

# Model Curriculum

## Sewing Machine Operator

**SECTOR:** APPAREL, MADE-UPS AND HOME FURNISHING  
**SUB-SECTOR:** APPAREL / MADE-UPS / HOME FURNISHING  
**OCCUPATION:** STITCHING  
**REF ID:** PWD/AMH/Q0301  
**NSQF LEVEL:** 4

**Model Curriculum Aligned  
for  
Persons with Hearing Impairment  
and  
Persons with Locomotor Disability**

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| <h2 style="text-align: center;">Certificate</h2>  |   |   |
| <h3 style="text-align: center;">CURRICULUM COMPLIANCE TO<br/>QUALIFICATION PACK – NATIONAL OCCUPATIONAL<br/>STANDARDS</h3>                            |   |   |
| <p style="text-align: center;">is hereby issued by the</p>  |   |   |
| <p style="text-align: center;">SKILL COUNCIL FOR PERSONS WITH DISABILITY (SCPwD)</p>  |   |   |
| <p style="text-align: center;">for</p>  |   |   |
| <p style="text-align: center;"><b>MODEL CURRICULUM – ALIGNED FOR PERSONS WITH DISABILITY</b></p>  |   |   |
| <p style="text-align: center;">Complying to National Occupational Standards of Job Role/ Qualification Pack:</p>                                      |   |   |
| <p style="text-align: center;"><b><u>'Sewing Machine Operator'</u></b> QP No. PWD/AMH/Q0301 <b><u>NSQF Level 4</u></b></p>                            |   |   |
| <p>Date of Issuance: May 3, 2017<br/>Valid up to*: May 3, 2019</p>  | <div style="text-align: center;"><br/>_____<br/>Authorized Signatory<br/>(Skill Council for Persons with Disability)</div> |   |
| <p><small>*Valid up to the next review date of the Qualification Pack or the<br/>"Valid up to" date mentioned above, whichever is earlier</small></p> |   |   |

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# Sewing Machine Operator

## CURRICULUM / SYLLABUS

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

| Program Name                            | Sewing Machine Operator  |                     |           |
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| Qualification Pack Name & Reference ID. | Sewing Machine Operator; PWD/AMH/Q0301   |                     |           |
| Version No.                             | 1.0  | Version Update Date | As per QP |
| Pre-requisites to Training              | Preferably Class V   |                     |           |
| Training Outcomes                       | <ul style="list-style-type: none"> <li>• Carryout Stitching activities using machine or by hand</li> <li>• Contribute to achieve product quality in stitching operations</li> <li>• Maintain work-area, tools and machine</li> <li>• Maintain health safety and security at workplace</li> <li>• Comply with the industry, regulatory and organizational requirements</li> </ul> |                     |           |

Sewing Machine Operator This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Sewing Machine Operator” Qualification Pack issued by “**APPAREL, MADE-UPS AND HOME FURNISHING SECTOR SKILL COUNCIL**”. The Curriculum is Aligned by **Skill Council for Persons with Disability for Persons with Disabilities**.

## Curriculum Aligned for Person with Hearing Impairment

| Sr. No. | Module   | Key Learning Outcomes  | Equipment Required  | Disability wise Training Tools with reference to Expository for Each NOS  |
|---------|--|--|---|---|
| 1       | <b>Introduction and Orientation</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>02:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>00:00<br><br><b>Corresponding NOS Code</b><br>Bridge Module                         | <ul style="list-style-type: none"> <li>Sewing as a profession</li> <li>Apparel Sector in India</li> <li>Roles and Responsibilities of a Sewing Machine Operator</li> </ul>   | Computer, Computer Peripherals (optional), white/black board, white board marker, chalk   | Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: <ul style="list-style-type: none"> <li>Assistive Aid/Service</li> <li>Ai-Live</li> <li>Captions First</li> <li>Captions 2020</li> <li>Closed Capp</li> <li>Let's Talk</li> <li>Google Now for Android,</li> </ul> |
| 2       | <b>Carry out stitching activities using machine or by hand</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>38:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>100:00<br><br><b>Corresponding NOS Code</b><br>AMH/N0301 | <b>A. Prepare for stitching operations</b> <ul style="list-style-type: none"> <li>Keep the work area free from hazards</li> <li>Follow the instructions as written on the work ticket/ job card in line with the responsibilities of respective job role and</li> <li>Seek information on the tasks which are not clear simultaneously reviewing instructions with supervisor.</li> <li>Check that equipment is safe and set up in readiness for use</li> <li>Select the correct component parts for the style being worked on</li> <li>check that the materials to be used are free from faults</li> <li>Ensure the materials used meet the specification matching Within a product and Between a pair of products where applicable</li> <li>Carry out test sews</li> <li>Check needles, awls and threads regularly</li> <li>check that the fabric and the component is correctly marked and</li> </ul> | Single Needle Lock Stitch (SNLS) with needle guard, Over lock Machine (5 thread over lock machine), Button Hole Machine & Button Attach Machine (optional), dexterity kit<br>Pressing Table And Iron,<br>Computer(optional)<br>Computer Peripherals(optional)<br>Printer, (optional)<br>Projector(optional)<br>Design Patterns Template,<br>Shears iron blade for cutting fabric<br>Scissors (plastic handled scissor for cutting | Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training: <ul style="list-style-type: none"> <li>Assistive Aid/Service</li> <li>Ai-Live</li> <li>Captions First</li> <li>Captions 2020</li> <li>Closed Capp</li> <li>Let's Talk</li> <li>Google Now for Android,</li> </ul> |

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|  |  | <p>the pieces are cut as per the requirement.</p> <ul style="list-style-type: none"> <li>ensure the fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly.</li> <li>Conform to company quality standards and follow company reporting procedures about defective tools and machines which affect work and report risks/problems likely to affect services to the relevant person promptly and accurately</li> </ul> <p><b>B. The individual will develop the skill to stitch components to produce apparels by:</b></p> <ul style="list-style-type: none"> <li>carrying out work functions in line with the job responsibilities</li> <li>Examining the specific item to identifying what type of stitching is best suited</li> <li>Estimating the expected length of time for the process</li> <li>Using the correct machine, tools (e.g.: attachments, threads, needles, awls, Scissors, Measuring tapes and rulers) and equipment (machine) according to manufacturers' instructions and production requirements.</li> <li>Setting machine controls for the materials being stitched</li> <li>Handling materials, machinery, equipment and tools safely and correctly</li> <li>Using correct lifting and handling procedures</li> <li>cutting the thread appropriately</li> <li>Threading the needle in the machine and adjust the needle as per the requirements</li> <li>Performing a test run to ensure machine is operating correctly</li> </ul> | <p>paper) Trimmers<br/>Seam<br/>Ripper Tailor's Chalk,<br/>Pins<br/>&amp; safety pins Dress<br/>Maker's Pin, Pin<br/>Cushion, Scales/<br/>other shapes of<br/>scales like I scale,<br/>Measuring Tape<br/>Bobbin, Bobbin Case,<br/>Dress Form<br/>(Template),<br/>Cleaning Cloth,<br/>Sewing<br/>Threads, Hand<br/>needle<br/>(Various gauges),<br/>Machine<br/>Needle (Various<br/>Gauges),<br/>Sewing kit, Fabric<br/>Yardages Required<br/>Trims/Accessory<br/>Machine Folders and<br/>Attachments,<br/>Student's Chair (with<br/>Table Arm), cutting,<br/>Table (30"X20"X 30")<br/>Teacher's Table<br/>Teacher's Chair,<br/>garments, made-up<br/>and home furnishing<br/>samples, Tracing<br/>Wheel, Personal<br/>Protective<br/>Equipment, Hanger,<br/>Needle Threader,<br/>Students, Stools For<br/>Sewing, First Aid Box,<br/>Machine Oil</p> |  |
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|   |  | <ul style="list-style-type: none"> <li>Optimizing the positioning and layout of materials to ensure a smooth and rapid throughput</li> <li>Stitching the correct materials in the right sequence as required by the production specification</li> <li>Ensuring stitched products meets specification</li> <li>in terms of labels and trimmings and conforms to the shape and size requirement</li> <li>Inspecting stitched products against specifications and Identifying mark and place rejects in the designated locations</li> <li>Carrying out alterations to meet customer requirements</li> <li>Passing the stitched item to the next stage in the manufacturing process after validation</li> <li>Responding accordingly where stitched items do not meet production specification</li> <li>Seeking feedback from team mates on work</li> <li>Sorting and placing work to assist the next stage of production and minimize the risk of damage</li> <li>Leaving work area safe and secure when work is complete</li> <li>Complete documentation</li> </ul> |                         |   |
| 3 | <p><b>Contribute to achieve product quality in stitching operations</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>15:00</p> <p><b>Practical Duration</b></p> | <ul style="list-style-type: none"> <li>Identify and use materials required based on the job card/ work ticket</li> <li>Take the necessary action when materials do not conform to company quality standards</li> <li>Report and replace identified faulty materials and component parts which do not meet specification</li> <li>Identify modifiable defects and rework on them</li> </ul>  | Equipment same as above | <p>Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training:</p> <ul style="list-style-type: none"> <li>Assistive Aid/Service</li> <li>Ai-Live</li> <li>Captions First</li> <li>Captions 2020</li> <li>Closed Capp</li> </ul> |



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|   | <p>(hh:mm)<br/>45:00</p> <p><b>Corresponding NOS Code</b><br/>AMH/N0302</p>  | <ul style="list-style-type: none"> <li>Report to the responsible person when the work flow of other production areas disrupts work</li> <li>Test, sort, track feed and examine work in progress</li> <li>Carry out quality checks at specified intervals according to instructions</li> <li>Apply the allowed tolerances</li> <li>Identify faults in materials and components for crease, stains, damage etc. and incorrectly made-up component parts and take appropriate action for rectification</li> <li>Make adjustments promptly to return product to specification</li> <li>Maintain the required productivity and quality levels</li> </ul>   |  | <ul style="list-style-type: none"> <li>Let's Talk</li> <li>Google Now for Android,</li> </ul>  |
| 4 | <p><b>Maintain work area, tools and machines</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>20:00</p> <p><b>Corresponding NOS Code</b><br/>AMH/N0102</p> | <ul style="list-style-type: none"> <li>Maintain tools and equipment and handle them safely</li> <li>Use materials to minimize waste</li> <li>Carryout running maintenance within agreed schedules</li> <li>Carry out maintenance and/or cleaning within one's responsibility</li> <li>make sure that the correct machine guards are in place</li> <li>Work in a comfortable position with the correct posture</li> <li>Use cleaning equipment and methods appropriate for the work to be carried out</li> <li>Dispose of waste safely in the designated location</li> <li>Store cleaning equipment safely after use</li> <li>Carryout cleaning according to schedules and limits of responsibility</li> </ul> | <p>Machinery tools and equipment like:</p> <p>Single Needle Lock Stitch (SNLS), Over lock Machine (5 thread over lock machine)</p> <p>Button Hole Machine</p> <p>Button Attach Machine (optional) Pressing Table and Iron, Shears "iron blade for cutting fabric)</p> <p>Scissors (plastic handled scissor for cutting paper)</p> <p>Trimmers Seam Ripper</p> <p>Scale (metallic, 6" &amp; 12")/ other scales</p> <p>Measuring Tape (0.5" width) Bobbin with bobbin case, Hand needle (Various gauges)</p> <p>Machine Needle (Various Gauges)</p> <p>Machine Folders and attachment.</p> | <p>Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training:</p> <ul style="list-style-type: none"> <li>Assistive Aid/Service</li> <li>Ai-Live</li> <li>Captions First</li> <li>Captions 2020</li> <li>Closed Capp</li> <li>Let's Talk</li> <li>Google Now for Android,</li> </ul> |



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| 5 | <p><b>Maintain health, safety and security at workplace</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>08:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>18:00</p> <p><b>Corresponding NOS Code</b><br/>AMH/N0103</p> | <ul style="list-style-type: none"> <li>• Comply with health and safety related</li> <li>• instructions applicable to the workplace</li> <li>• Use and maintain personal protective equipment as per protocol</li> <li>• Maintain a healthy lifestyle and guard against dependency on intoxicants</li> <li>• Follow environment management system related procedures</li> <li>• Identify and correct if possible) malfunctions in machinery and equipment</li> <li>• Report any service malfunctions that cannot be rectified</li> <li>• Store materials and equipment in line with manufacturer's and organizational requirements</li> <li>• Safely handle and move waste and debris</li> <li>• Minimize health and safety risks to self and others due to own actions</li> <li>• Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</li> <li>• Monitor the workplace and work processes for potential risks and threats</li> <li>• Carryout periodic walk-through to keep work area free from hazards and obstructions, if assigned</li> <li>• Report hazards and potential risks/threats to supervisors or other authorized personnel</li> <li>• Participate in mock drills/ evacuation procedures organized at the workplace</li> <li>• Undertake first aid, fire-fighting and emergency response training, if asked to do so</li> <li>• Take action based on instructions in the event of fire,</li> <li>• Follow organization procedures for shutdown and evacuation when required</li> </ul> | Documents related to the subject | <p>Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training:</p> <ul style="list-style-type: none"> <li>• Assistive Aid/Service</li> <li>• Ai-Live</li> <li>• Captions First</li> <li>• Captions 2020</li> <li>• Closed Capp</li> <li>• Let's Talk</li> <li>• Google Now for Android,</li> </ul> |
| 6 | <p><b>Comply with Industry, regulatory</b></p>  | <ul style="list-style-type: none"> <li>• Carryout work functions in accordance with legislation and</li> </ul>   | Documents related to             | <p>Indian Sign Language (ISL) Interpreter for all modules should be</p>  |

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|  | <p><b>and organizational requirements</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>03:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>05:00</p> <p><b>Corresponding NOS Code</b><br/>AMH/N0104</p> | <p>regulations, organizational guidelines and procedures</p> <ul style="list-style-type: none"><li>• Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel</li><li>• Apply and follow these policies and procedures within your work practices</li><li>• Provide support to your supervisor and team members in enforcing these considerations</li><li>• Identify and report any possible deviation to these requirements</li></ul> | Compliance                              | <p>mandatory. In addition, the following tools may be used during training:</p> <ul style="list-style-type: none"><li>• Assistive Aid/Service</li><li>• Ai-Live</li><li>• Captions First</li><li>• Captions 2020</li><li>• Closed Capp</li><li>• Let's Talk</li><li>• Google Now for Android,</li></ul>  |  |
| 7  | <p><b>Professional/Soft Skills</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>04:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>02:00</p> <p><b>Corresponding NOS Code</b><br/>Bridge Module</p>    | <ul style="list-style-type: none"><li>• Work effectively within a team.</li><li>• Manage job related stress effectively.</li><li>• Understand the importance of punctuality.</li><li>• Recognize the causes of AIDS.</li><li>• Get familiar with prevention methods for AIDS.</li><li>• Understand Importance of health and hygiene.</li><li>• Recognize ill-effects of alcohol and tobacco.</li></ul>  | White/black board, chalk/marker, duster | <p>Indian Sign Language (ISL) Interpreter for all modules should be mandatory. In addition, the following tools may be used during training:</p> <ul style="list-style-type: none"><li>• Assistive Aid/Service</li><li>• Ai-Live</li><li>• Captions First</li><li>• Captions 2020</li><li>• Closed Capp</li><li>• Let's Talk</li><li>• Google Now for Android,</li></ul> |  |
|  | <p><b>Total Duration: 270Hrs</b></p> <p><b>Theory Duration 80Hrs</b></p> <p><b>Practical Duration 190Hrs</b></p>  | <p><b>Unique Equipment Required</b><br/>Dexterity kit, Single Needle Lock Stitch (SNLS) SNLS Machine with UBT Over Lock Machine (5 thread over lock machine)</p>  |   |  | <p>In such NOSs where specific requirements have not been indicated will need value addition by using these tools which are mentioned with NOSs and sign language interpreter during the training programme. ISL Interpreter for all modules will be mandatory</p> |
| <p>Grand Total Course Duration: <b>270 Hours</b><br/>(This syllabus/ curriculum has been approved by <u>APPAREL, MADE-UP'S AND HOME FURNISHING SECTOR SKILL COUNCIL</u>)</p> |   |   |   |  |  |

## Curriculum Aligned for Person with Locomotor Disability

| Sr. No. | Module   | Key Learning Outcomes   | Equipment Required   | Disability wise Training Tools with reference to Expository for Each NOS   |
|---------|--|---|--|--|
| 1       | <b>Introduction and Orientation</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>02:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>00:00<br><br><b>Corresponding NOS Code</b><br>Bridge Module | <ul style="list-style-type: none"> <li>Sewing as a profession</li> <li>Apparel Sector in India</li> <li>Roles and Responsibilities of a Sewing Machine Operator</li> </ul>  | Computer, Computer Peripherals (optional), white/black board, white board marker, chalk  | These tools may be used during the different jobs: <ul style="list-style-type: none"> <li>Computer</li> <li>Laptop</li> <li>iPad</li> <li>Modify Chair/seating arrangement</li> <li>Need based modification in working environment</li> <li>Need based modified equipment</li> <li>Ease of Access Centre</li> <li>Sticky Keys</li> <li>On the screen Keyboard</li> <li>One-Handed Keyboard</li> <li>Foot Pedals</li> <li>Access Switches</li> <li>Wheel Chair</li> <li>Walker</li> </ul> |
| 2       | <b>Carry out stitching activities using machine or by hand</b><br><br><b>Theory Duration</b><br>(hh:mm)<br>38:00<br><br><b>Practical Duration</b><br>(hh:mm)                                     | <b>A. Prepare for stitching operations</b> <ul style="list-style-type: none"> <li>Keep the work area free from hazards</li> <li>Follow the instructions as written on the work ticket/ job card in line with the responsibilities of respective job role and</li> <li>Seek information on the tasks which are not clear simultaneously reviewing instructions with supervisor.</li> </ul> | Single Needle Lock Stitch (SNLS) with needle guard, Over lock Machine (5 thread over lock machine), Button Hole Machine & Button Attach Machine (optional), dexterity kit Pressing Table And Iron, Computer(optional) Computer | These tools may be used during the different jobs: <ul style="list-style-type: none"> <li>Computer</li> <li>Laptop</li> <li>iPad</li> <li>Modify Chair/seating arrangement</li> <li>Need based modification in working environment</li> </ul>  |

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|  | <p>100:00<br/><b>Corresponding<br/>NOS<br/>Code</b><br/>AMH/N0301</p> | <ul style="list-style-type: none"> <li>• Check that equipment is safe and set up in readiness for use</li> <li>• Select the correct component parts for the style being worked on</li> <li>• check that the materials to be used are free from faults</li> <li>• Ensure the materials used meet the specification matching Within a product and Between a pair of products where applicable</li> <li>• Carry out test sews</li> <li>• Check needles, awls and threads regularly</li> <li>• check that the fabric and the component is correctly marked and the pieces are cut as per the requirement.</li> <li>• ensure the fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly.</li> <li>• Conform to company quality standards and follow company reporting procedures about defective tools and machines which affect work and report risks/problems likely to affect services to the relevant person promptly and accurately</li> </ul> <p><b>B. The individual will develop the skill to stitch components to produce apparels by:</b></p> <ul style="list-style-type: none"> <li>• carrying out work functions in line with the job responsibilities</li> <li>• Examining the specific item to identifying what type of stitching is best suited</li> <li>• Estimating the expected length of time for the process</li> <li>• Using the correct machine, tools (e.g.: attachments, threads, needles, awls, Scissors, Measuring tapes and rulers) and equipment (machine) according to manufacturers' instructions and production requirements.</li> </ul> | <p>Peripherals(optional)<br/>Printer, (optional)<br/>Projector(optional)<br/>Design<br/>Patterns Template,<br/>Shears iron blade for cutting fabric<br/>Scissors<br/>(plastic handled scissor for cutting paper) Trimmers<br/>Seam<br/>Ripper Tailor's Chalk,<br/>Pins<br/>&amp; safety pins Dress<br/>maker's Pin, Pin<br/>Cushion, Scales/ other shapes of scales like I scale, Measuring Tape<br/>Bobbin, Bobbin Case,<br/>Dress Form (Template),<br/>Cleaning Cloth, Sewing<br/>Threads, Hand needle<br/>(Various gauges),<br/>Machine<br/>Needle (Various Gauges),<br/>Sewing kit, Fabric<br/>Yardages Required<br/>Trims/Accessory<br/>Machine Folders and<br/>Attachments,<br/>Student's Chair (with<br/>Table Arm), cutting,<br/>Table (30"X20"X 30")<br/>Teacher's Table<br/>Teacher's Chair,<br/>garments, made-up<br/>and home furnishing<br/>samples, Tracing<br/>Wheel, Personal<br/>Protective Equipment,<br/>Hanger, Needle<br/>Threader, Students,<br/>Stools For Sewing, First<br/>Aid Box, Machine Oil</p> | <ul style="list-style-type: none"> <li>• Need based modified equipment</li> <li>• Ease of Access Centre</li> <li>• Sticky Keys</li> <li>• On the screen Keyboard</li> <li>• One-Handed Keyboard</li> <li>• Foot Pedals</li> <li>• Access Switches</li> <li>• Wheel Chair</li> <li>• Walker</li> </ul> |
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|  |  | <ul style="list-style-type: none"> <li>• Setting machine controls for the materials being stitched</li> <li>• Handling materials, machinery, equipment and tools safely and correctly</li> <li>• Using correct lifting and handling procedures</li> <li>• cutting the thread appropriately</li> <li>• Threading the needle in the machine and adjust the needle as per the requirements</li> <li>• Performing a test run to ensure machine is operating correctly</li> <li>• Optimizing the positioning and layout of materials to ensure a smooth and rapid throughput</li> <li>• Stitching the correct materials in the right sequence as required by the production specification</li> <li>• Ensuring stitched products meets specification</li> <li>• in terms of labels and trimmings and conforms to the shape and size requirement</li> <li>• Inspecting stitched products against specifications and Identifying mark and place rejects in the designated locations</li> <li>• Carrying out alterations to meet customer requirements</li> <li>• Passing the stitched item to the next stage in the manufacturing process after validation</li> <li>• Responding accordingly where stitched items do not meet production specification</li> <li>• Seeking feedback from team mates on work</li> <li>• Sorting and placing work to assist the next stage of production and minimize the risk of damage</li> </ul> |  |  |
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|---|---|---|--|---|
|   |   | <ul style="list-style-type: none"> <li>Leaving work area safe and secure when work is complete</li> <li>Complete documentation</li> </ul>   |  |   |
| 3 | <p><b>Contribute to achieve product quality in stitching operations</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>15:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>45:00</p> <p><b>Corresponding NOS Code</b><br/>AMH/N0302</p> | <ul style="list-style-type: none"> <li>Identify and use materials required based on the job card/ work ticket</li> <li>Take the necessary action when materials do not conform to company quality standards</li> <li>Report and replace identified faulty materials and component parts which do not meet specification</li> <li>Identify modifiable defects and rework on them</li> <li>Report to the responsible person when the work flow of other production areas disrupts work</li> <li>Test, sort, track feed and examine work in progress</li> <li>Carry out quality checks at specified intervals according to instructions</li> <li>Apply the allowed tolerances</li> <li>Identify faults in materials and components for crease, stains, damage etc. and incorrectly made-up component parts and take appropriate action for rectification</li> <li>Make adjustments promptly to return product to specification</li> <li>Maintain the required productivity and quality levels</li> </ul> | Equipment same as above  | <p>These tools may be used during the different jobs:</p> <ul style="list-style-type: none"> <li>Computer</li> <li>Laptop</li> <li>iPad</li> <li>Modify Chair/seating arrangement</li> <li>Need based modification in working environment</li> <li>Need based modified equipment</li> <li>Ease of Access Centre</li> <li>Sticky Keys</li> <li>On the screen Keyboard</li> <li>One-Handed Keyboard</li> <li>Foot Pedals</li> <li>Access Switches</li> <li>Wheel Chair</li> <li>Walker</li> </ul> |
| 4 | <p><b>Maintain work area, tools and machines</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>20:00</p> <p><b>Corresponding</b></p>   | <ul style="list-style-type: none"> <li>Maintain tools and equipment and handle them safely</li> <li>Use materials to minimize waste</li> <li>Carryout running maintenance within agreed schedules</li> <li>Carry out maintenance and/or cleaning within one's responsibility</li> <li>make sure that the correct machine guards are in place</li> <li>Work in a comfortable position with the correct posture</li> <li>Use cleaning equipment and methods appropriate for the work to be carried out</li> <li>Dispose of waste safely in the designated location</li> </ul>   | <p>Machinery tools and equipment like: Single Needle Lock Stitch (SNLS), Over lock Machine (5 thread over lock machine) Button Hole Machine Button Attach Machine (optional) Pressing Table and Iron, Shears "iron blade for cutting fabric) Scissors (plastic handled scissor for cutting paper) Trimmers Seam Ripper</p> | <p>These tools may be used during the different jobs:</p> <ul style="list-style-type: none"> <li>Computer</li> <li>Laptop</li> <li>iPad</li> <li>Modify Chair/seating arrangement</li> <li>Need based modification in working environment</li> <li>Need based modified equipment</li> </ul>   |



|   |   |   |   |   |
|---|---|---|---|---|
|   | <p><b>NOS Code</b><br/>AMH/N0102</p>  | <ul style="list-style-type: none"> <li>• Store cleaning equipment safely after use</li> <li>• Carryout cleaning according to schedules and limits of responsibility</li> </ul>  | <p>Scale (metallic, 6" &amp; 12")/ other scales<br/>Measuring Tape (0.5" width) Bobbin with bobbin case, Hand needle (Various gauges)<br/>Machine Needle (Various Gauges)<br/>Machine Folders and Attachments</p> | <ul style="list-style-type: none"> <li>• Ease of Access Centre</li> <li>• Sticky Keys</li> <li>• On the screen Keyboard</li> <li>• One-Handed Keyboard</li> <li>• Foot Pedals</li> <li>• Access Switches</li> <li>• Wheel Chair</li> <li>• Walker</li> </ul>  |
| 5 | <p><b>Maintain health, safety and security at workplace</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>08:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>18:00</p> <p><b>Corresponding NOS Code</b><br/>AMH/N0103</p> | <ul style="list-style-type: none"> <li>• Comply with health and safety related</li> <li>• instructions applicable to the workplace</li> <li>• Use and maintain personal protective equipment as per protocol</li> <li>• Maintain a healthy lifestyle and guard against dependency on intoxicants</li> <li>• Follow environment management system related procedures</li> <li>• Identify and correct if possible) malfunctions in machinery and equipment</li> <li>• Report any service malfunctions that cannot be rectified</li> <li>• Store materials and equipment in line with manufacturer's and organizational requirements</li> <li>• Safely handle and move waste and debris</li> <li>• Minimize health and safety risks to self and others due to own actions</li> <li>• Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</li> <li>• Monitor the workplace and work processes for potential risks and threats</li> </ul> | <p>Documents related to the subject</p>   | <p>These tools may be used during the different jobs:</p> <ul style="list-style-type: none"> <li>• Computer</li> <li>• Laptop</li> <li>• iPad</li> <li>• Modify Chair/seating arrangement</li> <li>• Need based modification in working environment</li> <li>• Need based modified equipment</li> <li>• Ease of Access Centre</li> <li>• Sticky Keys</li> <li>• On the screen Keyboard</li> <li>• One-Handed Keyboard</li> <li>• Foot Pedals</li> <li>• Access Switches</li> <li>• Wheel Chair</li> <li>• Walker</li> </ul> |



|   |  |  |                                 |   |
|---|--|--|---------------------------------|---|
|   |  | <ul style="list-style-type: none"> <li>• Carryout periodic walk-through to keep work area free from hazards and obstructions, if assigned</li> <li>• Report hazards and potential risks/threats to supervisors or other authorized personnel</li> <li>• Participate in mock drills/evacuation procedures organized at the workplace</li> <li>• Undertake first aid, fire-fighting and emergency response training, if asked to do so</li> <li>• Take action based on instructions in the event of fire,</li> <li>• Follow organization procedures for shutdown and evacuation when required</li> </ul> |                                 |   |
| 6 | <p><b>Comply with Industry, regulatory and organizational requirements</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>03:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>05:00</p> <p><b>Corresponding NOS Code</b><br/>AMH/N0104</p> | <ul style="list-style-type: none"> <li>• Carryout work functions in accordance with legislation and regulations, organizational guidelines and procedures</li> <li>• Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel</li> <li>• Apply and follow these policies and procedures within your work practices</li> <li>• Provide support to your supervisor and team members in enforcing these considerations</li> <li>• Identify and report any possible deviation to these requirements</li> </ul>  | Documents related to Compliance | <p>These tools may be used during the different jobs:</p> <ul style="list-style-type: none"> <li>• Computer</li> <li>• Laptop</li> <li>• iPad</li> <li>• Modify Chair/seating arrangement</li> <li>• Need based modification in working environment</li> <li>• Need based modified equipment</li> <li>• Ease of Access Centre</li> <li>• Sticky Keys</li> <li>• On the screen Keyboard</li> <li>• One-Handed Keyboard</li> <li>• Foot Pedals</li> <li>• Access Switches</li> <li>• Wheel Chair</li> <li>• Walker</li> </ul> |

|   |  |  |   |   |
|---|--|--|---|---|
| 7   | <b>Professional/Soft Skills</b><br><b>Theory Duration</b><br>(hh:mm)<br>04:00<br><br><b>Practical Duration</b><br>(hh:mm)<br>02:00<br><br><b>Corresponding NOS Code</b><br>Bridge Module | <ul style="list-style-type: none"><li>• Work effectively within a team.</li><li>• Manage job related stress effectively.</li><li>• Understand the importance of punctuality.</li><li>• Recognize the causes of AIDS.</li><li>• Get familiar with prevention methods for AIDS.</li><li>• Understand Importance of health and hygiene.</li><li>• Recognize ill-effects of alcohol and tobacco.</li></ul> | White/black board, chalk/marker, duster | These tools may be used during the different jobs: <ul style="list-style-type: none"><li>• Computer</li><li>• Laptop</li><li>• iPad</li><li>• Modify Chair/seating arrangement</li><li>• Need based modification in working environment</li><li>• Need based modified equipment</li><li>• Ease of Access Centre</li><li>• Sticky Keys</li><li>• On the screen Keyboard</li><li>• One-Handed Keyboard</li><li>• Foot Pedals</li><li>• Access Switches</li><li>• Wheel Chair</li><li>• Walker</li></ul> |
|   | <b>Total Duration: 270Hrs</b><br><br><b>Theory Duration 80Hrs</b><br><br><b>Practical Duration 190Hrs</b>  | <b>Unique Equipment Required</b><br>Dexterity kit, Single Needle Lock Stitch (SNLS) SNLS Machine with UBT Over Lock Machine (5 thread over lock machine)   |   |   |
| Grand Total Course Duration: <b>270 Hours</b><br>(This syllabus/ curriculum has been approved by <u>APPAREL, MADE-UP'S AND HOME FURNISHING SECTOR SKILL COUNCIL</u> ) |  |  |   |   |

**Trainer Prerequisites for Job role: “Sewing Machine Operator” mapped to Qualification Pack:  
“PWD/AMH/Q0301, version 1.0”**

**Trainer Prerequisites for with Hearing Impairment**

| Sr. No. | Area  | Details  |
|---------|---|--|
| 1       | <b>Job Description</b>  | To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack “PWD/AMH/Q0301”  |
| 2       | <b>Personal Attributes</b>                                      | The candidate should have aptitude for conducting training, pre /post work to ensure competent, employable candidates at the end of training. Strong communication skills, interpersonal skills, ability to work as team; diligent and is passionate for maintaining the quality in content and training delivery methodology. Candidate should have basic understanding of English language; however, this should not be a restrictive criterion as long as the candidate is willing and open to learn. He/she must be able to speak, read and write in the local language.   |
| 3       | <b>Minimum Educational Qualifications</b>                       | ITI/AMT/Diploma, from NIFT, or any other polytechnic/reputed institute in the core subject/10th pass with supervisory experience in relevant trade/ Certificate in relevant trade of minimum 6 months duration/Graduate in the relevant trade  |
| 4a      | <b>Domain Certification</b>                                     | Certified for Job Role: “Sewing Machine Operator” mapped to QP: “PWD/AMH/Q0301”, version 1.0. Minimum accepted score as per SSC guidelines is 80%.   |
| 4b      | <b>Platform Certification</b>                                   | Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102” with scoring of minimum 80%.  |
| 4c      | <b>Disability specific Top Up module</b>                        | The Inclusive Trainer should be certified in Disability Specific Top Up Training conducted by SCPwD with minimum accepted score of 80% as per SCPwD guidelines.  |
| 4d      | <b>Specific Requirement for persons with Hearing Impairment</b> | The Indian sign language interpreter should be mandatory during the training, counselling and placement cell of persons with hearing impairment  |
| 5       | <b>Experience</b>   | <p>The candidate should have a minimum of 3 years of industrial experience in stitching and should possess good knowledge of sewing machines, needles etc. He should be able to communicate in English and local language. He should have knowledge of equipment, tools, material, Safety, Health &amp; Hygiene.</p> <p>10th pass with supervisory experience in relevant trade required 6 years of experience/ certification required 4 years of experience/diploma/ITI/Graduate in relevant trade required 2 years of experience</p> <p>* The minimum required experience could be relaxed by the vigilance committee of AMHSSC, if the concerned candidate possesses qualification from premium institutes, like NID, NIFT etc.</p> |

### Trainer Prerequisites for Locomotor Disability

| Sr. No. | Area                                      | Details   |
|---------|---|---|
| 1       | <b>Job Description</b>                    | To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack “PWD/AMH/Q0301”   |
| 2       | <b>Personal Attributes</b>                | The candidate should have aptitude for conducting training, pre /post work to ensure competent, employable candidates at the end of training. Strong communication skills, interpersonal skills, ability to work as team; diligent and is passionate for maintaining the quality in content and training delivery methodology. Candidate should have basic understanding of English language; however, this should not be a restrictive criterion as long as the candidate is willing and open to learn. He/she must be able to speak, read and write in the local language.  |
| 3       | <b>Minimum Educational Qualifications</b> | ITI/AMT/Diploma, from NIFT, or any other polytechnic/reputed institute in the core subject/10th pass with supervisory experience in relevant trade/<br>Certificate in relevant trade of minimum 6 months duration/Graduate in the relevant trade  |
| 4a      | <b>Domain Certification</b>               | Certified for Job Role: “Sewing Machine Operator” mapped to QP: “PWD/AMH/Q0301”, version 1.0. Minimum accepted score as per SSC guidelines is 80%.  |
| 4b      | <b>Platform Certification</b>             | Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102” with scoring of minimum 80%.   |
| 4c      | <b>Disability specific Top Up module</b>  | The Inclusive Trainer should be certified in Disability Specific Top Up Training conducted by SCPwD with minimum accepted score of 80% as per SCPwD guidelines.   |
| 5       | <b>Experience</b>                         | The candidate should have a minimum of 3 years of industrial experience in stitching and should possess good knowledge of sewing machines, needles etc. He should be able to communicate in English and local language. He should have knowledge of equipment, tools, material, Safety, Health & Hygiene.<br>10th pass with supervisory experience in relevant trade required 6 years of experience/ certification required 4 years of experience/diploma/ITI/Graduate in relevant trade required 2 years of experience<br>* The minimum required experience could be relaxed by the vigilance committee of AMHSSC, if the concerned candidate possesses qualification from premium institutes, like NID, NIFT etc. |

## Annexure: Assessment Criteria

|   |   |
|---|---|
| <b>Assessment Criteria for Sewing Machine</b> |   |
| <b>Operator Job Role</b>                      | <b>Sewing Machine Operator</b>  |
| <b>Qualification Pack</b>                     | <b>PWD/AMH/Q0301, version 1.0</b>   |
| <b>Skill Councils</b>                         | <b>Skill Council for Persons with Disability and Apparel, Made-Up's and Home Furnishing</b> |

| Sr No. | Guideline 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 will also lay down proportion of marks for Theory and Skills Practical for each PC  |
| 3      | Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training Centre (as per assessment criteria below)  |
| 4      | Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training Centre based on this criterion  |
| 5      | To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP  |
| 6      | In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack  |

| Assessable Outcome  | Assessment Criteria   | Marks Allocation |        |        |                 |      |
|---|---|------------------|--------|--------|-----------------|------|
|   |   | Total Marks      | Out Of | Theory | Skill Practical | Viva |
| <b>1.AMH/N0301 (Carryout Stitching activities using machine or by hand)</b> | PC1.Make sure the work area is free from hazards  | <b>210</b>       | 3      | 1      | 1               | 1    |
|   | PC2. Follow the instructions on the work ticket/ job card in line with the responsibilities of respective job role        |                  | 3      | 1      | 1               | 1    |
|   | PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear                         |                  | 3      | 1      | 1               | 1    |
|   | PC4. Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any       |                  | 3      | 1      | 1               | 1    |
|   | PC5. Use the correct tools and equipment's  |                  | 3      | 1      | 1               | 1    |
|   | PC6. Check that equipment is safe and set up in readiness for use   |                  | 3      | 1      | 1               | 1    |
|   | PC7. Select the correct component parts for the style being worked on   |                  | 3      | 1      | 1               | 1    |
|   | PC8. Check that the materials to be used are free from faults   |                  | 5      | 1      | 3               | 1    |
|   | PC9. Ensure the materials used meet the specification matching  |                  | 3      | 1      | 1               | 1    |
|   | a). Within a product  |                  | 4      | 1      | 2               | 1    |
|   | b) between a pair of products where applicable  |                  | 4      | 1      | 2               | 1    |
|   | PC10. Carry out test sews   |                  | 4      | 1      | 2               | 1    |
|   | PC11. Check needles, awls and threads regularly   |                  | 4      | 1      | 2               | 1    |
|   | PC12. Check if fabric / Component is correctly marked and pieces cut as required  |                  | 4      | 1      | 2               | 1    |
|   | PC13. Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly |                  | 4      | 1      | 2               | 1    |

|  |  |  |   |   |   |   |
|--|--|--|---|---|---|---|
|  | PC14. Report faults in the materials   |  | 3 | 1 | 1 | 1 |
|  | PC15. Conform to company quality standards   |  | 3 | 1 | 1 | 1 |
|  | PC16. Report any damaged work to the responsible person  |  | 3 | 1 | 1 | 1 |
|  | PC17. Follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately |  | 4 | 1 | 2 | 1 |
|  | PC18. Sort and place work to assist the next stage of production and minimize the risk of damage   |  | 3 | 1 | 1 | 1 |
|  | PC19. Leave work area safe and secure when work is complete  |  | 4 | 1 | 2 | 1 |
|  | PC20. Complete forms, records and other documentation  |  | 4 | 2 | 1 | 1 |
|  | PC21. Examine the specific item to identify what type of stitching is best suited  |  | 4 | 1 | 2 | 1 |
|  | PC22. Estimate the expected length of time for the process   |  | 4 | 1 | 1 | 2 |
|  | PC23. Set up machine (Apparel Sewing machine) according to manufacturers' instructions and production requirements   |  | 4 | 1 | 2 | 1 |
|  | PC24. Set machine controls for the materials being stitched  |  | 5 | 1 | 3 | 1 |
|  | PC25. Cut the thread appropriately   |  | 4 | 1 | 2 | 1 |
|  | PC26. Thread the needle in the machine and adjust the needle as per the requirements   |  | 4 | 1 | 2 | 1 |
|  | PC27. Perform a test run to ensure machine is operating correctly  |  | 4 | 1 | 2 | 1 |
|  | PC28. Report defective machines, tools and/or equipment to the responsible person  |  | 4 | 1 | 2 | 1 |
|  | PC29. Operate machines safely and in accordance with guidelines  |  | 5 | 1 | 3 | 1 |
|  | PC30. Optimize the positioning and layout of materials to ensure a smooth and rapid throughput   |  | 6 | 1 | 4 | 1 |
|  | PC31. Check the equipment prior to making the stitching, including:  |  | 3 | 1 | 1 | 1 |



|   |   |              |            |           |            |           |
|---|---|--------------|------------|-----------|------------|-----------|
|   | PC32. Stitch the correct materials in the right sequence as required by the production specification  |              | 6          | 1         | 4          | 1         |
|   | PC33. Ensure stitched product conforms to shape and size requirement                                  |              | 4          | 1         | 2          | 1         |
|   | PC34. Ensure stitched products meets specification in terms of labels and trimmings                   |              | 4          | 1         | 2          | 1         |
|   | PC35. Inspect stitched products against specifications  |              | 4          | 1         | 2          | 1         |
|   | PC36. Identify mark and place rejects in the designated locations                                     |              | 4          | 1         | 2          | 1         |
|   | PC37. Carry out alterations to meet customer requirements   |              | 4          | 1         | 2          | 1         |
|   | PC38. Pass the stitched item to the next stage in the manufacturing process after validation          |              | 4          | 1         | 2          | 1         |
|   | PC39. Respond accordingly where stitched items do not meet production specification                   |              | 4          | 1         | 2          | 1         |
|   | PC40. Minimize and dispose the waste materials in the approved Manner                                 |              | 4          | 1         | 2          | 1         |
|   | PC41. Seek feedback from team mates on work related performance                                       |              | 3          | 1         | 1          | 1         |
|   | PC42. Check with in charge /others when unsure of new product details                                 |              | 4          | 1         | 2          | 1         |
|   | PC43. Clean and make safe machines after use  |              | 5          | 1         | 3          | 1         |
|   | PC44. Carry out basic maintenance of own machines   |              | 4          | 1         | 2          | 1         |
|   | PC45. Report risks/ problems likely to affect services to the relevant person promptly and accurately |              | 4          | 1         | 2          | 1         |
|   | PC46. Carry out Operations at a rate which maintains workflow and meets production targets            |              | 4          | 1         | 2          | 1         |
|   |   | <b>Total</b> | <b>210</b> | <b>55</b> | <b>100</b> | <b>55</b> |
| <b>2.AMH/N0302<br/>(Contribute to achieve product quality in stitching)</b> | PC1. Identify and use materials required based on the job card/ work ticket                           |              | 4          | 1         | 2          | 1         |
|   | PC2. Take the necessary action when materials do not conform to company quality standards             |              | 4          | 1         | 2          | 1         |

|                    |  |              |           |           |           |           |
|--------------------|--|--------------|-----------|-----------|-----------|-----------|
|                    | PC3. Report and replace identified faulty materials and component parts which do not meet specification        |              | 4         | 1         | 2         | 1         |
|                    | PC4. Identify modifiable defects and rework on them  |              | 5         | 1         | 3         | 1         |
|                    | PC5. Carry out work safely and at a rate which maintains work flow   |              | 4         | 1         | 2         | 1         |
|                    | PC6. Report to the responsible person when the work flow of other production areas disrupts work               |              | 4         | 1         | 2         | 1         |
|                    | PC7. Test, sort, track feed and examine work in progress   |              | 5         | 1         | 3         | 1         |
|                    | PC8. Carry out quality checks at specified intervals according to instructions                                 |              | 5         | 1         | 3         | 1         |
|                    | PC9. Apply the allowed tolerances  |              | 4         | 1         | 2         | 1         |
|                    | PC10. Identify faults and take appropriate action for rectification  |              | 5         | 1         | 3         | 1         |
|                    | PC11. Make adjustments promptly to return product to specification   |              | 4         | 1         | 2         | 1         |
|                    | PC12. Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts |              | 4         | 1         | 2         | 1         |
|                    | PC13. Report faults in other processes to the appropriate person   |              | 4         | 1         | 2         | 1         |
|                    | PC14. Maintain the required productivity and quality levels  |              | 5         | 1         | 3         | 1         |
|                    | PC15. Complete and maintain documentation  |              | 4         | 1         | 2         | 1         |
|                    |  | <b>Total</b> | <b>65</b> | <b>16</b> | <b>34</b> | <b>15</b> |
| <b>3.AMH/N0102</b> | PC1. Handle materials, machinery, equipment and tools safely and correctly                                     |              | 3         | 1         | 1         | 1         |
|                    | PC2. Use correct lifting and handling procedures   |              | 3         | 1         | 1         | 1         |
|                    | PC3. Use materials to minimize waste   |              | 3         | 1         | 1         | 1         |
|                    | PC4. Maintain a clean and hazard free working area   |              | 4         | 1         | 2         | 1         |
|                    | PC5. Maintain tools and equipment  |              | 4         | 1         | 2         | 1         |
|                    | PC6. Carry out running maintenance within agreed schedules   |              | 4         | 1         | 2         | 1         |

|  |  |              |           |           |           |           |
|--|--|--------------|-----------|-----------|-----------|-----------|
|  | PC7. Carry out maintenance and/or cleaning within one's responsibility                         |              | 4         | 1         | 2         | 1         |
|  | PC8. Report unsafe equipment and other dangerous occurrences                                   |              | 3         | 1         | 1         | 1         |
|  | PC9. Ensure that the correct machine guards are in place                                       |              | 3         | 1         | 1         | 1         |
|  | PC10. Work in a comfortable position with the correct posture                                  |              | 4         | 1         | 2         | 1         |
|  | PC11. Use cleaning equipment and methods appropriate for the work to be carried out            |              | 3         | 1         | 1         | 1         |
|  | PC12. Dispose of waste safely in the designated location                                       |              | 4         | 1         | 2         | 1         |
|  | PC13. Store cleaning equipment safely after use  |              | 4         | 1         | 2         | 1         |
|  | PC14. Carry out cleaning according to schedules and limits of responsibility                   |              | 4         | 1         | 2         | 1         |
|  |  | <b>Total</b> | <b>50</b> | <b>14</b> | <b>22</b> | <b>14</b> |
| <b>4.AMH/N0103</b>                                       | PC1. Comply with health and safety related instructions applicable to the workplace            |              | 3         | 1         | 1         | 1         |
| <b>Maintain health, safety and security at workplace</b> | PC2. Use and maintain personal protective equipment as per protocol                            |              | 4         | 1         | 2         | 1         |
|  | PC3. Carry out own activities in line with approved guidelines and procedures                  |              | 4         | 1         | 2         | 1         |
|  | PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants                  |              | 3         | 1         | 1         | 1         |
|  | PC5. Follow environment management system related procedures                                   |              | 3         | 1         | 1         | 1         |
|  | PC6. Identify and correct (if possible) malfunctions in machinery and equipment                |              | 4         | 1         | 2         | 1         |
|  | PC7. Report any service malfunctions that cannot be rectified                                  |              | 3         | 1         | 1         | 1         |
|  | PC8. Store materials and equipment in line with manufacturer's and organizational requirements |              | 4         | 1         | 2         | 1         |
|  | PC9. Safely handle and move waste and debris   |              | 3         | 1         | 1         | 1         |
|  | PC10. Minimize health and safety risks to self and others due to own actions                   |              | 3         | 1         | 1         | 1         |

|                    |  |              |            |            |            |            |
|--------------------|--|--------------|------------|------------|------------|------------|
|                    | PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks                   |              | 3          | 1          | 1          | 1          |
|                    | PC12. Monitor the workplace and work processes for potential risks and threats   |              | 3          | 1          | 1          | 1          |
|                    | PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned                |              | 3          | 1          | 1          | 1          |
|                    | PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel                         |              | 3          | 1          | 1          | 1          |
|                    | PC15. Participate in mock drills/ evacuation procedures organized at the workplace                                     |              | 4          | 1.5        | 2          | 0.5        |
|                    | PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so                            |              | 4          | 1.5        | 2          | 0.5        |
|                    | PC17. Take action based on instructions in the event of fire, emergencies or accidents                                 |              | 3          | 1.5        | 1          | 0.5        |
|                    | PC18. Follow organization procedures for shutdown and evacuation when required   |              | 3          | 1.5        | 1          | 0.5        |
|                    |  | <b>Total</b> | <b>60</b>  | <b>20</b>  | <b>24</b>  | <b>16</b>  |
| <b>5.AMH/N0104</b> | PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures |              | 3          | 1          | 1          | 1          |
|                    | PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel     |              | 3          | 1          | 1          | 1          |
|                    | PC3. Apply and follow these policies and procedures within your work practices   |              | 3          | 1          | 1          | 1          |
|                    | PC4. Provide support to your supervisor and team members in enforcing these considerations                             |              | 3          | 1          | 1          | 1          |
|                    | PC5. Identify and report any possible deviation to these requirements  |              | 3          | 1          | 1          | 1          |
|                    |  | <b>Total</b> | <b>15</b>  | <b>5</b>   | <b>5</b>   | <b>5</b>   |
|                    | <b>Grand Total</b>   |              | <b>400</b> | <b>110</b> | <b>185</b> | <b>105</b> |

## **Accommodation Guideline recommended for Inclusive Trainers**

### **Persons with Hearing Impairment**

#### **Characteristics**

- Use other senses as mediums of learning. (Use gestures, body language, expressions, lip reading etc.)
- Use adapted material such as visual or sight vocabulary to provide first-hand experience.
- Use assistive devices such as hearing aid, loop system etc.
- Teach how to access sound-based information.

#### **Guidelines for Trainers**

- Make sure you are aware of the learners' language abilities and preferred learning style to ensure inclusion into the group.
- When you have a student with HI in the group, reduce background noise or, request for a classroom that is away from noise. Make sure you have the whole group's attention before starting the session.
- Allow HI students to sit where they wish. HI students who can read the lip should sit near the front. (Optimum distance for lip-reading is considered to be about 6 feet.)
- Face the HI student when speaking.
- Use clear speech.
- Make sure the room is well lit to allow the student with HI to see your facial expression, signing and/or lip read.
- Use assistive device where available, to facilitate teaching-learning in the classroom.
- Arrange the classroom so that students can see each other, e.g., organizing the class in a circle or semicircle allows all students to see each other.
- Use shorter sentences, clearer speech.
- Associate words with real objects, pictures; for example, the colour concept
- Use pictures (flash cards), real objects, real experiences, dramatization, and activities.
- You can write key points on the board or chart.
- Encourage other people or staff to develop communication strategies so that they can get into the style of students with HI

### **Persons with Locomotor Disability**

#### **Characteristics**

Need specific requirement for a student with impairment to the lower limbs:

- Appropriate/suitable seating if not in a wheelchair;
- Adequate space and height of desk if the student is in a wheelchair;

- Consider alternative to activities involving writing, drawing and other fine motor activities, such as sorting, threading, solving puzzles, etc. for persons with upper limb affected.

Some considerations as the students with physical disabilities may experience limitations in one of the following ways:

- Difficulty in writing
- Sitting at a standard desk or on the floor;
- Participating in activities where tables and instruments are difficult to access
- Movements within the class and within the school;
- Mobility in spaces that are not user friendly for wheelchair.

### **Guidelines for Trainers**

1. Make the classroom accessible.
2. Alternative modes of communicating such as audio recorder, or support for note taking, gestures, pictures, computers may be used.
3. Provide accessible seating and a table in the classroom.
4. Make writers available for written work and for tests and exams.
5. Give additional time for completing assignments/exams
6. Provide a supportive and welcoming environment by sensitizing other students /staff and creating a sense of responsibility in them.
7. should be comfortably seated and with proper posture.
8. Free movement of learners within the class must be ensured.
9. Learners can be shown pictures or other visual cues, concrete objects, a few at a time, for better understanding.
10. Audio books, daisy books or books on computer, as found suitable, can be used for reading. Alternatively, a classmate can read aloud to the child.
11. Make use of computers for teaching learning, if possible.
12. Extra time for writing should be given if the child is able to write on his / her own and there should not be undue emphasis on the quality of writing as long as it is legible.
13. Students can use adapted brushes, modified pencils and thick markers that can be gripped easily, for drawing. Alternatively, the children can use stamping methods or paste cut outs. The books, papers, brushes etc. can be fixed on the table with the help of tape etc. so that they do not slip down.
14. For assessment, have students present the material orally or if required, with the help of a scribe. Use objective type, multiple type questions using yes/no or true/false answers