	PC2. Ensure that the work area is safe and hygienic for food processing		10	3	7
	PC3. Dispose waste materials as per SOP's and industry requirements		15	5	10
	PC4. Check the working and performance of all machineries and tools used for the fruit pulping process such as fruit washer, peeler, slicer, fruit pulper, steam jacketed kettles, packaging machines, etc.		15	5	10
	PC5. Clean the machineries and tools used with approved sanitizers following organization Specifications and standards		15	5	10

	PC6. Place the necessary tools required for the process		5	2	3
	PC7. Attend minor repairs/ faults of all machines, if required		15	5	10
			100	35	65
2. FIC/N0129 : Sort and grade produce	PC1. Receive agricultural produce from the supplier/vendor, weigh the produce and check the quality through physical parameters such as appearance, colour, texture, maturity, etc.	100	3	1.5	1.5
	PC2. Pump water into the float tank (water tank) and control the water level for washing produce		1	0.5	0.5
	PC3. Measure specified quantity of chlorine and dose in water and prepare chlorinated water (if required) to destroy microbes		1	0.5	0.5
	PC4. Dump the produce in the float tank manually (for selected agricultural produce which can tolerate water treatment) to remove soil, pesticides, dirt, plant debris and rotting parts or start conveyor or ladder elevator and control speed, load the produce in the conveyor to transfer it to the float tank		2	1	1
	PC5. Start the conveyor that lift the produce from the float tank to the rolling conveyor for washing		1	0.5	0.5
	PC6. Open valves of the high pressure spraying system for fresh water and adjust pressure to spray water on produce for thorough washing and to remove chlorine		3	1	2
	PC7. Control the speed of the drying line conveyor, set the air temperature and control air circulation, and allow washed produce to pass through the drying tunnel for drying or adjust controls to transfer produce to the brushing conveyor with brush rollers for wiping and to transfer the produce into different lanes of sorting tables		9	3.5	5.5
	PC8. Start the equipment with brushing rollers, adjust speed and dump produce that cannot tolerate water treatment for brushing and removing soil and dirt on the surface		5	2	3
	PC9. Transfer the produce to the sorting table manually or control the speed of sorting line conveyor, inspect the produce in the sorting line/sorting table visually and remove the severely damaged, defective, deformed, rotting produce by hand and		4	1	3

discard				
PC10. Start mechanical sorting machine with mesh screen for sorting produce based on size, dump produce in feed chute or open supply chute to feed material into machine; collect the sorted produce from the discharge outlet		4	1	3
PC11. Operate the equipment that removes dry foliage attached to the bulb (in case of onion, garlic)		3	1	2
PC12. Place spherical shaped produce on rings of known diameter to sort them by size, collect the produce that passes through the ring and falls into the containers placed below; replace filled container with empty ones		3	1	2
PC13. Set control parameters of electronic colour sorter for sorting produce based on colour		3	1.5	1.5
PC14. In continuous sorting and grading line, control the speed of the different lanes of sorting line conveyors that diverge into single line to transfer produce to the electronic colour sorter for sorting produce based on colour		4	1	3
PC15. Control speed of the conveyor to diverge into number of lanes (as required by the organisation) for uniform grading of produce based on weight and size		4	1	3
PC16. Control the speed of the grading lanes conveyors with mesh screens or diverging belts or rollers with increased spaces between them (in this machine control the speed of rollers) to sort produce based on size (diameter and length)		5	2	3
PC17. Control the speed of the grading lane conveyors with weight sensitive trays to sort produce based on weight		5	2	3
PC18. Place baskets, tubs, or crates below discharge outlets of each machine and lane, remove full containers from discharge outlets and replace them with empty ones		3	1	2
PC19. Report any malfunction or discrepancies to the supervisor and implement the suggested corrective action immediately		2	1	1
PC20. Transfer the containers with sorted and graded produce to the packaging area		1	0.5	0.5
PC21. Place specified count of sorted and graded produce manually in plastic moulded trays, thermoformed PVC trays, etc., place		4	1	3

	label on trays and pass through shrink wrap machine to wrap with shrinkable plastic films (if required)				
	PC22. Wrap individual produce in foam net and place in moulded trays and place packed trays in carton		3	1	2
	PC23. Weigh sorted and graded produce such as onions, potatoes, sweet potatoes, etc. and pack in mesh bags of various size either manually or mechanically		3	1	2
	PC24. Feed the sorted and graded produce in the hopper of automatic packing machine, load the packaging materials in the machine, set machine for packaging weight, batch code, date of packing, date of expiry, etc. and start machine to pack specified quantity; collect packed produce from the packaging conveyor for further packaging		4	1	3
	PC25. Form ventilated cartons, place protective material such as paper, straw, etc. in carton, place packed trays in the carton and seal, strap carton if required and weigh the packed cartons		4	1	3
	PC26. Place cartons on pallets, operate shrink wrap machine to shrink wrap palletized cartons for bulk packaging		4	1	3
	PC27. Transfer to packed cartons/ pallets to storage area and store maintaining storage parameters following SOP		2	1	1
	PC28. Clean the work area, machineries, equipment and tools using recommended cleaning agents and sanitizers		4	1	3
	PC29. Attend minor repairs/faults of all machines (if any)		4	1	3
	PC30. Ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment following the SOP or following suppliers instructions/manuals		2	1.5	0.5
			100	35	65
3. FIC/N0126: Can fruits and vegetables	PC1. Receive fruits and vegetables from the supplier/vendor, check weight and check the quality through physical parameters such as appearance, colour, maturity, etc.	100	4	1.5	2.5
	PC2. Open valve or start pump to fill water in the washing tank and control water level, dump fruit and vegetables manually for washing or start ladder conveyor to carry fruits and vegetables into the washing		2	0.5	1.5

	tank, switch on the agitating or revolving screens to immerse each fruit and vegetable into the water				
PC3.	Start ladder conveyor to transfer washed produce from washing tank to washing line conveyor, start conveyor and adjust speed	2	0.5	1.5	
PC4.	Open valves of the high pressure spraying system for chlorinated water and fresh water, adjust pressure to spray water on fruits and vegetables to wash with chlorinated water and rinse with fresh water	2	0.5	1.5	
PC5.	Start and adjust speed of sorting/inspecting line conveyor, inspect visually and remove damaged, blemished and rotten fruits	2	0.5	1.5	
PC6.	Start conveyor or elevator and control speed to transfer sorted fruits and vegetables into peeler or corer machine (depending on the type of fruits and vegetables), start peeler/corer machine and adjust the speed to remove the peel or core of fruits and vegetables (or)	2	0.5	1.5	
PC7.	Dump measured quantity of lye chemical into tank of heated water to prepare lye solution for lye peeling, turn valves to admit steam to heat lye solution in tank, observe dials and adjust controls to regulate pressure and temperature	2	0.5	1.5	
PC8.	Start conveyor and adjust speed to carry fruit and vegetables through lye peeling machine or load by hand, set and adjust timer for immersion time following sop, observe fruit and vegetable emerging from machine to ensure removal of skin or membrane, open valve to drain the excess lye solution,(or)	2	0.5	1.5	
PC9.	Turn valves to introduce steam and adjust controls to maintain pressure for steam peeling of fruits and vegetables, open valves of water spraying system to wash the peeled/scalded fruits and vegetables	2	0.5	1.5	

	PC10. Start conveyor to transfer fruits and vegetable to chopper/cutter/slicer machine to slice to specified size and shape following sop		1	0.5	0.5
	PC11. Turn valves, set controls, monitor gauges to fill water in the blanching machine, turn valves to allow steam and adjust gauges to regulate steam pressure, water temperature and blanching time for different types of fruits and vegetables following sop		2	0.5	1.5
	PC12. Start feed conveyor and control speed to feed fruits and vegetables to and from the blanching machine, examine blanched fruits and vegetables visually and through feel/texture to determine adequacy of softening		2	0.5	1.5
	PC13. Open valve to admit required amount of water into steam jacketed kettle/tank, observe water gauge or designated mark for quantity of water filled		2	0.5	1.5
	PC14. Measure sugar/salt, water, juice etc following sop and transfer into the pre-mixing tank /container, pump or manually add into water in the kettle/tank to prepare sugar/brine/other preserving solution, turn on mixer/agitator and control speed to mix ingredients		3	1	2
	PC15. Turn valves to admit steam into kettle/tank, and set required pressure, temperature and time to heat the solution following sop, observe pressure and temperature gauge, and regulate steam to maintain temperature		3	1	2
	PC16. Check sugar/brine/other preserving solution using equipments like salinometer or refractometer to conform its specifications to standards, open valves or start pump to transfer sugar/brine/other preserving solution from mixing tank to storage or holding tanks for later use		2	1	1
	PC17. Operate can reformer, flanger machines, seamer, can body beader and embossing machines manually to form cans		2	0.5	1.5

PC18.	Start can washer/sterilizer, can filling, can seamer machines and conveyor mechanisms to verify its working and performance	1	0.5	0.5
PC19.	Feed flattened containers onto conveyor or forming machines to form cans, press button to activate machine-lift that raises stacked cans and transfer them onto mechanical conveyor (in mechanical units), observe passing cans and remove defective/damaged cans from conveyor and discard following sop	1	0.5	0.5
PC20.	Set controls like temperature, steam pressure, conveyor speed and start machine that automatically feed empty cans onto conveyors leading to washing, filling and seaming machines	4	1.5	2.5
PC21.	Set fruit and vegetable filling machine for filling quantity, control speed of filling line conveyor that carries blanched fruits and vegetables, and start machine to fill measured quantity of fruits and vegetables into the can	4	1.5	2.5
PC22.	Check the weight of the filled cans periodically to ensure its conformance to standards	1	0.5	0.5
PC23.	Load fruit/vegetable filled cans onto liquid filling conveyor or start the conveyor that carries containers under liquid dispensing nozzles for filling sugar/ brine/other preserving solution	3	1	2
PC24.	Turn valves of the liquid filling machine and adjust controls to fill measured quantity of sugar/ brine/other preserving solution, observe filling operation and adjust flow of solution to optimum volume	4	2	2
PC25.	Start steaming line conveyor and control the speed to allow filled cans to pass through steaming chamber/tunnel (for products that cannot be preheated before filling)	3	1	2
PC26.	Verify gauges and adjust controls to maintain pressure and temperature or monitor and control plc of the steaming chamber/tunnel	3	1	2

PC27.	Adjust knobs to set temperature, pressure and time to increase temperature of the contents in the can to expel gases (or create vacuum) from the can before sealing		3	1	2
PC28.	Load lids in the can seaming machine, monitor can seaming operation to ensure the positioning of the lid on the can and crimping of lid to the can creating double seam		3	1	2
PC29.	Observe cans leaving machines to detect defects, such as overfilled cans or misaligned lids, check the weight of the filled cans, sample sealed cans and transfer to lab for quality analysis to ensure conformance of canned product to quality standards		3	1	2
PC30.	Load the canned product manually in metal baskets, start motor to lower the basket with cans into hot water tank, adjust burner or allow steam to pass through tank to heat water continuously to sterilize can to specified temperature and time, mechanically lift basket with sterilized cans from hot water tank and place in cold water tank, open valves to circulate cold water in tanks to cool cans, dry cans manually (or)		4	1	3
PC31.	Load the canned product into the retort manually or mechanically through push trucks or pressing buttons to start conveyor to load canned foods into retort, close retort door or lid and turn wheels or moves levers to seal chamber		3	1	2
PC32.	Set process parameters like pressure, temperature, sterilization time etc in the retort following sop, turns valves to admit steam into retort, observe dials and gauges and adjust controls to maintain process parameters, after sterilization time turn valves to release steam and allow cool water into chamber to prevent overcooking		4	2	2
PC33.	Open retort and move canned product to the cooling line conveyor, open valves of water spraying		3	1	2

	system and adjust pressure to spray cold water on cans passing through cooling line conveyor				
	PC34. Set drying temperature, air flow etc of drying tunnel, start conveyor and control speed in order to allow cooled cans to pass through drying line conveyor to dry water on cooled cans		3	1	2
	PC35. Load labels in the packaging machine, set date coding machine for date code like batch number, date of manufacture, date of expiry etc and start machine to label cans		2	1	1
	PC36. Check sample canned product and transfer to quality lab for analysis and to ensure its conformance to quality standards		2	1	1
	PC37. Pack labeled cans into cartons and transfer to storage area manually or mechanically and maintain storage conditions by following SOP		2	1	1
	PC38. Report discrepancies/concerns to department supervisor for immediate action		2	1	1
	PC39. Clean the work area, machineries, equipment and tools using recommended cleaning agents and sanitizers		2	0.5	1.5
	PC40. Attend minor repairs/faults of all machines (if any)		2	0.5	1.5
	PC41. Ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment following the SOP or following suppliers instructions/manuals		1	0.5	0.5
			100	35	65
4. FIC/N0122: Produce fruit pulp from various fruits	PC1. Receive fruits from the supplier/vendor and check weight	100	1	0.5	0.5
	PC2. Check quality through physical parameters such as appearance, colour, texture, maturity, etc.		1	0.5	0.5
	PC3. Load fruits in fruit ripening chamber, adjust controls to set required temperature, time, relative humidity to pre-cool the fruit, monitor temperature to ensure the fruit is cooled to required temperature		3	1	2
	PC4. Open and control the regulator of the		3	1	2

	ethylene generator or use PLC to introduce ethylene into the chamber to initiate ripening of fruit, monitor air circulation system for uniform ethylene flow for specified period, adjust controlling system to maintain required temperature, relative humidity, etc. for specified period, adjust ventilation system at periodic interval by controlling the speed of exhaust fan to remove carbon-di-oxide				
PC5.	Open ripening chamber after specified period, start fan to ventilate ethylene gas, stop fan after ventilation, unload the ripened fruit from the ripening chamber, check the quality of ripened fruit and transfer to processing area	2	0.5	1.5	
PC6.	Open valves or start pump to fill water in washing tank and control water level, dump fruits into the washing tank for washing	2	0.5	1.5	
PC7.	Switch on agitator of revolving screens/blades to immerse each fruit into water to remove dirt, soil, etc.	2	0.5	1.5	
PC8.	Start the ladder conveyor to lift fruits from the washing tank and transfer to the washing line conveyor	2	0.5	1.5	
PC9.	Open valves of the high pressure spraying system for fresh water and adjust pressure to spray water on fruits for rinsing	2	0.5	1.5	
PC10.	Adjust controls to transfer washed fruit to sorting/inspecting line, start and adjust speed of sorting/inspecting line conveyor to visually inspect and manually remove damaged, blemished and rotten fruits	2	0.5	1.5	
PC11.	Dump sorted fruits in the peeler or corer (depending on the type of fruits), start machine, adjust speed to remove the peel or core of fruits (or) turn valves to introduce steam and adjust controls to maintain pressure for steam peeling	3	1	2	
PC12.	Open valve or pump water or open spraying system to wash peeled fruits, observe fruits emerging from peeling/coring machine to ensure	2	0.5	1.5	

removal of peel/core				
PC13. Cut fruits manually (or) load the fruits in the chopper/cutter/slicer machine, adjust controls to cut fruits to required size, start machine, collect sliced fruits from the discharge chute		2	0.5	1.5
PC14. In case of mangoes, start conveyor and control speed to allow washed mangoes to pass through mango tip cutting line, cut the mango tip manually, control conveyor speed to dump the tip cut mangoes into de-stoner machine to remove seed and peel		2	0.5	1.5
PC15. Control speed of waste disposal conveyor to dispose waste following sop		1	0.5	0.5
PC16. Adjust and maintain speed of pulper conveyor to allow fruits to pass through the pulper cum finisher/ pulper refiner machine for pulping fruits and sieving pulp to required fineness, adjust position of discharge outlet to collect refined pulp in collection tank, check collected pulp to ensure it is free from seeds and fiber		8	3	5
PC17. Replace damaged or clogged filter screen of pulper cum finisher/ pulper refiner machine		2	0.5	1.5
PC18. Start pump to transfer measured quantity of pulp from collection tank to steam jacketed kettle/ pre-cooking tank for cooking pulp, check pumped quantity through the level indicator and glass windows of the pre-cooking tank, adjust controls to set pressure, temperature, cooking time, stirrer speed, etc., open valve to allow steam to pass through kettle for pre-cooking/ pre-heating pulp to required temperature, examine pre-cooked fruits through feel/texture		8	3	5
PC19. Open valves to allow pre-cooked pulp to pass through de-canter machine to remove black specks, set control of the machine such as speed of screw conveyor in machine and speed/ rotation and start machine to remove black specks (in case of		5	2	3

mango)				
PC20. Collect the pre-cooked pulp in the collection tank/ holding tank, sample pulp and transfer to quality lab for analysis and conformance to organisation standards		2	0.5	1.5
PC21. Set controls of de-aerator machine to remove air from pulp for extended shelf-life, start machine, open valves/start pump to transfer measured quantity of pre-cooked pulp into de-aeration tank to de-aerate pulp		5	2	3
PC22. Set controls of evaporator like flow rate of pulp, temperature, residence time etc to concentrate pulp (for processing concentrated pulp), switch on machine to transfer measured quantity of de-aerated pulp into continuous evaporator for concentrating pulp		5	2	3
PC23. Open valves/start pump to transfer measured quantity of pre-cooked(or)de-aerated and concentrated pulp into sterilization tank to sterilize pulp before aseptic packing, adjust controls to set temperature, pressure, time, etc. and open valves to allow steam to pass through sterilization tank, switch on machine to start sterilization, observe through glass windows of the sterilization tank, monitor and maintain steam pressure by adjusting gauges to sterilize fruit pulp to organisation standards		4	1	3
PC24. Set controls to allow the sterilized pulp to pass to the aseptic surge tank for filling, maintain temperature of product surge tank until filling, set controls of the product filler of aseptic filling machine for filling volume, pressure, temperature, etc.		4	1	3
PC25. Place plastic liners in the container (drums, cartons etc), date code aseptic bags with details like date of manufacture, date of expiry etc and place inside the liner for filling pulp, start conveyor and control speed to		2	1	1

	move the drum with aseptic bags under the aseptic (product) filling machine				
PC26.	Fix the spout of the aseptic bag to the filling nozzle of the machine, set controls like pressure, temperature, filling volume etc and start machine to fill hot sterile product and automatically seal/ close with sterile closures	2	0.5	1.5	
PC27.	Start conveyor to move the container with filled aseptic bags to the weighing area, check the weight of the container, label the container with details like batch number, date of manufacture, date of expiry, volume/weight etc	2	0.5	1.5	
PC28.	Cover the aseptic bags with liner, place lid on drums, close and seal lid, transfer to the storage area and store by maintaining storage conditions and following SOP	1	0.5	0.5	
PC29.	Operate can reformer, flanger, seamer, can body beader and embossing machines to form cans	1	0.5	0.5	
PC30.	Press button to activate machine-lift that raises stacked cans and transfers them onto mechanical conveyor (in mechanical units), observe passing cans and remove defective/ damaged cans from conveyor and discard following SOP	1	0.5	0.5	
PC31.	Start machine that automatically feeds empty cans onto conveyors leading to washing, filling and sealing machines (or) set controls like temperature, pressure, conveyor speed of empty can machine, place empty cans in the conveyor and start machine to sterilize cans, collect sterilized cans from other end of the conveyor and transfer to the filling machine	1	0.5	0.5	
PC32.	Start conveyor to allow sterilized cans to pass through the filling line (or) place sterilized cans manually in the filling line conveyor	1	0.5	0.5	
PC33.	Start pump to fill pre-cooked/pre-heated pulp into the filling tank, set temperature, volume etc and start machine to fill pulp in cans, control	2	0.5	1.5	

	speed of conveyor to transfer filled cans to the can seaming machine (or) manually place lid over the filled cans and seal in cans in can seamer machine			
PC34.	Load the canned product manually in metal baskets, start motor to lower the basket with cans in lager tank with hot water, allow steam to pass through tank to heat continuously to sterilize can to specified temperature and time, mechanically lift basket with sterilised cans from hot water tank and place in cold water tank, open valves to circulate cold water in tanks to cool cans, dry cans manually (or)	2	0.5	1.5
PC35.	Load the canned product into the retort manually or mechanically through push trucks, close retort door or lid, and turn wheels or moves levers to seal chamber, adjust controls to set pressure, temperature and time of the retort chamber to sterilize canned product following sop	2	1	1
PC36.	Set process parameters like pressure, temperature, sterilization time etc in the retort following SOP, turns valves to admit steam to retort, observe dials and gauges and adjust controls to maintain process parameters, turn valves to release steam and allow cool water into chamber to prevent overcooking.	1	0.5	0.5
PC37.	Open retort and move the canned product to the cooling line conveyor, open valves of the water spraying system and adjust pressure to spray cold water on cans passing through cooling line conveyor, transfer cooled cans to drying line conveyor and start conveyor, set and control temperature and air flow to dry adhering water from the cooled cans	2	1	1
PC38.	Load labels in the packaging machine and set date coding machine for batch number, date of manufacture, date of expiry etc, start labeling machine and date coding machine to label and date code cans, sample	1	0.5	0.5

	canned product and transfer to quality lab for analysis, pack labeled cans into cartons and transfer to storage area and store maintaining storage conditions following SOP				
	PC39. Report discrepancies/concerns to department supervisor for immediate action		1	0.5	0.5
	PC40. Clean the work area, machineries, equipment and tools using recommended cleaning agents and sanitizers		2	0.5	1.5
	PC41. Attend minor repairs/faults of all machines (if any)		2	1	1
	PC42. Ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment following the SOP or following suppliers instructions/manuals		1	0.5	0.5
			100	35	65
5.FIC/N0103: Produce squash and juice	PC1. Receive fruits from the supplier/vendor, check weight and quality through physical parameters such as appearance, colour, texture, maturity, etc.	100	2	1	1
	PC2. Open valves or start pump to fill water into the washing tank and control water level, dump fruits manually or start elevator conveyor to transfer fruits into washing tank for washing or wash and rinse manually		1	0.5	0.5
	PC3. Switch on agitator of revolving screens/blades to immerse each fruit into water to remove dirt, soil and other impurities		1	0.5	0.5
	PC4. Start ladder conveyor and control speed to lift fruits from the washing tank and transfer to washing line conveyor		1	0.5	0.5
	PC5. Open valves of the high pressure spraying system for fresh water and adjust pressure to spray water on fruits for rinsing		1	0.5	0.5
	PC6. Start and adjust speed of sorting/inspecting line conveyor to transfer fruits to inspection station, inspect visually and remove damaged, blemished and rotten fruit; dispose waste following sop		2	0.5	1.5
	PC7. Cut fruits manually or load the fruits		2	0.5	1.5

		in the chopper/cutter/slicer/grating or grinding machine, adjust controls to cut/grate fruits to required size, start machine and then collect sliced/grated fruits from the discharge chute			
	PC8.	Start the conveyor and control speed to transfer fruits to juice extractors (in case of citrus fruits), crusher and fruit mills (for fruits such as apples, pear, etc.), or stem and seed remover (grapes and berries)	1	0.5	0.5
	PC9.	Set controls such as speed/rotation of stem and seed remover machine, start machine and feed fruits such as grapes and berries through conveyor to remove stem and seed; dispose waste following sop	2	0.5	1.5
	PC10.	Set controls such as speed/rotation, feed rate, etc. Of citrus fruit extractor or rotary press machine to extract juice from citrus juice (citrus fruit extractor), start machine and open valves to allow citrus fruits to pass through machine to extract juice; simultaneously remove peel and seeds; collect juice flowing through the discharge outlet in collection tank; dispose waste following SOP	3	1	2
	PC11.	Set controls such as speed/rotation of fruit mills (fruit grinding mill/grater mill/ hammer mill) depending on the type of fruit, start machine and open valves to allow fruits such as apple, pear, etc. To pass through machine for grinding fruit into fine gratings	3	1	2
	PC12.	Measure enzymes required for batch following formulation chart, pump cut/ grated fruit into reservoir tank and add measured quantity of enzymes (for selected fruits like apple), set timer for fruit-enzyme contact time following sop and allow to stand for specified time for enzyme activity	1	0.5	0.5
	PC13.	Adjust controls such as speed/rotation of pressing machines (hydraulic press/ cloth press/ continuous belt press / screw press, etc.), start machine and open valves	3	1	2

	to allow (enzyme treated) fruits such as apple, pear, etc. To pass through machine for extraction of juice and removal of peel, stem and seeds, collect juice in collection tank; dispose waste following sop				
	PC14. Open valve of start pump to transfer fruit juice to filter for removing small suspended particles (in case of apple, pear, etc.); collect filtered juice in collection tank		2	0.5	1.5
	PC15. Change sieves or clean sieves of juice extraction machines to avoid clogging; change or sharpen blades of fruit mills for better grinding		1	0.5	0.5
	PC16. Check the quality of extracted juice through physical parameters such as appearance, colour, consistency, flavour, taste, etc., sample and transfer to quality lab for analysis		2	1	1
	PC17. Set controls such as temperature, steam pressure, etc. Of vacuum concentrate machine; start pump to allow fruit juice to pass thorough machine to concentrate fruit juice and recover aroma (aroma stripping)		2	0.5	1.5
	PC18. Set process parameters such as pressure, temperature, flow rate, time, etc. Of pasteurizer		4	1.5	2.5
	PC19. Open valves to allow steam to pass through pasteurizer; observe temperature and pressure gauge and adjust controls to achieve required pressure and temperature		4	1.5	2.5
	PC20. Open valves to allow juice to pass to the pasteurizer, monitor and maintain process parameters throughout the pasteurization process (pasteurize cloudy juice immediately after pressing)		3	1	2
	PC21. Open valves or start pump to circulate water through heat exchangers to cool pasteurized juice, open valves to allow pasteurised juice to pass through heat exchangers to cool to required temperature, collect in collection tank		4	1.5	2.5
	PC22. Measure enzymes required for clarification of juice following formulation chart, add to the pasteurized juice in the collection		4	1.5	2.5

	tank (for obtaining clear juice), start stirrer and control speed for uniform mixing of enzymes				
	PC23. Open valves or start pump to allow enzyme treated juice to pass through ultra filtration unit to remove smallest particles and obtain clear juice		4	1.5	2.5
	PC24. Check quality of juice through physical parameters such as colour, appearance, flavour, taste, etc., sample and transfer to lab for quality analysis and to ensure conformance to standards		4	1.5	2.5
	PC25. Pump processed juice to the holding /reservoir tanks and store maintaining storage parameters until packaging or further processing (to prepare squash)		3	1	2
	PC26. Open valve to admit measured quantity of water into steam jacketed kettle/tank, observe gauge or designated mark for filled quantity		3	1	2
	PC27. Measure sugar (add acids if specified in the formulation) and add it to water in the kettle/tank to prepare sugar syrup, turn on mixer/agitator and control speed to mix ingredients		3	1	2
	PC28. Turn valves to admit steam into kettle/tank, set required pressure, temperature and time to heat the solution following sop, observe pressure and temperature gauge, adjust valves to maintain set parameters		3	1	2
	PC29. Check sugar syrup using refractometer instrument to conform its specifications to standards, open valves or start pump to allow sugar syrup to pass through filter to remove undesirable particles and sediments, collect filtered sugar syrup in storage or holding tanks		3	1	2
	PC30. Start pump to transfer measured quantity of (single or multiple fruit) juice concentrate or clarified juice (depending on type of product produced) , water, sugar syrup into blending tank; check pumped quantity through the level indicator		5	2	3

	and glass windows of the tank, add measured quantity of acids, preservatives, colour, flavor, etc. Following sop, set controls of stirrer/agitator (mixing speed, mixing time, etc.) And start mixer, observe mixing process, collect sample and check physical parameters to ensure uniform mixing				
	PC31. Adjust controls to set temperature, pressure, etc. Of pasteurizer/heat exchanger; turn valves to admit steam, start pump to transfer blended product into pasteurizer/heat exchanger, check dials and adjust gauges to control process parameters, open valves to allow water to pass thorough heat exchanger to cool product, open valves to collect finished product in storage tank, to hold until packaging	5	1	4	
	PC32. Check the quality of finished product through physical parameters (appearance, colour, consistency, flavour, taste etc.), sample and transfer to quality lab for analysis and to ensure conformance to quality standards	3	1	2	
	PC33. Start pump to transfer finished product into the filling tank of packaging machine	1	0.5	0.5	
	PC34. Load packing materials (tetra packs, glass bottles, plastic containers, etc.) In packaging machine, sealing materials (caps, lids, crowns, etc.) in sealing machine, labels in labelling machine; set machine for filling volume, set date coding machine for date code details (batch number, date of manufacture, date of expiry, etc.)	3	1	2	
	PC35. Start automatic packaging machine to form packaging materials, wash bottle/plastic containers, fill measured quantity of finished products, close/seal and label, check the weight of packed product periodically to ensure its conformance to standards	2	0.5	1.5	
	PC36. Set controls of straw attaching	1	0.5	0.5	

	machine and start machine to attach straw in the packaging material (like tetra pack) of packed product				
	PC37. Place packed and labelled products in cartons and transfer to storage area and store maintaining storage conditions following sop		2	0.5	1.5
	PC38. Report discrepancies/concerns to department supervisor for immediate action		1	0.5	0.5
	PC39. Clean the work area, machineries, equipment and tools using approved cleaning agents and sanitizers		2	0.5	1.5
	PC40. Attend minor repairs/faults of all machines (if any)		2	0.5	1.5
	PC41. Ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment following the sop or following suppliers instructions/manuals		1	0.5	0.5
			100	35	65
6. FIC/N0111: Produce jam, jelly and ketchup	PC1. Receive fruits and vegetables (tomato) from the supplier/vendor, check its weight and check the quality of fruits and vegetables through physical parameters such as appearance, colour, texture, maturity, etc.	100	3	1.5	1.5
	PC2. Open valves or start pump to fill water in the washing tank and control water level, dump fruits and vegetables in the washing tank for washing		1	0.5	0.5
	PC3. Switch on agitator of revolving screens/blades to immerse fruits and vegetables in water to remove dirt, soil and other impurities		1	0.5	0.5
	PC4. Start the ladder conveyor to lift fruits and vegetables from the washing tank and transfer to the washing line conveyor		1	0.5	0.5
	PC5. Open valves of the high pressure spraying system for fresh water and adjust pressure to spray water on fruits and vegetables on washing line conveyor for rinsing		1	0.5	0.5
	PC6. Adjust controls to transfer washed fruit and vegetables to sorting/inspecting line, start and adjust speed of sorting/inspecting		3	1	2

	line conveyor to visually inspect and manually remove damaged, blemished and rotten fruits and vegetables				
PC7.	Dump sorted fruits and vegetables in the peeler or corer (depending on the type of fruits), start machine, adjust speed to remove the peel or core of fruits or turn valves to introduce steam and adjust controls to maintain pressure for steam peeling fruits	3	1	2	
PC8.	Open valve or pump water or open spraying system to wash the peeled fruits and vegetables, observe fruits and vegetables emerging from peeling / coring machine to ensure removal of peel/core	1	0.5	0.5	
PC9.	Cut fruits and vegetables manually or load the fruits and vegetables in the chopper/cutter/slicer machine, adjust controls to cut fruits to required size, start machine, collect sliced fruits and vegetables from the discharge chute	3	1	2	
PC10.	In case of mangoes, start conveyor and control speed to allow washed mangoes to pass through tip cutting line, cut the tip of the fruit manually, control conveyor speed to dump the tip cut mangoes into de-stoner machine to remove seed and peel	2	0.5	1.5	
PC11.	Control speed of waste disposal conveyor to dispose waste following SOP	1	0.5	0.5	
PC12.	Adjust and maintain speed of pulper conveyor to allow the fruits and vegetables to pass through the pulper cum finisher/ pulper refiner machine for pulping of fruits and vegetables and sieving pulp to required fineness, adjust position of discharge outlet to collect refined pulp in collection tank, check collected pulp to ensure it is free from seeds and fibre	2	0.5	1.5	
PC13.	Replace damaged or clogged filter screen of pulper cum finisher/ pulper refiner machine	1	0.5	0.5	
PC14.	Adjust controls of hydraulic press machine to extract juice, start	2	0.5	1.5	

	machine and control speed/rotation, start conveyor to allow cut/grated fruit to pass through hydraulic press/juice extraction machine to extract juice, remove skin, seeds and fibre through filter sieves				
PC15.	Change sieves or clean sieves of hydraulic press/juice extraction machine to avoid clogging		1	0.5	0.5
PC16.	Open valves or start pump to allow extracted juice through finer sieves to remove very small and undesirable particles and collect filtered juice in collection tanks		2	0.5	1.5
PC17.	Check the quality of fruit pulp/ fruit juice through physical parameters such as appearance, colour, odour, etc. sample and transfer to quality lab for analysis		2	1	1
PC18.	Pump measured quantity of fruit pulp for preparing jam and fruit juice for preparing jelly (pulp of various fruit as per formulation for preparing mixed fruit jam) from holding tank/ container into cooking kettle/tank		3	1	2
PC19.	Set temperature, pressure, stirrer speed, etc. of the cooking kettle/tank, set mixing time, cooking time, cooking temperature, etc, open valves to admit steam through the kettle or light burner to heat fruit pulp / fruit juice to require temperature and thickness with continuous stirring to avoid sticking/scorching or stir manually		5	2	3
PC20.	Monitor pressure and temperature gauge and adjust controls to achieve specified pressure and temperature to cook fruit pulp / fruit juice		3	1	2
PC21.	Open valve or start pump to transfer measured quantity of water into pre-mixing tank, set speed of stirrer of pre-mixing tank to stir water, measure specified quantity of pectin following formulation and add to water in the pre-mixing tank, control speed of mixer for uniform mixing of pectin in water to prepare pectin solution		3	1	2
PC22.	Measure ingredients such as sugar, pectin solution, flavour, colour etc		3	1	2

Model Curriculum

Account Executive (Advertising Agency)

SECTOR: Media and Entertainment

SUB-SECTOR: Advertising

OCCUPATION: Ad Sales / Account Management / Scheduling / Traffic

REF ID: MES/Q0208, V 2.0

NSQF LEVEL: 4



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Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

Media and Entertainment Skill Council

for

MODEL CURRICULUM

Complying to National Occupational Standards of

Job Role/ Qualification Pack: **'Account Executive'** QP Ref. No. **MES/Q0208, NSQF Level 4'**

Date of Issuance: 27th January 2022

Valid up to: 25th January 2027

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

Authorized Signatory

Media and Entertainment Skill Council

Account Executive (Advertising agency)



Account Executive (Advertising Agency)

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Account Executive (Advertising Agency)", in the "Media and Entertainment" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Account Executive (Advertising Agency)		
Qualification Pack Name & Reference ID	MES/Q0208, V2.0		
Version No.	2.0	Version Update Date	27-Jan-22
Pre-requisites to Training	Class XII with one year of relevant experience OR ITI (2 years after 10th) with one year of relevant experience		
Training Outcomes	After completing this programme, participants will be able to: • Identify different accounts involved in media & entertainment industry. • Coordinate between the advertising agency and the clients. • Discuss the requirements of the client for providing advertising solutions. • Determine role of various agencies / vendors / department to whom the creative work needs to be assigned. • Estimate / discuss commercials involved in each account of the project. • Compile information collected from clients / vendors and present it with management of the organization. • Maintain workplace health and safety.		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of "Account Executive (Advertising Agency)" Qualification Pack issued by "Media and Entertainment Skill Council".

S. No.	Module	Key Learning Outcomes	Equipment's
1	Understanding the requirements and goals of client Theory Duration (hh:mm) 39:00 Practical Duration (hh:mm) 100:00 Corresponding NOS Code MES/N0227	- Discuss about different accounts involved in media and entertainment industry - Discuss the aspect of key business resources in the industry - Describe the role and responsibilities of Account Executive in the industry - Discuss the importance of allied units providing advertising solutions. - Describe the functions of each unit providing advertising solutions. - Carryout research to find different advertisement solutions for the possible / existing clients. - Determine different methods for providing advertisement solutions, such as OOH, electronic media, print media etc. - Prepare list of allied units / vendors suitable to carry out specific task, such as designing, shooting, data capturing etc. - Prepare estimate of tentative expenditure for providing complete advertising solution.	Laptop, White board, Marker, Projector
2	Coordinating with creative teams as well as external vendors Theory Duration (hh:mm) 30:00 Practical Duration (hh:mm) 100:00 Corresponding NOS Code MES/N0215	- Prepare check list as per the requirements - Explain requirement for advertisement received from the client - Explain brief creative work to be created - Determine role of applicable agencies / vendors / department or creation of advertisement (design/shootings) - Articulate the market strategy for potential clients	

		• Create client report and maintain data for each account • Manage with team to deliver the final deliverable	
3	Prepare MIS reports Theory Duration (hh:mm) 35:00 Practical Duration (hh:mm) 50:00 Corresponding NOS Code MES/N0216	• Prepare check list for preparing solution in line with client's expectation • Analyse the information in an effective manner • Interpret and state conclusions such as consequences and implications in logical way • Prepare a priority order for tasks • Use, follow and determine the prior information for accuracy • Determine the particular kind of texts, follow a particular type of formatting guide	
4	Maintain workplace Health and Safety Theory Duration (hh:mm) 16:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code MES/N0104	• Identify aspects of workplace that could cause potential risk to own and others health and safety • Recognize security signals such as, fire alarms and places such as staircases, fire warden stations, first aid, and medical rooms • Maintain a healthy, safe and secure working environment by identifying the relevant people responsible for health and safety, identifying risks, following emergency procedures etc. • Use first aid kit when needed and keep oneself informed on first aid procedures. • Identify and recommend opportunities for improving health, safety, and security to the designated person. • Report hazards outside one's authority to	Fire extinguisher, First aid kit, Health and Safety Signs

		the relevant person in line with organizational procedures and warn other people who may be affected by these hazards. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard.	
Total Duration 450:00 Theory Duration 120:00 Practical Duration 270:00 OJT Duration 60:00	Unique Equipment Required: Classroom aids: Diary, notebook, pen, Music equipments, Props as and when required, Computer System, white-board, marker, projector etc. Other Aids: Fire extinguisher, First aid kit, Health and Safety Signs		

Grand Total Course Duration: 450 Hours, 0 Minutes

(This syllabus/ curriculum has been approved by Media and Entertainment Skill Council)

Trainer Pre-requisites for Job role: "Account Executive (Advertising Agency)" mapped to Qualification Pack: "MES/Q0208, version 2.0"

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack "MES/Q0208"
2	Personal Attributes	The candidate should have aptitude for conducting training, with good communication skills, interpersonal skills, ability to work as team; diligent and is passionate for maintaining the quality in content and training delivery methodology. He/she must be able to speak, read and write in the local language.
3	Minimum Educational	Graduation or management degree.
4a	Domain Certification	Certified for Job Role: "Account Executive (Advertising Agency)" mapped to QP: "MES/Q0208", Version 1.0. Minimum accepted score as per SSC guidelines is 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q2601" with scoring of minimum 80%.
5	Experience	The candidate should have a minimum of 3 years of work experience in the similar job role. Good communication skills and conversant with local language.

Annexure: Assessment Criteria

Assessment Criteria for Account Executive (Advertising Agency)	
Job Role	Account Executive (Advertising Agency)
Qualification Pack	MES/Q0208, Version 1.0
Sector Skill Council	Media and Entertainment Skill Council

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



Assessment Outcomes	Assessment Criteria for outcomes	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
MES/N0213 (Understanding the requirements and creative goals of the client)	PC1.Research and understand the creative brief received from the advertiser	100	20	10	50
	PC2.Arrange meetings/discussions with the client to foster dialogue and a clear understanding of client requirements and creative goals, as required		20	10	
	PC3.Interact and gather information effectively from the client to be able to create successful advertising solutions, as required		20	10	
	PC4.Coordinate with internal teams to analyze and agree upon what work products need to be created		20	10	
	PC5.Respond positively to feedback and changes in creative requirements		20	10	
		Total	100	50	50
MES/ N 0215 (Coordinating with creative teams as well as external vendors)	PC1.Understand the creative brief received from the advertiser and communicate it comprehensively to the creative/ art & design team	100	20	10	50
	PC2.Oversee the conceptualization of ideas/concepts by the creative/ art & design team to ensure that the brief is executed accurately		10	5	
	PC3.Estimate agency fees to develop the advertisement		20	10	
	PC4.Negotiate with third-party vendors developing the		15	5	
	PC5.Obtain approval on the fee/ ideas/ concepts		20	10	
	PC6.Oversee preparation of the advertisement to ensure that the advertisers needs are met		15	10	
		Total	100	50	50
MES/N0216 (Prepare MIS reports)	PC1.Gather raw data from the various advertising	100	15	10	50
	PC2.Interpret information by performing different analyses and draw suitable insights		15	5	
	PC3.Present information in an easy to understand		10	5	
	PC4.Refresh information with latest data from time to time		10	5	
	PC5.Understand the different types of reports expected by the management/ other internal functions		10	5	
	PC6.Prepare and present information in the defined format to meet requirements		15	10	

	PC7. Respond positively to feedback and changes in requirements		10	5	
	PC8. Continuously review the reports to identify key trends and other variances		15	5	
		Total	100	50	50
MES/N0218 (Maintain workplace health and safety)	PC1. Understand and comply with the organisation's current health, safety and security policies and procedures	100	10	5	50
	PC2. Understand the safe working practices pertaining to own occupation		10	5	
	PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises		5	3	
	PC4. Participate in organization health and safety knowledge sessions and drills		5	2	
	PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency		10	5	
	PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms		10	5	
	PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety		10	5	
	PC8. Ensure own personal health and safety, and that of others in the workplace through precautionary measures		10	5	
	PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person		5	3	
	PC10. Report any hazards outside the individual's authority to the relevant person in line with organizational procedures and warn other people who may be affected		10	5	
	PC11. Follow organization's emergency procedures for accidents, fires or any other natural calamity in case of a hazard		10	5	
	PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority		5	2	
		Total	100	50	50

Model Curriculum

Assistant Fashion Designer

SECTOR: Apparel, Made-Ups And Home Furnishing
SUB-SECTOR: Apparel
OCCUPATION: Designing
REF ID: AMH/Q1210,V1.0
NSQF LEVEL: 4





Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the
APPAREL MADE-UPS AND HOME FURNISHING SECTOR SKILL COUNCIL
for the
MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Assistant Fashion Designer' QP No. 'AMH/Q1210 NSQF Level 4'

Date of Issuance: **Feb 11, 2019**

Valid up to: **Feb 11, 2023**

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



Authorized Signatory
Apparel Made-ups And Home Furnishing Sector Skill Council

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Assistant Fashion Designer

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "Assistant Fashion Designer", in the "Apparel, Made Ups and Home Furnishing" Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Assistant Fashion Designer		
Qualification Pack Name & Reference ID.	AMH/Q1210, V1.0		
Version No.	1.0	Version Update Date	11/02/2019
Pre-requisites to Training	Preferably Class XII		
Training Outcomes	After completing this program, participants will be able to: - Plan and prepare design collections of garments for a season - Develop proto and fit samples - Evaluate the proto sample developed related to specific product class - Maintain health, safety and security in the designing department - Comply with industry, regulatory and organizational requirements		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of "Assistant Fashion Designer" Qualification Pack issued by "Apparel, Made-Ups and Home Furnishing Sector Skill Council".

Sr. No	Module	Key Learning Outcomes	Equipment Required
1	Introduction and Orientation Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	- Identify the trends in the apparel industry. - Identify roles and responsibilities of an Assistant Fashion Designer.	Whiteboard/blackboard, marker and duster, computer and computer peripherals projector





2	Plan and prepare design collections of garments for a season Theory Duration (hh:mm) 45:00 Practical Duration (hh:mm) 113:00 Corresponding NOS Code AMH/N1210	- Plan market research using various tools of research such as forecast magazines, fashion shows, market analysis etc. - Conduct market research for trends and forecast from various sources such as forecasting sites like WGSN, forecast catalogues, etc. for garment design. - Develop a mood/theme board based on the market research. - Extract the key elements from the mood board which is intended to be put in the garment design as per the instructions given and the clientele. - Identify various design elements. - Construct a design using the various elements of design. - Describe the various types of fiber, their properties, and textiles processes. - Follow compliance requirements related to usage of various types of dyes such as azo free dyes and garment construction process. - Identify swatches of the fabrics (print, embroidery, dyed etc.), trims and accessories that are required for design development. - Develop a file of the swatches collected. - Identify various types of garments (shirts, skirts, trousers, etc.) and the types of garment parts such as sleeves, collars, necklines, etc. - Identify various national and international standard sizes. - Illustrate various techniques of taking body measurement. - Drape the mannequin to construct the pattern in the required design. - Develop the pattern as per the draping done or using direct measurement. - Lay the pattern on the fabric. - Cut the garment as per the pattern. - Construct the cut components and assemble them to form a garment. - Embroider the constructed garment using different embroidery techniques. - Demonstrate different dyeing and printing techniques.	Computer and Computer Peripherals, Design software (Coral, photoshop etc.),Printer, Mannequin (Male or female, Size M) Sewing Machine with tables (domestic or industrial SNLS as per requirement),Stools for sewing depending on no. of machines, Over lock Machine (5 thread over lock machine) with stool, Cleaning cloth, Embroidery machine with stool and table, Press/iron (any type) with table, Machine tool kit (screw driver, screw etc.),Garment, Made ups and Home Furnishing Samples (qnt may vary), Drawing Board (any size wooden) Types Of Scales: normal straight big ruler, hip curve, leg shaper, pattern master, frenchcurve etc. "Sewing kit (Includes thread clipper/hand trimmer, seam ripper, fabric cutting scissors, tracing wheel, measuring tape etc.)" Machine tool kit (screw driver, screw etc.),Machine oil, Machine Needle and hand needles(Various Gauges),embroidery needles, Attachments for sewing machine (as per req),Button hole scissor Hand notcher (pattern notcher),Sewing Threads (Surplus thread is used .The quantity, thread packaging, variety may vary as per requirement), embroidery thread as per req, Bobbins (qnt may vary)Bobbin case (qnt may vary)Hanger (wooden and plastic, material), Embroidery frame (various sizes and shapes qnt may vary)Fabric Yardages, surplus fabric, good quality muslin mandatory, other optional, qnt may vary), Trim/Accessory buttons, surface embellishments, zippers etc assorted ,qnt may vary) ,Pin Cushion (quantity may vary as per requirement),Dustbin, Boxes and pouches for storing Items, Pattern Table /cutting table, Stools for cutting, Push Pins (quantity may vary as per requirement),Dress
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		Maker's Pin (quantity may vary as per requirement) Fabric Pins, Highlighter (quantity may vary as per requirement), Pencil (HB, 2B, H, 2H, 4H, 4B, 6B, 8B), Eraser, Note books Sharpener, Carbon Paper (Various Colours), Design Transferring Paper, Paper Cutter, Pattern Drafting Paper, Paper (Various quality and sizes), Labels & Stickers (Qty may vary as per requirement), Scissors (plastic handled scissor for cutting paper), Pinking Shears, Marking Chalk (yellow/pink/ green/ blue coloured), Tailor's Chalk, Carbon paper (A4, yellow, red and white carbon), Colour (Poster colour, Water colour, Acrylics, Pastels, fabric printing dyes and colors and materials etc) Paint Brushes (different sizes), Stapler (small and big size), Glue Stick/Fevicol /Adhesive, Fabric Glue, Cello-Tape (Transparent and Foam Double sided tapes, Single sided tapes), Punching Machine, Magnetic White Board/black board Eraser Blackboard /Whiteboard White /Black Board Marker Pantone Shade Card, Fashion Forecasting Books/Journals/Magazines Buyer Requirement/ comment Sheet, Measurement Sheet/ Size Chart, Trims/Accessory /fabric and embroideries samples/swatch file, Tech Pack/ Specification Sheet Chalk & marker (Chalks & markers of different colours), Dexterity Test Kit, Sewing Machine tool kit Students Notes
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3	Develop proto and fit samples Theory Duration (hh:mm) 42:00 Practical Duration (hh:mm) 130:00 Corresponding NOS Code AMH/N1211	- Identify the various key elements covered in a techpack such as specs of the garment, type of fabric, color of fabric, type of trims and accessories, etc. including processes used and materials employed as per the customer's requirement, manufacturing process. - Prepare the techpack. - Construct pattern as per the techpack. - Construct proto and fit samples as per techpack as per the sequence of assembling the components. - Prepare the cost sheet of the style in the given format.	Computer and Computer Peripherals, Design software (Coral, photoshop etc), Printer, Mannequin (Male or female, Size M), Sewing Machine with tables (domestic or industrial SNLS as per requirement), Stools for sewing depending on no. of machines, Over lock Machine (5 thread over lock machine) with stool, Cleaning cloth, Embroidery machine with stool and table, Press/iron (any type) with table, Machine tool kit (screw driver, screw etc.), Garment, Made ups and Home Furnishing Samples (qnt may vary), Drawing Board (any size wooden), Types Of Scales: normal straight big ruler, hip curve, leg shaper, pattern master, french curve etc, "Sewing kit (Includes thread clipper/hand trimmer, seam ripper, fabric cutting scissors, tracing wheel, measuring tape etc)", Machine tool kit (screw driver, screw etc.), Machine oil, Machine Needle and hand needles (Various Gauges), embroidery needles, Attachments for sewing machine (as per req), Button hole scissor, Hand notcher (pattern notcher), Sewing Threads (Surplus thread is used. The quantity, thread packaging, variety may vary as per requirement), embroidery thread as per req, Bobbins (qnt may vary), Bobbin case (qnt may vary), Hanger (wooden and plastic material), Embroidery frame (various sizes and shapes qnt may vary), Fabric Yardages, surplus fabric, good quality muslin mandatory, other optional, qnt may vary), Trim/Accessory buttons, surface embellishments, zippers etc assorted, qnt may vary), Pin Cushion (quantity may vary as per requirement), Dustbin, Boxes and pouches for storing items, Pattern Table /cutting table, Stools for cutting, Push
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		Pins (quantity may vary as per requirement), Dress Maker's Pin (quantity may vary as per requirement), Fabric Pins, Highlighter (quantity may vary as per requirement), Pencil (HB, 2B, H, 2H, 4H, 4B, 6B, 8B), Eraser, Note books Sharpener, Carbon Paper (Various Colours), Design Transferring Paper, Paper Cutter, Pattern Drafting Paper, Paper (Various quality and sizes), Labels & Stickers (Qty may vary as per requirement), Scissors (plastic handled scissor for cutting paper), Pinking Shears, Marking Chalk (yellow/pink/ green/ blue coloured), Tailor's Chalk, Carbon paper (A4, yellow, red and white carbon), Colour (Poster colour, Water colour, Acrylics, Pastels, fabric printing dyes and colors and materials etc), Paint Brushes (different sizes), Stapler (small and big size), Glue Stick/Fevicol /Adhesive, Fabric Glue, Cello-Tape (Transparent and Foam Double sided tapes, Single sided tapes), Punching Machine, Magnetic White Board/black board Eraser Blackboard /White board White /Black Board Marker Pantone Shade Card Fashion Forecasting Books/Journals/Magazines Buyer Requirement/ comment Sheet, Measurement Sheet/ Size Chart , Trims/Accessory /fabric and embroideries samples/swatch file, Tech Pack/ Specification Sheet Chalk & marker (Chalks & markers of different colours) ,Dexterity Test Kit, Sewing Machine tool kit Students Notes
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4	Evaluate the proto sample developed Theory Duration (hh:mm) 20:00 Practical Duration (hh:mm) 90:00 Corresponding NOS Code AMH/N1222	• Check the proto sample as per the instructions given in the techpack or by the client. • Check proto sample for design (woven/print), and attributes like washability, utility, etc. • Make corrections in the proto/fit sample as per review inputs. • Prepare the file of the approved sample containing approved fabric swatches, accessories, techpack, cost sheet etc.	Sewing Machines and tools, Sewing kit, Mannequin
5	Maintain health, safety and security in the designing department Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code AMH/N1223	• Identify methods to be vigilant for potential risks and threats associated with the workplace and equipment such as physical injuries from scissors, shears, etc. • Handle tools and equipment such as cutters, scissors, etc. safely and securely. • Check the workplace and work processes for potential risks and threats such as fire, electric shocks, etc. • Demonstrate the process involved in mock-drills and/or evacuation at the workplace in case of emergency • Perform emergency procedures such as first-aid and Cardio Pulmonary Resuscitation (CPR). • Demonstrate correct and safe handling of fire extinguishers. • Apply emergency response processes.	First Aid kit, Fire Extinguisher

6	Comply with industry, regulatory and organizational requirements Theory Duration (hh:mm) 23:00 Practical Duration (hh:mm) 05:00 Corresponding NOS Code AMH/N0104	- Apply legislation and regulations, organizational guidelines and procedures while carrying out work related functions. - Apply appropriate methods to seek clarifications pertaining to policies and procedures, from the supervisor or other authorized personnel.	Computer, Peripherals, Documents related to Compliance Computer Documents
7	Soft Skills Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 02:00 Corresponding NOS Code Bridge Module	- Illustrate the steps followed for personal grooming and hygiene. - Apply organization procedures and maintain personal health and hygiene and avoid habits like gutkha, tobacco etc. - Demonstrate effective interaction with the group. - Demonstrate time management in the work. - Write your resume. - Demonstrate the preparation for the interviews.	White/Black Board, Marker And Duster, Computer And Computer Peripherals
	Total Duration 500:00 Theory Duration 150:00 Practical Duration : 350:00	Unique Equipment Required: Computer & Computer Peripherals, Design software (Coral, photoshop etc),Printer ,Mannequin (Male or female , Size M),Sewing Machine with tables (domestic or industrial SNLS as per requirement),Stools for sewing depending on no. of machines, Over lock Machine (5 thread over lock machine) with stool, Cleaning cloth, Embroidery machine with stool and table, Press/iron (any type) with table, Machine tool kit (screw driver, screw etc.),Garment , Made ups and Home Furnishing Samples ((qnt may vary),Drawing Board (any size wooden),Types Of Scales :normal straight big ruler ,hip curve, leg shaper, pattern master, french curve etc ,Sewing kit (Includes thread clipper/hand trimmer, seam ripper, fabric cutting scissors, tracing wheel, measuring tape etc),Machine tool kit (screw driver, screw etc.),Machine oil, Machine Needle and hand needles(Various Gauges),embroidery needles, Attachments for sewing machine (as per req),Button hole scissor, Hand notcher (pattern notcher),Sewing Threads (Surplus thread is used .The quantity , thread packaging, variety may vary as per requirement) , embroidery thread as per req, Bobbins (qnt may vary) Bobbin case (qnt may vary),Hanger (wooden and plastic , material), Embroidery frame (various sizes and shapes qnt may vary),Fabric Yardages, surplus fabric, good quality muslin mandatory , other optional, qnt may vary), Trim/Accessory buttons, surface embellishments, zippers etc assorted ,qnt may vary) ,Pin Cushion (quantity may vary as per requirement),Dustbin Boxes and pouches for storing items, Pattern Table /cutting table, Stools for cutting, Push Pins (quantity may vary as per requirement), Dress Maker's Pin (quantity may vary as per requirement),Fabric Pins, Highlighter (quantity may vary as per requirement),Pencil (HB, 2B, H, 2H, 4H,4B, 6B, 8B),Eraser, Note books,Sharpener, Carbon Paper (Various Colours),Design Transferring Paper,Paper Cutter, Pattern Drafting Paper, Paper (Various quality and sizes),Labels & Stickers (Qty may vary as per requirement),Scissors , plastic handled scissor for cutting paper),Pinking Shears, Marking Chalk (yellow/pink/ green/ blue coloured),Tailor's Chalk, Carbon paper (A4, yellow, red and white carbon) ,Colour (Poster colour, Water colour, Acrylics, Pastels,	

	fabric printing dyes and colors and materials etc), Paint Brushes (different sizes), Stapler (small and big size), Glue Stick/Fevicol /Adhesive, Fabric Glue, Cello-Tape (Transparent and Foam Double sided tapes, Single sided tapes), Punching Machine, Magnetic White Board/black board Eraser, Blackboard /Whiteboard, White /Black Board Marker, Pantone Shade Card Fashion Forecasting Books/Journals/Magazines ,Buyer Requirement/ comment Sheet, Measurement Sheet/ Size Chart ,Trims/Accessory /fabric and embroideries samples/swatch file, Tech Pack/ Specification Sheet Chalk & marker (Chalks & markers of different colours) ,Dexterity Test Kit Sewing Machine tool kit, Students Notes
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Grand Total Course Duration: 500 Hrs

(This syllabus/ curriculum has been approved by Apparel, Made-Ups and Home Furnishing Sector Skill Council)

Trainer Prerequisites for Job role: "Assistant Fashion Designer" mapped to Qualification Pack: "AMH/Q1210, version 1.0"

Sr. No.	Area	Details
1	Job Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack "AMH/Q1210"
2	Personal Attributes	The candidate should have aptitude for conducting training, pre /post work to ensure competent, employable candidates at the end of training. Strong communication skills, interpersonal skills, ability to work as team; diligent and is passionate for maintaining the quality in content and training delivery methodology. Candidate should have basic understanding of English language; however this should not be a restrictive criterion as long as the candidate is willing and open to learn. He/she must be able to speak, read and write in the local language.
3	Minimum Educational Qualifications	• Diploma of minimum 1 year duration in the relevant trade • ITI in relevant trade • Graduate in the relevant trade
4a	Domain Certification	Certified for Job Role: "Assistant Fashion Designer" mapped to QP: "AMH/Q1210", version 1.0. Minimum accepted score as per SSC guidelines is 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q2601". Minimum accepted % as per respective SSC guidelines is 80%.
5	Experience	• Diploma of minimum 1 year duration in the relevant trade with 2 years of work experience in relevant trade • ITI in relevant trade with minimum 2 years of work experience in relevant trade • Graduation in relevant trade with minimum 2 years of work experience in relevant trade, • He should be able to communicate in English and local language. He should have knowledge of equipment, tools, material, Safety, Health & Hygiene.



Annexure: Assessment Criteria

Job Role Assistant Fashion Designer

Qualification Pack AMH/Q1210

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

		Marks Allocation				
		Total Marks 350	Out Of	Theory	Skills Practical	Viva
1.AMH/N1210 Plan and prepare design collections of garments for a season	PC1. Conduct market research for trends and forecast from various sources such as forecasting sites like WGSN, forecast catalogues, etc. for garment design and extract a theme/inspiration from them	90	20	8	11	1
	PC2. Develop theme, client, forecast and mood boards and extract the key elements from them which is intended to be put in the garment design as per the instructions given		18	4	13	1
	PC3. Identify, develop, collect and maintain the swatches of the fabrics, trims and accessories that are required for design development		18	4	13	1
	PC4. Identify fabric (print, embroidery and dye) and garment manufacturing techniques and process steps in converting a design to a garment		22	8	12	2